

## Schedules

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The schedules that each respondent is required to submit are as follows:-

- (a) Schedule 1 – Company Information of Respondent
- (b) Schedule 2 – Price of Add-on Government Public Cloud Service
- (c) Schedule 3 – Price of Government Public Cloud Related Services
- (d) Schedule 4 – General Requirement
- (e) Schedule 5 – Security Requirement
- (f) Schedule 6 – Manpower Requirement
- (g) Schedule 7 – Technical Requirement

### **Schedule 1 – Company Information of Respondent**

#### **1. Company/Business Organisation Status**

- 1.1 Name, address and website (if any) of the company/business organisation
- 1.2 Length of business experience (in years)
- 1.3 Description of the cloud service experience relevant to this Request for Inclusion
- 1.4 A copy of the Business Registration Certificate, Memorandum and Articles of Association, Certificate of Incorporation or other constitutional documents or documents evidencing its business status
- 1.5 A copy of relevant document showing the authorised person(s) who has/have the authority to sign for and on behalf of the company
- 1.6 Number of persons employed in Hong Kong

#### **2. Logistical Arrangement**

- 2.1 The organisation structure and chart of the company
- 2.2 Order processing procedures
- 2.3 Problem escalation procedures
- 2.4 Hot-line facilities

#### **3. List of Subcontractors**

- 3.1 Name, address, website (if any) and length of business experience (in years) of each subcontractor
- 3.2 Start date and end date (if applicable) of each subcontracting

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### Schedule 2 – Price of Add-on Government Public Cloud Service

#### 1. For Service Category (A) Productivity Apps

- 1.1 Respondent should provide below Add-on Government Public Cloud Service items which are within the scope of Service Category (A) for Government's consideration.
- 1.2 Respondent should provide the technical specifications of service items published by the original manufacturers and supplement them with other supporting information if necessary.

**Table 1: Productivity Apps Items**

(1) Item Number	(2) Item Description	(2) Manufacturer	Charging Unit (e.g. Per User Per Month, Per GB Per Month)	Unit Net Subscription Fee (HK\$ / US\$)	Remarks
A00001					
A00002					
A00003					

Notes :

<sup>(1)</sup> The item number is composed of a service category code followed by a 5-digit sequence number. The service category for the Productivity Apps is “A” and the sequence number starts from 00001.

<sup>(2)</sup> To uniquely identify the proposed item, Respondent should provide clear item description and manufacturer name of the proposed item. Detailed description of all bundled items together with items (e.g. media, documentation, certification of licence to use etc.) to be delivered along with the Add-on Government Public Cloud Service item should also be provided.

Others : Unit Net Subscription Fee should be quoted up to the nearest cent where applicable.

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### Schedule 2 – Price of Add-on Government Public Cloud Service

#### 2. For Service Category (B) Business Apps

- 2.1 Respondent should provide below Add-on Government Public Cloud Service items which are within the scope of Service Category (B) for Government's consideration.
- 2.2 Respondent should provide the technical specifications of service items published by the original manufacturers and supplement them with other supporting information if necessary.

**Table 2: Business Apps Items**

(1) Item Number	(2) Item Description	(2) Manufacturer	Charging Unit (e.g. Per User Per Month, Per GB Per Month)	Unit Net Subscription Fee (HK\$ / US\$)	Remarks
B00001					
B00002					
B00003					

Notes :

(1) The item number is composed of a service category code followed by a 5-digit sequence number. The service category for the Business Apps is “B” and the sequence number starts from 00001.

(2) To uniquely identify the proposed item, Respondent should provide clear item description and manufacturer name of the proposed item. Detailed description of all bundled items together with items (e.g. media, documentation, certification of licence to use etc.) to be delivered along with the Add-on Government Public Cloud Service item should also be provided.

Others : Unit Net Subscription Fee should be quoted up to the nearest cent where applicable.

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### Schedule 2 – Price of Add-on Government Public Cloud Service

#### 3. For Service Category (C) Cloud IT Services

- 3.1 Respondent should provide below Add-on Government Public Cloud Service items which are within the scope of Service Category (C) for Government's consideration.
- 3.2 Respondent should provide the technical specifications of service items published by the original manufacturers and supplement them with other supporting information if necessary.

**Table 3: Cloud IT Services Items**

(1) Item Number	(2) Item Description	(2) Manufacturer	Charging Unit (e.g. Per User Per Month, Per GB Per Month)	Unit Net Subscription Fee (HK\$ / US\$)	Remarks
C00001					
C00002					
C00003					

Notes :

<sup>(1)</sup> The item number is composed of a service category code followed by a 5-digit sequence number. The service category for the Cloud IT Services is “C” and the sequence number starts from 00001.

<sup>(2)</sup> To uniquely identify the proposed item, Respondent should provide clear item description and manufacturer name of the proposed item. Detailed description of all bundled items together with items (e.g. media, documentation, certification of licence to use etc.) to be delivered along with the Add-on Government Public Cloud Service item should also be provided.

Others : Unit Net Subscription Fee should be quoted up to the nearest cent where applicable.

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### Schedule 2 – Price of Add-on Government Public Cloud Service

#### 4. For Service Category (D) Social Media Apps

- 4.1 Respondent should provide below Add-on Government Public Cloud Service items which are within the scope of Service Category (D) for Government's consideration.
- 4.2 Respondent should provide the technical specifications of service items published by the original manufacturers and supplement them with other supporting information if necessary.

**Table 4: Social Media Apps Items**

(1) Item Number	(2) Item Description	(2) Manufacturer	Charging Unit (e.g. Per User Per Month, Per GB Per Month)	Unit Net Subscription Fee (HK\$ / US\$)	Remarks
D00001					
D00002					
D00003					

Notes :

(1) The item number is composed of a service category code followed by a 5-digit sequence number. The service category for the Social Media Apps is “D” and the sequence number starts from 00001.

(2) To uniquely identify the proposed item, Respondent should provide clear item description and manufacturer name of the proposed item. Detailed description of all bundled items together with items (e.g. media, documentation, certification of licence to use etc.) to be delivered along with the Add-on Government Public Cloud Service item should also be provided.

Others : Unit Net Subscription Fee should be quoted up to the nearest cent where applicable.

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### **Schedule 3 – Price of Government Public Cloud Related Services**

- 1.1 Respondent should provide in the following tables any support services which are within the scope of services for consideration by the Government.

**Table 1.1 : Staff Service**

Item No.	Description of Services	Staff Category	Charging Unit (Man-Hour / Man-Day)	Unit Rate (HK\$) / (US\$)

**Table 1.2 : Installation and Maintenance Service**

Item No.	Description of Services	Charging Unit	Unit Rate (HK\$) / (US\$)	Remarks

**Table 1.3 : Internet Connection Service**

Item No.	Description of Services	Charging Unit	Unit Rate (HK\$) / (US\$)	Remarks

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### **Schedule 4 – General Requirements**

(Please provide published materials to support if available)

Respondent is required to elaborate how the general requirements as stipulated in Appendix C are in compliance with or exceeded against each service category they proposed in Schedule 2. To demonstrate how requirements as listed in Section 1.1 of Appendix C can be achieved, please provide published materials as far as possible.

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### **Schedule 5 – Security Requirements**

(Please provide published materials to support if available)

Respondent is required to elaborate how the security requirements as stipulated in Appendix C are in compliance with or exceeded against each service category they proposed in Schedule 2. To demonstrate how requirements as listed in Section 2.1 of Appendix C can be achieved, please provide published materials as far as possible.



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### Schedule 6 – Manpower Requirements

(Please provide published materials to support if available)

#### 1.1 Service Category (A) Productivity Apps

- 1.1.1 Respondent should provide in the following table the manpower strength that will be deployed to carry out the obligations under the Contracts. The manpower strength should meet or exceed the minimum requirements stipulated in Section 3.1(i) Appendix C.

Table 1.1.1

Function	Staff Category	Total Manpower Strength to be Deployed (Number of Staff Members)
Service Manager	2	
Service Specialist	1	

- 1.1.2 Respondent should provide below details regarding **ALL** the staff members in each Function stated in the above Table 1.1.1 that will be deployed to carry out the obligations. A staff member should only be engaged in one function.

Table 1.1.2

Function	Name of Staff	Years of IT Experience	Years of IT Experience in the Function
Service Manager			
Service Specialist			

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1.1.3 Respondent should provide the curriculum vitae of the proposed staff in the above Table 1.1.2 that meets the requirements stipulated in Section 3.2 Appendix C. The curriculum vitae should include a complete list of the employment history, preferably in the following format.

- Function
- Name of Staff
- Complete employment history -

Employer Name	Post Held	Project (with Description)	Project Roles/Duties	Start Date (mm/yy)	End Date (mm/yy)

1.1.4 In considering whether the proposed staff member meets the requirements specified in Section 3.2 of Appendix C, the qualifications and experience of the relevant staff member will be evaluated. The staff experience would be evaluated against the IT project experience as indicated in the curriculum vitae of each staff member.

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### 1.2 Service Category (B) Business Apps

- 1.2.1 Respondent should provide in the following table the manpower strength that will be deployed to carry out the obligations under the Contracts. The manpower strength should meet or exceed the minimum requirements stipulated in Section 3.1(ii) Appendix C.

Table 1.2.1

Function	Staff Category	Total Manpower Strength to be Deployed (Number of Staff Members)
Service Manager	2	
Service Specialist	1	

- 1.2.2 Respondent should provide below details regarding **ALL** the staff members in each Function stated in the above Table 1.2.1 that will be deployed to carry out the obligations. A staff member should only be engaged in one function.

Table 1.2.2

Function	Name of Staff	Years of IT Experience	Years of IT Experience in the Function
Service Manager			
Service Specialist			

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1.2.3 Respondent should provide the curriculum vitae of the proposed staff in the above Table 1.2.2 that meets the requirements set out in Section 3.2 of Appendix C. The curriculum vitae should include a complete list of the employment history, preferably in the following format.

- Function
- Name of Staff
- Complete employment history –

Table 1.2.3

Employer Name	Post Held	Project (with Description)	Project Roles/Duties	Start Date (mm/yy)	End Date (mm/yy)

1.2.4 In considering whether the proposed staff member meets the requirements specified in this Section 3.2 of Appendix C, the qualifications and experience of the relevant staff member will be evaluated. The staff experience would be evaluated against the IT project experience as indicated in the curriculum vitae of each staff member.

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### 1.3 Service Category (C) Cloud IT Services

- 1.3.1 Respondent should provide in the following table the manpower strength that will be deployed to carry out the obligations under the Contracts. The manpower strength should meet or exceed the minimum requirements stipulated in Section 3.1(iii) of Appendix C.

Table 1.3.1

Function	Staff Category	Total Manpower Strength to be Deployed (Number of Staff Members)
Service Manager	2	
Service Specialist	1	

- 1.3.2 Respondent should provide below details regarding **ALL** the staff members in each Function stated in the above Table 1.3.1 that will be deployed to carry out the obligations. A staff member should only be engaged in one function.

Table 1.3.2

Function	Name of Staff	Years of IT Experience	Years of IT Experience in the Function
Service Manager			
Service Specialist			

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1.3.3 Respondent should provide the curriculum vitae of the proposed staff in the above Table 1.3.2 that meets the requirements set out in Section 3.2 of Appendix C. The curriculum vitae should include a complete list of the employment history, preferably in the following format.

- Function
- Name of Staff
- Complete employment history –

Table 1.3.3

Employer Name	Post Held	Project (with Description)	Project Roles/Duties	Start Date (mm/yy)	End Date (mm/yy)

1.3.4 In considering whether the proposed staff member meets the requirements specified in Section 3.2 of Appendix C, the qualifications and experience of the relevant staff member will be evaluated. The staff experience would be evaluated against the IT project experience as indicated in the curriculum vitae of each staff member.

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### 1.4 Service Category (D) Social Media Apps

- 1.4.1 Respondent should provide in the following table the manpower strength that will be deployed to carry out the obligations under the Contracts. The manpower strength should meet or exceed the minimum requirements stipulated in Section 3.1(iv) of Appendix C.

Table 1.4.1

Function	Staff Category	Total Manpower Strength to be Deployed (Number of Staff Members)
Service Manager	2	
Service Specialist	1	

- 1.4.2 Respondent should provide below details regarding **ALL** the staff members in each Function stated in the above Table 1.4.1 that will be deployed to carry out the obligations. A staff member should only be engaged in one function.

Table 1.4.2

Function	Name of Staff	Years of IT Experience	Years of IT Experience in the Function
Service Manager			
Service Specialist			

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1.4.3 Respondent should provide the curriculum vitae of the proposed staff in the above Table 1.4.2 that meets the requirements stipulated in Section 3.2 of Appendix C. The curriculum vitae should include a complete list of the employment history, preferably in the following format.

- Function
- Name of Staff
- Complete employment history –

Table 1.4.3

Employer Name	Post Held	Project (with Description)	Project Roles/Duties	Start Date (mm/yy)	End Date (mm/yy)

1.4.4 In considering whether the proposed staff member meets the requirements specified in Section 3.2 of Appendix C, the qualifications and experience of the relevant staff member will be evaluated. The staff experience would be evaluated against the IT project experience as indicated in the curriculum vitae of each staff member.



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### **Schedule 7 – Technical Requirement**

(Please provide published materials to support if available)

#### **1. General**

- 1.1 When applying for a Service Category(ies), the Respondent is required to propose at least one service item for any one of the mandatory items under each Service Category(ies) in the relevant section(s) below and each proposed service item should meet the general requirements, security requirements and corresponding technical requirements specified in Appendix C. The service item to be listed in this Schedule 7 can be formed by bundling individual items in Schedule 2 as a single item if applicable.
- 1.2 Respondent should provide the technical specifications of service items published by the original manufacturers and supplement them with other supporting information to show the technical compliance of the proposed service items if necessary.

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### 2. Specifications of Mandatory Items for Service Category (A) Productivity Apps

2.1 Respondent should indicate technical compliance of the proposed service item.

2.1.1 Mandatory Item: Office Tools and Suites (*if more than one service item is proposed, use separate table for each item*)

Item No. <sup>(1)</sup>		
Specification Reference <sup>(2)</sup>		
<b>Mandatory Requirements</b>		
Mandatory Features	<ul style="list-style-type: none"> <li>■ Provide web-based office suite which includes functions for word processing, spreadsheet calculation and creating presentations over the Internet</li> <li>■ Provide functions for viewing, sharing and editing of files directly via web browsers on PCs or mobile devices</li> <li>■ Provide online storage and access control for the stored files</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
Mandatory Service Requirements	<ul style="list-style-type: none"> <li>■ Provide service availability for the month: <math>\geq 99.5\%</math></li> <li>■ Provide storage size: at least 1GB per user</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
<b>Desirable Requirements</b>		
Desirable Features	<ul style="list-style-type: none"> <li>■ Provide web-based functions for database access over the Internet</li> <li>■ Provide dedicated storage area for the data of Government users</li> <li>■ Provide encryption for stored data</li> <li>■ Support two-factor or multi-factor authentication</li> <li>■ Have all data stored in the data centres resided in Hong Kong</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> </ul>

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Notes:

- (1) This should be the same "Item No." under Schedule 2 of this Appendix.
- (2) Respondent should state the exact place in the specifications (Volume/Part/Appendix/Section/Page) which contains information to show the technical compliance of the proposed service item.

2.1.2 Mandatory Item: Document and Content Management *(if more than one service item is proposed, use separate table for each item)*

Item No. <sup>(1)</sup>		
Specification Reference <sup>(2)</sup>		
<b>Mandatory Requirements</b>		
Mandatory Features	<ul style="list-style-type: none"> <li>■ Provide online storage for sharing documents and contents</li> <li>■ Provide content management functions such as version control, access control, retention policy and generation of audit report on the stored documents</li> <li>■ Provide functions for administration and management of user accounts</li> <li>■ Allow sharing, managing and searching for information and resources with restricted permission control</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
Mandatory Service Requirements	<ul style="list-style-type: none"> <li>■ Provide service availability for the month: <math>\geq 99.5\%</math></li> <li>■ Provide storage size: at least 1GB per user</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
<b>Desirable Requirements</b>		
Desirable Features	<ul style="list-style-type: none"> <li>■ Provide functions to send e-mail alerts or workflow notifications to users when documents or other items have been changed or added</li> <li>■ Provide capability for using the domain name chosen by the Government</li> <li>■ Provide dedicated storage area for the data of Government users</li> <li>■ Provide encryption for stored data</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> </ul>

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	<ul style="list-style-type: none"> <li>■ Support two-factor or multi-factor authentication</li> <li>■ Have all data stored in the data centres resided in Hong Kong</li> </ul>	<p>_____</p> <p>■ Compliance (Yes / No)?</p> <p>_____</p> <p>■ Compliance (Yes / No)?</p> <p>_____</p>
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Notes:

- (1) This should be the same "Item No." under Schedule 2 of this Appendix.
- (2) Respondent should state the exact place in the specifications (Volume/Part/Appendix/Section/Page) which contains information to show the technical compliance of the proposed service item.

2.1.3 Mandatory Item: Collaboration, meetings, conferencing (*if more than one service item is proposed, use separate table for each item*)

Item No. <sup>(1)</sup>		
Specification Reference <sup>(2)</sup>		
<b>Mandatory Requirements</b>		
Mandatory Features	<ul style="list-style-type: none"> <li>■ Provide audio and visual transmission of meeting activities over the Internet</li> <li>■ Provide web conferencing to deliver presentation, share documents and whiteboards with meeting attendees</li> <li>■ Provide instant messaging or text chat functionalities between attendees</li> </ul>	<p>■ All Compliance (Yes / No)?</p> <p>_____</p>
Mandatory Service Requirements	<ul style="list-style-type: none"> <li>■ Provide service availability for the month: <math>\geq 99.5\%</math></li> <li>■ Support at least 10 attendees per meeting/conference</li> </ul>	<p>■ All Compliance (Yes / No)?</p> <p>_____</p>
<b>Desirable Requirements</b>		
Desirable Features	<ul style="list-style-type: none"> <li>■ Provide video conferencing, audio conferencing</li> <li>■ Be able to save presentation sessions for future reference</li> <li>■ Provide virus scanning to handouts and media files uploaded by attendees for distribution</li> </ul>	<p>■ Compliance (Yes / No)?</p> <p>_____</p> <p>■ Compliance (Yes / No)?</p> <p>_____</p> <p>■ Compliance (Yes / No)?</p> <p>_____</p>

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	<ul style="list-style-type: none"> <li>■ Provide online storage and access control for the stored data</li> </ul>	<p>_____</p> <ul style="list-style-type: none"> <li>■ Compliance (Yes / No)?</li> </ul> <p>_____</p>
	<ul style="list-style-type: none"> <li>■ Provide desktop sharing and application sharing functionalities</li> </ul>	<p>_____</p> <ul style="list-style-type: none"> <li>■ Compliance (Yes / No)?</li> </ul> <p>_____</p>
	<ul style="list-style-type: none"> <li>■ Include the following functions to streamline attendee management</li> </ul>	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Polling</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)?</li> </ul> <p>_____</p>
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Meeting Report</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)?</li> </ul> <p>_____</p>
	<ul style="list-style-type: none"> <li>■ Provide dedicated storage area for the data of Government users</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)?</li> </ul> <p>_____</p>
	<ul style="list-style-type: none"> <li>■ Provide capability for using domain name chosen by the Government</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)?</li> </ul> <p>_____</p>
	<ul style="list-style-type: none"> <li>■ Provide encryption for stored data</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)?</li> </ul> <p>_____</p>
	<ul style="list-style-type: none"> <li>■ Support two-factor or multi-factor authentication</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)?</li> </ul> <p>_____</p>
	<ul style="list-style-type: none"> <li>■ Have all data stored in the data centres resided in Hong Kong</li> </ul>	

## Notes:

- (1) This should be the same "Item No." under Schedule 2 of this Appendix.
- (2) Respondent should state the exact place in the specifications (Volume/Part/Appendix/Section/Page) which contains information to show the technical compliance of the proposed service item.

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### 3. Specifications of Mandatory Features for Service Category (B) Business Apps

3.1 Respondent should indicate technical compliance of the proposed service.

3.1.1 Mandatory Item: E-mail *(if more than one service item is proposed, use separate table for each item)*

Item No. <sup>(1)</sup>		
Specification Reference <sup>(2)</sup>		
<b>Mandatory Requirements</b>		
Mandatory Features	<ul style="list-style-type: none"> <li>■ Provide e-mail, calendar, contacts and task management with the most current anti-virus and anti-spam protection over the Internet</li> <li>■ Provide functions for users to create and maintain contact information</li> <li>■ Provide functions for user account management (e.g. rules for filtering and forwarding)</li> <li>■ Support for Post Office Protocol (POP) client connectivity for use with other e-mail clients</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
Mandatory Service Requirements	<ul style="list-style-type: none"> <li>■ Provide service availability for the month: <math>\geq 99.5\%</math></li> <li>■ Storage Size for e-mails: at least 15GB per e-mail box</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
<b>Desirable Requirements</b>		
Desirable Features	<ul style="list-style-type: none"> <li>■ Provide the capability to archive and restore e-mails</li> <li>■ Allow users to create out-of-the-office notification</li> <li>■ Provide capability for using the domain name chosen by the Government</li> <li>■ Provide dedicated storage area for the data of Government users</li> <li>■ Provide encryption for stored data</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> </ul>

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	<ul style="list-style-type: none"> <li>■ Support two-factor or multi-factor authentication</li> <li>■ Have all data stored in the data centres resided in Hong Kong</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> </ul>
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## Notes:

- (1) This should be the same “Item No.” under Schedule 2 of this Appendix
- (2) Respondent should state the exact place in the specifications (Volume/Part/Appendix/Section/Page) which contains information to show the technical compliance of the proposed service item.

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### 4. Specifications of Mandatory Features for Service Category (C) Cloud IT Services

4.1 Respondent should indicate technical compliance of the proposed service.

4.1.1 Mandatory Item: Backup and Restore *(if more than one service item is proposed, use separate table for each item)*

Item No. <sup>(1)</sup>		
Specification Reference <sup>(2)</sup>		
<b>Mandatory Requirements</b>		
Mandatory Features	<ul style="list-style-type: none"> <li>■ Provide backup and restore of data over the Internet</li> <li>■ Provide scalable and reliable data backup storage infrastructure</li> <li>■ Provide configurable schedule backup functionality</li> <li>■ Support various backup modes including full backup and incremental/differential backup</li> <li>■ Support data backup in compressed mode</li> <li>■ Provide encryption of backup data to ensure data security</li> <li>■ Provide integrity checking of backup data to ensure data integrity</li> <li>■ Support backup of common database (e.g. MS SQL Server, Oracle, MySQL), e-mail, document servers (e.g. MS Exchange, Lotus Domino/Notes) or file systems (e.g. Windows, Linux)</li> <li>■ Provide backup report in e-mail, web site or other electronic means to notify users of the status of backup including details of any backup failure and errors detected</li> <li>■ Provide statistics reports or other electronic means on the performance and usage</li> <li>■ Provide multiple versions of backup</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
Mandatory Service Requirements	<ul style="list-style-type: none"> <li>■ Provide service availability for the month: 99.5%</li> <li>■ Provide storage size: at least 1TB per user</li> <li>■ Provide bandwidth: at least 50Mbps</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
<b>Desirable Requirements</b>		
Desirable Features	<ul style="list-style-type: none"> <li>■ Provide capability for using the domain name chosen by the Government</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> </ul>



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	<ul style="list-style-type: none"> <li>■ Provide dedicated storage area for data of Government users</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> </ul>
	<ul style="list-style-type: none"> <li>■ Provide encryption for stored data</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> </ul>
	<ul style="list-style-type: none"> <li>■ Support two-factor or multi-factor authentication</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> </ul>
	<ul style="list-style-type: none"> <li>■ Have all data stored in data centres resided in Hong Kong</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> </ul>

## Notes:

- (1) This should be the same "Item No." under Schedule 2 of this Appendix.
- (2) Respondent should state the exact place in the specifications (Volume/Part/Appendix/Section/Page) which contains information to show the technical compliance of the proposed service item.

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### 5. Specifications of Mandatory Features for Service Category (D) Social Media Apps

5.1 Respondent should indicate technical compliance of the proposed service.

5.1.1 Mandatory Item: Photo Hosting/Sharing (*if more than one service item is proposed, use separate table for each item*)

Item No. <sup>(1)</sup>		
Specification Reference <sup>(2)</sup>		
<b>Mandatory Requirements</b>		
Mandatory Features	<ul style="list-style-type: none"> <li>■ Provide functionality for the Government to share photos with the public over the Internet</li> <li>■ Provide option for Government users to control the privacy of photos</li> <li>■ Provide functionality for Government users to manage the photos</li> <li>■ Allow Government users to group photos into different albums</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
Mandatory Service Requirements	<ul style="list-style-type: none"> <li>■ Provide service availability for the month: <math>\geq 99.5\%</math></li> <li>■ Support storage size: at least 20GB</li> <li>■ Support photo size: at least 15MB</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
<b>Desirable Requirements</b>		
Desirable Features	<ul style="list-style-type: none"> <li>■ Provide capability for using the domain name chosen by the Government</li> <li>■ Allow sharing of videos</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> <li>■ Compliance (Yes / No)? _____</li> </ul>

Notes:

- (1) This should be the same "Item No." under Schedule 2 of this Appendix.
- (2) Respondent should state the exact place in the specifications (Volume/Part/Appendix/Section/Page) which contains information to show the technical compliance of the proposed service item.

## Schedules

### 5.1.2 Mandatory Item: Video Hosting/Sharing (*if more than one service item is proposed, use separate table for each item*)

Item No. <sup>(1)</sup>		
Specification Reference <sup>(2)</sup>		
<b>Mandatory Requirements</b>		
Mandatory Features	<ul style="list-style-type: none"> <li>■ Provide functionality for the Government to share videos with the public over the Internet</li> <li>■ Provide option for Government users to control the privacy of videos</li> <li>■ Provide functionality for Government users to manage the videos</li> <li>■ Allow Government users to define set of searching keywords for the videos</li> <li>■ Support at least 2 of the following video file formats: Third Generation Partnership Project file format (3GPP), Audio Video Interleave (AVI), Flash Video (FLV), Matroska (MKV), QuickTime multimedia file format (MOV), MPEG-4 Part 14 (MP4), Moving Picture Experts Group (MPEG), Windows Media Video (WMV)</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
Mandatory Service Requirements	<ul style="list-style-type: none"> <li>■ Provide service availability for the month: <math>\geq 99.5\%</math></li> <li>■ Provide storage size: at least 20GB</li> <li>■ Support video size: at least 1GB</li> </ul>	<ul style="list-style-type: none"> <li>■ All Compliance (Yes / No)? _____</li> </ul>
<b>Desirable Requirements</b>		
Desirable Features	<ul style="list-style-type: none"> <li>■ Provide capability for using the domain name chosen by the Government</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance (Yes / No)? _____</li> </ul>

Notes:

- (1) This should be the same "Item No." under Schedule 2 of this Appendix.
- (2) Respondent should state the exact place in the specifications (Volume/Part/Appendix/Section/Page) which contains information to show the technical compliance of the proposed service item.

- End of Appendix E -