

[Please return by email (florence_chong@hkqf.hk) or fax (3106 2035) on or before 28 April 2021 (Wed)]

To: Qualifications Framework Secretariat

Attn. : Ms Florence CHONG

**Project on Revision of Specification of Competency Standards (SCS)
for the Retail Industry
("The Project")**

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 / does not meet* the eligibility requirements set out in **Annex I** of the Invitation Document. (**Please delete as appropriate*)
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 the Qualifications Framework Secretariat (QFS) of Vocational Training Council, acting on behalf of the Education Bureau of Government of Hong Kong Special Administrative Region in this Expression of Interest exercise, reserves the right to change the content of the Invitation Document and/or terminate at any time the Invitation to Expression of Interest exercise.

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.

5. For enquiries, please contact:

Name: _____

Position: _____

Telephone: _____

Fax Number: _____

Email address: _____

Organisation's
stamp

Authorised signature:
(on behalf of the
above organisation)

Name: _____

Position: _____

Date: _____

Part II: Information about the organisation

Registered name of the organisation:

(Chinese)

(English)

Address of the organisation's registered office :

(Chinese)

(English)

Eligibility Requirements

Eligibility requirements for service providers to undertake the Project:

1. In-depth knowledge and understanding of the Retail Industry in Hong Kong, and demonstrated networking and communication capability with local and overseas Retail industry stakeholders, including leading employers, employee associations, professional and regulatory bodies.
2. Effectiveness of approach/method to conducting environment scan and developing progression pathways as well as competency development for Retail Industry in Hong Kong.
3. In-depth and updated understanding of the requirements and procedures in Specification of Competency Standards (SCS) production, and relevant experience in the areas of job analysis and drawing up of competency specification for organisations or in SCS production.
4. 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.
5. In-depth knowledge and understanding of the existing SCSs for the Retail Industry. Effectiveness of approach/method to updating/developing competency specification and revision/production of Units of Competency (UoCs) 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 (QFS) 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 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, 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 Qualifications Framework Secretariat (QFS) of Vocational Training Council, acting on behalf of the Education Bureau of Government of Hong Kong Special Administrative Region, 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 the 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 the 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 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 for Expression of Interest should not be regarded as a suggestion of the QFS 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. It is intended that, from those organisations expressing an interest in undertaking the Project may be invited to submit detailed proposals. However, the QFS 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 QFS, or any of its employees, agents, or advisers, as financial, legal, tax or other matters concerning the Project.
9. The QFS 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 QFS reserves the right, without prior consultation or notice, to change the content of the Invitation Document. The QFS 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 QFS will first consider the Expression of Interest received, and then decide on the follow-up actions, if any. If necessary, the QFS may contact related respondent for clarification of further details or to conduct in-depth discussion.