

14 April 2025

**Invitation for Quotation – Legal Advisory Services for the Institute for Medical Advancement and Clinical Excellence (IMACE)**

**(REF: IMACE-RFQ-Legal-2025)**

Dear Sir/Madam,

The Institute for Medical Advancement and Clinical Excellence (IMACE) is a newly established professional platform in Hong Kong, dedicated to developing evidence-based clinical protocols and exploring service quality and efficiency standards across both public and private healthcare sectors. Its mission is to enhance healthcare standards in Hong Kong. The IMACE Secretariat is housed under the Hong Kong Academy of Medicine (HKAM) which provides support for the operations of the IMACE.

The IMACE is now inviting quotations from law firms for the provision of legal advisory services on an as-needed basis. The appointed law firm will assist the IMACE in handling legal matters that may arise in the course of its operations.

**Scope of Services**

The appointed law firm may be required to provide legal advice and support on areas including, but not limited to the following areas, when such needs arise:

1. Governance and Compliance – Advising on legal and regulatory matters related to the IMACE’s governance, policies, and operational frameworks.
2. Contracts and Agreements – Drafting, reviewing, and advising on contracts, agreements with stakeholders, service providers, and third parties etc.
3. Employment and Human Resources (HR) – Providing legal guidance on employment contracts, HR policies, and workplace-related matters.
4. Intellectual Property and Confidentiality – Advising on legal aspects concerning intellectual property rights, confidentiality agreements, and data protection.
5. Dispute Resolution – Assisting in resolving disputes, including negotiation, mediation, and arbitration, where applicable.

**Quotation Submission Requirements**

Interested law firms are invited to submit a quotation including the following details:

- Hourly Rate: Standard hourly rate(s) for legal services.
- Fee Structure: Any alternative billing arrangements (e.g., retainer fee, discounted rates for non-profit organizations, etc.).
- Experience & Expertise: A brief profile of the firm, relevant experience in handling legal matters for similar organizations, and key personnel assigned to the engagement.
- Terms & Conditions: Any additional terms, including response time, billing practices, and engagement conditions.

**Deadline of Submission**

Please submit your quotation by 5:00pm, 28 April 2025 via email to [quotation@hkam.org.hk](mailto:quotation@hkam.org.hk) with the subject line: “Quotation for Legal Advisory Services – IMACE” and quote the REF.

**Enquiry**

Please email to [quotation@hkam.org.hk](mailto:quotation@hkam.org.hk) if you have question and please quote the REF in your enquiry.

Issued by:

Hong Kong Academy of Medicine