

31st January, 2023

Dear Sir/ Madam/Vendor ,

Re: Invitation for Tender in Development of E-Platform for Training Programs (The Product)

Global Harmonization Working Party (GHWP) is established as a non-profit organization. Its goals are to study and recommend ways to harmonize medical device regulations and to work in coordination with the Global Harmonization Task Force, APEC and other related international organizations aiming at establishing harmonized requirements, procedures and standards. The Working Party is a group of experts from the medical device regulatory authorities and the medical device industry.

GHWP is recruiting E-developers to build an e-platform for various Training Program for International Medical Devices Companies.

The Tender General requirements (Section A) and Specification/Tender fill-in Form (Schedule 1) are attached for your review and evaluation. If you are interested in the Tender, we would like to receive your participation confirmation and reply form as attached the latest by 16th March 2023.

Please feel free to contact the our secretariat at email: secretariat@ghwp.info OR Tel: (852) 6171 1590 Elizabeth Chan if there are further queries on the said Tender Product for Quotation.

Yours sincerely,

Elizabeth Chan
Secretariat
GHWP
Encl.

Tender Ref: GHWP2301 - Development of E-Platform for Training Programs (The Product)

A) General Requirements

1. Company Background Information

Vendor shall provide the following details to the GHWP with their Submissions:

- a) Name and address of the company / business organization.;
- b) Length and nature of business experience including without limitation experience in the performance and / or supply of the products as listed herewith;
- c) Licences of Operation.

2. Warranty and Guarantee

The Vendor will provide a warranty of and guarantee the quality of the Product, and any part or portion thereof, for a period of 12 months from the date of acceptance thereof. Goods arising from defective design, materials, workmanship or any other cause discovered within the said period referred to shall be repaired and/or corrected properly by the Vendor without charges.

3. Quality of Product

In addition to any warranty that may be provided by the Seller in respect of the Product, the Vendor shall ensure that the Product is (a) must be of merchantable quality and fit for the purpose for which they are intended; (b) free from defects in design, material and workmanship; (c) correspond with their published specifications in all respects; (d) will not infringe the patent, copyright, design, trade mark or other intellectual property rights of any person.

4. Training of use of the Product

The Vendor is required to provide operational training to operators/users free of charge. The operational training shall be designed to enable the operators/users to use the Product safely, effectively and properly in all aspects.

5. Deadline of the Submission of the Product

The Vendor is expected to produce and submit the prototype of the Product together with the Fill-In Form (Schedule 1) as attached herewith the latest by 16th March, 2023 to GHWP Secretariat (email: secretariat@ghwp.info).

Please send in additional attachment of information if spacing at the Fill-in Form is inadequate.

Interviews with Vendor will be arranged as required by GHWP.

Schedule 1

Tender Specifications and Fill-in Form

Specification/Task (Mandatory)	Indication of offer (Yes/No) – Provide Details	Quotation of Task (USD or HKD)	Remarks (If any)
<p>1. Platform functionalities</p> <ul style="list-style-type: none"> • Video-based courses/training available on demand. • Digital reading materials and resources. • Automated course assessment, learner responses and real-time feedback. • Automated scoring of learner responses • Automated disbursement of course qualification/certificate to learner upon completion 			
<p>2. Platform administration</p> <ul style="list-style-type: none"> • Upload of video-based courses per year • Upload of digital reading materials and resources • Upload of course questions and answers 			
<p>3. PAYMENT INFRASTRUCTURE</p> <ul style="list-style-type: none"> • Payment integration with Stripe or Paypal 			

<ul style="list-style-type: none"> • Enables one-time course fee payment or subscription payment structure 			
<p>4. Platform maintenance and hosting</p> <ul style="list-style-type: none"> • Up to 200 user accounts. • 1 year system support and maintenance. • 1 year cloud hosting of platform. • Hosting bandwidth: Up to 15 hours worth of training videos. 			
<p>5. ONLINE CONTENT DEVELOPMENT</p> <ul style="list-style-type: none"> • Conversion of deliverables into training slides and digital resources. • Production of online training course video. • Production of online assessment. 			

Total cost of quotation: _____

Remark: The offer and quotation should be valid for at least 3 (three) months from date of submission.

Person Authorized to Sign Standing Quotation

Name of Vendor : _____

Name of Signee: _____ Authorized Signature : _____

Position Held : _____ E-mail Address : _____

Tel. No: _____ Fax No.: _____

Company Stamp:
