

Closing date for reply: 28 October 2022

[Please return by e-mail: cattao@hkqf.hk or fax: 3106-2035.]

**To: Qualifications Framework Secretariat, Vocational Training Council
Units 901-903, 9/F, Dah Sing Financial Centre, 248 Queen’s Road East,
Wan Chai**

**Project on Professional Production of Specification of Generic
Competencies for Communication Skills (“The Project”)**

Invitation to Expression of Interest

Part I: Expression of Interest

1. We _____
(name of organisation¹) hereby express our interest in undertaking the Project.
2. Our organisation meets the Eligibility Requirements set out in **Annex I** of the Invitation Document.
3. We have read and fully understood the Personal Information Collection Statement in **Annex II** and the Disclaimer in **Annex III** and agree with the purposes stated therein.
4. We understand and agree that in this Expression of Interest exercise, the Qualifications Framework Secretariat of Vocational Training Council reserves the right to change the content of the Invitation Document and/or terminate at any time the Invitation to Expression of Interest exercise.
5. For enquiries, please contact: _____

¹ The Expression of Interest may be submitted by an organisation or its subsidiary. In the latter case, the name should refer to the subsidiary only.

Name: _____

Position: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Organisation's
stamp

Authorised signature:
(on behalf of the
above organisation) _____

Name: _____

Position: _____

Date: _____

Part II: General Information

1. Registered name of the organisation:
(English)

(Chinese)

2. Correspondence address of the organisation:
(English)

(Chinese)

Eligibility Requirements

Eligibility requirements for service providers to undertake the Project:

1. In-depth knowledge and understanding of Communication Skills and/or other generic skills; demonstrated networking and communicating capability with human resources experts/professionals and relevant stakeholders.
2. In-depth and updated understanding of the requirements and procedures in Specification of Generic Competencies (SGC) or Specification of Competency standards (SCS) production, and relevant experience in the areas of job analysis and work competency specification for organisations or in SGC / SCS production.
3. Relevant in-house know-how and expertise and manpower resource capability, and relevant academic and/or professional qualifications profile/expertise of project team leader and members.
4. Effectiveness of approach/method to developing competency specification and production of Units of Competency (UoC) and UoC packaging according to prescribed format, and track record of planning and delivering similar projects on time and within budget.

Personal Information Collection Statement

1. The personal data of the respondent provided as part of the Expression of Interest exercise will be used by the Qualifications Framework Secretariat of Vocational Training Council solely for the Expression of Interest exercise. The personal data of the respondent provided in the Expression of Interest may be disclosed to the related parties involved in the processing of the Expression of Interest.
2. The personal data in the Expression of Interest must be completed by the respondent. If the information provided is insufficient or inaccurate, the Expression of Interest provided by the respondent may not be considered.
3. The personal data of the respondent provided through the Expression of Interest exercise may be disclosed to relevant parties in other government departments and/or non-government organisations for purposes mentioned in 1 above.
4. The respondent has a right of access to and/or correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access refers to the right of the respondent to obtain a copy of the personal data provided in the Expression of Interest, subject to payment of an administrative fee charged by the Qualifications Framework Secretariat.
5. Enquiries concerning the personal data collected through this Expression of Interest exercise, including the request for access and/or corrections, should be addressed to:

Qualifications Framework Secretariat
Units 901-903, 9/F, Dah Sing Financial Centre
248 Queen's Road East, Wan Chai, Hong Kong

Disclaimer

1. The purpose of this Expression of Interest exercise is to invite organisations, on a non-committal basis, to indicate whether they are interested in undertaking the Project.
2. The Vocational Training Council may not accept any of the Expression of Interest. Each respondent shall be solely responsible for the fees, costs and/or expenses incurred in preparing and submitting the Expression of Interest, or subsequent responses or initiatives on the part of any respondent. The Vocational Training Council will under no circumstances be liable to any respondent for any fees, costs, expenses, losses or damages whatsoever arising out of or in connection with the process of the Expression of Interest exercise.
3. Whilst the information in the Invitation Document has been prepared in good faith, it does not claim to be comprehensive or has been independently verified. The Vocational Training Council does not guarantee the information is correct and comprehensive. Any liability in respect of any such information or inaccuracy in or omission from the Invitation Document is expressly disclaimed.
4. Neither the Vocational Training Council, nor any of its employees, agents, or advisers, accepts any liability or responsibility, as to, or in relation to the adequacy, accuracy or completeness of the information contained in the Invitation Document or any other written or oral information, which is, has been or will be provided or made available to any respondent; nor do they make any representation, statement or warranty, express or implied, with respect to such information or to the information on which the Invitation Document is based.
5. This Invitation to Expression of Interest should not be regarded as a suggestion of the Vocational Training Council or its employees, agents, or advisers to any organisations to submit the Expression of Interest.
6. This Expression of Interest exercise is not a tender exercise but a structured way to obtain feedback from the respondent. The Vocational Training Council may not take any further action after the Expression of Interest exercise. This Invitation Document or the related Expression of Interest does not constitute any contractual evidence for the Project.

7. Those organisations expressing an interest in undertaking the Project may be invited to submit detailed proposals. However, the Vocational Training Council is not bound to invite detailed proposals from any organisations expressing an interest.
8. Respondents should not construe the contents of the Invitation Document, or any other communication by or on behalf of the Vocational Training Council, or any of its employees, agents, or advisers, as financial, legal, tax or other matters concerning the Project.
9. The Vocational Training Council is not obliged or liable to have any individual or joint compromise with any respondent on the Project.
10. The submission of any Expression of Interest by a respondent shall be taken to be an acceptance of the terms of the Invitation, including the contents of all the attachments.
11. The Vocational Training Council reserves the right, without prior consultation or notice, to change the content of the Invitation Document. The Vocational Training Council is not obliged to inform respondents of any update or change of any of the information in the Invitation Document made or that comes to its knowledge after the issue of the Invitation Document.
12. Upon the closing date of submission of Expression of Interest, the Vocational Training Council will first consider the Expression of Interest received, and then decide on the follow-up actions, if any. If necessary, the Vocational Training Council may contact related respondent for clarification of further details or to conduct in-depth discussion.