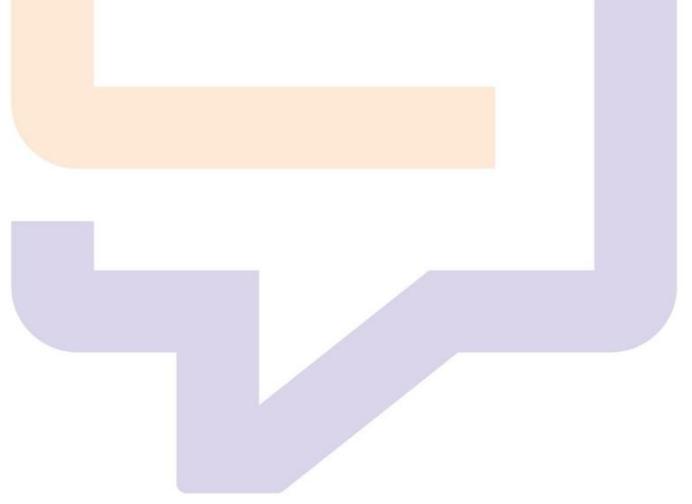


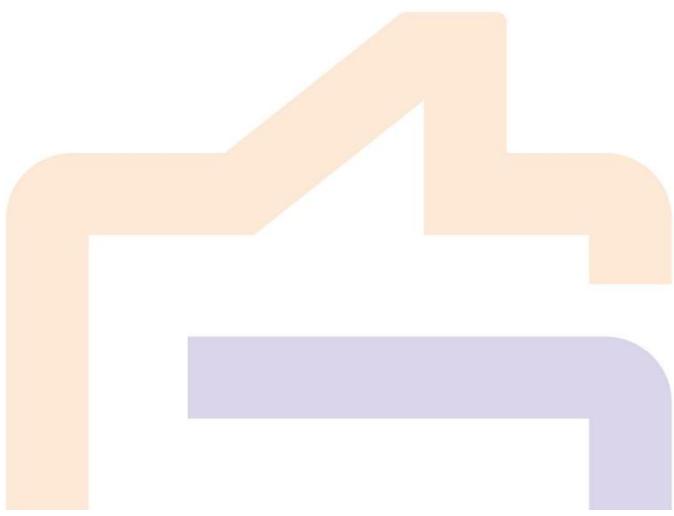


投資者及理財教育委員會  
Investor and Financial  
Education Council



## Invitation to Tender

### IFEC Public Education Campaigns 2026-27



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## Invitation to Tender

### **IFEC Public Education Campaigns 2026-27**

The Investor and Financial Education Council (IFEC) is pleased to invite your company to submit a proposal for the captioned project. A copy of the Invitation to Tender is attached and is available for download from the "Invitation to Tender" section on the path below:

<https://www.ifec.org.hk/web/en/about-ifec/invitation-to-tender.page>

If your company is interested in providing the services described in the Invitation to Tender, please submit your Expression of Interest to IFEC through email at [jenisyuen@ifec.org.hk](mailto:jenisyuen@ifec.org.hk) by 31 March 2026. We will arrange a briefing session (via zoom) for the interested companies on 1 April 2026. More details of the briefing session will be sent to the interested parties in due course.

The submission deadline of the tender is 11:00 am on 22 April 2026 (Wednesday). Please submit your tender to the IFEC by the deadline to following address.

**Investor and Financial Education Council  
c/o Securities and Futures Commission  
38/F, One Island East  
18 Westlands Road, Quarry Bay  
Hong Kong**

**Late proposals will not be considered.**

For and on behalf of the  
Investor and Financial Education Council

Mr Francis Li  
Head of Campaign and Digital Marketing  
Investor and Financial Education Council

23 March 2026

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## 1. Background, overarching directions and creative requirements

### 1.1 About the Investor and Financial Education Council (IFEC)

The Investor and Financial Education Council (IFEC) is an independent public organisation and a subsidiary of the Securities and Futures Commission, dedicated to improving investor and financial education in Hong Kong. Supported by the four financial regulators and the Education Bureau, the IFEC promotes free and impartial investor and financial education messages to target audiences through its “IFEC Chin Family”. The IFEC also leads the Financial Literacy Strategy to facilitate stakeholders to deliver more quality investor and financial education to the Hong Kong public. ([www.ifec.org.hk](http://www.ifec.org.hk))

### 1.2 About IFEC Chin Family

The Chin Family was introduced in April 2016 as the IFEC’s storytellers in delivering investor and financial education messages tailored to different target audiences. The IFEC aims to make investor and financial learning more accessible, by presenting information in a friendly and easy-to-understand manner.



To further strengthen the segment relevance and brand relevance, a refreshed look of Chin Family characters was unveiled during the Hong Kong Money Month Campaign in March 2026, bringing fresh energy and strengthening connections with the community.

### 1.3 Overarching directions and creative requirements

- i. **Strengthen the linkage between IFEC and the IFEC Chin Family.** The TVC should ideally feature the Chin Family characters, with the agency proposing creative ways to integrate them as **engaging storytellers** who bring IFEC’s messages to life. The storyline should align with the [personas and characteristics of the Chin Family](#), ensuring consistency with their established identities and strong brand recall.
- ii. **Feature a suitable celebrity who can interact naturally with the Chin Family characters.** The agency should recommend a celebrity whose image aligns with IFEC’s brand positioning and reputation, with recognition by the target audience (such as the pre-retiree / elderly, youngsters / families at the same time).
- iii. Adopt a **light-hearted and engaging tone, with a touch of humour where appropriate, while maintaining a credible image of a public organisation.** Adopt a soft-selling approach with a human touch, creating relatable, emotionally resonant stories that capture the audience’s attention and enhance campaign recall.
- iv. **Develop Parts I, II, and III (see Sections 3–5 below) as a coherent video series** to sustain engagement from September 2026 to March 2027, reinforce key messages, and address diverse topics for different target segments. The IFEC logo should be displayed consistently at the top left or right corner of each video and the standard video end frame (duration is around 3-5 seconds) should also be featured in each video for brand recognition.

## 2. Invitation to tender and interpretation

The IFEC invites Tenderers to submit written proposals for IFEC Public Education Campaigns 2026-27.

In this document, the following terms shall have the following meanings:

“Project” means the project described in Sections 3 - 5;

“Tenderer” means the person or persons or corporation tendering for the Project and includes the executors and administrators and permitted assignments of such person or persons or corporation;

“Contract” means a formal agreement to be entered into between the IFEC and the Contractor in relation to the Project containing such terms and conditions as the parties shall agree including (but not limited to), as applicable, those terms set out in Sections 8 and 10 hereof (unless the same shall have been modified by the IFEC); and

“Contractor” means the Tenderer whose tender is accepted by the IFEC.

## PART 1 – Investment Education Campaign for Young People

### 3. Project overview and requirements

3.1 Campaign period: Mid-September – Mid-October 2026

3.2 Target audience: Young segment, including tertiary students to young working adults

3.3 Objectives:

According to the IFEC’s [“Retail Investor Study 2025”](#), nearly 60% of young investors aged 18-29 reported making quick profits through short-term trading as their most important reason for investing.

In response to this concerning behaviour, the IFEC plans to launch an investment education campaign for young people with the following key objectives:

- Nurture correct investment attitudes and knowledge in young people to help them make informed decisions and build financial resilience.
- Know the investment Dos and Don’ts.

3.4 Campaign tagline: *Agency to propose a catchy headline in both Chinese and English.*

3.5 Key messages:

- Dos: Set clear investment goals and always understand how your investments work, including their risks and product nature.
- Don’ts: Avoid high-risk trades and borrowing to invest. Don’t follow influencer advice blindly, check the facts and be scam smart.
- Follow IFEC social media for the latest information on investor and financial education.

## PART 2 – Investment Education Campaign for Retirees

- **Project overview and requirements**

3.6 Campaign period: January 2027

3.7 Target audience: Retirees, Young-olds

3.8 Objectives:

According to the IFEC's "[Financial Literacy Monitor 2024](#)", retirees have improved their overall financial knowledge, but their financial knowledge score is relatively low compared to other segments. The lower level of financial knowledge and investment experience of retirees may make them vulnerable to investment scams. The "[Retail Investor Study 2025](#)" further revealed that 20% of surveyed investors thought they had encountered SMS phishing before, followed by ramp and dump (14%) and deepfake investment scams (8%).

In response, the IFEC plans to launch an investment education campaign for retirees with the following key objectives:

- Reinforce the importance of financial management and investor education for retirees and it is relevant to them even though they may not have income or they may be just investing on stable financial products. They will need to keep abreast on the latest trends and developments in the financial market and what risks and new benefits are currently on offer in the market.
- Enhance retirees' ability to identify and protect themselves from financial and investment scams.
- Encourage proactive learning by directing retirees to trusted sources, including the IFEC social media, for guidance on identifying and avoiding scams.

3.9 Campaign tagline: *Agency to propose a catchy headline in both Chinese and English.*

3.10 Key messages:

- Investment and financial management remain important and relevant to retirees. Retirees should know about and practice on financial management and the latest trends of investments and scams in the market.
- Beware of scams through social media promising "high return, low risk" offers that are too good to be true.
- Do not respond to unknown contacts online and ignore their financial requests.
- Consult family or friends, and follow IFEC social media for more anti-scam tips.

References of trending scam cases:

[Relationship investment scams](#)

[SMS phishing](#)

[Ramp and dump](#)

[Deepfake scams](#)

[Social media investment scams](#)

[Fake investment groups](#)

## PART 3 – Hong Kong Money Month 2027 Campaign

### 4. Project overview and requirements

4.1 Campaign period: March 2027

4.2 Target audience: General Public

4.3 Objectives:

- Emphasize that everyone should know investor and financial education — it fits ALL.
- Drive engagement with IFEC’s free, accessible, and up-to-date resources that help people build financial knowledge and financial resilience at different life stages.

4.4 Campaign tagline: *Agency to propose a catchy headline in both Chinese and English.*

4.5 Key messages:

- Everyone should know investor and financial education – it is for everyone (投資及理財教育人人都要識). It is never too young or too late to learn how to manage money and invest wisely.
- The IFEC makes it easy for everyone to learn — offering the immersive learning experience at the [IFEC FinEd Hub](#) and other free, accessible, and up-to-date financial education resources tailored to every life stage and goal. The agency can take the liberty to choose which resources and tools are suitable to be featured in the TVC/ ad visuals.

Resources or Tools	Segment
<a href="#">IFEC website</a> , <a href="#">Instagram</a> , <a href="#">Facebook</a> , <a href="#">Youtube</a>	Suitable for all, catch up with latest daily money matters and things to be aware of.
<a href="#">IFEC Money Tracker mobile app</a>	All, especially tertiary students and young adults who have just entered the workforce, and those who want to have better control of their spending.
<a href="#">Financial Health Check</a> , <a href="#">Retirement Planner</a>	Working adults and those who manage and plan family finances
<a href="#">Parenting portal</a>	Parents and young kids

4.6 Creative consideration: A connection with IFEC’s previous Hong Kong Money Month campaigns is preferred.

### 5. Deliverables and budget indication

5.1 TVC (Applicable to Part 1 – 3)

- I. Creative and copywriting services/materials for the creative concept, scripts, slogans,

storyboards, subtitles and graphic and photographic images/materials. The creative proposal should be the contractor's original idea and cannot be purchased/owned by other parties prior. If the contractor's creative proposal is accepted in this tendering exercise, the awarded contractor is not allowed to re-sell the idea to other parties;

- II. Full crew and equipment for location shooting both outdoor and indoor in Hong Kong (including transportation and rental fee for location shooting);
- III. Offline and online editing;
- IV. Cantonese voice-over talents for the conversation/narrations for the TVC (For TVC of Part 3, please refer to Point XX.);
- V. The voice-over for all TCF characters should use the dedicated IFEC AI-generated voices assigned to each character, to ensure consistency across all executions.
- VI. Audio recording and sound mixing;
- VII. All post-production services;
- VIII. Shooting format: HDCAM, RED ONE or equivalent is preferred. High-definition Video (HDV) formats and still camera shooting may be considered depending on the creative.
- IX. Output file specifications: please see Appendix A
- X. One version and the duration is 30 seconds. (For TVC of Part 3, please refer to Point XIX.)
- XI. Language<sup>^</sup>:
  1. Cantonese (with written Traditional Chinese subtitles and supers)
  2. Cantonese (with simplified Chinese subtitles and supers)
  3. English (with English subtitles and supers)

*<sup>^</sup>Props used in the TVC (such as book covers, newspapers, directional signs, etc) should be in Chinese for the Chinese TVC and English for the English TVC. Bilingual props are acceptable.*

*Please blur/remove commercial brand names/logos on props, clothes, hat, shoes and computers.*
- XII. Background music: tailor-made / post-scored music is preferred.
- XIII. Photo shooting of the selected celebrity during the shooting day(s) for the three TVCs (with basic colour retouch). The photos will be used for key visuals, social media promotion use and press release.
- XIV. Five (5) still pictures (without subtitles or super, subject to IFEC's decision) from the footage of the completed TVC in JPEG format for social media promotion use and press release.
- XV. Provide corresponding graphic designs/posters/banners/visuals required for placing advertisements during the campaign period (up to 20 adaptations)
- XVI. The Contractor is required to send the close to final TVC to the TV stations for censorship. Any costs incurred should be borne by the Contractor.
- XVII. The Contractor is required to send all the deliverables to the TV stations according to the latest specifications set by TV stations.

**Since the TVC for Part 3 will be submitted as an Announcement in the Public Interest (API), the following requirements set by the Information Services Department must also be met:**

- XVIII. Cantonese and English voice-over talents for the conversation/narrations for the TV API;
- XIX. Two versions for the TV API of Part 3 (One with the IFEC logo at the top left/ right corner throughout the video and the other one without the IFEC logo). Each version is 30 seconds in duration.
- XX. For dialogue in the TV API of Part 3, the script of the Chinese version should be read in Cantonese while the English version should be read in English. In case the performing talent(s) cannot read his/her lines in English properly, native English voiceover talent(s) of the same gender should be engaged to deliver the lines in lip-sync based on the visuals during post-production of the API. The off-screen voiceover should be delivered by respective native speaker(s) with Cantonese for the Chinese version and English for the English API. Cost of voice talents required should be covered by the Contractor.

#### 5.2 Cut-down versions (Applicable to Part 3 only)

- I. Two versions
- II. Duration: 15 seconds each
- III. Language of each version:
  - Cantonese (with written Traditional Chinese subtitles and supers)
  - Cantonese (with simplified Chinese subtitles and supers)
  - English (with English subtitles and supers)
- IV. Five (5) still pictures (without subtitles or super, subject to IFEC's decision) from the footage of the completed video in JPEG format for each language version for social media promotion use and press release.
- V. The video shall be delivered to the IFEC in HD resolution of MPEG4 (for broadcasting in the IFEC website and YouTube, and other online platforms).

#### 5.3 Radio API (Applicable to Part 3 only)

- I. Cantonese, English\* and Putonghua\*\* voice-over talents for the Radio API;  
*\*A monologue-type of API is required for the English Radio API*  
*\*\*Voice-over talents for Putonghua recording should preferably have attained at least Grade 1B (一級乙等) in Putonghua Shuiping Ceshi (國家語言文字工作委員會普通話水平測試)*
- II. In the event that any language version of the recording of the Radio API is rejected for the broadcast/found unsatisfactory (e.g. by Radio stations) due to inaccurate or improper pronunciation after the station copies have been delivered and the inaccuracy/deficiency has been confirmed/vetted by the Official Languages Division of the Civil Service Bureau, the Contractor is required to arrange another recording of the same language of the Radio API to rectify the inaccuracy/deficiency, and deliver the

approved version to Radio station for replacement at no cost to the IFEC.

- III. To maintain neutrality for APIs, avoid using radio station DJs
- IV. One version for each language and the duration is 30 seconds.
- V. Languages: Cantonese, English and Putonghua
- VI. Audio recording and sound mixing
- VII. All post-production services
- VIII. Output file specifications: please see Appendix B
- IX. The Contractor is required to send the deliverables to the radio stations according to the latest specifications set by radio stations

#### 5.4 Key visuals and material adaptations (Applicable to Part 1 – 3)

In addition, the Contractor is required to produce corresponding graphic designs/ posters/ banners/ visuals for above the line and online advertisements during the campaign period.

- I. Develop key visuals with campaign tagline design in Traditional Chinese, English and Simplified Chinese (3 languages appearing separately)
- II. Provide corresponding graphic designs/posters/banners/visuals required for placing advertisements during the campaign period (up to 8 media formats and 20 size adaptations subject to the media channels used)

#### **Notes**

- a) The Contractor should be responsible for musical arrangement of the above-mentioned video (tailor-made / post-scored music is preferred), clearance of all copyright issues and obtain necessary licenses at its own cost and expense for broadcasting anywhere within and outside of Hong Kong, any occasion and any usage using any media, including but not limited to, radio channels, TV, video walls, the Internet and multi-media advertisements on public transport, and at seminars, exhibitions and other public functions/activities, and for production of any other publicity materials by the IFEC for non-profit making purpose;
- b) Worldwide and perpetual copyright of the videos, any other publicity materials produced shall belong to the IFEC;
- c) Celebrity involvement:

If a celebrity/celebrities is/are engaged for this campaign, the Contractor should be responsible for lining up of celebrities and talents and clearance of their rights to enable the videos to be broadcast anywhere within and outside of Hong Kong, on any occasion and across media platforms, including, but not limited to, radio channels, TV, video walls, the Internet and multi-media advertisements on public transport, and at seminars, exhibitions and other public functions/activities, and for production of any publicity materials by the IFEC for non-profit making purpose; handling arrangements for filming and audio recording for celebrities and talents and absorbing under this project the cost of hair-styling, make-up, costume, equipment/props and transportation/traveling, the level of such fees should be negotiated between the Contractor and the celebrities/talents. The choice of celebrities is subject to the agreement of the IFEC.

### 5.5 Budget indication

The estimated total cost for the entire campaign (Part 1 – 3) is up to **HK\$2,000,000**, including agency fee and celebrity fee (if any).

If the Tenderer proposes additional ideas beyond the scope of this tender that are deemed beneficial to the project, please provide a separate quotation under **optional costs**.

*Note: Online and social media placement will be handled by our retainer agencies and the media cost is from a separate budget.*

### 5.6 Evaluation

The performance indicators will be mutually proposed and agreed with the appointed contractor(s), subject to the promotion format and creative strategy (e.g. website traffic, video views, brand and campaign awareness).

### 5.7 Supervision

The Contractor will be supervised by the IFEC. In the course of production, the contractor should cooperate with the IFEC, and shall comply with the law in Hong Kong and all reasonable instructions of the IFEC. The IFEC reserves the right to amend the designs, storyboards, scripts, slogans, subtitles, rough cuts and final cuts and to alter the choice of celebrity/celebrities if necessary. The decisions of IFEC are final.

\*\*\*\*\*

The IFEC will go through its assessment, award the task to suitable Contractor based on their capability, relevant experience, proposed ideas, project team, resource commitment and cost estimates.

The proposal(s) should include the following items:

- Company's credentials
- Size and relevant experience of the project team
- Proposed strategies and tactics
- Sample design(s) and execution of each concept/initiative
- Summary of project plan with timeline
- Cost estimates with breakdown

Note: Please refer to Section 9.3 for "Evaluation of proposals".

## 6. Timeline

Date	Deliverables
23 March 2026	Issue of tender
31 March 2026	Deadline for expression of interest
1 April 2026	Briefing to interested tenderers
11:00AM, 22 April 2026	Deadline for submission of tender
12 May 2026	Presentation by shortlisted tenderers
Early June 2026	Appointment of contractor
September 2026	Launch of "Investment Education Campaign for Young People"
January 2027	Launch of "Anti-scam Campaign for Retirees"
March 2027	Launch of "Hong Kong Money Month 2027"
One month after the completion of the campaigns	Submission of campaign evaluation reports by contractor

Note: The presentation date and campaign launch dates may be subject to changes.

## 7. Notes to Tenderers

### 7.1 Insurance

Without prejudice to the Contractor's liability to indemnify the IFEC under the Contract, the Contractor shall at its own expense maintain for the benefit of, and in the joint names of, the Contractor and the IFEC the following insurance policy covering the period from the date of the Contract to the completion of the Project:

Public Liability Insurance - in respect of personal injury, death, loss and damage to property, up to an indemnity limit of HK\$10,000,000 per occurrence, arising out of or being caused by the carrying out of the Contract by the Contractor, its employees or agents.

### 7.2 Intellectual property

Subject to the terms of the royalty and other relevant copyright agreements, the IFEC shall have full, unrestricted and exclusive rights to use the products and services listed out in Section 3 - 5 including the right to broadcast, show and disseminate them in any media, stakeholder and its IFEC websites/platforms and to make use of the products for any purpose, and the right to make any future adjustments to the contents of the products.

The Contractor is not allowed to use the products for any purpose other than those set out in the Contract, without the prior consent and authorisation of the IFEC in writing.

The Contractor shall warrant that the Project or any part of it produced by the Contractor or on its behalf will not infringe any patent, trademark, copyright, registered design or other intellectual property rights of any third party and agree to indemnify the IFEC for any such claim, liability, proceedings and costs arising therefrom.

### 7.3 Financial reports

Before signing of the Contract, the Tenderer must provide proof of their financial position for vetting by the IFEC.

### 7.4 Publicity

The Contractor shall not publish or use any advertising or other publicity material in connection with the Project nor include the names of the IFEC and the SFC in its list of clients without the prior written consent of the IFEC.

### 7.5 Other obligations

The Contractor shall take all precautions to avoid any nuisance or damage to the property of the IFEC or the Partners arising from the execution of the Contract.

## 8. Guidelines for Tenderers on proposal submission

These guidelines are intended to provide Tenderers with guidance on the procedure for submitting their proposals and the approach that the IFEC will generally adopt in assessing such proposals. They do not bind, and are not intended to bind, the IFEC in any way. The IFEC reserves the right to accept or reject all or any part of all or any proposal. The IFEC is not bound to accept the lowest or any tender submitted.

### 8.1 Preparation and submission of proposals

- a) In your proposal, the charges for each item must be separately quoted with the total cost for the production.

Tenderers may propose alternatives to the IFEC's conditions and requirements if they consider that such conditions and requirements are either not feasible or do not provide the IFEC with the best solution in the circumstances.

- b) All proposals must be submitted in writing.

One hardcopy of each proposal must be provided, together with a softcopy on USB. The softcopy should be in Microsoft Word format (version 6 or above) or Adobe Acrobat format (version 4 or above).

The IFEC will not consider any proposal that is submitted in writing but without the accompanying softcopy.

- c) Written proposals should be marked with the reference "**IFEC Public Education Campaigns 2026-27**", and must be submitted in a sealed envelope and deposited

into a TENDER BOX at the following address:

**Investor and Financial Education Council  
c/o Securities and Futures Commission  
38/F, One Island East  
18 Westlands Road, Quarry Bay  
Hong Kong**

- d) Proposals must be received by the IFEC at the above-mentioned address **on or before 11:00 am on 22 April 2026**. The IFEC will not consider any late proposals.

In case a black rainstorm warning signal, typhoon warning signal no. 8 or above, or “extreme conditions” is in force between 9:00 am and 11:00 am on the tender closing date, the tender closing time will be extended to 11:00 am on the next business day.

- e) Each proposal must be separated into the following parts:
- I. Technical Part describing the proposal, project plan and schedule;
  - II. Price Schedule;
  - III. Letter:
    - offering to carry out the works described in the Technical Part for the prices detailed in the Price Schedule in compliance with the payment and other terms set out in Sections 3 - 6 and 10 of this invitation to tender;
    - stating the period that the offer is to remain open;
    - undertaking to negotiate in good faith to finalise promptly the Contract and to commence work immediately thereafter;
    - containing an acknowledgement and agreement that the IFEC:
      - is not bound to accept the lowest tender or any tender;
      - reserves the right to make changes to the specifications; and
      - will not defray any expenses incurred in tendering and/or in negotiating the Contract, whether successful or otherwise
    - signed by the Tenderer (in the case of an individual) or a duly authorised officer of the Tenderer (in the case of a company).
  - IV. Signed Acknowledgement and Undertaking, Declaration of interests and Declaration of anti-collusion

For the proposal’s hardcopy as well as its softcopy, the Technical Part, the Price Schedule, the Letter and Acknowledgement and Undertaking must be submitted as separate documents and be placed in separate envelopes. The envelope containing the Technical Part must be clearly marked “Technical Proposal”. The envelope containing the Price Schedule must be clearly marked “Price Schedule”. The envelope containing the Letter must be clearly marked “Offer Letter”. The envelope containing the Acknowledgement and Undertaking, Declaration of interests and Declaration of anti-collusion must be clearly marked

“Acknowledgement and Undertaking”. Price information **must not** be specified in the Technical Part.

Details in relation to what should be specified in each part are set out in Appendices A (Technical Requirements for TVC/ TV API Finished Materials), B (Technical Requirements for Radio API), C (The Technical Part), D (Price Schedule) and E (Acknowledgement and Undertaking), F (Declaration of interests) and G (Declaration of anti-collusion) to this invitation to tender.

- f) By making a proposal in response to this invitation to tender, the Tenderer will be treated as having made an offer to the IFEC. The Tenderer should clearly state in its proposal how long its offer will remain open. In order to allow the IFEC sufficient time to consider all proposals validly submitted, Tenderers should keep their offers open for at least 90 days from the closing date of this invitation to tender. If this cannot be done, the reason must be stated in the proposal.
- g) Documents of unsuccessful Tenderers will be destroyed by the IFEC.

## 8.2 Queries regarding this invitation to tender or proposals made

- a) If the IFEC considers that any aspect of a proposal requires clarification from the Tenderer, the IFEC may request that the Tenderer to:
  - I. supplement its proposal; or
  - II. respond to the IFEC’s queries verbally or in writing, or in any manner that the IFEC deems fit.
- b) Any queries regarding this invitation to tender should be made to:

**Mr Francis Li**

Head of Campaign and Digital Marketing  
Investor and Financial Education Council  
54/F, One Island East, 18 Westlands Road, Quarry Bay, Hong Kong  
Telephone: 2700 6018  
Email: [francisli@ifec.org.hk](mailto:francisli@ifec.org.hk)

**Ms Joanne Chau**

Manager, Campaign and Digital Marketing  
Investor and Financial Education Council  
54/F, One Island East, 18 Westlands Road, Quarry Bay, Hong Kong  
Telephone: 2700 6028  
Email: [joannechau@ifec.org.hk](mailto:joannechau@ifec.org.hk)

## 8.3 Evaluation of proposals

There are two parts to the IFEC’s evaluation process in the order of: (1) evaluation of the Technical Part and (2) evaluation of the Price Schedule. The Price Schedule will only be considered after the IFEC has evaluated the Technical Part. While pricing is one of the considerations, the IFEC will not make any selection based solely on price alone.

The technical proposals will be evaluated based on the criteria listed below:

**Evaluation Criteria**

(a)	Completeness and adequacy of the proposal according to the requirements as stipulated in this invitation to tender (including the time allowed for completion of the Project)
(b)	The Tenderer's background and related experience which the Tenderer has in conducting similar project of this scale
(c)	Quality of the proposals including creativity, technical capacity and appeal / resonance with the target audience, etc.
(d)	Feasibility and flexibility of implementation plan, execution and management support to the Project
(e)	Project team and resources

The IFEC reserves the right to shortlist the Tenderers, based on the above-mentioned criteria and only the shortlisted Tenderers shall be required to make presentations of their proposals for the IFEC's final evaluation.

**8.4 Notification of results and rejection of proposals**

The IFEC will notify each Tenderer by post and/or e-mail within 21 days upon the finalising of its shortlist of Tenderers as to whether or not the Tenderers have been shortlisted by the IFEC.

The IFEC will notify each shortlisted Tenderer by post and/or e-mail within 21 days of IFEC finalising its selection process as to whether or not its tender has been accepted by the IFEC.

The IFEC retains the right to reject any or all tenders submitted for any reason whatsoever.

**8.5 Acceptance**

No tender (or part thereof) shall be taken to have been accepted by the IFEC unless and until the execution of the Contract by the IFEC and the Contractor.

**9. Payment and other terms**

**9.1 Payment terms**

The IFEC has a performance-based payment policy, under which payments will generally be made to the Contractor on actual delivery of services or products.

Wherever possible, and if the IFEC considers appropriate in the circumstances, the IFEC may make payments to the Contractor for each phase of the Project subject to agreement with the Contractor.

**9.2 Termination of service**

The Contractor shall use its best endeavours to perform the Contract with such due care and skill as is expected of a provider of similar services and products and of a comparable standing in the industry but if for whatever reason, the IFEC in its opinion concludes that the Contractor is in breach of the Contract or does not provide the level of services required

by the IFEC, the IFEC shall have the right to terminate the Contract by notice in writing to the Contractor.

### 9.3 Revision of tenders

Revisions are not normally permitted unless in cases of manifest error or where the IFEC has consented to the changes as when revisions are necessitated by detailed discussions or changes to project or specification requirements. All revisions or amendments must be made and documented in writing and signed by both the IFEC and the Tenderer.

### 9.4 Sub-contracting of services

If the Tenderer wishes to sub-contract any part (or all) of its obligations under its proposal (e.g. shooting), this must be clearly specified in the proposal. The Tenderer must also clearly specify in the proposal the precise services or obligations intended by the Tenderer to be sub-contracted. Tenderers shall seek prior written approval from the IFEC for the sub-contractors they propose. The IFEC reserves the right to disapprove any proposed sub-contracting or reject any sub-contractors proposed by the Tenderer.

### 9.5 The incorporation of proposals into the Contract signed with the IFEC.

Any proposals and responses to the IFEC's inquiries submitted by the Contractor may form part of the Contract made between the IFEC and the Contractor.

Every representation by the Contractor (whether of fact or performance, and whether set out in the proposal or otherwise) will be incorporated as warranties in the Contract between the IFEC and the Contractor. Therefore, any statement of fact or performance that the Tenderer does not wish to be treated as a warranty should be clearly indicated in the proposal.

### 9.6 Confidentiality

The Contractor shall undertake that it and its directors, employees, agents and sub-contractors shall keep all information concerning the IFEC or the SFC that comes into its/their possession during the performance of the Contract confidential, save and except information which is already available to the public other than through unauthorised disclosure by any of them. All information, documents, drawings, samples, models, etc. relating to the IFEC or the SFC or the discharge of the IFEC's and/or the SFC's statutory functions presented in this invitation to tender or supplied to the Tenderers, or their employees or agents during the tender process (collectively "Confidential Information") shall be treated as strictly confidential by each Tenderer and shall be used only for the purpose for which it was disclosed and shall not be disclosed to any third party without the express written consent of the IFEC. For details, please refer to the Acknowledgement and Undertaking (Appendix E). Each Tenderer shall at the completion of the tender process, upon request, return to the IFEC all Confidential Information together with all copies and extracts thereof in whatever medium it has been recorded.

All responses and other materials submitted in response to this invitation to tender will become the property of the IFEC. The IFEC 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 invitation to tender unless expressly agreed in writing to protect specifically identified information.

#### 9.7 Cost and expenses

All work done or services performed for the purposes of preparing the proposal are on the Tenderers' own account and not recoverable from the IFEC. The IFEC will not defray any expenses incurred in the tender process and/or in respect of the negotiation of the Contract.

#### 9.8 Conflicts of interest

The Tenderer must have no interest which conflicts, or has the potential to conflict, with its duties to the IFEC under the proposal. If the Tenderer has any interest which conflicts, or has the potential to conflict, with its duties to the IFEC under the proposal, the Tenderer should clearly state this in the proposal (refer to Appendix F). This requirement extends to the Tenderer's associates, associated persons, group companies and each member of the Tenderer's professional staff (and their associates and associated persons).

#### 9.9 Anti-collusion

The Tenderer shall not communicate to any person other than the IFEC the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender, or otherwise collude with any other person in any manner whatsoever in the tendering process until the Tenderer is notified by the IFEC of the outcome of the tender exercise. Any breach of or non-compliance with this clause by the tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, invalidate his tender. The above shall have no application to the Tenderer's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with his consultants / subcontractors to solicit their assistance in preparation of tender submission. The Tenderer shall submit to the IFEC a duly signed letter in the form set out in Appendix G. The letter shall be signed by a person authorised to sign the Contract on the Tenderer's behalf.

#### 9.10 Prevention of Bribery

A Tenderer shall prohibit its directors, employees, agents, and sub-contractors who are involved in this tender 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 Tenderer 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.

**Appendix A**

**Technical Requirements for TVC/ TV API Finished Materials (File Based)**

**(1) Introduction**

Listed below are guidelines of technical aspects of finished materials in file based submitted to TV stations for broadcast. The materials, submitted by external parties, shall comply with the following requirements.

**(2) General Format of Finished Material**

TV stations will only accept the finished file-based material in the following format:

**2.1 Audio/Video format and file format:**

Items	Descriptions	High Definition
1	Video Resolution	1920 x 1080
2	Video frame/sec	25
3	Video Interlacing	Yes
4	Aspect Ratio	16:9*
5	Video file format	XDCAM HD 422 at 50 Mbps in MXF
6	Audio format	PCM uncompressed
7	Audio bit depth	24bit
8	Audio sampling	48KHz
9	Audio Ch Interleave	No
10	Time Code	Start at 00:00:00:00

\* The Contractors have to deliver finished materials to TV stations in 16:9 aspect ratio. A 16:9 pillar boxed and HD up-converted version has to be provided for 4:3 original material.

## 2.2 Audio Channel Assignment

Audio Channel	Single Language		Dual Language	
	Mono	Stereo	Mono	Stereo
A1	Complete Mono Mix	Complete Mix, Left	Primary Language Complete Mono Mix	Primary Language Complete Mix, Left
A2	Copy of A1	Complete Mix, Right	Copy of A1	Primary Language Complete Mix, Right
A3	Copy of A1	Copy of A1	Secondary Language Complete Mono Mix	Secondary Language Complete Mix, Left
A4	Copy of A1	Copy of A2	Copy of A3	Secondary Language Complete Mix, Right
A5	Copy of A1	Copy of A1	Primary Language Complete Mono Mix	Primary Language Complete Mix, Left
A6	Copy of A1	Copy of A2	Copy of A1	Primary Language Complete Mix, Right
A7	Copy of A1	Copy of A1	Secondary Language Complete Mono Mix	Secondary Language Complete Mix, Left
A8	Copy of A1	Copy of A2	Copy of A3	Secondary Language Complete Mix, Right

## 2.3 Recording Format

One file contains only one finished material.

Start of file shall be first video frame of the material.

End of file shall be last video frame of the material.

For example: for a 30 sec API, the frame-count / time-code of the first frame to be 00:00:00:00, the last frame to be 00:00:29:24

## 2.4 Colour Bar and Tone

Not required.

## 2.5 Video Characteristics

When playback the file to video signal, the maximum video level of material with reference to line-up signals shall be 700mV an operational tolerance of +25mV for luma (Y) and 700mV for each color difference signal (Pr, Pb). Whatever the combination of luma and chrominance components, the signal shall not produce an R.G.B. or PAL coded gamut error when measured by appropriate instrument.

## 2.6 Loudness Control Limits

The subjective volume should be consistent with the programme material whilst at the same time preventing excessive loudness. Table below specifies the permitted normal peaks and full ranges on a peak programme meter.

Programme Type	Normal Peaks	Full Range
Highly Compressed Materials	4.5	2 - 5
Slightly Compressed Materials	5	2 - 6

The levels specified above are related to standard peak programme meter readings with reference to a steady state reading of '4' (BBC scale) corresponding to 0dBu.

## 2.7 Audio Channels out phase issue

The phase difference of the audio channel of a stereo material is not allowed to be inverted, or under a sound effect that caused a similar inverted phase.

Except dialog, TV stations accept an adaptive amount of channel phase difference on music and sound effect. Provide that the mix down of the channels would not lead to an audio level drop larger than 3dB in any 500 milliseconds period.

### (3) Safe Areas

Description	Action Safe Area	Graphic Safe Area
Safe Area for 16:9 image on a 16:9 display	90 % of Active Width	80 % of Active Width
	90 % of Height	80 % of Height

Appendix B

**Technical Requirements for Radio API**

Data disc x 1 (WAV format) With Cantonese, English and Putonghua versions  Requirements: Sampling frequency: 48 kHz Sampling rate: 16 bit Channel: 2 channel stereo  <b>for RTHK Chinese channels</b>
Data disc x 1 (WAV format) With Cantonese, English and Putonghua versions  Requirements: Sampling frequency: 48 kHz Sampling rate: 16 bit Channel: 2 channel stereo  <b>for RTHK English channels</b>
Data disc x 1 (MP3 format) With Cantonese, English and Putonghua versions  Requirements: Sampling frequency: 44.1 kHz Sampling rate: 16 bit Channel: 2 channel stereo  <b>for Commercial Radio</b>
Format: MP3 (with scripts) With Cantonese, English and Putonghua versions  Requirements: Sampling frequency: 44.1 kHz Sampling rate: 320Kbps Channel: 2 channel stereo  <b>for Metro Broadcast</b>
Data disc x 1 (with all WAV and MP3 files)  <b>for Information Services Department</b>

## **Appendix C – The Technical Part**

The Tenderer is free to include any information that it considers to be relevant to its proposal. However, **as a minimum**, this part should contain all of the following:

### **1. Executive summary**

This section should provide a full summary of the proposal.

### **2. The proposal and service plan**

This section should describe the proposal in detail and explain how the proposal meets the conditions and requirements set out in Sections 3 – 6, describe any limitations and compatibility issues associated with the proposal.

### **3. Exceptions to the IFEC's conditions and requirements**

If the Tenderer wishes to propose alternatives to the IFEC's conditions and requirements, these alternatives should be specified here. The Tenderer should explain:

- (a) why the IFEC's conditions and requirements do not provide the IFEC with the best solution in the circumstances; and
- (b) the ways in which the Tenderer's alternatives are better.

### **4. Vendor profile and credentials**

The Tenderer should provide full details of its company profile. This should include the following:

- (a) the company's organisation, background and history;
- (b) the company's financial strength, supported by the latest audited report or financial summary;
- (c) a list of clients served in the past three years and a list of awards received for works similar to the Project handled in the past three years (if any);
- (d) its experience in and references for similar projects, especially those involving work done for statutory or public bodies;
- (e) other relevant information (e.g. sample works); and
- (f) names, years of experience and profiles of key personnel to be assigned to implement the Project.

### **5. Appendices**

#### **(a) Project team and structure**

Names, qualifications and work experience of persons proposed to be assigned to implement the Project and the team structure.

#### **(b) Other relevant information**

The Tenderer can include any other information that it considers to be relevant to its proposal.

#### **(c) Contact details**

The tender should include details of all contact persons.

## **Appendix D - Price Schedule**

This part should contain all of the following:

### **1. Fees**

- (a) All fees must be quoted in Hong Kong Dollars.
- (b) All fees should be properly itemized and explained.
- (c) The price quoted should be net and where applicable, they shall include trade and cash discounts and all expenses incidental to the due and proper performance of the Contract by the Contractor.
- (d) Price quoted  
It will be assumed, unless the Tenderer clearly stipulates otherwise, that the price quoted by the Tenderer will remain valid and unchanged for the duration of the Contract. If, however, the Tenderer wishes to submit a conditional offer which contains a price variation clause, he may do so, with the clear understanding that such an offer may prejudice the award of the Contract. In any such case the basis of the price variation formula should be clearly stipulated and accepted by the IFEC in writing.
- (e) Accuracy of tender prices  
Tenderers should make sure that the prices quoted are accurate before submitting their quotations. Under no circumstances will the IFEC accept any request for price adjustment on grounds that a mistake has been made in the tender price quotation.

### **2. Payment terms and arrangements**

Payment must correlate with major milestone dates or achievements or deliveries, in accordance with the IFEC's performance-based payment policy (see Section 10 "Payment and other terms" above).

### **3. Agreement or Acknowledgement**

The Fee Schedule shall also include an agreement or acknowledgement that the IFEC:

- is not bound to accept the lowest quotation;
- reserves the right to make changes to the specifications and conditions under the Invitation to Tender; and
- will not defray any expenses incurred in the tendering process and/or negotiating the Contract, whether successful or otherwise.

## Appendix E - Acknowledgement and Undertaking

The Investor and Financial Education Council (“**IFEC**”) is a wholly owned subsidiary of the Securities and Futures Commission (“**Commission**”) created under the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong) (“**SFO**”). Provisions of the SFO and the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Chapter 615 of the Laws of Hong Kong) (“**AMLO**”) may, to the extent applicable, apply to the performance of function(s) delegated to the IFEC, as circumstances require.

Acknowledgment in relation to the requirements for preservation of secrecy under section 378 of the SFO and sections 76A to 76G of the AMLO, and avoidance of conflict of interests under section 379 of the SFO and section 53ZTW of the AMLO (together, the “**Specified Provisions**”).

Terms in this acknowledgement shall have the same meaning as defined in the SFO and/or the AMLO (as the case may be), unless otherwise defined herein.

---

To: \_\_\_\_\_

### **I. Preservation of Secrecy Requirements**

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

- (1) Subject to subsection (13A), 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.

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 “relevant provisions” is defined in section 1, Part 1 of Schedule 1 to the SFO to include the provisions of the SFO.

**Sections 76A to 76G of the AMLO bind you and in particular sections 76B(1) and (2) provide as follows:**

- (1) This section applies to—
  - (a) a matter that comes to a specified person’s knowledge in any of the following circumstances—
    - (i) by virtue of the specified person’s appointment under the AMLO;
    - (ii) in the course of performing a function under, or carrying into effect, a provision of the AMLO;
    - (iii) in the course of assisting another person in performing a function under, or carrying into effect, a provision of the AMLO; and
  - (b) a record or document that has come into a specified person’s possession in any of the circumstances mentioned in paragraph (a).
- (2) A specified person—
  - (a) must not communicate a matter referred to in subsection (1)(a)(i), (ii) or (iii) to a person; and
  - (b) must not allow another person to have access to a record or document referred to in subsection (1)(b).

The term “specified person” is defined in section 76A of the AMLO and includes-

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

**TAKE NOTICE THAT IF YOU CONTRAVENE SECTION 378(1) OF THE SFO YOU COMMIT AN OFFENCE UNDER SECTION 378(10) OF THE SFO AND IF YOU CONTRAVENE SECTION 76B(2) OF THE AMLO YOU COMMIT AN OFFENCE UNDER SECTION 76B(3) OF THE AMLO. ANY PERSON WHO COMMITS AN OFFENCE UNDER SECTION 378(10) OF THE SFO OR SECTION 76B(3) OF THE AMLO 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.

## **II. Conflict of Interests**

**Section 379 of the SFO binds you and in particular subsections (1), (2) and (3) of that section 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 OFC rules, 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.

Please refer to Part I for the meaning of the term “relevant provisions”.

**Section 53ZTW of the AMLO binds you and in particular subsections (1), (2) and (3) of that section provide as follows:**

- (1) Any member of the Commission or any person performing any function under the AMLO (the member or person called in this section a **specified person**) must not directly or indirectly effect or cause to be effected, on the specified person's own account or for the benefit of any other person, a transaction regarding any virtual assets—
  - (a) which transaction the specified person knows is, or is connected with a transaction or a person that is, the subject of any investigation or proceedings by the Commission under the AMLO; or
  - (b) which transaction the specified person knows is otherwise being considered by the Commission.
  
- (2) Subsection (1) does not apply to any transaction that a holder of virtual assets effects or causes to be effected by reference to any of their rights as such holder—
  - (a) to participate in a scheme of arrangement sanctioned by the Court of First Instance under the Companies Ordinance (Cap. 622);
  - (b) to charge or pledge the virtual assets to secure the repayment of money;
  - (c) to realize the virtual assets for the purpose of repaying money secured under paragraph (b); or
  - (d) to realize the virtual assets in the course of performing a duty imposed by law.
  
- (3) A specified person must inform the Commission if, in the course of performing any function under Part 5B of the AMLO, the specified person is required to consider any matter relating to—
  - (a) any virtual assets—
    - (i) in which the specified person has an interest;
    - (ii) in which a corporation, in the shares of which the specified person has an interest, has an interest; or
    - (iii) that are of or issued by the same issuer as those in which the specified person has an interest; or
  - (b) a person—
    - (i) by whom the specified person is or was employed;
    - (ii) of whom the specified person is or was a client;
    - (iii) who is or was the specified person's associate; or
    - (iv) whom the specified person knows is or was a client of a person—
      - (A) with whom the specified person is or was employed; or
      - (B) who is or was the specified person's associate.

TAKE NOTICE THAT IF YOU, WITHOUT REASONABLE EXCUSE, CONTRAVENE SECTION 379(1) AND/OR SECTION 379(3) OF THE SFO, YOU COMMIT AN OFFENCE UNDER SECTION 379(4) OF THE SFO AND IF YOU, WITHOUT REASONABLE EXCUSE, CONTRAVENE SECTION 53ZTW(1) AND/OR SECTION 53ZTW(3) OF THE AMLO, YOU COMMIT AN OFFENCE UNDER SECTION 53ZTW(4) OF THE AMLO. ANY PERSON WHO COMMITS AN OFFENCE UNDER SECTION 379(4) OF THE SFO OR SECTION 53ZTW(4) OF THE AMLO 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.

In the Specified 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 the Specified Provisions, and understand that these sections (in particular, sections 378(1) and 379(1), (2)

and (3) of the SFO and sections 53ZTW(1), (2) and (3) and 76B(1) and (2) of the AMLO) impose statutory obligations on me/us. I/We further confirm that I/we understand and agree to be bound by the Specified Provisions.

\_\_\_\_\_  
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

**Appendix F – Declaration of Interests**

To: The Investor and Financial Education Council

I hereby declare that <sup>(1)</sup> :

I, my associates, associated persons, group companies and each member of my professional staff (and their associates and associated persons) have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties under this Proposal.

I, my associates, associated persons, group companies and/or members of my professional staff (and/or their associates and associated persons) (collectively, “Relevant Personnel”) have / potentially have <sup>(2)</sup> pecuniary or other personal interest, direct or indirect, in certain matter that raises or may raise a conflict with my duties under this Proposal. The particulars of such matter are stated below:

(a) Persons/companies with whom/which the Relevant Personnel have official dealings and/or private interests:

---

---

(b) Brief description of my duties which involved the persons/companies mentioned in item (a) above:

---

---

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Note:

1. Please put a “✓” in the appropriate box
2. Delete as appropriate

**Appendix G – Declaration of anti-collusion**

To: The Investor and Financial Education Council

I / We<sup>(1)</sup>, [(Name of the Tenderer) of (Address of the Tenderer)], confirm that as at the time of submission of this Proposal and other than the Excepted Communications referred to in the last paragraph below, I / We<sup>(1)</sup> had not communicated to any person other than the IFEC the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I / We<sup>(1)</sup> or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above Project until the tenderer is notified by the IFEC of the outcome of the tender exercise and other than the Excepted Communications, I / We<sup>(1)</sup> will not communicate to any person other than the IFEC the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not I / We<sup>(1)</sup> or that other person should tender, or otherwise collude with any other person in any manner whatsoever.

The expression “Excepted Communications” means [my/our]<sup>(1)</sup> communications in strict confidence with [my/our]<sup>(1)</sup> own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with [my/our]<sup>(1)</sup> consultants or sub-contractors to solicit their assistance in preparation of tender submission.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

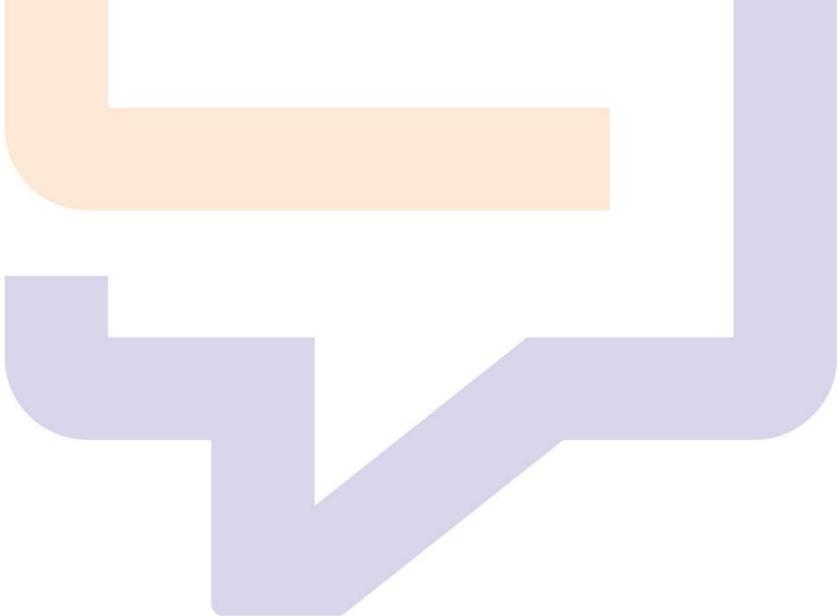
Position: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Note:

- 1. Delete as appropriate.



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 **YouTube**

