

**CALL FOR EXPRESSIONS OF INTEREST –  
PANEL OF TRANSLATION SERVICES,  
COMPETITION COMMISSION OF HONG KONG**

The Competition Commission (the Commission) intends to establish a panel of translation 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 translation 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 translation 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](mailto: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 services relating to translation of documents (between English and Chinese) and/or simultaneous interpretation during interviews. The materials for translation are mainly interview transcripts (normally Cantonese/Putonghua to English), witness statements, documentary exhibits and other such documents.
- 3) 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.
- 4) 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.

- 5) Independent (freelance) translators may also submit service proposals with sufficient information or sample works for the Commission to consider.
- 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, transcription services 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](mailto:operationspanel@compcomm.hk).