



Hong Kong Internet
Registration Corporation Limited
香港互聯網註冊管理有限公司

Request for Proposals on Executive Recruiting Services for Top Management Position

Version 1

Date: 23 March 2018

Hong Kong Internet Registration Corporation Limited

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1. Summary

Hong Kong Internet Registration Corporation Limited (“HKIRC”) is issuing this Request for Proposals (“RFP”) to invite qualified executive search firms or HR consultants (the “Contractor”) to submit written proposal to conduct an execute recruitment search for the position of top management for HKIRC, i.e. Chief Executive Officer.

The scope of service is detailed in section 4 of this document.

The Contractor should specialize in recruitment for executive and senior-level management positions in similar organizations, such as NGOs, other statutory bodies and government bodies. To be eligible for consideration, the proposing firm must demonstrate that it has successfully completed similar services to those specified in the Scope of Service section of this RFP, with organizations similar in size and complexity to HKIRC.

For consideration, proposals must contain evidence of the candidate’s experience and abilities in the specified area and other disciplines directly related to the position. All tenders shall provide profiles and resumes of the candidate for HKIRC’s Board consideration.

Parties interested in providing this service shall submit **Express of Interest (EOI) by 5:30 pm (Hong Kong time) on 6 April 2018**. For those who have submitted EOI, they should **submit proposal** (see Appendix B) to HKIRC **no later than 5:30 pm (Hong Kong time) on 6 April 2018**.

The party submitting the tender for the Services (the “Tenderer”) should first submit Express of Interest by email to HKIRC contacts (refer Appendix B - HKIRC Proposal Requirements, electronic copy). The Tenderer must provide their information as required in the proposal cover page (Appendix B, 1.3 Cover Page).

2. Definitions

The following terms are defined as in this section unless otherwise specified.

“Contractor” means the individual or company providing the Services.

“HKIRC” means Hong Kong Internet Registration Corporation Limited, the company requesting the proposal for “the Services”

“HKDNR” means Hong Kong Domain Name Registration Company Limited, a wholly-owned subsidiary of HKIRC. This company is also one of the registrars of HKIRC.

“ISMS” means Information Security Management System. It consists of an information security organization and a set of policies, guidelines and procedures concerned with information security management.

“Services” means the services with requirements stipulated in Section 4 of this document.

“Tenderer” means the company submitting the tender for the Services

“POBO” means the Prevention of Bribery Ordinance in Hong Kong

“RFP” means this Request for Proposals.

3. About HKIRC

Hong Kong Internet Registration Corporation Limited (HKIRC, <http://www.hkirc.hk>) is a non-profit-distributing and non-statutory corporation responsible for the administration of Internet domain names under '.hk' country-code top level domain and its equivalents. HKIRC provides registration services through its wholly-owned subsidiary, Hong Kong Domain Name Registration Company Limited (HKDNR, <http://www.hkdnr.hk>), as well as other accredited registrars, for domain names ending with '.com.hk', '.org.hk', '.gov.hk', '.edu.hk', '.net.hk', '.idv.hk', '.hk', '.公司.香港', '.組織.香港', '.政府.香港', '.教育.香港', '.網絡.香港', '.個人.香港' and '.香港'.

HKIRC endeavors to be:

- Cost-conscious but not profit-orientated
- Customer-orientated
- Non-discriminatory
- Efficient and effective
- Proactive and forward-looking

3.1 HKIRC and HKDNR are public bodies under POBO

HKIRC and HKDNR are under POBO as public bodies. All the prescribed officers and employees, other than the ordinary members of HKIRC who are not vested with management responsibility, are public servants. In order to ensure that our contractors and service providers also observe a high integrity standard, please read and comply with Probity Clauses in Appendix C in this document and sign the warranty in Appendix D. **HKIRC will not consider proposals from companies which have not signed and sent to us on time the Warranty in Appendix D.**

HKIRC is also an equal opportunity employer.

More information about HKIRC can be found at <http://www.hkirc.hk>.

4. The Required Services

4.1 Scope of Service

Background

The Board of HKIRC (the “Board”) would like to recruit a new Chief Executive Officer (“CEO”) to fill up the vacancy by appointing several Contractors to conduct executive search in order to identify the right candidate for the position.

The job duties and responsibilities, and the minimum requirement of this position have been determined by the Board and are stated in Appendix F of this document.

Scope of Service

The following defines the scope of service to be provided by the Contractor:

- a. Develop a recruitment strategy and formulate the plan that include recommending an appropriate channel(s) of searching to the Board
- b. Carry out recruitment process includes but not limited to searching / headhunting, conducting interviews and shortlisting candidates recommending to the Board
- c. Screen all applications and develop professional candidate profile for each potential candidate
- d. Report to the Board the status of recruitment on a weekly or on a more frequent basis.
- e. Provide a list of recommended candidates for the Board’s consideration. The Contractor shall provide to the Board its professional advice and comment, and the reason of their recommendations.
- f. Design and finalize the interview process with the Board, prepare interview questions for the committee’s consideration, suggest panel make-up, and other associated tasks
- g. Carry out interview process between candidates and the Board
- h. Perform appropriate background and reference checks
- i. Negotiate offer of hire with candidate(s) upon request by the Board
- j. Comprehensive support of the resignation, on boarding and administration process to provide a positive start to new hire.
- k. Provide post placement service and ensure that the new hire will complete the probation period successfully

The Tenderer can add or counter propose any tasks that they deem necessary for completeness and effectiveness.

HKIRC will have the complete authority over the interview process and the development of the interview questions. All candidates’ applications will be made available to the Board prior to the

4.2 Terms and Conditions

- a. The Board intends to select one or more Contractors to provide this service but reserves the right to reject any or all proposal without explanation.
- b. If the selected Contractor does not execute a written signed agreement with the Board within a reasonable amount of time, the Board reserves the right to enter into an agreement with the next most qualified tenderer.
- c. The Board reserves the right to request clarification of information submitted and investigate the ability of the Contractor to meet the required needs.
- d. The Board reserves the right to waive all requirements for this proposal.

5. Information Security

The Tenderer submitting the proposal (“the company”) shall acknowledge and agree that, if the Tenderer is selected to be the Contractor, it shall be bounded by our Non-Disclosure Agreement (NDA) and Information Security Policy (highlights of the policies are illustrated in Appendix A). The Tenderer shall also comply with the obligations under the Personal Data (Privacy) Ordinance and any other obligations in relation to personal data.

The Tenderer shall be provided with a set of NDA and Information Security Compliance Statement after HKIRC received the company’s Express-of-Interest before the stipulated time. The NDA and the Information Security Compliance Statement shall be signed and returned to HKIRC attached with documents required by the Compliance Statement before the scheduled deadline. **HKIRC will not consider proposals from Tenderers which have not signed both the NDA and the Information Security Compliance Statement.**

The proposal should be marked “RESTRICTED” at the centre-top of each page in black color. It must be encrypted if transmitted electronically.

Each proposal will be reviewed under the terms of non-disclosure by the HKIRC’s staff and Directors of HKIRC.

6. Ethical Commitment

6.1. Prevention of bribery

- (A) The Contractor shall not, and shall procure that his directors, employees, agents and sub-contractors who are involved in this Contract shall not, except with permission of Hong Kong Internet Registration Corporation Limited (hereafter referred to as the Organisation) solicit or accept any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) in relation to the business of the Organisation. The Contractor shall also caution his directors, employees, agents and sub-contractors against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair their impartiality in relation to the business of the Organisation. The Contractor shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that his directors, employees, agents and sub-contractors are aware of the aforesaid prohibition and will not, except with permission of the Organisation, solicit or accept any advantage, excessive hospitality, etc. in relation to the business of the Organisation.
- (B) The Contractor shall not, and shall procure that his directors, employees, agents and sub-contractors who are involved in this Contract shall not, offer any advantage to any Board member or staff in relation to the business of the Organisation.

6.2. Declaration of Interest

- (C) The Contractor shall require his directors and employees to declare in writing to the Organisation any conflict or potential conflict between their personal/financial interests and their duties in connection with this Contract. In the event that such conflict or potential conflict is disclosed in a declaration, the Contractor shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed. The Contractor shall require his agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
- (D) The Contractor shall prohibit his directors and employees who are involved in this Contract from engaging in any work or employment other than in the performance of this Contract, with or without remuneration, which could create or potentially give rise to a conflict between their personal/financial interests and their duties in connection with this Contract. The Contractor shall require his agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.

- (E) The Contractor shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that his directors, employees, agents and sub-contractors who are involved in this Contract are aware of the provisions under the aforesaid sub-clauses (C) and (D).

6.3. Handling of confidential information

- (F) The Contractor shall not use or divulge, except for the purpose of this Contract, any information provided by the Organisation in the Contract or in any subsequent correspondence or documentation, or any information obtained when conducting business under this Contract. Any disclosure to any person or agent or sub-contractor for the purpose of the Contract shall be in strict confidence and shall be on a “need to know” basis and extend only so far as may be necessary for the purpose of this Contract. The Contractor shall take all necessary measures (by way of internal guidelines or contractual provisions where appropriate) to ensure that information is not divulged for purposes other than that of this Contract by such person, agent or sub-contractor. The Contractor shall indemnify and keep indemnified the Organisation against all loss, liabilities, damages, costs, legal costs, professional and other expenses of any nature whatsoever the Organisation may suffer, sustain or incur, whether direct or consequential, arising out of or in connection with any breach of the aforesaid non-disclosure provision by the Contractor or his directors, employees, agents or sub-contractors.

6.4. Declaration of ethical commitment

- (G) The company submitting the proposal (“the company”) shall acknowledge and agree that, if the company is selected as the Contractor, it shall be bounded by the ethical commitment clauses. The company shall submit a signed declaration in a form (see Appendix E) prescribed or approved by the Organisation to confirm compliance with the provisions in aforesaid sub-clauses (A), (B), (C), (D), (E) and (F) on prevention of bribery, declaration of interest and confidentiality. If the company fails to submit the declaration as required, the Organisation shall be entitled to withhold payment until such declaration is submitted and the company shall not be entitled to interest in that period. To demonstrate compliance with the aforesaid sub-clauses (A), (B), (C), (D), (E) and (F) on prevention of bribery, declaration of interest and handling of confidential information, the company and the sub-contractors employed for the performance of duties under this Contract are required to deposit with the Organisation a copy of the internal guidelines issued to their staff.

7. Schedule

<i>Project schedule</i>	
<i>Tasks</i>	<i>To be Completed by</i>
1 Publish RFP	23/3/ 2018
2 Express of interest	6/4/2018 5:30pm
3 Sign NDA, InfoSec Compliance Statement, the Warranty in Appendix D and the Declaration Form on the compliance with the ethical commitment requirements in Appendix E by all interested Tenderers	6/4/2018, 5:30pm
4 Deadline for Tenderers to submit proposal and quotation	6/4/2018, 5:30pm
5 Conclude final decision and appoint the Contractor(s)	20/4/2018
6 Sign service contract with the appointed Contractor(s)	20/4/2018
7 Commencement of the search	27/4/2018

The proposed schedule may change. In case of change, HKIRC will inform Tenderers of the change accordingly.

8. Payment Schedule

Interested Tenderers may propose their own payment schedule in their proposals.

There is no expressed or implied obligation of HKIRC to reimburse responding firms for any expenses incurred in preparing proposals in responses to this request or for attending any meetings or conferences.

9. Elements of a Strong Proposal

All submitted proposal must follow the format as stated in Appendix B - HKIRC Proposal Requirements

Proposals are evaluated based on major criteria as follows (the percentages given are the weighting)

- Company Background (10%)
- Strategy and plan of conducting the service (10%)
- Past experience in providing top management executive recruiting services to similar organizations and the successful cases (25%)
- Reasonable guarantee period for free replacement search (25%)

- Proposed cost, payment and commercial terms and its flexibility (30%)

10. Service agreement negotiation and signature

The service agreement will be drawn up between the selected Tenderer and HKIRC. HKIRC welcomes the Tenderer's proposal on a suitable service agreement for the project.

The service agreement must be signed by both parties within 2 weeks from the project award date. If the agreement is not signed within the said period, HKIRC may start the negotiation with the next qualified Tenderer on the selection list.

11. HKIRC Contacts

Contacts

Hong Kong Internet Registration Corporation Limited

Unit 501, Level 5, Core C,
Cyberport 3,
100 Cyberport Road,
Cyberport,
Hong Kong

+852 23192303 – telephone

+852 23192626 – fax

<http://www.hkirc.hk>

If you are not sure about the appropriate person to call, the operator can help you.

Deputy Chief Executive Officer

Bonnie Chun

+852 23193808

bonnie.chun@hkirc.hk

Executive Officer

Kris Lam

+852 23193813

kris.lam@hkirc.hk

Chairman of the Audit Committee and the Director of the Board, HKIRC

Stephen Ho

+852 23192303

stephen.ho@citictel-cpc.com

Appendix A – HKIRC Information Security Policy and Guidelines: An Extract Relevant to Outsourcing

This document provides an extract of the HKIRC Information Security Policy and Guidelines with the purposes of (a) introducing various measures and controls to be executed by HKIRC regarding outsourcing and (b) setting the expectation of any potential contractors that their participation and conformance in these measures and controls are essential contractual obligations.

The original Policy and Guidelines applies to HKIRC's employees, contractors and third party users. However, a potential contractor may interpret the clauses up to their roles and responsibilities only. Nonetheless, the keyword "**contractors**" hereby refer to all relevant staff of the contractor and of any other subcontractors under the contractor's purview.

Herein, HKIRC would also set the expectation of any potential contractors that upon their indication of interest to the project, they shall be required in the subsequent stages (a) to sign off a non-disclosure agreement (NDA) on all information to be provided and (b) to sign off a Compliance Statement where compliance requirements are specified in more details.

(A) Extract from the HKIRC Information Security Policy

8. Human resources security

8.1 Security objective: To ensure that employees, contractors and third party users understand their responsibilities, and are suitable for the roles they are considered for, and to reduce the risk of theft, fraud or misuse of facilities.

8.1.1 Security roles and responsibilities of employees, contractors and third party users shall be defined and documented in accordance with the organization's information security policy.

8.1.2 Background verification checks on all candidates for employment, contractors, and third party users shall be carried out in accordance with relevant laws, regulations and ethics, and proportional to the business requirements, the classification of the information to be accessed, and the perceived risks.

8.1.3 As part of their contractual obligation, employees, contractors and third party users shall agree and sign the terms and conditions of their employment contract, which shall state their and the organization's responsibilities for information security.

8.2 During employment

Security objective: To ensure that all employees, contractors and third party users are aware of

information security threats and concerns, their responsibilities and liabilities, and are equipped to support organizational security policy in the course of their normal work, and to reduce the risk of human error.

8.2.1 Management shall require employees, contractors and third party users to apply security in accordance with established policies and procedures of the organization.

8.2.2 All employees of the organization and, where relevant, contractors and third party users shall receive appropriate awareness training and regular updates in organizational policies and procedures, as relevant for their job function.

8.3 Termination or change of employment

Security objective: To ensure that employees, contractors and third party users exit an organization or change employment in an orderly manner.

8.3.2 All employees, contractors and third party users shall return all of the organization's assets in their possession upon termination of their employment, contract or agreement.

8.3.3 The access rights of all employees, contractors and third party users to information and information processing facilities shall be removed upon termination of their employment, contract or agreement, or adjusted upon change.

12. Information systems acquisition, development and maintenance

12.5.5 Outsourced software development shall be supervised and monitored by the organization

13. Information security incident management

13.1 Reporting information security events and weaknesses

Security objective: To ensure information security events and weaknesses associated with information systems are communicated in a manner allowing timely corrective action to be taken.

13.1.2 All employees, contractors and third party users of information systems and services shall be required to note and report any observed or suspected security weaknesses in systems or services.

(B) Extract from the HKIRC Information Security Guidelines

6. ORGANIZING INFORMATION SECURITY

6.2 EXTERNAL PARTIES

6.2.1 Identification of Risks Related to External Parties

The risks to the organization's information and information processing facilities from business processes involving external parties should be identified and appropriate controls implemented before granting access.

6.2.3 Addressing Security in Third Party Agreements

Agreements with third parties involving accessing, processing, communicating or managing the organization's information or information processing facilities, or adding products or services to information processing facilities should cover all relevant security requirements.

7. Asset management

7.1.3 Acceptance Use of Assets

Rules for the acceptable use of information and assets associated with information processing facilities shall be identified, documented, and implemented.

8. Human resources security

8.1.1 Roles and Responsibilities

Security roles and responsibilities of employees, contractors and third party users shall be defined and documented in accordance with the organization's information security policy.

8.1.2 Screening

Background verification checks on all candidates for employment, contractors, and third party users shall be carried out in accordance with relevant laws, regulations and ethics, and proportional to the business requirements, the classification of the information to be accessed, and the perceived risks.

8.1.3 Terms and Conditions of Employment

As part of their contractual obligation, employees, contractors and third party users shall agree and sign the terms and conditions of their employment contract, which shall state their and the organization's responsibilities for information security.

8.2.1 Management Responsibilities

Management shall require employees, contractors and third party users to apply security in accordance with established policies and procedures of the organization.

12. Information systems acquisition, development and maintenance

12.5.5 Outsourced Software Development

Outsourced software development shall be supervised and monitored by the organization.

Appendix B – HKIRC Proposal Requirements

1.1 Proposal Deadline

All proposals must reach HKIRC as stated in Section 7, Project Schedule, item no. 4.

1.2 Proposal Content

The proposal should contain the following:

- Cover Page
- Executive Summary
- Conflict of Interest Declaration
- Company Background
 - Financial Situation
 - Track Records
 - Organization and management team
- Strategy and plan of conducting the Services
- Past experience in providing top management executive recruitment services to similar organizations to HKIRC
- Guarantee period for free replacement search
- Proposed Cost of Services, payment and commercial terms and payment schedule
- Implementation Time Table

<i>Proposal requirements</i>	
Submission deadline	Please refer to Section 7 - Project Schedule, item no. 4 for the proposal submission deadline.
Delivery address (if by sending hard copies)	Hong Kong Internet Registration Corporation Limited Unit 501, Level 5, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong
Hard copies	Sending hard copies is not mandatory. For sending hard copies, 2 copies of the full proposal are required. The proposal shall be sent to the attention of Kris Lam (Executive Officer) or Bonnie Chun (Deputy CEO)
Electronic copy	Electronic copy is mandatory. It shall be sent by email to kris.lam@hkirc.hk and bonnie.chun@hkirc.hk ; also cc stephen.ho@cictel-cpc.com
Proposal format	Specified in this document
Page count	Fewer than 30 pages. Stapled and do not bind if sending hard copies
Font	Electronically published or typed. Times New Roman 12 point font.

1.3 Cover Page

Prepare a non-confidential cover page with the following information in the order given.

Cover Page	
Project Title	
Executive Recruiting Services for Top Management Position of HKIRC	
Project Manager	Name:
	Title:
	Mailing address:
	Phone:
	Fax:
	Email:
Company	Contact person:
	Title:
	Company name:
	Mailing address:
	Phone:
	Fax:
	Email:
	Website:

1.4 Executive Summary

The executive summary provides a brief synopsis of the proposal. It should fit on a single page.

1.5 Conflict of Interest Declaration

Declare any conflict of interest in relation to the project and the '.hk' ccTLD registry HKIRC.

1.6 Company Background

The Tenderer must describe its company background. It includes but not limited to the year of establishment, the country of company registration, the size of the company etc. Tracked records are preferred.

List the key management personnel in the proposal. Provide a summary of the qualifications and

role of each key member is preferred.

1.7 Strategy and plan of conducting the Services

The Tenderer shall describe the strategy and plan of conducting the Services and briefly explain how they are achieved.

1.8 Past experience in providing top management recruiting services to similar organisations and the successful cases

The Tenderer must describe the experience they have in providing top management recruiting services to similar organization(s) to HKIRC, and the description of successful cases.

1.9 Guarantee Period for free replacement service

The Tenderer should provide information of the length of the guarantee period for free replacement and how it would operate.

1.10 Proposed Cost of Services, payment and commercial terms and the payment schedule

The Tenderer should provide necessary information of the cost of Services, payment and commercial terms and the payment schedule. It is recommended to use table as needed.

Appendix C – Probity Clauses

Probity Clauses in Tender/ Quotation Invitation Documents

Offering Advantages

- (1) The Tenderer shall not, and shall procure that his employees, agents and sub-contractors shall not, offer an advantage as defined in the Prevention of Bribery Ordinance, (Cap 201) in connection with the tendering and execution of this contract.
- (2) Failure to so procure or any act of offering advantage referred to in (1) above committed by the Tenderer or by an employee, agent or sub-contractor of the Tenderer shall, without affecting the Tenderer's liability for such failure and act, result in his tender being invalidated.

Anti-collusion

- (1) The Tenderer shall not communicate to any person other than the Hong Kong Internet Registration Corporation Limited ("HKIRC") 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. Any breach of or non-compliance with this sub-clause by the Tenderer shall, without affecting the Tenderer's liability for such breach rules and laws or non-compliance, invalidate his tender.
- (2) Sub-clause (1) of this Clause 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 / sub-contractors to solicit their assistance in preparation of tender submission.
- (3) The Tenderer shall submit to the HKIRC a duly signed warranty in the form set out in Appendix D to the effect that he understands and will abide by these clauses. The warranty shall be signed by a person authorized to sign the contract on the Tenderer's behalf.
- (4) Any breach of any of the representations and/or warranties by the Tenderer may prejudice the Tenderer's future standing as a HKIRC contractor.

Appendix D – Warranty

To: Hong Kong Internet Registration Corporation Limited (“HKIRC”)

Dear Sir/Madam,

- (1) By submitting a tender, _____[the name of your company] (the “Tenderer”) represents and warrants that in relation to the tender of the Review of Registry/Registrar Model Implementation for .hk Domain Name:
- (i) it has not communicated and will not communicate to any person other than the HKIRC the amount of any tender price’
 - (ii) it has not fixed and will not fix the amount of any tender price by arrangement with any person;
 - (iii) it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a tender; and
 - (iv) it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.
- (2) In the event that the Tenderer is in breach of any of the representations and/or warranties in Clause (1) above, HKIRC shall be entitled to, without compensation to any person or liability on the part of the HKIRC:
- (i) reject the tender;
 - (ii) if HKIRC has accepted the tender, withdraw its acceptance of the tender; and
 - (iii) if HKIRC has entered into the contract with the Tenderer, terminate the contract.
- (3) The Tenderer shall indemnify and keep indemnified HKIRC against all losses, damages, costs or expenses arising out of this Warranty in relation to any breach of any of the representations and/or warranties in Clause (1) above.
- (4) Clause (1) shall have no application to the Tenderer’s communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the tender price, or with its professional advisers, and consultants or sub-contractors to solicit their assistance in preparation of tender submission. For the avoidance of doubt, the making of a bid by a bidder to HKIRC in public during an auction will not by itself be regarded as a breach of the representation and warranty in Clause (1)(i) above.
- (5) The rights of HKIRC under Clauses (2) to (4) above are in addition to and without prejudice to any other rights or remedies available to it against the Tenderer.

Authorized Signature & Company Chop: _____
 Name of Person Authorised to Sign (in Block Letter) : _____
 Name of your company in English (in Block Letters) : _____
 Date: _____

Appendix E – Declaration Form on the compliance with the ethical commitment requirements

To: Hong Kong Internet Registration Corporation Limited (HKIRC)

We, _____ (“the company”) shall acknowledge and agree that, if the company is selected as the Contractor, it shall be bounded by the Ethical Commitment clauses:

- 1) We confirm that we have complied with the following provisions and have ensured that our directors, employees, agents and sub-contractors are aware of the following provisions:
 - a) prohibiting our directors, employees, agents and sub-contractors who are involved in this Contract from offering, soliciting or accepting any advantage as defined in section 2 of the Prevention of Bribery Ordinance (Cap 201) in relation to the business of HKIRC except with the permission of HKIRC;
 - b) requiring our directors, employees, agents and sub-contractors who are involved in this Contract to declare in writing to their respective company management any conflict or potential conflict between their personal/financial interests and their duties in connection with this Contract, and in the event that a conflict or potential conflict is disclosed, take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed;
 - c) prohibiting our directors and employees who are involved in this Contract from engaging in any work or employment (other than in the performance of this Contract), with or without remuneration, which could create or potentially give rise to a conflict between their personal/financial interests and their duties in connection with this Contract and requiring our agents and sub-contractors to do the same; and
 - d) taking all measures as necessary to protect any confidential/privileged information or data entrusted to us by or on behalf of HKIRC from being divulged to a third party other than those allowed in this Contract.

Signature:

_____ (Name of the company)
 _____ (Name of the Signatory)
 _____ (Position of the Signatory)
 _____ (Date)

Appendix F – Duties and Responsibilities, and the Minimum Requirements of the Position

HONG KONG INTERNET REGISTRATION CORPORATION LIMITED

Hong Kong Internet Registration Corporation Limited (HKIRC) is a non-profit-making and non-statutory corporation designated by the HKSAR Government to administer the registration of Internet domain names under .hk and .香港 country-code top level domains (ccTLD). HKIRC provides registration services through its registrars for domain names ending with .com.hk, .org.hk, .gov.hk, .edu.hk, .net.hk, .idv.hk, .公司.香港, .組織.香港, .政府.香港, .教育.香港, .網絡.香港, .個人.香港, .hk and .香港.

HKIRC is also responsible for the cooperation with local and international bodies on issues relating to the development and administration of Internet domain name systems. The corporation is looking for a highly motivated, responsible and committed individual for the post of:

12. Chief Executive Officer

Duties and Responsibilities:

1. Work closely with the Board in formulating policy and strategy to achieve the mission and objects of the company.
2. Provide leadership and management for the day-to-day operations of the company, adopt best practice in operational and quality management and building a motivated, professional and high performance team. Develop, improve and adopt best practices in risk management and corporate governance.
3. Responsible for the achievement of the Annual Operating Plan as approved by the Board.
4. Actively promote the wider adoption and usage of the .hk domain name for businesses and individuals. Effective management of third party channels to promote the sale and registration of .hk domain names.
5. Develop close working relationship with other regional and international organizations of Internet domain names. Work closely with our global counterparts and industry partners to shape, exchange and adopt industry best practice and standard.
6. Actively participate in community CSR programs.

Minimum Requirements:

1. University degree(s) in Electrical/Electronic/Telecommunication Engineering, Computer Science, Business Administration or relevant disciplines;
2. A minimum of 15 years' relevant experience, preferably relating to Internet-related experience, of which at least 5 years were in a managerial position;
3. Proven track record in people and stakeholder engagement skills; including but not limited to board of directors, government officials, staff, industrial/technological communities, business, financial, academic and public sectors, as well as the media
4. Strong experience in strategic business development and marketing;
5. Excellent knowledge and understanding of global technological and market trends with a good network of contacts in business and technology circles in Hong Kong, Mainland China, and internationally
6. Good command of both English & Chinese (including Putonghua and Cantonese); and

For further details, please visit the company website www.hkirc.hk

Remuneration:

- (1) Negotiable, depending on successful candidates' experience
- (2) Benefits include medical insurance, mandatory provident fund scheme, 20 calendar days of annual leave

Interested parties please send Resume with expected salary to [to be revised: [mailing address] or email to the [XXXXXX](#), by XX XX 2018].

We are an equal opportunity employer. Personal data provided by job applicants will be used strictly in accordance with the company's notice to employees and prospective employees relating to the Personal Data (Privacy) Ordinance.