**Prequalification Invitation Reference No. Q085450**

**iERP (Finance & Supply Chain Management ERP System)**

**Implementation Project**

**Prequalification Questionnaire**

# General Instructions

The responses to the questions below by applicants for prequalification shall provide complete, true, accurate, and up to date information required to enable the MTR Corporation Limited (the Corporation) to prequalify the Applicant to tender for the Contract as described in the Prequalification Questionnaire.

When completing this Prequalification Questionnaire, Applicants shall be aware of the following conditions:

1. The Corporation shall treat all responses in this Prequalification Questionnaire as confidential and undertakes not to disclose the responses to others (with the exception of the Corporation's financial, legal, and insurance advisors and the Government of Hong Kong Special Administrative Region, as appropriate, during the prequalification and the tender assessment period).
2. Completion of the Prequalification Questionnaire shall not bind the Corporation to invite an Applicant to submit a tender and no reasons shall be given for the exclusion of unsuccessful Applicants.
3. The composition of the list of tenderers shall rest entirely with the Corporation and its decisions shall be final.
4. In the event that the applicant has or may have a conflict of interest which may affect its judgment in relation to the contract or its ability to properly discharge the works or services to be delivered (including dealings with third parties), then the applicant shall immediately notify the Corporation as to the nature of the conflict or potential conflict of interest and thereafter shall discuss and agree with the Corporation what action is necessary to resolve the conflict.
5. The Applicant shall not, and shall ensure that its directors, employees, agents, and subcontractors shall not, offer or give any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any employee or agent of the Corporation. Any breach of or non-compliance of this condition by the Applicant shall, without affecting its liability for such breach or non-compliance, result in its application not being considered.

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# Prequalification Questions

1. **Company Profile**

Applicants please fill in the provide the following information in the worksheet “Company Profile (Prime)” and “Company Profile (Sub-Contractor)” in the attached “iERP Tender 2 Pre-Q (Q085450) Appendix”.

1. Please specify the company profile including company name, the organization structure, business nature. If the Applicant involves more than one company in the form of joint venture or prime / sub-contractor(s) relationship, the information must be provided for each company.
2. Please provide the company size (in terms of number of employees) of the registered office in Hong Kong, established year, and the name of client(s) currently implementing / supporting for Oracle package solution(s) (if not same as item 1 above).
3. The Applicant must be Oracle Gold Partner or above for "Package Implementation" competency. Please provide a photocopy of Certificate of Oracle Implementation Partner.
4. The Applicant must be Microsoft Partner for "Microsoft Azure" competency. Please provide a photocopy of Certificate of Microsoft Partner.
5. Please provide the last 3 financial years audit reports of the Applicant (Prime) for financial eligibility check.

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**II Job Reference**

Please provide clients / projects list (please list the clients / projects relevant to the technical area and / or business domain of THIS project only) based on below criteria:

1. For Oracle EBS, at least five project references, with two in Hong Kong that are successfully implemented in the past seven years. Within the project references, at least one related to Oracle EBS upgrade (to R12.2) and at least one related to COA re-implementation in the past seven years. Within the project references, at least one related to Oracle EBS “Sourcing” module implementation in the past seven years.

Applicant please fill-in the information in the worksheet “Project Reference (EBS)” in the appendix “iERP Tender 2 Pre-Q (Q085450) Appendix”.

1. For Oracle financial consolidation and closure solution, at least two project references implemented the “Consolidation” module, with one in Hong Kong that are successfully implemented in the past five years.

Applicant please fill-in the information in the worksheet “Project Reference (Consol)” in the appendix “iERP Tender 2 Pre-Q (Q085450) Appendix”.

1. For “eForm and Workflow” solution, at least three .NET or OutSystems project references, with two in Hong Kong that are successfully implemented in the past five years.

Applicant please fill-in the information in the worksheet “Project Reference (eForm)” in the appendix “iERP Tender 2 Pre-Q (Q085450) Appendix”.

1. For “Data Warehouse and BI” solution, at least three project references, with two in Hong Kong that are successfully implemented in the past five years.

Applicant please fill-in the information in the worksheet “Project Reference (DW+BI)” in the attached “iERP Tender 2 Pre-Q (Q085450) Appendix”.

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**III Project Team Structure**

Please provide the project team structure for the iERP implementation and submit the resumes of the project team members. The project team shall consist of at least below key members:

* Project Director
* Project Manager
* Change Management Lead
* Solution Architect(s)
* Functional Team Lead(s) \*
  + - 1 for Oracle EBS Procurement and Inventory
    - 1 for Oracle EBS Finance and Consolidation
* Technical Team Lead
* Functional Consultant(s) \*
  + - 2 for Oracle EBS Finance
    - 1 for Oracle EBS Procurement and Inventory
    - 1 for Oracle Financial Consolidation
    - 1 for design of eForm and Workflow solution
    - 1 for design of Data Warehouse and BI solution
* Technical Consultant(s)
  + - 1 for Oracle EBS Technical Specialist (Application DBA)
    - 1 for Microsoft .NET / OutSystems Technical Specialist
    - 1 for Microsoft Data Warehouse and BI Technical Specialist
* Any other resource types that are necessary for the project development (e.g. Subject Matter Expert)

For the roles marked with “\*”, Applicant please fill-in the information in the worksheet “< Role > (CV)” (e.g. “Functional Team Lead 1 (CV)” in the appendix “iERP Tender 2 Pre-Q (Q085450) Appendix”.

For other roles, Applicant please fill-in the information in the worksheet “Other Roles (CV)” in the attached “iERP Tender 2 Pre-Q (Q085450) Appendix”.

All team members shall be able to communicate in Cantonese and English.

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**IV Supplier Code of Practice**

Applicant is required to comply with the Corporation’s Supplier Code of Conduct.  This provides an ethical and behavioural framework for contractor doing business with the Corporation.

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On behalf of the management and staff, I confirm full compliance with this Ethical Code of Conduct.

### (to be signed by the Chairman, CEO, Human Resources Director or a member of Senior Management)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |
| Name / Title: |  |  | Company: |  |
| And |  |  |  |  |
| Signature: |  |  | Date: |  |
| Name / Title: |  |  | Company: |  |