

Ref: CSI 15/01/21

## Request for Quotation

### Human Resource Management (HRM) Module

<b>Date of Issue : 21 January, 2015</b>	<b>Closing Date &amp; Time :16 February 2015, Monday 12:00 noon (Hong Kong Time)</b>
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January, 2015

## INTERPRETATION

1. In this Quotation Document, the following words and expressions have the meaning hereby assigned to them except when the context otherwise requires:

“General Holidays” or “Public Holidays” mean every Sunday and any other day, which is a general holiday by virtue of the General Holidays Ordinance (Cap.149 of the Laws of Hong Kong);

“Inspecting Officer” means the officer appointed by CSI for the purpose of inspecting the Services performed in pursuance of the Contract herein;

“Quotation Closing Date” means the latest date (Hong Kong Time) by which quotations must be lodged,

“Services” means all the works, services and things specified in the System Specifications and includes the supplementary and related services to be performed, executed, supplied or done by the Service Provider(s) under the Contract;

“Service Provider” means a company who or which submits a quotation in response to this Request For Quotation;

“API”	means Application Programming Interface
“CSI”	means Chamber of Security Industry Limited
“eForm”	means electronic form which can be filled on W3C compliant browsers
“HKLIA”	means Hong Kong Linux Industry Association Limited
“HKSCS”	means Hong Kong Supplementary Character Set
“HRM”	means Human Resource Management
“ICT”	means Information and Communication Technology
“OGCIO”	means Office of the Government Chief Information Officer of the Government of Hong Kong Special Administrative Region
“OSS”	means Open Source Software
“QAS”	means Quality Assurance Scheme
“RFQ”	means Request for Quotation
“SGSO”	means Security and Guarding Services Ordinance

“SPP”	means Security Personnel Permit
“UAT”	means user acceptance test
“W3C”	means World Wide Web Consortium who sets the standard, protocol and guideline for web applications.

2. In this Request For Quotation, unless the context otherwise requires, the following rules of interpretation shall apply:
- 2.1 the singular includes the plural and vice versa;
- 2.2 the headings to individual clauses and provisions of Quotation. Documents are for ease of reference only and shall not affect the interpretation or construction of the Quotation Document.

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## 1. BACKGROUND

The Chamber of Security Industry Limited (hereinafter known as CSI), along with Hong Kong Linux Industry Association Limited (hereinafter known as HKLIA), was granted sponsorship from the Office of the Government Chief Information Officer of the Government of Hong Kong Special Administrative Region (hereinafter known as OGCIO) under 2014/15 Sector-specific Programme (SSP) for business services sector to implement a project, along with HKLIA, to develop a Human Resource Management (HRM) Module specially designed for the security industry in Hong Kong.

Service Providers are invited to provide the System Design, System Implementation, System Maintenance & Support Services on the implementation of Human Resource Management (HRM) Module (hereinafter called HRM) for CSI.

This project is a fixed price project and is subject to the prevailing terms and conditions in the service contract.

A twelve (12) month's warranty upon successful completion of User Acceptance Test is regarded as binding to the project, with an extension of another twelve (12) months system maintenance period with charges subject to the agreement between CSI and the successful bidder of this project.

## 2. OBJECTIVES

- Turnover of security guards in the industry is more than 20 percent per annum. It heavily affects the operations. Continuous recruitment and selection becomes a routine and heavy burden of the administration. These repeated tasks can be automated by using ICT technology. In the Security and Guarding Services Ordinance (Chapter 460), employers have to perform due diligence to comply with the Ordinance.
- The project objective is to develop a new Human Resource Management System including paperless recruitment, staff card, MPF enrollment, uniform & equipment issuing, leave record, payroll slip, etc. to ease the operation burden of SMEs in security sector and increase their competitiveness, as well as to comply with relevant Ordinances and Regulations required by the Government of HKSAR.
- Adopt Information and Communication Technology (ICT) to design an innovative Human Resource Management (HRM) Module for use within Hong Kong to manage the security guards on duty, and at the same time provide provision to generate management



reports as and when required by the end-user;

- Provide a cost-effective, secure, stable application riding on Linux and Cloud Computing Applications to receive, store data and compilation of reports for management more efficiently and systematically while at the same time ease the workload of frontline security personnel;
- Eventually, the system will also benefit property management field including professional bodies and local incorporated owners of various buildings and the cleaning industry;
- The system will be based on Open Source Lesser General Public License (LGPL) and share with the security industry especially the Small and Medium-sized Enterprises (SMEs) in Hong Kong;
- Demonstrate to the security industry and SMEs as one of the successful examples that adopting ICT can enhance productivity and competitiveness;
- Enhance professional standards and competitiveness of the security industry and other professional entities in the property management field.

### 3. CURRENT BUSINESS ENVIRONMENT

The adoption of information and communication technology within security industry is not popular. The current practice for security companies in recruitment is paper based. The vetting of SPP is mainly done by manual checking. Many forms such as MPF, IR56B and etc. are filled out by hand. Error and omission is easily created and violated the laws.

## PART I: GENERAL TERMS & CONDITIONS TO QUOTATION

### 1. Notes to Invitation

Bidding companies are requested to read the instructions contained herein carefully prior to preparing the quotation. These instructions are conditions of the Request For Quotation and any quotation which does not follow these instructions will be considered incomplete and may not be considered.

### 2. Quotation

Service Provider(s) are requested to submit their offers in Hong Kong Dollars. Service Provider(s) shall submit their quotations at their own cost and expense. CSI shall not be liable for any cost and expense whatsoever incurred by the Service Provider(s) in connection with the Service Providers' submission of their quotations, including without limitation, all costs relating to the preparation or submission of their quotation, the required document(s) or in any related communication or negotiation with CSI, whether before or after the Closing Date. **Offers submitted in currencies other than Hong Kong dollars will not be considered further.**

### 3. Completion of Quotation

The quotation and all accompanying documents must be completed in ink or typescript and submitted in the manner stipulated. **Otherwise, the quotation will not be considered.** If any of the quotation and its accompanying documents are not submitted in English, a certified translation in writing, thereof in English shall be submitted.

### 4. Quotation to Remain Open

Quotation shall remain valid and open for acceptance for a period not less than **120** days after the Closing Date. By submitting a quotation, Service Provider(s) are deemed to have agreed to such quotation validity period. Without prejudice to CSI's rights and claims vis-à-vis any Service Provider who withdraws its quotation during the quotation validity period. **A quotation which contains a counter-proposal for a validity of less than 120 days will not be considered further.**

## 5. Quotation Addenda

Should CSI require any amendment, clarification or adjustment to be made to the Quotation Document for the purpose of quotation exercise, CSI will issue to every Service Provider numbered addenda giving full details of such amendment. Service Provider(s) shall acknowledge receipt of these addenda. These addenda, if comprising an amendment, clarification or adjustment to any provision of the contract, shall form a part of the contract.

## 6. Payment Terms

Payment will be made according to the progress and percentage of work delivered to and accepted by CSI. The “Percentage of Work” is tabulated in Part III Paragraph 3. When the services are delivered by the Service Provider under this contract, an invoice stating the order number, the particulars, the value of the services delivered shall be sent by the Service Provider to the address of CSI as stated in Part I Paragraph 31. Unless otherwise agreed by CSI Representative, no payment for any Service delivered will be made to the Service Provider until the same have been accepted in accordance with System Acceptance Tests. Payment for the Services accepted will be made within 30 days from the invoice date. All payment shall be made to Prime Contractor.

## 7. Service Providers’ Commitment

All proposals, information and responses from the Service Provider(s) must be submitted in writing. This request for quotation and all proposals, information and responses submitted by the successful Service Provider(s) shall be incorporated into and made a part of any final agreement between CSI and such Service Provider. CSI reserves the right to disqualify any Service Provider who submits a proposal or contract that directly or indirectly attempts to preclude or limit the effect of this requirement.

## 8. Statement of Compliance

Service Provider(s) are required to confirm in the Quotation Schedules that the Services offered comply with the System Specifications of this Quotation Document. If an offer does not conform to the System Specifications, Service Provider(s) should provide the details of deviations, but CSI reserves the right to accept or reject

any such offer. Service Providers' failure to comply with this requirement will render the quotation invalid.

#### **9. Communication with CSI**

Only written communications from the Service Provider(s) will be considered and responded by CSI. CSI will correspond in writing for any query and copy to all interested Service Provider(s).

All communications connected with or arising out of the Quotation Document shall be conducted directly between CSI and the Service Provider(s).

Any statement, whether oral or written, made and any action taken by any CSI member in response to any enquiry made by a prospective Service Provider shall be for guidance and reference purposes only. The statement shall not be deemed to form part of the Quotation Document and such statement or action shall not be deemed to amplify, alter, negate, waive or otherwise vary any of the terms or conditions set out in the Quotation Document.

#### **10. Service Providers' Response to CSI Enquiries**

In the event that CSI determines that clarification of any quotation is necessary, it will advise the Service Provider(s) accordingly indicating whether the Service Provider(s) should supplement its quotation. The Service Provider(s) shall thereafter within three (3) working days after the date of CSI's request or such other period as specified in the request for clarification submit the requested information in the form provided. Quotations may not be considered if complete information is not provided as required.

#### **11. Basis of Acceptance**

Service Providers are mandatorily required to bid all the 5 modules, otherwise, the proposal would not be considered, as such offers will be considered on an overall basis;

Service Provider who scores the highest marks in combined modules will normally be awarded the contract. However, CSI reserves the right not to award the contract to the highest score Service Provider.

## 12. Negotiation

CSI reserves the right to negotiate with any Service Provider about the terms of the offer.

## 13. Acceptance of Offer

The successful Service Provider(s) will be issued a letter of acceptance by e-mail or by mail subject to the conditions that the Service Provider(s) have not obtained any conviction under the relevant ordinances between the Quotation Closing Date and the date of the letter of acceptance;

Upon receipt of such letter, a binding contract would be deemed to have duly constituted between CSI and the successful Service Provider subject to the aforementioned conditions precedent;

Any Service Provider who does not receive any notification of the acceptance of its quotation within the validity period of its offer may deem its quotation as unsuccessful.

## 14. Price Variation

It will be assumed that Service Providers' offers will remain valid for the duration of the contract. Therefore no request for price variation will be considered.

## 15. Infringement of Intellectual Property Rights

CSI is not bound to consider an offer in the event of a claim being received by CSI alleging or CSI having grounds to believe that the System Program and related deliverables to be supplied by the Service Provider under the quotation are infringing copyrights or have otherwise infringed the intellectual property rights in the goods or product of a third party.

In the event of such happening after the contract is being awarded, CSI shall have the right to terminate the contract and recover all damages from the Service Provider arising from the infringement of intellectual property rights by the Service Provider(s).

## 16. Ownership of Intellectual Property

The intellectual property arising from the development of the system shall, upon its creation, vest in and belong exclusively to CSI. CSI shall have the absolutely right to make it available for any non-commercial use.

## 17. Service Providers' Performance Monitoring

Service Provider is advised that should they be awarded the contract, their subsequent performance will be monitored and may be taken into account when their future quotations are evaluated.

## 18. Warning Against Bribery

The offer of an advantage to any CSI members, project team or project steering committee members with a view to influencing the award of the contract is an offence under the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong). Any such offence committed by any Service Provider(s) or any of their directors, employees or agents will render their quotations null or void;

The successful Service Provider shall inform each of its officers and employees (whether engaged on a permanent or temporary basis) that the soliciting or accepting of advantages (as defined in the Prevention of Bribery Ordinance) is not permitted. The successful Service Provider shall also caution their officers and employees against soliciting or accepting any excessive hospitality, entertainment or inducement which can impair their impartiality in relation to the selection of its sub-contractors, if any, or the supervision of the work of the sub-contractors once selected.

## 19. Information / Items to be Submitted

Service Provider(s) shall submit the following information / supporting documents, duly completed, in their quotation **on or before the Quotation Closing Date and Time**

- the information as required in Schedule 1 to 6 and 8 to 12 of Part V Contract Schedule;
- Schedule 7 of Part V "Offer to be Bound" signed by the Service Provider(s);

In addition to the clause above, Service Provider(s) are required to provide all other information / supporting documents as requested in this Quotation document or relevant to its offer, including but not limited to the following:-

- documents to show that its offer is able to meet the requirements as specified in the System Specifications in Part III;
- a copy of valid Business Registration Certificate; and
- a copy of Certificate of Incorporation.

## 20. Offers to be Bound

All parts of the Quotation Document submitted and offered by the Service Provider(s)

shall be binding on the Service Provider(s). A Service Provider is deemed to have satisfied itself as to the correctness of its quotation. In the event that a Service Provider discovers an error in its quotation after the quotation has been deposited, the Service Provider may correct the same in a separate letter. No request for adjustment or variation whatsoever will be allowed or entertained after the Quotation Closing Date;

Should it be found on examination by CSI after the Quotation Closing Date that a Service Provider has made error(s) in the figures stated in its quotation that may have a significant effect on the quotation, the Service Provider may be informed of the error(s) and asked to confirm in writing whether it is prepared to abide by the corrected figures. Acceptance of such amendment is nevertheless subject to the final deliberation of CSI;

CSI may require a Service Provider to clarify any aspect of its quotation by way of provision of additional information or documentary proof. A quotation may not be considered if the Service Provider(s) fails to comply with CSI's request for clarification.

## 21. Consent to Disclosure

CSI shall have the right to disclose whenever it considers appropriate or upon request by any third party (written or otherwise) information on the awarded contract, without any further reference to the successful Service Provider, the name and address of the successful Service Provider, description of services and the contract amount.

## 22. Exclusion

Without prejudice to other provisions of this Quotation Document, CSI reserves the right, to disqualify a Service Provider on any of the following grounds:

bankruptcy;  
winding up;  
false declaration;  
insolvency;  
significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contract(s);  
conviction(s) in respect of serious crimes or other serious offences;  
other acts or omissions that adversely reflect upon the professional conduct, integrity, responsibility or honesty of Service Provider(s).



### 23. Personal Data Provided

Service Providers' personal data provided in the quotation will be used for quotation evaluation and contract award purposes. If insufficient and inaccurate information is provided, the quotation may not be considered;

A Service Provider acknowledges and consents that a Service Provider's personal data provided in the quotation may be disclosed to the parties responsible for quotation evaluation.

### 24. Illegal Workers

The Service Provider undertakes not to employ illegal workers in the execution of any CSI contract. Should the Service Provider be found to have employed illegal workers in breach of this undertaking, CSI Representative may, on behalf of CSI, by notice in writing, terminate the contract and the Service Provider shall not be entitled to claim any compensation against CSI and that the Service Provider shall be liable for all expenses necessarily incurred by CSI as a result the termination of the contract.

### 25. Bankruptcy

CSI Representative may at any time by notice in writing summarily terminate the contract without entitling the Service Provider to claim for compensation in any of the following events:

If the Service Provider shall at any time be adjudged bankrupt, or shall have a receiving order or orders for administration of their estate made against them, or shall take any proceeding for liquidation or composition under any Bankruptcy Ordinance for the time being in force, or make any conveyance or assignment of their effects of composition or arrangement for the benefit of their creditors or purports so to do; or

If the Service Provider, being a company shall pass a resolution or the court shall make an order for the liquidation of its assets, or a receiver or manager shall be appointed on behalf of the shareholders, or circumstances shall have arisen which entitled the court or bond to appoint a receiver or manager.

Then such determination shall not prejudice or affect any right or action or remedy which shall have accrued or shall accrue thereafter to CSI.

### 26. Recovery of Sums Due

Whenever under the contract any sum of money shall be recoverable from or payable by the Service Provider, the same may be deducted from any sum then due or which



at any time thereafter may become due to the Service Provider under the contract or any other CSI contracts.

## 27. Liability for Damages or Compensation

CSI and its members or agents shall not be under any liability whatsoever for or in respect of :

any loss of or damage to any of the service provider's property or that of its members or agents however cause (whether by any negligence of CSI or any of its members or agents or otherwise);

any injury to or death of any of the Service Provider's employees or agents save and except any such injury or death caused by the negligence of CSI or any of its employees or agents;

The Service Provider shall indemnify CSI and their employees or agents against any loss or damage to any property of CSI or of any of their employees or agents or any injury to any employee or agent of CSI arising out of the negligence of the Service Provider or any of their employees, sub-contractors or agents.

## 28. Total Services and Variation

The services to be performed under the contract shall be as laid down in the Schedule and shall be carried out, as and when required, to the satisfaction of the Inspecting Officer of CSI. All orders placed under the contract shall be issued in writing.

Where a variation has been made to the contract the amount to be added to or deducted from the contract price in accordance with that variation shall be determined in accordance with the rates specified in the Schedule so far as the same may be applicable and where rates are not contained in the said Schedule, or are not applicable, such amount shall be such sum as is reasonable in the circumstances.

## 29. Sub-contracting

Service Provider(s) would be allowed to sub-contract the implementation of individual module to other sub-contractor(s), but the company submitting the RFQ would be the prime contractor who would be held responsible for the overall delivery of the project.



## PART II: SPECIAL CONDITIONS OF CONTRACT

### 1. Contract Period

This contract shall be effective from the date of acceptance to the fulfillment of contractual obligations.

### 2. Service Providers' Acknowledgement

The Service Provider acknowledge and agree that they have been supplied with sufficient information to enable them to supply the Services to CSI which fully comply with the requirements set out in the System Specifications of Part III and other provisions of this contract. The Service Provider shall not be entitled to any additional payment nor be excused from any liability under this contract as a consequence of any misinterpretation by the Service Provider of any matter or fact relating to the System Specifications, the said requirements or any other provisions of this contract.

### 3. Pilot Run and Free Warranty

The Service Provider shall provide 3 months pilot run to provide advice and assistance to the users. The Service Provider is also required to provide 12-month free warranty after successful completion of pilot run.

Pilot run includes, but not limited to, system performance tuning, fault diagnosis and bug fixing, answering queries and problems raised by the users relating to the system's performance, application errors and any other related queries and problems of the system.

The first 6 months warranty should include, but not limited to, providing helpdesk and support services, e.g. telephone, e-mail, etc., to the users regarding the system.

The help desk staff shall have good knowledge of the system in order to effectively and efficiently provide support services. The response time to a request for all kinds of services provided in the warranty period shall not exceed two hours. The required help desk service hour shall be during the normal operating hours (i.e. Mondays to Fridays, inclusive, 09:00 to 18:00; Saturdays, Sundays and public holidays excluded).

#### 4. System Maintenance

After the 12-month free warranty, the Service Provider should continue to provide thereafter 12 month maintenance services for the system. The Service Provider shall specify the maintenance charge after the first 12-month free warranty in Schedule 8-10 of the Contract Schedule in Part V.

Notwithstanding any other provision contained elsewhere in this contract, CSI may at its sole discretion terminate the system maintenance at any time by giving the Service Provider three months' prior written notice. The required maintenance service hour shall be during the normal operating hours (i.e. Mondays to Fridays, inclusive, 08:00 to 18:00; Saturdays, Sundays and public holidays excluded).

The maintenance services should cover, but not limited to, performing troubleshooting of anomalies and rectifying any error, fault or program bug and any other activities which are necessary for the satisfactory performance of the system. During the maintenance period, the Service Provider is also required to provide helpdesk and support services, e.g. telephone, e-mail, etc., to the users regarding the system.

The help desk staff shall have good knowledge of the system in order to effectively and efficiently provide support services. The response time to a request for all kinds of services provided in the nursing stage and the maintenance periods shall not exceed two hours.

#### 5. Upgrades and Enhancements

In the event that the system needs to be enhanced, upgraded or modified, CSI shall notify the Service Provider in writing of the proposed changes and implementation schedules. The Service Provider shall perform impact analysis on system changes and enhancements to be done on the system, which includes but is not limited to timing, duration, effort, risks, priority, cost and benefits, at no charge within a period of time to be agreed by CSI.

The Service Provider shall make recommendations on hardware and /or software for the implementation of system changes and enhancements.

The Service Provider shall provide a quotation to CSI for acceptance before commencing work.

The Service Provider shall carry out the changes in the system at the time, manner and any charge subsequently agreed between CSI and the Service Provider. After such upgrades and modification, the Service Provider is required to update the relevant documentations and training materials to reflect the changes.

## 6. Source Code

The source codes, documentations, and all other materials relating to the software developed for the system shall be provided in both soft and hard copies by the Service Provider. They shall be at all times be vested upon and owned by CSI absolutely upon creation.

After the rollout of the system, there may be, as and when required, correction, modification or updating of the programs of the systems for whatever reasons.

As and when any corrected, modified or updated version of the system, the Service Provider shall promptly deliver to CSI the source codes of the corrected, modified or updated version of the programs of the system and all materials necessary for the proper maintenance of the source codes together with appropriate amendments of the documentations specifying the nature of the correction, modification and updating; and providing instructions for the proper use of the corrected version of the source codes of the system for record and / or audit purposes.

## 7. Manuals and Documentation

The Service Provider is required to provide at least one set of Application User Manual in both soft and hard copies. The manuals are to be written both in English and traditional Chinese.

## 8. Training Video

The service provider is required to prepare training video with the aid of Power Point, illustration, animation and voice over. Table of content for training will be provided by CSI.

## 9. Quality of Services

The Services shall be as specified in the Schedule and shall fulfill all the conditions and terms of any drawing and specification (if any) supplied to the Service Provider.

Any drawing and specification reasonably required for the Service Providers' guidance in the execution of the contract shall be provided by CSI free of charge but shall be returned on completion of the contract.

#### **10. UAT & System Acceptance Tests**

The system shall be subject to the user acceptance tests for about 2 weeks.

UAT should be in accordance to a test plan designed for the operation of the functions under test.

System Acceptance Test should be in accordance to a system test plan for the entire system.

On the date specified in the Planned Implementation Schedule on Schedule 6 of Part V, the Service Provider shall submit the system to the Function Tests according to the test plan in the presence of CSI Representative to assess whether the system and every part thereof are operating in accordance with the specifications or the performance criteria.

If the system shall fail to conform fully to the specification or performance criteria, then the Service Provider shall rectify such failure forthwith and repeat tests shall be carried out on the same terms and conditions as per the agreed specification to the satisfaction of CSI within an agreed timing.

#### **11. Delay to the System Ready for Use**

The Service Provider shall provide the system ready for use on or before the completion date.

If the Service Provider shall fail to provide the system ready for use by the completion date or such extended period as may be agreed by CSI Representative, CSI may at its absolute discretion terminate the whole or any part of the contract by notice in writing to the Service Provider, but without prejudice to any claim by CSI for breach of contract including but not limited to its right to assign the contract to another Service Provider whereupon the Service Provider shall be liable for any sum so incurred in excess of the contract price.

## 12. Rejections

Without prejudice to any statutory right, CSI Representative may reject any Service (or part thereof) which do not strictly conform to the conditions stated hereof. Within 24 hours of being notified in writing of the rejection of any Service, the Service Provider shall be required to take the necessary action to rectify such rejected Services.

## 13. Publicity

The Service Provider shall submit to CSI Representative all advertising or other publicity material relating to the contract or the products supplied or other work done in connection with the contract wherein CSI's name is mentioned or language used from which a connection with CSI can reasonably be inferred or implied.

The Service Provider shall not publish or use any advertising or other publicity material without CSI's prior written consent.



## PART III: SYSTEM SPECIFICATIONS

### 1. General System Requirements

1. The system should ride on Suse Linux Enterprise server 11, Android and Open Source Software;
2. It should conform to Open Source Initiative and Lesser General Public License;
3. The system should be robust Java 2 Enterprise Edition (J2EE) architecture.
4. It should be interoperable based on W3C for web standard, Java, Javascript;
5. On desktop PC, only W3C compliant browser (such as Firefox, Safari) shall be used for this application. No plug-in or client program shall be allowed;
6. On mobile devices such as smart phone and tablet, the operating system is Android 4.x;
7. Database server is using mySQL 5.5
8. The system shall display, enter and store 2 bytes Chinese characters and British English alphabets. It shall support the Hong Kong Supplementary Character Set (HKSCS) encoded in ISO10646 coding standards;
9. All data interchange between server and client devices shall be in XML format.
10. SSL shall be used during data transfer. Data shall be encrypted when store in database.
11. The HRM module will be riding on Security Cloud platform.

#### Reference documents:

1. Lesser General Public License - <http://www.gnu.org/licenses/lgpl-2.1.html>.
2. Workflow standard is based on Workflow Management Coalition (WFMC) and XML Process Definition Language (XPDL) (<http://www.wfmc.org/>).
3. Security Personnel Permit – Security & Guarding Services Ordinance - [http://www.police.gov.hk/ppp\\_en/11\\_useful\\_info/licences/security.html](http://www.police.gov.hk/ppp_en/11_useful_info/licences/security.html)
4. Workflow diagram for Paperless Recruitment Module, please refer to Appendix I.

### 2. System Functional Specification

#### 2.1 Human Resource Module

##### 2.1.1 Paperless Recruitment Workflow

1. General



1. To establish electronic forms and workflow management to automate the hiring process.
  2. To enable applicants to fill in electronic application form on Android tablet PC and desktop PC.
  3. An Android Apps shall be installed in tablets for candidates to fill in the application forms while desktop PC shall run the application from W3C compliant browsers.
  4. The eForm shall be able to include the name and logo of various user companies.
  5. There is a preset template and an eForm designer to customize the recruitment form.
  6. The workflow diagram is shown in Appendix I.
  7. Portal for operation and system administration – Bilingual (English and traditional Chinese) graphical user interface;
  8. To allow administrator of various user companies to view and edit filled form on tablet/ view, edit and delete on desktop PC
  9. To provide linkage to other functions in Security Cloud or HRM module
  10. To synchronize essential employee personal data with Security Cloud
  11. Alert in advance for Continuous Contract of Employment (418 principle).  
<http://www.labour.gov.hk/eng/public/wcp/ConciseGuide/01.pdf>  
<http://www.labour.gov.hk/tc/public/pdf/wcp/ConciseGuide/01.pdf>
  12. Enable single application for multiple companies – each user company shares the same application but database is separated;
2. Employment Vetting
1. Check the validity of the applicant’s SPP from the Police Force Web-site. Indicate the date of blacklist being updated.
  2. SPP checking will be performed daily for all security guards. Pop up windows will show the name of the holder whose SPP is being revoked.
  3. Scan and record the SPP, QAS, HKID & etc in the system.
  4. Record the responds from the referees
  5. Record the residential address and past employment records
3. Aptitude Test in multiple choices
1. Question pool has to be set. Seed questions and corresponding answers will be provided by CSI and the members.
  2. Questions will have two levels for general guards and supervisors respectively.
  3. Questions shall be randomly drawn from the pool for testing the applicants.
  4. There is a retest function.
4. Employment Contract
1. To generate employment contract based on employees’ and posts’ information, etc. on an agreed format and layout
  2. SEC employment contract from Government
  3. The template can be customized by user companies.

### 2.1.2 Regulatory Compliance

5. Police License Report (commencing and termination)

1. To prepare letter to Hong Kong Police Force the newly hired security guards within 14 days after commencement
  2. To prepare letter to Hong Kong Police Force the resigned security guards within 14 days after termination.
6. **MPF Enrollment Form**  
To automatically pre-fill personal records on MPF and or ORSO forms for newly hired employees.  
To import employees' wages data, MPF/ORSO data, etc. in personal records with pre-defined format.  
MPF enrollment forms shall include the following:
1. AIA Company (Trustee) Limited
  2. AXA China Region Trustees Limited
  3. Bank Consortium Trust Company Limited
  4. Bank of Communications Trustee Limited
  5. Bank of East Asia (Trustees) Limited
  6. BOCI-Prudential Trustee Limited
  7. China Life Trustees Limited
  8. HSBC Provident Fund Trustee (Hong Kong) Limited
  9. Hang Seng Mandatory Fund
  10. Manulife Provident Funds Trust Company Limited
  11. Principal Trust Company (Asia) Limited
  12. 富衛保險 FWD
  13. Sunrise
7. **Employer's Return on Remuneration for Inland Revenue Department**  
To import required data for submission to IRD such as form IR56B , IR56F, and..., etc.

### 2.1.3 Productivity

8. **Personal Records**
  - To create personal records with security level for viewing various fields in the personal records
  - To allow administrator to view, edit, sort by various criteria (especially by applicants or employees) and delete on tablet and desktop PC.
9. **Leave Records**
  - To create and maintain on-going leave records.
  - The leave record shall include sick leave, statutory holidays and annual leave entitlement and balance of each employee according to the Labour Law.
10. **Staff Card and Desktop plate**
  - To generate staff card on portrait and landscape format including name in Chinese and English, staff number, title, portrait photo, issue date, QR code, company name and company logo. Should also be able to print on the back side.

- To generate Desktop Plate (座頭牌). Format including name in Chinese and English, staff number, portrait photo, company name and company logo. The format should allow user to define the style.
11. Uniform and Equipments Issuing and Return  
To maintain a proper record of uniform and equipments issued to staff and return by staff.
  12. Payroll Slips  
To import required data with pre-defined format for the generation of payroll slips to employees. The format of the payslip is enclosed in Appendix II.
  13. HR Reports  
Maximum 50 pre-defined HR report shall be prepared. The list of reports is shown in Appendix III.  
Export data function shall be included for preparing adhoc reports. Data shall be exported from the system in Excel format and create reports by users manually.

### 3. Percentage of Work

The progressive payment is according to percentage of work as tabulated as following upon approval from Project Steering Committee (PSC).

Modules	Milestone	% of work
Paperless Recruitment Workflow	System Design	15%
	Implementation	45%
	User Manual	10%
	UAT	20%
	Nursing & Training	10%
Regulatory Compliance	System Design	15%
	Implementation	45%
	User Manual	10%
	UAT	20%
	Nursing & Training	10%
Productivity	System Design	15%
	Implementation	45%
	User Manual	10%
	UAT	20%
	Nursing & Training	10%

## PART IV : SUBMISSION OF QUOTATION

### 1. Attend Briefing Session

In order to have better understanding of the requirement, interested Service Provider(s) are strongly recommended to attend briefing session and to raise any question may have.

The time and place for the briefing session is listed as follows:

**Date:** 27 January, 2015 (Tuesday)

**Time:** 10:00AM to 11:00AM

**Venue:** Unit E-F, 3/F., Hung Cheong Factory Building, 742-748 Cheung Sha Wan Road, Kowloon

For reservation of seats, please contact Ms. Apple Lee on 2310 9998 or send email to [hrmict@csi.org.hk](mailto:hrmict@csi.org.hk). Please provide company name, name of person(s) attending the briefing session.

### 2. Closing Date of This Invitation

The submission shall be enclosed on a blank envelope only mark “Ref.: CSI Human Resource Management System” and deposited to the designated box situated at Unit D, 9th Floor, 688-690 Castle Peak Road, Lai Chi Kok, Kowloon..

This Request for Quotation shall be closed at **12:00 noon** on **16 February, 2015 (Monday)**. Late submission shall not be considered.

In case a black rainstorm warning or typhoon signal No.8 or above is hoisted between 9:00 a.m. and 12:00 noon on the closing date, the closing time for the request for quotation will be extended to 12:00 noon on the next working date (i.e. except Saturday and Sunday), other than public holiday.

### 3. Two Envelope System in Submission of Quotation

A two-envelope system will be adopted for this exercise. Service Provider(s) shall submit the RFQ in two envelopes clearly labeled Envelope A and Envelope B respectively on the outside as follows:

- (a) Documents relating to the technical information (Schedule 1 to 7) must be enclosed in a sealed envelope clearly marked “Envelope A” and “Ref.: CSI Human Resource Management System – Technical Information”.

Documents relating to the price information (Schedule 8 to 12) must be enclosed in another sealed envelope clearly marked “Envelope B” and “Ref.: CSI Human Resource Management System – Price Information”.

Both Envelope A and Envelope B must be:

- (b) Enclosed in a sealed envelope (Envelope C) and clearly marked “Ref.: CSI Human Resource Management System”.

#### 4. Evaluation Criteria

The assessment comprises two parts, namely Submitted Document (75%) and Pricing (25%). Scoring on Submitted Document is further divided into (i) Company Background (10%), Technical Assessment (35%), Industrial Knowledge (20%) and Presentation (10%).

For the Technical Assessment, three technical capabilities will be assessed. Industrial Knowledge will be considered too.

Highest ranked Service Provider(s) will be requested to arrange a presentation session at their own offices during **23-27 February, 2015 (subject to five days of notice prior to the presentation)**. Please note that Service Provider(s) who fail to meet such requirement will score nil mark for this part of assessment. Service Provider(s) will be further informed of the details on time and requirement specification of the presentation session once scoring on Company Background and Technical Assessment has been completed.

The RFQ with the highest score will normally be recommended for contract. CSI reserves the right to award contract to bidder(s) who achieve the passing score. Please refer to the following table for the score and criteria for each assessment item.

Assessment Criteria	Description	Max. Score	
<b>I. Submitted Document</b>			<b>75%</b>
A. Company Background	years of establishment, number of employees, project team capability, project reference and ICT achievements	10%	
B. Technical Assessment	technical capabilities and methodology for each of the following items: - Cloud applications - Mobile apps - Workflow system	15% 5% 15%	
C. Industrial knowledge	Human resources system Regulation compliance Cap 460, MPF, Labour Ordinance, Taxation	20%	
D. Presentation	presentation attendance, contents, self-confidence and communication	10%	
<b>II. Pricing</b>			<b>25%</b>
<b>Total</b>			<b>100%</b>

## 5. Tentative Project Timeline

Date	Description
21 January, 2015 (Wednesday)	Issue RFQ
27 January, 2015 (Tuesday)	RFQ briefing
16 February, 2015 (Monday)	RFQ closing date
Tentatively 23-27 February, 2015 subject to five days of notice prior to the presentation	Presentation at vendors' office
Early March, 2015	Completion of RFQ assessment
Mid-March, 2015	Award contract

## PART V : CONTRACT SCHEDULE

Bidding company should ensure all information in this section must be fully provided. Information is true. Incomplete entry may not be considered. CSI has the right to award offer in any item or all items to a single or more than one Service Provider.

### Schedule 1 – Company Information

	Description	Information - prime contractor	Information - subcontractor, if any
1	Company Name and its established date (DD/MMM/YYYY) (Please enclose Certificate of Incorporation)		
2	Hong Kong Business Registration number (Please enclose Business Registration)		
3	Total number of employees in Hong Kong as of 31 December 2014		
4	Number of local and direct employees for information technology and R&D in Hong Kong		
5	Name of Senior Management (Managing Director / President / General Manager) with CV attachment along with qualification support document		
6	Name of Chief Information Officer / IT Manager / Project Manager with CV attachment		
7	Name of key contact person of this project		
	Mobile		
	Email		
8	Two or more completed projects of similar scale and aspect after 1 January, 2013		
	Contract value		
	Project duration and manpower		
9	Provide updated company profile in attachment		



10	Provide details on 2 key projects in software development in last 2 years. Please include the project size in term of money (HK\$). What OSS being adopted? How many named users? Which industry is being served?		
11	Received Hong Kong ICT Awards or ITC funding on software development and innovative project from the Government of Hong Kong SAR (Please enclose supporting document for the above, if any.)		

\* If there is insufficient space, please attach sheets.

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

## Schedule 2 – Detail Information on Technical Aspect of the Project (Mandatory)

1	Design concept and Solution for Paperless Recruitment Workflow with illustrations with reference to System Requirement 2.1.1 Information should include but not limited to diagram, theory, concept, methodology, working principle of the solution provided. If it is not your own design, please quote the source.

*\* If there is insufficient space, please attach sheets.*

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**Schedule 3 – Detail Information on Technical Aspect of the Project (Mandatory)**

1	Design concept and Solution for Regulatory Compliance with reference to System Requirement 2.1.2. Information should include but not limited to diagram, theory, concept, methodology, working principle of the solution provided. If it is not your own design, please quote the source.

*\* If there is insufficient space, please attach sheets.*

Name of Company : \_\_\_\_\_

Signed by authorized signatory  
For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**Schedule 4 – Detail Information on Technical Aspect of the Project (Mandatory)**

1	Design concept and Solution for Productivity with illustrations with reference to System Requirement 2.1.3. Information should include but not limited to diagram, theory, concept, methodology, working principle of the solution provided. If it is not your own design, please quote the source.

*\* If there is insufficient space, please attach sheets.*

Name of Company : \_\_\_\_\_

Signed by authorized signatory  
For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**Schedule 5 – Formation of Project Team**

	<b>Modules</b>	<b>Proposed Team members* (Name, qualification and experience**)</b>
1	Paperless Recruitment Workflow	
2	Regulatory Compliance	
3	Productivity	

*\*Please attach CV of each project team members covering the most recent 3 years relevant project experience.*

*\*\*If there is any change of project team member, the qualification and experience of the replacement must not be less than the proposed team herein. It is subject to approval from PSC.*

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**Schedule 6 - Planned Implementation Schedule**

<b>Modules</b>	<b>Milestone</b>	<b>Expected Completion Date</b>
Paperless Recruitment Workflow	System Design	
	Implementation	
	User Manual	
	UAT	
Regulatory Compliance	System Design	
	Implementation	
	User Manual	
	UAT	
Productivity	System Design	
	Implementation	
	User Manual	
	UAT	
System Acceptance Test	Integrated test for all the above	
	Pilot run	
	Training	

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**Schedule 7 – Offer To Be Bound**

1. Having read the Quotation Document, I/we agree to be bound by the terms and conditions as stipulated therein.
2. I/We do hereby agree to execute orders for any or all of the Services specified in the System Specifications, which may during the contract period be placed by CSI at the prices quoted in the Contract Schedule free of all other charges, subject to and in accordance with the terms of this Request For Quotation.
3. I/We also certify that the particulars given by me/us below, are correct:
  - (a) Business Registration Certificate No. ....  
which expires on .....
  - (b) Employees' Compensation Insurance Policy No. ....  
which expires on .....
4. I am / We are duly authorized to bind the said Company hereafter mentioned by my/our signature(s).

– or –

I am a partner/We are partners in the firm hereinafter mentioned and duly authorized to bind the said firm and the partners therein.

5. The name of the Company / Firm is .....
6. The registered office of the Company is situated at .....  
.....Hong Kong.

– or –

The names and residential addresses of the partners of the firm are as follows:-

7. Name(s) and address(es) of person(s) signing:  
.....  
.....

Signature(s) .....

.....

Dated this ..... day of ..... 20 .....

Note: (i) All the particulars required above must be provided.  
(ii) Strike out clearly alternatives which are not applicable.

**Schedule 8 - One-off Design, Implementation and Testing Cost for Paperless Recruitment Workflow**

	Brief Description	Amount	*Yearly Maintenance Cost
1	Paperless Recruitment Workflow in accordance to the functionalities listed in 2.1.1		
	<b>Sub-Total</b>		

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**\*Yearly maintenance cost to be paid monthly or quarterly.**



**Schedule 9 - One-off Design, Implementation and Testing Cost for Regulatory Compliance**

	<b>Brief Description</b>	<b>Amount</b>	<b>*Yearly Maintenance Cost</b>
1	<b>Regulatory Compliance in accordance to the functionalities listed in 2.1.2</b>		
	<b>Sub-Total</b>		

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**\*Yearly maintenance cost to be paid monthly or quarterly**

**Schedule 10 - One-off Design, Implementation and Testing Cost for Productivity**

	Brief Description	Amount	*Yearly Maintenance Cost
1	Productivity in accordance to the functionalities listed in 2.1.3		
2	Cost to develop 50 predefined report as shown in Appendix III.		
3	Cost to develop one additional predefined report which format is similar complexity as shown in Appendix III.		
	<b>Sub-Total</b>		

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**\*Yearly maintenance cost to be paid monthly or quarterly**

**Schedule 11 – Video Aids and Training**

Number of free training class provided	4
Number of hours for each training	4
Subsequent training charge for 20 people per class	HK\$ _____

1. CSI provides training venue
2. Each class is around 20 people
3. Soft copy of User Manual and training material shall be provided before training

Task	Cost in HK\$
Prepare training video with the aid of Power Point, illustration, animation and voice over. Assuming film crew, teaching staff for 8 hour work. Table of content of training will be provided by CSI.	
Cost for the whole crew per hour in case of overrun.	

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**Schedule 12 – Help Desk Support**

Task	Cost in HK\$
<p>Help Desk support service for 6 months after pilot run.</p> <p>Helpdesk and support services shall be provided via telephone call, e-mail, etc., to the users regarding the operations of the HRM system.</p> <p>The help desk staff shall have good knowledge of the system in order to effectively and efficiently provide support services.</p> <p>The response time to a request for all kinds of services provided in the warranty period shall not exceed two hours.</p> <p>The required help desk service hour shall be during the normal operating hours (i.e. Mondays to Fridays, inclusive, 09:00 to 18:00; Saturdays, Sundays and public holidays excluded).</p>	
Cost for additional month of service	

Name of Company : \_\_\_\_\_

Signed by authorized signatory

For and on behalf of the company with chop : \_\_\_\_\_

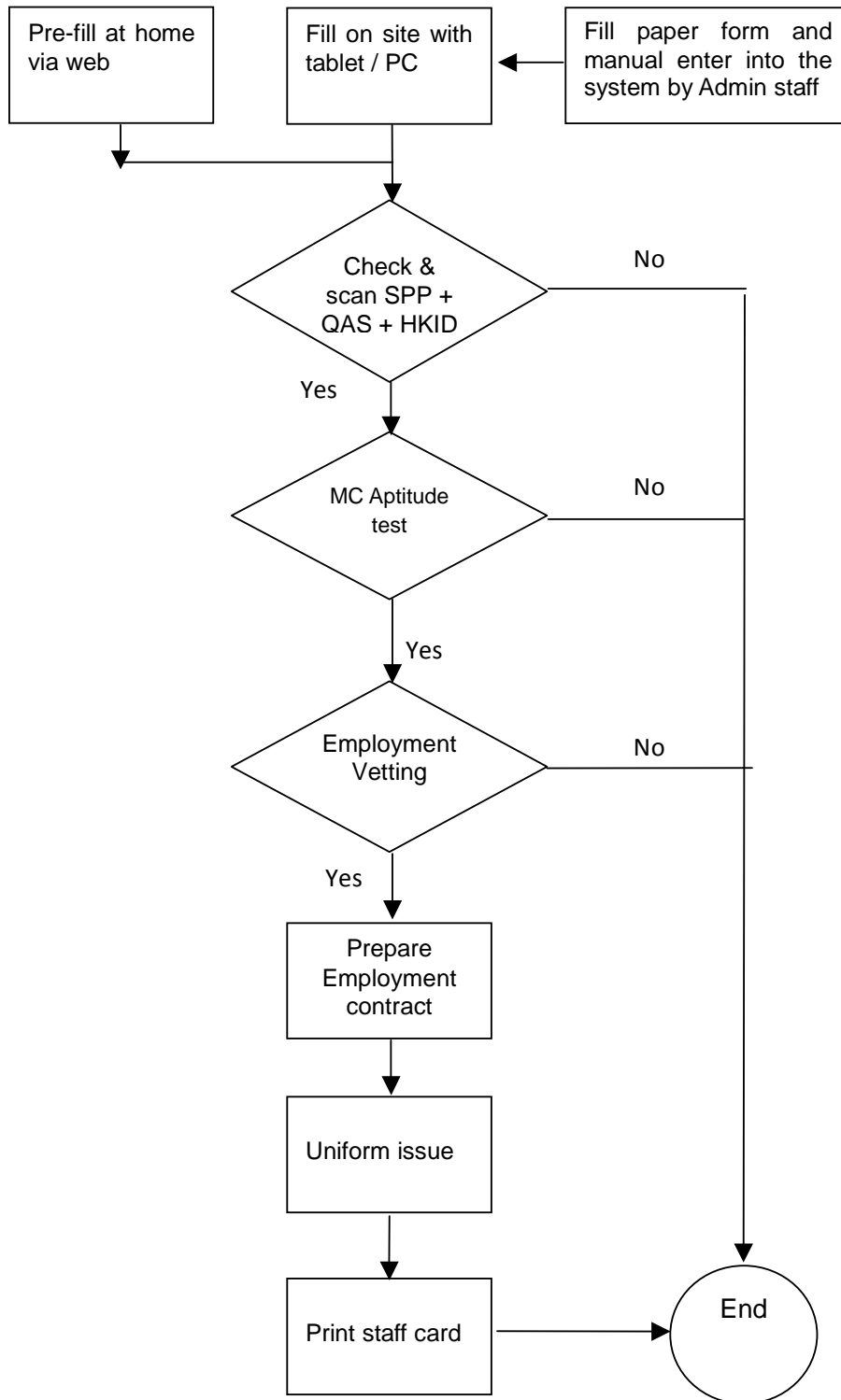
Name and post of authorized signatory: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Contact Email : \_\_\_\_\_

**Appendix I**

**Workflow for Paperless Recruitment**



Wages Payment Advice  
糧單及支薪通知書

Name of Company 公司名稱:

Company No. 僱員編號

Name 僱員姓名

Rank 職級

Payment Period 工資月份

Basic Wages 基本工資

Reference 參考

Site 地點

Period of Employment from the \_\_\_ to the Last Date of Employment

Details of Wages: 工資詳情

Relevant Income 有關入息

Item 支薪/轉帳類別

Wages 工資 (註 1)

Allowance 津貼 (註 2)

Leave Amount 假期款項

Other Post income 其他崗位工資

No Pay Sick Leave

Certain Payments from Retirement Schemes

Gain Realized under Share Option Scheme

Payments that have not been declared above but which will be made after the employee has left employment are:

Total Relevant Income 有關入息總計

Backpay 補回上月少付工資

Overpay 扣回上月多付工資

Grand Total 總入息

Employee Contribution 僱員強積金供款 (註 4)

Amount Paid 支付金額

Payment Date 發薪日期

Details of Contribution 強積金供款詳情

Mandatory Contribution 強制性供款

Voluntary Contribution 自願性供款

Net Amount 淨支薪金額

MPF (Employer) 強積金供款 (僱主)

Contribution Date 供款日期

Remark

1. **Wages** 工資：包括當月工資+加班費用 (如適用) – 當月扣薪 (如適用) = 工資
2. **Allowance** 津貼：崗位津貼，頂上級津貼
3. **Leave Amount** 假期款項：
  - i.) 勞工假期 (勞假)：為方便行政工作，如該月份有勞假，則該月首日的假期將被作為閣下該月應得的勞假
  - ii.) 依例入職首三個月之勞假為無薪勞假假期款項包括有薪勞假、有薪年假及有薪病假款項，以過往 12 個月平均日薪計算
4. **Employee Contribution** 僱員強積金供款  
如適用：i) 工資少於\$7,100.00; ii) 僱員受僱不足 60 日; iii) 僱員第 31 日非本月 1 號，僱員無需供款

## Appendix III

### List of HR reports for HRM

1. Guard Joined / Resigned Statistics (Group by month)

A statistics showing the number of guards joined and resigned of every month.

Guard No.	Name	Chi. Name	Join Date	Last Emp. Date	U. R. Date	Status
-----------	------	-----------	-----------	----------------	------------	--------

2. Resign Notice Monthly Report

This monthly report gives you a list of guards who proposed to leave

Guard No.	Name	Chi. Name	Notice Period	Proposed Last Date	Last Emp. Date	U.R. Date	Status	Payroll Status.	Supervis or Name	Notice Type	Resign Reason
-----------	------	-----------	---------------	--------------------	----------------	-----------	--------	-----------------	------------------	-------------	---------------

3. List of guards whose permit expired within 180 days

Report for checking guards permit expired within 180 days.

Guard No.	Name	Chi. Name	Permit No.	Type A Expiry Date	Type B Expiry Date	Remaining Days	Date of Birth	Age	Supervisor Name
-----------	------	-----------	------------	--------------------	--------------------	----------------	---------------	-----	-----------------

4. List of guards whose permit revoked by Police Licensing Office

Report for checking guard's permit serial number revoked by Police

Guard No.	Name	Chi. Name	Permit No	Permit Serial No	Status
-----------	------	-----------	-----------	------------------	--------

5. List of guard cannot fulfill 418 requirements

Guard No.	Name	Chi. Name	Join Date	Last Emp. Date	U. R. Date	Status
-----------	------	-----------	-----------	----------------	------------	--------



**6. Statistic of active guard's gender and age distribution**

	Number of Normal Guards (%)	Number of Temp. Guards (%)	Number of Male Guard (%)	Number of Female Guard (%)	Total (%)
Active Guards					
Male Guards					
Female Guards					
<b>Age Distribution</b>					
Age less than 30					
Age between 30 and 34					
Age between 35 and 39					
Age between 40 and 44					
Age between 45 and 49					
Age between 50 and 54					
Age between 55 and 59					
Age between 60 and 64					
Age greater than 65					
No age information					

**7. List of guards without attendance for given days**

A summary list to find our guards who do not have attendance for given days (from start date to end date)

Guard No.	Name	Chi. Name	Date of Join	District	Mobile	SUPERVISOR Name	No. of continuous DO
-----------	------	-----------	--------------	----------	--------	-----------------	----------------------

**8. List of guards with incorrect join date**

A summary list to find our guards who have attendance(s) before the join date

Guard No.	Name	Chi. Name	Status	Join Date	First Attendance Date
-----------	------	-----------	--------	-----------	-----------------------

**9. Commencing Report for Police**

A Letter to inform licensing office of newly Employed Guard

[http://www.police.gov.hk/info/doc/licensing/security/tc/spps\\_SPP3.pdf](http://www.police.gov.hk/info/doc/licensing/security/tc/spps_SPP3.pdf)

**10. Termination Report for Police**

A Letter to inform licensing office of Resigned Guard

[http://www.police.gov.hk/info/doc/licensing/security/tc/spps\\_SPP4.pdf](http://www.police.gov.hk/info/doc/licensing/security/tc/spps_SPP4.pdf)

**11. Turnover Report**

No. of employees on full time	No. of employees on part-time	Join Date	Resign Date	Gender	Turnover Percentage
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**12. List of Permit of Active Guard**

Listing all active guard permit record

Guard No.	Name	Chi. Name	Permit No.	Type A Expiry Date	Type B Expiry Date	Date of Birth	Age	SUPERVISOR Name
-----------	------	-----------	------------	--------------------	--------------------	---------------	-----	-----------------

**13. Income History**

List of all income history for guards

Pay Month	Income	MPF er	MPF ee	Amount Paid (Autopay)	MPF Total
-----------	--------	--------	--------	-----------------------	-----------

**14. Income History Summary**

Group by financial year for IRD

	Total Income	Total MPF (Employer)	Total MPF (Employee)
From financial year start to financial year end			
Sum			

**15. Guard Skill Enquiry**

Guard No.	Guard Name	Mobile	QAS Expiry Date	Safety Card Expiry Date	First Aid Cert. Expiry Date	Education Level	Education Location	Driving Type	Driving License Expiry Date	Disciplinary Service Years	Security Services Year
-----------	------------	--------	-----------------	-------------------------	-----------------------------	-----------------	--------------------	--------------	-----------------------------	----------------------------	------------------------

**16. Attendance and Leave Summary**

Month	RD	AL	SH	NPSH	NPRD	NPSL	NPL	NPML	CDO	SL	ML	IL	On Duty	Total
Nov-2014	5	5	0	0	0	0	0	0	0	0	0	0	20	30
Dec-2014	4	0	1	0	0	0	0	0	0	4	0	0	22	31
Jan-2015	1	0	1	0	0	0	0	0	0	0	0	0	3	5
Sub-Total	10	5	2	0	0	0	0	0	0	4	0	0	45	66

Leave Type (No. of Day):

RD = Rest Day; AL = Annual Leave; SH = Statutory Holiday (Full Pay)

SL = Sick Leave; ML = Maternity Leave; IL = Injury Leave (4/5 Pay)

NPSH = No Pay Statutory Holiday; NPRD = No Pay Rest Day; NPSL = No Pay Sick Leave;

NPL = No Pay Leave;

NPML = No Pay Maternity Leave; CDO = Contractual Day-off

On-duty = No. of duty day in the month

**17. Living Location Analysis**

序號	員工編號	姓名	性別	居住地區
----	------	----	----	------