

**CALL FOR EXPRESSIONS OF INTEREST –
PANEL OF AUDIO RECORDING AND TRANSCRIPTION SERVICES,
COMPETITION COMMISSION OF HONG KONG**

The Competition Commission (the Commission) intends to establish a panel of audio recording and transcription service providers (Panel) who may be called upon to offer such services in relation to investigations arising under the Competition Ordinance.

Companies who provide professional audio recording and transcription services with strong experience in working with other law enforcement agencies, Courts, Tribunals and/or law firms are encouraged to express their interest.

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 recording and transcription 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 experience and/or 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:

Service A

Transcription services from audio or video sources (in Cantonese/Putonghua/English/mixed language); and/or

Service B

The provision of audio recording services (and subsequent transcription services) for interviews or meetings (in Cantonese/Putonghua/English/mixed language) conducted at the Commission's premises or other office locations in Hong Kong.

- 3) The service proposal should include details about the provision of equipment and

personnel during the recording, any additional or alternative services, and any other relevant information.

- 4) The service proposal should include a statement of the company's proposed fee schedule based on services specified in paragraph 2, with reference to different languages and turnaround times for transcription and/or translation services.
- 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 must include a list of any companies related to the service provider which are providers of other legal support services, such as digital forensic service, translation and other such services.
- 7) 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.