

Invitation for Expression of Interest
Content Development for Teacher AI Literacy Training
Programme (Phase 1)

Reference number: EO26-003

Hong Kong Education City Limited

Date of issue: 15 July 2026

1. Introduction

- 1.1. Hong Kong Education City Limited ('EdCity') is now inviting interested parties to submit Expression of Interest ('EOI'), in strict confidence, as a potential party to cooperate with EdCity in designing, developing, and delivering training content for a professional training programme for developing AI literacy of school leaders and teachers.
- 1.2. The Programme aims to develop primary and secondary school teachers' AI literacy, including but not limited to AI pedagogy, hands-on applications, and ethical considerations in the use of AI in education.
- 1.3. EdCity would like to invite potential companies with considerable expertise in curriculum design, professional training, or AI literacy training to express their interest in potentially collaborating with EdCity. Interested companies are invited to respond to this EOI with their proposals for consideration.

2. The Invitation

2.1. This invitation

The title : Content Development for Teacher AI Literacy Training Programme
(Phase 1)

Reference number : EO26-003

2.2. Submission of Proposal

Interested parties are requested to submit proposals containing the information set out in section 4.2 below. Additional information that the interested party would like to supply can be added as supplementary.

2.3. Enquiries

Enquiries concerning the EOI must be submitted **in written form only**. Enquiries should be addressed to the following:

Mr Brian Ho

Head of Service

+852 2624 1007 / brian.ho@hkecl.net

Do NOT submit the proposal to this email.

2.4. Channels of submission

Invitees should submit their proposals through email only to ei@hkecl.net with files under 20MB. EdCity shall not be responsible for any lost, delayed, or incomplete submissions due to email attachment size limits or server issues.

2.5. Closing time

All proposals must be submitted on or before **5 August 2026 (Monday), 12:00 nn Hong Kong Time** (the closing date and time).

Late submission will NOT be considered. EdCity will not be responsible for any mislaid proposals or those submitted by methods other than as indicated in section 2.4.

In case of a black rainstorm warning signal or typhoon signal No. 8 or above in Hong Kong, the closing date of the submission will NOT be altered.

2.6. Important dates / times:

Activity	Date	Time
EOI invitation published	15 July 2026	
Closing time for EOI Proposals	5 August 2026	12:00 nn HK Time

3. Conditions of participation

3.1. Invitation

The invitation is not an offer. It is a formal request for submission of proposal from interested parties to enter a selection exercise for potential content development. Nothing in this invitation is construed as creating any binding contract for the services (express or implied) between EdCity and any invitees.

3.2. Accuracy of invitation

EdCity does not warrant the accuracy of the content of this invitation and will not be liable for any omission from the invitation documents.

3.3. Additions and amendments

EdCity reserves the right to change any information or to issue addenda to this invitation.

3.4. Representation

No representation made by or on behalf of EdCity in relation to this invitation (or its subject matter) will be binding on EdCity unless the representation is expressly incorporated into any contract(s) ultimately entered into between EdCity and an invitee.

3.5. Licence to use Intellectual Property Rights

- a) Persons obtaining or receiving this invitation and any other documents issued in relation to this invitation may use the documents only for the purpose of preparing proposals.
- b) Such Intellectual Property Rights as may exist in this invitation and any other documents provided to the invitees by or on behalf of EdCity in connection with the EOI process are owned by EdCity except to the extent expressly provided otherwise.

3.6. Communication

a) Communication protocol

All communications relating to this invitation and the EOI process must be directed to the contact listed in section 2.3.

- b) Request for clarification
 - i) Any questions or requests for clarification or further information regarding this invitation or the EOI process must be submitted to EdCity's designated contact listed in Section 2.3 in writing before the closing time stated in Section 2.6.
 - ii) EdCity is not obliged to respond to any questions or requests for clarification or further information.
 - iii) EdCity may make available to other prospective invitees details of such a request together with any response.
 - iv) Invitees must not engage in any activities or obtain or provide improper assistance that may be perceived as, or that may have the effect of, influencing the outcome of the EOI process in any way. Such activities or assistance may, in the absolute discretion of EdCity, lead to disqualification of an invitee.
- c) Anti-competitive conduct

Invitees and their representatives must not engage in any collusion, anti-competitive or similar conduct with any other invitees or person in relation to the preparation, content or lodgement of their invitee's proposals. In addition to any other remedies available to it under law, EdCity may, in its absolute discretion, disqualify an invitee that EdCity believes it has engaged in such collusive or anti-competitive conduct.

4. Submission of Proposal

4.1. Project Requirements

The following requirements (part 4.1b to 4.1d) are indicative only. Shortlisted parties will be invited to address detailed requirements in a separate open tendering process.

a) Objectives

The Programme aims to develop primary and secondary school teachers' AI literacy, including AI conceptual knowledge, practical skills and appropriate ethical attitude, so that they are empowered to innovate pedagogically to prepare students for an AI-driven future.

b) Structure

- i) The training content comprises two main components: (1) Self-learning Courses; and (2) Interactive Training Activities.
- ii) Each component consists of two levels (Level 1 and Level 2).

- iii) All courses and training activities shall be available in English, Traditional Chinese, and Simplified Chinese.
- iv) Interested parties may submit proposals for either component or both components together (4.1c and 4.1d).

c) Component 1: Self-learning Courses

Part 1: Suggested Core Modules (2 Levels)

Interested parties shall propose:

- i) Suggested course structure
- ii) Suggested AI literacy-related course modules and topics for each level, based on the 18 indicative modules set out in Appendix 2, with redesign and enhancement to improve pedagogical effectiveness, learner engagement, and practical applicability
- iii) Elaborations on the training content
- iv) Learning outcomes for each module
- v) A clear progression between Level 1 and Level 2

Part 1 shall comprise 6 hours in total, with 3 hours for each level.

Interested parties are welcome to suggest additional topics, reorganisation of module structure, or alternative pedagogical approaches, provided that the core coverage of the 18 modules is substantially addressed.

Part 2: Optional Modules (2 Levels)

Interested parties shall propose:

- i) Suggested course structure based on the five topics below, including but not limited to:
 - 1. Artificial Intelligence
 - 2. Cybersecurity
 - 3. Big Data
 - 4. Cloud Computing
 - 5. Digital Literacy
- ii) Suggested AI literacy-related course modules and topics for each level
- iii) Elaborations on the training content
- iv) Learning outcomes for each module
- v) A clear progression between Level 1 and Level 2

Part 2 shall comprise 3 hours for each topic across both levels (Level 1 and Level 2 combined), with a maximum of 6 hours in total.

Interested parties may select one or more topics from the above list or propose additional or alternative topics for this part, to better address the Programme's objectives.

d) Component 2: Interactive Training Activities

Part 1: Suggested Core Modules (2 Levels)

Interested parties shall propose:

- i) Suggested training structure
- ii) Mode of delivery (e.g. online, offline, hybrid, etc.)
- iii) Training formats (e.g. talks, seminars, webinars, sharing sessions, workshops, solution days, etc.) All interactive training activities shall be conducted live (whether online, offline, or hybrid). Pre-recorded sessions are not permitted.
- iv) Suggested AI literacy-related course modules and topics for each level, based on the 18 indicative modules set out in Appendix 2, with redesign and enhancement to improve pedagogical effectiveness, learner engagement, and practical applicability
- v) Elaborations on the training content
- vi) Learning outcomes for each activity
- vii) Expected number of participants for offline activities
- viii) A clear progression between Level 1 and Level 2

Part 1 shall comprise 6 hours in total, with 3 hours for each level.

Interested parties are welcome to suggest additional topics, reorganisation of module structure, or alternative pedagogical approaches, provided that the core coverage of the 18 modules is substantially addressed.

Part 2: Optional Modules (2 Levels)

Interested parties shall propose:

- i) Suggested course structure based on the five topics below, including but not limited to:
 - 1. Artificial Intelligence
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- iv) Elaborations on the training content
- v) Learning outcomes for each activity
- vi) Expected number of participants for offline activities
- vii) A clear progression between Level 1 and Level 2

Part 2 shall comprise 3 hours for each topic across both levels (Level 1 and Level 2 combined), with a maximum of 6 hours in total.

Interested parties may select one or more topics from the above list or propose additional or alternative topics for this part, to better address the Programme's objectives.

e) Mandatory Requirements

- i) Interested parties shall be a registered company (in Hong Kong, Mainland China, or overseas) with proven experience in developing professional training content, AI literacy programmes, or educational curriculum.
- ii) Interested parties shall designate a local point of contact or support team based in Hong Kong (which may include contractors or local representatives) responsible for coordination, delivery, technical support, and emergency response during Hong Kong business hours.
- iii) Interested parties shall have established mechanisms to ensure the quality, accuracy, and appropriateness of the content developed.
- iv) Interested parties shall ensure that all training content, materials, and related data comply with applicable data protection laws of Hong Kong. No user data (including but not limited to personal data, training records, or teacher-submitted content) shall be stored, replicated, or transferred without explicit written consent from EdCity.
- v) Interested parties shall comply with all applicable laws of Hong Kong, including but not limited to the National Security Law.
- vi) Interested parties shall not have breached any criminal laws in Hong Kong.
- vii) Interested parties shall ensure all subcontractors comply with the above requirements.

4.2. Submission Requirements

Interested parties are requested to submit proposals containing the following information **only** (no prescribed forms are required):

a) Company profile and relevant track record

- i) Company background, years of establishment, core business
- ii) Relevant experience in developing professional training content, AI literacy programmes, or educational curriculum
- iii) Examples of similar projects (client, scale, year)

b) Content proposal (Components 1 and 2)

- i) Proposed course structure and outline
- ii) Proposed training hours

iii) Explanation of how the training content will meet the requirements set out in **Section 4.1**

c) Rough cost indication

- i) One-time content development cost
- ii) Content review and update cost
- iii) Cost breakdown by component and level (if applicable)

4.3. Lodgement

- a) The invitee's response must be lodged by the EOI closing time. The closing time may be extended by EdCity in its absolute discretion by providing notice to invitees.
- b) All invitees' responses lodged after the EOI closing time will be recorded by EdCity. The determination of EdCity as to the actual time that the invitee's response is lodged is final.
- c) Where this invitation requires or permits invitee's responses to be lodged by email, the reply containing the invitee's response must be lodged as set out in section 2.4.

4.4. Invitee's Responsibilities

It is the invitee's responsibility to:

- a) understand the requirements of this invitation, the EOI process and any reference documentation;
- b) ensure that the invitee's response complies with all requirements of this invitation and is accurate and complete;
- c) make their own enquiries and assess all risks regarding this invitation and the EOI process;
- d) ensure that it did not rely on any express and implied statement, warranty or representation, whether oral, written or otherwise made by or on behalf of EdCity or its representatives other than any statement, warranty or representation expressly contained in this invitation;
- e) ensure that they comply with all applicable laws in regard to the EOI process;
- f) be responsible for all costs and expenses related to the preparation and lodgement of its invitee's response, any subsequent negotiation, and any future process connected with or relating to the EOI process.

4.5. Probity

- a) Invitees have to acknowledge that:
 - i) dishonesty, theft and corruption on its part or that of its employees, agents or sub-contractors are criminal offences and may lead to prosecution under section 9 of the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong), sections 17, 18D and 19 of the Theft Ordinance (Chapter 210 of the Laws of Hong Kong) and section 161 of the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong) ; and

- ii) the soliciting or offering or accepting of advantages, as defined in the Prevention of Bribery Ordinance, in connection with the EOI, tender exercise(s) and execution of the contract(s) is not permitted.
 - iii) the safety and interest of national security shall prevail. EdCity reserves the right to disqualify any invitee if it reasonably believes that the invitee has engaged in any act endangering national security.
- b) Invitees shall inform their officers, employees (whether permanent or temporary), agents and sub-contractors that the soliciting or offering or accepting of advantages (as defined in the Prevention of Bribery Ordinance) in connection with the EOI, tender exercise(s) and execution of the contract(s) is not permitted. Invitees shall also caution their officers, employees and agents and sub-contractors against soliciting or accepting any excessive entertainment which may impair their impartiality in relation to the selection of their sub-contractors, if any, or the supervision of the work of the sub-contractors.
 - c) Invitees shall be considered as breaching the terms and conditions of this EOI if any of their employees, agents and sub-contractors is convicted of an offence under the Prevention of Bribery Ordinance, the Theft Ordinance or the Crimes Ordinance.
 - d) Failure to comply with the clauses in paragraphs 4.4(a) and 4.4(b) by the invitee or his directors, employees, agents or subcontractors shall, without affecting the invitee's liability for such failure and act, result in his EOI proposal and tender being invalidated.

4.6. Obligation to notify errors

- a) If an invitee identifies an error in their invitee's response (excluding clerical errors which would have no bearing on the evaluation), they must promptly notify EdCity.
- b) EdCity may permit an invitee to correct an unintentional error in its invitee's response where that error becomes known or apparent after the EOI closing time, but in no event will any correction be permitted if EdCity reasonably considers that the correction would materially alter the substance of the response.

4.7. Use of an invitee's response

Upon submission, all invitee's responses become the property of EdCity. The invitee will retain all ownership rights in any Intellectual Property Rights contained in the invitee's response. However, each invitee, by submission of their invitee's response, is deemed to have granted a licence to EdCity to reproduce the whole, or any portion of their invitee's response for the purposes of enabling EdCity to evaluate the invitee's response.

4.8. Withdrawal of an invitee's proposal

An invitee who wishes to withdraw a previously submitted proposal must immediately notify EdCity of the fact. Upon receipt of such notification, EdCity will cease to consider the invitee's response.

4.9. Status of invitee's Proposal

Each invitee's proposal constitutes a non-binding submission by the invitee to enter into a potential collaboration with EdCity under and otherwise to satisfy the requirements in accordance with this invitation.

4.10. Disclosure of EOI contents and EOI information

Invitee's response will be treated as confidential by EdCity. EdCity will not disclose the information contained in an invitee's response, except:

- a) as required by law or relevant government policies;
- b) for the purpose of investigations by government authorities having relevant jurisdiction;
- c) to external consultants, advisors and any other third parties engaged by EdCity to assist with the EOI process; or
- d) to other government departments or organisations in connection with the subject matter of the EOI process.

5. Capacity to comply with the overview of requirements

- 5.1. This is an assumption that each invitee will be capable of entering into a potential collaboration with EdCity. Where an invitee believes it will not be capable of entering into a potential collaboration with EdCity or will only comply subject to conditions, it should either not apply or set out potential limitations in their invitee's response.

6. Evaluation

- 6.1. Invitees' proposals will be evaluated by an evaluation panel based on the information submitted in accordance with section 4.2. In particular, considerations will be based on the following:
- a) Company background and track record
 - b) Technical approach, feature and architecture
 - c) Cost reasonableness, breakdown clarity, and value for money
- 6.2. An invitee's proposals will not be deemed to be unsuccessful until such time as the invitee is formally notified of that fact by EdCity.

6.3. EdCity may in its absolute discretion:

- a) reject any invitee's response that does not include all the information requested in this invitation;
- b) after concluding a preliminary evaluation, reject any invitee's response that in its opinion is unacceptable;
- c) disregard any content in an invitee's response that is illegible and will be under no obligation whatsoever to seek clarification from the invitee;
- d) disqualify an incomplete invitee's response or evaluate it solely on the information contained within it;
- e) alter the structure and/or the timing of the EOI process; and
- f) vary or extend any time or date specified in this invitation for all invitees.

6.4. After evaluating all submissions, EdCity may proceed with one or more of the following procedures:

- a) shortlist potential invitees;
- b) conduct meetings with the shortlisted invitees to further discuss the details of the proposals;
- c) invite shortlisted invitees to participate in a **trial run**, whereby selected training modules or content will be made available to a designated group of users for trial within a specified period, for the purpose of demonstrating content quality, usability, and effectiveness;
- d) following the trial run, a **separate open tendering process**, in accordance with EdCity's procurement policies, will be held to select potential parties for content development;
- e) decide not to proceed further with the EOI process; or commence a new process for EOI or Request for Proposal.

6.5. Invitee warranties

By submitting an invitee's proposal, an invitee warrants that:

- a) in lodging its invitee's proposal, it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of EdCity or its representatives other than any statement, warranty or representation expressly contained in the invitation documents;
- b) it has examined this invitation, and any other documents referenced or referred to herein, and any other information made available in writing by EdCity to invitees for the purposes of submitting an invitee's response;
- c) it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its invitee's response;
- d) it otherwise accepts and will comply with the rules set out in this invitation; and

- e) it will provide additional information in a timely manner as requested by EdCity to clarify any matter contained in the invitee's response.

7. EdCity Rights

- 7.1. Notwithstanding anything else in this invitation, and without limiting its rights at law or otherwise, EdCity reserves the right, in its absolute discretion at any time to:
 - a) vary or extend any time or date specified in this invitation for all or any invitees; or
 - b) terminate the participation of any invitee or any other person in the EOI process.
 - c) disqualify any invitee, reject its proposal, or terminate any subsequent contract if EdCity reasonably believes that the invitee or contractor has engaged or is engaging in acts or activities that are likely to cause or constitute offences endangering national security, or that the continued engagement of the invitee or contractor is contrary to the interest of national security.

8. Personal Data Provided

- 8.1. Any personal data provided to EdCity will be used for evaluation and engagement purposes. If insufficient and inaccurate information is provided, the proposal may not be considered.
- 8.2. Invitee acknowledges and consents that invitee's personal data provided in the invitation may be disclosed to other organisations including but not limited to the shareholder of EdCity, i.e. the government of the HKSAR.
- 8.3. Invitee has the right of access and correction with respect to personal data as provided for in Sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap.486). The right of access includes the right to obtain a copy of the Invitee's personal data provided in the proposal.
- 8.4. Enquiries concerning the personal data collected by means of the EOI, including the making of access and corrections, should be addressed to Personal Data Officer of EdCity.

9. Governing Law

- 9.1. This invitation and EOI process are governed by the laws applying in Hong Kong. Each invitee must comply with all relevant laws in preparing and lodging its invitee's response and in taking part in the EOI process.

Appendix 1 – Company Information

Part A Company Information

Organisation Name (English)		
Organisation Name (Chinese)		
Name of Parent Company, if any		
Description of Core Business		
Registered Address		
Office in Hong Kong		
Other offices outside Hong Kong		
Number of Full-time Employee in Hong Kong		
Business Registration No.		
Last year turnover	☐ <HK\$5million ☐ HK\$5million-10million ☐ HK\$10million-20million ☐ HK\$20million-50million ☐ HK\$50million-100million ☐ HK\$100million or more Company will be required to provide financial proof when entering the final selection process	
Country of Incorporation		
Year of Incorporation		
Name of Business Controller(s)	<u>Name of top level controller</u>	
Official Website		
Experience in LMS Development	☐ No ☐ Yes	
Contact Person	Name	(Given names) (Surname)
	Title	Mr / Ms / Mrs / Dr / Prof (delete where inappropriate)
	Position	
	Telephone number	
	Email	

Part B Track Records

Please list the experience of the company implementing AI literacy-related projects in recent 5 years (in chronological order)

Month /Year	Project Name	Target Audience/User of the Project <i>(please mention company names, user group and other details)</i>	Project Details	Scale of the Project

Appendix 2 – Content Proposal

a) Component 1: Self-learning Courses

b) Component 2: Interactive Training Activities

(please submit separately)

Suggested Core Modules (2 Levels):

Level	Topics
Level 1	1. Foundations of AI Literacy in Education 2. Human-centred and Ethical Use of AI 3. AI, Data, and Digital Safety Basics 4. Prompting and Co-design for Lesson Planning 5. Designing AI-supported Learning Activities 6. AI-assisted Teaching Resource Creation 7. Assessment and Feedback in the AI Era 8. Supporting Student AI Literacy and Wellbeing 9. Professional Reflection and Responsible AI Practice
Level 2	1. Advanced Understanding of AI Systems in Education 2. Ethical Governance and Policy Development for AI 3. Designing Human-centred AI-enhanced Pedagogy 4. Advanced Multimedia and Content Creation with AI 5. Assessment Redesign and Learning Analytics with AI 6. AI for Inclusive Education and Learner Diversity 7. Building AI Literacy Across the School Community 8. Innovation, Change, and Continuous Improvement with AI 9. Capstone: AI-integrated Teaching or School Practice Project

Appendix 3 – Cost Indication with Breakdown
(please submit separately)