

## APPENDIX A – FEE PROPOSAL

Tenderers should list out the fee breakdown of the services specified in Sections 2 of the tender document. Descriptive items which do not require a quotation are excluded from the lists in this appendix. The following item numbers correspond to the numbering in Section 2.

### Detailed breakdown of tender fee - Section 2 “SERVICES REQUIRED”

Item	Amount (HK\$)	Remarks
<b>2.1 User Requirements</b>		
2.1.1 Website Graphic & Layout Design		
<i>Optional: Web Accessibility design</i>		
2.1.2 Content Management System		
<i>Optional: SEO service for content</i>		
2.1.3 Membership Management & Automation		
2.1.4 Database Management & Automation		
2.1.5 E-News Management		
2.1.6 Event Management & Automation		
2.1.7 Security measures to protect the personal information		

Item	Amount (HK\$)	Remarks
2.1.8 Support site traffic measurement and analysis (Google Analytics is acceptable)		
<b>2.2 Technical Requirements</b>		
2.2.1 General Requirements		
2.2.2 Service Requirements		
2.2.3 Maintenance Services		
2.2.4 Confidential Information		

Name of Company:

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Signature of Person Authorised to  
Sign for the Proposal:

(with company chop)

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Address:

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Tel No.:

Fax No.:

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Email:

Date:

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