



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

Invitation To Tender

**Contract Manager – IT Infrastructure /
Contract Manager – Technology Service
Communication (November 2018)**

12 November 2018

Contents

Purpose	3
Available Positions	3
Other Terms And Conditions	5
Fees Quotation Format	6
Confidentiality	7
Conflict of interest	7
Prevention of Bribery	7
How To Submit Proposal	8
Appendix A – Confidentiality Acknowledgement	9



Purpose

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

1. Contract Manager – IT Infrastructure x 1;
2. Contract Manager – Technology Service Communication x 1;

to the Securities and Futures Commission (“the SFC”) for a 12-month period (from January 2019 to December 2019) with an option to extend upon contract expiry.

Available Positions

1. **Contract Manager – IT Infrastructure (x 1)**

1.1 Requirements

- University graduate in technology or business related disciplines
- Minimum 10 year related working experiences
- Strong technical knowledge in all aspects of IT Infrastructure
- Good analytical and problem solving skills with strong self-motivation
- Proven ability to coach team members
- Excellent communication skills in English and Chinese, both written and verbal
- Able to work under pressure and meet tight work schedule

1.2 Responsibilities

- Lead a small team to provide technical support on corporate IT Infrastructure with emphasis on internal network, servers, email and cloud infrastructure
- Lead a small team to deliver End User Computing related projects, including an IT training portal, to support internal users and other new business initiatives
- Work with Security team for managing the risk related to End User Computing and IT infrastructure environment
- Develop and maintain formal guidelines, policies, and procedures to ensure that operation of network infrastructure and End User Computing meets service level agreement
- Plan, Setup, Lead and Manage the IT Infrastructure and End-user Technology Strategy including disaster recovery planning

- Research on new technology, identify technology gaps, develop and deploy Infrastructure solutions
- Drive the continuous improvement to all IT Infrastructure related services
- Work with other IT teams to ensure successful project implementation
- Be a project leader in different kind of projects in accordance to business needs
- Coach and mentor team members

2. Contract Manager – Technology Service Communication (x 1)

2.1 Requirements

- University graduate in technology or business related disciplines.
- Minimum 10 years working experience in dealing with business users on technology solution promotion, communication and implementation, preferably in the financial sector or regulatory environment.
- Excellent communication skills in English and Chinese, both written and verbal, with strong ability to deal with people at all levels and clear articulation techniques to explain technology solutions and ideas in plain language
- Preferably with practical experience in producing video training materials
- Preferably with practical experience in setting up and monitoring KPIs for IT services and leading technology solution training
- Preferably with exposure to business analyst and project work in the technology area.

2.2 Responsibilities

- Lead IT service promotions to raise user awareness and acceptance of new services, and maintain proper and timely incident communication with users.
- Set up key performance indicators for the measurements and monitoring of different IT programs, projects and operation services.
- Work with the helpdesk trainer to plan, design, organize and conduct IT trainings to equip internal users with adequate know-hows on system and technology solutions usage.
- Plan for improvements to the IT training Portal
- Participate in business analyst and IT project activities with business sides as required.

Other Terms And Conditions

1. 12 months contract period starting from January 2019, 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.
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.
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. 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	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

* 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 "**Provision of Contract Manager – IT Infrastructure / Contract Manager – Technology Service Communication (November 2018)**" and reach us **before 2:00 pm, 3 December 2018** at:

Tender Box
Securities and Futures Commission
30th 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,

Contract Manager – IT Infrastructure

Mr Yuk Wai Wong
Senior Manager
Information Technology, Corporate Affairs
Telephone : (852) 2231 1671
Email : ywwong@sfc.hk

or

Contract Manager – Technology Service Communication

Mr William Chung
Senior Manager
Information Technology, Corporate Affairs
Telephone : (852) 2231 1173
Email : wchung@sfc.hk

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

<i>Max. no. of candidates</i>	<i>Post</i>
6	<i>Contract Manager – IT Infrastructure</i>
6	<i>Contract Manager – Technology Service Communication</i>

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.

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.



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