



Po Leung Kuk is inviting qualified vendors to participate in a tender for the provision of Intranet Revamp (“IPLK”). The system aims to Build an engaging, efficient intranet that centralizes resources, enhances communication, and promotes collaboration and staff development:

1. **Centralized Hub:** Unified access to HRIS, attendance, booking, news, workshops, and staff directory; real-time data feeds and shared event calendar.
2. **Improved Navigation & Search:** Intuitive menus, clear labelling, and powerful search for easy access to systems and contacts.
3. **Standardized Content:** Consistent templates and guidelines for departmental sites to ensure clarity and accessibility.
4. **Staff Engagement & Collaboration:** Interactive tools, social media integration, and knowledge-sharing to connect departments.
5. **Content Maintenance:** Incentives and recognition programs to encourage regular updates.
6. **Staff Directory:** Centralized searchable directory with filters and links to key personnel.
7. **Event & Resource Management:** Department-level control with organization-wide calendar visibility.
8. **Document Management System:**
 - I、 Centralize document storage, retrieval, and version control for policies, forms, and workflows.
 - II、 Simplify document sharing, approvals, and collaboration across departments.
9. **Optional Enhancements:**
 - I、 AI-powered assistant for real-time staff support and automated workflows.
 - II、 Digitization of 50+ forms with workflow automation, notifications, and staff training.

The assignment includes the provision of:

1. The objective of this assignment is to provide the System Analysis & Design (“SA&D”), System Implementation & Integration (“SI&I”), and System Maintenance & Support (“SM&S”) services of the Intranet Revamp for Po Leung Kuk (“Kuk”).
2. The Intranet Revamp is scheduled to be completed within 30 weeks, followed by a 3-month nursing period.
3. This assignment includes one year of SM&S services for the new Intranet after the nursing period.

如有意競投此項目，請填交以下回條：

[保良局招標項目競投意向書回條 \(Ref. 2026 02 50\)](#)