

Invitation to Expression of Interest

[Please return by email (email address: eddielee@hkqf.hk, by post (address : Qualifications Framework Secretariat, Units 901-903, 9/F., Sunlight Tower, 248 Queen's Road East, Wanchai, Hong Kong) or by fax (fax No. 3106 2035) on or before 14 April 2020 (Tue)]

**Expression of Interest
to undertake the role of Assessment Agency (AA)
for the Recognition of Prior Learning (RPL) mechanism
for the Electrical & Mechanical Services (E&M)
Industry under Hong Kong Qualifications Framework (HKQF)**

Part I : Expression of Interest

1. We (name of organization)
hereby express our interest in undertaking the role of AA for the RPL mechanism for the E&M Industry.
2. Our organization meets the eligibility requirements set out in **Annex I** of this 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 to the purposes stated therein.
4. We understand and agree that in this Expression of Interest exercise, Qualifications Framework Secretariat (QFS) reserves the right to change the content of this invitation document and/or terminate at any time the Invitation to Expression of Interest exercise without prior notice.

5. For enquiries, please contact:

Name : _____

Position : _____

Telephone : _____

Email : _____

Organization's stamp

Authorised signature :
(on behalf of the
above organization)

Name : _____

Position : _____

Date : _____

Part II : General Information

1. Registered name of the organization:

(English) _____

(Chinese) _____

2. Correspondence address of the organization:

(English) _____

(Chinese) _____

Eligibility Requirements

Eligibility requirements for an organization to undertake the role of AA for the RPL mechanism for the E&M industry:

- must be a legal entity;
- possess good knowledge of Hong Kong Qualifications Framework (HKQF);
- provide the RPL assessment services on a non-profit making basis;
- demonstrate strong network with the stakeholders of the E&M industry;
- demonstrate relevant experience in providing skill assessments or trade tests to the practitioners of the E&M industry;
- capable to provide and arrange all necessary hardware and software for accommodating the assessment requirements; and
- have sufficient resources to maintain the assessment services over the appointment period.

Personal Information Collection Statement

1. The personal data of the respondent provided as part of the Expression of Interest exercise will be used by Qualifications Framework Secretariat (QFS) 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 organizations 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 QFS.

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, Sunlight Tower
248 Queen's Road East, Wan Chai, Hong Kong

Disclaimer

1. The purpose of this Expression of Interest exercise is to invite organizations, on a non-committal basis, to indicate whether they are interested in undertaking the role of AA for the RPL mechanism for the E&M industry.
2. Qualifications Framework Secretariat (QFS) 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 QFS 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 this invitation document has been prepared in good faith, it does not claim to be comprehensive or has been independently verified. The QFS does not guarantee the information is correct and comprehensive. Any liability in respect of any such information or inaccuracy in or omission from this invitation document is expressly disclaimed.
4. Neither the QFS, 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 this 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 this invitation document is based.
5. This Invitation for Expression of Interest should not be regarded as a suggestion of the QFS or its employees, agents, or advisers to any organizations 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 QFS 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 on undertaking the role of AA for the RPL mechanism for the E&M industry.

7. Those organizations expressing an interest in undertaking the role of AA for the RPL mechanism for the E&M industry may be invited to submit detailed proposals. However, the QFS is not bound to invite detailed proposals from any organizations expressing an interest.
8. Respondents should not construe the contents of this invitation document, or any other communication by or on behalf of the QFS, or any of its employees, agents, or advisers, as financial, legal, tax or other matters concerning the role of AA for the RPL mechanism for the E&M industry.
9. The QFS is not obliged or liable to have any individual or joint compromise with any respondent of the Expression of Interest.
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 QFS reserves the right, without prior consultation or notice, to change the content of this invitation document. The QFS is not obliged to inform respondents of any update or change of any of the information in this invitation document made or that comes to its knowledge after the issue of this invitation document.