



SECURITIES AND  
FUTURES COMMISSION  
證券及期貨事務監察委員會

## Invitation To Tender

**Contract Senior Systems Analysts / Systems Analysts – Java,  
Contract Senior Systems Analysts / Systems Analysts – Pega,  
Contract Senior Systems Analyst / Systems Analyst – Java, Documentum and  
Systems Maintenance,  
Contract Senior Systems Analyst / Systems Analyst – SAS,  
Contract Analyst Programmers – Systems Maintenance,  
Contract Senior Systems Analysts / Systems Analysts – BI,  
Contract Senior Systems Analysts / Systems Analysts – SharePoint,  
Contract Assistant Project Manager – Technical,  
Contract IT Manager – Technical,  
Contract Senior Database Administrator – Oracle,  
Contract Infrastructure Consultant,  
Contract Infrastructure Specialist,  
Contract Project Manager,  
Contract Senior Business Systems Analysts,  
Part-time Lotus Notes Developer  
(May 2020)**

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12 December 2019

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## Purpose

The purpose of this Invitation To Tender (“ITT”) is to invite prospective service vendors to submit proposals to provide:

1. Contract Senior Systems Analysts / Systems Analysts – Java x 10;
2. Contract Senior Systems Analysts / Systems Analysts – Pega x 3;
3. Contract Senior Systems Analyst / Systems Analyst – Java, Documentum and System Maintenance x 1;
4. Contract Senior Systems Analyst / Systems Analyst – SAS x 1;
5. Contract Analyst Programmers – Systems Maintenance x 2;
6. Contract Senior Systems Analysts / Systems Analysts – BI x 2;
7. Contract Senior Systems Analysts / Systems Analysts – SharePoint x 2;
8. Contract Assistant Project Manager – Technical x 1;
9. Contract IT Manager – Technical x 1;
10. Contract Senior Database Administrator – Oracle x 1;
11. Contract Infrastructure Consultant x 1;
12. Contract Infrastructure Specialist x 1;
13. Contract Project Manager x 1;
14. Contract Senior Business Systems Analysts x 4;
15. Part-time Lotus Notes Developer x 1;

to the Securities and Futures Commission (“the SFC”) for a 12-month period (from May 2020 to April 2021) with an option to extend upon contract expiry.

## Available Positions

### 1. **Contract Senior Systems Analysts / Systems Analysts – Java (x 10)**

#### (a) Requirements

- University graduate
- Minimum 6 years of system development experience
- Sound technical knowledge of all the following:
  - J2EE multi-tier / Microservices architecture

- Spring Boot / Security / MVC / Webflow
- Spring Data / MyBatis / JPA
- Gradle / Gitlab / Jenkins or other CD/CI tools
- Ant Design / React JS / Ext JS / REST / Direct Web Remoting (DWR)
- SOA (Web Services, Axis)
- Oracle RAC and PL/SQL Programming
- Experience with the following a plus:
  - Mobile application development (on iOS and Android)
  - Docker Swarm / IBM WebSphere / Tomcat
  - Jasper Report / Excel Power Query
  - RabbitMQ / Redis / ELK Stack
  - JUnit / Katalon / Jest or others auto testing tools
  - PEGA Platform
- Ability to perform requirement collection, design, programming, testing and implementation with minimum supervision
- Good English and Chinese communication skills (both written and verbal)
- High caliber applicants may be considered for the position of Senior Systems Analyst

#### **(b) Responsibilities**

- Various system support and development tasks for the applications used by the SFC
- Occasional needs to perform system support after office hours
- Other ad-hoc tasks or projects

## **2. Contract Senior Systems Analysts / Systems Analysts – Pega (x 3)**

#### **(a) Requirements**

- University graduate

- Minimum 6 years of system development experience, at least one year on PEGA 7/8 platform
- Sound technical knowledge of PEGA 7/8 platform with solid hands-on development experience
- Experience with the following a plus:
  - IBM WebSphere / Tomcat
  - Excel PowerQuery
  - J2EE multi-tier / Microservices architecture
  - Spring Boot / Security / MVC / Webflow
  - Spring Data / MyBatis / JPA
  - Ajax (including Ext-JS and Direct Web Remoting (DWR))
  - SOA (Web Services, Axis)
  - Oracle RAC and PL/SQL Programming
  - Linux
- Ability to perform requirement collection, design, programming, testing and implementation with minimum supervision
- Good English and Chinese communication skills (both written and verbal)
- High caliber applicants may be considered for the position of Senior Systems Analyst

**(b) Responsibilities**

- Provide support/development for an Case Management System solution based on PEGA 7/8 platform
- Occasional needs to perform system support after office hours
- Other ad-hoc tasks or projects

### 3. **Contract Senior Systems Analyst / Systems Analyst – Java, Documentum and Systems Maintenance (x 1)**

#### (a) **Requirements**

- University graduate
- Minimum 6 years of system support and development experience
- Sound technical knowledge of all the following:
  - EMC Documentum (installing, designing, developing and testing)
  - J2EE multi-tier / Microservices architecture
  - Spring Boot / Security / MVC / Webflow
  - Spring Data / MyBatis / JPA
  - Gradle / Gitlab / Jenkins or other CD/CI tools
  - React JS / Ext JS / REST / Direct Web Remoting (DWR)
  - SOA (Web Services, Axis)
  - SQL Server / Oracle RAC and PL/SQL Programming
  - SharePoint Search
  - Excel programming / Power Query
  - IBM Websphere / Tomcat
- Ability to perform requirement collection, design, programming, testing and implementation with minimum supervision
- Experience in supporting SMARTS, Documentum and Relativity is a plus
- Willing to work on irregular hours for the market reversal exercise and system support
- Good English and Chinese communication skills (both written and verbal)
- High caliber applicants may be considered for the position of Senior Systems Analysts

## **(b) Responsibilities**

- Provide support/development for an Enterprise Content Management solution according to the requirements for document management needs utilizing EMC Documentum platform based on J2EE framework to enable users to process content management functionality
- Lead analyst programmers to provide support and development for various systems:
  - the Abbyy and Kofax OCR solution used by the SFC
  - Relativity eDiscovery and other systems integrated with Documentum
  - Other platforms (e.g. Java) or open/proprietary regulatory systems
- Occasional needs to perform system support after office hours
- Other ad-hoc tasks or projects

## **4. Contract Senior Systems Analyst / Systems Analyst – SAS (x 1)**

### **(a) Requirements**

- University graduate
- Minimum 6 years of system development experience, at least 4 years in SAS related area
- Sound technical knowledge of SAS EG / BI, SAS Web Report Studio, SAS Portal, and SAS Web OLAP Viewer a must; Previous experience with SAS 9.3 migration a plus
- Willing to work on irregular hours and on platforms other than SAS
- Ability to perform requirement collection, design, programming, testing and implementation with minimum supervision
- Good English and Chinese communication skills (both written and verbal)
- High caliber applicants may be considered for the position of Senior Systems Analysts. Candidates with less experience will be considered as Analyst Programmer

**(b) Responsibilities**

- Various development tasks and operation support for:
  - the SAS applications used by the SFC
  - Other platforms (e.g. Java) or open/proprietary regulatory systems
- Occasional needs to perform system support after office hours
- Other ad-hoc tasks or projects

**5. Contract Analyst Programmers – Systems Maintenance (x 2)**

**(a) Requirements**

- University graduate
- Minimum 3 years of system support and development experience
- Hands on experience on all of the following:
  - J2EE multi-tier / Microservices architecture
  - JavaScript
  - SQL Server / Oracle RAC and PL/SQL Programming
  - Excel programming / Power Query
  - IBM WebSphere / Tomcat
- Willing to work on irregular hours for the market reversal exercise and system support
- Experience in supporting SMARTS, Documentum and Relativity is a plus
- Ability to perform requirement collection, design, programming, testing and implementation with minimum supervision
- Good English and Chinese communication skills (both written and verbal)

**(b) Responsibilities**

- Various development tasks and operation support for:
  - the Abbyy and Kofax OCR solution used by the SFC



- Relativity eDiscovery and other systems integrated with Documentum
- Other platforms (e.g. Java) or open/proprietary regulatory systems
- Working on irregular hours and on platforms for system support
- Other ad-hoc tasks or projects

## 6. **Contract Senior Systems Analysts / Systems Analysts – BI (x 2)**

### (a) **Requirements**

- University graduate
- Minimum 6 years of system development experience with at least 2 years in reporting and data analysis.
- Excellent knowledge and development experience using Microsoft BI stack and Oracle is a must
- Sound technical knowledge of following:
  - Microsoft Power BI, SSRS, SSIS and SSAS and PowerQuery
  - Microsoft PowerView, PowerPivot and PowerQuery
  - Microsoft SQL Server DB administration and SQL development
  - Oracle PL/SQL development and tuning
  - SharePoint development, ASP.Net, C#, HTML, JavaScript and custom web services
  - Customization of SharePoint site, search, BI and social features
  - SharePoint 2013 administration
- Experience with the following a plus:
  - Data analysis and visualization using Python or R
  - Data modelling/virtualization and data warehouse experience
  - Text Analytics and machine learning experience
  - Graph database modeling, data loading and visualization using Neo4j
- Ability to perform requirement collection, design, programming, testing and

implementation with minimum supervision

- Good English and Chinese communication skills (both written and verbal)
- High caliber applicants may be considered for the position of Senior Systems Analysts

**(b) Responsibilities**

- Various system analysis, development and support tasks for the BI and SharePoint 2013 applications used by the SFC, including but not limited to:
  - Management dashboard and report
  - ETL process / Microsoft Power BI / SharePoint BI
  - Site and application design, customization and development
  - Infrastructure
- Occasional needs to perform system support after office hours
- Other ad-hoc tasks or project

**7. Contract Senior Systems Analysts / Systems Analysts – SharePoint (x 2)**

**(a) Requirements**

- University graduate
- Minimum 6 years of system development experience
- Excellent knowledge and development experience using SharePoint is a must
- Sound technical knowledge of following:
  - SharePoint 2013 Web part development
  - SharePoint 2013 customization using ASP.Net, C#, HTML, JavaScript, JQuery
  - SharePoint CSOM, JSOM, REST API
  - SharePoint Search administration
  - Customization of SharePoint site and social features
  - SharePoint 2013 administration

- Experience with the following a plus:
  - Microsoft SQL Server Reporting Services, Analysis and Integration Services
  - SharePoint BI
  - Microsoft SQL Server administration
  - SQL development and tuning
  - Enterprise Mobility
- Ability to perform requirement collection, design, programming, testing and implementation with minimum supervision
- Good English and Chinese communication skills (both written and verbal)

**(b) Responsibilities**

- Various system analysis, development and support tasks for the applications used by the SFC
- Providing technical support to document management system, mobile platform and search engine
- To perform on-site development, maintenance and enhancement of SharePoint 2013 including but not limited to:
  - Site and application design, customization
  - Application development
  - Search administration and customization
  - BI development
  - Infrastructure
- Establish IT Governance in SharePoint
- Occasional needs to perform system support after office hours
- Other ad-hoc tasks or project

## **8. Contract Assistant Project Manager – Technical (x 1)**

### **(a) Requirements**

- University graduate
- Minimum 5 years of system development experience with at least 2 years in managing application development and BI projects
- Proven experience in managing vendors, internal resources and track record in handling multiple projects
- Excellent technical expertise in various programming languages, HTML5, Microsoft BI, SharePoint, Oracle/SQL database,
- Experience with data warehouse, ETL, self-service BI are desirable
- Experience with the following a plus: Python, R, Angular, React, Docker, ElasticSearch, Linux, Windows Cluster, HyperV
- Ability to perform requirement collection, design, prototyping and manage projects from ideas formulation to implementation
- Ability to work independently, taking ownership of assignments and a desire to mentor less experienced staff
- Excellent English and Chinese communication skills (both written and verbal)

### **(b) Responsibilities**

- Create prototypes to visualize a business idea and participate in new project initiative
- Various system analysis, development and support tasks for the applications/infrastructure used by the SFC
- Vendor management for solution design and implementation
- Define and execute change management and communications plan
- Provide guidance and advice to junior team members and business users
- Occasional needs to perform system support after office hours

## 9. Contract IT Manager – Technical (x 1)

### (a) Requirements

- University degree in IT, Computer Science or any related discipline and have at least 10+ years of managerial experience in the IT industry
- Thorough understanding of Enterprise Content Management is essential for this position
- Preferably with good know-how in OpenText Documentum, SharePoint, Web Content Management, Enterprise Search, Business Intelligence development
- Application development, system design, data modelling and integration experience of various high availability applications
- Possess excellent project management, presentation, interpersonal, verbal and written communication skills
- Be proficient in amalgamating contrasting inputs and formulating solutions that best suit the needs of the Commission
- Ability to perform requirement collection, design, programming, testing and implementation with minimum supervision
- Good English and Chinese communication skills (both written and verbal)

### (b) Responsibilities

- Vendor management for solution design and implementation
- Create prototypes to visualize a business idea and participate in new project initiative
- Various system analysis, development and support tasks for the applications/infrastructure used by the SFC
- Define and execute change management and communications plan
- Provide guidance and advice to junior team members and business users
- Occasional needs to perform system support after office hours

## 10. Contract Senior Database Administrator – Oracle (x 1)

### (a) Requirements

- University graduate in Computer Science, or industry related discipline
- Minimum 7 years of hands-on experience on Oracle database administration
- Sound technical knowledge of all the following:
  - Oracle 12c RAC database administration (including options for security, partitioning, Oracle text index, spatial index, materialized view)
  - Linux and Unix platform
  - Define and setup backup / restore / DR Policy
  - Database cloning and masking
  - Capacity planning for database
  - Performance tuning / Health check
- Experience with the following a plus:
  - Oracle major version upgrade project
  - Database cloud platform
- Good English and Chinese communication skills (both written and verbal)

### (b) Responsibilities

- Maintain the integrity and performance of the corporate databases
- Work with project team on database related projects, design and implement database in accordance to end users information needs and views
- Work with infrastructure team to perform backup / restore and recovery plans
- Provide proactive and reactive data management support
- Determine, enforce and document database policies, procedures and standards
- Occasional needs to perform system support after office hours

## 11. Contract Infrastructure Consultant (x 1)

### (a) Requirements

- University graduate
- Minimum 5 years of IT Infrastructure support experience with at least 2 years in project management
- Technical knowledge and hands on experience of Microsoft Exchange 2013, Symantec Enterprise Vault, SAN, structured cabling, HP Blade Systems, virtualization technology including VMWare, Hyper-V, VDI and Aruba Wi-Fi Network
- Hands on experience in AIX and IBM P-series hardware and technical knowledge of Oracle database an advantage
- Good English and Chinese communication skills (both written and verbal)

### (b) Responsibilities

- Manage the Microsoft Active Directory, Microsoft Exchange infrastructure and its related network architecture such as DNS, Group Policy, Hyper-V Clusters, the Microsoft Office applications and other related components
- Provide support to other Infrastructure systems
- Manage and implement new Infrastructure projects
- Provide consultation and work with Other IT teams to implement new solution
- Occasional needs to perform support after office hours

## 12. Contract Infrastructure specialist (x 1)

### (a) Requirements

- University graduate
- Minimum 10 years of IT Infrastructure support experience with at least 2 years in project management
- Technical knowledge and hands on experience of Microsoft Exchange 2013, Symantec Enterprise Vault, SAN, structured cabling, HP Blade Systems, virtualization technology including VMWare, Hyper-V, VDI and Aruba Wi-Fi Network.

- Hands on experience in AIX and IBM P-series hardware and technical knowledge of Oracle database an advantage
- Hands on and project experience in cloud infrastructure setup and migration, such as Office 365 and AWS IaaS.
- Good English and Chinese communication skills (both written and verbal)

**(b) Responsibilities**

- Manage the Microsoft Active Directory, Microsoft Exchange infrastructure and its related network architecture such as DNS, Group Policy, Hyper-V Clusters, the Microsoft Office applications and other related components
- Provide support to other Infrastructure systems
- Manage and implement new Infrastructure projects focusing on virtualize and Cloud infrastructure
- Provide consultation and work with Other IT teams to implement new solution
- Occasional needs to perform support after office hours

**13. Contract Project Manager (x 1)**

**(a) Requirements**

- University graduate
- Minimum 10 years of experience in IT related projects and business requirement analysis preferably in the financial regulatory sector
- Proven experience in leading IT projects and teams with strong project management and influencing skills to drive for consensus with different stakeholders, make reasonable and firm judgements, and achieve planned objectives and results
- Good English and Chinese communication skills (both written and verbal) to articulate ideas and issues in laymen terms
- Good ability in analysis, design and able to manage projects independently from ideas formulation to implementation
- Strong technical know-how in case management and workflow related system implementation, web based solutions, document management systems and data analytics platforms etc.
- Relevant experience/Certified qualifications in standards and methodologies e.g.



PMP and Agile

- Experience in UX design is preferred

#### **(b) Responsibilities**

- Lead various IT projects (e.g. web portal, case management, workflow automation, document management, data intelligence and new technology initiatives etc.) as both a project manager and business analyst for projects in different sizing
- Coordinate and lead projects with different stakeholders, including business users and vendors, from feasibility study to implementation
- Initiate, liaise and negotiate with users to reach consensus on the requirements, delivery schedule and resource commitment
- Conduct business impact analysis, technical solution design and assist in change management
- Provide technical consultancy and IT solution support to different IT teams and business users

### **14. Contract Senior Business Systems Analysts (x 4)**

#### **(a) Requirements**

- University graduate
- Minimum 8 years of experience in IT related projects and business requirement analysis preferably in the financial regulatory sector
- Strong technical know-how in case management and workflow related system implementation, web based solutions, document management systems and data analytics platforms etc.
- Good ability in analysis, design and able to manage projects independently from ideas formulation to implementation
- Good English and Chinese communication skills (both written and verbal)
- Relevant experience/Certified qualifications in standards and methodologies e.g. PMP and Agile
- Experience in UX design is preferred

**(b) Responsibilities**

- Participate in various IT projects (e.g. web portal, case management, workflow automation, document management, data intelligence and new technology initiatives etc.) as a business analyst, and as a project manager for small-scale projects
- Conduct business impact analysis, technical solution design and assist in change management
- Coordinate and lead projects with different stakeholders, including business users and vendors, from feasibility study to implementation
- Provide technical consultancy and IT solution support to different IT teams and business users

**15. Part-time Lotus Notes Developer (x 1)**

**(a) Requirements**

- University graduate
- Minimum 6 years of system development experience
- Certified Lotus Notes Professional
- Minimum 4 years' experience on Domino workflow and application development
- Experience on Notes/Oracle integration and electronic Web submission applications
- Ability to perform requirement collection, design, programming, testing and implementation with minimum supervision
- Good English and Chinese communication skills (both written and verbal)

**(b) Responsibilities**

- Various system support and development tasks for the applications used by the SFC
- Occasional needs to perform system support after office hours
- Other ad-hoc tasks or projects

## Other Terms and Conditions

1. For position 1 to 14: 12 months contract period starting from May 2020, with an option to extend upon contract expiry. Subject to candidate's availability, SFC's may choose to start the contract at an earlier date.

For position 15 (Part-time Lotus Notes Developer): The candidate should be on broad in May 2020 until end of April 2021, with not more than 10 man-days per month throughout this period and working on site under our supervision.

2. Payment will be made on a monthly basis.
3. Any gratuity amount stated in the reply to invitation to tender can only be payable by and billed to SFC upon successful contract completion. SFC monthly payment will exclude any gratuity amount stated in the response. If the Consultant terminates the contract during the contract period, no gratuity will be payable. If termination is initiated by SFC, a prorata amount based on service period versus the whole secondment term will be payable to the Consultant.

Gratuity is not applicable for position 15 (Part-time Lotus Notes Developer).

4. The appointed contractors should be prepared to sign an undertaking statement to abide by the SFC Staff Code of Conduct. They will be subject to background vetting and required to disclose their securities and futures investments to SFC.
5. Tenderer must provide their latest audited accounts/financial statements.
6. The number of post count quoted above is included for indicative purpose. SFC reserves the right to employ none or any of the proposed contractors.
7. Cost for each contractor should be quoted separately.
8. Exception position 15 (Part-time Lotus Notes Developer), the staff contracted to the SFC should have a minimum of 11 paid working days leave within the 12-month contract period in addition to public holidays. However, a maximum of 16.5 working days within the 12-month contract period and a maximum of 2 calendar weeks per leave application will be imposed to minimize interruptions to the SFC.
9. The Tenderer should be responsible for the welfare of the staff contracted to the SFC. The Tenderer should state clearly in the proposal for each proposed contractor, his/her fringe benefits (e.g. provident fund, bonus) and any other measures offered to the staff in order to retain him/her to avoid interruptions to the SFC.

## Fees Quotation Format

We have come across the same candidate being referred by different service providers. In order to make better comparison among different service providers and the different benefit models proposed among them, tenderer must submit the Fees quotation in the following format :-

Example: Position 1 to 14

Position	Name of Candidate(s)	Monthly Take Home Pay to Candidate (including Employee's contribution to MPF)	Agency/Adm in Fee (\$/%) (including Employer's contribution to MPF)	SFC Monthly Rate (\$)	Lump sum Gratuity / Bonus / other cash incentives to Candidate *	Lump sum Gratuity charge to SFC	Agency Fee %**	A.L. (Days) ***
APM	Mr. A	\$30,000	\$4,500	\$34,500	\$50,000	\$55,000	12.58%	15
SA	Ms. B	\$40,000	\$4,000	\$44,000	N/A	N/A	9.09%	14
SA	Mr. C	\$35,000	\$3,500	\$38,500	N/A	N/A	9.09%	13
BA	Ms. D	\$45,000	\$4,000	\$49,000	\$60,000	\$70,000	8.81%	14

Example: Position 15

Position	Name of Candidate(s)	Daily Take Home Pay to Candidate (including Employee's contribution to MPF)	Agency/Admin Fee (\$/%) (including Employer's contribution to MPF)	SFC Daily Rate (\$)	Agency Fee %**
Lotus Notes	Ms. E	\$2,000	\$400	\$2,400	20.00%

\* tenderer should provide details/nature of the incentives included (e.g. gratuity payable upon contract expiry)

\*\* Agency Fee % = (Gratuity mark up + Monthly mark up x contract period) / (SFC Gratuity payment + SFC monthly payment x contract period)

\*\*\* Annual leave per year

**Submission without fee breakdown in this prescribed format will not be considered.**

## Confidentiality

All information presented in or as a result of this ITT, including information disclosed by the Commission during the selection process, is to be considered strictly confidential. Information must not be released to external parties without the express written consent of the Commission.

All responses and other materials submitted in response to this ITT will become the property of the Commission. The Commission assumes no obligation and shall incur no liability regarding confidentiality of all or any portion of a response or any other material submitted in response to this ITT unless expressly agreed in writing to protect specifically identified information.

**Submission without a signed copy of the Confidentiality Acknowledgement (Appendix A) will not be considered.**

## Conflict of interest

No Proposer may have any interest which conflicts, or has the potential to conflict, with its duties to the Commission under the proposal. If a Proposer has any interest which conflicts, or has the potential to conflict, with its duties to the Commission under the proposal, the Proposer should clearly state this in its proposal. This requirement extends to the Proposer's associates, associated persons, group companies and each member of the Proposer's professional staff (and their associates and associated persons).

## Prevention of Bribery

A Proposer shall prohibit its directors, employees, agents, and sub-contractors who are involved in this ITT from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance, Cap 201 when conducting business in connection with this mandate.

The Proposer shall take all necessary measures (including by way of a code of conduct or contractual provisions where appropriate) to ensure that its directors, employees, agents and sub-contractors are aware of the prohibitions in this clause.



## How To Submit Proposal

If your company is interested in providing such service, please submit in a sealed envelope (plain envelope bearing no logo) one hardcopy of the proposal, and a softcopy on CDROM. The softcopy should either be in Microsoft Word (version 6 or above) or Adobe Acrobat (version 4 or above) formats.

The proposal package should be marked or subjected with the reference "**Contract Senior Systems Analysts / Systems Analysts – Java, Contract Senior Systems Analysts / Systems Analysts – Pega, Contract Senior Systems Analyst / Systems Analyst – Java, Documentum and Systems Maintenance, Contract Senior Systems Analyst / Systems Analyst – SAS, Contract Analyst Programmers – System Maintenance, Contract Senior Systems Analysts / Systems Analysts – BI, Contract Senior Systems Analysts / Systems Analysts – SharePoint, Contract Assistant Project Manager – Technical, Contract IT Manager – Technical, Contract Senior Database Administrator – Oracle, Contract Infrastructure Consultant, Contract Infrastructure Specialist, Contract Project Manager, Contract Senior Business Systems Analysts, Part-time Lotus Notes Developer (May 2020)**" and reach us **before 2:00 pm, 2 January 2020** at:

Tender Box  
Securities and Futures Commission  
30<sup>th</sup> Floor, Cheung Kong Center  
2 Queen's Road Central  
Hong Kong

Please note that the SFC will not accept late proposals. In case of enquiries,

(a) For positions [6,7,8,9]: Contract Senior Systems Analysts / Systems Analysts – BI, Contract Senior Systems Analysts / Systems Analysts – SharePoint, Contract Assistant Project Manager – Technical, Contract IT Manager – Technical, please contact:-

Mr Gary Kwok  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1456  
Email : [gkykwok@sfc.hk](mailto:gkykwok@sfc.hk)

(b) For position [10]: Contract Senior Database Administrator – Oracle, please contact:-

Mr Vincent Sum  
Senior Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1340  
Email : [vwssum@sfc.hk](mailto:vwssum@sfc.hk)

(c) For position [11,12]: Contract Infrastructure Consultant, Contract Infrastructure Specialist, please contact:-

Mr WONG Yuki Wai  
Senior Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1671  
Email : [ywwong@sfc.hk](mailto:ywwong@sfc.hk)

(d) For positions [13,14]: Contract Project Manager, Contract Senior Business Systems Analysts, please contact:-

Mr Yvonne Yip  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1831  
Email : [myyip@sfc.hk](mailto:myyip@sfc.hk)

(e) For other positions, please contact:-

Mr YIP Kwong Hung  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1425  
Email : [khyip@sfc.hk](mailto:khyip@sfc.hk)

or

Mr Terry Chan  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1440  
Email : [tywchan@sfc.hk](mailto:tywchan@sfc.hk)

**\*Note:** Please do not send more than:

<i>Max. no. of candidates</i>	<i>Post</i>
40	1. Contract Senior Systems Analysts / Systems Analysts – Java
12	2. Contract Senior Systems Analysts / Systems Analysts – Pega
4	3. Contract Senior Systems Analyst / Systems Analyst – Java, Documentum and System Maintenance
4	4. Contract Senior Systems Analyst / Systems Analyst – SAS
8	5. Contract Analyst Programmers – System Maintenance
8	6. Contract Senior Systems Analysts / Systems Analysts – BI
8	7. Contract Senior Systems Analysts / Systems Analysts – SharePoint
4	8. Contract Assistant Project Manager – Technical
4	9. Contract IT Manager - Technical

4	10. Contract Senior Database Administrator – Oracle
4	11. Contract Infrastructure Consultant
4	12. Contract Infrastructure Specialist
4	13. Contract Project Manager
16	14. Contract Senior Business Systems Analysts
4	15. Part-time Lotus Notes Developer

*For each recommendation please include a detailed resume, candidate name, the monthly charge rate, and the earliest available date. Companies not contacted for interview arrangement within two weeks from the tender closing date may consider their bid unsuccessful.*



## Appendix A – Confidentiality Acknowledgement

### Acknowledgement and Undertaking

Acknowledgment in relation to the preservation of secrecy pursuant to section 378 of the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong) (“**SFO**”) and avoidance of conflict of interests pursuant to section 379 of the SFO.

Terms in this acknowledgement shall have the same meaning as defined in the SFO, unless otherwise defined herein.

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**Section 378 of the SFO binds you and in particular subsection (1) of that section which provides as follows:**

- (1) Subject to subsection 13(A), except in the performance of a function under, or for the purpose of carrying into effect or doing anything required or authorized under, any of the relevant provisions, a specified person -
- (a) shall preserve and aid in preserving secrecy with regard to any matter coming to his knowledge by virtue of his appointment under any of the relevant provisions, or in the performance of any function under or in carrying into effect any of the relevant provisions, or in the course of assisting any other person in the performance of any function under or in carrying into effect any of the relevant provisions;
  - (b) shall not communicate any such matter to any other person; and
  - (c) shall not suffer or permit any other person to have access to any record or document which is in his possession by virtue of the appointment, or the performance of any such function under or the carrying into effect of any such provisions, or the assistance to the other person in the performance of any such function under or in carrying into effect any such provisions.

**TAKE NOTICE THAT IF YOU CONTRAVENE SECTION 378(1) OF THE SFO YOU COMMIT AN OFFENCE UNDER SECTION 378(10) OF THE SFO. ANY PERSON WHO COMMITS AN OFFENCE UNDER SECTION 378(10) IS LIABLE:**

- (a) on conviction on indictment to a fine of HK\$1,000,000 and to imprisonment for two years; or
- (b) on summary conviction to a fine of HK\$100,000 and to imprisonment for six months.

**Section 379 of the SFO binds you and in particular subsections (1), (2) and (3) of that section which provide as follows:**

(1) Subject to subsection (2), any member of the Commission or any person performing any function under any of the relevant provisions shall not directly or indirectly effect or cause to be effected, on his own account or for the benefit of any other person, a transaction regarding any securities, structured product, futures contract, leveraged foreign exchange contract, or an interest in any securities, structured product, futures contract, leveraged foreign exchange contract or collective investment scheme -

- (a) which transaction he knows is or is connected with a transaction or a person that is the subject of any investigation or proceedings by the Commission under any of the relevant provisions or the subject of other proceedings under any provision of the SFO; or
- (b) which transaction he knows is otherwise being considered by the Commission.

(2) Subsection (1) does not apply to any transaction which a holder of securities or a structured product effects or causes to be effected by reference to any of his rights as such holder -

- (a) to exchange the securities or structured product or to convert the securities or structured product to another form of securities or structured product;
- (b) to participate in a scheme of arrangement sanctioned by the Court of First Instance under the Companies Ordinance (Cap. 622) or the relevant Ordinance;
- (c) to subscribe for other securities or another structured product or dispose of a right to subscribe for other securities or another structured product;
- (d) to charge or pledge the securities or structured product to secure the repayment of money;
- (e) to realize the securities or structured product for the purpose of repaying money secured under paragraph (d); or
- (f) to realize the securities or structured product in the course of performing a duty imposed by law.

(3) Any member of the Commission or any person performing any function under any of the relevant provisions shall forthwith inform the Commission if, in the course of performing any function under any such provisions, he is required to consider any matter relating to -

- (a) any securities, futures contract, leveraged foreign exchange contract, structured product, or an interest in any securities, futures contract, leveraged foreign exchange contract, collective investment scheme or structured product -
  - (i) in which he has an interest;
  - (ii) in which a corporation, in the shares of which he has an interest, has an interest; or
  - (iii) which -
    - (A) in the case of securities, is of or issued by the same issuer, and of the same class, as those in which he has an interest;

- (B) in the case of a futures contract, is interests, rights or property based upon securities of or issued by the same issuer, and of the same class, as those in which he has an interest; or
  - (C) in the case of a structured product, is interests, rights or property based on a structured product of or issued by the same issuer, and of the same class, as that in which he has an interest; or
- (b) a person -
- (i) by whom he is or was employed;
  - (ii) of whom he is or was a client;
  - (iii) who is or was his associate; or
  - (iv) whom he knows is or was a client of a person with whom he is or was employed or who is or was his associate.

TAKE NOTICE THAT IF YOU CONTRAVENE SECTION 379(1) AND/OR SECTION 379(3) OF THE SFO YOU COMMIT AN OFFENCE UNDER SECTION 379(4) OF THE SFO. ANY PERSON WHO COMMITS AN OFFENCE UNDER SECTION 379(4) IS LIABLE:

- (a) on conviction on indictment to a fine of HK\$1,000,000 and to imprisonment for two years; or
- (b) on summary conviction to a fine of HK\$100,000 and to imprisonment for six months.

The term “specified person” is defined in section 378(15) of the SFO and means-

- (a) the Commission;
- (b) any person who is or was a member, an employee, or a consultant, agent or adviser, of the Commission; or
- (c) any person who is or was -
  - (i) a person appointed under any of the relevant provisions;
  - (ii) a person performing any function under or carrying into effect any of the relevant provisions; or
  - (iii) a person assisting any other person in the performance of any function under or in carrying into effect any of the relevant provisions.

The term “person” has the meaning attributed to it in section 3 of the Interpretation and General Clauses Ordinance (Cap. 1) which provides that “person” includes any public body and any body of persons, corporate or unincorporate, and this definition shall apply notwithstanding that the word “person” occurs in a provision creating or relating to an offence or for the recovery of any fine or compensation.

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I/We acknowledge that I/we have received and read carefully a copy of sections 378 and 379 of the Securities and Futures Ordinance (Cap. 571), and understand that these sections (in particular, sections 378(1) and 379(1), (2) and (3)) impose statutory obligations on me/us. I/We further confirm that I/we understand and agree to be bound by the provisions of sections 378 and 379 of the Securities and Futures Ordinance (Cap. 571).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name / Entity name (as applicable)

\_\_\_\_\_  
Name of authorized signatory (in the case of an entity)

\_\_\_\_\_  
Title of authorized signatory (in the case of an entity)

\_\_\_\_\_  
Date

**Witnessed by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date