

**CALL FOR EXPRESSIONS OF INTEREST –
PANEL OF DIGITAL FORENSIC SERVICE,
COMPETITION COMMISSION OF HONG KONG**

The Competition Commission (the Commission) intends to establish a panel of digital forensic support service providers (Panel) who may be called upon to offer such services in relation to investigations arising under the Competition Ordinance, in particular to assist the Commission in handling electronic evidence while discharging its statutory duties.

Companies wishing to be considered for the Panel should send their expressions of interest together with supporting documentation to the Commission by 6 pm on 29 March 2019 (Friday) at:

Competition Commission
Attention: Panel of digital forensic service providers – Expression of Interest
Room 3601, 36/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

or at operationspanel@compcomm.hk

with the following information:

1. A company profile which includes the company's background and history, details of any relevant certification or accreditation attained by the company and/or relevant staff who will be responsible for the services set out in paragraph 2 below, experience and references for similar projects, and the company's guidelines on professional ethics (if any).
2. A service proposal which includes details of the company's capabilities in providing the following services:
 - (a) **Assistance during search operations**, including deploying staff on-site to provide professional assistance regarding the seizure of electronic devices, and/or to retrieve data, documents, images, emails, etc from servers or cloud storage spaces. In particular, the Commission envisages that document review platforms, such as Nuix or other platforms with similar functions, will be deployed to assist in review of documents onsite.
 - (b) **Acquisition of forensic images and authentication for all types of electronic devices**, including computers, laptops, tablets, mobile phones, portable hard disks or memory cards.

(c) Providing expert reports and giving evidence as an expert witness in court proceedings.

3. For paragraph 2(a), service providers should in their service proposal:
 - specify the maximum number of staff members (with details of title, qualifications, experience, and language proficiency) that the company is able to deploy at any one time;
 - indicate how many independent teams can be formed with the maximum number of staff members available;
 - provide more details of the services they can provide by way of example as appropriate; and
 - provide details of all review platforms available, and any training that will be provided for the use of such platforms.
4. The service proposal should include a statement of the company's proposed fee schedule based on services specified in paragraph 2. For paragraph 2(b), service providers may provide separate quotes for different items (such as computers or mobiles) based on the size of the devices. The number of forensic images of each device which will be provided should be detailed in the proposal, and also the cost of providing extra copies.
5. The Commission may consider entering into a term agreement with qualified panelist(s) selected to the Panel. Should there be any differences in the fee schedule for such an arrangement, this information should be clearly stated in the service proposal. Further details will be discussed with relevant service providers selected to the Panel at a later stage.
6. The service proposal should include details about the provision of equipment and software used. It may also specify any limitations for provision of the service (e.g. whether it is not possible to obtain forensic images specific models of devices). Interested parties may also wish to identify other services which are not listed in 2 above but may be beneficial to the Commission.
7. The service proposal must include a list of any companies related to the service provider which are also providers of other legal support services, such as transcription, translation and other such services.
8. For avoidance of doubt, service proposals should be valid for 24 months from the date of submission.

Further information may be obtained from Ms Christine Chan (Manager I, Operations Department) at +852 3952 0820 or operationspanel@compcomm.hk.