



20 October 2017

Dear Sir,

Tender Reference No. (326) in P/AE/PUR/AGC
Invitation to Tender for Provision of e-Recruitment Solution and
Implementation Services for Construction Industry Council (Re-Tender)

You are invited to submit a tender for the Provision of e-Recruitment Solution and Implementation Services for the Construction Industry Council (Re-Tender) as specified in the tender documents.

1. Your tender proposal, **in copies specified in the tender**, should be submitted in two separate sealed envelopes.
2. The tenderer shall deposit two separate sealed envelopes with labels as specified below into the tender box located at **CIC Headquarters - 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong not later than 12:00 noon on 20 November 2017.** Late tenders will NOT be considered.
 - a) Label with "Technical Proposal for Provision of e-Recruitment Solution and Implementation Services for the Construction Industry Council (Re-Tender)"
 - b) Label with "Fee Proposal for Provision of e-Recruitment Solution and Implementation Services for the Construction Industry Council (Re-Tender)"

Please note that the envelope labelled with "Technical Proposal" shall **NOT** include any pricing details. Failure to do so will render the tender null and void. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered.

3. The tenderer shall provide the completed 'Application Form for Inclusion in the CIC Vendor List' as provided in the tender invitation, containing basic information of the interested tenderer (For Non-CIC Registered Vendor only).

4. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted on the tender closing date, the closing time will be postponed to 12:00 noon of the next working day.
5. Construction Industry Council is not bound to accept any proposal it may receive. In addition, it will reject bids which are considered to have been priced unreasonably low.
6. It should be noted that the Council will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
7. The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix G of the Conditions of Tender.
8. There will be a tender briefing session **at 2:30 p.m. on 30 October 2017, Board Room, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.** Interested tenderers shall complete and return the reply slip Appendix H by fax 2100 9439 or e-mail: winniето@cic.hk no later than 5:00 p.m. on 27 October 2017 confirming the attendance of the said tender briefing session and state clearly the number of attendees for CIC's arrangement.
9. There will be an interview session from **28 November 2017 to 1 December 2017.** The CIC will inform the detailed interview time to the shortlisted tenderers after the tender close on 20 November 2017.
10. The tender documents can be downloaded from CIC's website: <http://www.cic.hk>.
11. For queries regarding this tender invitation or/and tender process, please contact Ms. Winnie To, Assistant Manager, Procurement, on telephone 2100 9088 or via e-mail: winniето@cic.hk

Yours sincerely,



Justin WONG
Manager – Projects & Contracts Administration

Encl.

Checklist for Submission of Tender

Please go through the following checklist to ensure that all necessary information and documents for the tender have been provided in your tender submission. Please note that the checklist is for guidance and reference purposes only and shall not be deemed to form part of the Tender Document. The address labels at the bottom of this checklist may be used on the envelopes for submitting the tender.

Tenderers should note that their tenders may be invalidated if the information in the tender submission is incorrect or the required documents are not provided together with the tender document.

Particulars	Reference
Technical Proposal	
1. Company profile, background and expertise	Conditions of Tender, Appendix A Clause 1.1
2. Organisation of Project Team	Conditions of Tender, Appendix A Clause 1.1
3. Names and qualifications of Project Manager and project team members	Conditions of Tender, Appendix A Clause 1.2 and Assignment Brief, Section 7
4. Contractor's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 2.1, 2.2 and 2.3
5. Project plan and project approach or methodology	Conditions of Tender, Appendix A Clause 3.1
6. Major Conceptual Operation/ System Process Flow of each function when implement the e-Recruitment Solution for the CIC	Conditions of Tender, Appendix A Clause 3.3
7. The Contractor shall propose a cloud-based solution and provide the information requested.	Assignment Brief , Annex 1, Clause 2.2.1 – 2.2.6
8. The Contractor shall list the modules or functions which do not have a web-based interface.	Assignment Brief , Annex 1, Clause 6.2
9. The Contractor shall list the anti-cheating functions available on the Test Portal.	Assignment Brief , Annex 1, Clause 12.4.6
10. The Contractor shall provide information on the different methods available for interfacing and integrating with other systems.	Assignment Brief , Annex 1, Clause 16.1.1

Particulars	Reference
Technical Proposal	
11. The Contractor shall provide a list of off- the-shelf HRMS solutions available on market which the System already have interface and can readily integrate with.	Assignment Brief , Annex 1, Clause 16.2.1
12. The Contractor shall include a proposal on integration with future CIC systems including potentially a new HRMS system.	Assignment Brief , Annex 1, Clause 16.2.2
13. The Contractor shall provide a list of the functions / reports of the e-Recruitment solution where Contractor's logo or branding information is shown and cannot be customized to CIC logo or branding materials.	Assignment Brief , Annex 1, Clause 18.1
14. The Contractor should specify the information security standards that are met by the System.	Assignment Brief , Annex 1, Clause 19.18
15. [Optional] The Contractor is welcome to provide a proposal on the numbers of types of training courses on e-Recruitment for different types of users.	Assignment Brief , Annex 1, Clause 20.2
16. The Contractor shall specify the scope of user support service for CIC HR staff, management staff and technical support for IT administrators.	Assignment Brief , Annex 1, Clause 21.1
17. The Contractor shall specify the covered time period of the help desk that can match the requirement as far as possible.	Assignment Brief , Annex 1, Clause 21.3
18. The Contractor shall specify the methods to access the user and technical support, such as email, toll-free phone number, etc.	Assignment Brief , Annex 1, Clause 21.4

Particulars	Reference
Technical Proposal	
19. [Optional] The Contractor shall provide a proposal on providing on-site dedicated support.	Assignment Brief , Annex 1, Clause 21.6
20. The Contractor shall state the scope of user and technical support services, and propose duration and frequency of on-site support during the nursing period.	Assignment Brief, Annex 1, Clause 21.8
21. The Contractor shall include in the proposal the scope of consultancy services and deliverables to be provided.	Assignment Brief , Annex 1, Clause 22.1
22. The Contractor shall provide information on the other HRMS modules which are parts of the proposed product suite.	Assignment Brief ,Annex 1, Clause 23.1
23. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
24. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
25. Statement of Compliance	Conditions of Tender, Appendix F
Fee Proposal	
26. Form of Tender	Conditions of Tender, Appendix C
27. Fee Proposal	Conditions of Tender, Appendix D

Note: All items in the above table, unless marked as “optional”, are mandatory requirements that MUST be submitted and followed the document format under the Technical Proposal. Failure to provide any of the required information may lead to the tender submission being not considered for tender evaluation.

Construction Industry Council

Provision of e-Recruitment Solution and Implementation Services for the
Construction Industry Council (Re-Tender)

Please adhere the following labels on separate sealed envelope of your submitted tender.

“Confidential”	Construction Industry Council (CIC) The Tender Box 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong
Technical Proposal	Ref. No.: <u>[(326) in P/AE/PUR/AGC]</u> Provision of e-Recruitment Solution and Implementation Services for the Construction Industry Council (Re-Tender)
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 20 November 2017</u>	



“Confidential”	Construction Industry Council (CIC) The Tender Box 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong
Fee Proposal	Ref. No.: <u>[(326) in P/AE/PUR/AGC]</u> Provision of e-Recruitment Solution and Implementation Services for the Construction Industry Council (Re-Tender)
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 20 November 2017</u>	

Tender Documents
for
Provision
of
e-Recruitment Solution and Implementation
Services
for the
Construction Industry Council
(Re-Tender)

Employer

Construction Industry Council (CIC)

38/F, COS Centre

56 Tsun Yip Street

Kwun Tong, Kowloon

October 2017

**Provision of e-Recruitment Solution and Implementation Services for
the Construction Industry Council (Re-tender)**

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5. General Conditions of Employment	CE-1 to CE-26
6. CIC’s General Conditions of Contract and Guidelines for Works or Services (2b-CAR)	8 Pages
7. Contractor’s Safety Requirement	10 Pages

Conditions of Tender
for
Provision
of
e-Recruitment Solution and Implementation
Services
for
Construction Industry Council
(Re-Tender)

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1 Notes to Tenderers

- 1.1 All tenderers shall read the instructions contained in this Conditions of Tender carefully prior to preparing their tender submissions. Any tender submission, which does not follow these instructions is deemed to be incomplete and may be disqualified.
- 1.2 The tender documents consist of:
 - a) Conditions of Tender;
 - b) Appendices to Conditions of Tender;
 - c) Assignment Brief and its Annexes;
 - d) Memorandum of Agreement;
 - e) General Conditions of Employment;
 - f) CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR)
 - g) Contractor's Safety Requirement

2 Invitation

- 2.1 Tenderers are invited by the Construction Industry Council (hereinafter referred to as the "CIC") to submit proposal and bid for Provision of e-Recruitment Solution and Implementation Services (Re-Tender). Further details are given in the **Assignment Brief and its Annexes**.
- 2.2 The tender shall be submitted in accordance with the **Conditions of Tender**.
- 2.3 If the tender is accepted and the contract is awarded, the tender documents specified in Clause 1.2 above, the tender proposal submitted by the tenderer and other relevant contract correspondence as agreed by the tenderer and CIC will form part of the contract.

3 Tenderers' Response to CIC Enquiries

- 3.1 In the event that the CIC determines that clarification of any tender is necessary, it will advise the tenderer to supplement its tender. Unless otherwise specified in the request for clarification, the tenderer shall thereafter have THREE (3) working days to submit such requested information. Any clarification made shall be at the tenderer's own cost and expense.

4 Completion of Tender

- 4.1 The tenderer is required to submit all information specified in **Appendix A** of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. Should the tenderer fail to submit this letter with his tender, his tender will not be considered.
- 4.2 If CIC's participation is required, the tenderer should clearly state the details and the expected resources, skills, level of participation, responsibilities, and duration.
- 4.3 The tenderer shall state in his proposals the implementation plan of delivering the deliverables as described in the **Assignment Brief and its Annexes**.
- 4.4 The tenderer must submit his offer in Hong Kong Dollars. **OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.**
- a) The tenderer is required to submit the completed **Form of Tender as per Appendix C** of the Conditions of Tender.
 - b) In addition, the tenderer is required to submit **the Fee Proposal** using the prescribed form provided in **Appendix D** of the Conditions of Tender. There shall be no adjustment for any price fluctuations; and
 - c) The tenderer should ensure that the fee quoted is accurate before submitting the tender. Under no circumstances will the CIC accept any change of quoted lump sum fee on the ground that a mistake has been made in the tender price.
- 4.5 A two-envelope approach is adopted for tender submission, i.e. the tenderers should submit all information specified, and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender (collectively known as "technical proposal") in one envelope and the completed Form of Tender using the prescribed form provided in **Appendix C** of the Conditions of Tender and the Fee Proposal using the prescribed form provided in **Appendix D** of the Conditions of Tender (collectively known as "fee proposal") in a separate envelope. Failure to do so will render the tender void.
- 4.6 The tenderer shall submit **THREE (3)** hard copies and corresponding files in electronic form (e.g. in MS Word 2003 / MS Excel 2003 / PDF format) stored in an electronic medium (e.g.: CD-ROM) of the technical proposal in a sealed envelope marked "Technical Proposal" and **TWO (2)** hard copies of the fee proposal in a separate sealed envelope marked "Fee Proposal" clearly indicating the tenderer's name and tender title. In the event of discrepancies between original and electronic versions of the Tender Submission, the former shall prevail.

- 4.7 Tender should be submitted to the Tender Box of CIC at **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong** by **12:00 noon on 20 November 2017**. Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.8 In the event that a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted on the tender closing date, the tender closing time will be postponed to 12:00 noon on the following working day.
- 4.9 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.10 The CIC may reject a tender which is unreasonably low in terms of price and may therefore affect the tenderer's capability in carrying out and complete the services and delivering the deliverables in accordance with the Assignment Brief and its Annexes
- 4.11 Any amendments to the rates offered must be signed by the person who signs the tender. Failure to do so will render the tender null and void.
- 4.12 Unless otherwise stated, tenders shall be valid for 120 days from the specified closing date. If no letter of acceptance or order is placed within the validity period of the offer, the tenderer may assume that the offer has not been accepted.
- 4.13 This is an invitation to offer. The CIC is not bound to accept the lowest tender or the highest combined scores under the technical and fee proposal or any tender. The CIC reserves the right to accept or omit any individual item or whole section of a tender without price alteration to the items or sections accepted. The tenderer hereby acknowledges that there will not be any loss of profit claim as a result of the reduction in the scope of works.
- 4.14 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.15 Tenderer should ascertain the prices quoted are accurate before submitting his tender. Under no circumstances will the Employer accept any request for price adjustment due to any mistake made in the tender prices.
- 4.16 The CIC shall have the right, in its absolute discretion, to disclose to any person and for any purpose, any information submitted to the CIC as part of the tender or otherwise in connection with the awarded contract, without further notification to the successful tenderer. In submitting the tender, the tenderer irrevocably consents to such disclosure.
- 4.17 In the event that a tenderer discovering a genuine error in his tender after it has been deposited, he may in writing draw attention to the error and submit amendment which may be accepted, provided that the amendment has been deposited on or before the closing time fixed for the receipt of tenders.
- 4.18 The tendered sum will be regarded as a lump sum tender and will not be amended for errors found in the examination of tenders.

- 4.19 Should examination of a tender reveal errors of such magnitude as in the opinion of the CIC would involve the tenderer in serious loss then the nature and amount of such errors will be communicated to the tenderer and he will be asked to confirm in writing that he is prepared to abide by his tender.
- 4.20 The tenderer shall be required to check the numbers of the pages of the tender documents against the page numbers given in the contents. If the tenderer finds any missing, in duplicate or indistinct, he must inform the CIC at once and have the same rectified.
- 4.21 Should the tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or description, he must inform the CIC in order that correct meaning may be decided before the date for submission of tender.
- 4.22 If applicable, Tenderer shall inspect the Site and make themselves thoroughly acquainted with the existing condition of the premises, location, the existing structure / accessibility, restrictions for loading and unloading materials, and all the materials, and all other aspects which may affect the delivery of the deliverables. Tenderer shall make due and proper allowance when estimating their rates and prices for the information obtained or which ought to have been obtained during the site inspection.
- 4.23 No liability will be admitted, nor claim allowed in respect of errors in the tenderer's tender due to mistakes in the tender documents which should have been rectified in the manner described above.
- 4.24 Tenderer shall be deemed to be in possession of a valid business registration certificate and, if necessary, be registered with the relevant authority authorizing him to carry out the works described in the tender documents.
- 4.25 Tenderer shall comply with the CIC's General Conditions of Contract and Guidelines for Works or Services. The tender price shall deem to be included all cost incurred.
- 4.26 Any qualification of tender or of the tender documents may cause the tender to be disqualified.
- 4.27 No unauthorized alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure may not be considered.
- 4.28 The tenderer shall strictly comply with the following anti-collusion clause:
- (1) (a) Subject to sub-clause (2) of this Clause, the tenderer shall not communicate to any person other than the CIC the amount of the tender price or any part thereof until the tenderer is notified by the CIC of the outcome of the tender exercise.

(b) Further to paragraph (a) of this sub-clause, the tenderer shall not fix the amount of the tender price or any part thereof by arrangement with any other person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any manner whatsoever in the tendering process.

(c) Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.

(2) Sub-clause (1)(a) of this Clause shall have no application to the tenderer's communications in strict confidence with:

(a) his own insurers or brokers to obtain an insurance quotation for computation of tender price;

(b) his consultants or sub-contractors to solicit their assistance in preparation of tender submission; and

(c) his bankers in relation to financial resources for the Contract

(3) The tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. The signatory to the letter shall be a person authorized to sign CIC contracts on the tenderer's behalf.

(4) The tenderer shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with sub-clause (1) of this Clause by the tenderer, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.

4.29 The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of CIC. Any breach of the clause by the tenderer shall, without affecting the tenderer's liability for such breach, invalidate his tender.

5 Tender Briefing Session

- 5.1 Tenderers are invited to attend a tender briefing session on **30 October 2017** at 2:30 p.m. in Board Room, 38/F, CIC Headquarter, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Interested tenderers should complete and return the reply slip in **Appendix H** by fax or e-mail to the Subject Officer at least 2 working days before the stated time confirming the attendance of the said briefing session and state clearly the number of attendees for CIC's arrangement. Each Contractor shall register Two (2) attendees at the most.
- 5.2 The CIC may record the queries raised by the tenderers attending the tender briefing and may issue a Replies to Tender Queries to all tenderers for information.

6 Tender Interview

- 6.1 During the tender evaluation stage, the tenderer is requested to attend a tender interview which will be tentatively held during the period from **28 November 2017 to 1 December 2017** to present his tender proposals. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes.
- 6.2 The presentation shall be set up with the tenderer's own resources and expense. The CIC shall not bear any costs associated with the presentation.
- 6.3 The presentation should at least include the project team profile, the approach to fulfill the objectives described in the Assignment Brief and its Annexes and an outline programme for completing the assignment. The presentation shall be conducted, where possible, by the leader of the proposed project team for implementing the consultancy services.
- 6.4 The presentation shall include a walkthrough using the actual screens/webpages of the proposed e-Recruitment solution (together with prototypes/mock-up for functions/features not already available) of the following CIC recruitment scenario according to the operations/process flow diagrams provided by the tenderer under Section 3.3, Appendix A of the Conditions of Tender and the CIC Recruitment Process Flow in Annex 2 of the Assignment Brief. The walkthrough shall illustrate how the HR user, candidates, line manager(s) will use the solution to complete the tasks at different stages of the CIC recruitment process.

Recruitment Scenario:

- i. The CIC approved the formation of a new Industry Relations Department (IRD) to engage companies paying levy to CIC and to understand their needs and expectations as well as to gauge the results as perceived. Three (3) Account Managers have to be recruited. They report to the Senior Manager of IRD (SM-IRD);
- ii. SM-IRD submitted a MR which shall be approved by the Director of Industry Relations Department (D-IRD) and the Executive Director (ED). After checking by Manager of HR Department (M-HRD), the MR has to be approved by Assistant Director of HR Department & Administration (AD-HR&A) and ED before the positions are advertised on the CIC website as well as on ClassifiedPost, JobsDB and LinkedIn;
- iii. Upon the closing date, the number of applications received from different channels are tabulated below:

Recruitment Channel	No. of Applications
1. CIC website (CIC Career Portal)	32
2. ClassifiedPost	25
3. JobsDB	47
4. LinkedIn	66

- iv. HR screened the applications and shortlisted Forty (40) applications for SM-IRD's consideration. SM-IRD chose Fifteen (15) from the Forty (40) applications;
 - v. Fifteen (15) applicants were invited to attend interviews. They have to prepare a PowerPoint presentation. The interview panel will decide which applicants will do a written test after the interview;
 - vi. Upon completion of the interview, Five (5) applicants were selected to do written test. Only Two (2) applicants were recommended for employment; and
 - vii. One (1) applicant accepted job offer. The Two (2) unfilled positions have to be advertised again.
- 6.5 Each interview presentation including the walkthrough should be no longer than Ninety (90) minutes, including a Fifteen (15) minutes questions and answers session.

7 Tender Evaluation

- 7.1 Tenderers shall note that their tender proposals, presentations and responses to CIC's queries in connection with the tender will be assessed in accordance with **the tender evaluation procedures and criteria** specified in **Appendix E** of the Conditions of Tender.

8 Tenderer's Commitment

- 8.1 All information and responses from the tenderer must be submitted in writing. The relevant provisions of this invitation to tender and such documents so submitted shall be the representation of the tenderer and may be incorporated into and made part of the Contract between the CIC and the successful tenderer.
- 8.2 The CIC reserves the right to disqualify any tender that directly or indirectly attempts to preclude or limit the effect of the requirements as mentioned on the Assignment Brief and its Annexes.
- 8.3 Tender shall remain valid and open for acceptance for **120 days** after the tender closing date.

9 Amendments

- 9.1 The CIC reserves the right to amend or withdraw the Assignment Brief and its Annexes before acceptance of a tender.
- 9.2 The CIC may issue Tender Addendum and / or Replies to Tender Queries no later than 7 days before tender closing if CIC found it necessary.

10 Award of Contract

- 10.1 The successful tenderer will receive a letter of acceptance as an official notification of acceptance. Unless and until a formal contract agreement is prepared and executed, this letter of acceptance together with the tender submission shall constitute a binding contract between the successful tenderer and the CIC. Tenderers who do not receive any notification within the validity period of their offer shall assume that their tenders have not been accepted.
- 10.2 The CIC reserves the right of not awarding the contract after receipt of submissions by the tenderer.

- 10.3 In order to ensure the fairness of the tender process, all answers to tender queries / tender clarifications and tender addendums will be uploaded to CIC's website. All tenderers have to take note of this arrangement. Any claim for extension of time or additional payment due to ignorance of this clause shall not be entertained by the CIC.

11 Rights to Exercise

- 11.1 The CIC may, at any time during the contract period by notice of writing, direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the work items stated in the Contract and/or works required as specified by the CIC, and the Contractor shall carry out such variations. The contract sum will be adjusted all in accordance with the relevant provisions specified else in the tender documents and/or works required as specified by the CIC.

12 Submitted Documents

- 12.1 All submitted documents will not be returned.

13 Enquiries

- 13.1 In case the tenderer has any tender enquiries or/ and tender clarification queries, he should submit in writing to the procurement department with details as below:-

Ms. Winnie TO
Assistant Manager – Procurement
Construction Industry Council
38/F, COS Centre
56 Tsun Yip Street
Kowloon

Tel : (852) 2100-9088
Fax: (852) 2100-9439
E-mail: winnieto@cic.hk

APPENDIX A – Details for Submission of Tender

**To be included
in
Technical Proposal**

The tenderer is required to provide all details as described therein.

1. Tenderer’s Staff Resources

1.1 Organization of Proposed Project Team

1.1.1 The tenderer shall submit:

- (a) Company’s profile, background and expertise;
- (b) An organization chart indicating the proposed project team structure and strength of the proposed project team. The team shall include members who possess the required qualifications, professional knowledge and relevant experience in supplying the Deliverables and to carry out the tasks as outlined in the Assignment Brief and its Annexes.

1.2 Qualifications of Proposed Project Team Members

1.2.1 The Contractor shall provide the name(s) of the Project Manager in the proposal submission.

1.2.2 A list of all participating personnel and sub-consultant(s)/subcontractor(s) that will be involved in the Services with their qualifications and experience in the required aspects stated in Section 7.2 and 7.3 of the Assignment Brief. Please provide the proposed team members hierarchy/background in the table below:-

No.	Proposed Roles / Title / Post in this project		
Name		Primary or backup	
Duties and responsibilities in the project			
Academic Qualifications		Years of relevant experiences	
Years working for Tenderer		List of relevant certificates and/or professional qualifications	
Languages			

- 1.2.3 The project team proposed in the tender submission shall form part of the Agreement.

2. Tenderer's Track Record & Project Reference

- 2.1 The tenderer is required to provide a full list of project references undertaken in the past Three (3) years (as of the tender closing date) for projects similar to this Assignment, giving the details by adhering to the submission format as specified in Section 2.2 below.
- 2.2 The tenderer shall submit a list of **relevant project references** in the following format with support of copies of job references or recommendation letters from previous clients.

Brief Project Description	Scope of Services	Client	Contract Value (in HK\$)	Duration	Year

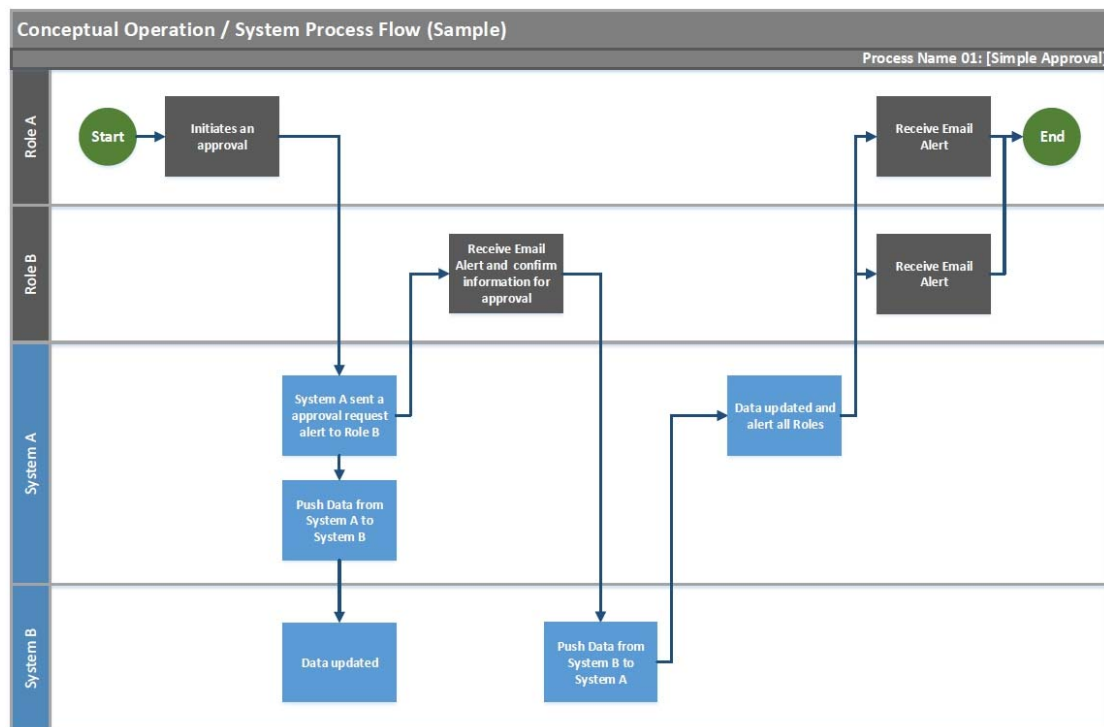
- 2.3 In case the tenderer is unable to disclose track record and project reference due to the signing of confidentiality agreement with its previous clients, please specify in the tender submission accordingly. In this circumstance, the tenderer will be asked to describe this information to the Assessment Panel during the tender interview.

3. Project Approach and Requirements

- 3.1 The tenderer is required to submit the following to demonstrate his capabilities in fulfilling the project approach and technical requirements and to present all the deliverables outlined in the Assignment Brief and its Annexes.
- (a) The project plan, including but not limited to, scopes, timelines, resources, training, procedures and individual responsibilities;
 - (b) The approach or methodology to implement the e-Recruitment Solution for the CIC.
- 3.2 The tenderer shall refer to the other requirements laid down in the Assignment Brief and its Annexes of the tender document.
- 3.3 The tenderer shall provide the major Conceptual Operation/ System Process Flow of each function when implementing the e-Recruitment Solution for the CIC. Example is as below:



Template of the Conceptual Operation/ System Process Flow



Sample of the Conceptual Operation/ System Process Flow

4. Documents and Information to be submitted by the Tenderer

4.1 The tenderer is required to provide the following documents and information as described in the tender documents:

Particulars	Reference
Technical Proposal	
1. Company profile, background and expertise	Conditions of Tender, Appendix A Clause 1.1
2. Organisation of Project Team	Conditions of Tender, Appendix A Clause 1.1
3. Names and qualifications of Project Manager and project team members	Conditions of Tender, Appendix A Clause 1.2 and Assignment Brief, Section 7
4. Contractor's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 2.1, 2.2 and 2.3
5. Project plan and project approach or methodology	Conditions of Tender, Appendix A Clause 3.1
6. Major Conceptual Operation/ System Process Flow of each function when implement the e-Recruitment Solution for the CIC	Conditions of Tender, Appendix A Clause 3.3
7. The Contractor shall propose a cloud-based solution and provide the information requested.	Assignment Brief , Annex 1, Clause 2.2.1 – 2.2.6
8. The Contractor shall list the modules or functions which do not have a web-based interface.	Assignment Brief , Annex 1, Clause 6.2
9. The Contractor shall list the anti-cheating functions available on the Test Portal.	Assignment Brief , Annex 1, Clause 12.4.6
10. The Contractor shall provide information on the different methods available for interfacing and integrating with other systems.	Assignment Brief , Annex 1, Clause 16.1.1

Particulars	Reference
Technical Proposal	
<p>11.The Contractor shall provide a list of off-the-shelf HRMS solutions available on market which the System already have interface and can readily integrate with.</p>	<p>Assignment Brief , Annex 1, Clause 16.2.1</p>
<p>12.The Contractor shall include a proposal on integration with future CIC systems including potentially a new HRMS system.</p>	<p>Assignment Brief , Annex 1, Clause 16.2.2</p>
<p>13.The Contractor shall provide a list of the functions / reports of the e-Recruitment solution where Contractor's logo or branding information is shown and cannot be customized to CIC logo or branding materials.</p>	<p>Assignment Brief , Annex 1, Clause 18.1</p>
<p>14.The Contractor should specify the information security standards that are met by the System.</p>	<p>Assignment Brief , Annex 1, Clause 19.18</p>
<p>15. [Optional] The Contractor is welcome to provide a proposal on the numbers of types of training courses on e-Recruitment for different types of users.</p>	<p>Assignment Brief , Annex 1, Clause 20.2</p>
<p>16.The Contractor shall specify the scope of user support service for CIC HR staff, management staff and technical support for IT administrators.</p>	<p>Assignment Brief , Annex 1, Clause 21.1</p>
<p>17.The Contractor shall specify the covered time period of the help desk that can match the requirement as far as possible.</p>	<p>Assignment Brief , Annex 1, Clause 21.3</p>
<p>18.The Contractor shall specify the methods to access the user and technical support, such as email, toll-free phone number, etc.</p>	<p>Assignment Brief , Annex 1, Clause 21.4</p>

Particulars	Reference
Technical Proposal	
19. [Optional] The Contractor shall provide a proposal on providing on-site dedicated support.	Assignment Brief , Annex 1, Clause 21.6
20. The Contractor shall state the scope of user and technical support services, and propose duration and frequency of on-site support during the nursing period.	Assignment Brief, Annex 1, Clause 21.8
21. The Contractor shall include in the proposal the scope of consultancy services and deliverables to be provided.	Assignment Brief , Annex 1, Clause 22.1
22. The Contractor shall provide information on the other HRMS modules which are parts of the proposed product suite.	Assignment Brief ,Annex 1, Clause 23.1
23. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
24. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
25. Statement of Compliance	Conditions of Tender, Appendix F
Fee Proposal	
26. Form of Tender	Conditions of Tender, Appendix C
27. Fee Proposal	Conditions of Tender, Appendix D

Note: All items in the above table, unless marked as “optional”, are mandatory requirements that MUST be submitted and followed the document format under the Technical Proposal. Failure to provide any of the required information may lead to the tender submission being not considered for tender evaluation.

APPENDIX B – Standard Letter for complying with Anti-Collusion Clause

To: Construction Industry Council (CIC)

Date:

**To be included
in
Technical Proposal**

Dear Sir/Madam,

Tender Ref: (326) in P/AE/PUR/AGC

Tender Title: Provision of e-Recruitment Solution and Implementation
Services for the Construction Industry Council (Re-Tender)

*[I/We], [(
name of the tenderer
)] of
(
address of the tenderer
)¹,

refer to *[my/our] tender for the above Contract.

*[I/We] confirm that, before *[I/We] sign this letter, *[I/We] have read and fully understand this letter and the anti-collusion clause in Conditions of Tender Clause 4.28.

*[I/We] represent and warrant that in relation to the tender for the above Contract:

- (i) *[I/We], other than the Expected Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the CIC the amount of the tender price or any part thereof until *[I/We] have been notified by the CIC of the outcome of the tender exercise;
*[I/We] have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
*[I/We] have not made and will not make any arrangement with any person as to whether *[I/We] or that other person will or will not submit a tender; and
- (ii) *[I/We] have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

*[I/We] shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties above, including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred.

In this letter, the expression “Expected Communications” means
*[my/our] communications in strict confidence with:

- (i) *[my/our] own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (ii) *[my/our] consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
- (iii) *[my/our] bankers in relation to financial resources for the Contract.

Signed for and on behalf of

[

]

name of the tenderer

by

[

]²:

name and position of the signatory

Name of Witness: _____

Signature of Witness: _____

Occupation: _____

Note:

* Delete as appropriate

1. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, this part in square brackets should be expanded to include the respective names and addresses of such persons or as the case may be companies.

2. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, all such persons or as the case may be companies must sign. The signatory for each of such persons or companies shall be a person authorised to sign CIC contracts on behalf of that person or as the case may be company.

APPENDIX C – Form of Tender

**To be included
in
Fee Proposal**

FORM OF TENDER

FOR

PROVISION OF E-RECRUITMENT SOLUTION AND IMPLEMENTATION SERVICES FOR THE CONSTRUCTION INDUSTRY COUNCIL (RE-TENDER)

**To: Construction Industry Council
38/F, COS Centre
56 Tsun Yip Street
Kwun Tong, Kowloon**

Dear Sirs,

1. Having examined the Conditions of Tender, Appendices to Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Employment and CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR) and Safety Requirements thereto for the execution of the above named Services, we offer to execute and complete the whole of the said Services in conformity with the said Conditions of Tender, Appendices to Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Employment and CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR) and Contractor's Safety Requirements and the tender proposals submitted herewith within _____ Calendar Days including Sundays and Public Holidays from the date of contract awarded and for the sum of Hong Kong Dollars (HK\$.....) (not being subject to fluctuations in labour and material costs) or such sums as may be ascertained in accordance with the Conditions of Employment.
2. We agree to abide by this tender and not to withdraw it for a period of 120 days from the date fixed for receiving it and including that date and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof subject to the provisions of Clause 2 hereof shall constitute a binding Contract between us.

4. We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

In the capacity of _____

Duly authorized to sign tenders for and on behalf of * _____

Registered Address of the Firm

Date _____

Witness _____

Address

Occupation

Date _____

Business Registration Certification No. _____

Name of Partner(s)

Residential Address of Partner(s)

* In the cases of a (a) Limited Company or (b) Partnership or unincorporated body, (a) the name of the Company or (b) the name(s) of the partner(s) must be inserted in the space provided above.

APPENDIX D – Fee Proposal

**To be included
in
Fee Proposal**

FEE PROPOSAL FOR

PROVISION OF E-RECRUITMENT SOLUTION AND IMPLEMENTATION SERVICES FOR THE CONSTRUCTION INDUSTRY COUNCIL (RE-TENDER)

The Contractor for provision of the Services shall be paid a Lump Sum fee of HK\$_____ for the provision of all services and all expenses incurred in connection with the carrying out and satisfactory completion of the Assignment as detailed in the Assignment Brief and its Annexes.

The tenderer shall enclose with his tender the completed Schedule of Rates as below:

(1) The Schedule of Rates shall be in sufficient details to indicate the breakdown of the works. Failure to submit the Schedule of Rates may cause his tender not to be considered by the Employer.

(2) Any items which are not included in the Schedule of Rates but shown on the drawings or described in the specifications under the tender document shall be deemed to have been included in the tender figures.

(3) Upon award of the Contract, the Schedule of Rates shall be deemed to be the Contractor's Schedules and will be regarded as firm and will not be subject to remeasurement or adjustment whatsoever otherwise than in accordance with the expressed provisions of the terms of the Contract.

(4) The total of the Schedule must agree with the amounts carried to the Summary of Tender. Any items which are not included in the Schedule but shown on the drawings or described in the specifications under the tender documents shall be deemed to have been included in the tender figures. The rates in the Schedule shall be used for the valuation of variations ordered by the Employer, but the quantities referred to in the Schedule shall not form part of the Contract Documents.

(5) The tenderer should note that the quantities as inserted in the Schedule of Rates for all measured work should be consistent with those shown on the tender drawings and the drawings to be prepared and provided by the tenderer. Where large discrepancy or apparent inconsistency in the quantity of any item is identified, the item total will remain intact and the tenderer will be requested to adjust the unit rate and the quantity to tally with the item total.

Schedule of Rates

Quotation Items					
Item No.	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
Provision of e-Recruitment Solution and Implementation Services for the Construction Industry Council (“CIC”) (Re-Tender) - Service Requirements as per Assignment Brief (Total: 44 Pages)					
Part A – Core Items					
A1	One-off Implementation Provision of Consultancy and Implementation Services for e-Recruitment Solution for the Construction Industry Council (Refer to Service Requirements as per Assignment Brief - Total: 44 Pages for details)	Job	1		
A2	e-Recruitment Software License for the first year – the license fee shall be inclusive of all the user interfaces (Refer to Assignment Brief., Annex 1, Clause 6.1 for details) <u>Notes:</u> a) License should be based on number of CIC users. The CIC does not accept licenses based on concurrent users; and b) Sufficient number of licenses shall be provided to cover the number of HR users and non-HR users in the CIC. Contractor shall provide an explanation on how many licenses will be provided and how the numbers are calculated.	Job	1		
A3	User and Technical Support for 12 months (after completion of nursing period)	Month	12		

Quotation Items					
Item No.	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
A4	Software Maintenance for the first year (if not already included in license fee or technical support fee) for 12 months (after completion of nursing period)	Month	12		
Sub-total of Part A – Core Item in HK\$					
Part B – Optional Items (CIC Career App)					
	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
B1	One-off Implementation for CIC Career App Provision of Consultancy and Implementation Services for CIC Career App for Construction Industry Council (Refer to Service Requirements as per Assignment Brief - Total: 43 Pages for details)	Job	1		Rate Only
B2	CIC Career App Site License (unlimited number of users) for the first year	License	1		Rate Only
B3	User and Technical Support for CIC Career App for the first year (after completion of nursing period)	Month	1		Rate Only
B4	Software Maintenance for the CIC Career App (if not already included in license fee or technical support fee) for the first year (after completion of nursing period)	Month	1		Rate Only
B5	CIC Career App Site License (unlimited number of users) for the second and subsequent year	License	1		Rate Only
B6	User and Technical Support for CIC Career App for the second and subsequent year	Month	1		Rate Only

Quotation Items					
Item No.	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
B7	Software Maintenance for the CIC Career App (if not already included in license fee or technical support fee) for the second and subsequent year	Month	1		Rate Only
Part C – Optional Items (Position Management)					
	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
C1	One-off Implementation for Position Management Provision of Consultancy and Implementation Services for Position Management for Construction Industry Council (Refer to Service Requirements as per Assignment Brief - Total: 44 Pages for details)	Job	1		Rate only
C2	Position Management License for the first year – the license fee shall be inclusive of all the user interfaces (Refer to Assignment Brief, Annex 1, Clause 6 for details) <u>Notes:</u> a) License should be based on number of CIC users. The CIC does not accept licenses based on concurrent users; b) Sufficient number of licenses shall be provided to cover the number of HR users and non-HR users in the CIC. Contractor shall provide an explanation on how many licenses will be provided and how the numbers are calculated.	CIC User	1		Rate only

Quotation Items					
Item No.	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
C3	User and Technical Support for Position Management for the first year (after completion of nursing period)	Month	1		Rate only
C4	Software Maintenance for the Position Management (if not already included in license fee or technical support fee) for the first year (after completion of nursing period)	Month	1		Rate only
C5	Additional Position Management License for the first year – the license fee shall be inclusive of all the user interfaces. (Refer to Assignment Brief, Annex 1, Clause 6.1 for details) <u>Notes:</u> a) License should be based on number of CIC users. The CIC does not accept licenses based on concurrent users.	CIC User	1		Rate only
C6	Position Management License for the second and subsequent year – the license fee shall be inclusive of all the user interfaces (Refer to Assignment Brief, Annex 1, Clause 6.1 for details) <u>Notes:</u> License should be based on number of CIC users. The CIC does not accept licenses based on concurrent users.	CIC User	1		Rate only

Quotation Items					
Item No.	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
C7	User and Technical Support for Position Management for the second and subsequent year	Month	1		Rate Only
C8	Software Maintenance for the Position Management (if not already included in license fee or technical support fee) for the second and subsequent year	Month	1		Rate Only
Part D – Optional Items (Others)					
	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
D1	<p>Additional e-Recruitment Software License for the first year – the license fee shall be inclusive of all the user interfaces (Refer to Assignment Brief, Annex 1, Clause 6.1 for details)</p> <p>Notes:</p> <p>a) License should be based on number of CIC users. The CIC does not accept licenses based on concurrent users.</p>	CIC User	1		Rate only
D2	<p>e-Recruitment Software License for the second and subsequent year – the license fee shall be inclusive of all the user interfaces (Refer to Assignment Brief, Annex 1, Clause 6.1 for details)</p> <p>Notes:</p> <p>a) License should be based on number of CIC users. The CIC does not accept licenses based on concurrent users.</p>	CIC User	1		Rate only

Quotation Items					
Item No.	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
D3	Bulk modification of field labels and descriptors, button names, menu items on all web pages and App screens for user friendliness and adaption for CIC use of e-Recruitment System (Refer to Assignment Brief, Annex 1, Clause 6.9 for details)	Job	1		Rate only
D4	Subscription to service or provision of system interface to automatically post vacancies to external job portals for applicants to apply for CIC jobs via re-direction to CIC Career Portal (Refer to Assignment Brief, Annex 1, Clause 10.18.5 for details)	Month	1		Rate Only
D5	Training (Refer to Assignment Brief, Annex 1, Clause 20 for details)	Man-hour	1		Rate only
D6	Dedicated On-site User and Technical Support (Refer to Assignment Brief, Annex 1, Clause 21.6 for details)	Man-day	1		Rate only
D7	After hour Technical Support (Refer to Assignment Brief, Annex 1, Clause 21.3 & 21.7 for details)	Man-hour	1		Rate only

Quotation Items					
Item No.	Description of Goods / Services	Unit	Quantity	Unit Rate Including Delivery (HK\$)	Total Value Including Delivery (HK\$)
D8	Additional Professional Services including Software Development Work (Refer to Assignment Brief, Annex 1, Clause 22.2 for details)	Man-day	1		Rate only

Remarks:

1. The CIC reserves the right to place order for any or all of the items as stated in this Schedule of Rates. The Contractor acknowledges and agrees that the offer for each of the respective item in this Quotation Form is the same in the event that any or all of the items are to be ordered.
2. With regards to Indemnity and Intellectual Property Right Indemnities, please refer to Annex 3.
3. The Contractor shall ensure all materials (including photo/ graphic/ music/ audio/ video/ text or the like) used in the design and production of the Presentation have no infringement of copyrights. For details, please refer to Annex 4 on the Intellectual Property Right and Ownership.

Payment Schedule (for mandatory consultancy and implementation services):

Upon receipt and acceptance of the Deliverables for each Payment Stage/ Date by the CIC with satisfaction and upon the submission of invoices to the CIC by the Contractor, the Contractor shall be paid in accordance with the following payment schedule within 30 days of the receipt of the invoices subject to verification of the invoice.

The percentages of payment do not imply or indicate the relative or absolute amount of resources and expenses to be spent by the Contractor to produce the concerned deliverables and to complete the Assignment. The payment schedule is as follows:-

Payment Stage	% of Total Consultancy Fee	Schedule of Payment
1st installment	10%	To be paid once the vendor has been awarded
2nd installment	20%	Provision of vanilla e-Recruitment Solution ready for the CIC's preview and trial
3rd installment	30%	Successful Completion of User Acceptance Testing
4th installment	40%	Successful Completion of Nursing Period.
Other Items	% of Total Fee	Schedule of Payment
Licenses	100%	After completion of nursing period
Training	100%	After successful delivery of training session
Support Services (Annual)	100%	Upon commencement
Support Services (On-site)	100%	Upon completion
Support Services (After hour)	100%	Upon completion

Delivery Date : As per Assignment Brief

Delivery Location : As per Assignment Brief

Company Name _____

Signature : _____ Date : _____

Annex 3 - Intellectual Property Right Indemnities

The Contractor shall indemnify and keep CIC, its authorized users, assignees and successors-in-title (hereinafter “indemnified parties”) indemnified from and against:

- (i) all and any demands, claims, actions, arbitrations, proceedings threatened, brought or instituted against the indemnified parties; and
- (ii) all liabilities and indebtedness (including without limitation liabilities to pay damages or compensation), loss, damage, costs and expenses incurred or suffered by indemnified parties (including all legal and other costs, charges, and expenses, on a full indemnity basis, which indemnified parties may pay or incur in initiating, defending, counter-claiming, settling or compromising any action or proceeding by or against indemnified parties).

which in any case being arisen directly or indirectly relating to the Intellectual Property Right as mentioned in Annex B and the Contract.

Annex 4 - Intellectual Property Right and Ownership

The ownership of, and all Intellectual Property Rights subsisting in this project (finished or otherwise), the delivery materials (finished or otherwise) and all the other underlying works created, generated or acquired by the Contractor, its employees, contractors, subcontractors or agents, including without limitation, any scripts, photographs, videos, choreography, dramatic works, music, plans, source code and drafts shall be vested in and belong to the CIC.

The Contractor should be responsible for clearance of all copyright issues and obtain necessary licences of musical arrangement (either tailor made or library music) at its own cost and expense for broadcasting anywhere within and outside Hong Kong, any occasion and any usage using any media, including, but not limited to, radio channels, TV, video walls, the Internet and multi-media advertisements on public transport, and at seminars, exhibitions and other public functions/ activities, and for production of VCDs/ DVDs/ CD-ROMs and other publicity materials by the CIC for non-profit making purpose. The cost of licensing should be absorbed by the Contractor.

APPENDIX E – Tender Evaluation Procedures and Criteria

1. INTRODUCTION

- 1.1 A two-envelope approach is adopted for tender submission, i.e. Tenderer should submit the technical proposal including all information specified in **Appendix A of the Conditions of Tender** and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender in one envelope and the fee proposal comprising the completed Form of Tender using the prescribed form provided in **Appendix C of the Conditions of Tender** and the Fee Proposal using the prescribed form provided in **Appendix D of the Conditions of Tender** in a separate envelope. Fee proposal would only be opened after the technical assessment is completed subject to Clause 1.4 below.
- 1.2 A marking scheme as described below will be used for evaluating the tenders. Tender proposals shall be evaluated based on two separate aspects, namely the technical assessment and the fee assessment.
- 1.3 The pre-determined weights for technical and fee assessments are 70% and 30% respectively.
- 1.4 If the technical assessment mark in Table 1 below is less than 60% of the maximum marks, the tender proposal will be rejected and will NOT be further assessed and its fee proposal envelope will NOT be opened.
- 1.5 The rejected tender proposal will NOT be included in the weighted technical assessment score formula in Clause 2.2 and the weighted fee assessment score formula in Clause 3.2 below. The CIC reserves its right to cancel this tender exercise and re-tender thereof without further notice to the tenderer.
- 1.6 An assessment panel will be established for tender evaluation. The proposal received will be evaluated in accordance with the requirements in this Appendix.

2. TECHNICAL EVALUATION

Detailed evaluation of the technical proposal including all information specified in Appendix A of the Conditions of Tender shall be made in accordance with the assessment criteria described in Table 1.

3.1 Table 1 – Technical Assessment Marking Scheme

Assessment will be based on the following criteria.

Assessment Criteria	Maximum Marks (%)
Contractor's profile, background and expertise	5%
Job reference of the Contractor in carrying out similar project nature and scale in the past 3 years	10%
Overall useability and design of the e-Recruitment Solution and its suitability to CIC's business and environment with respect to the requirements stated in Annex 1 of Assignment Brief	45%
Contractor's approach and work programme to fulfill the requirements and complete all the tasks described in the Assignment Brief (Refer to Section 3 of Appendix A, Clauses 1 and 23 in Annex 1 of Assignment Brief for details)	25%
Contractor's commitment and capabilities in User and Technical Support during set-up of the e-Recruitment Solution and maintenance after launch of the system (Refer to Clause 22 in Annex 1 of Assignment Brief for details)	15%
Total:	100%

2.1 The weighted technical assessment score of a tender shall be determined in accordance with the following formula:

$$70 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

3. FEE EVALUATION

- 3.1 Tender fee for evaluation shall be the lump sum quoted in Appendix D – Fee Proposal of the Conditions of Tender.
- 3.2 The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$30 \times \frac{\text{Lowest total lump sum fee of all tenders}}{\text{Total lump sum fee of the subject tender}}$$

4. CALCULATION OF COMBINED SCORES

- 4.1 The combined assessment score of a tender proposal shall be the sum of the weighted technical assessment score (Cl.2.2) and the weighted fee assessment score (Cl.3.2).

**To be included
in
Technical Proposal**

APPENDIX F – Statement of Compliance

- 1.1 The Contractor shall indicate in the following schedule whether they are able to provide the mandatory and preferable items as stated in Annex 1 of Assignment Brief. The duly completed compliance tables below shall be included in the Technical Proposal.
- 1.2 The Contractor is also required to include a description of how the proposed solution could meet the technical requirements in Annex 1 of the Assignment Brief.
- 1.3 The Contractor must fully comply the clause under each section in condition of tender. If Contractor can fully comply the clause, please fill ‘Y’, otherwise, please fill ‘N’ with explanation or new proposed solution.

Section in Assignment Brief	Synopsis of Mandatory Requirements (Refer to Assignment Brief for full descriptions)	Compliance with all Mandatory Requirements in this Section (Y/N)	Details of non-compliance, if any, with this section, please provide explanation /new proposed solution
4	Scope of the Services		
5	Deliverables		
6	Brief Programme		
7	Contractor’s Staffing		
8	Contractor’s Undertakings		
9	Assignment and Sub-Contracting		
10	Relationship of Parties		
11	Intellectual Property Rights		
12	Software Asset Management		
13	Confidential and Official information		
14	Contractor’s Obligation to Inform CIC		

Section in Assignment Brief	Synopsis of Mandatory Requirements (Refer to Assignment Brief for full descriptions)	Compliance with all Mandatory Requirements in this Section (Y/N)	Details of non-compliance, if any, with this section, please provide explanation /new proposed solution
16	Change of Contact Details		
17	Provision of Trial/Test Software for Evaluation		
Section in Annex 1			
Section in Annex 1 of Assignment Brief	Synopsis of Mandatory Requirements in Annex 1 (Refer to Assignment Brief Annex 1 for full descriptions)	Compliance with all Mandatory Requirements in this Section (Y/N)	Details of non-compliance, if any, with this section , please provide explanation /new proposed solution
1	General Requirements		
2	System Architecture		
3	Software Requirements		
4	Performance Requirements		
5	System Sizing and Non-Functional Requirements		
6	User Interface and Access		
7	Workflow and Authorisation		
9	Manpower Requisition (MR) Processing		
10	CIC Career Portal		
11	Candidate Shortlisting		
12	Job Interview		
13	Recommendation of Employment		
14	Salary Proposal		
15	On Boarding		
16	Interfaces and Integration		
17	Analytics and Reporting		
18	Branding and Usability		
19	Web Page Implementation, Security and Data Privacy		
21	User and Technical Support		
22	Consultancy Services		
23	Future Development		

APPENDIX G – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (326) in P/AE/PUR/AGC, Closing Date: 20 November 2017), I/we regret that I am/we are unable to bid due to the following reason(s):

(Please tick against the box(es) where applicable)

Inadequate time to prepare tender proposal. Suggested timeframe for proposal preparation: _____ days

Invitation document contains insufficient details.
Suggested supplementary details:

Work scope too broad. Would you consider bidding if the work scope is reduced?

Yes

No

Or which part(s) of the work scope shall be reduced to facilitate your consideration in bidding (please specify)?

Work scope too narrow. Would you consider bidding if the work scope is broadened?

Yes

No

Or what supplementary details shall be added to facilitate your consideration in bidding (please specify)?_____

Not interested in this type of service.

Working at full capacity at the moment.

Work scope beyond firm's / organisation's expectation.

Cannot meet project time schedule. Suggested timeframe for the project:
_____ months

Requirements / Specifications too restrictive.

Others (please specify):

Signature : _____

Full Name of Contact Person : _____

Position : _____

Name of Company : _____

Telephone No.: : _____

Fax No. : _____

E-mail : _____

Date : _____

Note:

- 1) Please return the completed reply slip to fax no: 2100 9439 no later than 12:00 p.m. on 17 November 2017.
- 2) Please contact Ms. Winnie To at Tele: 2100 9088 or email: winnieto@cic.hk for any enquiry.

APPENDIX H – Reply Slip for Tender Briefing Session

I/we would like to attend the tender briefing for the Provision of e-Recruitment Solution and Implementation Services for the Construction Industry Council (Re-Tender) at 2:30 p.m. on 30 October 2017 in Board Room, 38/F, CIC Headquarter, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

Full Name of Attendee(s)		Post/Title	
Company Name:			
Contact Person:		Post/Title	
Address:			
Telephone No:		Fax No:	
Mobile Phone No:		E-mail:	

Note:

- Each Tenderer shall register **Two (2) attendees** at the most.
- Please return the completed reply slip to email: winnieto@cic.hk or fax no: 2100 9439 no later than 5:00 p.m. on 27 October 2017.
- Please contact Ms. Winnie To (Procurement Department) at Tel: 2100 9088 or email: winnieto@cic.hk for any enquiry.

Provision of e-Recruitment Solution & Implementation Services
for the Construction Industry Council (Re-Tender)
(326) in P/AE/PUR/AGC

Assignment Brief

of

Provision of e-Recruitment Solution and

Implementation Services

for the

Construction Industry Council

(Re-Tender)

October 2017

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Assignment Brief

Provision of e-Recruitment Solution and Implementation Services for the Construction Industry Council (Re-Tender)

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1. Background

- 1.1 The Construction Industry Council (CIC) was formed in 2007 under the Construction Industry Council Ordinance (Cap. 587). The CIC consists of a chairman and 24 members representing various sectors of the industry including employers, professionals, academics, contractors, workers, independent persons and Government officials. The CIC's responsibilities range from providing recommendations to HKSARG on strategic matters in relation to the construction industry, upholding professionalism and integrity within the industry, serving as a resource centre for knowledge and experience sharing and conducting / financing educational, publicity and research programmes for occupational safety and health, etc. The CIC provides training courses in various aspects including but not limited to construction craft skills, project supervision, management and safety. The CIC also provides registration services for local construction workers in accordance with the Construction Workers Registration Ordinance (Cap 583). More information on CIC can be found on the website **www.cic.hk**.
- 1.2 The CIC has a workforce of about 1,000 staff including full-time and part-time positions. These positions have a broad skills spectrum covering general management, project management, back-office functions (Administration, HR, Finance, IT and Procurement), engineering, surveying, construction craftsmanship, training, board/council secretarial services, corporate communication, marketing, research and others. CIC staff works in around 20 different offices/centres/sites in diverse locations.
- 1.3 The Human Resources Department (HRD) of the CIC has 14 staff headed by an Assistant Director. Recruitment function is shared by all HR staff in addition to their designated HR functions. On average, the HRD has to recruit over 300 full-time and part-time staff per year. A Human Resources Management System (HRMS) was implemented using the Peoplesoft solution. However, the recruitment module was not included. Recruitment has so far been based on a manual and paper-based process. Vacancies are advertised on popular local recruitment websites, the CIC website and corporate intranet. Certain positions are hired using external recruitment services.
- 1.4 Apart from automating the recruitment process as far as possible, HRD would like to have more visibility along the recruitment process to further enhance the overall efficiency of the process.

2. Definitions

In this document, unless the context otherwise requires, the following terms shall have the following meaning:

“ADFS”	means Active Directory Federation Services;
“API”	means Application Programming Interface;
“CIC”	means the Construction Industry Council;
“CIC HQ”	means Construction Industry Council Headquarters;
“CMS”	means Content Management System;
“Confidential Information”	means the information about the CIC organisation, users, staff, internal policies, guidelines and procedures, IT infrastructure, all the materials, data and information concerning the dealings, transactions or affairs of CIC, and all the materials, data and information which may come to the Contractor, any other employees’, agents’ or sub-contractors’ knowledge in connection with, incidental to or in the course of carrying out of the Services, recommendations, or advice made, given or undertaken by the Contractor, the Contractor’s personnel, or employees’ or sub-contractors’ in connection with performance of its obligations hereunder, any other information and data which the CIC considers secret, confidential or commercially sensitive;
“Contract”	means the contract made hereunder between the Contractor and CIC including the requirement specifications and other documents, which are incorporated by reference herein;
“Contractor”	means the Company to provide the Services under the Contract;
“Contractor’s personnel”	means the personnel employed or affiliated with the Contractor to provide the Services under the Contract;
“CPU”	means Central Processing Unit;
“CSS”	means Cascade Style Sheet;
“CSV”	means Comma Separated Variable Format;

“Currency”	means Hong Kong Dollars;
“DR”	means Disaster Recovery;
“ED”	means Executive Director;
“End Users”	means end users who use IT services provided by CIC;
“FISMA”	means the Federal Information Security Management Act;
“HKSARG:	means Government of the Hong Kong Special Administrative Region;
“HR”	means Human Resources;
“HRD”	means Human Resources Department of CIC;
“HRMS”	means Human Resources Management System;
“HTML”	means Hyper Text Markup Language;
“IEC”	means International Electrotechnical Commission;
“IIS”	means Internet Information Server;
“ISO”	means International Standards Organisation;
“Intellectual Property Rights”	means patents, copyrights, design rights, trademarks, service marks, trade names, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights (of whatever nature and wherever arising), whether now known or hereafter created and in each case whether registered or unregistered and including applications for the grant of any such rights;
“IT”	means Information Technology;
“ITD”	means Information Technology Department of CIC;
“KPI”	means Key Performance Indicator;
“LDAP”	means Lightweight Directory Access Protocol;
“Materials”	includes but not limited to all the programmes, data, information or materials collected, compiled, developed, produced or created by or on behalf of the Contractor, its sub-contractors, Contractor’s personnel, and their directors, officers, employees, agents or sub-contractors (whether

individually or jointly with CIC) in relation to and/or in the course of the performance of the Services or for the purpose of the Contract, which are recorded or stored by whatever means in whatever form or media, any material relating to programming documentation including source and object code listings originated and first prepared for the CIC by the Contractor's personnel, the pre-contractual and contractual documents and all the drafts, uncompleted versions and working papers of any of the above items;

“MR”	means Manpower Requisition;
“MS”	means Microsoft;
“PC”	means Personal Computer;
“PCI DSS”	means the Payment Card Industry Data Security Standard ;
“PDC”	means Primary Data Centre;
“PDF”	means Adobe Portable Document Format ;
“Period of Service”	means the period during which the Contractor performs the Services under the Contract;
“Person”	includes any individual, corporation, firm and unincorporated body;
“Project”	means the project to provide and implement the e-Recruitment system for the CIC, as stated in the scope of services for this tender;
“Rights”	means patents, trademarks, service marks, trade names, design rights, copyright, domain name, database rights, rights in know-how and other intellectual property rights (of whatever nature and wherever arising) in each case whether registered or unregistered and including applications for the grant of any such rights;
“RPO”	means Recovery Point Objective;
“RTO”	means Recovery Time Objective;
“SDC”	means Secondary Data Centre;
“Services”	means the services to be performed by the Contractor and

Contractor's personnel under this Contract pursuant to this
Assignment Brief;

“SQL”	means Structured Query Language;
“SSAE”	means Statement on Standards for Attestation Engagements;
“UAT”	means User Acceptance Test/Testing;
“UI”	means User Interface;
“UTF”	means Unicode Transformation Format;
“VM”	means Virtual Machine;
“W3C”	means World Wide Web Consortium;
“WAI”	means Web Accessibility Initiative;
“WCAG”	means Web Content Accessibility Guidelines;
“XML”	means Extensible Markup Language;

3. Objectives

3.1 The CIC is appointing a Contractor to provide an e-Recruitment solution and implementation services (the “Services”) for the following purposes:

- (a) To enhance and automate the recruitment process as far as possible to ensure operational efficiency and consistency, and minimize the likelihood of omissions or errors;
- (b) To achieve a paperless environment;
- (c) To provide an online employment portal in order to reach out to as many potential candidates as possible, and to enhance the overall experience of applying for a job advertised by the CIC, as well as to uplift the corporate branding of the CIC;
- (d) To post vacancies automatically on the CIC employment portal as well as external job and social media websites;
- (e) To enforce corporate policies in organisational budget, talent and manpower requisition, selection and recommendation of candidate and salary proposal for an approved candidate;
- (f) To enhance transparency of different stages of the recruitment process to identify bottlenecks and for better management control and decision making;

- (g) To produce reports for supporting management decision;
- (h) To enhance communication with the candidates, line managers, interviewers throughout the recruitment process;
- (i) To interface with the HRMS, CIC Corporate Portal for purposes such as record updating and updating of approval flows within those systems; and
- (j) To analyse recruitment performance by tracking KPIs to meet defined objectives.

4. Scope of the Services

- 4.1 The awarded Contractor (the “Contractor”) shall perform the scope of the Services as detailed in Annex 1.
- 4.2 Other items of work directly or indirectly related to the Services may be added by the CIC with the agreement of the Contractor and shall form part of the overall scope of the Services and be covered by the terms of the Agreement with additional fees that are mutually agreed by the CIC and the Contractor.

5. Deliverables

- 5.1 The Services and all Deliverables shall comply with the Contract requirements to the satisfaction of the CIC. Should there be different interpretations between the CIC and the Contractor against any requirements in the Contract, the CIC shall have the final jurisdiction on the explanation and approach of the implementation for the requirements. The Contractor shall follow the explanation of the requirements and the instructions given by the CIC to implement the solution to the satisfaction of the CIC.
- 5.2 The Contractor shall provide the following Deliverables:
 - (a) Project Plan including but not limited to project goals, defined scopes, timelines, resources, training, procedures and individual responsibilities;
 - (b) e-Recruitment software for HR staff, line managers, interviewers, senior management, job candidates, job applicants and system administrators;
 - (c) Software set up and configuration guide (including hardware and network if applicable) for the e-Recruitment software and related consultancy services;
 - (d) Consultancy and technical services to bring the e-Recruitment solution into operation;
 - (e) Requirement specifications and reports on system customization (if applicable);

- (f) Training including preparation and provision of learning materials to HR trainer (if applicable);
 - (g) Test plan, test environment configuration, test scripts and reports, test tools for the user acceptance test, including system stress test and all other relevant tests as necessary;
 - (h) Source codes of customised software developed specifically for the CIC;
 - (i) Configuration, installation, operations and maintenance documentation on all supplied items for system administrators;
 - (j) Quick/Pocket user guide, Application User Administration and Operations Manual;
 - (k) Templates for internal policies, guidelines and procedures for the position management process (if applicable) and recruitment process using the e-Recruitment solution;
 - (l) Problem/incident log, issue management and escalation procedures for the nursing period and live operations; and
 - (m) Records/Minutes of all project-related meetings.
- 5.3 All documents shall be submitted electronically in MS Word format, MS Excel format (for data), MS Visio format (for diagrams) and in PDF file format or any other formats as applicable which are readily printable.

6. Brief Programme

- 6.1 The Services shall commence by December 2017 tentatively, and be completed within **Six (6) months** from the date of commencement. If the Contractor reckons that the project will take longer than Six (6) months, a phased approach should be proposed with the core e-Recruitment functions (as agreed with the CIC) launched in the first phase which will take no longer than Six (6) months
- 6.2 The Contractor undertakes to carry out the Services and submit Deliverables as stipulated in the Assignment Brief to the CIC in accordance with the Project Plan or as directed / agreed by the CIC from time to time.
- 6.3 Supplementary information or reports other than the Deliverables stated in Section 5.2 shall be prepared and delivered at such time upon request by the CIC.

7. Contractor’s Staffing

7.1 The Contractor should have prior experience in successfully executing similar projects in the past Three (3) years. The Contractor’s project team as a whole, and each individual within the team shall have the experience of conducting projects of similar nature and scope of those required in this Assignment Brief and its Annexes.

7.2 The Contractor shall propose the composition of the project team which the Contractor believes best suits the Services. In particular, the project team shall include as a minimum the following team members.

- (a) One (1) Project Manager with at least Ten (10) years of post-qualification experience. Please refer to the table below for details.
- (b) A number of Specialists with at least Five (5) years of post-qualification experience. Please refer to the table below for details.

Project Role	Qualifications	Responsibilities
Project Manager	At least Ten (10) years of post-qualification experience including at least four years of experience in the relevant function or specialty.	<ul style="list-style-type: none"> • Schedule and assign duties to subordinates. • Lead feasibility and optimization studies, analyze and specify IT system. • Plan and manage project team and technologies. • Deliver projects within budget and time. • Establish procedures and automated performance measurement capability to monitor the technical accomplishment and progress of projects. • Liaise with Project Working Group on day-to-day work. • Develop project management plans and quality control.

Project Role	Qualifications	Responsibilities
Specialist	At least Five (5) years of post-qualification experience including at least three years of experience in the implementation of proposed Solution	<ul style="list-style-type: none"> • Collect, analyse and document user requirements • Analyse, design and specify program components of IT systems to meet user requirements • Prepare and conduct system testing and user acceptance • Produce project reports and specifications in accordance with the standards approved by the Project Working Group • Monitor the performance of his/her subordinates, if any • Review work for correctness, for adherence to the design concepts and user requirements, and for all progress in accordance with schedules. • Assure conformance to standards and quality control procedures. • Prepare and deliver training and presentations on the system concepts, use of the system, operations and administration of the system to staff of CIC. • Able to play a full role in all phases of computer projects including requirement and feasibility studies, system analysis and design, procurement and installation of computer system, programming, implementation, system nursing and maintenance.

7.3 The Contractor shall list out in the proposal all participating personnel and sub-consultant(s)/sub-contractor(s) that will be involved in the Services with their qualifications and experience in relation to the following aspects:

- (a) Provision of e-Recruitment Solution and Services and associated consultancy;
- (b) Provision of technical user support for e-Recruitment system; and
- (c) Conducting training classes to the CIC's staffs.

7.4 In the event of any deviation or change of team members with respect to the submitted proposal, prior approval from the CIC must be sought.

- 7.5 The project team shall provide all specialists and sub-consultancy services required for the satisfactory completion of the Services. No additional fees or expenses for the provision of such services rendered locally or overseas shall be payable by the CIC.
- 7.6 In the event, for reasons beyond his control, the Contractor is unlikely to provide or maintain any key staff as specified in the proposal, he shall report to the CIC as soon as practicable and propose for the CIC's approval of a substitute staff having qualification and experience comparable with the key staff who is leaving the project team.

8. Contractor's Undertakings

The Contractor warrants and undertakes to the CIC that:-

- 8.1 The Contractor shall provide independent and unbiased advice to CIC in relation to the Services.
- 8.2 The Assignment will be performed and completed in a professional, competent and diligent manner and to the satisfaction of the CIC and that the Contractor and each and every Contractor's personnel shall use all the experience, skill, care and diligence in the performance of the project and the discharge of all its or their duties and obligations, as the case may be, under the Contract as may reasonably be expected from a person who is held out as an expert in providing or assisting in providing services of a kind similar to the Assignment.
- 8.3 The Contractor shall comply with all laws, regulations, by-laws and code of practice which are from time to time applicable to the provision of the Services, including the obtaining and maintaining of all necessary licenses or permits.
- 8.4 The Materials used by the Contractor in performance of the Services will not subject the CIC or the Contractor to any claim for infringement of any proprietary rights or Intellectual Property Rights of any third party.

9. Assignment and Sub-Contracting

- 9.1 The Contractor shall not assign or otherwise transfer or sub-contract this Contract or any of its right or obligation hereunder whether in whole or in part without the prior written consent of CIC.

- 9.2 For the avoidance of doubt, the Contractor shall remain liable for the full remuneration of any sub-contractor or agent and be liable and be held responsible for all acts and omissions of any sub-contractor or agent of the Contractor, and their respective employees and agents (authorized or unauthorized) as if such act or omission were its own.

10. Relationship of Parties

- 10.1 The Contractor enters into this Contract with the CIC as an independent contractor only.
- 10.2 The Contractor or any person employed or engaged by the Contractor or any subcontractor or personnel concerned with the same shall not be deemed to be the employee, or agent of the CIC.

11. Intellectual Property Rights

- 11.1 The ownership, copyright and the Intellectual Property Rights of the Materials shall vest in and belong exclusively and absolutely to the CIC. The Contractor shall not reproduce the Materials without obtaining prior written consent of CIC.
- 11.2 The Contractor shall indemnify CIC and keep CIC fully and effectively indemnified against any loss or damage which CIC may sustain or incur as a result of any allegation of or claim for infringement of the Intellectual Property Rights of any party arising from or in any way related to the provision of the Services by the Contractor.
- 11.3 The provisions of Section 11 of this Assignment Brief shall survive the expiration, completion or early termination of the Contract.

12. Software Asset Management

- 12.1 The Contractor shall at all times during the execution of the Contract exercise due diligence in software and hardware asset management and as and when required by the CIC, furnish to the CIC satisfactory evidence that this sub-section has been complied with.
- 12.2 The Contractor warrants and undertakes that the use of any software by the Contractor for the purpose of or otherwise in connection with the performance of this Contract shall not infringe any Intellectual Property Rights of any party.
- 12.3 The Contractor shall notify the CIC immediately in writing of any allegation, claims, actions and/or proceedings in respect of such infringement and progress thereof from time to time

- 12.4 If the Contractor's use of the software for the purpose of or otherwise in connection with the performance of this Contract is held by a court to constitute an infringement of a third party's Intellectual Property Rights, the CIC may, without prejudice to any other rights or remedies that the CIC may have, terminate this Contract forthwith by giving notice in writing to the Contractor and recover from the Contractor the amount of any loss or damage sustained or incurred by the CIC as a consequence of such termination.
- 12.5 The provisions of Section 12 of this Assignment Brief shall survive the expiry, completion or early termination of the Contract and shall continue in full force and effect notwithstanding such expiry, completion or early termination.

13. Confidential and Official Information

- 13.1 The Contractor shall treat as confidential all Confidential Information.
- 13.2 The Contractor shall not at any time during or after the Term divulge or allow to be divulged to any person any such Confidential Information other than to the support personnel or the Contractor who need to know the same for the purpose of carrying out the Contract and each having signed an undertaking in favour of the support personnel and CIC jointly and severally on non-disclosure regarding such Confidential Information in a form prescribed by CIC. The Contractor shall provide the original or certified true copies of all such undertakings to CIC as may be required by CIC. The Contractor further agrees that, if so required by CIC, it shall take all such steps as are lawful and necessary to enforce such undertakings or to co-operate with CIC in their enforcement.
- 13.3 The Contractor shall protect the Confidential Information using not less than the same standard of care CIC applies to their Confidential Information and shall at its own expense take such measures as are necessary, whether by adequate security systems, legal proceedings or otherwise, to ensure compliance with the confidentiality obligation.
- 13.4 CIC may request the Contractor in writing at any time that any Confidential Information disclosed pursuant to the terms of this Section 13 and any copies, analyses, compilations and extracts thereof whether in hard copies, electronic format or other media be returned, destroyed and/or deleted with a written statement to the effect that upon such return, destruction and/or deletion it has not retained in its possession or under its control, either directly or indirectly, any Confidential Information in whatever form. The Contractor shall comply with any such request from CIC within seven days of receipt of such request.

- 13.5 The Contractor shall ensure that the contractors and any other persons engaged any works in connection with the Contract are aware of and comply with the provision of this Section and the Official Secrets Ordinance, Cap. 521 and the Contractor shall indemnify the CIC and keep the CIC harmless against any loss or damage which the CIC may sustain or incur as a result of any breach of confidence by any of such persons.
- 13.6 The Contractor shall not and shall not permit any of its Contractor's personnel publishing or disclosing any Confidential Information. If the Contractor becomes aware of any breach of confidence by any of its employees, any of its sub-contractors or agents it shall promptly notify the CIC and give the CIC all reasonable assistance in connection with any proceedings which CIC may institute against such persons.
- 13.7 For avoidance of doubt, the foregoing obligations shall survive the termination of this Contract.
- 13.8 The Contractor must ensure that the Contractor's personnel shall conform and abide by CIC normal codes of staff and security practice, as laid down in the CIC Security Policy, to protect CIC data from unauthorized disclosure or loss.

14. Contractor's Obligation to Inform CIC

- 14.1 The Contractor shall keep itself informed and immediately inform the CIC of any or all facts or matters incidental to or related to its obligations under provision of this Contract with respect to prevention of bribery, conflict of interest and Contractor's obligation not to disclose Confidential Information, including any such facts and matters affecting the support personnel. The Contractor shall also keep itself informed and immediately inform the CIC of any facts and matters aforementioned affecting the contractors, including any previous conviction records of the support personnel.
- 14.2 The Contractor shall notify in writing ITD immediately of any circumstances relating to the Contractor and/or the CIC concerning the Services of which the Contractor is aware or which it anticipates may justify the CIC taking action to protect its interests (including its reputation and standing).
- 14.3 The Contractor shall keep itself informed and immediately inform the CIC of any unauthorized disclosure or loss of CIC data by any of its employees, any of its sub-contractors or agents.

15. Conflict of Interest

- 15.1 The Contractor ensures that it (including its Associates and Associated Persons), each of the support personnel shall not undertake any service, task or job or do anything whatsoever for or on behalf of any third party (other than in the performance of this Contract) which conflicts or competes, or which may be seen to conflict or compete with the support personnel's duties to the CIC under this Contract.
- 15.2 The Contractor shall, during the Term of the Contract, immediately notify in writing the CIC of all or any facts which may reasonably be considered to give rise to a situation where the financial, professional, commercial or other interests of the support personnel or its Associates or Associated Persons, or each and every Contractor's personnel and his Associates or Associated Persons, or any of the Contractor's sub-contractors, or its Associates or Associated Persons, conflict or compete with the support personnel's or their duties, as the case may be, to the CIC under the Contract.
- 15.3 The Contractor must ensure that the Contractor's personnel keep themselves informed and immediately inform in writing the Contractor of all or any facts which may give rise to a situation of conflict of interest.

16. Change of Contact Details

- 16.1 Each of the parties shall give notice to the other of any change or addition of any postal address, telephone, fax, electronic mail or similar number at the earliest possible opportunity but in any event within FOURTY-EIGHT (48) hours of such change or addition.

17. Provision of Trial/Test Software for Evaluation

- 17.1 If the CIC so requests, the tenderer shall provide a trial/test version of the e-Recruitment Solution at no cost, no obligations and no liability to the CIC for the CIC staff to try out and evaluate the software, as part of the tender evaluation process.
- 17.2 The trial/test version of the e-Recruitment Solution shall be identical (in terms of user interface (save for branding and related customisations), configurability, functions and features) to the production version of the software which the Tenderer intends to implement for the CIC if the Tenderer is selected for the Services.
- 17.3 Tenderers are encouraged to conduct a quick workshop at no cost, no obligations and no liability to the CIC to demonstrate and walk through the functionalities and features of the e-Recruitment Solution for the members of the Assessment Panel of this Tender.

Annex 1 – Scope of the Services

1. General Requirements

- 1.1 The Contractor shall provide an e-Recruitment Solution and Implementation Services to CIC, including e-Recruitment software (the “System”) fulfilling the requirements described in this Assignment Brief and its Annexes.
- 1.2 The Contractor shall provide user and technical support to CIC users and maintenance of the e-Recruitment system to meet the service level described in this Assignment Brief after the System is ready for the CIC’s use and for Twelve (12) months after the completion of the nursing period.
- 1.3 The CIC has full ownership and copyrights of all the information submitted by the CIC users, job applicants and candidates to the e-Recruitment Solution provided by the Contractor. The Contractor, the e-Recruitment system provider including its sub-contractors (if any), shall not distribute or disclose any of the information without explicit written approval from the CIC.
- 1.4 A nursing period of at least Twelve (12) weeks shall be provided after the System launch according to the project schedule. Overall system performance (including progress on issue resolution) shall be reviewed by the Contractor and by the CIC every Four (4) weeks after the commencement of nursing period in order to determine if the nursing period has to be extended or not. Such extensions shall be at no cost to the CIC if the system performance is not satisfactory or major problems discovered have not been satisfactorily resolved.

2. System Architecture

- 2.1 The System shall be a cloud-based solution operated by the Contractor or by an e-Recruitment Solution Provider (“Solution Provider”) whose performance under this project shall be guaranteed by the Contractor.
- 2.2 For the “cloud-based” solution, the Contractor shall provide the following information
 - 2.2.1 The number of data centres hosting the e-Recruitment solution, and the countries or location or jurisdiction where the servers / databases of the e-Recruitment websites and portals are hosted, and whether these data centres are owned by the Solution Provider, the Contractor or third parties;
 - 2.2.2 Security and data protection arrangement to safeguard the confidentiality and integrity of CIC data stored in the System;
 - 2.2.3 Relevant information, system and cloud security standards that the cloud platform and the System comply with;

- 2.2.4 Contingency and disaster recovery arrangement in case the hosting data centres fail, or the System and data are hacked;
 - 2.2.5 A summary of past security incidents of the e-Recruitment solution and their impacts.
 - 2.2.6 List of Hong Kong customers who are using the cloud-based e-Recruitment solution.
- 2.3 There shall be a Production environment and a User Acceptance Test (UAT) environment coming with the cloud-based solution;
- 2.4 The cloud-based solution shall have a system architecture to support load balancing for the web services and application services using a fair mechanism. Necessary high availability and resilience shall also be achieved to the satisfaction of the CIC.
- 2.5 The Contractor shall meet following requirements for the cloud-based e-Recruitment solution.
- 2.5.1 The locations / jurisdictions of data centres hosting the e-Recruitment websites should have similar level of personal data protection as Hong Kong.
 - 2.5.2 The Contractor shall ensure all security and data protection requirement apply to all primary sites, backup site / media, etc, and subject to data retention arrangement.
 - 2.5.3 CIC data, including all text, sound, video or image files, and software provided to the System are all owned by the CIC; and CIC data must not be mined for advertising purposes, and must not be used for any other purposes without CIC written consent.
 - 2.5.4 The Contractor shall ensure that the CIC will be notified of any security or data breaches and the remedial action to be taken by means of email notification or in writing.
 - 2.5.5 The System should have an enforced data disposition policy and CIC data must be disposed within 30 days if the CIC terminates the services.
 - 2.5.6 The System should able to meet independent auditing standards on reporting of service organizations, e.g. SSAE 16, ISO 27001 or equivalent. Audit report shall be furnished by the Contractor upon CIC request.

2.5.7 The System should adopt the uniform international code of practice for cloud privacy, such as ISO 9001, ISO/IEC 27018, PCI DSS, SAS 70 and SSAE 16/ISAE 3402, and governs the processing of personal information and data privacy by cloud service providers.

3. Software Requirements

3.1 The Contractor shall perform configuration and necessary customisations to fulfill the requirements of this Tender. Customisations that override the fundamental design and complex/convoluted programming that obscure the originally intended logic should be minimised.

3.2 The Contractor shall provide detailed release notes of each software release of the System using a format as agreed with the CIC, including but not limited to the following information

- a) Version number of the release;
- b) List of modified, newly created or obsolete programs and configuration files;
- c) Data dictionary for customised data tables and fields;
- d) Detailed description of each problem and the modifications to fix the problems in the affected programs and configuration files;
- e) Detailed description of the enhancements and the related modifications to the affected programs and configuration files.

3.3 The System software shall have reasonable capacity and capability to cater for the growth of data, number of users and applicants, new functional modules, enhancements without degradation in performance.

3.4 The Contractor shall provide comprehensive tools to support the various testing exercises for the System at their own cost.

4. Performance Requirements

4.1 The System shall achieve or exceed response times that are commonly expected by users of websites and applications.

- a) Completion of standard online/real-time operations on screen or webpage without complex logic or calculation within Three (3) seconds;
- b) Report generation using the standard functions provided within Twenty-Five (25) seconds;

- 4.2 The System shall achieve or exceed availability requirements that are commonly expected by users of websites and applications.
- a) Website availability for public access should be at least 99.5%;
 - b) Availability of applications for CIC personnel should be at least 99.95%.
- 4.3 Load tests should be conducted on the servers as part of the UAT to ensure the above performance requirements have been met. Platform, equipment and software for the load tests shall be provided and set up by the Contractor at no cost to the CIC.

5. System Sizing and Non-Functional Requirements

- 5.1 The System shall support Ten (10) HR users involved in position management and recruitment, and Two-Hundred (200) line managers and senior management staff for approval and interview, and an unlimited number of external individuals who will access job vacancy information, apply for jobs and be notified of events related to job applications after the full feature of the System is ready for the CIC's use.
- 5.2 The System shall have a flexible and extensible user and role model that allows for the segregation of duties and authorities within the CIC with respect to the administration and access to information of the e-Recruitment system. The System shall support users with multiple roles (e.g. job applicant plus line manager).
- 5.3 At any time, the System shall provide audit logs and audit reports to track any changes to the information in the System, and any changes to applicant account and be able to be searched and viewed based on at least the following:
- Type of change (e.g. add, change or delete);
 - User Identification of those involved in the change (i.e. requestor, approver); and
 - Date / Time of change
- 5.4 The System shall require the user to input a reason for the change and category of change type when a change is made.

6. User Interface and Access

- 6.1 The System shall provide the following user interfaces
- a) a web-based user interface (CIC Career Portal) for public users and staff to view vacancy information, to apply for positions, to track application status, and to receive notifications and news sent by the CIC;
 - b) a web-based user interface for staff to access information of candidates attending interviews, or staff to create, monitor and approve/disapprove requests on the e-Recruitment system;

- c) a web-based user interface and/or a mobile App for interviewers to review candidate information and to input scores and comments for candidates attending interviews;
 - d) a web-based user interface for candidates to take written tests when attending interviews; and
 - e) [Optional item] A mobile app (CIC Career App) for public users and staff to view vacancy information, to apply for positions, to track application status, and to receive notifications and news sent by the CIC.
- 6.2 The System shall provide access to all user functions via a web-based platform. For any NON web-based backend modules/components, the Contractor should indicate in the proposal. Data exchange with CIC internal systems should be implemented through RESTFUL API/Web service.
- 6.3 The System shall run on common browsers including Internet Explorer 10 or above, Chrome 40 or above and Safari 8 or above.
- 6.4 The System shall run on native browsers of mobile devices running iOS 8.x.x or above and Android 4.x.x or above. The web interface shall be responsive and mobile-friendly.
- 6.5 Mobile Apps coming with the System shall run on mobile devices with different screen size running iOS 8.x.x or above and Android 4.x.x or above.
- 6.6 The System shall support both English and Traditional Chinese contents and data for all functions.
- 6.7 The System shall provide both English and Traditional Chinese user interface for both staff and applicants.
- 6.8 The System shall support character sets and encoding standards based on Unicode and HKSCS (Hong Kong Supplementary Character Set).
- 6.9 [Optional] The System shall allow the flexibility to modify all necessary field labels and descriptors, button names, menu items on all web pages and App screens for user friendliness. The Contractor should advise if a bulk modification of the above will be included in the implementation project and whether additional cost will be involved.
- 6.10 The System must support single sign on with Microsoft Windows **Lightweight Directory Access Protocol** (LDAP).
- 6.11 The System shall provide comprehensive search functionality.

- 6.12 Whenever possible, all alert and warning messaging shall be inline (on the page) rather than a pop-up message (alert) box. Alerts and warning messages shall indicate precisely what user needs to focus on, such as mandatory field entry and selection, specific data structure and pattern, business logic validation and checking, etc
- 6.13 The System shall support the use of UTF-8 or higher character encoding to display special characters on web pages and mobile apps.
- 6.14 The System shall provide configurable and customizable graphical display of dashboard data for HR staff.

7. Workflow and Authorisation

- 7.1 The System shall enable CIC to define an approval (includes endorsement in the context of this Assignment Brief) workflow for requests including additions, changes, deletions and other actions on a per-record or batch basis, using a graphical interface. The System shall implement different stages for requestor(s) and approver(s) with the workflow automation function. The functions and features described in this Section 7 shall apply to all sections in this Assignment Brief where “approval”, “approval flow” or “approval workflow” is mentioned.
- 7.2 Each type of request can be configured to have zero to multiple approval steps acted upon by different roles. User roles and authorities should be configurable by the system administrator. The approver shall be able to leave a remark if he chooses to. There can be multiple approvers for an approval step in an “and” or “or” relationship. Once all approvals have been obtained, the request will be executed at the date/time specified.
- 7.3 The System shall include a message alert and notification function which is configurable by the system administrator. Messages can be emails or push notifications for mobile App. Message templates, including sender name, email address and the list of recipients shall be configurable for different events to be specified by the CIC. The System shall provide an extensive list of user-defined fields that can be used on message templates. In the case of approval flow, when the request progresses from one approval step to another, an email will be sent to the requestor informing him of the progress. When the approval process is completed for a request, an email will be sent to the requestor and all preceding approvers informing them of the completion of approval.
- 7.4 When there are requests or approval steps which have not been acted upon for a preset period of time, the System will alert or remind the approver and inform related parties via email.

7.5 If the same approver appears in the approval flow more than once, only the last occurrence of that approver should be exercised. The earlier occurrences of that approver in the flow can be skipped. If the approver is more junior (in terms of job authority) than and is in the same department as the requestor/previous approver, that approver should be skipped.

8. [Optional Item] Position Management

8.1 HR staff shall create / view / modify / delete position information on the System.

8.2 The System shall allow users to manually input or electronically upload position data. The System shall be able to import or receive information on positions from other CIC systems. CIC shall be able to define the attributes that are to be recorded against different categories, such as vacancies, recruitment, position information etc.

8.3 All additions/changes/deletions of positions will have to reviewed and approved by staff with required authority. The System shall allow the CIC to define approval flows for different scenarios based on established policies, guidelines and procedures for position data maintenance (see Section 7 on “Workflow and Authorisation”).

8.4 The System shall pass information of the selected candidate to HRMS so that a staff record can be created there. CIC system shall then pass the staff ID back to e-Recruitment system so that the position record can be linked to the staff record in the HRMS.

8.5 The System shall refer to the HRMS for the changes in incumbents of all CIC positions not related to recruitment, e.g. internal transfer, promotion, termination.

8.6 The System shall enable user to cross check the position and the incumbent staff information easily. In particular, each position shall have a “child position number” which is the position number followed by a sequence number for the incumbent (01 – First incumbent, 02 – Second incumbent, etc.)

8.7 The System shall generate organisation chart in a graphical format and provide several format or template for user selection.

8.8 The System shall provide user-defined text fields against a position to be displayed in the organisation chart or alert email.

9. Manpower Requisition (MR) Processing

- 9.1 The System shall trigger the process to create MR based on the status changes of the position (i.e. position is newly created or becoming vacant). If the vacancy arises because of resignation, retirement or termination, a reminder to raise MR request will be sent to line manager by the System automatically, while staff movement notification emails will be sent to concerned staff automatically. An alert email shall be sent to the line manager when a position becomes vacant but no MR form has been created after a preset time.
- 9.2 The System shall allow CIC staff to add/delete/modify manpower requisitions and their attributes and to upload related documents as supporting documents for the MR.
- 9.3 The System shall provide functions for the electronic upload of manpower requisition data and supporting documents into the system.
- 9.4 The new MR form will have to be reviewed and approved by one or more approvers in the user department management hierarchy before it will be passed to HRD for processing. The approval flow will be defined and administered by the system administrator or HRD for different departments and position types.
- 9.5 New MR forms which have been approved by management of user department will be assigned to HR staff according to a table listing which HR staff are responsible for MRs from which departments. The mapping can be many-to-many.
- 9.6 Once a MR is checked satisfactory, HR staff will review, revise and confirm the details of the interview panel chairperson and members on the form. The System shall allow users to specify defaults for interview panel members based on requesting departments, reporting line and seniority of position. For third-party interviewers, the System shall provide a list of choices indicating the number of interviews already participated by each third party interviewer in the past month. The System shall highlight third-party interviewers who have been frequently invited with details, provide checking and alert message when confirming the interviewer panel.
- 9.7 The System shall allow HR staff to create/modify templates for job advertisements, and allow CIC staff to choose the right template when he wants to create a new job advertisement.
- 9.8 CIC staff shall input or attach the test questions to the MR form if the interview(s) for the requested position require candidates to take test. The System shall allow CIC staff to select the test questions from a question pool if available for that type of position.

- 9.9 The MR form verified and processed by the HR staff shall have to go through another approval flow before the position can be advertised. The system administrator shall be able to specify the approval steps and, for each approval step, who will review and approve the MRs of different departments based on the seniority and types of the positions.
- 9.10 The System shall allow line managers and HR staff to enquire, track and review the approval status and overall recruitment status of each MR easily. HR shall be able to define access rights of users to view applications belonging to his teams or departments (for department heads or above).
- 9.11 If the MR involves creation of new positions, the System shall automatically create them after the MR has been approved, or prompt HR staff to create them manually depending on the system configuration setting.
- 9.12 Recruitment of certain positions (e.g. Three (3) months temporary Post) does not have to go through the recruitment process. This will be specified on the MR form and this MR will proceed to the Recommendation of Employment stage after it has been approved. These positions shall be configurable data to be provided by HR staff.
10. CIC Career Portal (“Career Portal”) and [optional] CIC Career App (“Career App”)
- 10.1 The System shall include a CIC Career Portal and [optionally] a CIC Career App through which CIC can post job vacancies and invite interested applicants to apply. Applicants can create an account on the CIC Career Portal/App and apply for CIC jobs using his account. Applicants shall be informed by the System via email notification (and push notifications for mobile app) when successfully applied, invited for interview or there are interview rearrangements.
- 10.2 The Contractor shall design the user interfaces (UI) of the Career Portal (and Career App if provided) to be appealing and to deliver the best user experience to external job applicants. UI design should be provided after requirements are collected.
- 10.3 The Career Portal (and Career App if provided) shall fulfill Web accessibility requirements according to the web accessibility design currently adopted by GovHK and conform to the Web Content Accessibility Guidelines (WCAG) 2.0 AA Silver Award Requirement in addition to W3C WAI Mobile Accessibility.

- 10.4 The homepage of the Career Portal (and Career App if provided) shall display the list of opening job postings for users to apply. The UI design of Career Portal should align with that of CIC corporate website. If the Contractor also provides the Career App, the UI design of Career App should align with that of other CIC mobile apps.
- 10.5 The Career Portal (and Career App if provided) should allow the user to choose a “detail” view for which more details about the responsibilities and requirements of each job posting is provided.
- 10.6 A simple registration page should be provided for user who wants to create an account with the Career Portal (and Career App if provided). As for the login credentials, the email address will be used as the login user name and user shall provide a password with sufficient strength to meet contemporary security standards. A “captcha” test, acknowledgement of disclaimer and email verification steps will be applied to block out bulk registrations. If the user is a staff member of the CIC, the login email address shall be his CIC email address. Single sign-on capability based on ADFS shall be set up so that the CIC staff member can log in the Career Portal/App using the same password he uses for accessing the internal CIC Windows domain.
- 10.7 When the Career Portal (and Career App if provided) is run, the list of available CIC positions will be shown without requiring the user to log in. User can set a “favourite” flag for each position and can apply simple filtering criteria to the list such as salary range. User has to log in if he wants to manage his profile or apply for positions.
- 10.8 The System shall guide the user to build his profile and upload his resume/CV. The profile shall reach a certain level of comprehensiveness before the user can start applying for CIC positions.
- 10.9 The System shall apply intelligent character recognition technologies (for English and Chinese) to the uploaded CV and attempt to populate the fields in the profile based on the recognised data, and prompt user to review and correct any errors thereof.
- 10.10 The user shall be able to specify CIC job types and trades (as optional information) that match his skills and experience. Examples of job types are instructors, programmers, and trades are concrete paving, bar bending, etc.

- 10.11 Users have to login to or be authenticated by the Career Portal/App before they apply for job posted. They can apply for a job after filling in personal particulars or uploaded CV (the System shall support at least plain text, Microsoft Word formats and Adobe PDF) with intelligent fields mapping. Fields in different categories on the form will be pre-filled based on the data provided by this user. These pre-filled fields can also be updated by the applicant before clicking Submit button.
- 10.12 User will have to confirm that he understands the disclaimer (if any) and accepts the terms and conditions of application before the "Submit" button can be clicked.
- 10.13 The System shall not permit a user to submit more than one application for the same job advertisement.
- 10.14 The System shall permit a user to apply for more than one job postings at any time.
- 10.15 The System shall provide a means for an applicant to withdraw his job application before application deadline if he so wishes.
- 10.16 The System shall allow applicants to view the recruitment status of the job vacancies that he has applied for.
- 10.17 The System shall provide the following additional functions on the Career Portal (and Career App if provided) to enhance communication between the CIC and Career Portal/App users
- 10.17.1 An Event Notification function shall be available to inform users of events of interest to them. These events will be different for users who are not CIC staff ("external users") and those who are. Events for external users include posting of new positions, invitation for job interviews, etc. Events for CIC staff includes typhoon signal or rainstorm signal hoisting, and the arrangement on attendance and reporting duty. Notifications will be sent as emails, and as push notifications to mobile devices of users who have installed the CIC Career App (if provided). "Opt-out" option shall be provided for external users.

10.17.2 A “Useful CIC Info” function, available only to CIC staff, provides useful information for onboarding and for self-learning on topics such as CIC policies and practices, how to use the key CIC systems, and short training videos on CIC-related topics. The “Useful CIC Info” webpage or panel shall display the list of hyperlinks to the published information with at least one level of categorisation which can be configured by HR staff. There should be no limits to the number of categories and the number of hyperlinks under each category. CIC staff has to log in Career Portal (or Career App if provided) to access this function.

10.17.3 A “CIC News” function shall be available for HR to publish CIC news such as the Chairman’s Blog, ED’s Messages, senior staff movement, etc. The list of news can be different for external users and for users who are CIC staff. The “CIC News” webpage or panel shall display the list of news hyperlinks in reverse chronological order (i.e. latest news on top). A graphical “New” indicator shall be displayed at the end of the hyperlinks for news which are recently published. There should be no limit to the number of news hyperlinks that can be published. User has to log in Career Portal (or Career App if provided) to access this function.

10.18 Administration Interface

10.18.1 The System shall come with a Content Management System (CMS) for HR staff to add/modify/delete job postings, event notifications, information links and news on the Career Portal/App. Updates made on the CMS will be automatically applied to the CIC Career Portal and Career App (if provided).

10.18.2 HR staff shall be able to create new posts in advance – which means that the post will not appear until a date/time specified by the HR staff.

10.18.3 HR staff shall be able to take out job postings in advance – which means that the post will be removed automatically at a date/time specified by the HR staff.

10.18.4 HR staff shall be able to create/modify/delete templates for the online application forms for different types of positions. HR staff shall select a suitable template for the online application form when a job is to be posted.

- 10.18.5 In addition to the CIC Career Portal/App, HR staff may advertise a vacancy on external job portals (such as JobsDB, LinkedIn, Recruit.) The HR staff shall be able to create/modify/delete names of job portals that can be chosen when a job vacancy is to be posted. [Optional] The Contractor shall offer a service that can be subscribed by the CIC or the System shall have interface to external job portals to allow the HR staff to post the job vacancy on other job portals for applicants to apply via re-direction to CIC Career Portal.
- 10.18.6 When a job vacancy is posted, the HR staff can choose whether the System should send bulk emails and push notifications (for mobile devices) to the users who subscribed and match the job type and trade required to solicit more applications.
- 10.18.7 HR staff shall be able to blacklist specific users of the Career Portal/App and record the reasons for the blacklisting. Examples of reasons are failure to turn up for interviews, no-show on first day of employment.
- 10.18.8 The System shall provide the administrative function for HR staff to add/modify/delete event notifications (see Section 10.17.1) for Career Portal/App users. HR staff shall be able to specify whether a notification should be sent to external users only or to users who are CIC staff only, or both. For each event notification, HR staff can specify the time the notification shall be sent. There can be multiple notifications pending for sending at any time.
- 10.18.9 The System shall provide the administrative function for HR staff to administer the information available under the "Useful CIC Info" function (see Section 10.17.2) for Career Portal/App users who are CIC staff. The HR staff shall be able to add/modify/delete categories and the information links, including their description, formatting such as colour and font properties, the actual URL to point to. HR staff can specify the time an information link shall be posted, and the time it shall be taken off.

10.18.10 The System shall provide the administrative function for HR staff to post news under the “CIC News” function (see Section 10.17.3) for Career Portal/App users. The HR staff shall be able to add/modify/delete the news links, including their description, formatting such as colour and font properties, the actual URL to point to, and whether this news is for external users only, CIC staff only, or both. HR staff can specify the time a news link shall be posted, and the time it shall be taken off. HR staff shall be able to specify the graphics for the “New” news indicator, and for how many days (as a default setting) the “New” news indicator should be attached to recently published news. The HR staff shall be able to manually add or take out the “New” news indicator for specific news links as deemed necessary.

10.18.11 HR staff can help candidate apply for a job directly after filling in personal particulars or uploaded CIC application form (the System shall support at least hand-writing, plain text, Microsoft Word formats and Adobe PDF) with intelligent fields mapping. Fields in different categories on the form will be pre-filled based on the data provided. These pre-filled fields can also be updated by HR staff as and when necessary.

10.18.12 The System shall apply intelligent character recognition technologies (for English and Chinese) to assist HR staff for candidate to upload hand-writing application and attempt to populate the fields in a new application based on the recognised data, and prompt HR user to review and correct any errors thereof. Uploaded forms and documents shall be saved as part of application and can be viewed by HR- user.

11. Candidate Shortlisting

11.1 When the deadline for applications for a job vacancy is reached, the System shall send an alert email to the responsible HR staff and provide a link for the HR staff to click on to display the page showing the list of applicants who have applied for the position. The System shall also provide a query function with filtering capability for the HR staff to view the list of applicants. The System shall order the list by displaying those who meet all the criteria on years of experience, qualifications, etc. on the top, followed by those who meet some of the criteria, and leaving those who do not meet any of the criteria at the bottom. For each applicant, the System shall also display whether the applicant is a CIC employee or ex-CIC employee, whether he has been blacklisted and reasons, and a summary or count of other CIC positions he has applied for.

- 11.1 The HR staff can filter the applicant list by specifying ranges or a list of values for criteria such as years of relevant experience, academic qualification, expected salary, etc, as well as match/not-match criteria such as specific skills, professional qualification, past employers, and keywords. The HR staff shall be able to add new criteria when required.
- 11.2 A “shortlist by HR” tick box and a “shortlist by line manager” tick box shall be provided on each applicant row for the HR staff and the line manager to indicate whether that applicant is shortlisted for interview. After the HR staff has clicked the “shortlist by HR” tick boxes of one or more applicants, the ordering of the applicants will be changed such that shortlisted applicants will be shown on the top, followed by those which are not shortlisted. Within each group (shortlisted, not shortlisted), the ordering will be as described in Section 11.1.
- 11.3 When the HR staff double-clicks on the row for a specific applicant, a webpage showing the details of that application should pop up. The detail page shall display the from-date/to-date, title and company name of the last Three (3) companies the applicant has worked for, and other information provided by the applicant. A button or link should be provided for the HR staff to open the resume of that candidate for further viewing. A “toggle” button to shortlist/de-shortlist the candidate for interview should also be provided on the detail page.
- 11.4 After the HR staff has finished reviewing all applications and checked that the list of shortlisted applicants is correct, he will click on the “Submit to Line Manager” button whereby an email will be sent to the line manager inviting him to review the shortlist.
- 11.5 Email to the line manager should include a link which will lead the line manager directly to the page displaying the list of applicants for the vacant position. As distinct from the page mentioned in Section 11.1 used by the HR staff, the line manager cannot query the list of candidates for other vacant positions. However, the filtering capability and criteria available for the HR staff are also available for the line manager. Ordering of the list of applicants is as described in Section 11.3.
- 11.6 Each candidate row has a “shortlist by line manager” tick box for the line manager(s) to indicate whether he wants to shortlist this candidate for interview. After the line manager has shortlisted one or more candidates, the ordering of the candidate list will be changed. Candidate(s) shortlisted by HR and line manager(s) will be at the top, followed by candidates shortlisted by line manager only, candidates shortlisted by HR only, with candidates not shortlisted by either at the bottom. For each group, ordering of candidates will be as described in Section 11.1.
- 11.7 The function described in Section 11.4 will also be available for the line manager. The “toggle” button to shortlist/de-shortlist the applicant for interview on the detail page shall serve the same function as the “shortlist by line manager”.

11.8 After the line manager has finished reviewing all applications and checked that the list of shortlisted applicants is correct, he will click on the “Confirm to HR” button whereby an email will be sent to the HR staff informing him that the line manager has finished reviewing the shortlist.

12 Job Interview

12.1 The system shall support multiple rounds of interviews for positions which require such arrangement. Candidates who have passed an interview will be invited to attend the next interview. The interview panel chair and members may be different for different rounds.

12.2 Only candidates who have passed an interview round will be shortlisted to attend the next interview round. The System shall disallow any candidates who have failed a previous interview round from being shortlisted for a subsequent round of interview.

12.3 Confirming interview arrangement

12.3.1 The HR staff will first confirm the membership and the chair of the interview panel. He will then determine the date, time, venue of the interview, after consulting the interview panel chair and members as to their availability, and then allocate the timeslot for each candidate based on objective criteria such as alphabetical order of either first name or surname. An interview page will then be created to capture information relevant to this particular interview. The list of candidates to be interviewed in order of time slots assigned will appear on this interview page.

12.3.2 When the row for a candidate is double-clicked, another webpage displaying the details of this candidate and his application will pop up. A button or link will be provided for the user to open the resume of the candidate. If the candidate has attended previous round(s) of interviews, brief information about those interviews (date, time, interview panel members), test results (if applicable) and the interview assessment form(s) filled in by the same interview panel member will also be accessible via buttons/links on this page.

12.3.3 The interview page will have a “Save” button for the HR staff to save the entered or changed information. Once the correctness of the information is checked, the HR staff can click on the “Invite” button which will trigger the following actions:

- Send invitation emails (and push notification if CIC Career App is provided and the candidate has installed the CIC Career App) to the shortlisted candidates and update the status of their applications in the CIC Career Portal/App;

- Send invitation emails to the interview panel chair and members. A link will be provided in this email which will direct the interview panel member to log in and then to the interview page showing the list of candidates and their allocated timeslots. This interview page will not allow the interview panel member to query the information about other vacant positions.

12.3.4 After email invitations have been sent, the HR staff can still change the timeslots assigned to candidates, and to “strike out” candidates who have declined the invitations. Whenever the interview panel member clicks on the link in his invitation email, the interview page will appear showing the latest information.

12.3.5 For some positions, candidates will be asked to provide some documents (such as powerpoint) before they can attend the interview. Such requirement will be specified in the invitation email including instruction to upload the documents by a certain date. The System will alert the HR staff if some candidates have not uploaded the documents by the required date. HR staff will update the System on whether interview will be granted to those candidates.

12.4 Test Portal

12.4.1 The System shall include a Test Portal for candidates to take written tests when they attend interviews.

12.4.2 The Test Portal shall run on Web browsers in desktop and native browsers of mobile devices described in Section 6.3 and 6.4. The web interface shall support responsive interface and be mobile-friendly.

12.4.3 The test questions are provided by CIC users or HR staff in the MR form for the position. CIC users or HR staff shall be able to specify a time limit for the test. The System shall support different question types including but not limited to essay, powerpoint, video, multiple-choice.

12.4.4 CIC user or HR staff shall be able to set up “question banks” for different types of positions. The test questions for a specific recruitment can be selected by the CIC user or HR staff or selected randomly by the System from the relevant question bank.

12.4.5 The candidate shall login to the Test Portal using the same login credentials for his Career Portal/App account. The first page of the test paper will be displayed right after successful login.

- 12.4.6 The Test Portal should have provisions to prevent cheating including but not limited to IP address filtering, access code to start the test. The Contractor shall list the anti-cheating functions available on the Test Portal.
- 12.4.7 The system shall provide a user interface for HR staff or panel members to grade and score the tests undertaken by candidates. Scoring for multiple choice questions shall be performed automatically by the System.
- 12.4.8 The System shall enable interviewers to easily review the results of the tests of any single candidate or all the candidates on the same page.
- 12.4.9 The System can support subscription to external online psychometric tests for candidates.

12.5 Conducting the interview

- 12.5.1 The System shall include an Interviewer Portal or mobile App for interviewers (“Interviewer App”) to review information of candidates and record assessment results during and after the interviews.
- 12.5.2 The Interviewer Portal shall run on Web browsers in desktop and native browsers of mobile devices described in Section 6.3 and 6.4. The web interface shall support responsive interface and be mobile-friendly.
- 12.5.3 The Interviewer App shall be able to run on mobile devices including tablets and smart-phones running iOS 8.x.x or above and Android 4.x.x or above.
- 12.5.4 The interview information page described in Section 12.3.1 and detail pages of candidates described Section 12.3.2 should be made available to interviewers via the interviewer Portal and App.
- 12.5.5 When a candidate does not turn up for interview at the required time, HR staff will set a “no show” flag for the candidate and interviewers will be notified and not be able to access the information of that candidate.
- 12.5.6 The System shall allow HR and interviewers to review results of test(s) (if applicable) of the candidates attending the interview.

- 12.5.7 An easy-to-fill-in interview assessment form for each candidate shall be displayed for the interviewer to record his assessment results. The System shall support different types of assessment forms for different types of positions. The criteria will be provided by the CIC and they should be configurable by HR staff according to the requirements of the individual positions. The weightings of the individual criteria should also be configurable by the HR staff. An “overall comment” text box with unlimited length shall be provided for the interviewer to enter descriptive comments.
- 12.5.8 After the interview of each candidate, all interviewers will have to complete the interview assessment form for that candidate. When the interviewer is satisfied with his entries, he will click the “Save” button to send the form to the System for calculating the total score of all interviewers for that candidate. The total score will be shown to all interviewers and will be updated immediately when the interviewer adjusts the scores for individual criteria.
- 12.5.9 A “polling” function shall be provided for interviewers to indicate whether they want a candidate to take the test (if applicable).

12.6 Confirming outcome of the interview

- 12.6.1 After the completion of the interviews of all candidates, a summary of the overall scores of these candidates will be accessible on the Interviewer Portal. The System should show the total scores of candidates with ordering by HR based on total and individual scores given by interviewers and supplementary information.
- 12.6.2 Interviewers can still adjust the scores of individual candidates until he confirms the summary of overall scores by clicking the “Confirm overall results” button. The System will check that the interviewer has provided assessment results for all interviewed candidates and fill in mandatory fields such as “first reserve” before the “Confirm overall results” button can be used.
- 12.6.3 Once all interviewers click the “Confirm overall results” button, no more changes can be made to the scores of candidates, unless HR staff overrides this.

13 Recommendation of Employment

- 13.1 After the interview result is confirmed by the panel, the System shall check if a next round of interview is required, based on the data in the MR form. If this is required, the System will create a new interview form for the next round of interview for this position. If no more interviews are needed, the System shall generate a "Recommendation of Employment" form for the interview panel members to endorse. The layout and fields of the Recommendation of Employment form will be provided by the CIC.
- 13.2 Approval of the Recommendation of Employment form by higher authorities may be required. The System shall determine whether such approval is required based on the department, type and seniority of that position. If Approval is not required or if required approvals have been given, the "Recommendation of Employment" form will be forwarded to the designated HR staff to prepare the Salary Proposal.

14 Salary Proposal

- 14.1 After the "Recommendation of Employment" form has been approved, the System will alert the designated HR staff to prepare a "Salary Proposal" for top management to approve. The layout and fields of the Salary Proposal will be provided by the CIC. Fields in the Salary Proposal, such as "reporting to", shall be pre-filled by the System as far as possible. A list of commonly used words and phrases for overall comment shall be provided by the System. HR staff can add more words and phrases to the list over time.
- 14.2 The Salary Proposal form will have to be verified and approved by a list of approvers. The list of approvers in the approval flow has to be configurable by HRD. Some approvals shall require signature on a hardcopy of the Salary Proposal, and the signed copy shall be uploaded to the System for record.
- 14.3 The System should support different employment contract templates for different types of positions. HR staff shall be able to upload employment contract templates (in Microsoft Word format) for different position types and keep track of the different versions of these templates.
- 14.4 After the Salary Proposal is approved, the System shall generate the employment contract based on the type of position and by default the latest version of the applicable employment contract template. HR staff shall be able to specify another version of the applicable employment contract template to use. The System shall pre-fill the applicable contract template with information already available. The generated employment contract will go through an approval process before it will be given to the candidate for signature. The signed hardcopy shall be uploaded to the System for record.

- 14.5 If the selected candidate declined the offer, HR staff will approach the candidates on the reserve list subject to agreement by the line manager. Re-recruitment process may be required when there are no candidates on the reserve list. HR will confirm with line manager via the System. The System will initiate the respective process and functions based on the option chosen by the HR staff,
- 14.6 If the selected candidate accepts the offer, the System shall take the following actions
- (a) Update the MR form by recording the name of selected candidate, salary, title, commencement date;
 - (b) Create or update the personnel record in the HRMS depending on whether the selected candidate is a new-join and re-join staff. For re-join staffs, previous personnel records can be used if available.
 - (c) Retrieve Staff ID of the selected candidate from the CIC Peoplesoft HRMS.
 - (d) Update the applicant record in the Career Portal/App.

15 On Boarding

- 15.1 After the approval of the Salary Proposal and employment contract, the System shall send onboarding email to the successful candidate including links to onboarding materials such as the staff handbook and other resources as specified by HR.
- 15.2 The System shall send staff movement notification emails to other departments to inform them of the name, job title, and commencement date of the new recruit and the items/services to be provided after confirming the on-board date by HR.

16 Interfaces and Integration

16.1 General Requirements

- 16.1.1 The proposed solution shall be able to integrate with CIC systems for exporting information including but not limited to successful job applicants and available jobs and positions, and for importing information including but not limited to MR, positions and jobs. The Contractor shall provide information on the different methods available for interfacing and integrating with other systems.
- 16.1.2 The Contractor shall migrate existing data including but not limited to positions, MR forms from CIC systems to the e-Recruitment system.

- 16.1.3 The proposed solution shall be able to integrate with one or more CIC's Windows domains based on ADFS for user's authentication, and then authorize the user to access the allowed functions and modules of the e-Recruitment system with respect to user group or user attributes in the System.
- 16.1.4 The System shall have user configurable tools that enable users to import/upload or export data (e.g. file containing HR data) in various formats (e.g. MS Excel, CSV, XML).
- 16.1.5 The System shall have user configurable tools that allow for the development of interfaces to other systems.
- 16.1.6 The System shall provide an API for other CIC systems to access/upload data or update data such as information of successful applicants.
- 16.1.7 The System shall integrate with CIC Peoplesoft HRMS and other CIC systems. As a minimum, position data shall be synchronised between the e-Recruitment System and the CIC Peoplesoft HRMS. Information on organization chart, reporting line, position and other information shall be transfer from the CIC Peoplesoft HRMS to the e-recruitment System. And information on new recruits shall be transferred from the e-Recruitment System to the CIC Peoplesoft HRMS. Changes in incumbents of positions (apart from new recruit), such as termination, resignation, internal transfer, retirement, shall be captured from the CIC Peoplesoft HRMS by the CIC e-Recruitment System. The Contractor shall propose the interface mechanism and design, and implement the interface between the e-Recruitment System and the CIC Peoplesoft HRMS to ensure data consistency and integrity.

16.2 Future Integration requirements

- 16.2.1 The Contractor shall provide a list of off-the-shelf HRMS solutions available on market which the System already have interface and can readily integrate with.
- 16.2.2 The Contractor shall include a proposal on integration with future CIC systems including potentially a new HRMS system. The proposal shall cover the integration mechanism, work processes, data elements, interface between CIC systems and e-Recruitment system, and requirements / prerequisites on CIC systems, where applicable.

17 Analytics and Reporting

- 17.1 The System shall be able to generate KPI reports online for recruitment so as to report on the performance metrics for the process and plan for continuous improvement initiatives.
- 17.2 The System shall provide dashboards showing
- 17.2.1 progress of recruitments, how quickly vacancies are filled, aging analysis for positions that have not been filled for various reasons, number of candidates applying for different positions, workload of HR staff in relation to recruitment, and others.
 - 17.2.2 Occupancies of available positions in different departments, turnover rates, average years of service, and others.
- 17.3 The System shall provide analytics on positions and headcount changes over time, completion and backlog of recruitment exercises, manhours spent by HR staff, line managers and other CIC staff in the recruitment process down to specific position and job, workload of HR recruitment staff, and others by categories.
- 17.4 Extensive analytics shall be provided to track number of applicants who registered at the CIC Career Portal/App, user behaviour on Career Portal/App such as number and frequency of visits since account creation, percentage of registered users that are active, the types of jobs most viewed and applied for, application rate (number of applications divided by the number of views in the same time period) of posted jobs, most frequently used menu items and functions, etc.
- 17.5 The System shall include user privileges setting for authorised users to assign access right or restrict user to generate reports on statistics for positions and recruitments at both institutional and departmental level.
- 17.6 Users must be able to define report templates and apply these to reports. Users shall be able to enter parameters at run time to control the content of the report output. Report outputs shall include a section detailing the values entered as run time parameters when the report was initiated, the user who initiated the report and the run date and time.

18 Branding and Usability

- 18.1 The System shall allow the CIC to customize / configure the logo, layout and color scheme to meet the branding need of the CIC. The Contractor shall include in the proposal a list of the functions / reports of the e-Recruitment system where Contractor's logo or branding information is shown and cannot be customized to CIC logo or branding materials.

18.2 The System shall provide an intuitive and user friendly interface with simple and easy to read layout supported by intuitive graphical icons where appropriate; clear on-screen instructions; proper alert messages; logical workflow.

19 Web Page Implementation, Security and Data Privacy

19.1 The Contractor shall provide the HTML template, with fluid template to support responsive web design to improve user experience.

19.2 The Contractor shall allow all pages interface and content to fit for the following widths:

- Small displays (mobile phones): 320px-640px
- Medium displays (Tablets): 640px-1024px
- Large displays 1025px-1440px

19.3 The Contractor shall allow use the Cascade Style Sheet (CSS) as far as possible to control and standardise the display style of all web page controls for consistency and easy maintenance.

19.4 The Contractor, however, is NOT required to write program except the followings:

- The Contractor may use html pages to represent the web pages.
- The Contractor may use ASP.NET pages to represent the web pages but it should be in C# code (Microsoft Framework 4.5 and above) and generated from Microsoft Visual Studio 2015.

19.5 The Contractor shall write any javascript programming / Cascade Style Sheet (CSS) for front end visual effects, if necessary.

19.6 The Contractor shall design and develop data storage in accordance with the user requirements and detailed specifications provided by the CIC.

19.7 All web components must be secured from threats, attacks and vulnerabilities.

19.8 All authenticated web traffic must be secured (https).

19.9 All input fields must be data cleansed to eliminate injection attacks.

19.10 All critical validations must be implemented on the back-end server. E.g.:

- field size checks;
- valid character checks; and
- data integrity checks.

- 19.11 All error handling must not result in screen dumps of code and server configurations on the web page. The error shall be summarised and the full error logged in the backend.
- 19.12 User account shall be disabled after a pre-defined number of failed login attempts. The maximum number of login attempts should be configurable by the system administrator.
- 19.13 The System shall have secure session management.
- 19.14 The System shall have an idle timeout facility or be able to integrate with a timeout facility.
- 19.15 All mobile Apps coming with the System (such as the Interviewer App) shall meet the following requirements:
- 19.15.1 The System should ensure that CIC data is encrypted when the CIC data is exchanged between the mobile App and the e-Recruitment back-end servers
 - 19.15.2 In general, no copy of any CIC data retrieved via the mobile App should be kept on the mobile device. If a copy is to be kept, the copy must be encrypted and can only be read by the mobile App.
- 19.16 The System shall grant read/write access to position (if applicable), MR, candidate and other information based on the role and access rights of the user.
- 19.17 The System shall be able to restrict the maintenance of system-wide or resource data to authorised users.
- 19.18 The System shall be compliant with industrial standards on information security such as ISO/IEC 27001, FISMA, PCI DSS, or equivalent. The Contractor should specify the information security standards that are met by the System;
- 19.19 The Contractor and the System shall comply with the Personal Data (Privacy) Ordinance, any applicable data protection legislation, regulations, codes of practices, or guidelines of Hong Kong Special Administrative Region.
- 19.20 The Contractor shall restrict the use of personal data (and any other personal data the Contractor may collect during the course of the contract) for a purpose which is related to this Assignment.
- 19.21 The Contractor shall assure its sub-contractor(s), if any, provides the same level of protection (technical and administrative) and compliance control.

19.22 The System shall guide users to archive outdated applications according to the requirements of the Personal Data (Privacy) Ordinance.

20 [Optional Item] Training

20.1 The CIC adopts a “train-the-trainer” approach when new systems are implemented. Users who have taken part in user acceptance testing will be asked to train up other users before the system is ready for launch.

20.2 The Contractor may be requested to provide training for CIC users at any time during or after the implementation project. The CIC welcomes the Contractor to provide a proposal on the numbers and types of training sessions that are reckoned to be suitable for the CIC. The following table illustrates the training sessions that may be required by the CIC

Target Audience	Max. Class Size	Class Duration	No. of Classes
HR staff	15	4 hours	2
Line managers	100	2 hours	2
Executives	40	1 hour	2
IT administrators	15	4 hours	1

20.3 The instruction medium of the training classes shall be Cantonese.

20.4 The Contractor shall provide printed copies of quick user guide and user manual for users during training. The Contractor shall provide all the training materials, in both printed version and soft copy.

20.5 The Contractor should provide a unit rate of additional training classes of the above or other suggested training sessions for different types of users of the e-Recruitment system in the Fee Proposal.

21 User and Technical Support

21.1 The Contractor shall include in the proposal the scope of user support service for the CIC’s HR staff, line managers, interviewers and technical support for IT administrators. The user and technical support services will commence after the System is ready for the CIC’s use and will cover the nursing period and for Twelve (12) months after the completion of the nursing period.

21.2 Unlimited support calls shall be provided for the users and IT administrators of the proposed e-Recruitment Solution.

- 21.3 The Contractor shall provide dedicated user support personnel in addition to the help desk hotline. Service hours have to include 09:00 to 18:00 Hong Kong time, Monday to Friday. If the Contractor's help desk cannot cover the preferred time period, the Contractor shall specify the covered time period that can match the preferred requirement as far as possible.
- 21.4 The Contractor shall specify in the proposal methods to access the user and technical support, such as email, toll-free phone number etc.
- 21.5 The language medium of the support services shall include the following:
- 21.5.1 Written Traditional Chinese
 - 21.5.2 Spoken Cantonese for agent based help desk services
 - 21.5.3 Written English
 - 21.5.4 Spoken English for agent based help desk services
- 21.6 The Contractor shall provide a proposal on providing on-site dedicated support to the CIC staff for a specified time period after the nursing period, on a retainer basis or other models that the Contractor regards as appropriate. The support hours are from 09:00 to 18:00 Hong Kong time, Monday to Friday. [Optional Item]
- 21.7 The Contractor shall provide the hourly rate for user and technical support service outside the service hours stated above. [Optional Item]
- 21.8 The Contractor shall state the scope of user and technical support services during the nursing period. The Contractor shall provide dedicated support personnel from project team within the service hours stated in 21.3 during nursing period. The Contract shall provide the on-site support and propose duration and frequency during nursing period.

22 Consultancy Services

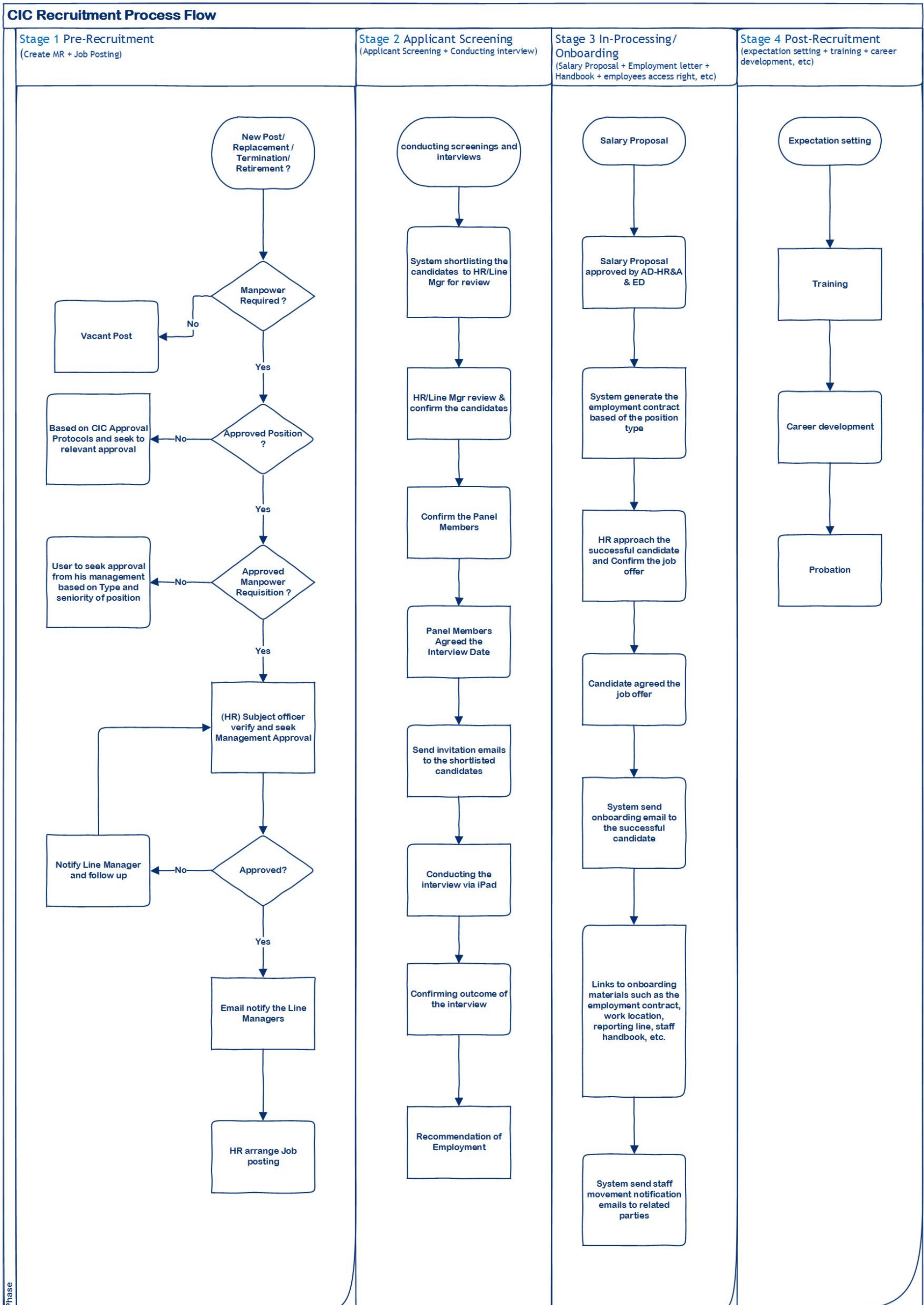
- 22.1 The Contractor shall provide consultancy services to assist the CIC on the preparation and rolling out of the e-Recruitment system including but not limited to e-Recruitment system operation model, input of jobs, positions, MR forms, rules and constraints, branding customization, single sign-on setup. The Contractor shall include in the proposal the scope of services and Deliverables to be provided.
- 22.2 The Contractor shall provide consultancy services on enhancing or customizing the e-Recruitment system to suit the CIC's future needs at a fee to be agreed. The Contractor shall propose a unit rate for Contractor and programmer in the Fee Proposal [Optional Item].

23 Future Development

23.1 The CIC may consider implementing other HRMS modules in the future. The Contractor shall provide information on the other HRMS modules which are parts of the product suite of which the proposed e-Recruitment solution is a part, and whether these HRMS modules can be readily integrated with the e-Recruitment solution.

~ End of Annex 1 Scope of the Services ~

Annex 2 – CIC Recruitment Process Flow



Phase

Memorandum of Agreement
of
Provision of e-Recruitment Solution and
Implementation Services
for
Construction Industry Council
(Re-Tender)

October 2017

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To be Signed by a Contractor

MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT made on the _____ day of _____
2017 BETWEEN THE CONSTRUCTION INDUSTRY COUNCIL of ¹ _____
_____ (hereinafter called “the Employer”)

of the one part and ² _____
_____ of ³ _____

(hereinafter called “the Contractor”) of the other part WHEREAS the Employer requires the Contractor to provide the Services to execute, complete and maintain the whole of the said works in respect of Provision of e-Recruitment Solution and Implementation Services (Re-Tender) for the Employer (hereinafter called “the Assignment”) and details of which are set out in the Assignment Brief annexed hereto AND WHEREAS the Contractor has agreed to complete the works in accordance with the Assignment Brief, Conditions of Employment annexed hereto (hereinafter referred to as “the Conditions”), and subject to the payment to him by the Employer of the fees and other payments set out in the Fee Proposal and the Conditions annexed hereto.

NOW THEREFORE IT IS AGREED AS FOLLOWS :-

- . This Agreement shall comprise :-
 - (a) Conditions of Tender and Appendices
 - (b) Form of Tender
 - (c) CIC’s General Conditions of Contract and Guidelines for Works or Services (2b-CAR)
 - (d) Assignment Brief and its Annexes
 - (e) Technical Proposal and Fee Proposal
 - (f) General Conditions of Employment
 - (g) Contractor Safety Requirement
 - (h) Any relevant correspondenceall of which are annexed hereto.

2. The Director for the purposes of this Agreement shall be ⁴ _____

3. In consideration of the payments made at the times and in the manner set forth in the Agreement by the Employer, the Contractor hereby jointly and severally⁵ undertakes to perform and complete the said services subject to and in accordance with the Agreement.

IN WITNESS this Agreement has been executed as a deed on the date first above written

SIGNED for and on behalf of)
the Employer by ⁶)
)

in the presence of
Signature, name and address

(a) SIGNED for and on behalf of)
the Contractor by ⁷)
)

in the presence of
Signature, name and address

OR

(b) SIGNED for and on behalf of and as)
lawful attorney for ²)
under power of)
attorney dated)
By)

in the presence of
Signature, name and address

OR

(c) SIGNED on behalf of the Contractor by ⁸
)
)
 in the presence of
 Signature, name and address

NOTES: (for preparation of but not inclusion in the engrossment of the Memorandum of Agreement)

Case (a) is for use where the Contractor executes the Assignment.

Case (b) is for use where the Contractor executes through an attorney.

Case (c) is for use where the Contractor comprises a partnership or consortium. As regards the attestation clause, each member forming the partnership or consortium just executes.

- 1 Insert the address for service of documents.
- 2 Insert the name of the Contractor.
- 3 Insert the address of the Contractor.
- 4 Insert the post title.
- 5 Delete “jointly and severally” where cases (a) or (b) apply. Initial the deletion by the signatories of the Memorandum of Agreement.
- 6 Insert the name and appointment of the officer.
- 7 Insert the name(s) and capacity of the person(s) (usually the Directors of the Contractor) executing the Agreement for the Contractor. The person’s authority to execute the Agreement for the Contractor is prescribed in the Memorandum of Association of the Contractor.
- 8 Insert the names of the partners.

General Conditions of Employment
of
Provision of e-Recruitment Solution and Implementation
Services for
the Construction Industry Council
(Re-Tender)

October 2017

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**General Conditions of Employment for
Provision of e-Recruitment Solution and Implementation Services
for the Construction Industry Council (Re-Tender)**

1 Definitions

In the Agreement as hereinafter defined the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:

“Agreement” means and includes the Memorandum of Agreement, Conditions of Employment for Provision of e-Recruitment Solution and Implementation Service for the Construction Industry Council (Re-Tender), the Assignment Brief and its Annexes, Fee Proposal and such other documents as may be referred to in the Memorandum of Agreement.

“Assignment” means that part of the Project undertaken by the Contractor as detailed in the Assignment Brief and its Annexes.

“Assignment Brief” means the document attached to the Memorandum of Agreement which describes the Project and sets out the details of the Assignment.

“Contractor” means the person, firm or company named in the Memorandum of Agreement and includes the Contractor’s permitted assignees.

“Deliverables” means all the reports, drawings, documents, software, certificates and other items described in the Assignment Brief and its Annexes which are to be produced by the Contractor under the Assignment.

“Director” means the person designated in the Memorandum of Agreement to act as the Director or such other person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the Director for the purposes of this Agreement and the person so designated or appointed.

“Employer” means the Construction Industry Council.

“Government” means the Government of the Hong Kong Special Administrative Region.

“Project” means the scheme described in the Assignment Brief and its Annexes, of which the Assignment forms a part.

“Services” means duties, work, services, surveys and investigations to be carried out and obligations to be fulfilled by the Contractor under this Agreement.

2 Singular and Plural

Words and expressions in the singular include the plural and words and expressions in the plural include the singular where the context so implies.

3 Marginal Headings

The index, marginal notes or headings in any documents forming part of the Agreement shall not in any way vary, limit or extend the interpretation of the Agreement.

4 Laws

The Agreement shall be governed by and construed according to the laws for the time being in force in HKSAR.

5 Interpretation

The Interpretation and General Clauses Ordinance shall apply to the Agreement.

6 Memorandum of Agreement

The Contractor when called upon to do so shall enter into and execute a Memorandum of Agreement which shall be prepared at the cost of the Employer in the form annexed with such modifications as may be necessary.

7 Documents Mutually Explanatory

- (A) Save to the extent that any Special Conditions of Employment provides to the contrary the provisions of the Conditions of Employment shall prevail over those of any other document forming part of the Agreement.
- (B) Subject to sub-clause (A) of this Clause the several documents forming the Agreement are to be taken as mutually explanatory of one another but in the case of ambiguities and discrepancies the same shall be explained and adjusted by the Employer.

8 Use of English Language and Metric Units

All the correspondence in connection with this Agreement shall be in English. All Deliverables shall be in English and metric units shall be used throughout, unless otherwise stated in the Assignment Brief or approved by the Employer.

9 Confidentiality

- (A) Save for the performance of the Services the Contractor shall not disclose the terms and conditions of this Agreement or any information, specifications, documents, drawing, plan, software, data or particulars furnished by or on behalf of the Employer in connection therewith, to any person other than a person employed or engaged by the Contractor in carrying out this Assignment or any approved sub-Contractors or the Contractor's legal and insurance advisers.
- (B) Any disclosure to any person, sub-Contractors or advisers permitted under sub-clause (A) of this Clause shall be in strict confidence and shall extend only so far as may be necessary for the purpose of this Agreement and the Contractor shall take all necessary measures to ensure the confidentiality of any such disclosure.
- (C) The Contractor shall not without the prior written consent of the Director which approval shall not be unreasonably withheld publish, either alone or in conjunction with any other person, in any newspaper, magazine, or periodical, any article, photograph or illustration relating to this Agreement.
- (D) If the Contractor has provided the Employer with documents and information which he has declared in writing to be confidential and stamped accordingly whether in relation to his practice or special circumstances or for other good causes, unless the Director within two months of receipt of such information by notice in writing disagrees, then that information will be treated as confidential. The Employer shall not permit the disclosure of such confidential information to third parties without the written consent of the Contractor.

10 Information to be supplied by the Employer

The Employer shall keep the Contractor informed on such matters as may appear to him to affect the performance of the Services and shall give such assistance, approvals, and decisions in writing as and when they shall reasonably be required for the performance of the Services.

11 Information to be supplied by the Contractors

The Contractor shall keep the Employer informed on all matters related to the Assignment within the knowledge of the Contractor including details of all staff employed by them in the performance of the Services and shall answer all reasonable enquiries received from the Employer and render reports at reasonable intervals when asked to do so and shall assist the Employer to form an opinion as to the manner in which they are proceeding with the Assignment.

12 Retention of Documents and Audit Inspection

- (A) For a period of 2 years commencing with the completion of any works contract, supervision of which is part of the Services, the Contractor shall retain and provide spaces for that purpose all his records, data, accounts and other information in respect of the services.
- (B) The Contractor shall give assistance to Employer for the purpose of audit inspection to inspect such records, data, accounts and other information whatsoever and shall answer queries or supply information reasonably requested by such personnel in pursuance of such audit inspection.

13 Attendance at Meetings

The Contractor shall, if reasonably possible, attend or be represented at all meetings convened by the Employer to which he may be summoned and shall advise and assist the Director and the Employer on all matters relating to the Services.

14 Facilities for Inspection

The Contractor shall at all time give to the Director, his representatives and any persons duly authorized by him reasonable facilities to inspect or view the documents, records and correspondence in his possession relevant to this Agreement.

15 Approval of Documents

- (A) The Contractor shall, when so requested by the Employer, submit to him for his approval such record, data, account or other documents, matters or things prepared by them as a direct requirement of the Assignment as he may specify or require.
- (B) No such approval shall affect the responsibility of the Contractor in connection with the Services.

16 Delegation of Employer's Power

The Contractor shall take instructions and directions and, where appropriate, receive the Employer's decisions and views only through the Employer and, subject to any limitations imposed by the Employer in any letter of authority granted by him, such other person to whom the Employer may delegate his powers.

17 Amendments to the Contract Conditions

- (A) The Employer shall make any changes to the Contract Conditions which he considers necessary or desirable for the successful completion of the Assignment or the Project.
- (B) Any queries on, or suggestions for amendments to the Contract Conditions shall be referred to the Employer for his clarification or instructions regarding further action.

18 Written Approval

The Contractor shall obtain the written approval of the Employer prior to entering into any commitment to expenditure for which there is provision for reimbursement under the Fee Proposal.

19 Consultation

The Contractor shall, as may be necessary for the successful completion of the Assignment, consult all authorities, or who may be appointed by the Employer in connection with the Assignment and bodies or persons affected by the Assignment.

20 Response to Queries

- (A) The Contractor shall respond to queries on the findings and conclusions of this Assignment raised during the period defined in the Assignment Brief for such queries by the Employer or by any Contractor who may be appointed by the Employer for the subsequent stage of the Project.
- (B) The Contractor shall use his best endeavours to respond to queries on the findings and conclusions of this Assignment raised after the period defined in the Assignment Brief for such queries by the Employer or any person who may be appointed by the Employer or nominated by the Employer.

21 Exclusive Ownership

The Employer shall become the exclusive owner of all Deliverables, save those Deliverables under licence or those Deliverables in respect of which there is a pre-existing copyright or patent, supplied or produced by, for or on behalf of the Contractor under this Agreement. The liability of the Contractor in respect of the Employer's use of such Deliverables shall be limited to liabilities arising from uses contemplated under this Agreement or expressly agreed to in writing by the Contractor. The Employer hereby:

- (i) Indemnifies the Contractor against all claims, damages, losses or expenses suffered by the Employer; and
- (ii) Agrees to indemnify the Contractor against all claims, made by third parties against the Contractor;

arise out of or in connection with a use by the Employer of any Deliverable which use was not contemplated under this Agreement or not expressly agreed to in writing by the Contractor.

22 Care and Diligence

- (A) The Contractor shall exercise all reasonable professional skill, care and diligence in the performance of all and singular the Services and, in so far as his duties are discretionary, shall act fairly between the Employers and any third party.
- (B) The Contractor shall, in respect of any work done or information supplied by or on behalf of the Employer, report to the Employer any errors, omissions and shortcomings of whatsoever nature of which the Contractor becomes aware in the performance of the Services.
- (C) The Contractor shall indemnify and keep indemnified the Employer against all claims, damages, losses or expenses arising out of or resulting from any negligence in or about the conduct of and performance by the Contractor, his servants or agents, of the Services.
- (D) In the event of any errors or omissions for which the Contractor is responsible and as a result of which the re-execution of the Services is required, the Contractor shall, without relieving any liability and obligation under the Agreement, at his own cost re-execute such Services to the satisfaction of the Employer.

23 Instruction and Procedure

The Contractor shall comply with all reasonable instructions of the Director or the Employer. The Employer shall issue to the Contractor general instructions on procedure and shall supply such additional information as may be required.

24 Approval for Variations and Claims

The Contractor shall obtain prior approval in writing of the Employer to the order of a variation to the contract works or to the commitment otherwise of the Employer to expenditure under the works contract other than in respect of claims, if the value of such order or commitment is estimated to exceed the sum specified in the Assignment Brief, or if not specified in the Assignment Brief, as advised in writing by the Employer. With the exception that in emergencies such prior approval shall not be required, provided that the order or other commitment is essential and that it is impractical to seek the prior approval of the Employer.

25 Referral of Variations and Claims

(A) Notwithstanding the requirements of Clause 24 the Contractor shall:

- (i) refer the details of every variation to the Contract Works under any such Works Contract, including the reasons for it and its estimated value, to the Employer for information as soon as the variation is ordered.
- (ii) as soon as the value of a variation to the Contract Works has been determined, refer the details of the evaluation to the Employer for information.
- (iii) report to the Employer all claims for additional payment made by the Contractor and, except for those solely in respect of agreement of rates, refer the principles underlying their assessment of each claim, to enable the Employer to provide its view of the matter before the Contractor reaches a decision; and
- (iv) report to the Employer all delays to the progress of the Contract Works and, except for those delays solely in respect of inclement weather conditions, refer his assessment of granting of extension of time for completion, if any, to enable the Employer to provide its view of the matter before the Contractor reach a decision.

(B) The foregoing referrals and reporting to the Employer shall be in writing.

26 Programme to be Submitted and Agreed

- (A) The Contractor may propose changes to some or all of the key dates specified in the Assignment Brief for incorporation into the draft programme prepared under sub-clause (B) of this Clause. If any of such proposed changes are agreed by the Employer, who may impose conditions on his agreement, the corresponding key dates shall be changed and the changed dates incorporated into the draft programme.
- (B) The Contractor draft programme which shall be in accordance with the requirements of the Assignment Brief and shall incorporate the key dates specified in the Assignment Brief, including any changes agreed under sub-clause (A) of this Clause. The Employer shall either agree the draft programme or instruct the Contractor to submit a revised draft programme which he shall do.
- (C) If the Employer does not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 23 to the Contractor.
- (D) When the Employer has agreed the draft programme or the revised draft programme submitted under sub-clause (B) of this Clause or such other draft programme as may result from sub-clause (C) of this Clause, the agreed draft programme or revised draft programme shall become the Agreed Programme for carrying out the Assignment and shall be amended only with the approval of the Employer.

27 Payment

Payments under this Agreement shall be made in accordance with the Fee Proposal.

28 Fees to be Inclusive

Unless provided otherwise, the fees quoted in the Fee Proposal shall be inclusive of all labour, materials and expenses incurred in the performance of the Services.

29 Payment in Hong Kong Dollars

Unless provided otherwise, payments shall be made in Hong Kong dollars.

30 Expenses incurred in currencies other than Hong Kong dollars (not used)

Not used.

31 Payment of Accounts

- (A) Except as provided for in sub-clause (B) of this Clause accounts of all money due from the Employer to the Contractor in accordance with this Agreement shall be paid within 30 days after receipt of the Contractor's invoice by the Employer. In the event of failure by the Employer to make payment to the Contractor in compliance with the provisions of this Clause the Employer shall pay to the Contractor interest at the judgment debt rate prescribed from time to time by the Rules of the Supreme Court (Chapter 4 of the Laws of Hong Kong) (interpreted in accordance with the Hong Kong Reunification Ordinance) upon any overdue payment from the date on which the same should have been made.
- (B) If any item or part of an item of an account rendered by the Contractor is reasonably disputed or reasonably subject to question by the Employer, the Employer shall within 14 days after receipt of the invoice by the Employer inform the Contractor in writing of all items under dispute or subject to question. Payment by the Employer of the remainder of that account shall not be withheld on such grounds and the provisions of sub-clause (A) of this Clause shall apply to such remainder.

32 Rendering of Accounts

The Contractor shall render his accounts for interim payments in accordance with the Fee Proposal.

33 Payment for Additional Services

The Contractor shall be entitled to payment for the performance of any Services which he could not reasonably have anticipated at the time of entering into this Agreement resulting from:

- (i) explanations of adjustments made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 17;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 17;
and

- (iv) instructions given under Clause 23.

Provided that such Services are not attributable to default on the part of the Contractor.

34 Reduction of Lump Sum Fees

If there shall be a reduction in the Services resulting from:

- (i) explanations or adjustment made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 17;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 17;
and
- (iv) instructions given under Clause 23;

then the Employer shall be entitled to a reduction in the lump sum fees in respect of such a reduction in the Services.

35 Notifications and Payment for Delays

- (A) The Contractor shall not be entitled to payment in respect of any additional costs he incurs as a result of delays arising during the performance of the Services if the causes of delay which are the fault of neither party.
- (B) The Contractor shall notify the Employer when a delay arises and shall detail what in his opinion are the reasons for the delay, the consequences or likely consequences of the delay and any additional costs he has incurred or may incur.
- (C) The Contractor shall keep such contemporary records as may reasonably be necessary to support any claim for payment under this Clause and shall give to the Employer details of the records being kept in respect thereof. Without necessarily admitting the Employer's liability, the Employer may require the Contractor to keep and agree with the Employer any additional contemporary records as are reasonable and may in the opinion of the Employer be material to the claim. The Contractor shall permit the Employer to inspect all records kept pursuant to this Clause and shall supply copies thereof as and when the Employer so requires.

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- (D) After the giving of a notice of delay to the Employer under sub-clause (B) of this Clause, the Contractor shall, as soon as is reasonable, send to the Employer a first interim account giving full and detailed particulars of the circumstances giving rise to the delay and any additional costs he incurred. Thereafter at such intervals as the Employer may reasonably require, the Contractor further up-to-date accounts giving the accumulated total of the additional costs and any further full and detailed particulars in relation thereto.
- (E) If the Contractor fails to comply with the provisions of sub-clause (B) of this Clause in respect of any claim, such claim shall not be considered.
- (F) If the Contractor fails to comply with the provisions of sub-clauses (C) or (D) of this Clause in respect of any claim, the Employer may consider such claim only to the extent that the Employer is able on the information made available.
- (G) The Contractor shall take all reasonable steps to mitigate the costs which may be incurred as a result of the delays.

36 Resident Site Staff (not used)

Not used.

37 Non-Assignment

The Contractor shall not have the right to assign or transfer the benefit and obligations of this Agreement or any part thereof.

38 Employment and Replacement of Sub-Contractors

The Contractor shall obtain the prior written approval of the Employer to:

- (i) the appointment of sub-Contractors to undertake any part of the Services; and
- (ii) the replacement of any sub-Contractors appointed under sub-clause (i) of this Clause.

Ref. (326) in P/AE/PUR/AGC

39 Liability of Contractor for acts and default of sub-Contractors

The appointment of sub-Contractors to undertake any part of the Services shall not relieve the Contractor from any liability or obligation under this Agreement and he shall be responsible for the acts, default and neglects of any sub-Contractors, his agents, servants or workmen as fully as if they were the acts, default and neglects of the Contractor, his agents, servants or workmen.

40 Publicity relating to contract works (not used)

Not used.

41 Suspension, resumption or termination

- (A) This Agreement may be suspended or terminated by the Employer at any time, by the Employer giving the Contractor one months' notice in writing.
- (B) On suspension or termination, the Contractor shall be paid all fees and expenses commensurate with the Services performed by them up to the date of suspension or termination less all fees and expenses previously paid to the Contractor. The Contractor has the obligations to stop work immediately but in an orderly manner and do deliver to the Employer documents in its control relating to the Project. The Employer shall not be liable for any loss of profits and other losses incurred by the Contractor as a result of termination or suspension. The Employer reserves its right to claim for loss and damages against the Contractor as a result of termination of his contract including re-nominating the others to carry out and complete the remaining items. In case the payment balance is insufficient to cover the actual loss being suffered by the Employer, the Contractor has to reimburse the same accordingly.
- (C) In the event of suspension or termination the Contractor shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for any financial commitment or obligation outstanding after the giving of the notice of suspension or termination which he has properly incurred in accordance with this Agreement prior to the giving of the notice of suspension or termination.
- (D) The payments referred to in sub-clauses (B) and (C) of this Clause shall be deemed in full and final payment for the Services up to the date of suspension or termination. The Contractor shall be entitled to such payments only if the suspension or termination is not attributable to default on the part of the Contractor.

- (E) In the event of suspension and subsequent resumption of this Agreement the Contractor shall be reimbursed any expenses necessarily incurred as a result of such resumption.
- (F) If this Agreement is resumed any payment of fees under this Clause except in respect of abortive work that has to be re-done shall rank as payment on account towards the fees payable under this Agreement.
- (G) Should this Agreement continue to be suspended for a period of more than two years then either:
 - (i) it shall be terminated upon the written notice of either party; or
 - (ii) it may be renegotiated with the agreement of both parties.

42 Special Risks (not used)

Not used.

43 Appeal to Director

The Contractor shall have the right to appeal to the Director against any instruction or decision of the Employer which he considers to be unreasonable.

44 Settlement of Disputes

- (A) If any dispute or difference of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of this Agreement, either party shall be entitled to refer the dispute or difference to the Employer Delegates and the partner or director of the Contractor, who shall meet within 21 days of such matter being referred to them.
- (B) If the dispute or difference cannot be resolved within 2 months of a meeting under sub-clause (A) of this Clause or upon written agreement that the dispute or difference cannot be resolved, either the Employer or the Contractor may at any time thereafter request that the matter be referred to mediation in accordance with and subject to the Hong Kong International Arbitration Centre Mediation Rules or any modification thereof for the time being in force.

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- (C) If the matter cannot be resolved by mediation, or if either the Employer or the Contractor do not wish the matter to be referred to mediation then either the Employer or the Contractor may within the time specified herein require that the matter shall be referred to arbitration in accordance with and subject to the provisions of the Arbitration Ordinance (Chapter 609, Laws of Hong Kong) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate, or the failure of the mediation.
- (D) The Hong Kong International Arbitration Centre Domestic Arbitration Rules shall apply to any arbitration instituted in accordance with this Clause unless the parties agree to the contrary.

45 Prevention of Bribery

The Contractor shall inform his employees who are engaged either directly or indirectly on the formulation and implementation of a project of the Construction Industry Council that the soliciting or accepting of an advantage as defined in the Prevention of Bribery Ordinance is not permitted. The Contractor shall also caution his employees against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair his impartiality in relation to the projects of the Construction Industry Council.

46 Declaration of Interest

- (A) On appointment and during the currency of this Agreement, the Contractor must declare any interest if it is considered to be in real or apparent conflict with the Services. The Contractor shall not undertake any services, which could give rise to conflict of interest, except with the prior approval of the Employer which approval shall not be unreasonable withheld.
- (B) In any case, the Contractor or any of his associated companies shall not undertake any services for a Contractor in respect of a contract between that Contractor and the Employer for which the Contractor is providing a service to the Employer.

47 Insurance

- (A) Without limiting his obligations and responsibilities nor his liability to indemnify the Employer under Clause 22 the Contractor shall, as from the date of commencement of this Agreement, and thereafter, maintain an insurance cover to meet any claims that may be made by the Employer in respect of any negligence in or about the conduct of and performance by the Contractor, his servants and agents of all and singular the Services.
- (B) In the event that through no fault of the Contractor it becomes impractical or unreasonable to maintain the said cover for the full period required by sub-clause (A) of this Clause, the Employer may approve alternative arrangements.
- (C) The foregoing insurance policy or policies shall be affected with an insurer (or insurers) and in terms acceptable to the Employer. Throughout the period of insurance the Contractor shall each year lodge with the Employer a certificate signed by and on behalf of the Contractor's insurers stating that the said policy or policies of insurance remain in force.
- (D) The amount of insurance cover as mentioned in sub-clause (A) of this Clause shall be a minimum of HK\$30 million.

48 Safety Precaution

The Contractor shall be responsible for taking all necessary steps in ensuring the safety of all persons and properties affected by the work stipulated under the Assignment in the vicinity of the works at all stages, whether or not they are engaged in the execution of the works.

49 Avoidance of Nuisance and Making Good Working Areas

- (A) All Contractor's operations shall be carried out in such a manner as to cause as little inconvenience as possible to residents, the public or the operation of the Employer. The Contractor shall be held responsible for any claim, which arises from non-compliance with this clause.
- (B) The Contractor shall take all reasonable care so as not to cause any damage to property or not to cause any nuisance. The Contractor shall indemnify the Employer against any claim arising from default of the Contractor in this respect.

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- (C) The Contractor shall confine his operations to the minimum areas required for the works and shall at all times work in a tidy and considerate manner. As soon as work has been completed for any location, the Contractor shall remove all debris resulting from his activities and make good any damage.

50 Disclosure of Information

The Employer shall have the right to disclose to any person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such form and manner as it deems fit:

- (i) the fees, costs and expenses payable by the Employer for engaging the Contractor and
- (ii) the fee proposal submitted by the Contractor.

51 Code of Conduct for Staff

- (A) The Contractor shall explicitly prohibit his employees from soliciting or accepting any advantages as defined in the Prevention of Bribery Ordinance when providing service in relation to this Assignment.
- (B) The Contractor shall implement a system requiring his employees to declare to him any interest they or their immediate families may have, or any conflict between their personal interest and their official positions, in relation to this Assignment.
- (C) The Contractor shall prohibit his employees to take up any outside work or employment, which could create or potentially give rise to a conflict of interest situation in connection with this Assignment.
- (D) The Contractor shall take adequate measures to protect any confidential / privileged information entrusted or obtained in relation to this Assignment; and his employees must not disclose to a third party any such information without prior consent from the Employer.
- (E) The Contractor shall prohibit his employees from introducing or recommending, directly or indirectly, service providers (including contractors) to owners, tenants or occupiers of premises in buildings covered by this Assignment.

52 Probity

The Contractor shall prohibit his employees, agents and sub-Contractors who are involved in this Contract from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance, Cap 201 when conducting business in connection with this Contract. Any such offence committed by the Contractor, his employee or agent will render the tender null and void. The Employer may also terminate the contract granted.

53 Copyright

The copyright of all reports, documents, recommendations, Guidelines, Alerts and any other information prepared or collected by the Contractor's team, and their employees and agents in the course of this Agreement shall be with the Employer. The Contractor shall not disclose any information in relation to this services to any third party without the written consent of the Employer.

54 Contractor's Claims for Extras

- (A) The Contractor shall send to the CIC once in every month an account giving particulars (as full and detailed as possible) of all claims for any extension of contract period and / or additional expense to which the Contractor may consider himself entitled and of all extra or additional work contained in Contractor's instructions issued during the preceding month.
- (B) No consideration will be given to any claim for extension of contract period and / or payment for additional expense or extra or additional work which has not been made within a reasonable time to enable the circumstances and reasons for extensions or the additional expense to be ascertained and evaluated.

55 Commencement of the Works

The Contractor shall commence the Works on the date for commencement of the Works as notified in writing by the Employer and shall proceed with the same with due diligence. The Contractor shall not commence the Works before the notified date for commencement.

56 Time for Completion

- (A) The Works and any Section thereof shall be completed within the time or times stated in the Contract calculated from and including the date for commencement notified by the Employer in accordance with Clause 55 or such extended time as may be determined in accordance with Clause 54.

- (B) General Holidays shall be included in the time for completion unless otherwise stated in the Contract.

57 Liquidated Damages

- (A) If the Contractor fails to complete the Works or where the Works are divided into Sections any Section within the time for completion prescribed by Clause 56 or such extended time as may be granted in accordance with Clause 54, then the Employer shall be entitled to recover from the Contractor liquidated damages. The payment of such damages shall not relieve the Contractor from his obligations to complete the Works or from any other of his obligations under the Contract.
- (B) The liquidated damages shall be calculated using the rate per day prescribed in the Contract, either for the Works or for the relevant Section, whichever is applicable. Provided that, if the Employer certifies completion under Clause 58 of any part of the Works before completion of the Works or any part of any Section before the completion of the whole thereof, then the rate per day of liquidated damages for the Works or the relevant Section shall from the date of such certification be reduced in the proportion which the value of the part so certified bears to the value of the Works or the relevant Section, as applicable, both values as of the date of such certification shall be determined by the Employer.
- (C) The period for which liquidated damages shall be calculated shall be the number of days from the prescribed date for completion or any extension or revision thereof of the Works or the relevant Section until and including the certified date of completion.
- (D) All monies payable by the Contractor to the Employer pursuant to this Clause shall be paid as liquidated damages for delay and not as a penalty.

58 Completion of the Works

- (A) When the Works have been substantially completed and have satisfactorily passed any final test that may be prescribed by the Contract, the Contractor may serve notice in writing to that effect to the Employer, accompanied by an undertaking to carry out any outstanding work during the Defects Liability Period, requesting the Employer to issue a certificate of completion in respect of the Works. The Employer shall, within 21 days of the date of receipt of such notice either:

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- (i) issue a certificate of completion stating the date on which, in the Employer's opinion, the Works were substantially completed in accordance with the Contract and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate, or
 - (ii) give instructions in writing to the Contractor specifying all the work which, in the Employer's opinion, is required to be done by the Contractor before such certificate can be issued, in which case the Contractor shall not be permitted to make any further request for a certificate of completion and the provisions of sub-clause (B) of this Clause shall apply.
- (B) Notwithstanding the provisions of sub-clause (A) of this Clause, as soon as in the opinion of the Employer the Works have been substantially completed and satisfactorily passed any final test which may be prescribed by the Contract, the Employer shall issue a certificate of completion in respect of the Works and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate.
- (C) The Contractor shall carry out any outstanding work as soon as practicable after the issue of the certificate of completion or as reasonably directed by the Employer and in any event before the expiry of the Defects Liability Period. The Contractor's obligation to provide, service and maintain site offices, latrines and the like, shall continue for as long as may be required by the Employer.
- (D) The provisions of sub-clauses (A), (B) and (C) of this Clause shall apply equally to any Section.
- (E) (i) The Employer shall give a certificate of completion in respect of any part of the Works which has been completed to the satisfaction of the Employer and is required by the Employer for permanent occupation or use before the completion of the Works or any Section.
- (ii) The Employer, following a written request from the Contractor, may give a certificate of completion in respect of any substantial part of the Works which has been completed to the satisfaction of the Employer before the completion of the Works or any Section and is capable of permanent occupation and/or permanent use by the Employer.

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- (iii) When a certificate of completion is given in respect of a part of the Works such part shall be considered as completed and the Defects Liability Period for such part shall commence on the day following the date of completion stated in such certificate.

- (F) Any certificate of completion given in accordance with this Clause in respect of any Section or part of the Works shall not be deemed to certify completion of any ground or surface requiring reinstatement unless the certificate shall expressly so state.

59 Variations

- (A) The Employer may order in writing any Variation that is necessary for the completion of the Works or is in his opinion desirable for or to achieve the satisfactory completion and functioning of the Works. The Contractor shall forthwith carry out such Variation in accordance with the Employer's instruction.

- (B) No Variation ordered by the Employer shall in any way vitiate or invalidate the Contract but all such Variations shall be valued in accordance with Clause 60.

- (C) Any Variation ordered by the Employer may include a requirement for the Contractor to prepare and submit within 14 days of the Contractor receiving the Variation order, a lump sum quotation in writing for complying with the order.

- (D) (i) Notwithstanding sub-clause (C) of this Clause, prior to ordering a Variation, the Employer may request the Contractor to submit a lump sum quotation in writing within 14 days of receipt of such request, or within such other time as may be agreed between the Employer and the Contractor.
(ii) In the event that the Contractor is not subsequently instructed by the Employer to execute the Variation referred to in Clause 59(D)(i) above, the Contractor shall be entitled to any cost incurred in the preparation of the lump sum quotation which cost shall be ascertained and certified by the Employer.

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- (E) (i) The Contractor may propose a Variation by submitting in writing to the Employer a proposal together with sufficient details and justification to show that:
- (1) the time for construction of the Works can be reduced, and/or
 - (2) the future maintenance cost can be reduced, and/or
 - (3) the quality of design and/or the construction of the Works can be enhanced, and/or
 - (4) the Contract Sum can be reduced by the amount of the lump sum reduction that the Contractor can offer to the Employer,
- and
- (5) in any event:
- (1) the quality of the design or construction of the Works is not prejudiced, or
 - (2) the proposed Variation is in the interests of the Employer.
- (ii) The Employer shall within 14 days of receipt of the Contractor's proposed Variation and supporting detailed information under sub-clause (E)(i) of this Clause, or within such time as may be agreed between the Contractor and the Employer, but solely at the discretion of the Employer, confirm whether or not he agrees to the proposed Variation and, if so, order the Contractor in writing to carry out the proposed Variation under this sub-clause.
- (iii) No adjustment shall be made to the Contract Sum by virtue of this sub-clause except the reduction pursuant to sub-clause (E)(i)(4) of this Clause.

60 Valuation of Variations

- (A) The Employer shall determine the sum (if any) which in his opinion shall be added to or deducted from the Contract Sum as a result of a Variation order given by the Employer under Clause 59 (other than a Variation ordered under sub-clause (E) of Clause 59) in accordance with the following principles:
- (1) by valuation in accordance with sub-clause (D) of this Clause, or
 - (2) by acceptance of a lump sum quotation prepared and submitted by the Contractor to the Employer in accordance with sub-clauses (E) and (F) of this Clause.
- (B) The valuation of any Variation ordered by the Employer in accordance with sub-clause (A) of Clause 59 shall include the cost (if any) of any disturbance to, or prolongation of both varied and unvaried work.

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- (C) In the event of the Employer and the Contractor failing to reach agreement on any rate or price under the provisions of sub-clause (D) of this Clause, the Employer shall fix such rate or price as shall in his opinion be reasonable and notify the Contractor accordingly.
- (D) The Employer shall determine the value of a Variation as follows:
- (1) Any item of work omitted shall be valued at the rate or price set out in the Contract for such work or, in the absence of such a rate or price, at a rate or price agreed between the Employer and the Contractor.
 - (2) Any work carried out which is the same as or similar in character to and executed under the same or similar conditions and circumstances to any item of work priced in the Contract shall be valued at the rate or price set out in the Contract for such item of work.
 - (3) Any work carried out which is not the same as or similar in character to or is not executed under the same or similar conditions or circumstances to any item of work priced in the Contract shall be valued at a rate or price based on the rates or prices in the Contract so far as may be reasonable, failing which, at a rate or price agreed between the Employer and the Contractor.

Provided that if the nature or extent of any Variation ordered in accordance with sub-clause (A) of Clause 59 relative to the nature or extent of the Works or any part thereof shall be such that in the opinion of the Employer any rate or price contained in the Contract for any item of work is by reason of such Variation rendered unreasonable or inapplicable then a new rate or price shall be agreed between the Employer and the Contractor for that item, using the Contract rates or prices as the basis for determination and taking into account the provisions of sub-clause (B) of this Clause.

- (E) Any lump sum quotation submitted by the Contractor to the Employer in accordance with sub-clause (C) or (D) of Clause 59 shall indicate how the lump sum was calculated by showing separately full details of:
- (1) the cost of complying with the order,
 - (2) the cost of preparing the lump sum quotation,
 - (3) the cost (if any) of any disturbance to or prolongation of varied and unvaried work as a consequence of complying with the order, and
 - (4) such other information as will enable the Employer to evaluate the lump sum quotation.

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- (F) The Employer shall notify the Contractor not later than 14 days from the receipt of any such lump sum quotation (or such other time as may be agreed between the Employer and the Contractor) whether or not it has been accepted. If accepted, the amount specified in the lump sum quotation, or otherwise agreed between the Employer and the Contractor, shall be the full sum to which the Contractor is entitled for complying with that order.
- (G) In the event that a lump sum quotation is submitted in accordance with sub-clause (C) or (D) of Clause 59 and the lump sum quotation is not accepted by the Employer, then the work ordered under sub-clause (A) of Clause 59 shall be valued in accordance with sub-clause (E) of this Clause.
- (H) The Contractor shall supply the Employer with any further information reasonably requested by the Employer within 14 days of the request to enable him to value any Variation ordered under sub-clause (A) of Clause 59.
- (I) The Employer shall within 28 days of the receipt of the information requested under sub-clause (H) of this Clause notify the Contractor of his valuation.

61 Rights of Third Parties

Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.



General Conditions of Contract and Guidelines for Works or Services

A. General Conditions of Contract

1. "Contractor" means the person who enters into the contract with the Construction Industry Council or the person or service provider whose quotation has been accepted.
2. "Contract" means the Contract, purchase order or letter of acceptance herein including the contents of the Schedule and these general conditions.
3. The Works / Services and Variation
 - (a) The works to be undertaken or services to be performed under this Contract shall be as laid down in the Quotation and Special conditions (if any) and shall be carried out to the satisfaction of Construction Industry Council.
 - (b) The Contractor shall not extend the works / services beyond the requirements specified in the Schedule except as directed in writing by Construction Industry Council; but Construction Industry Council may, at any time during the Contract period by notice in writing direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the works / services and/or the contract period, and the Contractor shall carry out such variations, and be bound by the same conditions, so far as are applicable, as though the said variations were stated in the Schedule.
 - (c) Where a variation has been made to this Contract the amount to be added to or deducted from the Contract price in accordance with that variation shall be determined in accordance with the discounted rates specified in the Schedule so far as the same may be applicable and where rates are not contained in the said Schedule, or are not applicable, such amount shall be such sum as is reasonable in the circumstances. In any circumstances, such amount should be subject to the approval of Construction Industry Council.
4. Assignment
The Contractor shall not, without the written consent of Construction Industry Council, assign or otherwise transfer any part of this Contract, and the performance of this Contract by the Contractor shall be deemed to be personal to him.
5. Quality of Works / Services
The works / services shall be as specified in the Schedule and shall fulfil all the conditions and terms of any drawings and specifications (if any) supplied to the Contractor.
6. Compliance with the laws of Hong Kong Special Administrative Region and Valid Licences
The Contractor has to comply with all laws of Hong Kong Special Administrative Region. The Contractor shall not employ illegal workers or any person who are forbidden by the laws of Hong Kong Special Administrative Region or not entitled for whatever reasons to undertake any employment in Hong Kong Special Administrative Region in the execution of this Contract. The Contractor should hold valid licences when performing relevant works if required by law. If there is any breach of this clause, Construction Industry Council may terminate this Contract and the Contractor is not entitled to claim any compensation. The Contractor shall be liable for all financial loss or expenses necessarily incurred by Construction Industry Council as a result of the termination of this Contract.
7. Inspection, Rejection and Acceptance
 - (a) The Works undertaken or Services performed shall be subject to inspection by Construction Industry Council who may at its own discretion terminate this Contract or withhold payment unless the works / services have been undertaken / performed in accordance with the terms and conditions of this Contract and to the satisfaction of Construction Industry Council. Upon breach of any essential terms and conditions of this Contract by the Contractor, including but not limited to failure to comply with the performance requirements in accordance with the Schedule, Construction Industry Council shall have the right to reject unsatisfactory performance of the Works / Services and suspend payment until the defects have been rectified by the Contractor to the satisfaction of Construction Industry Council. Construction Industry Council reserves the right to claim against the Contractor for all related financial loss or expenses necessarily incurred by Construction Industry Council.
 - (b) Being notified in writing of the rejection of any works / services, the Contractor shall take immediate and necessary action to rectify such rejected Works / Services within reasonable time as agreed by Construction Industry Council.

- (c) If the Contractor shall fail to rectify such rejected works / services in accordance with item (b) above, Construction Industry Council may, without prejudice to any other rights and remedies available to Construction Industry Council, carry out and complete such works / services by its own resources or by other contractors. All costs and expenses whatsoever which may be incurred by Construction Industry Council thereof shall be recoverable in full from the Contractor forthwith.
- (d) The works undertaken or services performed in pursuance of this Contract shall not be deemed to have been accepted unless either:-
- i. Construction Industry Council shall so certify; or
 - ii. The works / services are not rejected as being unsatisfactory within 21 working days after receiving the report of certification upon the execution of the work.
8. Payment for works / services
After the receipt of goods and provision of services or completion of works in accordance with the agreed terms and conditions and to the satisfaction of Construction Industry Council, Construction Industry Council will settle payment within 30 days after receiving and verifying the invoices.
9. Injury to Persons and Property and Indemnity
- (a) The Contractor shall be liable for, and shall indemnify Construction Industry Council against, any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or caused by the carrying out of the works under the Contract, save to the extent that the same may be due to any act or neglect of Construction Industry Council or of any person for whom Construction Industry Council is responsible.
 - (b) The Contractor shall be liable for, and shall indemnify Construction Industry Council against, any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the works under the Contract, save to the extent that the same may be due to any act or neglect of Construction Industry Council or of any person for whom Construction Industry Council is responsible.
10. Employee's Compensation Insurance Policy ("EC policy")
- (a) Without prejudice to the Contractor's obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, the Contractor shall at his own expenses warrant to take out and maintain an EC policy covering against all liabilities arising from any death, accident or injury to any workmen or other persons in the employment of the Contractor and any sub-contractor of any tier and Construction Industry Council shall not be liable for any damages or compensation in respect thereof. Such EC policy shall be maintained during the Contract period and for the whole of the time that such workmen or other persons are employed on the works including the Maintenance Period or Defects Liability Period (if applicable).
 - (b) Before the commencement of works under the Contract, the Contractor shall, whenever required by Construction Industry Council, produce to Construction Industry Council a copy of the EC policy (include Endorsements W338, W348 and W204) which he is required to effect pursuant to item (a) above together with satisfactory proof of payment of the current premiums thereof.
 - (c) If the Contractor shall fail to effect and maintain the EC policy or if the Contractor shall fail to provide any evidence thereof which he is required to by item (b), Construction Industry Council may at its own discretion terminate the Contract.
 - (d) In the event of any of the Contractor's sub-contractors of any tier or employees or agents or the subcontractors' employees suffering any injury or death in the course of or arising out of this Contract and whether there be a claim for compensation or not, the Contractor shall within 7 working days give notice in writing of such injury or death to Construction Industry Council.
11. Contractors' All Risks Insurance Policy ("CAR")
- (a) Without limiting the obligations, liabilities and responsibilities of the Contractor under the Contract, Construction Industry Council has effected, with insurers of Construction Industry Council's choice, for the benefit inter alia of Construction Industry Council, the Contractor and his sub-contractors of any tier and other direct specialist contractors a CAR in respect of inter alia:
 - i. Loss and damage to the works under the Contract;
 - ii. Third party liability
 Refer to **Section B** for an **insurance synopsis** and reference should be made thereto for its full terms and effect.
 - (b) The Contractor's All Risks / Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors' All Risks/ Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor's All Risks / Third Party Liability Insurance, joint name with Construction Industry Council, at contractor's own cost. Minimum coverage for third party liability is HK\$30,000,000.

- (c) The Contractor shall for himself and on behalf of all sub-contractors of any tier accept the CAR as if it has been effected by himself and shall with all due diligence observe and fulfil, and procure that all sub-contractors of any tier observe and fulfil, the terms, provisions and conditions contained therein.
- (d) The Contractor shall be deemed to have read and understood the terms, provisions, conditions, exclusions and excesses of the CAR. If, in the Contractor's opinion, the amounts and / or risks insured are insufficient to cover the Contractor's risks, duties, obligations and liabilities under the Contract, at common law or otherwise, the Contractor may effect such further insurance at his own expense as he considers necessary.
- (e) It is acknowledged and understood that the CAR is subject to excesses and exclusions. In the event of a claim under the CAR in respect of a matter for which the Contractor is responsible or liable under the Contract, the full amount of such excesses and exclusions shall be borne by the Contractor. In the event of any default by the Contractor in making good any damage to the works where required by the terms and conditions of the Contract, Construction Industry Council may deduct the applicable policy excess from any sums due or to become due to the Contractor under this Contract or recover the same as a debt due from the Contractor.
- (f) Save for any case in which the relevant loss or injury arises from any act or neglect of Construction Industry Council or any person for whom Construction Industry Council is responsible, all costs and incidental expenses incurred in relation to claims including the preparation and submission of all formal quantified claims under the CAR shall be borne by the Contractor.
- (g) The Contractor shall forward to Construction Industry Council's representative a copy of all notices and claims submitted by him or all sub-contractors of any tier pursuant to the conditions of the CAR within 24 hours of dispatch of such notice or claim. Upon a written request from Construction Industry Council, Construction Industry Council shall be entitled to take over the conduct of any claim submitted by the Contractor or all sub-contractors of any tier under the CAR, and in any such event the Contractor hereby appoints, and shall procure that all sub-contractors of any tier appoint, Construction Industry Council as his or their agent for that purpose.
- (h) All monies to be received under the CAR shall be paid to Construction Industry Council as loss payee. The Contractor and all sub-contractors of any tier hereby irrevocably authorize Construction Industry Council to give good discharge to the insurers for such monies.
- (i) Upon the occurrence of any loss or damage to the works under the Contract, the Contractor with due diligence shall restore works damaged, replace or repair any unfixed materials or goods which have been destroyed or injured, remove and dispose any of debris and proceed with the carrying out and completion of the works. All monies received under the CAR (less any amounts to cover professional fees) shall be paid to the Contractor by instalments under the Interim Payment Certificates or Final Payment Certificates issued by Construction Industry Council's representative. The Contractor shall not be entitled to any payment in respect of the restoration of work damaged, the replacement and repair of any unfixed materials or goods, and the removal and disposal of debris other than the monies received under the said CAR.

12. Bankruptcy or Receivership

Construction Industry Council may at any time by notice in writing summarily terminate the Contract without entitling the Contractor to compensation if the Contractor shall at any time become bankrupt, insolvent, or shall be placed in receivership or go into liquidation or receivership, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Contractor, but without any prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to Construction Industry Council.

13. Corruption

Construction Industry Council prohibits any member of the staff from soliciting or accepting any advantage. Without the approval of Construction Industry Council, it is an offense under the Prevention of Bribery Ordinance to offer or give any gift, loan, fee, reward, commission, office, employment, contract, other services of favour, discount to any staff of Construction Industry Council. Construction Industry Council will terminate the Contract without prior notice and hold the Contractor liable for any loss or damage so caused to Construction Industry Council.

14. Personal Data Submitted by Contractor

All personal data submitted by the Contractor will be used by Construction Industry Council for the purpose of this Contract only. Under the provisions of the Personal Data (Privacy) Ordinance, the Contractor has the right to request access to or correction of personal data. Written requests should be addressed to Construction Industry Council. Construction Industry Council may be unable to process and consider incomplete information submitted.

15. Working Hours

Unless it is specifically allowed in other part of the Contract, the works under this Contract shall be undertaken during normal working hours as specified by Construction Industry Council.

16. Valid Certificates of Intermediate Trade Testing or higher qualifications
Except for carrying out general cleaning, delivering or sweeping tasks or having special approval of Construction Industry Council, all workers employed by the Contractor to work under this Contract have to hold valid certificates of intermediate trade testing (or higher qualifications) relevant to the trades under which they are working. A list of such workers with their valid and relevant qualifications has to be submitted to Construction Industry Council before the commencement of works.
17. Temporary Work Permit
When carrying out the works under the Contract, all workers have to wear the temporary work permit issued by Construction Industry Council. If the temporary work permit is lost, the Contractor or worker has to report to Construction Industry Council and request a re-issue at \$30.
18. Parking
If the Contractor finds it necessary to park their motor vehicles within the premises of Construction Industry Council, application has to be lodged in advance. If the application is approved, the parking permit issued by Construction Industry Council and the contact telephone number of the driver has to be displayed on the motor vehicles.
19. Refuse Removal
All refuse has to be delivered to the refuse collection warehouse specified by Construction Industry Council at the end of each working day or on any dates specified by Construction Industry Council.
20. Rights of Third Parties
Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.

B. Insurance Synopsis of Contractors' All Risks / Third Party Liability Insurance

1. Summary

Type	:	Contractors' All Risks – Open Cover
Form	:	To follow the terms, limits and conditions of Asia Insurance Co Ltd Contractors' All Risks policy wordings as agreed.
Insured	:	Construction Industry Council as principal &/or all Main Contractors and its sub-contractors of every tier.
Period of Insurance	:	From 00:00 1 st January 2017 to 24:00 31 st December 2017 Local Hong Kong Time (both dates inclusive).

Contract Details : Scope and Nature
Renovation / Restoration / Maintenance / Alteration / Repair Work and/or Installation Work of Building Services including building maintenance work and/or builder's work but excluding construction/erection/demolition of building structure (i.e. structural walls, columns, beams and slabs of a building) and/or Installation/ Maintenance/ Repair Work of Building Services equipment; office equipment; training equipment; and trade test equipment carried out at the premises of the Insured which are covered under the Property Policy but definitely excluding any construction sites.

Contract Value of Each Contract

Contract Value at inception must not exceed HK\$3,000,000.

Period of Insurance for Each Contract

(1) Insured Contract other than Maintenance Contract Work

(a) Contract Period

Follow the original Contract Period of each contract work provided that: -

- the duration of the Contract Period shall not exceed 120 days;
- the Insured Contract must commence within the Period of Insurance specified in the Schedule

(b) Maintenance Period

Follow the original Maintenance Period of each contract work provided that the duration of the Maintenance Period shall not exceed 12 months immediately after the Original Contract Period.

(2) Maintenance Contract Work only

The Period of Insurance in respect of the Maintenance Work shall follow the original Contract Period of each Maintenance Work provided that:-

- the duration of the Maintenance Work shall not exceed 12 months;
- the Insured Contract must commence within the Period of Insurance specified in the Schedule.

Coverage

: Section I – Material Damage

To indemnify the Insured in respect of loss of or damage to the Insured Property whilst at the site during the Period of Insurance arising from any cause whatsoever not excluded by the original policy.

Insured Property – Item 1

The permanent and temporary works constructed erected or in the course of construction or erection in performance of the contract and all other property for which the insured contractors are responsible under the contract whilst on the site and subject to its value being included in the sum insured however excluding constructional plant and temporary buildings.

Insured Property – Item 2

Removal of debris : costs and expenses necessarily incurred by the Insured with the consent of the Insurers in dismantling and removing debris of the portion or

portions of the property insured under item (1) destroyed or damaged by any peril hereby insured against.

Sum Insured : HK\$100,000 any one contract

: Section II – Liability to Third Parties

To indemnify the Insured in respect of all sums which the Insured shall become legally liable for:

- i) Accident death bodily injury illness or disease suffered by any person
- ii) Accidental loss or damage to physical property arising out of the performance of the contract and in addition the insurers shall be liable for
- iii) All costs and expenses of litigation recovered by any claimant against the insured
- iv) All costs and expenses of litigation incurred by the insured with written consent of the insurers in resisting any claim

Limit of Indemnity : HK\$30,000,000 any one accident and unlimited for the period of insurance (Cost inclusive)

Geographical Area : Hong Kong SAR
and Jurisdiction

Excess : Section I – Material Damage

	<u>For contract with value of HK\$500,000 or below HK\$</u>	<u>For contract with value exceeding HK\$500,000 upto HK1,500,000 HK\$</u>	<u>For contract with value exceeding HK\$1,500,000 upto HK\$3,000,000 HK\$</u>
Act of God/Fire/Theft:	20,000	25,000	35,000
Others:	20,000	25,000	35,000
Temporary Works:	20,000 min or 50% of loss (*)	25,000 min or 50% of loss (*)	35,000 min or 50% of loss (*)
Water Damage to Work:	20,000 min or 20% of loss (*)	25,000 min or 20% of loss (*)	35,000 min or 20% of loss (*)

Section II – Liability to Third Party

	<u>HK\$</u>
Third Party Property Damage	: 50,000 min or 10% of loss (*)
Vibration	: 50,000 min or 20% of loss (*)
Underground Services	: 50,000 min or 20% of loss (*)
Oil-Filled/Fibre-Optic Cable	: 50,000 min or 40% of loss (*)
Principal Property	: 50,000 min or 20% of loss (*)
Water Damage to Third Party Property	: 50,000 min or 20% of loss (*)
Third Party Bodily Injury	: 50,000

(*) – whichever is the greater

- Conditions** : 1. Revised Cross Liability Clause/ As per Asia's standard Contractors' All Risk Policy Jacket
- (Inter alia)** 2. B1 – Safety Precaution Clause amended to delete the 24 hours watchman requirement.
3. B2 – Special Conditions for Underground Services Clause
4. A9 – Including the risks of strikes, riots and civil commotion
5. A6 – Extra charges for overtime, night work, work on public holiday and express freight (10% of adjusted loss)
6. A1 – Extended to cover liability to third party property damage caused by vibration, removal or weakening of support (Limit : HK\$30,000,000 any one accident and in aggregate during any one period of insurance)
7. A7 – Extended to cover employer's property under the care, custody or control of the insured contractors under Section II (Limit : HK\$30,000,000 any one period in aggregate)

8. Yearly Declaration (CIC has to submit the actual annual turnover with details upon policy expiry)
 9. Burning and Welding Clause
 10. 60 Days Cancellation Clause, i.e. the policy may be cancelled by the Insured at any time subject to short-term premium but 60 days' advance notice by the Insurer.
 11. Extended Maintenance Period Cover
 12. 60 Days Non-Removal Notice by Insurer
 13. Claim Control Clause
 14. 72 hours Clause
 15. HK Jurisdiction Clause
 16. Run Off Liability Clause
 17. Revised Arbitration Clause
- Other terms and conditions as per policy wording.

Principal Policy Exclusions (Inter alia) :

1. Cyber Exclusion
2. Total Asbestos Exclusion
3. Pollution Exclusion Clause
4. War & Terrorism Exclusion
5. Date Related Performance & Functionality Clause (A) and (B)
6. Professional Liability Exclusion
7. Electromagnetic Radiation Exclusion
8. Products Liability Exclusion
9. Self-Employed Person and Sole Proprietors Exclusion
10. Sanction Clause

Other exclusions as per original policy.

Insurer : Asia Insurance Company Limited – 100%

Policy No. : ABK/ECA/14-60019992

Applicable : Hong Kong SAR

Jurisdiction and/or Law Practice

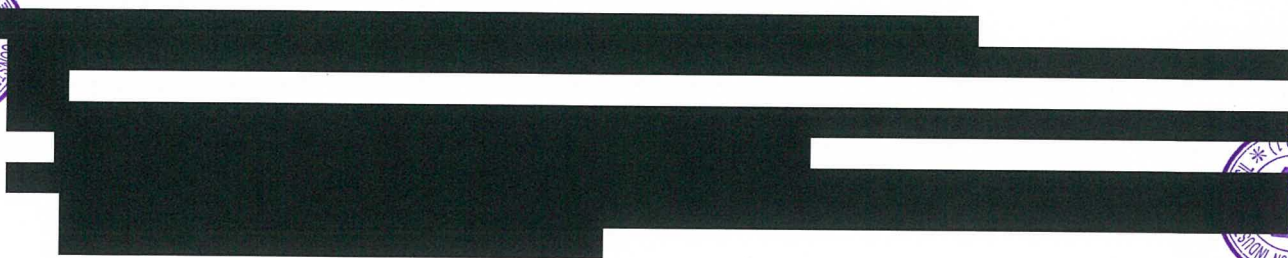
2. Contractors' Own Insurance Responsibilities

- (a) The Contractor's All Risks / Third Party Liability Insurance does not cover the liability arising out of or in connection with the following:
 - i. motor vehicles and other Statutory Insurances.
 - ii. employees of the Insured Parties, sole proprietors and self-employed persons acting as sub-contractors, including labour masters and persons supplied by them, persons employed by labour only sub-contractors, self-employed persons, drivers and / or operators of plant hired to the Insured, student gaining work experience, and any other persons hired or borrowed by contractors.
"Contractors allow such persons to enter site at their own risk".
 - iii. deductibles of the Policy.
- (b) The Contractor's All Risks / Third Party Liability Insurance does not cover the physical loss of or damage to construction plant tools and equipment owned or leased by the contractors or for which the contractors may be responsible.
- (c) Contractors and Subcontractors are required to arrange Employees' Compensation Insurance complying with the Employees' Compensation Ordinance (Cap 282) in respect of their employees. Such insurance is to be endorsed to cover the Construction Industry Council as an Insured Party.
- (d) **The Third Party Liability Insurance cover is HK\$30,000,000. Construction Industry Council advises contractors to review its adequacy in relation to their risks and liability under the contract with the Construction Industry Council and to purchase additional limit, if required, at their own costs.**
- (e) The Contractor's All Risks / Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors' All Risks/ Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor's All Risks / Third Party Liability Insurance, joint name with Construction Industry Council, at contractor's own cost. Minimum coverage for third party liability is HK\$30,000,000.

C. Safety Guidelines

1. General Duties of Contractor and Persons Employed

Pursuant to the Factories and Industrial Undertakings Ordinance (Cap. 59) and Occupational Safety and Health Ordinance (Cap.509), whilst executing the works under the Contract, it shall be the duty of the Contractor to ensure the health and safety at work of all persons employed by him, and it shall be the duty of every person employed to take care for the safety of himself and of other persons who may be affected by his acts or omissions at work..



3. Safe Means of Access and Egress

The Contractor must maintain the workplace in a safe condition and ensure that every access to and egress from the workplace is safe. The Contractor shall also ensure that all means of escape from the workplace are kept free from obstruction.

4. Personal Protective Equipment

The Contractor must supervise and ensure all his sub-contractors and employees wear appropriate personal protective equipment, e.g. protective clothing, safety helmet, safety shoes, harness, fall arresting system, eye-protector, ear protector, and mask, etc., as Construction Industry Council may consider necessary or appropriate or as legally required. Any such personal protective equipment must be provided, maintained and replaced as necessary by the Contractor at his own expenses.

5. No Smoking and Fire Prevention Measures

Smoking is not permitted in the workplace. If the works involve the use of naked flame, the Contractor must implement sufficient fire prevention measures.

6. Working at Height

The Contractor shall take adequate steps to prevent any person from falling from a height of 2 metres or more.

D. Consequences of Breach

If the Contractor, his sub-contractors of all tiers or employees do not comply with the relevant laws of Hong Kong Special Administrative Region and the terms and conditions of this Guidelines, or if the performance of works undertaken by the Contractor causes any damages or losses to Construction Industry Council, Construction Industry Council may at its discretion terminate this Contract and the operations of the Contractor until any non-compliance or the unfavourable operation is rectified. The Contractor shall be liable to any loss or damage so caused to Construction Industry Council. Construction Industry Council shall be entitled to recover in full from the Contractor forthwith. The Contractor shall also lose his right from submitting quotations or tenders to Construction Industry Council in the future.

Additional Information

P.R. No.: _____

Period of Validity: _____

Location of Works / Services: _____

No. of pages for this document: 8 _____

This document was issued on: _____

The Contractor's Declaration

If the quotation is accepted, this document together with the tender or quotation will form part of the Contract and I/we hereby agree to comply with them.

Name of Contractor: _____

Signature with Company Chop: _____

Date: _____

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

This form should be completed in FULL BLOCK LETTERS
and returned to :

請詳細填寫本申請書並交回：

Procurement Department
Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street
Kwun Tong, Kowloon, Hong Kong

香港九龍觀塘駿業街56號
中海日升中心38樓
建造業議會
採購部

Tel. No.: 2100 9000
Fax. No.: 2100 9439
E-mail: vendor@cic.hk

電話號碼: 2100 9000
圖文傳真號碼: 2100 9439
電子郵件: vendor@cic.hk

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the above Department.

如查詢此表格內的資料，包括查閱途徑及修訂資料，請與上述部門聯絡。

PART I - DETAILS OF THE COMPANY 第一部 - 公司資料

(i) Company Name : _____

(English) 【Company name should correspond with that registered under the Business Registration Ordinance (Cap 310)】

公司名稱：

_____ (中文) 【公司名稱須與商業登記條例(第310章)內所登記的名稱相同】

(ii) Company Address : _____

(English)

公司地址：

_____ (中文)

(iii) E-mail 電子郵件： _____ (iv) Website 網址： _____

(v) Tel. No. 電話號碼： _____ (vi) Fax. No. 圖文傳真號碼： _____

In order to reduce paper consumption, all future CIC notifications will be dispatched by means of email, unless specifically requested in writing to the CIC otherwise.

為減少紙張用量，除非另作書面要求，所有議會通訊將以電郵傳遞。

PART II - ORGANISATIONS AND STAFF 第二部 - 公司組織及職員資料

(i) Company Type 公司類別：

- A body corporate registered under the Companies Ordinance (Cap 32) 根據《公司條例》(第32章)註冊的法人團體
- A partnership (unincorporated) 合夥(非屬法團)
- A sole proprietorship (unincorporated) 獨資(非屬法團)
- Others (Please specify) 其他(請註明) _____

(ii) Members of organisation 公司成員：

English Name 英文姓名

Chinese Name 中文姓名

* Directors / Proprietors / Partners
董事 / 東主 / 合夥人

_____	_____
_____	_____
_____	_____

* Delete where inappropriate 將不適用者刪去

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

(iii) Person(s) to contact on matters relating to tenders / contracts :

獲授權回答有關投標 / 合約等問題的負責人資料 :

	Name(s) 姓名	Official Capacity 職位	Tel. No. 電話號碼	Mobile No. 流動電話號碼
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____

(iv) Please confirm whether your organisation is a registered subcontractor under the CIC's Subcontractor Registration Scheme (SRS).

請貴公司確認是否在分包商註冊制度 (SRS) 下的註冊分包商。

Yes, SRS Number :
是, 分包商註冊制度編號 :

No
不是

PART III - BUSINESS TYPE 第三部 - 業務性質

(i) Services and Goods which your company can provide/supply 貴公司所供應的服務及貨品
Please select your business type and corresponding coverage area (s) 請選擇 貴公司所屬的業務性質及相應的覆蓋範圍
Please tick as appropriate 請在適當空格加上

Business Type 業務性質

Type 1 - Supplier

Trade of Services 服務行業

類別一 - 供應商

1 Construction Materials (建築材料)

- 1.1 Accelerator (催乾劑)
- 1.2 Acrylic Paint (亞加力漆)
- 1.3 Air-conditioning & Ventilation Accessory (空調及通風配件)
- 1.4 Adhesive / Sealant (膠漿 / 封邊膠)
- 1.5 Aggregates (石仔)
- 1.6 Air-conditioning & Ventilation (空調及通風)
- 1.7 Aluminium Bar / Hollow (鋁條 / 通)
- 1.8 Aluminium Foamwork Accessory (鋁模板配件)
- 1.9 Aluminium Foamwork (鋁模板)
- 1.10 Aluminium Pipe (鋁管)
- 1.11 Aluminium Sheet (鋁板)
- 1.12 Anti-ant Paint (抗蟻油漆)
- 1.13 Asphalt (瀝青)
- 1.14 Bamboo & Accessory (竹料及配件)
- 1.15 Bar-bending & Fixing (鋼筋屈扎)
- 1.16 Bronze / Copper / Brass Pipe (青銅 / 銅 / 黃銅管)
- 1.17 Bearing (啤令)
- 1.18 Belt (坑帶)
- 1.19 Bitumen Compounds (瀝青混合物)
- 1.20 Boring Drill Accessory (岩土鑽探配件)
- 1.21 Bronze / Copper Bar (青銅 / 銅條)
- 1.22 Bronze / Copper Sheet (青銅 / 銅板)
- 1.23 Bronze / Copper Wire (青銅 / 銅線)
- 1.24 Brushing Lacquer (手掃漆)
- 1.25 Bucket (桶 / 泥斗)
- 1.26 Cable Accessory & Trunking (電線配件及線槽)
- 1.27 Cable (電線)
- 1.28 Canvas Goods (帆布及布帳製品)
- 1.29 Ceiling (天花)

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

- 1.30 Cement (水泥)
- 1.31 Cement Paint (雪花英泥)
- 1.32 Centre Punch (中心沖 / 賓子)
- 1.33 Clear Lacquer (透明漆)
- 1.34 Clay Sand (黃花沙)
- 1.35 Clear Varnish (透明清漆)
- 1.36 Concrete Blocks (混凝土磚)
- 1.37 Concrete (混凝土)
- 1.38 Concrete Pipe (混凝土管道)
- 1.39 Curtain Wall / External Cladding (幕牆/幕板)
- 1.40 Drill Bit & Cutter Bit (鑽咀及刀咀)
- 1.41 Door & Accessory (大門及配件)
- 1.42 Dry Wall (石膏板)
- 1.43 Electrode (電焊支)
- 1.44 Electrical Supplies (電器材料)
- 1.45 Emulsion Paint / Latex (乳膠漆)
- 1.46 Epoxy Coating (環氧塗料)
- 1.47 Epoxy (環氧樹脂漆)
- 1.48 Fencing / Mesh / Chain (圍欄 / 鐵絲網 / 鎖鏈)
- 1.49 Fibre Glass Products (玻璃纖維產品)
- 1.50 Filter (過濾器)
- 1.51 Fire Retardant Paint (防火漆)
- 1.52 Floor Board Coating (地台油)
- 1.53 Gaseous Fuels / Welding (氣體燃料 / 焊接)
- 1.54 Glazed Ceramic Wall Tiles (牆壁瓷磚)
- 1.55 Gloss Latex Paint (悅亮漆)
- 1.56 Gloves (手套)
- 1.57 Gold (金)
- 1.58 Granite (麻石)
- 1.59 Grinding / Polish (研磨 / 拋光)
- 1.60 Hammertone Paint (錘紋漆)
- 1.61 Heat Insulating Materials (隔熱物料)
- 1.62 Hot-dip Galvanizer (熱浸鍍鋅)
- 1.63 Hose and Fittings (膠喉及配件)
- 1.64 Homogeneous Floor Tiles (過底地磚)
- 1.65 Hydrated Lime (熟石灰)
- 1.66 Insulation Materials (絕緣體)
- 1.67 Iron Work (訂製鐵器)
- 1.68 Jointing (接口)
- 1.69 Laminated Plywood (夾板)
- 1.70 Luminous Paint (螢光漆)
- 1.71 Marble & Accessory (雲石及配件)
- 1.72 Metal / Plastic Container (金屬 / 塑膠容器)
- 1.73 Metal Etching (金屬蝕刻)
- 1.74 Mosaic Tiles (紙皮石)
- 1.75 Multi-Colour Paint (多彩漆)
- 1.76 Nail / Staple & Accessory (釘及配件)
- 1.77 Non-slip Treatment (防滑處理)

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

- 1.78 Nylon (尼龍)
- 1.79 Pipe Fittings (管道配件)
- 1.80 Pipe (喉管)
- 1.81 Pigment / Staining (色粉)
- 1.82 Plastering (抹灰)
- 1.83 Plastic Sheet / Board (膠片 / 膠板)
- 1.84 Plastic / Wood Flooring (膠 / 木地板)
- 1.85 Polyurethane Paint (聚脂漆)
- 1.86 Polishing / Sharpening (拋光 / 磨石)
- 1.87 Primer / Sealer (封底漆)
- 1.88 Rain Gear (雨具)
- 1.89 Red Bricks (紅磚)
- 1.90 River Sand (淡水沙)
- 1.91 Road Marking Paint (馬路劃線漆)
- 1.92 Sanitary (潔具)
- 1.93 Sanding Paper / Cloth (砂紙 / 布)
- 1.94 Saw Blade / Wheel & Accessory (鋸片 / 碟及配件)
- 1.95 Screw & Accessory (螺絲及配件)
- 1.96 Scantling & Planking (什木枋板)
- 1.97 Silk Screen (絲網)
- 1.98 Stone Like Coating Paint (石頭漆)
- 1.99 Solvent (溶劑)
- 1.100 Spraying Paint (噴漆)
- 1.101 Steel / Iron Bar (鋼 / 鐵條)
- 1.102 Steel / Iron Gate (鋼 / 鐵門)
- 1.103 Steel / Iron Pipe (鋼 / 鐵管)
- 1.104 Steel / Iron Sheet (鋼 / 鐵片)
- 1.105 Steel / Iron Wire (鋼 / 鐵線)
- 1.106 Stone (開山大石)
- 1.107 Stopping (填補料)
- 1.108 Steel Reinforcement (鋼筋)
- 1.109 Stainless Steel Bar (不銹鋼條)
- 1.110 Stainless Steel Pipe (不銹鋼管)
- 1.111 Stainless Steel Sheet (不銹鋼片)
- 1.112 Stainless Steel Wire (不銹鋼線)
- 1.113 Steel Wire Rope / Nylon Webbing Sling (鋼絲繩 / 尼龍帆布帶)
- 1.114 Surveying Supplies (測量材料)
- 1.115 Switch (掣)
- 1.116 Synthetic Paint (合成油漆)
- 1.117 Textured Latex (砂膠漆)
- 1.118 Undercoat Pattern (底漆)
- 1.119 Valve (閘門)
- 1.120 Washable Distemper (可洗膠灰水)
- 1.121 Wall Paper (牆紙)
- 1.122 Water Proofing Material (防水物料)
- 1.123 Water-boiled Proved Laminated Plywood (防水夾板)
- 1.124 Weldmesh (馬路網)
- 1.125 Window & Accessory (窗戶及配件)

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

- | | | |
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| <input type="checkbox"/> 2 | Tools (手工具) | <input type="checkbox"/> 1.126 Wire Rope (鋼纜)
<input type="checkbox"/> 1.127 Wood Stripe (木線)
<input type="checkbox"/> 2.1 Brush & Accessory (刷及配件)
<input type="checkbox"/> 2.2 Chisel (鑿)
<input type="checkbox"/> 2.3 Crowbar (鐵筆)
<input type="checkbox"/> 2.4 Drawing Instrument (繪圖工具)
<input type="checkbox"/> 2.5 Electric Drill / Hammer Drill & Accessory (電鑽及配件)
<input type="checkbox"/> 2.6 Edge Rule (壓尺)
<input type="checkbox"/> 2.7 File (銼)
<input type="checkbox"/> 2.8 Hammer (鎚仔)
<input type="checkbox"/> 2.9 Masonry Tools (泥水工具)
<input type="checkbox"/> 2.10 Meter / Tester (測試儀錶)
<input type="checkbox"/> 2.11 Portable Electrical Tools & Accessory (手提式電動工具及配件)
<input type="checkbox"/> 2.12 Pipe Bender & Expander (喉管屈曲器及掙大器)
<input type="checkbox"/> 2.13 Pick (泥耙)
<input type="checkbox"/> 2.14 Pipe Cutter (喉管剪鉗)
<input type="checkbox"/> 2.15 Pipe Dies and Head (牙模及扳頭)
<input type="checkbox"/> 2.16 Plane (刨)
<input type="checkbox"/> 2.17 Plier / Pincer / Nipper (鉗子)
<input type="checkbox"/> 2.18 Saw (鋸)
<input type="checkbox"/> 2.19 Screwdriver (螺絲批)
<input type="checkbox"/> 2.20 Spanner / Wrench (扳手)
<input type="checkbox"/> 2.21 Scraper / Shovel / Pottery Tool (刮 / 鏟 / 泥刮)
<input type="checkbox"/> 2.22 Steel Snip/ Cutter (剪鉗)
<input type="checkbox"/> 2.23 Surveying Level (測量平水儀)
<input type="checkbox"/> 2.24 Surveying Scale (測量磅)
<input type="checkbox"/> 2.25 Trowel (抹子 / 批匙)
<input type="checkbox"/> 2.26 Vise (虎鉗 / 夾)
<input type="checkbox"/> 2.27 Welding Tools (焊接工具) |
| <input type="checkbox"/> 3 | Industrial Safety & Protective Products (安全及防護產品) | <input type="checkbox"/> 3.1 Anti-Surge Protection (防電保護)
<input type="checkbox"/> 3.2 Confined Space Equipment (密閉空間設備)
<input type="checkbox"/> 3.3 Eye Protection (眼部保護)
<input type="checkbox"/> 3.4 Fall Protection (高空防墮保護)
<input type="checkbox"/> 3.5 First Aid Supplies (急救用品)
<input type="checkbox"/> 3.6 Fire Extinguisher & Equipment (滅火筒及設備)
<input type="checkbox"/> 3.7 Foot Protection (腳部保護)
<input type="checkbox"/> 3.8 Gas & Radiation Detector (氣體及輻射探測器)
<input type="checkbox"/> 3.9 Hand Protection (手部保護)
<input type="checkbox"/> 3.10 Hearing Protection (聽覺保護)
<input type="checkbox"/> 3.11 Head Protection (頭部保護)
<input type="checkbox"/> 3.12 Noise Assessment Tools (噪音評估工具)
<input type="checkbox"/> 3.13 Respiratory Protection (呼吸保護)
<input type="checkbox"/> 3.14 Road Safety Equipment & Reflective Vest (交通安全用品及反光衣)
<input type="checkbox"/> 3.15 Safety Net & Tool Box (安全網及工具箱)
<input type="checkbox"/> 3.16 Safety Sign / Label (安全標貼/告示牌)
<input type="checkbox"/> 3.17 Self-Contained Breathing Apparatus & Air Compressor (自供式呼吸器及空氣壓縮機)
<input type="checkbox"/> 3.18 Welding Protection (燒焊保護) |

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建造業議會承辦商/供應商登記申請書

- | | |
|---|---|
| <input type="checkbox"/> 4 Petroleum & Fuel Products
(石油及燃油產品) | <input type="checkbox"/> 4.1 Anti-Rust Spray (防銹噴霧)
<input type="checkbox"/> 4.2 Brake Fluid (剎掣油)
<input type="checkbox"/> 4.3 Cutting Oil (切割油)
<input type="checkbox"/> 4.4 Hydraulic Oil (液壓油)
<input type="checkbox"/> 4.5 Industrial Diesel Oil (工業柴油)
<input type="checkbox"/> 4.6 Lubricant Oil / Grease Oil (潤滑油/潤滑脂油)
<input type="checkbox"/> 4.7 Transmission Oil (傳動油)
<input type="checkbox"/> 4.8 Ultra Low Sulphur Diesel Oil - Ex-petroleum Filling Stations
(超低含硫柴油 - 油站加油)
<input type="checkbox"/> 4.9 Unleaded Petrol - Ex-petroleum Filling Stations (無鉛汽油 - 油站加油) |
| <input type="checkbox"/> 5 Construction Equipment & Machinery
(建築設備及機械) | <input type="checkbox"/> 5.1 Aluminium / Galvanized Iron Working Platform (高空工作台)
<input type="checkbox"/> 5.2 Air Compressor & Blower (風機)
<input type="checkbox"/> 5.3 Bolt & Pipe Threading Machine / Groove Machine (電動管紋機 / 壓坑機)
<input type="checkbox"/> 5.4 Builder's Lift (建築工地升降機 - 工人籠)
<input type="checkbox"/> 5.5 Cable Dectector (地下電纜探測器)
<input type="checkbox"/> 5.6 Concrete Mixers (混凝土攪拌機)
<input type="checkbox"/> 5.7 Concrete Vibrator (混凝土震機)
<input type="checkbox"/> 5.8 Crawler Crane (履帶式吊機)
<input type="checkbox"/> 5.9 Dozers (推土機)
<input type="checkbox"/> 5.10 Dust Collectors (集塵器)
<input type="checkbox"/> 5.11 Forklifts and Tow Tractors (叉車及拖引車)
<input type="checkbox"/> 5.12 Gantry Crane (龍門式吊機)
<input type="checkbox"/> 5.13 Generator Set (發電機組)
<input type="checkbox"/> 5.14 Gondola Systems (吊船)
<input type="checkbox"/> 5.15 Hydraulic Punching / Shearing / Swing Beam Machine (液壓沖 / 剪 / 擺式剪板機)
<input type="checkbox"/> 5.16 Hydraulic Excavators (液壓挖土機)
<input type="checkbox"/> 5.17 Loaders (裝載機)
<input type="checkbox"/> 5.18 Mobile / Trucks / Lorry Crane (汽車吊機)
<input type="checkbox"/> 5.19 Metal Work Machine & Equipment (金屬工作機)
<input type="checkbox"/> 5.20 Pipe Welding Machine (喉管熱熔對接焊機)
<input type="checkbox"/> 5.21 Plate Compactor (壓路板)
<input type="checkbox"/> 5.22 Pump (泵)
<input type="checkbox"/> 5.23 Roller Shutter (捲閘)
<input type="checkbox"/> 5.24 Spray Booth (噴漆櫃)
<input type="checkbox"/> 5.25 Surveying Measuring Instrument (測量儀器)
<input type="checkbox"/> 5.26 Thicknessing Planer (壓鉋機)
<input type="checkbox"/> 5.27 Tower Crane (塔式吊機)
<input type="checkbox"/> 5.28 Wood Turning Lathe (木車床) |
| <input type="checkbox"/> 6 Repair & Maintenance Equipment / Tools
(維修及保養設備或工具) | <input type="checkbox"/> 6.1 Repair & Maintenance – Air-conditioning & Ventilation (空調及通風維修保養)
<input type="checkbox"/> 6.2 Repair & Maintenance – Builders' Lift – Hoists (建築工地升降機維修保養)
<input type="checkbox"/> 6.3 Repair & Maintenance – Carpark System (停車場系統維修保養)
<input type="checkbox"/> 6.4 Repair & Maintenance – Cleaning Equipment (清潔設備維修保養)
<input type="checkbox"/> 6.5 Repair & Maintenance – Construction Machine & Equipment (建築機械及設備維修保養)
<input type="checkbox"/> 6.6 Repair & Maintenance – Crawler Crane (履帶式吊機維修保養)
<input type="checkbox"/> 6.7 Repair & Maintenance – Diesel Generating Set (柴油發電機組維修保養)
<input type="checkbox"/> 6.8 Repair & Maintenance – Drinking Facilities & Equipment (飲用水設施及設備維修保養) |

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建造業議會承辦商/供應商登記申請書

- 6.9 Repair & Maintenance – Electrical (電工工程維修保養)
- 6.10 Repair & Maintenance – Fire Service Facilities & Equipment (消防設施及設備維修保養)
- 6.11 Repair & Maintenance – Gantry Crane (龍門式吊機維修保養)
- 6.12 Repair & Maintenance – Glass (玻璃維修保養)
- 6.13 Repair & Maintenance – Gondola System (吊船系統維修保養)
- 6.14 Repair & Maintenance – Hydraulic Mobile Crane (液壓輪胎式吊機維修保養)
- 6.15 Repair & Maintenance – Kitchen Equipment & Facilities (廚房設備及設施維修保養)
- 6.16 Repair & Maintenance – Lift & Escalator (升降機及扶手電梯維修保養)
- 6.17 Repair & Maintenance – Lightning System (避雷系統維修保養)
- 6.18 Repair & Maintenance – Lorry Crane (起重機貨車維修保養)
- 6.19 Repair & Maintenance – Measurement Equipment (量度設備維修保養)
- 6.20 Repair & Maintenance – Metal Work Machine & Equipment (金屬工作機械及設備維修保養)
- 6.21 Repair & Maintenance – Non-Destructive Testing Equipment (非破壞性測設備維修保養)
- 6.22 Repair & Maintenance – Office Equipment (辦公室設備維修保養)
- 6.23 Repair & Maintenance – Photocopier Machine (影印機維修保養)
- 6.24 Repair & Maintenance – Plumbing & Drainage (水務工程維修保養)
- 6.25 Repair & Maintenance – Power Supply Facilities (電力裝置設備維修保養)
- 6.26 Repair & Maintenance – Power Tools (電動工具維修保養)
- 6.27 Repair & Maintenance – Private Car (私家車維修保養)
- 6.28 Repair & Maintenance – Safety Equipment (安全設備維修保養)
- 6.29 Repair & Maintenance – Security Facilitate (警衛設備維修保養)
- 6.30 Repair & Maintenance – Sports Equipment (體育設備維修保養)
- 6.31 Repair & Maintenance – Survey Equipment (測量設備維修保養)
- 6.32 Repair & Maintenance – Tower Crane (塔式起重機維修保養)
- 6.33 Repair & Maintenance – Water Pump (水泵維修保養)
- 6.34 Repair & Maintenance – Walkie Talkie (對講機維修保養)
- 6.35 Repair & Maintenance – Welding Tools & Equipment (焊接工具設備維修保養)
- 6.36 Repair & Maintenance – Windows (窗戶維修保養)
- 7 Testing & Survey (測試及檢驗)
 - 7.1 Testing & Survey - Air Quality (室內空氣質素測試)
 - 7.2 Testing & Survey - Acoustic Test / Noise Assessment (噪音評估測試)
 - 7.3 Testing & Survey - Car & Lorry (車輛續牌驗查)
 - 7.4 Testing & Survey - Compressor & Blower (空氣壓縮機測試)
 - 7.5 Testing & Survey - Drinking Water (飲用水測試)
 - 7.6 Testing & Survey - Fire Service Installation & Equipment (消防裝置及設備檢測)
 - 7.7 Testing & Survey - Gas Cylinder & Tester (氣樽及試錶測試)
 - 7.8 Testing & Survey - Gondola System (吊船系統測試及檢查)
 - 7.9 Testing & Survey - Illumination Quality (照明質量測試)
 - 7.10 Testing & Survey - Inspection, Testing & Certification for Fixed Electrical Installations (固定電力裝置定期測試及檢查)
 - 7.11 Testing & Survey - Jack & Lifting (千斤頂安全測試)
 - 7.12 Testing & Survey - Lift & Escalator (升降機安全負荷測試)
 - 7.13 Testing & Survey - Loader & Crane (裝載及起重機械安全負荷測試)
 - 7.14 Testing & Survey - Measurement Tool (儀器精確度測試及調較)
 - 7.15 Testing & Survey - Non-Destructive (非破壞性檢測)
 - 7.16 Testing & Survey - Power Supply Facilities (電力裝置設備測試及檢查)

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| | <input type="checkbox"/> | 7.17 | Testing & Survey - Safety Equipment (安全設備測試及檢查) |
| | <input type="checkbox"/> | 7.18 | Testing & Survey - Testing Materials / Laboratory Services (物料 / 化驗服務測試) |
| | <input type="checkbox"/> | 7.19 | Testing & Survey - Tower Crane (塔式起重機測試及調查) |
| <input type="checkbox"/> | 8 | | Environmental Engineering & Waste Disposal (環保工程及廢物處理) |
| | <input type="checkbox"/> | 8.1 | Asbestos Removal (清理石棉) |
| | <input type="checkbox"/> | 8.2 | Dumping - Construction Materials (建築物廢料處理) |
| | <input type="checkbox"/> | 8.3 | Grease Trap Cleaning & Maintenance (隔油池清洗及保養) |
| | <input type="checkbox"/> | 8.4 | Environment Planning (環保規劃) |
| | <input type="checkbox"/> | 8.5 | Environment Recycling (環保再造) |
| | <input type="checkbox"/> | 8.6 | Sewage Treatment (污水處理) |
| | <input type="checkbox"/> | 8.7 | Tree Risk Assessment (樹木風險評估) |
| | <input type="checkbox"/> | 8.8 | Waste & Scrap Disposal (廢置材料回收) |
| <input type="checkbox"/> | 9 | | Office Furniture & Equipment (辦公室傢俱及設備) |
| | <input type="checkbox"/> | 9.1 | Carpet / Floor Mat (地毯) |
| | <input type="checkbox"/> | 9.2 | CCTV System (閉路電視監控系統) |
| | <input type="checkbox"/> | 9.3 | Chair (椅子) |
| | <input type="checkbox"/> | 9.4 | Cleaning Supplies (清潔用品) |
| | <input type="checkbox"/> | 9.5 | Cleaning Tools (清潔工具) |
| | <input type="checkbox"/> | 9.6 | Clock & Watch (鐘錶) |
| | <input type="checkbox"/> | 9.7 | Communication System (通信系統) |
| | <input type="checkbox"/> | 9.8 | Curtain & Blinds (窗簾及百葉簾) |
| | <input type="checkbox"/> | 9.9 | Doorphone System (門禁系統) |
| | <input type="checkbox"/> | 9.10 | Electric Household Appliance (家用電器) |
| | <input type="checkbox"/> | 9.11 | Filing Cabinet / Locker (文件櫃/儲物櫃) |
| | <input type="checkbox"/> | 9.12 | Glass & Accessory (玻璃及配件) |
| | <input type="checkbox"/> | 9.13 | Ink Cartridges, Toner Cartridges & Ribbons (打印機油墨盒, 碳粉盒及色帶) |
| | <input type="checkbox"/> | 9.14 | Information Display System and Service (資訊顯示系統和服務) |
| | <input type="checkbox"/> | 9.15 | Kitchen Equipment (廚房設備) |
| | <input type="checkbox"/> | 9.16 | Lighting / Bulb (照明/燈泡) |
| | <input type="checkbox"/> | 9.17 | Medicine & Health Supplies (藥物及健康) |
| | <input type="checkbox"/> | 9.18 | Office / Storage Container (辦公室/貯物貨櫃) |
| | <input type="checkbox"/> | 9.19 | Partition Panel and Accessory (屏風及附件) |
| | <input type="checkbox"/> | 9.20 | Paper (紙張) |
| | <input type="checkbox"/> | 9.21 | Paper Shredder / Laminator (碎紙機 / 過膠機) |
| | <input type="checkbox"/> | 9.22 | Pantry Supplies (茶水間用品) |
| | <input type="checkbox"/> | 9.23 | Paper Towels & Tissues (紙巾及廁紙) |
| | <input type="checkbox"/> | 9.24 | Sign (門牌) |
| | <input type="checkbox"/> | 9.25 | Stage & Accessory (舞台用品) |
| | <input type="checkbox"/> | 9.26 | Stationery (文具) |
| | <input type="checkbox"/> | 9.27 | Steel Desk (鋼枱) |
| | <input type="checkbox"/> | 9.28 | Wall Board Assembly (組合壁板) |
| | <input type="checkbox"/> | 9.29 | Water Dispenser & Service (飲水機及服務) |
| | <input type="checkbox"/> | 9.30 | Wooden Desk (木枱) |
| <input type="checkbox"/> | 10 | | Printing & Photocopying Services (印刷及複印服務) |
| | <input type="checkbox"/> | 10.1 | Printing of Annual Report (印刷年報) |
| | <input type="checkbox"/> | 10.2 | Printing of Aluminium Roll-Up Screen (印製易拉架) |
| | <input type="checkbox"/> | 10.3 | Printing of Booklet & Handouts (印刷小冊子及講義) |
| | <input type="checkbox"/> | 10.4 | Printing of Certificate (印刷證書) |
| | <input type="checkbox"/> | 10.5 | Printing of Company Letterhead Materials (印刷公司印刷品) |
| | <input type="checkbox"/> | 10.6 | Printing of Flag / Banner (印製旗/旗幟) |

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| <input type="checkbox"/> | 10.7 | Printing of Name Card (印刷卡片) |
| | <input type="checkbox"/> | 10.8 Photocopying Services (複印服務) |
| | <input type="checkbox"/> | 10.9 Printing of Promotional Items (印刷宣傳用品) |
| | <input type="checkbox"/> | 10.10 Printing / Production of Backdrop (印刷 / 製作背幕) |
| | <input type="checkbox"/> | 10.11 Printing of P.V.C. Card (印製證明卡) |
| <input type="checkbox"/> | 11 | Information
Technology and
Computers
(資訊科技及電腦) |
| | <input type="checkbox"/> | 11.1 Computer Hardware Accessory (電腦硬件配件) |
| | <input type="checkbox"/> | 11.2 Computer Hardware (電腦硬件) |
| | <input type="checkbox"/> | 11.3 Computer Hardware Leasing (電腦硬件租用) |
| | <input type="checkbox"/> | 11.4 Computer Hardware Peripheral (電腦硬件周邊) |
| | <input type="checkbox"/> | 11.5 Computer Network (電腦網絡) |
| | <input type="checkbox"/> | 11.6 Contract Out Works - Computer Service (外判工程 - 電腦服務) |
| | <input type="checkbox"/> | 11.7 Computer Software (電腦軟件) |
| | <input type="checkbox"/> | 11.8 Computer Software & Services Subscription (電腦軟件及服務租用) |
| | <input type="checkbox"/> | 11.9 Information Technology & Telecommunications (資訊科技及電信) |
| | <input type="checkbox"/> | 11.10 Repair & Maintenance – Audio / Visual (音頻 / 視頻維修保養) |
| | <input type="checkbox"/> | 11.11 Repair & Maintenance – Computer Equipment (電腦設備維修保養) |
| | <input type="checkbox"/> | 11.12 Repair & Maintenance – Card Printer (證明卡打印機維修保養) |
| | <input type="checkbox"/> | 11.13 Repair & Maintenance – Computer Room Facilities (電腦房設備維修保養) |
| | <input type="checkbox"/> | 11.14 Repair & Maintenance – Software and Application Support
(軟件及應用系統支援維修保養) |
| | <input type="checkbox"/> | 11.15 Repair & Maintenance – Server and Network Services
(伺服器及網絡服務維修保養) |
| | <input type="checkbox"/> | 11.16 Repair & Maintenance – Telecom System & Equipment (電訊系統及設備維修保養) |
| | <input type="checkbox"/> | 11.17 Contract Out Works - Software Development (外判工程 - 軟件開發) |
| | <input type="checkbox"/> | 11.18 Rental of Telecom System & Equipment (租用電訊系統及設備) |
| | <input type="checkbox"/> | 11.19 Telecom Services (電訊服務) |
| <input type="checkbox"/> | 12 | Rental Services
(租用服務) |
| | <input type="checkbox"/> | 12.1 Rental of Crane (租用吊機) |
| | <input type="checkbox"/> | 12.2 Rental of Cylinder Service & Air Filling (租用氣樽及充氣) |
| | <input type="checkbox"/> | 12.3 Rental of Digital Photocopier (租用影印機) |
| | <input type="checkbox"/> | 12.4 Rental of Generator Set (租用發電機組) |
| | <input type="checkbox"/> | 12.5 Rental of Gown (租用禮服) |
| | <input type="checkbox"/> | 12.6 Rental of Horses and Carriage Service (租用馬車服務) |
| | <input type="checkbox"/> | 12.7 Rental of Machinery Equipment (租用機械設備) |
| | <input type="checkbox"/> | 12.8 Rental of Portable Mobile Toilets with Hygiene Service
(租用流動式廁所及清理服務) |
| | <input type="checkbox"/> | 12.9 Transportation Service - Goods (貨運服務) |
| | <input type="checkbox"/> | 12.10 Transportation Service - Passenger (客運服務) |
| <input type="checkbox"/> | 13 | General Supplies
(一般供應) |
| | <input type="checkbox"/> | 13.1 General Fixture (一般固定裝置) |
| | <input type="checkbox"/> | 13.2 Light Truck / Coaster (輕型貨車及小巴) |
| | <input type="checkbox"/> | 13.3 Private Car (私家車) |
| | <input type="checkbox"/> | 13.4 Promotional Items (宣傳物品) |
| | <input type="checkbox"/> | 13.5 Reference Book/ Reference Report & Publication (參考書/ 參考報告及刊物) |
| | <input type="checkbox"/> | 13.6 Seasonal Decoration (節慶裝飾) |
| | <input type="checkbox"/> | 13.7 Souvenir (紀念品) |
| | <input type="checkbox"/> | 13.8 Sports Equipment (適體健器材) |
| | <input type="checkbox"/> | 13.9 Stage Accessory (舞台用品) |
| | <input type="checkbox"/> | 13.10 Building Management Supplies (物業管理供應) |
| | <input type="checkbox"/> | 13.11 Trophy / Medals (獎杯 / 獎牌) |

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

- | | | |
|--------------------------|-------|--|
| <input type="checkbox"/> | 13.12 | Uniform (制服) |
| <input type="checkbox"/> | 13.13 | Walkie Talkie (對講機) |
| <input type="checkbox"/> | 14 | General Services (一般服務) |
| <input type="checkbox"/> | 14.1 | Advertisement - Advertising Design & Production (廣告設計及製作) |
| <input type="checkbox"/> | 14.2 | Advertisement - Advertisement Production & Placement Services (廣告製作及報刊廣告代理服務) |
| <input type="checkbox"/> | 14.3 | Referee Services (裁判服務) |
| <input type="checkbox"/> | 14.4 | Catering Services (餐飲服務) |
| <input type="checkbox"/> | 14.5 | Clipping Services (剪報服務) |
| <input type="checkbox"/> | 14.6 | Catering / Kitchen Equipment and Services (餐飲/廚房設備及服務) |
| <input type="checkbox"/> | 14.7 | Cleaning Services (清潔服務) |
| <input type="checkbox"/> | 14.8 | Copywriting & Editorial Services (撰稿及編輯服務) |
| <input type="checkbox"/> | 14.9 | Drycleaning & Laundry Services (乾洗及洗衣服務) |
| <input type="checkbox"/> | 14.10 | Driver Services (司機服務) |
| <input type="checkbox"/> | 14.11 | Disposal Services (棄置服務) |
| <input type="checkbox"/> | 14.12 | Design Services - Graphics Design (平面設計) |
| <input type="checkbox"/> | 14.13 | Design Services - Illustration / Character Design (插畫 / 角色設計) |
| <input type="checkbox"/> | 14.14 | Design Services - Interior / Exterior Design (室內 / 室外設計) |
| <input type="checkbox"/> | 14.15 | Design Services - Product and Logo Design (產品及商標設計) |
| <input type="checkbox"/> | 14.16 | Design Services - Website / Apps Design & Development (設計網頁 / 應用程式及製作) |
| <input type="checkbox"/> | 14.17 | Event Management - Exhibition Booth Design, Production & Installation (展覽攤位設計、製作及佈置) |
| <input type="checkbox"/> | 14.18 | Event Management - Event Production & Management Services (活動籌辦及管理服務) |
| <input type="checkbox"/> | 14.19 | Event Management - Photography Services (照相服務) |
| <input type="checkbox"/> | 14.20 | Event Management - Video Broadcast Services (視頻廣播服務) |
| <input type="checkbox"/> | 14.21 | Event Management - Video Shooting and Editing Services (影片製作及剪接) |
| <input type="checkbox"/> | 14.22 | Football Referee Services (足球裁判服務) |
| <input type="checkbox"/> | 14.23 | Landscape & Gardening (園境及園藝) |
| <input type="checkbox"/> | 14.24 | Lettershop Services (入信服務) |
| <input type="checkbox"/> | 14.25 | Logistics & Transport Services (物流及運輸服務) |
| <input type="checkbox"/> | 14.26 | Mailing / Courier & Delivery Services (郵寄 / 速遞及運送服務) |
| <input type="checkbox"/> | 14.27 | Pest Control (蟲害防治) |
| <input type="checkbox"/> | 14.28 | Property / Facility Management (物業 / 設施管理) |
| <input type="checkbox"/> | 14.29 | Public Relations (公共關係) |
| <input type="checkbox"/> | 14.30 | Scanning Services (掃描服務) |
| <input type="checkbox"/> | 14.31 | Security Guarding Services (保安護衛服務) |
| <input type="checkbox"/> | 14.32 | Signage Production (指示牌製作) |
| <input type="checkbox"/> | 14.33 | Translation Services - Annual Report Translation (年報翻譯) |
| <input type="checkbox"/> | 14.34 | Translation Services - General Translation (一般翻譯) |
| <input type="checkbox"/> | 14.35 | Translation Services - Simultaneous Translation & Interpretation (即時翻譯及傳譯) |
| <input type="checkbox"/> | 15 | Professional Services (專業服務) |
| <input type="checkbox"/> | 15.1 | Agency Services (代理服務) |
| <input type="checkbox"/> | 15.2 | Consultancy Services (顧問服務) |
| <input type="checkbox"/> | 15.3 | Auditing Services (審計服務) |
| <input type="checkbox"/> | 15.4 | Building Information Modeling (BIM) (建築訊息模型) |
| <input type="checkbox"/> | 15.5 | Certificate Services (認證服務) |
| <input type="checkbox"/> | 15.6 | Counseling Services (輔導服務) |
| <input type="checkbox"/> | 15.7 | Human Resources Services (人力資源服務) |
| <input type="checkbox"/> | 15.8 | Insurance - General Insurance (一般保險) |

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商 / 供應商登記申請書

- 15.9 Insurance - Medical Insurance (醫療保險)
- 15.10 Legal Services (法律服務)
- 15.11 Market Research (市場調查)
- 15.12 Medical Services (醫療服務)
- 15.13 Quality Management Services (質量管理服務)
- 15.14 Risk Management and Data Privacy Assessment (風險管理及數據私隱評估)
- 15.15 Trade Testing (技能測試)
- 15.16 Training - Course (培訓課程)
- 15.17 Training - Management (培訓管理)
- 15.18 Training - Safety (培訓安全)

Type 2 - Construction Contractor

- 類別二 - 建築工程承辦商
- 1 Contractors – Air-conditioning & Ventilation (空調及通風)
 - 2 Contractors – Building Information Modeling (建築訊息模型)
 - 3 Contractors – Carpark System (停車場系統)
 - 4 Contractors – Curtain / Blind / Carpet Tile/ Floor Finishes (窗簾/簾/方塊地毯/ 地板)
 - 5 Contractors – Design & Construction (設計及施工工程)
 - 6 Contractors – Demolishment Work (拆除工程)
 - 7 Contractors – Electrical (電工工程)
 - 8 Contractors – External Wall (外牆工程)
 - 9 Contractors – Facility Security (設備保安)
 - 10 Contractors – Civil, Foundation & Geotechnical (土木, 地基及土力工程)
 - 11 Contractors – Fire Service Facilities & Equipment (消防設施及設備工程)
 - 12 Contractors – Gas & Oil (煤油及石油氣工程)
 - 13 Contractors – Glass (玻璃工程)
 - 14 Contractors – Grass Cutting (剪草)
 - 15 Contractors – Kitchen Equipment & Facilities (廚房設備及設施工程)
 - 16 Contractors – Lift & Escalator (電梯及扶手電梯)
 - 17 Contractors – Platform (平台)
 - 18 Contractors – Plumbing & Drainage (水務工程)
 - 19 Contractors – Playground Equipment (遊樂場設備)
 - 20 Contractors – Scaffolding Work (建築棚架工程)
 - 21 Contractors – Steel Door Work (鋼門工程)
 - 22 Contractors – Structure Repair (結構修復工程)
 - 23 Contractors – Steel Structural Work (鋼鐵結構工程)
 - 24 Contractors – Waterproof (防水工程)
 - 25 Contractors – Windows (窗戶工程)
 - 26 Contractors – Wooden Door Work (木門工程)
 - 27 Contractors – Workshop Equipment & Facilities (測試場設備及設施工程)

Type 3 - Others

類別三 - 其他

(please specify if the above is found inappropriate) 請細列明如上述沒有適用者

- 3.1 _____

- 3.2 _____

(Note : If found insufficient space, please use separate sheet)
(註 : 如空位不足, 請另紙列出)

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

- (iii) Please provide names of your major clients / customers for our internal reference purposes.
請提供貴公司的主要客戶名稱，作內部參考之用。

(1) _____	(2) _____
(3) _____	(4) _____

PART IV - DOCUMENTS TO BE SUBMITTED 第四部 - 須提交證明文件清單

Type 1 - Supplier (類別一 - 供應商)

- (i) Please attach a copy of the valid Business Registration Certificate for our reference and record.
請寄交有效的商業登記證文件副本以供參考和存照。
- (ii) Please attach one set of relevant product / service catalogue(s) for our consideration.
請夾附最少一份有關產品 / 服務目錄以供參閱。

Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- (i) Please attach a copy of the valid Business Registration Certificate for our reference and record.
請寄交有效的商業登記證文件副本以供參考和存照。
- (ii) Please attach one set of relevant product / service catalogue(s) for our consideration.
請夾附最少一份有關產品 / 服務目錄以供參閱。
- (iii) Please attach company profile
請夾附公司簡介
- (iv) Please attach past 2 years financial report
請夾附最近兩年之財務報表
- (v) Please attach the past 3 years relevant job reference with the contract amount for each selected category(s)
請夾附最近三年每個選定類別之相關工作參考及合同金額
- (vi) Please attach relevant construction works licence(s)
請夾附有關工程牌照
- (vii) Please attach Quality Assurance policy
請夾附質量保證政策
- (viii) Please attach Health and Safety policy
請夾附健康及安全政策
- (ix) Please attached Quality Management System certification(s) (if any)
請夾附品質管理系統認證 (如有)
- (x) Reference/ Appreciation Letter(s) (if any)
請夾附參考/感謝信 (如有)

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

PART V - CERTIFICATION 第五部 - 證明

(i) Personal Information Collection Statement 收集個人資料聲明


- (1) CIC will use the provided information for the purpose of processing this registration form and dealing with our procurement-related matters.
提供的資料會用作本議會處理有關申請登記成為本議會之承辦商/供應商及與採購相關的事宜。
- (2) Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data. Written requests should be addressed to CIC.
根據個人資料(私隱)條例, 你有權要求查閱和更改個人資料, 有關申請須以書面向本議會提出。
- (3) CIC will not be able to process and consider incomplete forms.
如果資料有任何遺漏, 本議會將不能處理本表格事宜。

(ii) Declaration 聲明

- (1) I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotations and tender.
本人聲明本表格內所提供的一切資料, 依本人所知均屬真確, 並知道倘若虛報資料, 申請即屬無效, 且喪失其後落標資格。
- (2) I agree that if registered, I will conform to the regulations, terms and conditions set by the CIC.
本人同意如本人註冊成為建造業議會之承辦商/供應商, 當遵守建造業議會之工作守則。
- (3) I declare that our company as stated in this form shall uphold the highest ethical principles in relation to our procedures as well as having a corrupt free environment in rendering of goods and services to the CIC operations including compliance with all applicable laws and regulations, maintaining confidentiality where appropriate, adopt an open and fair competition, anti-bribery and corruption.
本人聲明本申請書上的公司會在運作過程中堅守道德原則, 並在廉潔的環境下向建造業議會提供貨品及服務, 包括遵守所有適用法例及規則、保密原則、防賄法例、反貪法例, 以及維護公開公平的競爭。

I apply on behalf of the aforementioned company for inclusion in the CIC Vendor List.

本人謹代表上述公司, 申請登記成為建造業議會承辦商/供應商。



(Space for company chop)
(公司印鑑)

Signature:

簽署: _____

Name in block letters:

姓名(正楷): _____

Designation:

職銜: _____

Date:

日期: _____

Application Form for Inclusion in the CIC Vendor List

建造業議會承辦商/供應商登記申請書

DOCUMENT CHECKLIST 文件核對表

Please enclosed the following items (請夾附以下文件):

Type 1 - Supplier (類別一 - 供應商)

- Completed application form for inclusion in the CIC Vendor List (Form PRO-01)
已填妥建造業議會承辦商/供應商登記申請書
- Copy of valid Business Registration Certificate
有效的商業登記證文件副本
- Relevant product / service catalogue(s)
有關產品 / 服務目錄

Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- Completed application form for inclusion in the CIC Vendor List (Form PRO-01)
已填妥建造業議會承辦商/供應商登記申請書
- Copy of valid Business Registration Certificate
有效的商業登記證文件副本
- Relevant product / service catalogue(s)
有關產品 / 服務目錄
- Company profile
公司簡介
- Past 2 years financial report
最近兩年之財務報表
- Past 3 years relevant job reference with the contract amount under each selected item category(s)
最近三年每個選定類別之相關工作參考及合同金額
- Relevant construction works licence(s)
有關工程牌照
- Quality Assurance policy
質量保證政策
- Health and Safety policy
健康及安全政策
- Quality Management System certification(s) (if any)
品質管理系統認證 (如有)
- Reference/ appreciate letter(s) (if any)
參考/感謝信 (如有)

Note : Please put a "✓" in the box under each column to indicate that the document has been enclosed.

注意事項：請在欄內方格加上「✓」號以示已附上該文件。

The following requirements include general safety requirements to be complied with by contractors and are by no means exhaustive. In general, contractors are to take all reasonable steps to ensure the safety and health of their employees and their subordinate workers (including their subordinate contractors). All site work activities of contractors shall be in full compliance with all relevant legislation of the Hong Kong Special Administrative Region including:

- Factories and Industrial Undertakings Ordinance (Cap 59) and its subsidiary legislation / regulations,
- Occupational Safety And Health Ordinance (Cap 509) and its subsidiary legislation / regulations,
- Dangerous Goods Ordinance (Cap 295) and its subsidiary legislation / regulations,
- Electricity Ordinance (Cap 406) and its subsidiary legislation / regulations,
- Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Cap 470) and its subsidiary legislation / regulations,
- Boilers and Pressure Vessels Ordinance (Cap 56) and its subsidiary legislation / regulations.
- Construction Workers Registration Ordinance (Cap 583) and its subsidiary legislation / regulations,
- Employees' Compensation Ordinance (Cap 282) and its subsidiary legislation / regulations.

Other than legislation, contractors also must comply with relevant codes of practice or any other guidelines issued by government bodies or organization including the Labour Department, Fire Services Department, Electrical and Mechanical Services Department, Highways Department, Buildings Department, Construction Industry Council and Occupational Safety and Health Council.

Construction Industry Council (CIC) reserves the right to charge HKD 500.00 for each violation of any of CIC's internal safety requirements listed below or each violation of any relevant legislation, code of practice or guidelines.

In case of any dispute, CIC reserves all rights of final interpretation of the rules. The safety requirements to be complied by contractors include:

General Rules

- 1) Contractors must arrange a representative(s) to attend a safety briefing before work commencement. Failure to attend briefings may result in work commencement not being permitted. Attendance at a briefing will be valid for 6 months; any contractor who had attended a briefing within the 6 months prior to the work commencement day will be exempted from attending a further briefing.
- 2) Before work commencement, contractor must obtain an Attendance Proof – Safety Briefing. Work will be suspended immediately if an Attendance Proof – Safety Briefing has not been obtained.
- 3) The contractor's representative must be a direct employee of the awarded contractor.
- 4) The contractor's representative has the duty to clearly deliver to the employer all messages from safety briefings or any safety meetings.
- 5) Contractors have the obligation to send a representative(s) to attend any safety meeting held by CIC.
- 6) The contractor must ensure all of CIC's safety requirements are delivered and clearly explained to all personnel in the working team (including direct employees and subordinate contractors) before working within CIC's premises.
- 7) The delivery of CIC's safety requirements mentioned in clause 6) above must be documented in writing and a copy must be maintained within the work area for inspection.
- 8) In case of any inspection or visit conducted by government officials, contractors must notify the site's responsible person, CIC's department responsible for the project and CIC's Corporate Safety Team immediately.
- 9) Contractors are required to prepare a method statement document ("Method Statement") and a risk assessment document ("Risk Assessment") before work commencement. The Method Statement is to be a comprehensive and step-wise statement of the work sequence and method, with the help of drawings, layout plan etc. to illustrate in detail how the work will be conducted. The Risk Assessment is to cover all foreseeable risks resulting from each step of the work sequence. Adequate and suitable rectifying measures should be stated in the Risk Assessment and implemented. The Risk Assessment should be prepared or reviewed by the contractor's safety officer.
- 10) Contractors should submit the statutory appointment notice (Forms 4 & 5 in Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation (Cap 59Z)) of any safety supervisors or safety officers to CIC for record.

- 11) Occurrence of any kind of imminent danger or unsafe act may result in suspension of work on site until adequate and appropriate remedial action to the satisfaction of CIC is taken.
- 12) All contractors' personnel must not smoke within CIC premises.
- 13) All contractors' personnel must not work under the influence of alcohol or drugs. Non-compliant individuals may be immediately removed from the site.
- 14) Work areas and material storage areas should be fully enclosed and the following signage should be displayed at the entrance of each individual area:
 - i. "No unauthorized entry" or similar,
 - ii. "No Entry Without Wearing Safety Helmet or Safety Shoes" or similar,
 - iii. Contractor Work Commencement Permit
 - iv. Pedestrian diversion instruction (if original access was affected),
 - v. List of Competent Persons (if applicable).
- 15) Whip checks should be installed on the connections of compressed air hoses.
- 16) CIC reserves the right to request any contractor's personnel to be suspended from working within CIC premises for repeated violations of safety requirements.
- 17) If the construction area is adjacent to any public area, the affected area must be fully enclosed in order to ensure no members of the public would be able to access the site area. For example, enclosing the work area with securely erected boards.
- 18) If the construction area is directly above any public area, the contractor is required to fence off the area below or any area that may be vulnerable to any falling objects from the construction project. Sufficient, proper warning notice must be displayed.

Personal Protective Equipment

- 19) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, have been provided with suitable and adequate personal protective equipment.
- 20) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, use personal protective equipment properly.
- 21) Contractors have the obligation to ensure personal protective equipment is in safe working condition.
- 22) All personnel within the works area must wear a safety helmet (which should be in compliance with the "Guidance Notes on the Selection, Use and Maintenance of Safety Helmets" issued by the Labour Department) and safety shoes with a steel toe cap and steel midsole (which should be in compliance with BS EN ISO 20345 or any other equivalent standards).

- 23) All safety helmets used should be equipped with a Y-type chin strap.
- 24) Contractors should maintain sufficient amount of safety helmets onsite for visitors' use.
- 25) All full body harnesses used must be equipped with double lanyards and comply with the "Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems" issued by the Labour Department.

Safety Training

- 26) Copies of relevant certificates/safety training attendance records of all site personnel should be maintained onsite for inspection upon CIC's request. The Internal Safety Induction Training should be conducted by contractors' safety personnel.
- 27) All personnel engaged in site activities must possess a valid Mandatory Basic Safety Training Course (Construction Work) card and a Construction Worker Registration Card, and have attended Internal Safety Induction Training conducted by the contractor. Non-compliant individuals may be immediately removed from the site.

Safety Inspection

- 28) If a safety officer or safety supervisor must be employed for the project, all completed Forms 2A and Forms 3A under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations (Cap 59Z) should be submitted to CIC for record.
- 29) Contractors' management staff should conduct regular safety inspections. The inspections should be documented and submitted to CIC Corporate Safety Team for record.
- 30) All recommendations for improvement in the Safety Inspection report issued by CIC should be implemented by contractors within 3 working days and evidence of improvement should be submitted to CIC.
- 31) The reoccurrence of any unsafe items from a CIC Safety Inspection report may result in suspension of work until recommendations for improvement have been implemented.

Temporary Structures

- 32) Drawings and designs of all metal scaffolds, bamboo scaffolds or any temporary structures for support use or load bearing purposes must be checked by an appropriate registered engineer prior to erection, and the maximum safe load of the scaffold or structure must be determined. The registered engineer should clearly indicate the permitted load of the scaffold or structure in the drawings. Approved / endorsed drawings should be submitted to CIC's Corporate Safety Team for record.

- 33) All bamboo scaffolds that will be constructed with more than 15 meters in height should be designed and endorsed by an appropriate registered engineer, and this document should be submitted to CIC's Corporate Safety Team for record.
- 34) All structures or scaffolds mentioned in clauses 32) and 33) must be inspected by an appropriate registered engineer after construction. This inspection should be targeted at verifying whether the aforesaid structure or scaffold is in compliance with the design. The verification should be in written form with the registered engineer's endorsement and should be submitted to CIC for record. Any works associated with the structures or scaffolds should not be commenced before the verification is made.

Emergency Preparedness

- 35) Contractors should provide one primary emergency contact number and one secondary emergency contact number to the CIC's Corporate Safety Team, and these contact numbers should be reachable 24 hours.
- 36) If there is any accident, incident, near miss, occupational disease or dangerous occurrence (as defined in Schedule 1 of the Occupational Safety and Health Regulation (Cap 509)) contractors must notify the premises occupier, CIC's Corporate Safety Team and CIC's department responsible for the project immediately.
- 37) CIC's contractors have the obligation to conduct necessary investigations of any accident, incident or near miss caused by their work activities or their sub-contractors' work activities. The investigation should be conducted within 24 hours after the occurrence of the accident. After the investigation, a detailed report should be composed to illustrate the cause(s) and suggest recommendations to avoid reoccurrence.
- 38) Reports of the investigations mentioned in clause 37) should be submitted to CIC within 3 working days after the occurrence of the incident.
- 39) CIC's contractors have the obligation to suggest and implement necessary improvement measures to prevent the reoccurrence of accidents, incidents or near misses.
- 40) In every work location, at least one first aid box should be maintained. If a contractor is engaged at more than one work location, and the work locations are physically separated or not readily accessible, a first aid box is to be maintained at each work location.
- 41) The type and quantity of first aid items contained in the first aid box should comply with Schedule 2 of the Construction Sites (Safety) Regulations (Cap 59I).
- 42) Contractors should arrange a person / team of persons to conduct regular checks on the first aid box to ensure the proper condition and quantity of first aid items. If first aider(s) is/are deployed for the construction project, the first aider should be included in the aforesaid team.

- 43) Adequate and proper firefighting equipment should be ready in the site area. At least one fire extinguisher of proper type should be maintained at each electrical distribution box and hot work area.
- 44) Clearly visible signage should be displayed to indicate the location of firefighting equipment and first aid equipment.
- 45) Contractors must not obstruct any emergency escape route or make any emergency equipment defective. If this is unavoidable, the obstruction is to be pre-approved by CIC and alternative measure(s) provided during temporary unavailability of the emergency escape route or equipment.

Competent Person

- 46) All of the competent persons deployed in the works area shall be appropriately qualified as specified in relevant legislation and codes of practice, including but not limited to the following:
 - i. Metal scaffold competent person
 - ii. Bamboo scaffold competent person
 - iii. Metal scaffolder
 - iv. Bamboo scaffolder
 - v. Gas Welder
 - vi. Safety Supervisor
 - vii. Electrical worker
 - viii. Abrasive wheel mounting competent person
 - ix. Crane Operator
 - x. Lifting Appliance Inspector
 - xi. Loadshifting Machinery operator
 - xii. Confined Space Competent Person
 - xiii. Confined Space Certified Worker
 - xiv. First Aider
 - xv. Suspended working platform operator
 - xvi. Cartridge-operated fixing tools operator
 - xvii. Excavation Inspector
 - xviii. Power-operated elevating work platform operator
 - xix. Electric Arc Welder
 - xx. Rigger
 - xxi. Signaler

- 47) For competent persons of the trades specified below, these additional qualifications shall be met:

Trade	Qualification
Cartridge-operated fixing tools operator	Attended operational training organized by the tool's supplier
Excavation Inspector	Holder of Bachelor's degree in Civil Engineering or other relevant discipline
Power-operated elevating work platform operator	Attended operational training organized by the machine's supplier
Electric Arc Welder	Holder of General Welder intermediate trade test certificate or above
Rigger and Signaler	Holder of Safety Training Course for Construction Workers of Specified Trade (Construction Material Rigger) Certificate or other equivalent

- 48) A list of the competent persons (if any) mentioned in clauses 46) and 47) above, should be displayed at the entrance of the site.
- 49) In case work activity is not conducted by suitable competent persons, CIC reserves the right to temporarily suspend that related work activity.

Working at Height

- 50) All scaffolding works must be supervised by a relevant competent person and performed by trained workers as per the requirement stated in the Metal and Bamboo Scaffold Code of Practice issued by the Labour Department.
- 51) Contractors must provide proper fall protection to prevent any person falling from height. Contractors also have the obligation to ensure the fall protection is being used properly.
- 52) Contractors should take necessary steps to avoid any objects falling from height, such as implementing hand-tag lines for tools, installing toe boards or mesh etc.
- 53) All floor edges must be protected with rigid and secure guardrails and toe-boards at all times. The aforesaid guardrails and toe-boards are to comply with the requirements stated in Schedule 3 of the Construction Sites (Safety) Regulations (Cap 59I).
- 54) All floor openings must be covered and secured with sound and solid materials at all times. Clearly visible notices should be placed to indicate floor openings.
- 55) Proper working platforms must be provided for work carried out at 2 meters or above. Non-compliance with such will be considered as an unsafe act.
- 56) Mini scaffolds, stepladder platforms, hop-up platforms or step stools are to be provided for working at heights lower than 2 meters. The equipment mentioned must be in compliance with the requirements stated in clause 58).

- 57) Access ladders (Single sided, non-self-standing ladders), and A-type ladders (two-sided, self-standing ladders) are prohibited for use as working platforms.
- 58) Any mini scaffold, stepladder platform, hop-up platform or step stool must comply with the following standards and be free from any defects:

Equipment Type	Standard /Requirement
Mini scaffold	EN131-7 or PAS250 or any other equivalent
Stepladder platform	EN131 or ANSI A14 or AS/NZS 1892 or any other
Hop-up platform	EN131-7 or any other equivalent international standard, and may only be used when a guardrail is equipped properly
Steps stools	EN14183 or other equivalent international standard equivalent international standard

Health Hazard Control

- 59) Noise assessments should be conducted as per the requirements stated in the Factories & Industrial Undertakings (Noise at Work) Regulation (Cap 59T) and relevant codes of practice. Relevant documents such as results of noise assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 60) Manual handling assessments should be conducted as per the requirement stated in the Occupational Safety & Health Regulation (Cap 509A) and relevant codes of practice. Relevant documents such as results of manual handling assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 61) The quantities of any dangerous goods stored within the works area should not exceed the exemption quantities stated in Fire Protection Notice No. 4 published by the Fire Services Department, otherwise, a dangerous goods store must be set up and a licence applied for. CIC's Corporate Safety Team is to be informed beforehand.
- 62) Chemical hazard assessments are to be conducted for all chemicals on the construction site. The storage, usage of chemicals, the usage of personal protective equipment etc. are to follow the results of the assessment.
- 63) The proper prescribed form of chemical label is to be clearly displayed on chemical containers.
- 64) Contractors should conduct heat stress assessments and arrange mitigation measures accordingly whenever the work condition may lead to their employees suffering heat stroke, such as prolonged outdoor work during the summer season or exhausting work in confined spaces.

- 65) Contractors should provide sufficient drinking water to the employees.

Electrical Works

- 66) For any installation or excavation work required to be conducted on existing walls or structures, or the ground, active cable detection is to be conducted and the alignment and depth of cables are to be conveyed to the relevant personnel involved before the start of work. The attendance record and cable detection survey report should be submitted to CIC's Corporate Safety Team for record.
- 67) Only registered electrical workers should conduct electrical installation work. A lock and tag system is to be implemented for any installation work in connection to an existing electricity power supply.
- 68) All electrical tools are to be checked by a registered electrical worker prior to use.
- 69) All mobile electricity generators are to be properly earthed before use.
- 70) When working outdoors, waterproof plugs should be used.

Lifting Operations

- 71) All lifting appliances and lifting gear used are to comply with the requirements stated in the Factories and Industrial Undertakings (Lifting Appliance and Lifting Gear) Regulations (Cap 59J) and a list of all the lifting appliances and lifting gear used by contractors should be sent to CIC for record. The certificates of the aforesaid equipment should be always ready onsite during the works period for checking.
- 72) Contractors should check the condition of lifting gear before commencement of each lifting operation.
- 73) All rigging and signaling should be conducted by a competent person. Walkie-talkies with a secured channel or other similar communication channel should be provided to the signaller and the crane operator.
- 74) Contractors should take all necessary action to ensure lifted loads are balanced, secure and will not cause any object to fall.
- 75) Lifted objects should be fitted with 2 tag lines of sufficient length.
- 76) Contractors are to take all necessary action to ensure all lifting appliances, cranes and lifting gear are free from any defects.
- 77) Overloading of any lifting appliances or cranes is strictly prohibited. The occurrence of overloading will be considered as an unsafe act.
- 78) All crane outriggers must be fully extended before conducting any lifting operations.
- 79) All cranes must be seated on firm and even ground.

- 80) All lifting zones must be fully enclosed and contractors should take all necessary action to ensure that no one is under any lifted load.
- 81) Every 3 months, contractors should conduct detailed checking of the certificates and physical condition of all lifting gear, and use the below color coding to indicate usable lifting gear:

Months/ Condition	Color
Jan to Mar	Blue
Apr to Jun	Yellow
Jul to Sep	Green
Oct to Dec	Orange
Substandard condition	Red
Invalid certificate	White

Hot Work

- 82) Contractors are to take necessary action to contain sparks generated from hot work.
- 83) Contractors should deploy a watchman in the area affected by sparks generated from hot work.
- 84) All flammable substances, materials or chemicals must be removed before conducting hot work.
- 85) All compressed air cylinders such as oxygen and acetylene should always be kept upright and secured with chains.
- 86) Proper handling tools, such as trolleys, should be used during the transport of any compressed air cylinders.
- 87) Contractors are to ensure flashback arrestors, non-return valves and springs are properly fitted to flame cutting sets before use.
- 88) Pre-use checking are to be conducted by a competent person to ensure equipment used for hot work is free from any defects.
- 89) No electric-arc welding is permitted in outdoor area when it is raining.
- 90) Contractors are to ensure all work pieces are completely cooled down before leaving the work premises.