



中國香港體適能總會有限公司

Physical Fitness Association of Hong Kong, China Ltd.

香港九龍尖沙咀山林道9-11號卓能中心17樓全層 ◆ 17/F, Cheuk Nang Centre, 9-11 Hillwood Road, Tsim Sha Tsui, Kowloon, Hong Kong SAR

Tel: (852) 2838 9594 ◆ Fax: (852) 2575 8683 ◆ Web: www.hkpfa.org.hk ◆ E-mail: info@hkpfa.org.hk

Invitation for Quotation (IFQ)

Subject: Invitation for Quotation for Website Development and Membership/Event Management System Integration

Date: 14 April 2025

To: Representative of all potential service providers

From: Physical Fitness Association of Hong Kong, China Limited

Contact Person: Mr Mars Ng

Contact Email: mars@hkpfa.org.hk

Contact Phone: 2838-9594

To Whom It May Concern:

We are pleased to invite your company to submit a quotation for the development of a website that includes the integration of a membership and event management system with a secure payment gateway. This project aims to enhance our online presence and streamline our membership and event management processes.

Project Overview

Scope of Work:

1. Website Development:

- ✓ Design and develop a user-friendly website that reflects our brand identity.
- ✓ Ensure the website is responsive and accessible across various devices and browsers.
- ✓ Implement SEO best practices to enhance online visibility.
- ✓ Three languages (Traditional Chinese, simplified Chinese and English).
- ✓ Develop 40 pages each languages.
- ✓ Self content maintenance system included.
- ✓ Assume the content is provided by client.
- ✓ Connect to an existing membership and event management system with a secure payment gateway.
- ✓ Set up and link the existing domain name.
- ✓ First 3 years hosting fee included.

2. Payment Gateway Integration:

- ✓ Set up a secure payment gateway to facilitate online transactions for products and one-off public event ticketing.
 - ✓ Ensure compliance with relevant security standards.
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Submission Requirements:

Interested vendors are requested to provide the following information in their quotation:

- 1) **Company Profile:** Brief overview of your company, including relevant experience in website development and system integration.
- 2) **Proposed Solution:** Outline your approach to the project, including technologies and methodologies to be used.
- 3) **Timeline:** Estimated timeline for project completion, including key milestones.
- 4) **Cost Estimate:** Detailed breakdown of costs associated with the project, including any ongoing maintenance or support fees.
- 5) **References:** Contact information for at least two previous clients for whom you have completed similar projects.

Submission Deadline:

Please submit your quotation by 30 April 2025 to mars@hkpfa.org.hk. Late submissions may not be considered.

Evaluation Criteria:

Quotations will be evaluated based on the following criteria:

- a. Relevant experience and expertise
- b. Quality of proposed solution
- c. Cost-effectiveness
- d. Timeline for completion
- e. Client references

We look forward to receiving your quotation and potentially collaborating on this exciting project. Should you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your interest.

Best regards,

Dr. Sam Wong

Executive Director

Physical Fitness Association of Hong Kong, China

17/F, Cheuk Nang Centre, 9-11 Hillwood Road, Tsim Sha Tsui, Kowloon

Note:

Physical Fitness Association of Hong Kong, China is a non-profit sports association specializing in the professional development of physical fitness in Hong Kong.