



Invitation for Expression of Interest BEAM Society Limited Website Revamp

1. BACKGROUND

BEAM Society Limited (BSL), owner of Building Environmental Assessment Method (BEAM), is a non-profit public body committed to developing and implementing BEAM Plus assessment tools, assessing green buildings and training BEAM Professionals.

BSL is inviting interested parties to submit Expression of Interest (EOI) for the development and implementation of the BSL official website revamp.

2. OBJECTIVE

To improve the website effectiveness and to create new opportunities, it is necessary to upgrade the website layout and to cope with the current trends and the latest technologies, to better utilise the power of BSL's website.

3. SCOPE OF WORK

The Service Provider shall provide BSL a complete solution which includes in general terms the following deliverables, service and hardware:

- a) Service and deliverables on system development: -
 - The Frontend of the Website pages and
 - The Backend of the Website pages, including, but not limited to the Content Management System to manage the Website content, with indirect links to BSL Online Training Portal.
- b) System Maintenance Services of the Website after implementation for a period of 36 months or as stated in the tender document
- c) Hosting of the Website and the associated system(s) required for the effective operation of the Website
- d) Support for the bugs or error fixing on the Website.

The tender/contract will be a lump sum tender/contract at a fixed project price as tendered, and shall include a three-year system maintenance service for the Website revamp.



4. **SHORTLISTING CRITERIA**

The applicant will be short-listed for proceeding to the tendering stage with reference to the following selection criteria:

Criteria	Weighting (Subject to change)
a) A proper methodology / approach to deliver the Website revamp project as a total solution meeting the project objectives;	10%
b) Good and sufficient understanding of the Website revamp objectives and requirements;	20%
c) Relevant experience project with nature and scale similar or same as the Website revamp project; and	10%
d) Appropriate qualifications and working experience of key staff for the development of the Website revamp; and	10%
e) Any other information and evidence demonstrate the applicant's capabilities and competency in the development, delivery, implementation and operation of the Website revamp.	30%
f) Fee proposal	20%

The Website revamp project is to be assessed primarily based on evidence on paper or electronic media, supplemented by presentation if found necessary.

5. **EXPRESSION OF INTEREST**

Interested parties shall complete the "Expression of Interest (EOI)" and return to us with the required documents by email to tenderMTD@beamsociety.org.hk on or before **12:00 noon, 5 September 2018** ("EOI Closing Date"). Late submissions may not be accepted.

Your expression of interest shall contain the following information (plus separate pages for appendices if applicable), with a maximum of four (4) pages:-

- a) Your written expression of interest in tendering for this assignment;
- b) Organisation chart showing the main consultant and any sub-consultant(s);
- c) Previous relevant experience for NGO / NPO, if any;
- d) An indication of key staff together with their curriculum vitae; plus
- e) Information considered relevant to the short-listing criteria stated in paragraph 4 above.

Please note that no attachment, except curriculum vitae, should be included in your submission. The EOI must also contain the name, title, telephone number, e-mail and correspondence address of a contact person to which subsequent enquiries should be addressed.

Submission should be marked "EOI for BEAM Society Limited Website revamp project" for the attention of Teri Suen, BSL's secretariat.



6. TENDERING

Following the EOI, a Service Provider having returned the EOI and been short-listed will be invited to proceed to the tendering stage when it will be required to submit a tender with detailed technical and fee proposals in two separate envelopes which will be taken together as a "Tender".

If a short-listed Service Provider does not submit a tender or reply slip after replying to this notice, BSL reserves the right to suspend the Service Provider to tender for a period of time.

All costs and expenses incurred for or in connection with any response to this invitation, including the preparation of any submission, shall be borne entirely by the party concerned without recourse to us. Please note that submissions are being invited on a non-committal basis and this Invitation does not constitute any part of an offer by BSL.

7. DISCLAIMER

For the avoidance of doubt, BSL shall not be liable for any of the costs and expenses incurred by any Service Provider(s) in the preparation and submission of their expression of interest to BSL. BSL reserves the right, in its absolute discretion and without supplying any reasons, not to invite any Service Provider(s) which has submitted proposals in response to this invitation to enter into an agreement for the service.

8. CONFLICT OF INTEREST

Applicants must ensure that there exists no actual, potential or perceived conflict of interest/commitment from the preparation of the tender document to the complete fulfilment of the contractual obligations arising from any agreement with BSL. To this effect, each Applicant must ensure that there is no involvement of director(s) of BSL in the project team of the tenderer at any stage in any way. This restriction shall apply also to any service vendor or sub-contractor in connection with this project.

9. ENQUIRIES

Any questions pertaining to the EOI, including the requirement and the conditions of the EOI can be submitted in writing and addressed to the contact person below:

Mr Teri Suen
BSL's Secretariat
Tel : 3610 5729
E-mail : terisuen@beamsociety.org.hk

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