

Tender Notice

Reference No.: ET 20180927

Procuring Department: Education and Training

Project Name: Train-the-Trainers Programme

Scope of Service: To develop and implement a Train-the-Trainers Programme for the workshops of the New Qualification Programme (QP) of the Hong Kong Institute of Certified Public Accountants (the "Institute"), with the aim to train-up master workshop facilitators who will deliver workshop facilitators training.

Collection of Project Tender Documents and Conditions: Attention: Ms Shanice Tsui
Director of Education and Training
Hong Kong Institute of Certified Public Accountants
37/F, Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong

Telephone: 2287 7437

Email: TTTprocurement@hki CPA.org.hk

Consultant(s) who wish to collect the tender documents shall write on a company letter (indication of interest) with contact details together with two copies of the signed Non-Disclosure Agreement of the Institute and submit them at the tender briefing session that is planned on 5 October 2018. Upon receiving the letter and Non-Disclosure Agreement in hard copies, the tender documents will be given to the representative of the consultant(s) attending the briefing session.

Consultant(s) that are unable to attend the tender briefing session could submit the letter and the Non-Disclosure Agreement by email with hard copies to follow by post to the above contact person of the Institute. The tender documents will be emailed to the consultant(s) on 5 October 2018 and the hard copy will be posted on the same date.

Closing Date and Time: Date: 2 November 2018 (Friday)
Hong Kong Time: 5:00 p.m.

In the event of a typhoon signal No. 8 or above or rainstorm black warning is issued on the closing date before the closing time, the tender closing time will be postponed to the same time on the first working day immediately after the signal or warning is lowered.

Submission of Tender: The technical proposal and fee proposal should be sent in

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separate, sealed envelopes provided by the Institute to the following address, before the closing date and time. Late submission will not be accepted.

Attention: Ms Vivian Man Sau SUN
Head of Human Resources
Hong Kong Institute of Certified Public Accountants,
37th Floor, Wu Chung House,
213 Queen's Road East,
Wanchai, Hong Kong

Telephone: 2287 7039

Email: TTTprocurement@hki CPA.org.hk

Any information or communications between the consultant(s) and the Institute in connection with the Train-the-Trainers Programme are private and confidential. Consultant(s) shall not disclose the same to a third party without prior written consent by the Institute.

The Institute reserves the right not to appoint any consultant(s) to undertake the project. The Institute is not responsible for any cost incurred by consultant(s) in the preparation of the tender and in responding to this notice. The Institute reserves the right to change or cancel this notice without prior notice or liability to any parties. Consultant(s) will be deemed to have accepted these conditions if submitting proposal to the Institute.

This tender notice is also available on the Institute's website at <http://www.hki CPA.org.hk/en/about-us>.