

**Tender Invitation**  
**Provision of Services for Revamping Official Website**  
**and its Content Management System**  
**to the Sports Federation & Olympic Committee of Hong Kong, China**

The appointed service provider (hereafter referred as “the Contractor”) will be responsible for (1) designing and developing a revamped official website; (2) developing a respective content management system (CMS) (hereafter referred as “the Project”); (3) providing on-going support services for website server hosting and maintenance for the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC). Please read all pages of this Tender Invitation before submitting a tender.

**1. Background**

1.1 SF&OC manages an official website ([www.hkolympic.org/zh/](http://www.hkolympic.org/zh/)) which provides latest information of Team Hong Kong, China taking part in multi-sports games, its annual events and information of its member associations. Data and information are uploaded to the website via a number of CMS. To improve efficiency in managing content on the website and enhance user experience, SF&OC seeks to revamp its website and the corresponding content management system, as well as to develop new features on the new website to meet the organization’s needs.

1.2 The key objectives of the Project are as follows:

- (a) Revamp the overall design of SF&OC official website
- (b) Set up a new CMS for the revamped website that contains a variety of materials including texts, videos, images, graphics and animations
- (c) Migrate the contents of the existing website to the new website, including various mini-websites that are currently linked to the main website
- (d) Develop a log-in section for members of the Hong Kong Olympic Fan Club with a corresponding Customer Relationship Management (CRM) system
- (e) Improve user experience
- (f) Enhance responsiveness for browsing from different devices with different screen sizes

**2. Service Scope**

2.1 The Contractor is required to prepare:

- (a) Website design proposals including but not limited to the home page designs for computers, tablets and mobile phones;

- (b) Technical proposals covering:
- project management;
  - proposed folder structure;
  - the new CMS;
  - development of the new log-in section and the corresponding CRM system;
  - development of mini-websites on local events and multi-sports games on a project basis;
  - proposed solutions to enhance existing website features with an aim to improve user experience (optional);
  - pre go-live testing and support;
  - post go-live maintenance services;
  - website hosting services;
  - cyber security assessment; and
  - on-going maintenance and support services.

2.2 The new website shall be launched in stages, with the main website including the new log-in section and the corresponding CRM system being rolled out on 1 June 2025, while the mini-websites on local events and multi-sports games to be ready according to the schedule of the respective events in the latter half of 2025 and first half of 2026. Please refer to the detailed schedule set out in Clause 8 of this Tender Invitation.

### 3. Tender Submission

3.1 To be acceptable as a tenderer for this Tender Invitation, please properly complete and enclose in two separately sealed plain envelopes:

- (a) one marked **“Technical Proposal”** (i) covering tasks set out in Clause 2.1; (ii) the company profiles, with portfolio of recent projects of similar nature (i.e. revamp and design website, as well as develop CMS and CRM solutions for statutory or public bodies); (iii) the project team size and structure, with details of the respective roles and responsibilities of each team member; and (iv) a duly completed **Annex** (Code of Conduct); and
- (b) the other marked **“Fee Proposal”** containing a completed Tender Form (**Appendix I**) to provide a budget breakdown for (i) overall project management; (ii) website design; (iii) CMS development; (iv) content migration, including additional cost for manually inputting data as an optional item; (v) website hosting services; (vi) on-going maintenance and support services; (vii) cyber security assessment; and (viii) any other tasks deemed necessary with justifications.

3.2 Both envelopes shall be marked **“Tender for SF&OC Website Revamp 2024”** and deposited in the tender box at the office of SF&OC Secretariat on 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong before **5:00 pm on 11 November 2024**. Late submissions will not be considered.

3.3 To allow sufficient time for SF&OC to consider all bidders, the tenders submitted shall be valid for at least 90 days from the tender closing date.

- 3.4 Shortlisted potential Contractors may be invited to attend selection interviews in the week of 18 or 25 November 2024. Bidders should declare any interest which you and/or your associates and/or group companies and/or the core teams of consultants have if that interest is in real or apparent conflict with your duties to be performed in the Project.
- 3.5 For enquiries regarding this Tender Invitation, please contact Ms. LAI Hiu Ying at 2504 8687.

#### **4. General Specifications**

##### *General – Overall Website Design*

- 4.1 The Contractor shall design and produce a new webpage containing multimedia resources using HTML5, Javascript and CSS in three languages, namely Traditional Chinese, Simplified Chinese and English.
- 4.2 The webpage shall adopt the good coding practices of web accessibility design and shall comply with World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standard. The Contractor may propose solutions which ensure that new PDF documents created and posted on the website are in compliance with W3C WCAG 2.1 Level AA standard.
- 4.3 The webpage shall make use of responsive web design in order to support browsing from different platforms and devices including iOS and Android with different screen sizes.
- 4.4 The webpage shall be developed together with a fallback version as an alternative to support lower versions of browsers.
- 4.5 The Contractor shall provide all graphic sources (e.g. fonts, AI or PSD) and complete programming source code (such as HTML, Javascript and CSS) which shall be owned by SF&OC for on-going maintenance of the webpage.
- 4.6 All the design and scripts shall be designed in a way that facilitates easy updates and future expansion.
- 4.7 The clickable buttons, animations, scrolling effects, method of displaying information, etc., on the webpage shall be user-friendly. The Contractor shall provide options for SF&OC's consideration.
- 4.8 The Contractor shall use standard or free fonts as far as possible when designing the graphics to facilitate future updates by SF&OC. The Contractor shall provide the font files and bear the cost when the use of commercial fonts cannot be avoided.
- 4.9 As far as possible, the text on the webpage shall be selectable and changeable by the content editor, i.e. not embedded in the images.

4.10 When switching between languages, the webpage shall stay at the same location.

4.11 Each section, page and sub-page will have a unique URL link. All URL links should be in English for easy sharing.

4.12 The source code of the website will be owned by SF&OC, who has the rights and discretions to share with a third party. The Contractor shall assist in sharing the source code when needed.

#### *General – Content Management System (CMS)*

4.13 All images, videos, page contents as well as the preferences of the main website shall be easily maintained by content editor and managed under one CMS.

4.14 All contents of the existing SF&OC website will be migrated to and managed under the new CMS. However, content layout for the revamped website may change, and new sections and webpages may also be added after the Project.

4.15 The CMS should support multiple usage authority levels, such as authorities to create, edit, browse and approve selected sections of the website. An admin account/console should be available for SF&OC to create and eliminate log-in accounts, as well as to control the rights of each log-in account.

4.16 The CMS should support the preset timer for posting or taking-down approved contents.

4.17 The CMS should provide multiple content templates for creating new webpages/sections.

4.18 Content editor of the CMS should support the importing and formatting of contents directly from MS Word documents.

4.19 The social media sharing function of individual webpages will be managed under the CMS.

4.20 The Contractor shall propose solutions to provide, on demand, unique visit statistics for selected webpages within specified periods.

4.21 The CMS should provide and maintain audit logs to record user actions, events and access history. Each entry should include information such as destination and source addresses, a timestamp and user login name/ID.

#### *General – Website Security Measures*

4.22 The Contractor shall undergo the following measures to ensure website security:

- Create a master account to manage all CMS accounts with different authority levels;
- Perform website backup weekly and restore version control;

- Provide appropriate protection for the website and web application against attacks and vulnerabilities, including but not limited to, the OWASP Top 10 vulnerabilities;
- Enable 2FA authentication at Control Panel;
- Perform Search Engine Optimization (SEO);
- Perform updates and patching for the web server, web application, plugins and frameworks once they are available; and
- Perform regular network level and web application level penetration tests on a quarterly basis, and conduct remediation works if necessary. If remediation works warrant, a second penetration test shall be performed to verify if the remediation works are effective.
- Perform website backup, restore version control, as well as penetration tests for thematic mini-websites which involve collection of personal data at a frequency proposed by the Contractor and agreeable to SF&OC.

## 5. Detailed Specifications of Sections

- 5.1 All images, features and reference materials used in this section are for illustrative purpose. The Contractor shall be responsible for designing the layout and interface of the webpage.
- 5.2 All features, functions and folder structures set out in this section are preliminary ideas. The Contractor shall be responsible for counter proposing alternatives to fulfil Clause 4.2.

### ***Main Page***

- 5.3 A rotating banner will be displayed at a prominent position on the front page of the website. The content editor of the CMS will support adding, eliminating and changing the order of images shown on the rotating banner, as well as embedding links to the images.
- 5.4 A pop-up message can be enabled/disabled on the front page of the website. The content editor of the CMS will support editing the content of the pop-up message and inserting hyperlinks to the message, as well as enabling, disabling and set a timer for enabling and disabling the pop-up message.
- 5.5 The content editor of the CMS will support easy switching between full-colour and monochrome for the front page of the website. In case extra costs would be needed for this feature, please quote as a separate item.
- 5.6 New pages/sections on “Disclaimer” and “Copyright Notice” will be added.

### ***Section: “About Us” and “Member Association”***

- 5.7 The “About Us” section will consist of 10 sub-pages:

- (a) Message from President
- (b) History
- (c) Goals / Mission and Vision
- (d) Officers
- (e) Committees
- (f) Organization Chart (new)
- (g) Notice
- (h) Corporate Governance - AoA, Policies and Guidelines (new)
- (i) Job Opportunity (new)
- (j) Public Statement (new)
- (k) Contact Us

5.8 The “*Member Association*” section will contain texts and photos.

5.9 Please refer to **Appendix II** for detailed specifications of webpage features, functions and requirements of the CMS.

***Section: “Press Release”***

5.10 The “Press Release” section will contain texts, photos and PDF attachments.

5.11 This section will be landed on an index page that displays all press releases with thumbnails of photos.

5.12 Please refer to **Appendix III** for detailed specifications of webpage features, functions and requirements of the CMS.

***Section: “Photo and Gallery”***

5.13 Please refer to **Appendix IV** for detailed specifications of webpage features, functions and requirements of the CMS.

***Section: “Publication”***

5.14 The “Publication” section will contain texts and PDF attachments.

5.15 Please refer to **Appendix V** for detailed specifications of webpage features, functions and requirements of the CMS. Please quote as a separate item for incorporating eBook versions of publications in this section.

***Section: “Multi-sports Games”***

5.16 The “Multi-sports Games” section will contain thematic mini-websites for multi-sports games. A new mini-website will be constructed every time a multi-sports games is held. Please quote as a separate item for constructing one mini-website.

5.17 Please refer to **Appendix VI** for detailed specifications of webpage features, functions and requirements of the CMS.

***Section: “Hong Kong Sports Stars Awards”***

5.18 Hong Kong Sports Stars Awards is an annual event organized by SF&OC. The “Hong Kong Sports Stars Awards” section will be re-directed to the thematic website, with contents and design updated every year, for this annual event. Please quote as a separate item for constructing one thematic website on this event.

5.19 Please refer to **Appendix VII** for detailed specifications of webpage features, functions and requirements of the CMS.

***Section: “Olympic Day”***

5.20 A thematic event on Olympic Day will be organized by SF&OC in June every year. The “Olympic Day” section will be re-directed to the thematic website, with contents and design updated every year. Please quote as a separate item for constructing one thematic website on this event.

5.21 Please refer to **Appendix VIII** for detailed specifications of webpage features, functions and requirements of the CMS.

***Section: “Festival of Sport”***

5.22 Festival of Sport is an annual event organized by SF&OC. The “Festival of Sport” section will be re-directed to the thematic website, with contents and design updated every year. Please quote as a separate item for constructing one thematic website on this event.

5.23 Please refer to **Appendix IX** for detailed specifications of webpage features, functions and requirements of the CMS.

***Section: “Hong Kong Olympic Academy”***

5.24 This will be a new section created on the revamped website.

5.25 Please refer to **Appendix X** for detailed specifications of webpage features, functions and requirements of the CMS. Please quote as a separate item for including an online booking system under this section.

***Section: “Hong Kong Olympic Fan Club”***

5.26 This will be a new section created on the revamped website. A corresponding CRM system will also be created alongside this section.

5.27 Please refer to **Appendix XI** for detailed specifications of webpage features, functions and requirements of the CMS.

## ***Section: “Hong Kong Athletes Career & Education Department”***

- 5.28 Currently, there is a dedicated website for the Hong Kong Athletes Career & Education Department (HKACED)(<https://www.hkacep.org/en/index.php>). This will be merged with the revamped SF&OC main website.
- 5.29 Please refer to **Appendix XII** for detailed specifications of webpage features, functions and requirements of the CMS.
- 5.30 Under the section HKACED, a sub-section for the Retired Athletes Transformation Programme (RATP) will be included. Please refer to **Appendix XIII** for detailed specifications of webpage features, functions and requirements of the CMS.
- 5.31 Under the section HKACED, a sub-section for the Sports Legacy Scheme will be included. This sub-section will land on an external website (<https://sportslegacy.org.hk/>).

## **6. Maintenance and on-going support services**

- 6.1 The Contractor is required to maintain efficient and prompt response to cope with service requests of an urgent nature, such as conducting trouble-shooting, providing professional advice, recommendations and solutions to ad-hoc crisis or incidents in relation to the website. The turnaround time shall be within four hours.
- 6.2 The Contractor is required to attend special meetings on a need basis as requested by SF&OC with different departments, as well as discuss and resolve any potential problems.

## **7. Service Standards**

- 7.1 The Contractor is required to comply with all statutory requirements and relevant codes of practice to the satisfaction of SF&OC. SF&OC reserves the right to take any action it deems appropriate, including, without limitation, issuing verbal and written warnings and terminating the Contract, for any departure from the Code of Conduct (**Annex**) on the part of the Contractor or the Contractor’s employees.
- 7.2 The team engaged by the Contractor should have the professional, technical and management background and expertise to plan, coordinate and undertake the Project effectively under the supervision of SF&OC.
- 7.3 The Contractor should follow SF&OC’s procedures and guidelines in the procurement of goods and services, unless otherwise specified by SF&OC. The Contractor is required to maintain an accurate and up-to-date record of all receivables and expenditure transactions, incoming and outgoing expenses, contracts and any other records in relation to the delivery of the Project. SF&OC reserves the right for inspection.



7.4 The Contractor warrants that all reports, drawings, designs, and other materials produced by the Contractor and delivered to SF&OC in undertaking the Project will be its own original work, the copyright of which is vested in SF&OC.

7.5 In the event of a postponement or cancellation of the Project and/or part of the Project due to any circumstances beyond control, the Project shall be rescheduled to a mutually agreeable date.

## 8. Tentative Production Schedule

Year	Month	Task to be completed
2024	Late November – Early December	Tender interview
		Appointment of Contractor
	By end of December	Submit draft webpage design
2025	By end of January	Revise and finalize the design
	<b>Stage 1 – Production of the main website with the following sections:</b>	
	<ul style="list-style-type: none"> <li>• “About Us” and “Member Association”</li> <li>• “Press Release”</li> <li>• “Photo and Gallery”</li> <li>• “Publication”</li> <li>• “Hong Kong Olympic Academy”</li> <li>• “Hong Kong Olympic Fan Club” with the corresponding CRM system</li> <li>• “Hong Kong Athletes Career &amp; Education Department”</li> </ul>	
	February – March	<ul style="list-style-type: none"> <li>• Develop and construct the website</li> <li>• Attend meetings with different departments to refine webpage designs, features and CMS functions</li> <li>• Migrate website contents from old websites to revamped website</li> </ul>
	April – May	<ul style="list-style-type: none"> <li>• Perform user acceptance tests</li> <li>• Refine functions and contents</li> </ul>
	1 June	Stage 1 completes and the main website launches
	<b>Stage 2 – Production of the mini-websites</b>	
	By end of November	Launch of the mini-website on the Hong Kong Sports Stars Awards
2026	By end of March	Launch of the mini-websites on (1) Festival of Sports; and (2) Olympic Day
	By end of June	Launch of the mini-website for multi-sports games
	<b>On-going</b>	<b>Further enhancement (on need basis)</b>

## 9. Assessment Criteria

9.1 This tender exercise shall be conducted in a two-envelope bidding process. SF&OC shall first assess the Technical Proposals. Technical Proposals that fail to comply with the requirements and score less than 70 marks will not be considered further. Subsequent to that, SF&OC shall evaluate the Fee Proposals.

9.2 SF&OC may shortlist such number of potential contractors as it deems appropriate and invite them to attend one or more selection interview(s). SF&OC may also request each potential contractors on the shortlist to submit a revised Technical Proposal and/or Fee Proposal for its further consideration. SF&OC further reserves the right to negotiate with any or all of the shortlisted potential contractors about the terms of the Contract.

9.3 There will be two elements in the assessment score:  
 Technical Score (60%) and Price Score (40%)

*Technical assessment*

9.4 A marking scheme for assessment will be used for evaluating all potential contractors. All proposals and tenders received will be marked with respect to the following criteria:

Assessment Criteria		Maximum Score	Remarks
<b>(A) Background and experience of the potential contractor</b>			
1	Experience in carrying out website revamp project	5	Note 1
2	Experience in developing CMS and CRM systems	5	
3	Relevant experience of the core team members	5	Note 2
<b>(B) Execution plan (comprising (a) and (b))</b>			
<b>(a) Detailed solutions for the Project</b>			
1	Website design	15	Note 3
2	New CMS	15	Note 4
3	New log-in section for HKOFC members with CRM system	15	
4	Mini-websites for multi-sports games	15	
5	Mini-websites for local events (Hong Kong Sports Stars Awards, Olympic Day and Festival of Sports)	15	
6	Maintenance and support	5	Note 5
<b>(b) Other suggestions of features to enhance user experience</b>		5	Note 6
<b>Full score:</b>		<b>100</b>	

Remarks	
Note 1	<p>5 – Has more than three past references with government/statutory bodies, and/or public/private organizations comparable to the size and nature of SF&amp;OC</p> <p>3 – Has less than three past references with government/statutory organizations, and/or public/private organizations comparable to the size and nature of SF&amp;OC</p> <p>0 – No reference provided</p>
Note 2	<p>5 – The proposed structure of the team contains sufficient experienced staff with professional background in project management, website development, CMS and CRM development, showing high capability of providing reliable operation and support services.</p> <p>3 – The proposed structure of the team has limited experienced staff but their past experience in website development is capable of providing reliable operation and support services.</p> <p>0 – The proposed structure of the team is considered unacceptable. It is unlikely to provide reliable operation and support services.</p>
Note 3	<p>15 – The proposed website design presents information in a tidy and logical manner, with well-differentiated visual hierarchical structure and visual consistency among all pages that strives for a highly satisfactory user experience.</p> <p>10 – The proposed website design presents information in a generally reasonable manner, achieving a favourable user experience.</p> <p>5 – The proposed website design is acceptable.</p> <p>0 – The proposed website design is considered unacceptable and does not facilitate good user experience.</p>
Note 4	<p>15 – The proposal has a user-friendly interface and enables customization options and flexibility. It also contains ample functionality that suits SF&amp;OC's needs. In addition, it has robust security protocols and features to keep the website safe.</p> <p>10 – The proposal is easy to use, has good functionality and allows a reasonable level of customization. It has the necessary security protocols to keep the website safe.</p> <p>5 – The proposal is considered acceptable with limited customization options and security protocols.</p> <p>0 – The proposal is not easy to manoeuvre and of a low security level.</p>

Remarks	
Note 5	<p>5 – The contractor is able to provide strong and practicable support services.</p> <p>3 – The contractor is able to offer basic support services.</p> <p>0 – The contractor is incapable of providing the essential support services.</p>
Note 6	<p>5 –The suggestions are valuable, highly feasible and practicable.</p> <p>3 –The suggestions are acceptable.</p> <p>0 –The suggestions are considered impractical.</p>

9.5 The maximum Technical Score is 100 marks. The Technical Score will be calculated by using the following formula:

$$60 \times \frac{\text{Technical Score of the service providers being assessed}}{\text{Highest Technical Score among all potential service providers}}$$

#### *Price assessment*

9.6 A maximum Price Score of 40 marks will be allocated to the potential contractor that offers the lowest price in respect of the services to be provided during the contract period. The Price Score for each potential contractor will be calculated by using the following formula:

$$40 \times \frac{\text{Lowest price among all potential service providers}}{\text{Price of the potential service provider being assessed}}$$

9.7 The overall score will be the sum of the Technical Score and the Price Score.

## **10. Payment terms**

10.1 SF&OC will make payments to the Contractor in the phases:

Phase	Service concerned	Percentage of total price under the Contract
1	SF&OC and the Contractor entering into the Contract	10%
2	SF&OC's acceptance of the website design	30%
3	Development of website completed and ready for UAT	30%
3	Production rollout	20%
4	SF&OC's acceptance of all required deliverables	10%

## 11. Terms and Conditions

- 11.1 SF&OC is not bound to accept the lowest bid, or in fact, any tender, and reserves the right to accept the whole or any part of any tender at any time. SF&OC also reserves the right to cancel the tender exercise, and is not bound to give any reasons whatsoever for the cancellation.
- 11.2 The successful bidder will receive a written notification as indication of tender acceptance. Upon receipt of such notification, a binding contract shall be constituted between the Commission and the Contractor incorporating all the requirements, terms and conditions in this Tender Invitation.
- 11.3 Interested bidders who do not receive any written notification within the validity of their proposal shall assume that their proposal has not been successful. Separate notification to unsuccessful bidders will not be issued.
- 11.4 Payment will be made according to the actual quantity of deliverables required. Charges of provisional/additional items apply only when extra tasks have been carried out.
- 11.5 The Contractor is required to comply with all statutory requirements and relevant codes of practice to the satisfaction of SF&OC. SF&OC reserves the right to take any action it deems appropriate, including, without limitation, issuing verbal and written warnings and terminating the Contract, for any departure from the Code of Conduct (**Annex**) on the part of the Contractor or the Contractor's employees.
- 11.6 The Contractor is required to observe and comply with the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and other relevant laws of Hong Kong in relation to the safeguarding of national security (National Security Law). SF&OC may immediately terminate the contract upon the occurrence of any acts or activities engaged or being engaged by the Contractor, his agents and employees, that are likely to constitute or cause the occurrence of offences endangering national security.
- 11.7 The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance (Cap. 201) to any agent or employee of the Federation. The tenderer is also prohibited from colluding with other bidders in this tendering exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.
- 11.8 If the Contractor or any employee or agent of the Contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, SF&OC may terminate the contract without entitling the Contractor to any compensation therefore, and the Contractor shall be liable for all losses and expenses necessarily as a result of such termination of the contract.
- 11.9 The Contractor should follow SF&OC's procedures and guidelines in the procurement of goods and services, unless otherwise specified by SF&OC. The Contractor is

required to maintain an accurate and up-to-date record of all receivables and expenditure transactions, incoming and outgoing expenses, contracts and any other records in relation to the delivery of the Service. SF&OC reserves the right for inspection.

- 11.10 The copyright and all other Intellectual Property Rights in or relating to all materials prepared or submitted by the Contractor in the course of carrying out the services as required in the design and production of the webpage belong to the Commission.
- 11.11 By submitting a tender, the Contractor agrees to warrant that the materials, including photographs, graphics and illustrations, supplied as required in the design and production of the webpage do not infringe the Intellectual Property Rights of any third party. If the Contractor uses any third party materials in the work, the Contractor shall have a valid and continuing license under which it is entitled to sub-license the Intellectual Property Rights in the third party materials for itself and for SF&OC; or the Contractor will have obtained the grant of all necessary clearances for itself and for SF&OC, its authorized users, assigns and successors-in-title authorizing the use or incorporation of such third party materials.
- 11.12 The Contractor shall not publish or use any advertising or other publicity material in connection with the Project nor include the name of SF&OC in its list of clients without the prior written consent of SF&OC.

## Fee Proposal

### Provision of Services for Revamping Official Website and its Content Management System to the Sports Federation & Olympic Committee of Hong Kong, China (“the Project”)

***Please submit your Technical Proposal in a separate envelope for assessment.***

*Please fill in the following table to provide all detailed cost breakdown, specifying items and unit costs, according to your Technical Proposal. Failure to complete this table may result in your tender not being further considered.*

#### Total price

Total price for the provision of the Project as detailed in Part 5 of the Tender Invitation is given as below:

Stage 1 (Production of the main website with a new log-in section and the corresponding CRM system) - HK\$ \_\_\_\_\_

Stage 2 (Production of the mini-websites on local events and multi-sports games) – HK\$ \_\_\_\_\_

#### Cost breakdown

Item		Cost (HK\$)	Detailed Breakdown
<b>(A) Mandatory Items</b> (SF&OC reserves the right to accept the quotation in whole or in part)			
<b>Stage 1</b>			
1	Overall project management		<i>(Please specify the number of staff in the core team to support the Project)</i>
2	Website design		
3a	Special feature – New member log-in session with a membership management system, with the necessary cyber security features		

Appendix I: Fee Proposal

Item		Cost (HK\$)	Detailed Breakdown
3b	Special feature – eBook		
3c	Special feature – Online booking system for Hong Kong Olympic Academy		
4	Content Management System development for 3a – 3c		
5	Data migration		
6	Website hosting services		
7	Cyber security assessment prior to launch		
8	On-going maintenance and support services		<i>(Please specify the number of staff in the core team and their respective roles to provide the services)</i>
9	Other tasks deemed necessary for stage 1		<i>(Please specify details and provide justifications)</i>
<b>Sub-total for stage 1 of (A):</b>			
<b>Stage 2</b>			
10	Thematic mini-website on multi-sports games		
11	Thematic mini-website on Hong Kong Sports Star Awards		
12	Thematic mini-website on Olympic Day		



Appendix I: Fee Proposal

Item		Cost (HK\$)	Detailed Breakdown
13	Thematic mini-website on Festival of Sport		
14	Content Management System development for 7a – 7d		
15	Data migration for 7a – 7d		
16	Other tasks deemed necessary for stage 2		<i>(Please specify details and provide justifications)</i>
<b>Sub-total for stage 2 of (A):</b>			
<b>(B) Optional Items</b> (SF&OC reserves the right to accept the quotation in whole or in part)			
1	Data migration – manual input		
<b>Sub-total for (B):</b>			
<b>(C) Others</b> (SF&OC reserves the right to accept the quotation in whole or in part subject to operational needs)			
1	Out-of-pocket expenses		<i>(For example, to attend meetings with different departments to refine features and functions)</i>
2	Miscellaneous		<i>(Please specify number of items and unit costs)</i>
<b>Sub-total for (C):</b>			

Name of the Company:

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Address of the Company:

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Person Authorized to sign the Tender  
(Name in Block Letters):

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Title:

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Contact No:

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## Detailed Specifications of Webpage Features and CMS Functions

### Section: “About Us” and “Member Association”

Section 1	
About Us 關於我們	<p>Pull down menu with the following 10 sub-pages</p> <ol style="list-style-type: none"> <li>1. Message from President</li> <li>2. History</li> <li>3. Goals</li> <li>4. Officers</li> <li>5. Committees</li> <li>6. Organization Chart <i>(new)</i></li> <li>7. Notice <i>&lt;can be accessed and uploaded by all other divisions&gt;</i></li> <li>8. AoA, Policies and Guidelines <i>(new)</i></li> <li>9. Job Vacancy <i>(new)</i></li> <li>10. Contact Us</li> </ol>
Sub-page	
1. Message from President 會長的話 (modify)	<p>A section to show with text, video <i>(new)</i> and photos  <i>Reference: <a href="http://www.hkolympic.org/about-us/word-from-president/">www.hkolympic.org/about-us/word-from-president/</a></i></p> <p>CMS Structure: Photo / Name / Title / text (pdf / word) / can add video attachment</p>
2. History 歷史	<p>A section to show with text and photos <b>(same design and CMS structure)</b>  <i>Reference: <a href="http://www.hkolympic.org/about-us/history/">www.hkolympic.org/about-us/history/</a></i></p>
3. Goals 目標	<p>A section to show with text and photos <b>(same design and CMS structure)</b>  <i>Reference: <a href="http://www.hkolympic.org/about-us/goals-and-missions/">www.hkolympic.org/about-us/goals-and-missions/</a></i></p>
4. Officers 義務委員 (re-design)	<p>A section to show with text and photos <b>(new design)</b></p> <p>Page layout:</p> <ul style="list-style-type: none"> <li>● Show all Officers photos in order <i>Encl. 1</i></li> <li>● Attachment (more than one) for download</li> </ul> <p>e.g. Officer’s content with Photo, Name, Title, “Read More” button</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Photo  Hon. Timothy T. T. FOK GBM, GBS, JP  President  Read More</p> </div> <p><i>(Click “Read More” button to pop up the biography of the Officer)</i></p> <p>Existing attachment:  “List of Officers” (including Honorary Posts) in pdf format <i>Encl. 2</i></p> <p>CMS Structure: Photo / Name / Title / Biography (unlimited words) / unlimited number of Officers (can add or delete Officers) / drag to re-order / can add more than one attachment (e.g. PDF/ word) with</p>

## Appendix II: About Us and Member Association

	description				
<p>5. Committees 委員會 (re-design)</p>	<p>A section to show with text and photos (<b>new design</b>) Reference: <a href="https://www.hkolympic.org/committee/">https://www.hkolympic.org/committee/</a></p> <p>Page layout:</p> <ul style="list-style-type: none"> <li>● Show the “Management Structure” in jpg format <b>Encl. 3</b></li> <li>● Attachment (more than one) for download</li> </ul> <p>Existing Attachments: <b>Encl. 3a &amp; Encl. 3b</b> “Terms of Reference – Standing and Non-Standing Committees” and “Membership Composition of Standing and Non-Standing Committees of SF&amp;OC for 2022-24”</p> <p>CMS Structure: can add jpg with description and more than one attachment (e.g. PDF/ word) with description</p>				
<p>6. Organization Chart 組織架構圖 (new page)</p>	<p>A section to show with text and photos</p> <p>Page layout:</p> <ul style="list-style-type: none"> <li>● Show the Organization Chart in jpg format <b>Encl. 4</b></li> <li>● Provide Staff Directory showing all division head’s contact information</li> </ul> <p>e.g. Staff Directory: Name of Division / Name and title of Division Head / phone no./email address</p> <table border="1" data-bbox="528 1189 1428 1352"> <tr> <td style="width: 25%;">Secretariat</td> <td style="width: 25%;">Mr. Edward CHOW, Senior Manager</td> <td style="width: 25%;">2504 8686</td> <td style="width: 25%;">kfchow@hkolympic.org</td> </tr> </table> <p>CMS Structure: O-chart in jpg with description, staff directory with Name / Post / Telephone / Email (can link with outlook)</p>	Secretariat	Mr. Edward CHOW, Senior Manager	2504 8686	kfchow@hkolympic.org
Secretariat	Mr. Edward CHOW, Senior Manager	2504 8686	kfchow@hkolympic.org		
<p>7. Notice 通告 (reallocate and modify)</p>	<p>A section to show with text, video and photos (<b>similar design and CMS structure</b>) Reference: <a href="http://www.hkolympic.org/notices/">www.hkolympic.org/notices/</a></p> <p>Page layout:</p> <ul style="list-style-type: none"> <li>● An index page (by year) to show all titles of articles / date of issue / content with pages.</li> <li>● Each notice can show text direct (title, date of issue, content of notice) or a pdf file for download</li> </ul> <p>CMS Structure: may show text / table / jpg / photo and can attach files in pdf format / by year, shall link to rolling banner</p> <p>Existing Notices (excluding Job Vacancy) include: <i>Various Games – Athletes Selection Criteria, Press Accreditation for Games, Announcement of Results / Call for nomination of SF&amp;OC</i></p>				

## Appendix II: About Us and Member Association

	<i>Athletes Committee Election, Result of Election of Officers, etc</i>
<p>8. AoA, Policies and Guidelines 章程細則、政策及指引 (new page / reallocate and modify)</p>	<p>A section to show with text and files (<b>similar design and CMS structure</b>) <i>Reference:</i> <a href="http://www.hkolympic.org/download/others-2/">www.hkolympic.org/download/others-2/</a></p> <p>Page layout:</p> <ul style="list-style-type: none"> <li>● An index page shows all titles of the articles / pages (including Articles of Association, By Laws, SF&amp;OC Privacy Policy Statement and Sexual Harassment, Membership Application Procedure &amp; Guidelines, etc.)</li> <li>● Attached files for download</li> </ul> <p>CMS Structure: show text / table / jpg / pdf and can attach files in pdf format in alphabetical order</p>
<p>9. Job Opportunities 工作機會 (new page / reallocate and modify)</p>	<p>A section to show with text and files (<b>similar design and CMS structure</b>) <i>Reference:</i> <a href="http://www.hkolympic.org/notices/">www.hkolympic.org/notices/</a></p> <p>Page layout:</p> <ul style="list-style-type: none"> <li>● An index page shows all the vacant posts</li> <li>● Each vacant post can show text or attach a pdf file for download</li> <li>● Users can share an individual recruitment advertisement with a simple button</li> </ul> <p>CMS Structure: show text and pdf file for download, able to set duration (date and time) for publishing, say with “start” date and “end” date; a share button; can link to the rotating banner on the front page</p>
<p>10. Contact Us 聯絡我們 (reallocate and modify)</p>	<p>A section to show the Google Map, text (content) and message function (<b>similar design and CMS Structure</b>) <i>Reference:</i> <a href="http://www.hkolympic.org/contact-us/">www.hkolympic.org/contact-us/</a></p> <p>Page layout:</p> <ul style="list-style-type: none"> <li>● Show SF&amp;OC’s location with google map <b>Encl. 5</b></li> <li>● User can leave a message, choose an item (including General Enquiry, Complaint, Suggestion, Media Enquiry, Olympic Day, Festival of Sport, Hong Kong Sports Stars Awards, Olympism Education Programme or Others) and the message will be based on the nature of the matter to be forwarded to corresponding email address (<a href="mailto:secretariat@hkolympic.org">secretariat@hkolympic.org</a> / <a href="mailto:enquiry@hkolympic.org">enquiry@hkolympic.org</a> / etc) for handling</li> <li>● It is a compulsory to provide name, e-mail and contact number before submitting the message to SF&amp;OC</li> </ul>

Section 2	
<p>Member 會員 (rename, reallocate &amp; re-design)</p>	<p>A section to show with text and photos Reference: <a href="http://www.hkolympic.org/about-us/national-sports-association/">www.hkolympic.org/about-us/national-sports-association/</a></p> <p>Page layout:</p> <ul style="list-style-type: none"> <li>● Show all Members' logo with "Sports" (existing 85 Member Associations) <b>Encl. 6a</b></li> <li>● Click "Sports", then pop up with Member's contact information similar to NOC's reference <b>Encl. 6b</b></li> <li>● May choose to sort by "Alphabetical" (by sports) or by "Protocol" (by seniority – by drag)</li> <li>● Member's Contact Information includes Logo, Name of Member, phone, fax, email (can direct to outlook), website (with http function), President, Chairperson, Hon. Secretary, Contact Person</li> <li>● Add search engine (with pull down menu showing all sports), e.g. Football -&gt; pop up to the Football's directory</li> </ul> <p>CMS Structure: able to import or export the data for bulk uploading the Member's Contact Information; have a resize function for upload Members logo (photo/ jpg, e.g. 120 x 120 pixel), have a search engine / sort by sport function (with a pull down menu of all Sports)</p>

### Content Management System (Both sections)


All the above sections with the following functions:

- The individual articles, text, photos and attachments will be shown in a section that needs password to enter and edit
- update all pages' text contents
- adjust the date of each article/ page;
- support word, excel, pdf, images and video upload
- enable/disable an individual article/ page;
- preview the article/ page before publishing;
- save drafts of article/ page;
- select category of each article/ page;
- insert attachments and photos;
- user-friendly interface to allow font styles additional to plain text, perform simple formatting, including but not limited to bold and hyperlink;
- page will keep at the same page when swapping either in Chinese or English version;
- mobile responsive


For reference: <https://www.hkrugby.com/about/board-and-management>

Encl. 1

## Board



**Peter Duncan**  
President  
[READ MORE](#)



**Chris Brooke**  
Chairman  
[READ MORE](#)

Click "Read More" then show his biography

## Elected Directors



**Martin Murray**  
Director of Finance  
[READ MORE](#)



**Robert Esser**  
Elected Director  
[READ MORE](#)



**Olly Stratton**  
Elected Director  
[READ MORE](#)



**Tony Karton**  
Elected Director  
[READ MORE](#)



**Rod Lai**  
Elected Director  
[READ MORE](#)



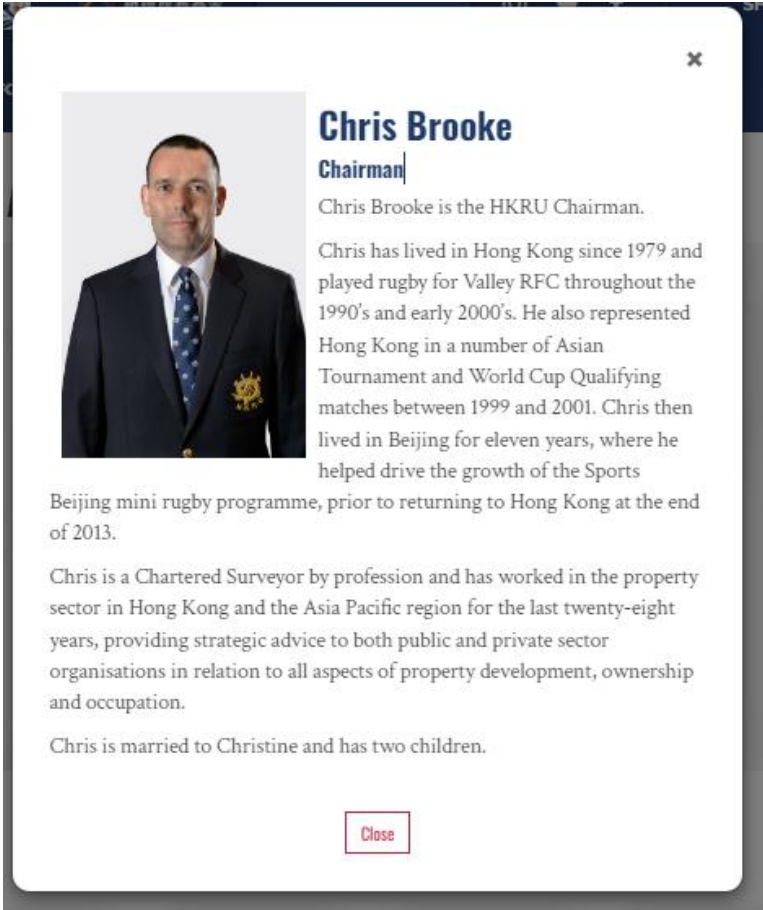
**David Scott**  
Elected Director  
[READ MORE](#)



**Kim Boreham**  
Elected Director

Attachment: List of Officers and Honorary Officers (can be download)

Click “Read More” to pop out the Biography of Officer



**Chris Brooke**  
**Chairman**

Chris Brooke is the HKRU Chairman.

Chris has lived in Hong Kong since 1979 and played rugby for Valley RFC throughout the 1990's and early 2000's. He also represented Hong Kong in a number of Asian Tournament and World Cup Qualifying matches between 1999 and 2001. Chris then lived in Beijing for eleven years, where he helped drive the growth of the Sports Beijing mini rugby programme, prior to returning to Hong Kong at the end of 2013.

Chris is a Chartered Surveyor by profession and has worked in the property sector in Hong Kong and the Asia Pacific region for the last twenty-eight years, providing strategic advice to both public and private sector organisations in relation to all aspects of property development, ownership and occupation.

Chris is married to Christine and has two children.

Close

CMS Structure: Photo / Name / Title / Bio / unlimited to add or delete Officers / drag to re-order / can add more than one attachment (e.g. PDF/ word) with description



**CORPORATE PROFILE**  
公司概況

**BOARD OF OFFICERS, PATRONS AND  
HONORARY OFFICERS**  
**董事局、贊助人及名譽委員**

**Board of Officers 董事局**

**President**  
會長

Mr. Timothy T. T. FOK, GBM, GBS, JP  
霍震霆先生 大紫荊勳賢·GBS, JP

**Vice-Presidents**  
副會長

Dr. Karl C. KWOK, BBS  
郭志樑博士 BBS

Ms. Vivien C. C. LAU, SBS, JP  
(till 14 December 2022)  
劉掌珠女士 SBS, JP  
(至 2022 年 12 月 14 日)

Mr. Tony K. L. YUE, BBS, JP  
余國樑先生 BBS, JP

Dr. T. Brian STEVENSON, GBS, JP  
施文信博士 GBS, JP

Prof. Herman S. M. HU, GBS, JP  
胡曉明教授 GBS, JP

Mr. TONG Wai Lun, BBS, JP  
湯偉倫先生 BBS, JP

The Hon. Kenneth K. K. FOK, JP  
霍啟剛議員 JP

Dr. David T. Y. MONG  
蒙德揚博士

Mr. Ronnie M. C. WONG, BBS, JP  
(since 14 December 2022)  
王敏超先生 BBS, JP  
(自 2022 年 12 月 14 日起)

**Secretariat**  
秘書處

**Honorary Secretary General**  
義務秘書長

Mr. Ronnie M. C. WONG, BBS, JP  
(till 14 December 2022)  
王敏超先生 BBS, JP  
(至 2022 年 12 月 14 日)

Mr. Edgar J. T. YANG, PDSM  
(since 14 December 2022)  
楊祖賜先生 PDSM  
(自 2022 年 12 月 14 日起)

**Honorary Deputy Secretaries General**  
義務副秘書長

Mr. Edgar J. T. YANG, PDSM  
(till 14 December 2022)  
楊祖賜先生 PDSM  
(至 2022 年 12 月 14 日)

Mr. WONG Po Kee, MH  
黃寶基先生 MH

Ms. Fay K. F. HO  
何劍輝女士

Mr. Philip K. Y. MOK  
(since 26 April 2023)  
莫君逸先生  
(自 2023 年 4 月 26 日起)

**Honorary Treasurer**  
義務司庫

Mr. Derrick L. W. WONG, FCCA, CPA (practising)  
黃良威先生 FCCA, CPA (practising)

**Officer (Athletes Committee Representative)**  
委員 (運動員委員會代表)

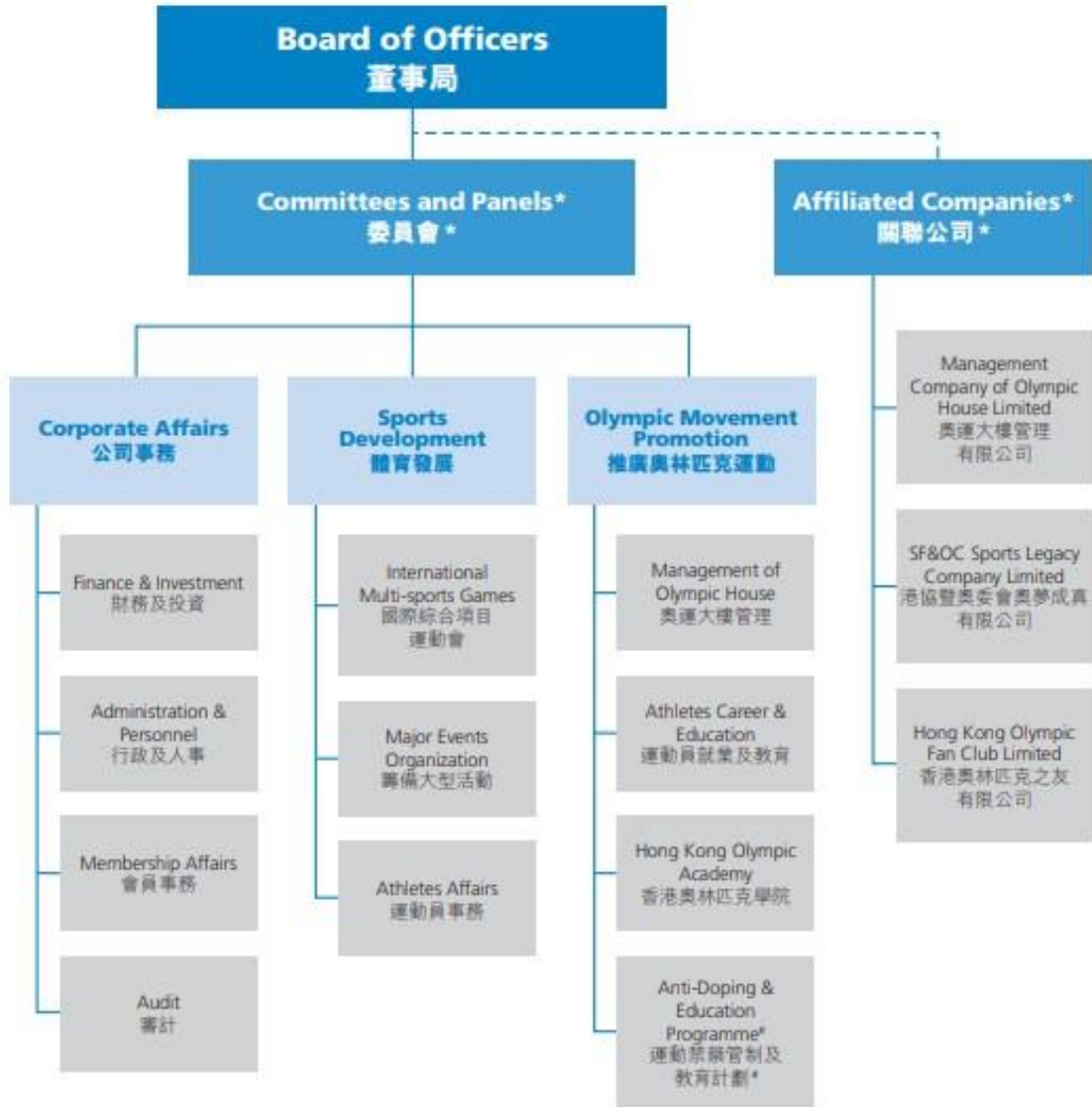
Ms. Stephanie H. S. AU (till 14 December 2022)  
歐韻淳女士 (至 2022 年 12 月 14 日)

Mr. WONG Kam Po, SBS (since 14 December 2022)  
黃金寶先生 SBS (自 2022 年 12 月 14 日起)

## Patrons and Honorary Officers 贊助人及名譽委員

<b>Patron 贊助人</b>	The Hon. John K. C. LEE, GBM, SBS, PDSM, PMSM Chief Executive, Hong Kong Special Administrative Region, People's Republic of China	中華人民共和國香港特別行政區 行政長官 李家超先生 大紫荊勳賢，SBS, PDSM, PMSM
<b>Vice-Patron 副贊助人</b>	The Hon. Kevin YEUNG Yun Hung, GBS, JP Secretary for Culture, Sports and Tourism, HKSAR Government, People's Republic of China (since 13 July 2022)	中華人民共和國香港特別行政區政府 文化體育及旅遊局局長 楊潤雄先生 GBS, JP (自2022年7月13日起)
<b>Honorary Vice-Presidents 名譽副會長</b>	Mr. YUE Yun Hing, BBS, MH Dr. F. K. HU, GBM, GBS, JP (till 4 June 2022) Dr. TONG Yun Kai, SBS Mr. Victor C. F. HUI, GBS, JP Mr. PUI Kwan Kay, SBS Ms. Vivien C. C. LAU, SBS, JP (since 14 February 2023)	余潤興先生 BBS, MH 胡法光博士 大紫荊勳賢，GBS, JP (至2022年6月4日) 湯恩佳博士 SBS 許晉奎先生 GBS, JP 貝鈞奇先生 SBS 劉掌珠女士 SBS, JP (自2023年2月14日起)
<b>Honorary Advisors 名譽顧問</b>	Mr. PANG Chung, SBS Prof. LEUNG Mee Lee, Ed.D, MH	彭冲先生 SBS 梁笑莉教授 Ed.D, MH
<b>Honorary Medical Advisor 名譽醫學顧問</b>	Dr. Julian W. CHANG, BBS	張維醫生 BBS
<b>Honorary Legal Advisor 名譽法律顧問</b>	Mr. Peter BROWN	包安嵐先生

## MANAGEMENT STRUCTURE 管理架構



Attachment:

Terms of Reference – Standing and Non-Standing Committees

Membership Composition of Standing and Non-Standing Committees of SF&OC  
for 2022-24



SPORTS FEDERATION &  
OLYMPIC COMMITTEE OF HONG KONG, CHINA

**Terms of Reference of Standing and Non-standing Committees  
(as at 1/4/2023)**

**Standing Committees**

1. Finance and Investment Committee
2. Administration and Personnel Committee
3. Membership Affairs Committee
4. Hong Kong Olympic Academy
5. Athletes Committee
6. Hong Kong Sports Stars Awards Organizing Committee
7. Festival of Sport Organizing Committee
8. Olympic Day Organizing Committee
9. Olympic House Management Committee
10. Hong Kong Athletes Career and Education Department Committee
11. Audit Committee

**Non-Standing Committees**

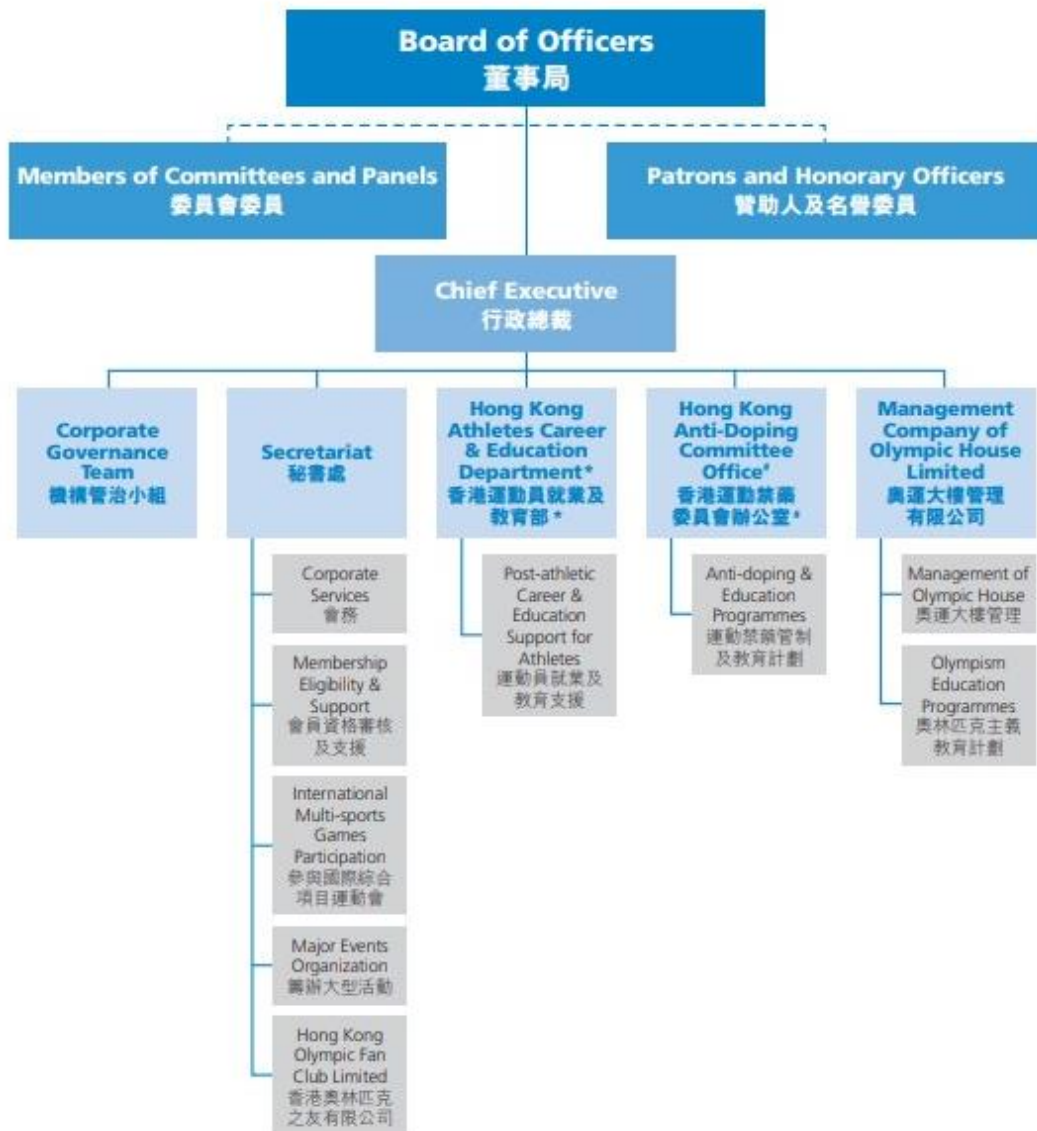
12. Independent Steering Committee
13. Election Committee
14. International Multi-Sports Games Selection Committees



Membership Composition of Standing and Non-Standing Committees for 2022-2024 (as at 24 Oct 2023)  
2022-2024 年度委員會委員名單 (截至 2023 年 10 月 24 日)

Standing Committees		常設委員會	
<b>1. Finance and Investment Committee</b>		<b>1. 財務及投資委員會</b>	
Chairperson	Dr. T. Brian STEVENSON	主席	施文信博士
Vice-Chairperson	Mr. Derrick L. W. WONG	副主席	黃良威先生
Members	Dr. Karl C. KWOK Mr. Tony K. L. YUE Mr. TONG Wai Lun Mr. Ronnie M. C. WONG Mr. Edgar J. T. YANG Mr. Philip K. Y. MOK	委員	郭志樑博士 余國樑先生 湯偉倫先生 王敏超先生 楊祖賜先生 莫君逸先生
Co-opted Member	Prof. William W. C. LEUNG	增補委員	梁永祥教授
<b>2. Administration and Personnel Committee</b>		<b>2. 行政及人事委員會</b>	
Chairperson	Mr. Edgar J. T. YANG	主席	楊祖賜先生
Vice-Chairperson	Mr. Derrick L. W. WONG	副主席	黃良威先生
Members	Mr. Tony K. L. YUE Mr. TONG Wai Lun The Hon. Kenneth K. K. FOK Mr. Ronnie M. C. WONG Mr. WONG Po Kee Ms. Fay K. F. HO Mr. Philip K. Y. MOK	委員	余國樑先生 湯偉倫先生 霍啟剛議員 王敏超先生 黃寶基先生 何劍暉女士 莫君逸先生
<b>3. Membership Affairs Committee</b>		<b>3. 會員事務委員會</b>	
Chairperson	Dr. Karl C. KWOK	主席	郭志樑博士
Vice-Chairperson	Mr. Edgar J. T. YANG	副主席	楊祖賜先生
Members	Mr. Tony K. L. YUE Dr. Herman S. M. HU Mr. TONG Wai Lun The Hon. Kenneth K. K. FOK Mr. Ronnie M.C. WONG Mr. WONG Po Kee Mr. Philip K. Y. MOK Mr. TANG King Shing Mr. Edward LIU Mr. William LI	委員	余國樑先生 胡曉明博士 湯偉倫先生 霍啟剛議員 王敏超先生 黃寶基先生 莫君逸先生 鄧竟成先生 劉洋先生 李煒林先生
<b>4. Hong Kong Olympic Academy</b>		<b>4. 香港奧林匹克學院</b>	
Chairperson	The Hon. Kenneth K. K. FOK	主席	霍啟剛議員
Vice-Chairpersons	Dr David T. Y. MONG	副主席	蔣筠琪博士

## ORGANIZATION STRUCTURE 公司架構



Home ▶ About Us ▶ Staff Directory

### Staff Directory

#### Chief Executive's Office

Chief Executive

[Mr Tony Choi](#)

Executive Secretary

[Ms Patricia Leung](#)

Executive Secretary

[Ms Susanna Yip](#)

#### Secretariat to the Board and Chief Executive Office

Manager, Board Secretariat and Chief Executive Office

[Ms Doris Kwok](#)



### Contact Details

Tel. (852) 2504 8560  
Fax (852) 2891 3657  
Email [secretariat@hkolympic.org](mailto:secretariat@hkolympic.org)

### Leave Us Message

Modify this part

Suggestion

Message

Name

Email

Contact No.

By submission of this form, I acknowledge that I have read, understood and agreed the information provided by means of this form will be used by Sports Federation & Olympic Committee of Hong Kong, China for the purpose of processing my enquiry/ complaint/ suggestion.

我不是機器人



reCAPTCHA



*Proposed layout design - please refer to IOC website as reference)*

Encl. 6a



1



2



3



4



5



6



7



8 (2)



9



10



11



12



13



14



15



16



17



18



19



20



21



22



23



24



Use NSAs' logo with sports name



Proposed layout design

For reference: <https://olympics.com/ioc/national-olympic-committees>



Click "Sports", then pop up with Member's contact information (Directory) similar to below table as reference

May choose to sort by "Alphabetical" (by sports) or by "Protocol" (by seniority – by drag), Add search engine (with pull down menu showing all sports), e.g. Football -> pop up to the Football's directory directly

The contact information includes Logo, Name of Member, phone, fax, email (can direct to outlook), website (with http function), President, Chairperson, Hon. Secretary, Contact Person



## Detailed Specifications of Webpage Features and CMS Functions Section: “Press Release”

### Press release

- A section to show press releases with text, photos and PDF attachments

### Interface

#### *Index page*

- The press releases shall be shown in pages, with each page showing 10 press releases;
- “List view” and “Grid view” will be available;
- There shall be filters available for use. Filters will include but not limited to “years”, “months” and categories such as “綜合運動會”, “香港傑出運動員選舉”, “奧運日”, “體育節” and “其他” with a flexibility to add new categories;
- There should be a search field to enable users to search press releases by keywords;
- A thumbnail photo will be shown alongside an individual press release, with a flexibility to choose whether to show the thumbnail photo.

#### *Example*



Ref: <https://www.shkp.com/zh-HK/media/press-releases>

## 新聞稿

第七屆立法會  
2024年度



歡迎瀏覽新聞發布區，閱覽最新發布的新聞稿、聲明，以及搜尋過往的新聞稿及聲明。

所有

輸入查詢關鍵字



2024 1月 2月 3月 4月 5月 6月 7月 8月 9月 10月 11月 12月

2024年03月

Filter by category

2024年3月13日	立法會委員會會
2024年3月12日	立法會委員會會議的安排
2024年3月11日	《2024年印花稅(修訂)條例草案》將提交立法會作首讀和二讀
2024年3月11日	立法會委員會會議的安排
2024年3月10日	立法會法案委員會及事務委員會會議的安排
2024年3月8日	立法會主席就《維護國家安全條例草案》首讀及二讀的發言
2024年3月8日	《維護國家安全條例草案》將提交立法會作首讀和二讀

Ref: <https://app4.legco.gov.hk/press/tc/press.aspx>

### Each individual press release

- On each page showing an individual press release, text, photos and attachments will be shown;
- Users will be able to share an individual press release with a simple button.
- The layout and features of an individual press release are illustrated below:

A button allows sharing of individual press release through popular social media platforms and communication tools, such as Facebook, WhatsApp, WeChat

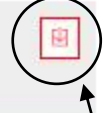


新地啟動綠色建築新里程

Title of press release

2024年2月22日

Date of the press release, which can be adjusted in CMS



A button allows photo download in JPEG format under 1MB



Photo grid will support both landscape and portrait framing without cropping. Grey-shaded spaces around the photo are considered acceptable in order to show the full image.

在新地執行董事郭基輝（中）、發展局副局長林智文（右三）、建造業議會主席何安誠（左三）、三一集團輪值董事長梁在中（右二）和新輝（建築管理）總經理熊紀文（左二）見證下，三一-中富香港機械董事總經理劉劍奇（右一）將九部純電動建築設備交予新輝（建築管理）副總經理何冠豪（左一）。新地引入該等設備，預計每年可減少約240公噸的碳排放，相當於種植超過10,000棵樹。



Content

新鴻基地產發展有限公司（新地）實踐綠色環保建築邁入新里程，購置九部純電動建築設備，以零排放的電動設備取代傳統柴油設備，在推動集團建築電氣化、減少工地碳排放方面踏出重要一步，並為建築業界帶起示範作用。新地今日舉行政動禮，發展局副局長林智文和建造業議會主席何安誠等嘉賓出席見證。

All photos to be shown here with a panel allowing switching between photos

Photo caption for each photo – default not to show, but allow flexibility in adding one.

國際金融中心一期及二期 (One IFC 和 Two IFC) 。截至2023年6月，新地有105個香港項目已合共獲得122項綠建築相關證書。

2. 建設綠色能源

集團正在鋪設全港其中一個最大的太陽能發電網絡，截至去年底已鋪設近15,000塊太陽能板，覆蓋約40萬平方呎，每年可減少約2,700公噸碳排放，相當於種植超過11萬棵樹；此外，建築工地亦陸續添置電池儲能系統，用以驅動電動機械。

3. 研發綠色建築科技

透過產學研合作，提升減排效率和規模。集團正與香港理工大學就智慧建築能源管理系統、綠色建築物料和綠色建造流程三大範疇進行研究。其中創新的碳捕捉技術，可更有效地把二氧化碳注入混凝土中，預期2025年可以有研究成果。

4. 提供綠色建材

新地旗下的永輝混凝土（香港）有限公司現正向集團及業界供應經建造業議會綠色產品認證的預拌混凝土，包括供應四組鉑金級粒化高爐礦渣粉（GGBS）的低碳預拌混凝土。

5. 培訓綠色建築人才

集團特別成立新輝建築創科有限公司，由資深工程師、資訊科技及數碼轉型專才所組成，推動工地的作業模式生態升級轉型，集團的建築隊亦陸續學習相關新技能。

今次引入純電動建築設備為新地實現建築電氣化、減少碳排放的標誌性一步，未來將幫助香港成為更加綠色、低碳的城市。

Media enquiry information shown at the bottom of each press release (the CMS should support revision)

傳媒聯絡 電郵 media@shkp.com

Ref: <https://www.shkp.com/zh-HK/media/press-releases/20240222>

- The page should support displaying press releases in only one language. When only one language is published, a standard line, with hyperlink to the other language version, will be generated automatically.

Example



Legislative Council OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION OF THE PEOPLE'S REPUBLIC OF CHINA

Website | Members | Committees | Bills | LegCo Databases | 繁 | 簡

LegCo Business Members Open LegCo Education Visiting About LegCo

Press

Standard line with hyperlink to the Chinese version will be generated automatically

Transcript of remarks by Chairman of The Legislative Council Commission on deliberation made by The Commission (Chinese only)

Click here to view the Chinese version of this press release

[Back to Index Page]

Ref: <https://www.leqco.gov.hk/en/open-leqco/press/yr2024/pr20240115-2.html>

*CMS*

- The content editor of the CMS will support the following functions:
  - ✧ adjust the date of each press release;
  - ✧ enable/disable an individual press release;
  - ✧ preview of press release before publishing;
  - ✧ save drafts of press release;
  - ✧ revise published press release;
  - ✧ select category of each press release;
  - ✧ upload press release in only one language;
  - ✧ insert attachments;
  - ✧ batch upload of photos and input of captions as optional;
  - ✧ automatically resize photos uploaded;
  - ✧ importing and formatting of contents directly from MS Word documents.



## Detailed Specifications of Webpage Features and CMS Functions Section: “Photo and Video”

### Photo and Video

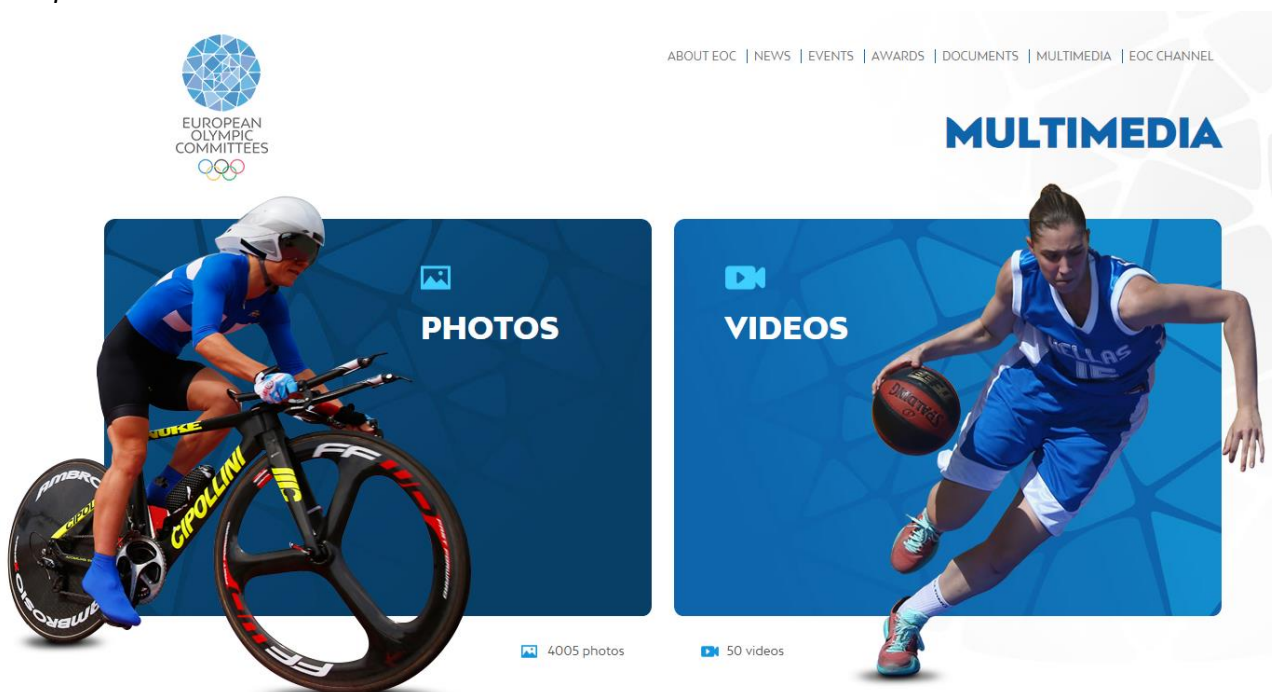
- A section to display photos and videos in the format of embedded YouTube links

### Interface

#### *Main index page (first layer)*

- When entering this section, it will land on a page where users can choose between “Photos” and “Videos”

#### *Example:*



Ref: <https://www.eurolympic.org/multimedia/#/index>

#### *“Photo” index page*

- The webpage will support sorting/filtering of albums according to their categories, which will be decided by SF&OC. It should allow flexibility in adding new categories and eliminating existing categories.
- Photos will be put in albums, which will be displayed in grid view. Album names and cover photos will be input by SF&OC through CMS.
- Album order can be arranged through CMS.
- A “back” button will be available for returning to the main index page.



Categories for  
sorting/filtering

ABOUT EOC | NEWS | EVENTS | AWARDS | DOCUMENTS | MULTIMEDIA | EOC CHANNEL

MULTIMEDIA  
**PHOTOS**



**2024 02 06\_EOC EXCO\_MADRID (ESP)**  
37 photos



**2023 10 06\_07\_EOC GENERAL ASSEMBLY\_ISTANBUL (TUR)**  
98 photos



**2023 10 05\_EOC EXCO MEETING\_ISTANBUL (TUR)**  
14 photos



Ref: <https://www.eurolympic.org/multimedia/#/photos/eoc>

*“Photo” – individual album*

- A grid view to display photo.
- Order of photos can be arranged through CMS.
- Photos will be automatically resized when uploading via CMS.
- Each album will have a unique URL link for sharing.
- A “Back” button will be available for returning to the photo index page.
- Upon clicking on each photo, the photo will be enlarged for viewing.



## Appendix IV: Photo and Video

- Photos in grid view, with order arranged according to file names but re-arrangement is possible through CMS
- Please keep all photos “bright”. There is no need to darken them.

EOC | NEWS | EVENTS | AWARDS | DOCUMENTS | MULTIMEDIA | EOC CHANNEL

MULTIMEDIA  
**PHOTOS**  
EUROPEAN OLYMPIC COMMITTEES

Album title

BACK

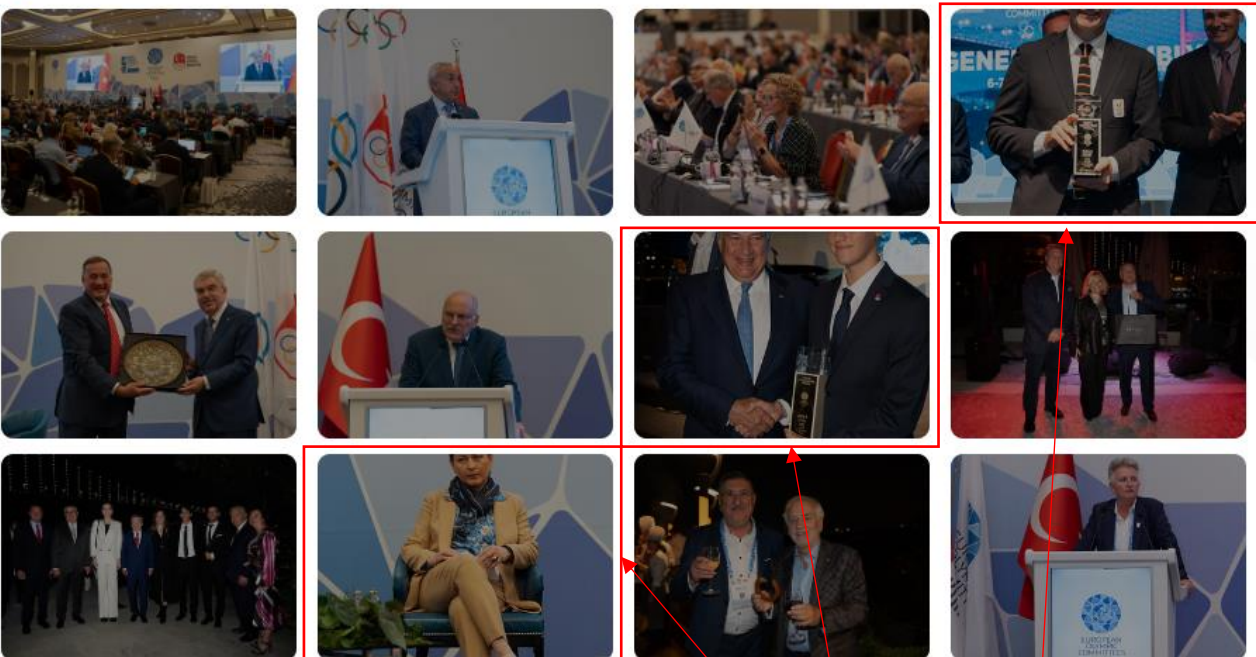
“Back” button

2024 02 06\_EOC ExCo\_Madrid (ESP)



BACK

2023 10 06\_07\_EOC General Assembly\_Istanbul (TUR)



It is preferable to support adjusting the position of the photo in a grid. For example, to adjust portrait photos so that the heads can be seen

## Appendix IV: Photo and Video

Upon clicking on a photo, the photo will be enlarged. From this enlarged photo, users can view the next/previous photo by clicking on left/right buttons, without having to go back to the grid-view page of photos.



Ref: <https://www.eurolympic.org/multimedia/#/photos/eoc/72177720313485521/>

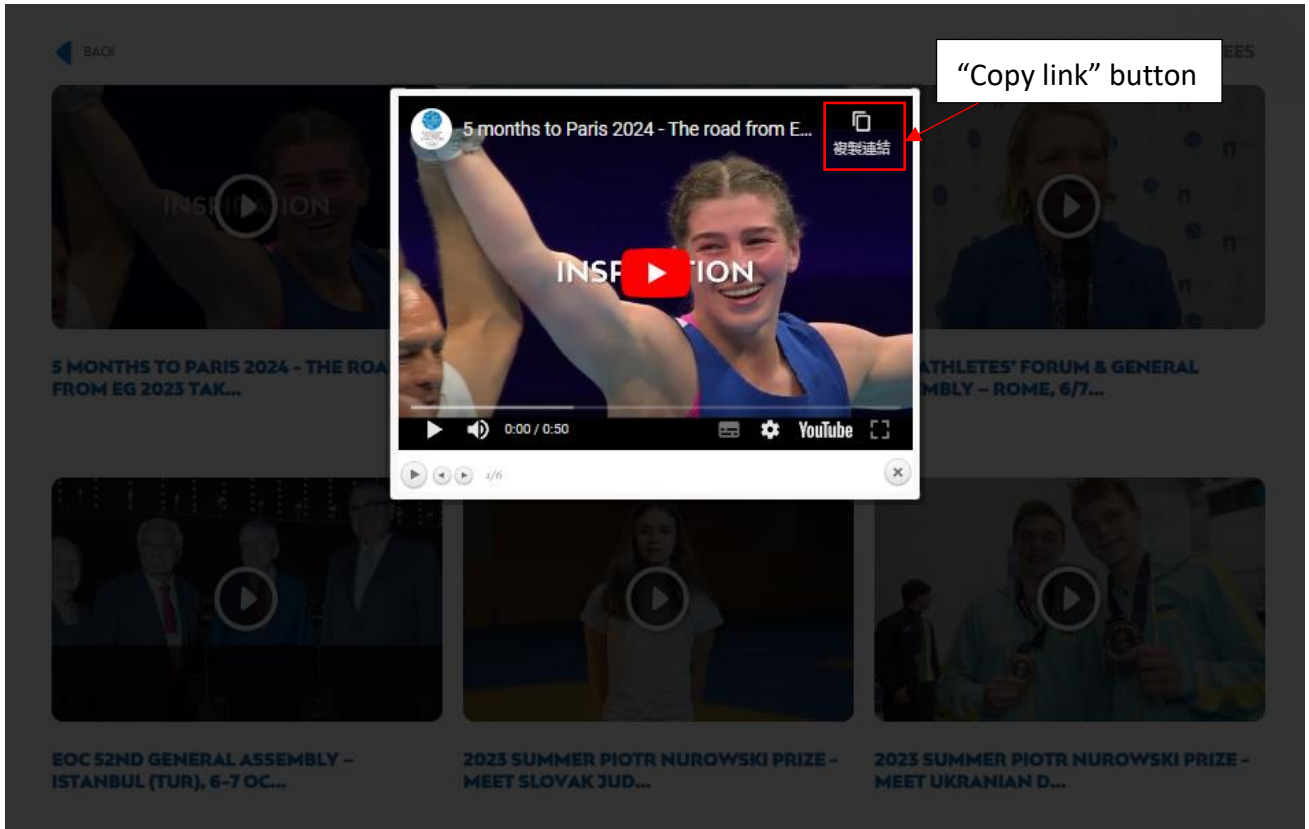
### *“Video” index page*

- Same as the index pages for “Photo”, the webpage will support sorting/filtering of albums according to their categories, which will be decided by SF&OC. It should allow flexibility in adding new categories and eliminating existing categories.
- Videos will be put in albums, which will be displayed in grid view. Album names and cover photos will be input by SF&OC through CMS.
- Album order can be arranged through CMS.
- A “back” button will be available for returning to the main index page.

### *“Video” – Individual album*

- The videos will be displayed in the format of YouTube embedded links.
- When clicking on the thumbnail of a video, a small window will pop up for viewing. A “Copy link” button will be available.
- When clicking on the title of a video, the user will be re-directed to the video on YouTube in a new tab.

## Appendix IV: Photo and Video





## Detailed Specifications of Webpage Features and CMS Functions Section: “Publications”

### Publications

- A section to display files of publications in PDF format

### Sub-section: Annual Report

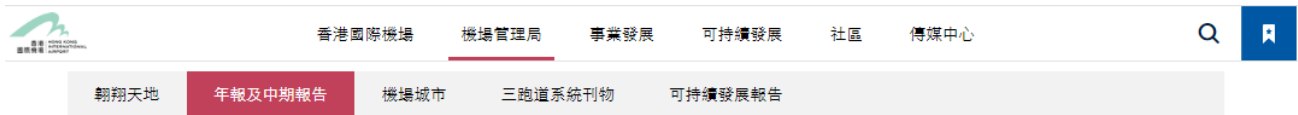
#### Index page

- When entering this sub-section, a grid view of the front covers of Annual Report will be displayed.
- The image showing the latest edition of Annual Report should be displayed at a prominent position.
- A filter by “year” will be available for use.

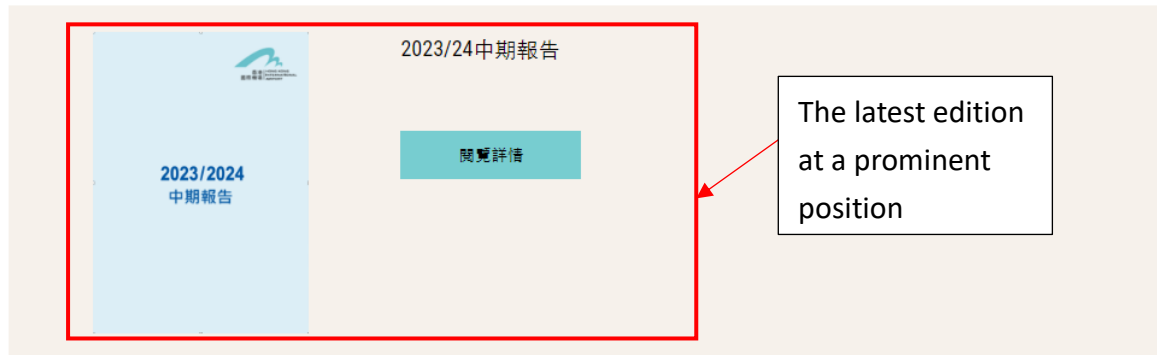
Example:



Ref: <https://www.eoc.org.hk/zh-hk/AnnualReport>



## 年報及中期報告



## 以往報告



Ref: <https://www.hongkongairport.com/tc/airport-authority/publications/annual-interim-reports/>

### Detail page

- On an individual page of each Annual Report, a full version as well as each individual chapter should be available for view and download in PDF format.
- Please quote as an additional/separate item if the full version is uploaded and viewed in eBook format.

Example:

**平等機會委員會年報 2022-2023**

- 主席的話
- 平機會簡介
- 全年摘要
- 以睿智領導——我們的架構
- 為歧視受害人討回公道——投訴處理
- 捍衛法治——法律服務
- 倡議正面改變——政策、研究及培訓
- 建立安全環境——反性騷擾事務組
- 收窄差距——少數族裔事務組
- 推廣平等機會——傳訊、宣傳及社會參與
- 追求卓越服務——機構管治
- 關顧員工——員工溝通及發展
- 財務報表
- 附錄

2022-23 Annual Report 年報

下載年報 2022-2023

Individual chapters available for download in PDF

Full version for download in PDF

Ref: <https://www.eoc.org.hk/zh-hk/AnnualReport/Detail/55>

2022/23年報

網上版本 → 中期報告 →

Full version in eBook format  
[https://www.hongkongairport.com/iwov-resources/file/airport-authority/publications/annual-and-interim-reports/tc/22\\_23/flipping/index.html](https://www.hongkongairport.com/iwov-resources/file/airport-authority/publications/annual-and-interim-reports/tc/22_23/flipping/index.html)

PDF版本

全文	8.49MB
封面	620KB
25年藍線旅程	809KB
核心價值	567KB
香港國際機場簡介／營運表現概覽	597KB
主席報告	1.16MB
行政總裁報告	1.03MB
董事會	1.16MB
行政管理人員	966KB

Full version for download in PDF

Individual chapters available for download in PDF

Ref: <https://www.hongkongairport.com/tc/airport-authority/publications/annual-interim-reports/annual2022>

Sub-section: Olympic Voice

Index page

- When entering this sub-section, a grid view of the front covers of Olympic Voice will be displayed.
- A filter by “year” will be available for use.
- Upon clicking on the image of an Olympic Voice, its PDF file will be viewed in a new tab.
- Please quote as an additional/separate item if the Olympic Voice is uploaded and viewed in eBook format.

Example:

平等新動向



2022年2月號



2022年8月號



2023年5月號





2024年2月號


Ref: <https://www.eoc.org.hk/zh-hk/news-and-events/periodicals/eobeat>




## Detailed Specifications of Webpage Features and CMS Functions



### Section: “Multi-sports Games”

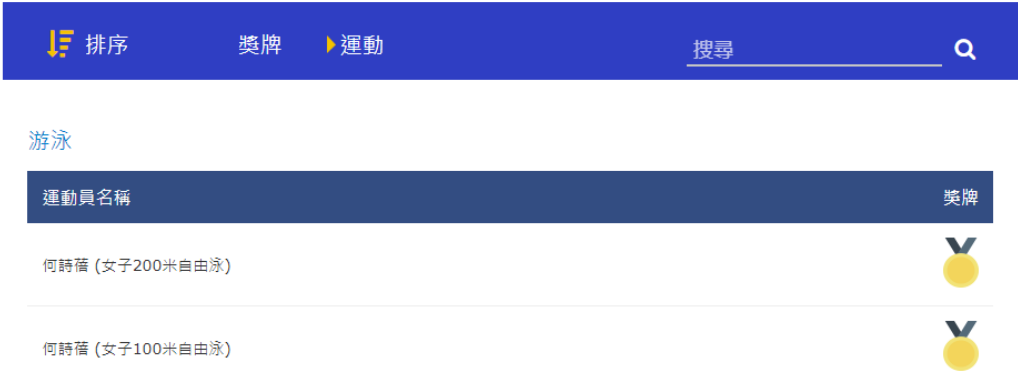
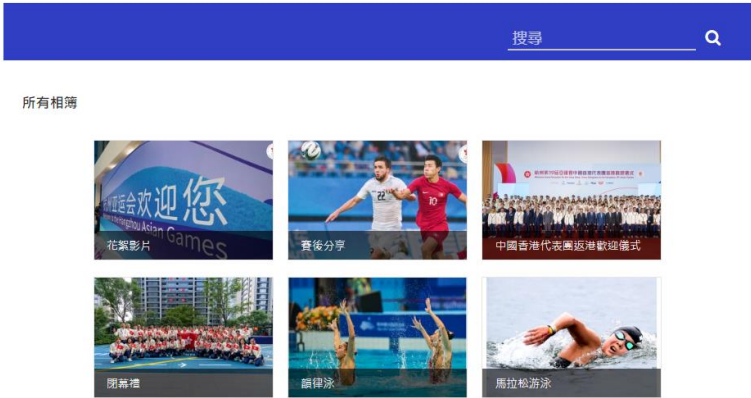
Section	Sub-Pages	Style	Functions
0 Home			Overall: <ul style="list-style-type: none"> <li>- Theme and color</li> <li>- CMS</li> <li>- Bulk upload (CSV) for data entry</li> <li>- Mobile responsive</li> <li>- Review the structure every 4 years</li> </ul>
	0.1 Head Banner	Static	1. Static pic with hyperlink 2. Enable update/upload at CMS 3. Display of Games logos <div style="text-align: right; margin-top: 10px;">  </div>
	0.2 Side Bar	List	1. Enable to add unlimited articles/pages 2. Reorder of pages by dragging <div style="margin-top: 10px;">  </div>



Section	Sub-Pages	Style	Functions
	0.3 Press Release		<ol style="list-style-type: none"> <li>1. Display press release with thumbnail/cover photo</li> <li>2. Auto-ordering from latest to the oldest news by date</li> <li>3. Only latest new: Preview with cover photo and first paragraph</li> <li>4. Link to Press release at SF&amp;OC</li> </ol> 
	0.4 Useful links (new)		<ol style="list-style-type: none"> <li>1. Table, Text and photo</li> <li>2. Hyperlink to external website</li> </ol>
	0.5 Sponsor logos (new)		<ol style="list-style-type: none"> <li>1. Two long horizontal bar to upload image</li> </ol>

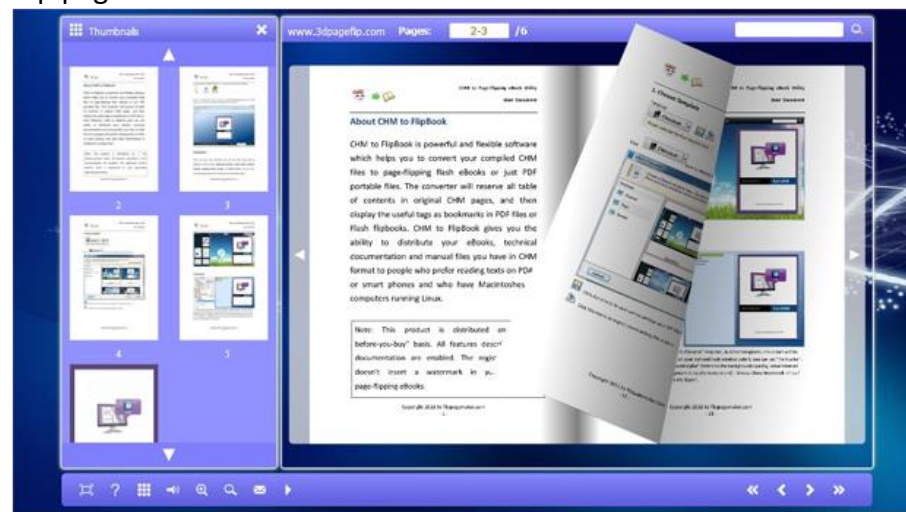
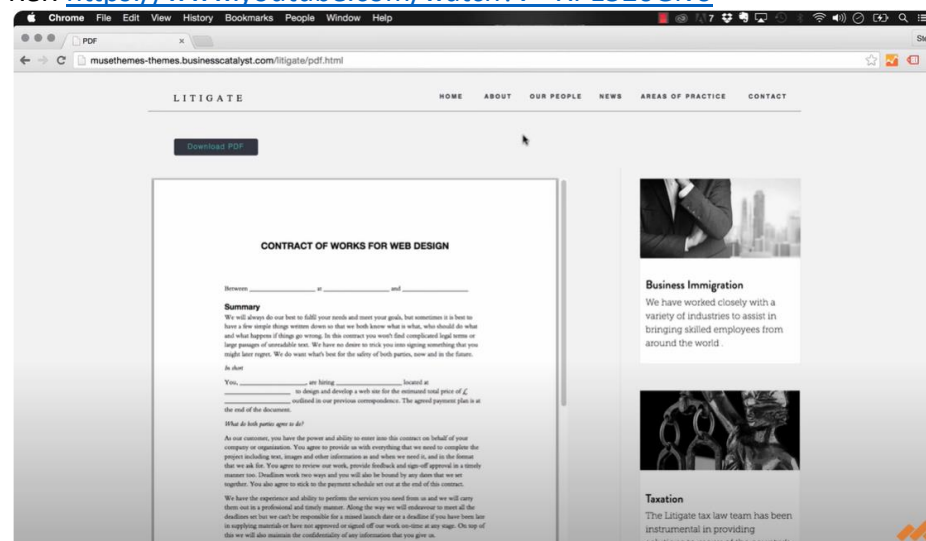
Section	Sub-Pages	Style	Functions
			
<p>1. Welcome Remarks</p>		<p>Page</p>	<p>1. Enable text and photos</p> <p>Welcome Remarks</p>  <p>What had been planned for 2022, the Hangzhou 19th Asian Games comprising 40 sports, the most ever, will take place between September and October this year. Better late than never and best in Hangzhou, a scenic and technology centre with much else to impress guests, be they athletes, officials or fans. We from Hong Kong, China, are eager to partake and build upon the momentum demonstrated by our unprecedented successes in the Summer Olympiad of Tokyo. The added time has given us the incentive and training to hone the skills which our athletes are eager to display upon the Asian Games stage. Major sporting meets are where legends are made and we can be certain that our athletic envoys will live up to if not exceed high expectations. Excellence is indeed our creed as will be shown in Hangzhou for the 19th Asian Games.</p> <p><a href="#">Timothy T.T. FOK</a> President Sports Federation and Olympic Committee of Hong Kong, China</p>  <p>We confer the regional flag and, with it, our hope for an outstanding performance at the Asian Games in Hangzhou. We fare usually well in the largest sporting tournament in our continent and will be motivated even more so to achieve as the Games have been postponed by a year and by our athletes unprecedented successes in the Tokyo Olympics. The extra time gives us the edge in training and competing to culminate in the Asian Games. We are also impelled by pride to see our athletes excel in our mother land that has faced up and met many challenges. Onward to victory.</p> <p><a href="#">Kenneth K.K. FOK</a> Chef de Mission of the Hong Kong, China Delegation Sports Federation and Olympic Committee of Hong Kong, China</p>
<p>2. Press Release</p>		<p>List</p>	<ol style="list-style-type: none"> <li>1. Cover photo to be displayed with title</li> <li>2. Content Display with text and photos</li> <li>3. Enable attachment (pdf, jpg, excel etc.)</li> <li>4. Link to Press release at SF&amp;OC website</li> </ol>

Section	Sub-Pages	Style	Functions																																
			<p>Press Release</p>  <p>2023-10-08 Team Hong Kong, China Brought Home 53 Medals and Made Historic Achievements in the Hangzhou 19th Asian Games</p> <hr/>  <p>2023-10-06 Men's Bridge Team won the Eighth Gold at Asian Games for Hong Kong, China</p>																																
3. Latest Result		Table, CSV	<ol style="list-style-type: none"> <li>1. Enable CSV upload</li> <li>2. Enable Search function (by sports, athletes, medal etc.)</li> <li>3. Display in table format</li> </ol>																																
4. Competition Schedule		Table, CSV	<ol style="list-style-type: none"> <li>4. Auto-ordering by date (latest to the oldest)</li> <li>5. Ref: <a href="https://hzag.hkolympic.org/latest-result/">https://hzag.hkolympic.org/latest-result/</a> <a href="https://hzag.hkolympic.org/competition-schedule/">https://hzag.hkolympic.org/competition-schedule/</a></li> </ol> <p>港隊最新賽果</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> <span style="float: right;">-- 選擇運動 --</span> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Q</span> </div> <p><small>* 日期及時間為杭州時區</small></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>日期</th> <th>運動</th> <th>時間</th> <th>活動</th> <th>運動員</th> <th>地點</th> <th>成績</th> <th>備註</th> </tr> </thead> <tbody> <tr> <td>2023-09-19</td> <td>排球 - 沙灘</td> <td>11:00</td> <td>女子隊際 - 小組賽B組 (中國香港對菲律賓)</td> <td>杜詠彤/ 黃雯晴</td> <td>寧波半邊山沙灘排球中心</td> <td>負 (1:2)</td> <td></td> </tr> <tr> <td>2023-09-19</td> <td>排球 - 沙灘</td> <td>14:00</td> <td>男子隊際 - 小組賽C組 (中國香港對日本)</td> <td>林琪豐/ 王沛林</td> <td>寧波半邊山沙灘排球中心</td> <td>負 (0:2)</td> <td></td> </tr> <tr> <td>2023-09-19</td> <td>板球</td> <td>14:00</td> <td>女子 - 預賽B組 (中國香港對馬來西亞)</td> <td>中國香港女子板球隊</td> <td>浙江工業大學 (屏峰校區) 板球場</td> <td>負 (82/10:104/9)</td> <td></td> </tr> </tbody> </table>	日期	運動	時間	活動	運動員	地點	成績	備註	2023-09-19	排球 - 沙灘	11:00	女子隊際 - 小組賽B組 (中國香港對菲律賓)	杜詠彤/ 黃雯晴	寧波半邊山沙灘排球中心	負 (1:2)		2023-09-19	排球 - 沙灘	14:00	男子隊際 - 小組賽C組 (中國香港對日本)	林琪豐/ 王沛林	寧波半邊山沙灘排球中心	負 (0:2)		2023-09-19	板球	14:00	女子 - 預賽B組 (中國香港對馬來西亞)	中國香港女子板球隊	浙江工業大學 (屏峰校區) 板球場	負 (82/10:104/9)	
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5. Medallist		Table, CSV	<ol style="list-style-type: none"> <li>1. Link to SF&amp;OC Medallist page</li> <li>2. Enable sorting by medals obtained and sports</li> <li>3. Search function for key words</li> </ol>																																

Section	Sub-Pages	Style	Functions
			<p>4. Icon / artwork design 獎牌得主</p> 
<p>6. Photos &amp; videos</p>	<p>6.1 Photos 6.2 Videos</p>	<p>Page, Album</p>	<p>1. Link to Photo Album at SF&amp;OC website 2. Embed videos 3. Preview with cover photo 圖片及影片</p> 

Section	Sub-Pages	Style	Functions										
			<p>4. Side bar or groupings available to indicate the video title</p>  <p>活動回顧 - 重點活動            活動回顧 - 導賞團            活動回顧 - 2022健身氣功全港公開賽            活動回顧 - 親子運動市集            活動回顧 - 板球同樂日            比賽直播回顧            「你撐我，我撐你」平板支撐挑戰活動            巡迴展覽啟動儀式精華片段            第65屆體育節—宣傳片</p> <p>場地單車賽暨單車同樂日 及 香港單車館導賞團            第65屆體育節 - 場地單車賽暨單車同樂日 及 香港單車館導賞團            到以下平台觀看： YouTube</p> <p>更多體育節影片：體育節 Youtube 頻道   體育節 Facebook 專頁   體育節 Instagram            體育節賽事直播：按此重溫            體育節活動回顧：按此收看</p>										
7 Delegation List		List, CSV	<p>1. Enable CSV upload for both text and photos, and enable adjustment of photo position</p>  <p>Aquatics - Artistic Swimming</p> <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TSE Wing Sze Rosita Team Manager</td> <td>MIAO Liqiong Coach</td> <td>CHONG Eva Athlete</td> <td>CHU Ka Wing Katherine Athlete</td> <td>DULANI Nandini Athlete</td> </tr> </table> <p>2. Drop down list to search sports/functions</p> <p>-- 選擇運動 --</p>						TSE Wing Sze Rosita Team Manager	MIAO Liqiong Coach	CHONG Eva Athlete	CHU Ka Wing Katherine Athlete	DULANI Nandini Athlete
TSE Wing Sze Rosita Team Manager	MIAO Liqiong Coach	CHONG Eva Athlete	CHU Ka Wing Katherine Athlete	DULANI Nandini Athlete									
8 About the Games		Page, text	<p>1. Enable text, table, photo, videos</p>										

Section	Sub-Pages	Style	Functions
<p>9 Publication (new)</p>	<p>9.1 Souvenir Programme                      9.2 Result Booklet                      9.3 Other publications</p>	<p>Pdf viewer/e-book display</p>	<ol style="list-style-type: none"> <li>1. Enable to embed code for pdf viewer/e book</li> <li>2. Ref: <a href="https://www.youtube.com/watch?v=-XPE520Glvo">https://www.youtube.com/watch?v=-XPE520Glvo</a></li> <li>3. Flip page</li> </ol>



## Detailed Specifications of Webpage Features and CMS Functions

### Section: “Hong Kong Sports Stars Awards”

<b>1.</b>	<b>Website Development</b>
	<ul style="list-style-type: none"> <li>i. A standard structure is set for the website. SF&amp;OC can change the colour of the wording, web banner, head banner, and background of the website by CMS</li> <li>ii. 2 design layouts should be provided by the Services Provider for considerations</li> <li>iii. Around 30 A4-size HTML pages</li> <li>iv. Subscribe sitemap to Google and Yahoo</li> <li>v. Social Media sharing and interaction ready (i.e. Facebook and IG)</li> <li>vi. Sitemap (Home, About Awards, Past Winners, What’s New, Nomination/Public Voting, Voting Trend, Photo Gallery)</li> <li>vii. Add at least 3 YouTube videos at “Home”</li> <li>viii. Provide a function for counting the number of visitors to this Website</li> <li>ix. Provide web banners for Nomination, Public Voting and Awards Presentation Ceremony</li> <li>x. The website should be reviewed every <u>four years</u></li> <li>xi. The fixed domain name for this website will be <a href="https://sportstar.hkolympic.org/zh/">https://sportstar.hkolympic.org/zh/</a> in the future</li> </ul>
1.1	<b>Content Management System</b>
	<ul style="list-style-type: none"> <li>i. Update all pages text contents (including news)</li> <li>ii. Admin tool (to add/edit/remove articles)</li> <li>iii. User-friendly interface to allow font styles additional to plain text</li> <li>iv. Preview of articles</li> <li>v. Support word, excel, pdf, images and video upload</li> <li>vi. Admin can amend the YouTube link at the page of Home</li> </ul>
1.2	<b>Photo Gallery</b>
	<ul style="list-style-type: none"> <li>i. Keep all photos from HKSSA 2000 to HKSSA 2023 at the page of Photo Gallery</li> <li>ii. Allow categorization</li> <li>iii. Admin can move, add, change, edit captions and delete photos</li> <li>iv. Auto resize as designated size (e.g. 800 x 600)</li> <li>v. Auto adjust the photo either in vertical or horizontal when uploading and previewing at the gallery</li> <li>vi. Add sorted by year</li> </ul>
1.3	<b>Press Release</b>
	<ul style="list-style-type: none"> <li>i. Admin can move, add, change, edit captions and delete photos</li> <li>ii. Add sorted by year</li> <li>iii. Add keyword search</li> </ul>
1.3	<b>Past Winners</b>
	<ul style="list-style-type: none"> <li>i. Keep all records of Past Winners from HKSSA 2000 to HKSSA 2023 at the page of Past Winners</li> <li>ii. Admin can move, add, change, edit and delete contents</li> <li>iii. Allow add new page for new winners</li> <li>iv. Add sorted by year</li> </ul>
<b>2.</b>	<b>Online Nomination System</b>
	<ul style="list-style-type: none"> <li>i. Create at least 4 admin accounts for organizer (multiple access)</li> </ul>



	<ul style="list-style-type: none"> <li>ii. Provide at least <u>90 accounts</u> with login name and password for designed users to submit nomination applications. (Notes: Number of accounts can be added if necessary)</li> <li>iii. Provide standard application form in e-format. The blank form and completed form with signature area can be output in pdf format <ul style="list-style-type: none"> <li>- Support <u>4 nomination categories</u> in different content, category can be added if necessary</li> <li>- All data including personal information, local/overseas competition results, breaking records, ranking, honours and awards, motto and other information can be output in csv format</li> <li>- 3-4 photos can be uploaded to each category. All photos can be downloaded at the backend platform. All nomination details and designated names of the photos can be output in csv format</li> <li>- Alert message should be shown when ineligible photo is trying to upload</li> <li>- Auto acknowledgement email sent to the Association after the submission</li> </ul> </li> <li>iv. Edit and submission <ul style="list-style-type: none"> <li>- All web browsers (e.g. Firefox/ IE/ Google Chrome/ Safari) could access the online nomination system for editing and submitting the applications.</li> </ul> </li> <li>v. Auto save is available for each nomination Printing in 2 versions <ul style="list-style-type: none"> <li>- Printing versions including preview version and submitted version</li> <li>- All printing versions should include event title and signature area. Each page should fit into A4 page</li> </ul> </li> <li>vi. The Online Nomination System should be reviewed <u>every year</u></li> </ul>
<p><b>3.</b></p>	<p><b>Public Voting System</b></p>
	<ul style="list-style-type: none"> <li>i. Each public voter can vote for 4 categories with the following quota <ul style="list-style-type: none"> <li>- Hong Kong Sports Stars Awards for Men (5 pax)</li> <li>- Hong Kong Sports Stars Awards for Women (5 pax)</li> <li>- Hong Kong Sports Stars Award for Team Only Sports (1 team)</li> <li>- Hong Kong Sports Stars Awards for Sports Combination (3 teams)</li> </ul>           (Notes: the category can be added if necessary)         </li> <li>ii. Voting rule <ul style="list-style-type: none"> <li>- Public voter can vote for min 1 category and max 4 categories</li> <li>- Pages to show voting rules and procedures, terms and conditions</li> <li>- Link to the nomination system to show all nominees' information on the public voting pages</li> <li>- Public voters are requested to fill in personal details (Name, HKID English letter plus 3 digits e.g. A123, Tel no., Email)</li> <li>- Preview page with all selected nominees and personal details should be showed before submission</li> <li>- Show the confirmation page for each voter</li> <li>- Data validation is needed. No repeated public voter is allowed. Any public voter who input duplicate information for the column of <b>"name"</b> and <b>"HKID"</b>, the system should pop up an alert message for the duplicated voting.</li> <li>- Category trend page: show top athletes of each category (real time)</li> </ul> </li> <li>iii. Provide an excel format with lucky draw function by using voting data</li> <li>iv. Generate voting statistics for SF&amp;OC auditor's checking</li> <li>v. Voting Results and voters' information can be output to csv format</li> <li>vi. Provide number of voters to the Customer for public voting on weekly basis or upon request. Monitor the voting rate or the Customer can view the instant number of voters</li> </ul>



	<p>vii. All athletes' icons in JPG with nomination numbers (provided by another Contractor) will be provided by SF&amp;OC to upload to the Public Voting system for each nomination</p> <p>viii. Ensure all nominees' profiles could be viewed properly on every device even the link of public voting page is redirected through Facebook.</p> <p>ix. The Public Voting system should be reviewed <u>every year</u></p>
<b>4.</b>	<b>Pages for Judges and Media</b>
	<p>i. <b>For judges and media</b> Both can view the nominations of <b>all</b> categories at the <u>designated link</u>.</p> <ul style="list-style-type: none"> <li>- Hong Kong Sports Stars Awards for Men</li> <li>- Hong Kong Sports Stars Awards for Women</li> <li>- Hong Kong Sports Stars Award for Team Only Sport</li> <li>- Hong Kong Sports Stars Awards for Sports Combination</li> </ul> <p>(Notes: the category can be added if necessary)</p>
<b>5.</b>	<b>Integration with SF&amp;OC official website &amp; app for Press Release and Photo Gallery (including photos and photo captions)</b>
	Subject to the availability of full Application Programming Interface (API) by existing Service Provider of the Customer Website
<b>6.</b>	<b>Back up service</b>
	<p>i. Daily back up service is required during the period of Public Voting.</p> <p>ii. Whole site backup can be performed after the event is completed. All related program, system and data should be provided to the Customer.</p>
<b>7.</b>	<b>White hat hacker checking service</b>
	Deploy white hat hacker tool to perform non-intrusive outside-in direction security check to ensure only necessary network port is opened and information of sql database cannot be retrieved from major attack like sql injection.

**Remarks:**

<b>1</b>	<b>Personal data security requirements for the website of HKSSA</b>
a)	Personal information collected from the production server (Internet facing) will be removed every week and the sensitive information will pass back to relevant information owner.
b)	Based on the requirement from the Office of the Privacy Commissioner for Personal Data (PCPD), all information collected from the website will be encrypted.
c)	Whole site backup after event completed
d)	Service Provider should comply with the Personal Data (Privacy) Ordinance and set up data security system to avoid any leakage of personal data of all participants and voters. Successful Service Provider will be requested to sign the Non-disclosure Agreement.

<b>2</b>	<b>Annual Development Schedule</b>		
		Sep – Oct	Programme Development
		Late Nov	Testing and fine tune
		Early Dec	Nomination page & Website ready
		Mid Dec – Mid Jan	Nomination period
		Early Feb	Judge and Media pages ready
		Mid Feb – Mid Mar	Public Voting Period

## Detailed Specifications of Webpage Features and CMS Functions

### Section: “Olympic Day”

<b>1.</b>	<b>Website Development</b>
	<ul style="list-style-type: none"> <li>i. A standard structure is set for the website. SF&amp;OC can change the colour of the wording, web banner, head banner, and background of the website by CMS</li> <li>ii. 2 design layouts should be provided by the Services Provider for considerations</li> <li>iii. Around 30 A4-size HTML pages</li> <li>iv. Subscribe sitemap to Google and Yahoo</li> <li>v. Social Media sharing and interaction ready (i.e. Facebook and IG)</li> <li>vi. Sitemap (Home, About Olympic Day, Event Information, Register Now, NSAs activities, Photo Gallery, Download Area, Contact us)</li> <li>vii. Add at least 2 YouTube videos at “Home”</li> <li>viii. Provide a function for counting the number of visitors to this Website</li> <li>ix. Provide at least 3 web banners at “Home”</li> <li>x. The website should be reviewed every <u>four years</u></li> <li>xi. The fixed domain name for this website will be <a href="https://olympicday.hkolympic.org/zh/">https://olympicday.hkolympic.org/zh/</a> in the future</li> </ul>
1.1	<b>Content Management System</b>
	<ul style="list-style-type: none"> <li>i. Update all pages text contents (including news)</li> <li>ii. Admin tool (to add/edit/remove articles)</li> <li>iii. User-friendly interface to allow font styles additional to plain text</li> <li>iv. Preview of articles</li> <li>v. Support word, excel, pdf, images and video upload</li> <li>vi. Admin can amend the YouTube link at the page of Home</li> </ul>
1.2	<b>Photo Gallery</b>
	<ul style="list-style-type: none"> <li>i. Link all Olympic Day photos with the SF&amp;OC Main site and this site</li> <li>ii. Allow categorization</li> <li>iii. Admin can move, add, change, edit captions and delete photos</li> <li>iv. Auto resize as designated size (e.g. 800 x 600)</li> <li>v. Auto-adjust the photo either in vertical or horizontal when uploading and previewing at the gallery</li> <li>vi. Add sorted by year</li> </ul>
1.3	<b>Press Release</b>
	<ul style="list-style-type: none"> <li>i. Admin can move, add, change, edit captions and delete photos</li> <li>ii. Add sorted by year</li> <li>iii. Add keyword search</li> </ul>
1.4	<b>NSAs activities</b>
	<ul style="list-style-type: none"> <li>i. Admin can move, add, change, edit captions and delete photos</li> <li>ii. Add keyword search</li> <li>iii. Information can be bulk upload in csv format to the website</li> </ul>
1.5	<b>Download Area</b>
	<ul style="list-style-type: none"> <li>i. Enable CSV upload to auto-generate e-certificate in pdf format</li> <li>ii. Required text field to search at back-end CSV data</li> <li>iii. Users could download when they input the required fields (Registered Full name, email)</li> </ul>

**Appendix VIII: Olympic Day**



<b>2.</b>	<b>Integration with SF&amp;OC official website &amp; app for Press Release and Photo Gallery (including photos and photo captions)</b>
	Subject to the availability of full Application Programming Interface (API) by existing Service Provider of the Customer Website
<b>3.</b>	<b>Back up service</b>
	Whole site backup can be performed after the event is completed. All related program, system and data should be provided to the Customer.



**Remarks:**

<b>1</b>	<b>Personal data security requirements for the website of OD</b>		
	Whole site backup after event completed		
<b>2</b>	<b>Annual Development Schedule</b>		
		Feb - March	Programme Development
		March	Testing and fine tune
		April	Website ready

## Detailed Specifications of Webpage Features and CMS Functions

### Section: “Festival of Sport”

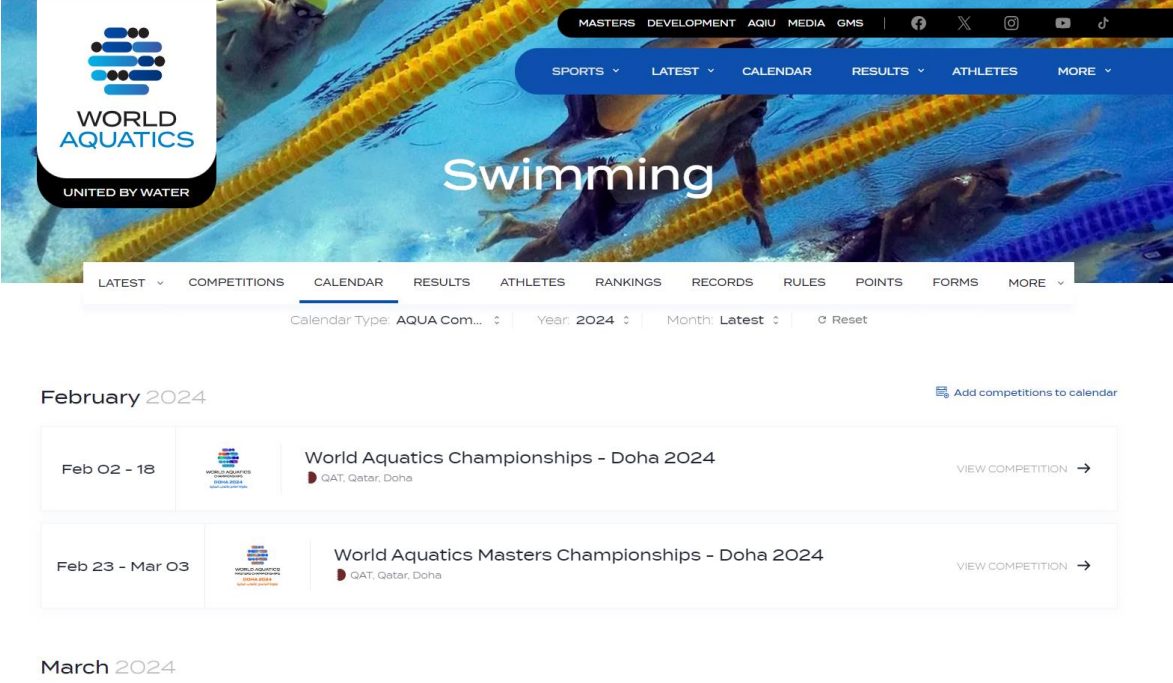
Section	Pages	Style	Functions
0 Home			<p>Overall:</p> <ul style="list-style-type: none"> <li>- Theme and color</li> <li>- CMS</li> <li>- Enable unlimited pages per session</li> <li>- Bulk upload (CSV) for data entry</li> <li>- Review the structure every 4 years</li> </ul>
	0.1 Top/side menu bar	Text + image	<ol style="list-style-type: none"> <li>1. Enable change of Background image/theme</li> <li>2. Enable change of logos by inserting one horizontal image bar</li> <li>3. Buttons to different pages</li> </ol> 
	0.2 Banner	Rolling images	<ol style="list-style-type: none"> <li>1. Rolling: Able to display at least 5 pics</li> <li>2. Rolling: Could adjust the order by dragging</li> </ol>  <ol style="list-style-type: none"> <li>3. Enable external hyperlink</li> </ol>
	0.3 What's news	Rolling	<ol style="list-style-type: none"> <li>1. Display the most recent 3 news</li> </ol>

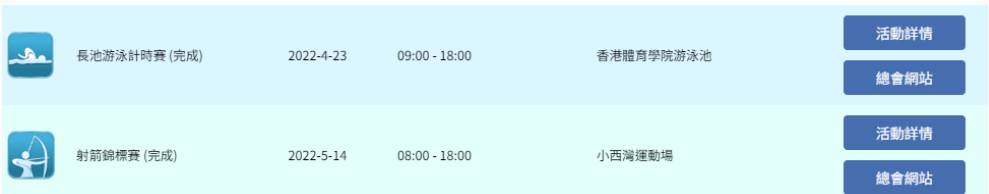

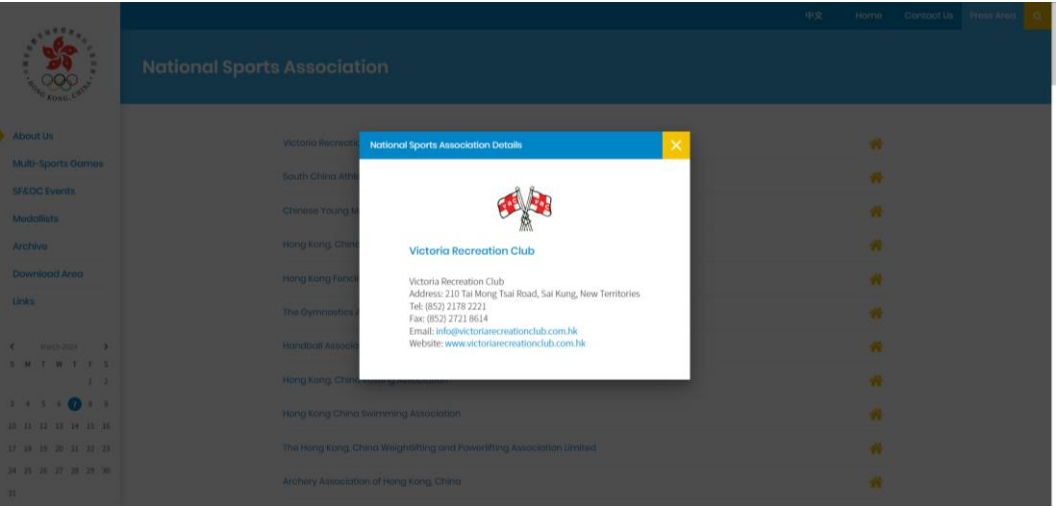
Section	Pages	Style	Functions
		images	2. Link with the content at “What’s new “ 3. Display of cover photo as thumbnail 
	0.4 Sponsors logo	Static image	1. Enable upload of pic - Static: two long horizontal image bar to upload image  <p>2021 ©SPORTS FEDERATION &amp; OLYMPIC COMMITTEE OF HONG KONG, CHINA  <small>聯絡我們 服務條款 私隱條款 個人資料收集聲明</small></p>
	0.5 Useful links (new)	Text	1. Text/thumbnaill 2. Enable external hyperlink
1 About FOS	1.1 FOS History 1.2 FOS Organizing Committee 1.3 FOS Ambassadors	Page	1. Display text and photos at 1.2 & 1.3 for unlimited boxes <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Photo</p> <p>Ronnie M. C. WONG, BBS, JP              Chairperson              (Vice-President of SF&amp;OC)</p> <p>Read More</p> </div> 2. Display of the recent Ambassadors with photos

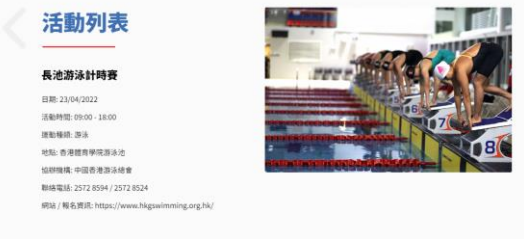
Section	Pages	Style	Functions
			<p data-bbox="824 181 1010 209"><u>第66屆體育節大使</u></p> <div data-bbox="913 272 1256 595"> <p data-bbox="936 284 1070 311"><u>陳偉豪 / 足球</u></p> </div>  <p data-bbox="768 643 1458 671">3. Display Ambassadors in extendable list (as below)</p> <p data-bbox="775 679 927 707"><u>過往體育節大使</u></p> <div data-bbox="775 767 1767 946"> <p data-bbox="786 783 842 802">▼ 第63屆 ▼</p> <p data-bbox="786 836 853 852">馬詠茹小姐</p> <p data-bbox="1028 836 1095 852">鄧漢昇先生</p> <p data-bbox="1270 836 1337 852">唐喬盛先生</p> <p data-bbox="1512 836 1579 852">符珈嘉小姐</p> <p data-bbox="786 906 842 925">▼ 第62屆 &gt;</p> </div>
2 What's New	2.1 Event Highlight 2.2 Press Release 2.3 Sports Trivia	Page	1. Cover photo to be displayed at preview


Section	Pages	Style	Functions
			<div data-bbox="824 183 1780 635" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;"><b>「活力共創，精彩起航」</b></p> <p style="text-align: center;"><b>第66屆體育節實體活動強勢回歸 重投全民運動熱潮</b></p> <p>由中國香港體育協會暨奧林匹克委員會（港協暨奧委會）主辦、康樂及文化事務署資助的年度體育盛事——第66屆體育節現已展開。疫情過後，港協暨奧委會聯同各體育總會於體育節舉辦更多元化的實體活動，為公眾帶來更豐富的運動體驗！即日起至6月，一起「活力共創，精彩起航」。</p> <p style="text-align: center;">閱讀更多 &gt;&gt;</p>  </div> <ol style="list-style-type: none"> <li>2. Display with text and photos</li> <li>3. Enable to add table</li> <li>4. Link to Press release at SF&amp;OC website</li> <li>5. Sorting (by year) should be available</li> </ol>
3 Programme	3.1 Event List	Page, CSV	<ol style="list-style-type: none"> <li>1. Ref: <a href="https://65fos.hkolympic.org/index.php/zh/programme/event-list">https://65fos.hkolympic.org/index.php/zh/programme/event-list</a></li> <li>2. Enable CSV upload for the event list</li> <li>3. Enable dragging of event entry to reorder</li> <li>4. Events are separated in different tabs to indicate the year of FOS e.g. 67<sup>th</sup> (2024) ; 66<sup>th</sup> (2023) ; 65<sup>th</sup> (2022)</li> </ol> <p>Ref: <a href="https://www.worldaquatics.com/swimming/calendar?group=FINA&amp;year=2024&amp;month=latest&amp;disciplines=SW">https://www.worldaquatics.com/swimming/calendar?group=FINA&amp;year=2024&amp;month=latest&amp;disciplines=SW</a></p>



Section	Pages	Style	Functions
			 <p>5. Enable to add year tab</p> <p>6. In chronological order</p> <ul style="list-style-type: none"> <li>- Same sports showing together</li> <li>- If there are more than one event day for the sport, the whole group will show in the order with reference to the first event day</li> <li>- Once the event is finished, the entry will automatically move to the bottom of the event list of that FOS edition</li> </ul>

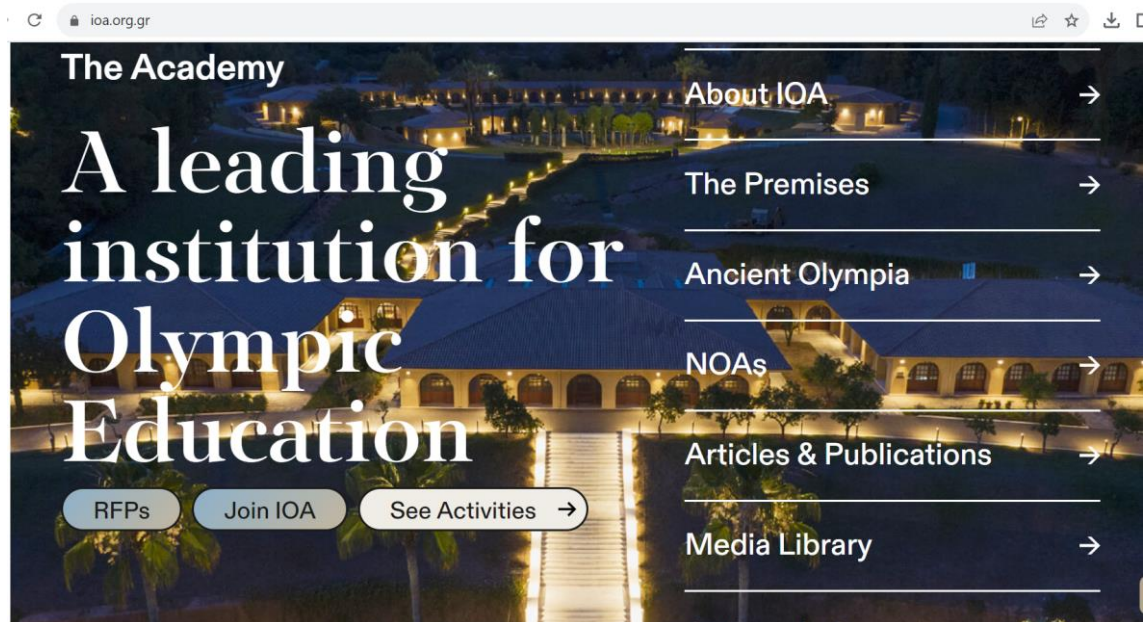
Section	Pages	Style	Functions
			<p>7. Event list should able to display thumbnail image of the sport in the front</p>  <p>8. Enable Search function (by date, key words, NSAs) and sorting by date/sport</p>  <p>9. Popup window/page to display event details and NSA contacts Text, image and hyper link required (similar to current FOS main page for NSA information)</p> 

Section	Pages	Style	Functions
			
	3.2 Enhanced Events 3.3 Opening Ceremony cum Carnival	Page  Forms	<ol style="list-style-type: none"> <li>1. Display with text and photos</li> <li>2. Enable to add table</li> <li>3. Enable to embed with videos</li> <li>4. Enable forms for registration (Event Registration System)               <ul style="list-style-type: none"> <li>- Ride on the same system of OFC (if any)</li> <li>- Visitors can register by login as OFC member or using Guest</li> <li>- Input Fields: text, multiple choice fields (single/multiple answers)</li> <li>- Quota restriction, the form will be closed automatically once the quota is full</li> <li>- Auto-generated email after submission</li> </ul> </li> <li>5. Ref: <a href="https://65fos.hkolympic.org/zh/65-board-rowing">https://65fos.hkolympic.org/zh/65-board-rowing</a></li> </ol>
4 Photo Gallery	4.1 Opening / Closing Ceremony 4.2 NSA Events 4.3 Video Highlights	Page, Album	<ol style="list-style-type: none"> <li>1. Link to Photo Album at SF&amp;OC website</li> <li>2. Embed videos</li> <li>3. Side bar or groupings available to separate different years/categories</li> </ol>

Section	Pages	Style	Functions
			<div data-bbox="846 188 1115 595"> <p>活動回顧 - 重點活動</p> <p>活動回顧 - 導賞團</p> <p>活動回顧 - 2022健身氣功全港公開賽</p> <p>活動回顧 - 親子運動市集</p> <p>活動回顧 - 板球同樂日</p> <p>比賽直播回顧</p> <p>「你撐我，我撐你」平板支撐挑戰活動</p> <p>巡迴展覽啟動儀式精華片段</p> <p>第65屆體育節一宣傳片</p> </div> <div data-bbox="1144 188 1794 628">  </div> <div data-bbox="846 683 1458 751"> <p>更多體育節影片：<a href="#">體育節 Youtube 頻道</a>   <a href="#">體育節 Facebook 專頁</a>   <a href="#">體育節 Instagram</a>  體育節賽事直播：<a href="#">按此重溫</a>  體育節活動回顧：<a href="#">按此收看</a></p> </div>
5 Download Area	5.1 E-Certificate	Page, form, CSV	<ol style="list-style-type: none"> <li>1. Enable CSV upload to auto-generate e-certificate in pdf format</li> <li>2. Required text field to search at back-end CSV data</li> <li>3. Users could download when they choose the FOS event and input the required fields (Registered Full name, email)</li> <li>4. Ref: <a href="https://fos.hkolympic.org/en/download-area-en">https://fos.hkolympic.org/en/download-area-en</a></li> </ol> <div data-bbox="824 967 1496 1414"> <p><u>電子證書</u></p> <p>第65屆體育節活動的參加者只須填寫已登記的姓名及電郵地址，即可下載電子參與證書！既方便又環保！</p> <p>備註：活動後兩星期方可下載電子證書。</p> <p>姓氏 <input type="text"/></p> <p>名字 <input type="text"/></p> <p>電郵地址 <input type="text"/></p> <p>活動名稱 <input type="text" value="選擇項目..."/></p> <p><input type="button" value="搜索"/></p> </div>

## Detailed Specifications of Webpage Features and CMS Functions

### Section: “Hong Kong Olympic Academy”



(Reference: <https://www.ioa.org.gr/>)

“Quote” (left) – can be manually updated

“Tabs” (Right) – Different background will be shown when the cursor lands on respective tabs  
Tabs, including:

#### 1.1. About HKOA

- Vision and Mission
- Text and Photos
- Membership Composition (Words and Photos (if applicable) in a list)
- Words from Chairman (Text/ Video)

#### 1.2. Olympism Education

- Inside the tab of OEP, sub-tabs to be created for 1. Olympism Education Programme, 2. Olympism Carnival, 3. Parent-Child Olympic Workshop, and 4. Olympic Education Panels On-Loan Programme
- Each tab consist of background information with button, such as: fact sheet, brochure and online application form
- New sub-tabs can be manually added and updated
- OEP Speaker Recruitment, consist of general information in different sub-tabs, e.g. general information, requirement, testimonials, long service awardees introduction etc.
- Add a share button, after pressing the button, visitors could select the ways, e.g., Whatsapp, Facebook, etc. to share the programme details to others

#### 1.3. Olympism Camp

- Consist of general information in different tabs, such as Introduction, dates of the Camp, Programme Description, etc.

(Reference: <https://www.ioa.org.gr/list-of-activities/64rd-international-session-for-young-olympic-ambassadors>)

- Slide Show of Photos from previous Camps
- Can be sorted by year to view the Summary of previous Camps with links to respective press release and photo album
- New sub-tabs can be manually added and updated
- Add a share button, after pressing the button, visitors could select the ways, e.g., Whatsapp, Facebook, etc. to share the programme details to others

### 1.4. Olympism Campaign

- 19<sup>th</sup> Asian Games Hangzhou Colouring and Drawing Competition
- Consist of general information, including Drawing Competition and Roving Exhibition, slide show of photos, links to press release and photo album
- Paris 2024 Olympic Games Roving Exhibition (TBC)
- Consist of general information (details to be manually updated), links to press release and photo album
- New sub-tabs can be manually added and updated
- Add a share button, after pressing the button, visitors could select the ways, e.g., Whatsapp, Facebook, etc. to share the programme details to others

### 1.5. Local Seminar/ Workshop

- Aims of Local Seminar/ Workshop
- Can be manually show the list of activities of current year and able to move the completed activities of last year into a tab named “See the past activities”
- Each tab of listed activities consists of general information, such as details of the Local Seminar/ Workshop, themes and topics, date and time, venue, target, etc.

(Reference: <https://www.ioa.org.gr/list-of-activities/64rd-international-session-for-young-olympic-ambassadors>)

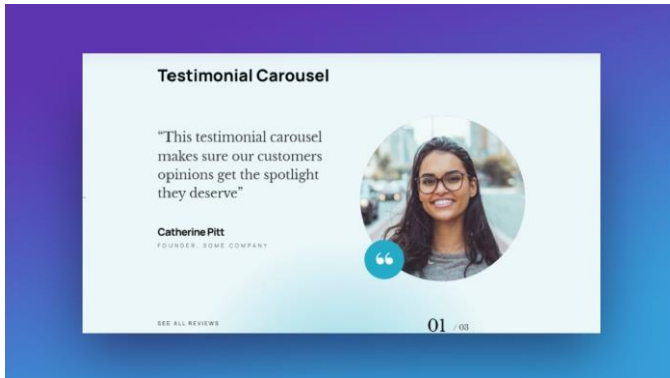
- Slide Show of Photos from previous Local Seminar/ Workshop
- Can be sorted by year to view the Summary of previous Local Seminar/ Workshop with links to social media, photo album and YouTube recordings
- New sub-tabs can be manually added and updated
- Add a share button, after pressing the button, visitors could select the ways, e.g., Whatsapp, Facebook, etc. to share the programme details to others

### 1.6. Exchange Programme (Including Mainland China and Overseas)

- Aims of Exchange Programme
- Can be manually show the list of activities of current year and able to move the completed activities of last year into a tab named “See the past activities”
- Each tab of listed activities consists of general information, such as details of the Programme destination, date and time, venue, target, etc.
- For overseas Exchange, enable display of the report by participant

(Reference: <https://www.ioa.org.gr/list-of-activities/64rd-international-session-for-young-olympic-ambassadors>)

- Slide Show of Photos from previous Programmes
  - Testimonials from Participants in slide show, with text and personal photo
- Reference:

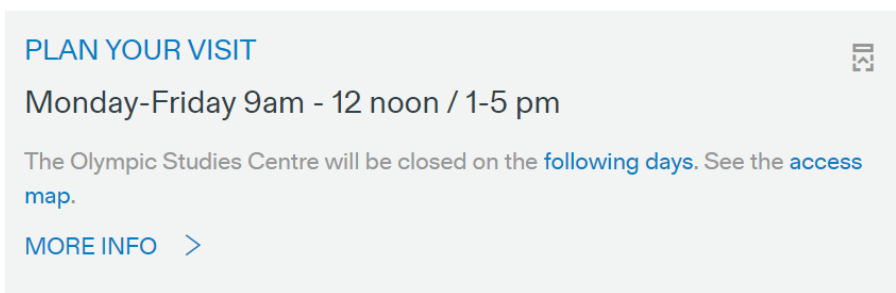


- Can be sorted by year to view the Summary of previous Exchange Programme with links to social media and photo album and YouTube recordings
- New sub-tabs can be manually added and updated
- Add a share button, after pressing the button, visitors could select the ways, e.g., Whatsapp, Facebook, etc. to share the programme details to others

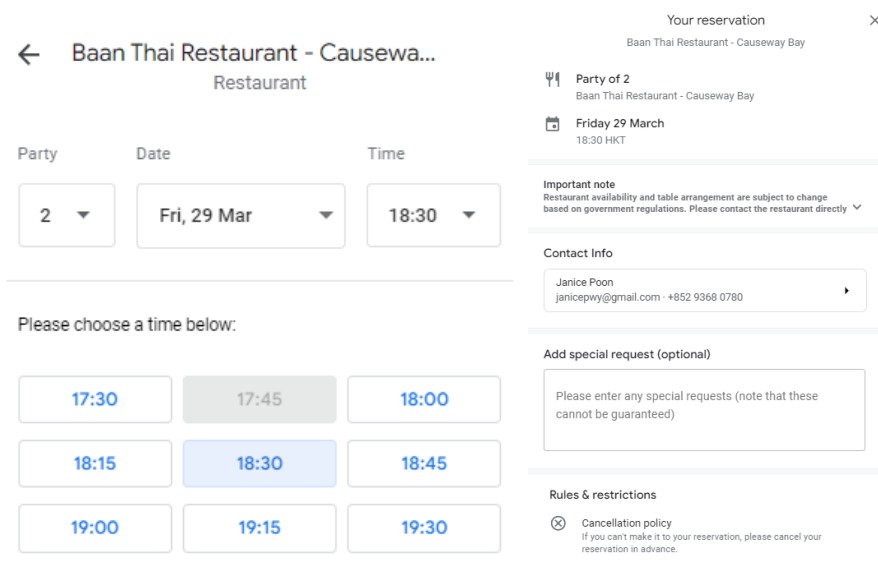
### 1.7. Hong Kong Centre for Olympic Studies

Ref: [OWL Home Page - Olympic World Library \(olympics.com\)](https://olympics.com/OWL/Home-Page)

- Plan your visit (with Map)



- Booking system for visitors to reserve HKCOS for reading books
- Example: <https://rb.gy/zztjx2>



## Appendix X: Hong Kong Olympic Academy

- Book List System (Existing Excel transform to online book list) with sorting functions, e.g., by year, by language, by category, by author, by target, etc.
- Feature Resources from IOC, IOA, Olympic World Library
- Network (link to HKCT HKCOS)
- Photo and Text
- New sub-tabs can be manually added and updated
- Add a share button, after pressing the button, visitors could select the ways, e.g., Whatsapp, Facebook, etc. to share the programme details to others

### 1.8. Resources (TBC)

- Leaflet
- Videos
- New sub-tabs can be manually added and updated
- Add a share button, after pressing the button, visitors could select the ways, e.g., Whatsapp, Facebook, etc. to share the programme details to others



## Detailed Specifications of Webpage Features and CMS Functions

### Section: “Hong Kong Olympic Fan Club” (with CRM system)

#### A. Background of Hong Kong Olympic Fan Club (Membership Programme of SF&OC)

Hong Kong Olympic Fan Club (OFC), a subsidiary of the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC), actively promotes the public’s interest in sports and collaborates with schools, enterprises and charitable organizations. Through a wide range of sports experiences, sharing and volunteer activities, OFC aims to integrate the Olympic spirit of solidarity and mutual respect into daily life for building a harmonious community.

Memberships are FREE of charge. Currently, OFC has more than 8,000 members. Members regularly receive e-newsletters which contain the latest information of SF&OC, including exclusive offers, event updates, and relevant sports information.

The current software being used:

- Membership and Event Registration: Google Form
- EDM System: GetResponse

#### B. Scope of Work

1. Introduction page with Online Membership Registration
2. Membership Log-in session with Event Registration
3. Membership Data Migration
4. E-newsletter System (Optional)
5. Onsite Registration System (Optional)
6. Point Accumulating System and Gifts Redemption Session (for future feature)

#### C. Design/ Interface

- Energetic and Fun
- Visual driven with large photos
- Feels like a lifestyle page
- User friendly interface and easy-to-use modules

#### D. Functions/ Content Management System (CMS)

##### Membership Registration & Management

- i. Membership Registration
- ii. A section for members,
  - Log-in, see and update their profile with auto-generated unique barcode/ QR code
  - Register events
  - Change password / forget password
- iii. Customized welcome emails to new members upon successful registration
- iv. Real-time update the membership data into the e-newsletter system

### Database Management & Automation

- i. Centralize and migrate all current membership database into this module
- ii. Administrator can batch import and export selected membership's information in excel format
- iii. Allow segmentation and assign contacts to e-mail subscription lists
- iv. Members data to be synchronized with database system
- v. Administrator can Create, Read, Update, and Delete (CRUD) to the database
- vi. Provide real-time demographic reports/ dashboards with analytical widgets (e.g. Gender, Age range Education level and Attendance of OFC events)

### Event Registration for Members

- i. Event page with description and pictures and registration (in dynamic form)
- ii. Admin tool to add/edit/save/remove events information
- iii. Preview of event pages before publishment
- iv. Customized auto-reminder/ confirmation/ disqualified/ notification/ follow-up emails to members
- v. Real-time to synchronize the registration status to membership database
- vi. Provide simply real-time dashboards with analytical widgets
- vii. Support images, files and video uploads.

### E-newsletter System (Optional)

- i. Provide three (3) layout templates with customization and quotation for extra layout templates
- ii. Provide the performance report (e.g. Open rate, Click rate, Unsubscribe rate, Bounce rate etc.)
- iii. Bounce back email notification and management of invalid contacts
- iv. Unsubscribe system
- v. Solutions to prevent emails from OFC be classified as "Spam"
- vi. Integration with membership database

### Onsite Registration System (Optional)

- i. QR code/ E-ticket generation for each attendee
- ii. Interface for onsite scanning/ onsite registration and recording
- iii. Real-time checking of information (e.g. number of attendees showed up) and synchronize the information to membership database
- iv. Generate receipts, invoices and certificates to attendees
- v. Post-event survey and analytics

### **Remarks**

1. The service provider should ensure all personal data collected are securely stored and handling of such personal data is in compliance with the requirements of the Personal Data (Privacy) Ordinance.
2. CMS can be managed by user access management where a user may log in using a specified username and password. Accounts may be added, edited or removed.
3. All reports and summaries can be downloaded in forms of word, excel and PDF format
4. Storage and document management system for uploading site content files (e.g. images & documents)

## Appendix XI: Hong Kong Olympic Fan Club

5. Membership data has to be cloned monthly to retain data for archival purpose during the service period.
6. The service provider should provide web hosting services, security, cloud storage service and backup service.

### Appendices

1. Application form: [Hong Kong Olympic Fan Club Membership Registration Form](#) [香港奧林匹克之友會](#) [籍申請表 \(google.com\)](#)
2. Samples of latest EDM
3. Samples of event registration form
4. Samples of dashboards/ reports from Getresponse/ Google form

## Detailed Specifications of Webpage Features and CMS Functions

### Section: “Hong Kong Athletes Career & Education Department”

#### Editing

1. Can edit all sections on web page by login as an admin including rolling banner, section name, page title etc.
2. Can add and remove section if necessary
3. Can create a new sub page if necessary
4. Should consist of inserting table and hyperlinks under each sections
5. Button of “Save for Preview” for save draft and “Save for Production” for confirm publish

#### Online Form

1. Online form with export function (export in excel and pdf with received date and time)
2. Able to login and edit the online form
3. Online form should have function for uploading JPEG / PDF
4. Send reminder email to HKACED email once an online form is received
5. Have a function to enable / disable the online form

#### Setting

1. Display of different programme details with slide show effect and click the image for more details. Sample of slide show effect ([https://www.hkacep.org/en/education.php#section\\_sharing](https://www.hkacep.org/en/education.php#section_sharing)) and click for more details (<https://www.hkacep.org/en/news-centre.php>)

#### Gallery

1. Can upload photos and video and list according to the date entered

**Detailed Specifications of Webpage Features and CMS Functions**  
**Section: “Retired Athletes Transformation Programme”**

# Section display

## **Retired Athletes Transformation Programme (RATP)**

Introduction

Objectives

Eligibility

Retired Athletes

Schools

Sport Organisations

Gallery

Contact Us

### Interface

- ✓ Name of section (Retired Athletes Transformation Programme (RATP))
- ✓ Indexes
- ✓ Index in using shown with highlighted background

### Content Editor will be able to:

- ✓ Edit the name of section
- ✓ Edit name of indexes
- ✓ Add and delete indexes
- ✓ Preview before publish
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) Colours, and (7) Highlighter

# 網頁介面

## 退役運動員轉型計劃

計劃簡介

計劃宗旨

參與資格

退役運動員

學校

體育機構

相片 / 片段

聯絡我們



# Introduction

-A section to show basic information with images (e.g. Posters, photos, etc.) and text

## Retired Athletes Transformation Programme (RATP)

Introduction

Objectives

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Retired Athletes

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### Images

Interface

- ✓ To be presented in A4 size slide shows
- ✓ To be included numbering buttons
- ✓ Pause 8 seconds for each image

Content editors will be able to:

- ✓ Insert max. 10 images
- ✓ Re-arrange the priority of the images
- ✓ Preview before publish
- ✓ Adjust / Crop the size of images
- ✓ Set timer (5 to 10 sec) for each image

Users will be able to:

- ✓ click number to jump to the slide
- ✓ Enlarge the image



### Content

Interface

- ✓ Text

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)

# Objectives

## Retired Athletes Transformation Programme (RATP)

[Introduction](#)

[Objectives](#)

[Eligibility](#)

[Retired Athletes](#)

[Schools](#)

[Sport Organisations](#)

[Gallery](#)

[Contact Us](#)

### Content

Interface

- ✓ Text
- ✓ Colour background

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)

### Image

- Decoration purpose

Interface

- ✓ To be presented in A4 size

Content editors will be able to:

- ✓ Insert 1 images only
- ✓ Preview before publish
- ✓ Adjust / Crop the size of images

# Eligibility

## Retired Athletes Transformation Programme (RATP)

Introduction

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Retired Athletes

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Contact Us

### Content

Interface

- ✓ Text

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)

### Content

Interface

- ✓ Text

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)

### Content

Interface

- ✓ Text

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)

# Retired Athletes

## Retired Athletes Transformation Programme (RATP)

Introduction

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### Images

Interface

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- ✓ Re-arrange the priority of the images
- ✓ Preview before publish
- ✓ Adjust / Crop the size of images
- ✓ Set timer (5 to 10 sec) for each image

Users will be able to:

- ✓ click number to jump to the slide
- ✓ Enlarge the image



### Content

Interface

- ✓ Text

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)

# Schools

## Retired Athletes Transformation Programme (RATP)

Introduction

Objectives

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Retired Athletes

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Sport Organisations

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### Images

Interface

- ✓ To be presented in A4 size slide shows
- ✓ To be included numbering buttons
- ✓ Pause 8 seconds for each image

Content editors will be able to:

- ✓ Insert max. 10 images
- ✓ Re-arrange the priority of the images
- ✓ Preview before publish
- ✓ Adjust / Crop the size of images
- ✓ Set timer (5 to 10 sec) for each image

Users will be able to:

- ✓ click number to jump to the slide
- ✓ Enlarge the image



### Content

Interface

- ✓ Text

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)

# Sport Organisations

## Retired Athletes Transformation Programme (RATP)

Introduction

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Sport Organisations

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### Images

Interface

- ✓ To be presented in A4 size slide shows
- ✓ To be included numbering buttons
- ✓ Pause 8 seconds for each image

Content editors will be able to:

- ✓ Insert max. 10 images
- ✓ Re-arrange the priority of the images
- ✓ Preview before publish
- ✓ Adjust / Crop the size of images
- ✓ Set timer (5 to 10 sec) for each image

Users will be able to:

- ✓ click number to jump to the slide
- ✓ Enlarge the image



### Content

Interface

- ✓ Text

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)

# Gallery

## Retired Athletes Transformation Programme (RATP)

[Introduction](#)

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[Eligibility](#)

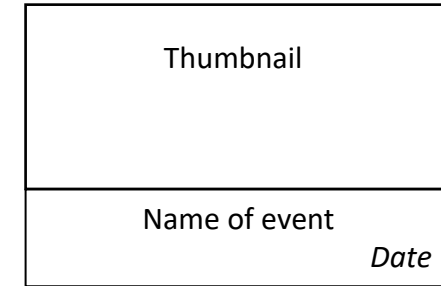
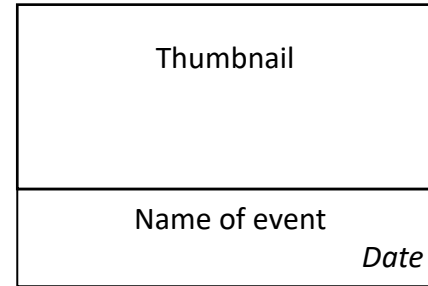
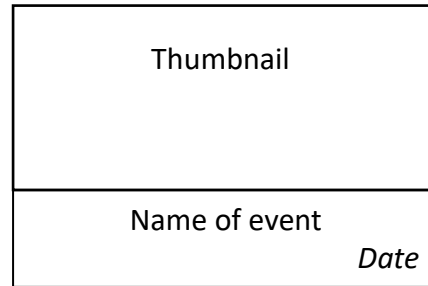
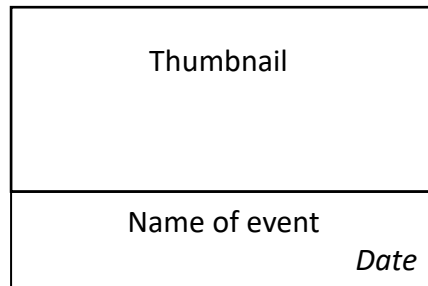
[Retired Athletes](#)

[Schools](#)

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### Photos / Videos + description

Interface

- ✓ Thumbnails
- ✓ Short description
- ✓ Date

Content editors will be able to:

- ✓ Upload images / videos
- ✓ Preview before publish
- ✓ Adjust / Crop the size of images
- ✓ Edit description

Users will be able to:

- ✓ Click the thumbnail and see all photos / videos



# Gallery

## Retired Athletes Transformation Programme (RATP)

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### Content

Interface

- ✓ Text

Content editors will be able to:

- ✓ Edit texts
- ✓ Perform simple formatting, including but not limited to (1) Bold, (2) Italic, (3) Underline, (4) Font Types, (5) Font Size, (6) adding Bullets, (7) Colours, (9) Highlighter, (10) Insert Tables, (11) adding hyperlinks and (12) Leading.
- ✓ Preview the text before publish

Users will be able to:

- ✓ Read the text
- ✓ Click the hyperlinks (if any)



# SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

## SUPPLIER / CONTRACTOR CODE OF CONDUCT

This Supplier / Contractor Code of Conduct (Code) outlines an ethical and behavioural framework for suppliers / contractors. All suppliers / contractors shall comply with these guidelines when conducting business with the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC).

### 1. Legal Requirement

Suppliers / contractors must comply with all applicable laws and regulations when conducting business with SF&OC.

### 2. Ethical Standards

Suppliers / contractors shall uphold the ethical principles in their operations including confidentiality, open and fair competition, avoidance of conflict of interest and anti-bribery and corruption.

### 3. Confidential Information<sup>1</sup> & Personal Data<sup>2</sup>

Suppliers / contractors shall:

- use Confidential Information / Personal Data only for the purposes for which they are entrusted;
- return, destroy or delete Confidential Information / Personal Data when they are no longer required for the purposes for which they are entrusted;
- take security measures to protect Confidential Information / Personal Data entrusted to them;
- immediately report any sign of abnormalities or security breaches to SF&OC;
- not disclose Confidential Information / Personal Data to any third party other than that as instructed by SF&OC;
- not make or permit to be made copies or other reproductions of Confidential Information / Personal Data; and
- not make any commercial use of Confidential Information / Personal Data or any part thereof.

### 4. Labour Rights

Suppliers / contractors shall not:

- use child or involuntary labour;
- discriminate against others;
- use corporal punishment or any other form of physical or psychological coercion or intimidation against workers; and
- require workers to work more than the maximum number of working hours per week allowed by applicable laws and regulations.

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<sup>1</sup> "Confidential Information" means any proprietary information relating to SF&OC's business, including but not limited to business and financial records, intellectual property, proprietary data, security measures or any other information that, if disclosed, could affect the business of SF&OC.

<sup>2</sup> "Personal data" means any information that relates to a living person and can be used to identify that person. It exists in a form in which access to or processing of is practicable. Examples of personal data include names, phone numbers, addresses, identity card numbers, photos, medical records and employment records, etc.

**5. Health & Safety**

Suppliers / contractors shall maintain a clean, safe and healthy workplace.

**6. Environmental Protection**

Suppliers / contractors shall observe and implement environmental protection practices including, but not limited to:

- compliance with all applicable environmental legal requirements;
- conservation of natural resources and energies as far as possible; and
- control of pollutants being discharged to the environment.

**7. Guidelines of SF&OC**

Suppliers / contractors shall observe and comply with the following guidelines of SF&OC marked with a tick (where applicable):

- Policy and Guidelines on Prevention of Sexual Harassment  
(<https://www.hkolympic.org/wp-content/uploads/2020/08/SFOC-Policy-and-Guidelines-on-Prevention-of-Sexual-Harassment-Eng-2021.pdf>)
- Child Safeguarding Policy  
(<https://www.hkolympic.org/wp-content/uploads/2022/04/Child-Safeguarding-Policy-2022-Eng.pdf>)
- Anti-Doping Rules of SF&OC  
(<https://www.hkolympic.org/wp-content/uploads/2023/04/SFOC-Anti-Doping-Rules-effective-1-Apr-2023.pdf>)

**8. Contractors & Suppliers**

Suppliers / contractors shall ensure that their employees, sub-contractors, suppliers and other business partners adhere to this Code.

**9. Monitoring of Compliance**

SF&OC reserves the right, upon reasonable notice, to conduct a compliance audit with suppliers / contractors on the Code. Any violation of the Code shall be considered as a material breach of the contract by the suppliers / contractors.

SF&OC may immediately terminate contract upon the occurrence of any of the following events: (a) the supplier / contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of the supplier / contractor or the continued performance of the contract is contrary to the interest of national security; or (c) SF&OC reasonably believes that any of the events mentioned above is about to occur.



**Acknowledgement**

To: Sports Federation & Olympic Committee of Hong Kong, China (“SF&OC”)

We, (supplier’s / contractor’s Company Name) \_\_\_\_\_ are fully aware of and willing to comply with the Supplier / Contractor Code of Conduct of SF&OC.

\_\_\_\_\_  
Authorized Signature with Company Chop

Name:

Position:

Date: