



7 November 2024

Dear Sir / Madam,

**Invitation for Tender Submission of Term Contract for
Provision of Computer Procurement and Managed Services for
Construction Industry Council**

Tender Reference No. (391) in P/AE/PUR/TDTC

Construction Industry Council (hereinafter referred to as "CIC") cordially invites your company to submit a tender of Term Contract for Provision of Computer Procurement and Managed Services for CIC's offices, campuses, trade testing centre, service centres and training grounds. Please refer to Attachments 1 to 10 for further details.

The tenderer shall submit a **Technical Proposal** including all related information as stated in Attachment 4 and a **Fee Proposal** including all related information as stated in Attachment 2 for the tender. Technical Proposal and Fee Proposal should be contained in TWO (2) separate sealed envelopes affixed with labels as specified in Attachment 4 and deposited into the tender box located at **G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong by 12:00 noon on 21 November 2024**. The CIC will not consider any late tender submissions, including those which have been posted prior to the tender submission deadline but only received after the tender submission deadline, and those that have been submitted at a wrong location.

- a) Label with "Technical Proposal for Term Contract for Provision of Computer Procurement and Managed Services for Construction Industry Council"
- b) Label with "Fee Proposal for Term Contract for Provision of Computer Procurement and Managed Services for Construction Industry Council"

Please note that the envelope labelled with "Technical Proposal" shall NOT include any pricing details. Failure to do so will render the submission null and void.

In the event of typhoon signal No. 8 or above or black rainstorm warning is hoisted or Extreme Condition as announced by the Hong Kong Government within the office hour (8:30 am – 6:18 pm) on the Tender Closing Date, the tender submission deadline will be postponed to 12:00 noon of the next working day.

The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Attachment 10.

During the tender evaluation stage, the tenderer may be requested to attend a tender interview to present his tender proposals. Details of the interview may be announced to the shortlisted tenderers THREE (3) days prior to the interview. 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.

The tender documents can be downloaded from CIC's website: http://www.cic.hk/enq/main/aboutcic/procurement/tender_details/.

Please direct your enquiries regarding this tender to the CIC in writing and contact Mr. Kelvin LEE of the CIC's Procurement Department (Telephone Number: 2100 9425 or E-mail: kelvinlee@cic.hk). In order to ensure fairness and transparency of the tendering process, all responses made by the CIC will be dispatched to other tenderers.

Yours sincerely,
For and on behalf of
Construction Industry Council



Eric LEE
Manager - Procurement

Encl.



**To be included in
Technical Proposal**

(Attachment 1)

**Invitation for Tender Submission of Term Contract for
Provision of Computer Procurement and Managed Services for
Construction Industry Council**

Guidance Notes for Tenderers

Construction Industry Council (hereinafter referred to as “CIC”) cordially invites your company to provide quotations for the items listed in the Schedule of Rates (Attachment 2) to this tender. Your company shall deposit TWO (2) separate sealed envelopes for Technical Proposal and Fee Proposal with labels as specified in Attachment 4. The CIC may not consider any tenders that does not contain quotations for all the items listed in the Schedule of Rates.

The tender submission deadline is **12:00 noon, 21 November 2024** (the “Tender Closing Date”).

The tender submission made by your company shall be in accordance with the information and terms contained in Attachments 1 to 10. The product/service quantities provided in the tender is the best estimation from the CIC based on historical procurement volumes. The provisional quantities are intended for reference only. Actual consumptions may vary and there shall be no limitations on the quantities ordered.

The validity period is 120 days commencing from the tender closing date.

Please direct your enquiries regarding this tender to the CIC in writing. In order to ensure fairness and transparency regarding this tendering process, all responses made by the CIC will be dispatched to other tenderers.

Tenderer’s Declaration

I/We hereby warrant that the supply of goods or engagement of services will not infringe any patent registered under the Patents Ordinance (Chapter 514) and that My/Our Business Registration and Employee’s Compensation Insurance Policy are valid in the course of the supply of goods or during the contract period of the services engagement.

Company Name : _____

Company Seal : _____

Valid Signatory : _____
(Name of Signatory: _____)

Date : _____

Schedule of Rates

Tender Ref. No.: (391) in P/AE/PUR/TDTC
 [Tender in respect of the Provision of Computer Procurement and Managed Services for Construction Industry Council]

Initial Service Period: Duration of ONE (1) year upon written confirmation issued by the CIC for project commencement in late 2024 or early 2025 (12-month contract)

1. Schedules for Mandatory Services during Initial Service Period

(For details, please refer to Attachment 3 – Assignment Brief)

1.1. Schedule for Mandatory Services – Procurement Services during Initial Service Period

Item	Description of Goods / Services	Provisional Quantity #	Unit Rate including Delivery Charges in HK\$ ^	Total Amount in HK\$
Procurement of Equipment				
a.	Procurement of Standard Desktop Computer	160 sets		
b.	Procurement of Advance Desktop Computer	60 sets		
c.	Procurement of Workstation Computer	30 sets		
d.	Procurement of Standard Laptop	30 sets		
e.	Procurement of Advanced Laptop	20 sets		
f.	Procurement of Small LCD Monitor	15 sets		
g.	Procurement of Large LCD Monitor	15 sets		
h.	Procurement of Small LCD All-in-One Touch Monitor	10 sets		
i.	Procurement of Large LCD All-in-One Touch Monitor	10 sets		
j.	Procurement of LCD Curved Monitor	5 sets		
k.	Procurement of LCD Curved Monitor with Arm and Mount	5 sets		
l.	Procurement of Docking for Standard Laptop	30 sets		
m.	Procurement of Docking for Advanced Laptop	20 sets		
Subtotal Amount for Schedule 1.1 in HK\$:				

1.2. Schedule for Mandatory Services – Managed Services during Initial Service Period

Item	Description of Goods / Services	Provisional Quantity #	Unit Rate including Delivery Charges in HK\$ ^	Total Amount in HK\$
Managed Services for Procured Equipment				
a.	Managed Services of Procured Standard Desktop Computer	160 sets		
b.	Managed Services of Procured Advance Desktop Computer	60 sets		
c.	Managed Services of Procured Workstation Computer	30 sets		
d.	Managed Services of Procured Standard Laptop	30 sets		
e.	Managed Services of Procured Advanced Laptop	20 sets		
f.	Managed Services of Procured Small LCD Monitor	15 sets		
g.	Managed Services of Procured Large LCD Monitor	15 sets		
h.	Managed Services of Procured Small LCD All-in-One Touch Monitor	10 sets		
i.	Managed Services of Procured Large LCD All-in-One Touch Monitor	10 sets		
j.	Managed Services of Procured LCD Curved Monitor	5 sets		
k.	Managed Services of Procured LCD Curved Monitor with Arm and Mount	5 sets		
Subtotal Amount for Schedule 1.2 in HK\$:				
Total Amount for Mandatory Services in HK\$ (Schedule 1.1 + 1.2):				

SUMMARY OF TENDER

Tender Ref. No.: (391) in P/AE/PUR/TDTC
[Tender in respect of the Provision of Computer Procurement and Managed Services for Construction Industry Council]

Initial Service Period: Duration of ONE (1) year upon written confirmation issued by the CIC for project commencement in late 2024 or early 2025 (12-month contract)

Section No.	Description	Total Amount for Mandatory Services (HK\$)
	<u><i>Summary of Estimated Contract Amount for Mandatory Services</i></u>	
Section 1.1	Procurement Services during Initial Service Period	
Section 1.2	Managed Services during Initial Service Period	
Grand Total of Mandatory Services for Initial Contract Period (Section 1.1 + 1.2) HK\$:		

2. Schedules for Optional Services during the Initial Service Period

(For details, please refer to Attachment 3 – Assignment Brief)

2.1. Schedule for Optional Services – Procurement Services during the Initial Service Period

Item	Description of Goods / Services	Provisional Quantity #	Unit	Unit Rate including Delivery Charges in HK\$ ^
Procurement Services				
a.	Procurement of Multimedia Laptop	10	set	
b.	Procurement of Performance Laptop	10	set	
c.	Procurement of Mobility Laptop	10	set	

2.2. Schedule for Optional Services – Managed Services for Procured Equipment during the Initial Service Period

Item	Description of Goods / Services	Provisional Quantity #	Unit	Unit Rate including Delivery Charges in HK\$ ^
Managed Services for Procured Equipment				
a.	Managed Services of Multimedia Laptop	10	set	
b.	Managed Service of Performance Laptop	10	set	
c.	Managed Service of Mobility Laptop	10	set	

3. Schedules for Optional Services – For Contract Renewal (ONE (1) year upon expiry of the Initial Service Period)

(For details, please refer to Attachment 3 – Assignment Brief)

3.1. Schedule for Optional Services – Procurement Services during the Contract Renewal Period

Item	Description of Goods / Services	Provisional Quantity #	Unit	Unit Rate including Delivery Charges in HK\$ ^
a.	Procurement of Standard Desktop Computer	160	set	
b.	Procurement of Advance Desktop Computer	60	set	
c.	Procurement of Workstation Computer	30	set	
d.	Procurement of Standard Laptop	30	set	
e.	Procurement of Advanced Laptop	20	set	
f.	Procurement of Small LCD Monitor	15	set	
g.	Procurement of Large LCD Monitor	15	set	
h.	Procurement of Small LCD All-in-One Touch Monitor	10	set	
i.	Procurement of Large LCD All-in-One Touch Monitor	10	set	
j.	Procurement of LCD Curved Monitor	5	set	
k.	Procurement of LCD Curved Monitor with Arm and Mount	5	set	
l.	Procurement of Docking for Standard Laptop	30	set	
m.	Procurement of Docking for Advanced Laptop	20	set	
n.	Procurement of Multimedia Laptop	10	set	
o.	Procurement of Performance Laptop	10	set	
p.	Procurement of Mobility Laptop	10	set	

3.2. Schedule for Mandatory Services – Managed Services for Procured Equipment during the Contract
Renewal Period

Item	Description of Goods / Services	Provisional Quantity #	Unit	Unit Rate including Delivery Charges in HK\$ ^
a.	Managed Services of Procured Standard Desktop Computer	160	set	
b.	Managed Services of Procured Advance Desktop Computer	60	set	
c.	Managed Services of Procured Workstation Computer	30	set	
d.	Managed Services of Procured Standard Laptop	30	set	
e.	Managed Services of Procured Advanced Laptop	20	set	
f.	Managed Services of Procured Small LCD Monitor	15	set	
g.	Managed Services of Procured Large LCD Monitor	15	set	
h.	Managed Services of Procured Small LCD All-in-One Touch Monitor	10	set	
i.	Managed Services of Procured Large LCD All-in-One Touch Monitor	10	set	
j.	Managed Services of Procured LCD Curved Monitor	5	set	
k.	Managed Services of Procured LCD Curved Monitor with Arm and Mount	5	set	
l.	Managed Services of Multimedia Laptop	10	set	
m.	Managed Service of Performance Laptop	10	set	
n.	Managed Service of Mobility Laptop	10	set	

Note:

1. #The provisional quantity are the CIC's best estimation. Actual requirements will be confirmed on an as-and-when-required basis. The CIC does not commit to order any item / provisional quantity. CIC may change the composition of procurement throughout the service period (initial and renewed). The unit rate shall remain fixed throughout the Contract Period after award of Contract and upon issuance of Delivery Order (DO).
2. ^ The unit rate and the total value must be restricted to two decimal places.
3. The unit rate for the above shall include the delivery charge for single delivery.
4. The Contract Period is initially for a fixed term period of ONE (1) year commencing from the date as described in the Assignment Brief and is renewable for another ONE (1) year upon expiry of the initial Contract Period. Renewal of contract shall be subject to agreement between CIC and the Contractor.

Remarks:

1. The CIC aims to engage the Contractor which is able to provide comprehensive services in regard to Provision of Computer Procurement and Managed Services for Construction Industry Council. **Schedule of Rates containing items without offers may NOT be considered by the CIC.**
2. 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.
3. 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.
4. 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.
5. The total of the Schedule of Rates must agree with the amounts carried to the Summary of Tender. The rates in the Schedule shall be used for the valuation of variations ordered by the CIC, but the quantities referred to in the Schedule of Rates shall not form part of the Contract Documents.
6. The tenderer's unit rate for the items contained in the Schedule of Rates shall be deemed to include cost of all related overheads, all necessary labour and supervision, tools and equipment, transportation of labour and equipment, protective and safety measures, all necessary insurances howsoever arising which are necessary for execution and completion of the requested Services under each DO to the CIC's satisfaction in compliance with the terms of Contract.
7. Should the Contractor 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.
8. If so required by the CIC and/or its representative, the Contractor shall submit further breakdown of the Schedule of Rates showing the build-up of any 'lump sums' included in the Schedule of Rates.
9. Actual consumptions during the (Initial and/or Renewed) Service Period may vary and there are no limitations and commitment on the quantities to be ordered. The Services shall be delivered in batches based on CIC's needs. The Contractor acknowledges and agrees that the unit rates as submitted in the Schedule of Rates shall remain the same in the event that only one or some items are requested in respective Delivery Order, and the CIC will not offer any compensation in view of consumption / quantity deviations.
10. Attention is drawn to the Contractor that unit rates/cost breakdown (including all optional items) should be given to each items mentioned above. In case of cost item(s) which is/ are found missing or lumped together, the CIC reserves all right to estimate the missing/ lumped together cost item(s) without further notice to the Contractors. Contractors are not entitled to claim for any loss or expenses due to ignorance of this clause.
11. Offers must be submitted in Hong Kong Dollars. OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.

Additional Remarks:

- (a) The product/service quantities listed above represent the best estimation from the CIC based on the historical procurement volumes. The provisional quantities are intended for reference only. Actual consumptions may vary and there are no limitations and commitment on the quantities ordered. The unit prices as submitted above by the Contractor may not be altered, nor will the CIC give any additional compensation in view of quantity deviations. The Contractor is required to make its delivery in batches in accordance with the Delivery Order based on the CIC's needs.

Company Name : _____

Valid Signatory: _____
(Name of Signatory: _____)

Company Seal : _____

Date: _____

Assignment Brief
of
Term Contract
for
Provision of Computer Procurement and Managed Services
for
Construction Industry Council

November 2024

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1. The Construction Industry Council (CIC)

1.1 About CIC

CIC was founded in 2007 under the Construction Industry Council Ordinance (Cap. 587). CIC consists of a chairperson and members representing various sectors in the industry, including employers, professionals, academics, contractors, workers, independent persons, and government officials.

1.2 CIC Functions

1.2.1 Main Functions

The functions CIC are:

- (a) to advise and make recommendations to the Government on strategic matters, major policies and legislative proposals, that may affect or are connected with the construction industry, and on matters of concern to the construction industry;**
- (b) to reflect to the Government the construction industry's needs and aspirations;**
- (c) to elevate the quality and competitiveness of the construction industry by promoting the ongoing development and improvement of the industry;**
- (d) to uphold professionalism and integrity within the construction industry by promoting self-regulation, formulating codes of conduct and enforcing such codes;**
- (e) to improve the performance of persons connected with the construction industry through establishing or administering registration schemes or rating schemes;**
- (f) to advance the skills of personnel in the construction industry through planning, promotion, supervision, provision or coordination of training courses or programmes;**
- (g) to encourage research activities and the use of innovative techniques and to establish or promote the establishment of standards for the construction industry;**
- (h) to promote good practices in the construction industry in relation to dispute resolution, environmental protection, multi-layer subcontracting, occupational safety and health, procurement methods, project management and supervision, sustainable construction and other areas conducive to improving construction quality;**
- (i) to enhance the cohesiveness of the construction industry by promoting harmonious labour relations and the observance of statutory requirements relating to employment, and by facilitating communication among various sectors of the industry;**
- (j) to serve as a resource centre for the sharing of knowledge and experience within the construction industry;**

- (k) to assess improvements made by the construction industry through the compilation of performance indicators;
- (l) to make recommendations with respect to the rate of the levy imposed under this Ordinance;
- (m) to conduct or finance educational, publicity, research or other programmes relating to occupational safety and health, environmental protection or sustainable development in the construction industry; and
- (n) to perform any other functions relevant to the construction industry, including those functions conferred or imposed on it by or under this Ordinance, the Construction Workers Registration Ordinance (Cap.583) or any other enactment.

1.2.2 Supplementary Functions

- (a) to provide training courses for the construction industry;
- (b) to establish and maintain industrial training centres for the construction industry;
- (c) to assist, including by the provision of financial assistance, in the placement of persons who have completed training courses provided for the construction industry;
- (d) to assess the standards of skills achieved by any person in any kind of work involving or in connection with the construction industry, to conduct examinations and tests, to issue or award certificates of attendance or competence, and to establish the standards to be achieved in respect of any such work.

1.3 CIC Organisation Structure

1.3.1 Organisation Structure

Leading by the Executive Director, five functional divisions establish and implement the strategic direction of CIC.

- (a) Industry Development
- (b) Hong Kong Institute of Construction (HKIC)
- (c) Registration Services
- (d) Corporate Services
- (e) Trade Testing

1.3.2 Organisation Chart

Refer to the organization chart from CIC website URL:

https://www.cic.hk/eng/main/aboutcic/leadership/Org_Structure/

2. Background

2.1 Current Functionalities and Architecture

2.1.1 Current Business Functionality and Operation

The Construction Industry Council (“CIC”) has experienced steady growth over the years across multiple office locations. To support its workforce and ensure access to the latest technology, the company has implemented a hybrid approach to PC provisioning, combining both leasing and purchasing strategies, along with managed services.

2.1.2 Current Technical Description

For a significant portion of employee base, CIC has adopted a leasing model for PCs. This allows the company to regularly refresh its fleet of devices, typically on a 4-year cycle, ensuring employees have access to current hardware. The leasing agreements also include warranty coverage and managed services from the leasing provider.

For certain business-critical roles or specialized projects, CIC has opted to purchase PCs outright. This approach provides more control over the hardware configuration and ensures compatibility with legacy applications or custom software used by the organization.

To support the provisioning and ongoing management of both leased and purchased PCs, CIC has opted for managed services from the vendor to provide imaging services, technical support and asset management.

2.2 Vision

2.2.1 Problem Description

CIC recognizes the importance of providing reliable and up-to-date personal computer equipment to our employees. As part of our continuous effort to enhance productivity and efficiency, we are considering a shift from the existing leasing model to a combination of procurement and managed services. This approach aims to provide greater flexibility, cost savings, and improved support for our computer equipment needs.

2.2.2 Objectives

(a) Business objectives

The Construction Industry Council (“CIC”) is looking for an Information Technology service company (“the Contractor”) to provide personal computer equipment procurement and managed services for ONE (1) year, upon written confirmation issued by the CIC for project commencement in late 2024 or early 2025. The equipment include various categories of desktop computer, notebook, monitor and relevant accessories, etc.

(b) Regulatory and Policy objectives – business operations should have an audit

trail to capture all user activities to meet our IT policy.

- (c) **Performance and Quality objectives – depending on business use case, the platform should be able to reduce manual effort and significantly increase productivity and efficiency.**

2.2.3 Benefits and Opportunities

- (a) **Operational Efficiency: Streamlining processes, reducing service outages, and enabling faster issue resolution.**
- (b) **Customer Satisfaction: Aligning services with business needs and providing efficient, reliable services.**
- (c) **Continuous Improvement: Regular system assessment and updates for adaptation to evolving needs.**
- (d) **Centralised Strategy Management: Ensuring a unified approach to service delivery and strategic planning.**
- (e) **Improved Decision-Making: Providing comprehensive and real-time data and insights.**
- (f) **Enhanced Collaboration and Communication: Fostering collaboration and communication among different teams and departments.**
- (g) **Streamlined Workflow and Process Automation: Automating routine processes, freeing up resources for strategic tasks.**
- (h) **Real-Time Monitoring and Reporting: Offering valuable insights into performance and progress.**
- (i) **Integration with Other Systems: Enhancing interoperability and data exchange across the organisation.**

3. Scope of Work

This section outlines the requirements for the Contractor to understand the scope to complete the project. Delivery model is token-based. The pre-paid quantity of tokens or credits can be consumed or exchanged for services as requested by CIC. The scope below focuses on service nature and skillsets required rather than fixed scope.

3.1 Overall Scope

3.1.1 Contract Period

Initial Service Period of the Term Contract would be a duration of ONE (1) year upon written confirmation issued by the CIC for project commencement in late 2024 or early 2025.

The CIC reserves the right to renew the Term Contract for another ONE (1) year upon expiry of the Initial Service Period mentioned in Section 2.2.2 in this document as an option, according to the price schedule stated at the Fee Proposal. Renewal of Contract shall be subject to the following circumstances:

- (a) **The Services provided by the Contractor complies with the CIC's requirements;**
- (b) **The CIC is satisfied with the Services provided by the Contractor during the Initial Service Period;**
- (c) **The quoted rates for renewal of the contract shall remain valid for the renewal period; and**
- (d) **Contract renewal shall be subject to agreement between the CIC and the Contractor.**

3.1.2 Business Consultancy and Equipment Provision Best Practice Adoption

- (a) **Consultancy to assessment and familiar themselves with the existing IT equipment provisioning, identify the business requirements and growth plan.**
- (b) **Provide guidance on the optimal configuration, compatibility, and scalability of the proposed solutions.**

3.1.3 Requirement Analysis and Design

- (a) **Identify gaps and areas of improvement of IT capabilities, recommend appropriate IT equipment that align with CIC's needs.**
- (b) **Advise on the latest technological trends and innovations that could benefit the CIC's operations and tailored solutions to meet CIC business objectives with equipment provision best practice adoption.**

3.2 Technical Implementation

3.2.1 Overall Requirement

- (a) **The Contractor shall provide computer equipment procurement and managed services (the "Services").**
- (b) **The Contractor shall provide and install brand new commercial grade equipment to the CIC according to the specifications stipulated in the Table 1A in this section and the delivery schedule stipulated in Section 4.**
- (c) **If the Contractor fails to supply the equipment due to obsolescence, the Contractor should propose substitution for CIC's consideration. To maintain the competitiveness in the market, the Contractor shall update price and configuration of the equipment in the specification list on a monthly basis. However, the updated price of the equipment should NOT be higher than the quoted price stated in the Schedule of Rates.**
- (d) **Substitutions will be allowed under the following circumstances:**
 - i. **When the equipment is being replaced by a new product/model that is with the same or higher performance than the previous product/model;**
 - ii. **When the price of the new product/model offered by the Contractor is equal to or less than the previous product; and**
 - iii. **When the replacement is agreed by the CIC.**
- (e) **The Contractor shall provide the equipment with equivalent or higher**

specifications as stipulated in the below Tables 1A & 1B. All equipment are preferred to be Black or Silver in color.

- (f) **Coordinate the smooth delivery, installation, and integration of the IT equipment purchasing and orders.**
- (g) **Provide comprehensive training to the CIC’s staff on the proper use and maintenance of the IT equipment.**
- (h) **Ensure the IT equipment is configured and optimized for maximum efficiency and productivity for CIC.**
- (i) **Offer ongoing technical support and troubleshooting services to address any issues or concerns.**
- (j) **Develop a maintenance and upgrade plan to keep the IT equipment up-to-date and aligned with the CIC’s evolving needs.**
- (k) **Provide regular performance monitoring and reporting to assess the effectiveness of the IT equipment.**

Table 1A - Specifications of Mandatory Equipment

Mandatory Equipment	Product Specifications
1. Standard Desktop Computer	<ul style="list-style-type: none"> • At least Intel Core i5-14400T or above CPU <ul style="list-style-type: none"> • At least 1x16 GB DDR 5600 MHz memory • At least 512 GB M2 PCIe Gen4 TCL Opal storage • Integrated Intel® UHD Graphics equivalent or above • Integrated 1 Gb Network Connection • WiFi 6 (WLAN 802.11 AX) • Equip with at least Bluetooth 5.1 or above <ul style="list-style-type: none"> • Equip with at least the following I/O ports: <ul style="list-style-type: none"> • 1 x USB-C shall support at least 5Gbps • 4 x USB-A shall support at least 10Gbps • 1 x HDMI • 1 x DisplayPort • 1 x RJ-45 • Headphone/Microphone Jack • Security lock hole and Physical Lock <ul style="list-style-type: none"> • Equip with at least TPM 2.0 • Mini Form Format machine is expected • Equip with standard wireless keyboard and mouse • Windows 11 Professional (64-bit) preinstalled (English/ Traditional Chinese) • Certified with Energy Star or equivalent certificate
2. Advance Desktop Computer	<ul style="list-style-type: none"> • At least Intel Core i5-14600 vPro or above CPU • At least 32 GB DDR 5600 MHz memory • At least 1 TB M2 PCIe Gen4 TCL Opal storage

Mandatory Equipment	Product Specifications
	<ul style="list-style-type: none"> • Integrated Intel® UHD Graphics equivalent or above • Integrated 1 Gb Network Connection • WiFi 6 (WLAN 802.11 AX) • Equip with at least Bluetooth 5.1 or above • Equip with at least the following I/O ports: • 1 x USB-C shall support at least 5Gbps • 4 x USB-A shall support at least 10Gbps • 1 x HDMI • 1 x DisplayPort • 1 x RJ-45 • Headphone/Microphone Jack • Security lock hole and Physical Lock • Equip with at least TPM 2.0 • PCIe slot for future expansion, such as adding graphics card • SFF Format machine is expected • Equip with standard wireless keyboard and mouse • Windows 11 Professional (64-bit) preinstalled (English/ Traditional Chinese) • Certified with Energy Star or equivalent certificate
<p>3. Workstation Computer</p>	<ul style="list-style-type: none"> • At least Intel Core i7-14700K vPro or above CPU • At least 2x32 GB DDR 5600 MHz memory • At least 1 TB M2 PCIe Gen4 Performance TCL Opal storage • Additional 2TB SATA HDD with at least 7200 RPM • Supports RAID 0/1/10/5 for SATA • Integrated 1 Gb Network Connection • WiFi 6 (WLAN 802.11 AX) • Equip with at least Bluetooth 5.1 or above • Equip with at least the following I/O ports: • 1 x USB-C shall support at least USB 3.2 Gen 2 • 2 x USB-A shall support at least USB 3.2 Gen 1 • 2 x USB-A shall support at least USB 3.2 Gen 1 • 1 x HDMI shall support at least HDMI 2.1 and TMDS • 2 x DisplayPort shall support at least version 1.4 • 1 x RJ-45 • Headphone/Microphone Jack • At least NVIDIA RTX 4000 Ada Generation with 16GB GDDR6 or equivalent graphics card. • Security lock hole and Physical Lock • Equip with at least TPM 2.0 • The power supply shall support at least 750 Watts with

Mandatory Equipment	Product Specifications
	<p>efficiency not lower than 90% and certified with 80 PLUS Platinum or equivalent standard.</p> <ul style="list-style-type: none"> • Equip with standard wireless keyboard and mouse • Windows 11 Professional (64-bit) preinstalled (English/ Traditional Chinese) • Certified with Energy Star or equivalent certificate • Complies with ISV certification for Autodesk products • The product size shall not exceed 180 mm (width) x 370 mm (deep) x 415 mm (height)
<p>4. Standard Laptop</p>	<ul style="list-style-type: none"> • At least Intel Core Ultra 7 155U CPU • At least 1 x 16 GB DDR5 5600MHz memory • At least 512 GB M2. 2280 PCIe Gen4 TCL Opal storage • 14 inches IPS display panel which supports at least 1920 x 1200 resolution, at least 400 nits brightness, antiglare and equip with 3M™ Dual Brightness Enhancement Film (DBEF) 5 • 5MP RGB+IR front web camera with dual microphone and privacy shutter • WiFi 6E* AX211 802.11AX (2 x 2) • Equip with at least Bluetooth® 5.1 or above • Equip with at least the following I/O ports: <ul style="list-style-type: none"> ○ 1 x RJ-45 ○ 2 x USB-C, one of it shall support at least 20Gbps, power delivery and video output, and the remaining one shall support at least 40Gbps and video output ○ 3 x USB-A ○ 1 x HDMI ○ Kensington Nano Security Slot • Aluminum top cover • Fingerprint Reader • Traditional Chinese or English (US) keyboard and wireless mouse • At least 55Wh Li-Polymer battery • Slim power adapter • Pre-installed with Microsoft Windows 11 Enterprise • Keyboard, Memory, and SSD MUST be replaceable • Certified with MIL-STH 810H and ENERGY STAR 80 or equivalent standard • The weight shall not exceed 1.4 kg • Come with Laptop Case / Bag

Mandatory Equipment	Product Specifications
5. Advanced Laptop	<ul style="list-style-type: none"> • At least Intel Core Ultra 7 155U CPU • At least 32 GB DDR5 5600MHz memory • At least 1 TB M2. 2280 PCIe Gen4 High Performance TCL Opal storage • 14 inches IPS display panel which supports at least 1920 x 1200 resolution, at least 400 nits brightness, antiglare and certificate with Eyesafe or equivalent standard • 1080p RGB+IR front web camera with privacy shutter • WiFi 6E* AX211 802.11AX (2 x 2) • Equip with at least Bluetooth® 5.1 or above • Equip with at least the following I/O ports: <ul style="list-style-type: none"> ○ 2 x USB-C shall support at least 40Gbps, and video output ○ 2 x USB-A ○ 1 x HDMI ○ Kensington Nano Security Slot • Fingerprint Reader • Traditional Chinese or English (US) keyboard and wireless mouse • At least 55Wh Li-Polymer battery • Pre-installed with Microsoft Windows 11 Enterprise • Certified with MIL-STH 810H and ENERGY STAR 80 or equivalent standard • The weight shall not exceed 1.1 kg • Come with Laptop Case / Bag
6. Small LCD Monitor	<ul style="list-style-type: none"> • 24" LCD Monitor • 1920 x 1080 or above • 16:9 • 1 x USB Type-C Gen1 (DP1.2 Alt Mode), 1 x HDMI1.4, 1 x DP1.2, 1 x DP1.2 Output, 1 x RJ45 1 x Audio Out (3.5 mm), 1 x USB 3.2 Gen1 port (Upstream, by USB Type-C), 4 x USB 3.2 Gen1 ports (Downstream, incl. 1 x BC) • Stand support and position adjustment: Lift, Tilt, Pivot, Swivel • Security lock hole and Physical Lock • Provide necessary video adapters and cable for connecting to proposed desktop computers and dockings • Black or silver in color • 1 x 2M HDMI Cable
7. Large LCD Monitor	<ul style="list-style-type: none"> • 27" LCD Monitor • 1920 x 1080 or above • 16:9

Mandatory Equipment	Product Specifications
	<ul style="list-style-type: none"> • 1 x USB Type-C Gen1 (DP1.2 Alt Mode), 1 x HDMI1.4, 1 x DP1.2, 1 x DP1.2 Output, 1 x RJ45 1 x Audio Out (3.5 mm), 1 x USB 3.2 Gen1 port (Upstream, by USB Type-C), 4 x USB 3.2 Gen1 ports (Downstream, incl. 1 x BC) • Stand support and position adjustment: Lift, Tilt, Pivot, Swivel • Security lock hole and Physical Lock • Provide necessary video adapters and cable for connecting to proposed desktop computers and dockings • Black or silver in color • 1 x 2M HDMI Cable
<p>8. Small LCD All-in-One Touch Monitor</p>	<ul style="list-style-type: none"> • 24" LCD Touch Monitor • 1920 x 1080 or above • 16:9 • Build-in Camera with 1080p • Integrated Microphone • Integrated Speaker • 1 x HDMI 1.4, 1 x DP 1.2, 1 x USB 3.2 Gen1 port (Upstream, by USB Type-B) 1 x USB 3.2 Gen1 port (Downstream, by USB Type-A) • Stand support and position adjustment: Lift, Tilt, Pivot, Swivel • Security lock hole and Physical Lock • Integrated design with the proposed micro form factor personal computer • Provide necessary video adapters and cable for connecting to proposed desktop computers and dockings • Black or silver in color • 1 x 2M HDMI Cable
<p>9. Large LCD All-in-One Touch Monitor</p>	<ul style="list-style-type: none"> • 27" LCD Touch Monitor • 1920 x 1080 or above • 16:9 • Build-in Camera with 1080p • Integrated Microphone • Integrated Speaker • 1 x HDMI 1.4, 1 x DP 1.2, 1 x USB 3.2 Gen1 port (Upstream, by USB Type-B) 1 x USB 3.2 Gen1 port (Downstream, by USB Type-A) • Stand support and position adjustment: Lift, Tilt, Pivot, Swivel • Security lock hole and Physical Lock

Mandatory Equipment	Product Specifications
	<ul style="list-style-type: none"> • Integrated design with the proposed micro form factor personal computer • Provide necessary video adapters and cable for connecting to proposed desktop computers and dockings • Black or silver in color • 1 x 2M HDMI Cable
10. LCD Curved Monitor	<ul style="list-style-type: none"> • 34" or above Curved LCD Monitor • 3440 X 1440 or above • 16:9 • HDMI or display port • Black or silver in color • Stand support and position adjustment: Lift, Tilt, Pivot, Swivel • Integrated design with the proposed micro form factor personal computer • Shall provide necessary video adapters and cable for connecting to proposed desktop computers and dockings • 1 x 2M HDMI Cable
11. LCD Curved Monitor with Arm and Mount	<ul style="list-style-type: none"> • 38" or above Curved LCD Monitor • 3840 x 1600 or above • 16:9 • HDMI or display port • Black or silver in color • Stand support and position adjustment: Tilt/Height/Swivel • Integrated design with the proposed micro form factor personal computer • Shall provide necessary video adapters and cable for connecting to proposed desktop computers and dockings • 1 x 2M HDMI Cable • 1 x Desk monitor arm and mount
12. Docking for Standard Laptop (For Item 4)	<ul style="list-style-type: none"> • For Item 4 in Table 1A <ul style="list-style-type: none"> ○ Support Dual Monitor Display ○ 3 x USB 3.2 Gen 2, 2 x USB 2.0, 1 x USB-C ○ 2 x Display Port, 1x HDMI Port ○ 1 x Gigabit Ethernet ○ Security lock slot

Mandatory Equipment	Product Specifications
13. Docking for Advanced Laptop (For Item 5)	<ul style="list-style-type: none"> • For Item 5 in Table 1A <ul style="list-style-type: none"> ○ Support Dual Monitor Display ○ 3 x USB 3.2 Gen 2, 2 x USB 2.0, 1 x USB-C ○ 2 x Display Port, 1x HDMI Port ○ 1 x Gigabit Ethernet ○ Security lock slot

Table 1B - Specifications of Optional Equipment

Optional Equipment	Product Specifications
1. Multimedia Laptop	<ul style="list-style-type: none"> • Intel® 14th Generation Core™ i9 Processor equivalent or above • Windows 11 Professional (64-bit) preinstalled (English/ Traditional Chinese) • NVIDIA® GeForce RTX™ 4070 Laptop GPU 8GB GDDR6 equivalent or above • 32 GB DDR5-5600MHz (SODIMM) - (2 x 16 GB) • 1 TB SSD M.2 2280 PCIe Gen4 TLC • 16" 3.2K (3200 x 2000), IPS, Anti-Glare, Non-Touch, 100%DCI-P3, 430 nits, 165Hz, Narrow Bezel, Low Blue Light • 1080P FHD with Dual Microphone and Electronic Privacy Shutter • Combo audio/microphone jack • Security lock hole and Physical Lock • Wi-Fi 6 AX201 enable, Bluetooth enable • Wireless Standard Keyboard, Wireless Optical Mouse • 2 x USB 3.2, 2 x USB-C (Thunderbolt), 1 x HDMI • At least 10 Hours Battery Life • Dimension: Within 211 mm x 464 mm x 494 mm • Weight not more than 2.3 kg • Energy Star qualified • Laptop Case / Bag
2. Performance Laptop	<ul style="list-style-type: none"> • Intel® 14th Generation Intel® Core™ i7 Processor equivalent or above • Windows 11 Professional (64-bit) preinstalled (English/ Traditional Chinese) • NVIDIA RTX™ A1000 Laptop GPU 6GB GDDR6 equivalent or above • 32 GB LPDDR5x-6400 • 256 GB SSD

Optional Equipment	Product Specifications
	<ul style="list-style-type: none"> • 16" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 100% sRGB, 300 nits, 60Hz, Low Blue Light • 2 x USB 3.2, 2 x USB-C (Thunderbolt), 1 x HDMI • 1080P FHD IR Hybrid with Dual Microphone • Combo audio/microphone jack • Wi-Fi 6 AX201 enable, Bluetooth enable • At least 10 Hours Battery Life • Weight not more than 1.9 Kg • Security lock hole and Physical Lock • Energy Star qualified • Wireless Standard Keyboard, Wireless Optical Mouse • Dimension: Within 14.2 x 9.7 x 0.7 inches • Black or silver in color preferably • Laptop Case / Bag
3. Mobility Laptop	<ul style="list-style-type: none"> • Intel® Core™ Ultra 7 Processor equivalent or above • NVIDIA® GeForce RTX™ 4070 Laptop GPU with 8 GB GDDR6 equivalent or above • Windows 11 Professional (64-bit) preinstalled (English/Traditional Chinese) • 14" WQXGA+ AMOLED Display (2880 x 1800), Anti-Reflective, Touch Screen Panel • 32 GB LPDDR5X Memory • 1 TB NVMe SSD • Bluetooth v5.3 • Wi-Fi 6E, 802.11 ax 2x2 • 1 HDMI 2.1 (Supports 8K@60Hz, 5K@120Hz) • 2 Thunderbolt™ 4 • 1 USB3.2 • MicroSD Multi-media Card Reader • 1 Headphone out/Mic-in Combo • Dimension: Within 355.4 mm x 250.4 mm x 16.5 mm • Weight not more than 1.90 kg • Black or silver in color preferably • Laptop Case / Bag

3.2.2 Procurement Services

- (a) The Contractor shall assist in the procurement of the equipment.
- (b) The Contractor shall provide guidance on technology trends and recommend suitable equipment options.
- (c) The Contractor shall manage the procurement process, including order placement, delivery tracking, and inventory management.

- (d) The equipment purchased shall be owned by the CIC.**
- (e) The Contractor shall provide at least THREE (3) years of warranty on all equipment and responsible to replace with a new one in case of defects.**
- (f) The Contractor shall provide related managed services as stipulated in Section 3.2.3 upon the acceptance of the equipment by the CIC. The Contractor shall quote the maintenance charge in the Schedule of Rates.**

3.2.3 Managed Services

- (a) All the services stipulated in this section shall be applicable for purchased equipment.**
- (b) Image Creation and Load - The Contractor shall create image(s) of the hard disk to the satisfaction to the CIC once the hard disk is verified to be correctly setup. This agreed standard software image will be loaded on each PC prior to delivery on site.**
- (c) Deployment - The Contractor shall deploy and deliver the ready-to-use equipment to CIC's offices or any locations in Hong Kong as specified by the CIC. The Contractor shall dispatch and deploy the equipment to the desk of the user.**
- (d) Installation - The Contractor shall provide the installation and configuration of equipment including unpacking, inspection, installation of the system including connection of cables to external devices (e.g. printers, monitors and network interfaces), power up to initial screen and basic product orientation for desktop hardware platforms. Installation and configuration of specified windows, software and user profile provided by CIC is also required. Installation guide and basic testing guidelines will be provided by CIC.**
- (e) Asset Record Keeping and Reporting - During the deployment, each PC will be tagged with a durable sticker with the information prescribed by CIC. The Contractor shall replace this sticker if necessary to ensure the information could be clearly read, and remove it when the equipment is returned or disposed. Asset management shall be provided with the collection of all equipment for the purchased items. The Contractor shall keep track of all asset information for asset reporting purpose. The Contractor shall provide the assets report to CIC upon request. The Contractor shall provide inventory reporting as part of the monthly billing statement.**
- (f) Helpdesk Support**
 - i. Helpdesk Support shall be provided to assist end user with hardware and software deployed in this program. The helpdesk support team from the Contractor will log the calls, prioritizes them by type and severity, maintains a range of standard software capable of duplicating the configurations and maintains a full set of current documentation.**
 - ii. The Helpdesk Support team shall be able to directly resolve help calls**

through qualified engineers. If the problem requires escalation, the call will be directed to the right support resource to resolve the problem. The key objective at the Helpdesk Support is to be the “problem manager” for the end users on their specific issues.

- iii. A Helpdesk Support Hotline telephone number should be assigned to accept calls for support from CIC users. The Helpdesk Support team will record the call log and assign the appropriate resources to service the call. Information Technology department (“ITD”) of CIC will be kept informed of the status of its progress at appropriate time intervals providing a close loop support.
- iv. An appropriate escalation process shall be provided by the Contractor.
- v. The Helpdesk Support Hotline shall be operated in the following period:

Monday – Friday 08:00 – 20:00 excluding public holidays

(g) Equipment On-site Support

- i. The Contractor shall provide on-site support services including onsite problem diagnosis, labour and the materials required to return the failing unit to its original or equivalent state.
- ii. The Contractor shall provide onsite response to the end user in no more than FOUR (4) working hours upon receiving customer calls to perform remedial maintenance services at the specified site(s) of CIC. The Contractor shall be capable of supporting multiple service calls from various locations simultaneously.
- iii. In case the defective equipment cannot be repaired on-site or cannot be completed on-site, the Contractor shall provide free loan service within 1 working day to CIC temporarily.

(h) Project Management

- i. A Project Manager from the Contractor shall be assigned to manage the overall deployment services. He/she will coordinate with the relevant project team members, and acts as a single point of contact for the customer with full accountability and commitment for deployment results.
- ii. The Project Manager shall prepare and advise the implementation plan for deployment of large scale computers to meet CIC’s requirement and validate the implementation plan is executed as schedule.
- iii. The Project Manager shall track and manage changes in the project scope.
- iv. The Project Manager shall detect, analyze, record, correct, track, and provide feedback to CIC on problems impacting service delivery. The

Contractor is responsible for investigating and correcting failures to meet performance standards, and for the timely reporting of those problems that reasonably could be expected to have significant adverse effect on the Contractor's delivery or end-user satisfaction.

- v. The Project Manager shall monitor, measure, analyze, and report service performance as it compares to the agreed-to service level.**
- vi. The Project Manager shall advise on the latest technological trends and innovations that could benefit the CIC's operations and tailored solutions to meet CIC business objectives with equipment provision best practice adoption.**
- vii. The Project Manager shall regularly convene meetings and provide recommendations for equipment replenishment based on the managed inventory.**

(i) Decommission of Existing Equipment

- i. The Contractor shall decommission and remove the existing system from the user desk and re-deploy or dispose the equipment as per instruction of CIC.**
- ii. The Contractor shall backup and remove the user data from the existing personal computer in a safe manner to the satisfaction of CIC.**
- iii. The Contractor must be a holder of ISO9001 (Electronic Data Erasure and Destruction Service) or ISO 27001 certificate.**
- iv. The degaussing standard of hard disk (including but not limited to M.2, SATA or SSD) shall be discussed and agreed with CIC in advance. In addition, the Contractor shall provide maintain proper documentation of the degaussing process, including details of the SSDs degaussed, dates, and any relevant certification or compliance requirements.**
- v. The degaussed hard disk shall be sample checked by the CIC who has the rights to reject the results if not complied with the requirements.**
- vi. The Contractor shall handle the return or disposed equipment in an environmental friendly manner such as to reuse or recycle the equipment.**

(j) Removal of Equipment

- i. The Contractor shall provide removal services if CIC chooses to return or dispose the equipment at any time, which include any necessary preparation of relevant equipment for transport and delivery from the equipment location. The Contractor's personnel will arrive at the equipment location at the designated timeframe and perform the following tasks:**

- **Backup and remove the user data (including hard disk degauss) using a security measurement agreed by CIC;**
- **Disconnect the equipment;**
- **Remove the asset sticker from the equipment;**
- **Pack the equipment if necessary;**
- **Transport equipment from original location;**
- **Perform UAT with CIC ITD for removal; and**
- **Update asset database of removal**

(k) Return and Replacement of Equipment

- i. **Equipment shall only be decommissioned or removed from the CIC if a new replacement is already in place. Any costs incurred due to delays in the delivery of the replacement equipment shall be borne by the Contractor.**
- ii. **Any minor scratches that do not affect the function of the equipment shall be regarded as being in good condition upon return, and the CIC shall not incur any additional costs for such minor cosmetic issues.**

(l) User Data Migration

- i. **The Contractor shall provide user data migration service.**
- ii. **The Contractor shall migrate the user's data from existing PC to new PC. To safe guard the user data, before the deployment, the Contractor shall work with the CIC plus end user to do a mass communication to their affected user.**
- iii. **In this communication, the Contractor and CIC will formalize a step by step procedures for user as how to save their personal data in a common data folder before the Contractor's deployment team arrive at their site.**
- iv. **The Contractor shall work with CIC in the arrangement and the process of performing data migration.**

(m) Other items of work directly or indirectly related to this Service Contract may be added by the CIC with the agreement of the Contractor and shall form part of the overall scope of the Service and be covered by the terms of the Agreement with additional fees that mutually agreed by the CIC and the Contractor.

3.2.4 Estimated Consumption

(a) Details of consumption for the Services in the Initial Service Period are estimated as follow:

Mandatory Equipment	<u>Procurement</u>	<u>Managed Services</u>
1. Standard Desktop Computer	160	160
2. Advance Desktop Computer	60	60
3. Workstation Computer	30	30
4. Standard Laptop	30	30
5. Advanced Laptop	20	20
6. Small LCD Monitor	15	15
7. Large LCD Monitor	15	15
8. Small LCD All-in-One Touch Monitor	10	10
9. Large LCD All-in-One Touch Monitor	10	10
10. LCD Curved Monitor	5	5
11. LCD Curved Monitor with Arm and Mount	5	5
12. Docking for Standard Laptop (For Item 4)	30	N/A
13. Docking for Advanced Laptop (For Item 5)	20	N/A

Optional Equipment	<u>Procurement</u>	<u>Managed Services</u>
1. Multimedia Laptop	10	10
2. Performance Laptop	10	10
3. Mobility Laptop	10	10

(b) The quantities of equipment listed in the table above is the CIC's best estimation. Actual requirements will be confirmed on an as-and-when-required basis. The CIC does not commit to order any item / provisional quantity. Minimum order amounts are not acceptable.

4. Deliverables and Service Level

4.1 Overall Service Level

The Contractor shall complete the Service Level as per below:

	Quantity of personal computer and notebook per order	Completion Date including Delivery, Installation, Data Migration and Deployment
1.	Less than or equal to 10 sets	Less than 10 working days
2.	More than 10 sets	Less than 20 working days

4.2 Service Level Agreements

- (a) All services and deliverables shall comply with the 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.
- (b) The Contractor is liable to complete the tasks within the committed timeframe stated in Section 4.1. The Contractor is responsible for completion of the tasks given by the CIC. Failure to do so shall be deemed a fundamental breach entitling the CIC to terminate the Contract immediately.

4.3 Deliverables

- (a) Based on the requirements stipulated in this Assignment Brief, the Contractor shall submit the following deliverables according to the required timeframe to the satisfaction of the CIC:
 - i. To prepare helpdesk call logging procedure and escalation procedure.
 - ii. To prepare helpdesk call logging report, performance pledge evaluation, statistics on helpdesk call and trend analysis on the calls.
 - iii. To prepare asset record of procured items. The Contractor shall maintain an update-to-date asset record according to user information provided by CIC.
 - iv. To prepare asset label for each procured item.
- (b) All the works produced by the Contractor shall be subject to the acceptance by the CIC. The CIC will endeavour to respond and to comment on the deliverables submitted by the Contractor within TWO (2) weeks of submission as practical as possible. The Contractor shall rectify and supplement the submissions within ONE (1) week upon receiving comments from the CIC.
- (c) All documents shall be submitted electronically in MS Word format, MS Excel format (for data) and in pdf file format or any other formats as applicable which are readily printable.
- (d) The copyright of all deliverables and any other information prepared or collected by the Contractor in the course of the Services shall belong to the CIC.

4.4 Stakeholders

4.4.1 Internal Stakeholders

- (a) Users from CIC IT and business departments

4.4.2 External Stakeholders

- (a) Not applicable in this project.

4.5 Locations

Below table shows the locations of CIC offices and remote sites, but not limited to

HQ	CIC HEADQUARTERS	Units D-F of 22/F, 38/F, Unit A-C of 39/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kon
MBO	MEGABOX OFFICE	29/F, Tower 2, Enterprise Square Five (Megabox), 38 Wang Chiu Road, Kowloon Bay, Kowloon
KBC	KOWLOON BAY CAMPUS	44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong (Exit A, MTR Kowloon Bay Station)
NAC	CIC SERVICE CENTRE (NAM CHEONG)	Shop 6, Nam Cheong MTR Station, Kowloon, Hong Kong
ATTC	HONG KONG CONSTRUCTION INDUSTRY TRADE TESTING CENTRE	95, Yue Kwong Road, Aberdeen, Hong Kong
SSC	SHEUNG SHUI CAMPUS	1 Fung Nam Road, Sheung Shui, New Territories, Hong Kong
KCC	KWAI CHUNG CAMPUS	7-11 Kwai Hop Street, Kwai Chung, New Territories, Hong Kong
LTTG	LAM TEI TRAINING GROUND	Wong Kong Wai Road under the Kong Sham Western Highway, Lam Tei, Tuen Mun, New Territories
CSILQ	CONSTRUCTION SECTOR IMPORTED LABOUR QUARTERS LIMITED	61 Castle Peak Road Tam Mi, Yuen Long, New Territories, Hong K
TMTG	TUEN MUN TRAINING GROUND	Lot No. 16, Tuen Yee Street, Tuen Mun, New Territories, Hong Kong
SLSTG	SIU LUN STREET TRAINING GROUND	Siu Lun Street, Tuen Mun, New Territories, Hong Kong
TCSTG	TUNG CHAU STREET TRAINING GROUND	Tung Chau Street, Sham Shui Po, Kowloon, Hong Kong
TPTG	TAI PO TRAINING GROUND	Dai Wah Street, Tai Po, New Territories, Hong Kong
TYRTG	TIN YUET ROAD TRAINING GROUND	Tin Yuet Road, Tin Shui Wai, New Territories, Hong Kong
TMRTG	TAT MEI ROAD TRAINING GROUND	Tat Mei Road, Kwai Chung, New Territories, Hong Kong
ZCP	CIC - ZERO CARBON PARK	8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong

4.6 Data Management

4.6.1 Data Definition

- (a) Identify the types of data stored on the existing PCs, including user files, application data, system files, etc.
- (b) Classify the data based on sensitivity and importance to business operations.

4.6.3 Data Migration

- (a) Develop a plan to migrate user data and settings from the existing PCs to the new replacement PCs.

- (b) **Ensure data integrity and completeness during the migration process.**
- (c) **Provide clear instructions to end-users on data backup and restoration procedures.**

4.6.4 Data Security

- (a) **Implement appropriate access controls and authorization mechanisms on the data migration personnel and tools.**
- (b) **Ensure encryption of sensitive data at rest and in transit.**
- (c) **Install endpoint security solutions to protect against malware and unauthorized access.**

4.6.5 Documentations

- (a) **Maintain detailed documentation on the data management processes and procedures.**
- (b) **Provide user guides and training materials for data backup, restoration, and secure handling.**

4.6.6 Data Erasure

- (a) **Use industry-standard data erasure tools and techniques to overwrite data multiple times, or destroy the hard disk ensuring no residual information remains on the hard drives.**
- (b) **Define procedures and maintain detailed records of the data erasure process, including the methods used, dates, and responsible personnel.**
- (c) **Dispose of decommissioned hard drives in a safe and environmentally-friendly manner, in accordance with the organization's policies and applicable regulations.**
- (d) **Establish a periodic review process to audit the data erasure practices to ensure compliance and identify any areas for improvement.**

4.6.7 Data Protection Impact Assessment (DPIA)

- (a) **Conduct a DPIA to identify and mitigate potential risks associated with the handling of personal or sensitive data.**
- (b) **Implement appropriate safeguards and controls to address any identified risks.**
- (c) **Obtain necessary approvals and comply with applicable data protection regulations.**

4.7 Security

4.7.1 CIC IT Security Policy

The Contractor shall design the solution that meets CIC IT Security Policy. Refer the Table of Contents in Annex B - Information Technology Security Policy TOC.

5. Non-Functional Requirements (NFRs)

5.1 Availability and Reliability

- (a) The Contractor must have a robust business continuity plan to minimize disruptions and ensure quick recovery in case of any incidents.**
- (b) The Contractor must have a dedicated help desk available to address hardware issues and provide timely support.**

5.2 Performance and Scalability

- (a) The PCs provided must have the necessary hardware specifications to meet the organization's performance requirements for various user roles and applications.**
- (b) The Contractor must have the capacity to scale the number of PCs and managed services up or down based on the organization's changing needs.**
- (c) The Contractor must have the ability to upgrade or replace PCs with newer models during the lease term to ensure the organization has access to the latest technology.**

5.3 Security and Compliance

- (a) The Contractor must provide guidelines for the operation procedures on the PC deployment, replacement and dismantlement in the aspect of data and physical security.**
- (b) The Contractor must have a comprehensive data backup and disaster recovery strategy to ensure the organization's data is protected and can be restored in the event of a breach or system failure.**

5.4 Sustainability and Environmental Responsibility

- (a) The Contractor must have a sustainable procurement and disposal process for the PCs, including the use of energy-efficient hardware and environmentally friendly disposal methods.**
- (b) The Contractor must have a plan and details documentation to refurbish or recycle PCs at the end of their lease term to minimize e-waste.**

5.5 Reporting and Service Management

- (a) The Contractor must offer forecast, detailed, regular reporting on the stock, performance, usage, and status of the procured PCs and managed services.**
- (b) The Contractor must have a dedicated service management team to oversee the implementation, maintenance, and continuous improvement of the PC purchase and managed services.**
- (c) The Contractor must have a clear and transparent service level agreement (SLA) that outlines the performance metrics, response times, and escalation procedures.**

5.6 Flexibility and Customization

- (a) **The Contractor must offer flexible terms and the ability to adjust the number of PCs to be procure as the organization's needs change.**
- (b) **The Contractor must be able to customize the PC configurations and managed services to meet the specific requirements of the organization.**
- (c) **The Contractor must have the capability to integrate the managed services with the organization's existing IT infrastructure and applications.**

5.7 Project Management Requirements and Implementation

5.7.1 Project Management

- (a) **The Contractor is responsible for the project management of the project and provides the following services.**

5.7.2 Single Point of Contact

- (a) **Be responsible for the total project management and act as a single contact point to the CIC regarding all related activities of the project.**

5.7.3 Roles and Responsibilities

- (a) **Plan and schedule meetings to update project progress and a milestone regularly during the project life cycle to enable an agile and collaborative feedback loop between the CIC project team and the Contractor.**
- (b) **Oversee and monitor the progress of various activities during the project life cycle to ensure that these activities are completed according to the implementation schedule and meet the project requirements.**

5.7.4 Project Requirement Management

- (a) **Prepare a running list of project backlog items to promote project transparency.**
- (b) **Report and follow up on all outstanding issues with all related parties; suggest solutions and resolve difficulties throughout the project.**

5.7.5 Project Delay, Time Extension, and Approval

- (a) **The Contractor shall notify the CIC when a potential or actual 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 time would be anticipated when comparing to the baseline programme or the previous version of programme preferably in the form of a bar chart / Gantt Chart.**
- (b) **Subject to the approval of extension of project period, the Contractor shall prepare a revised Detailed Working Programme for CIC's comment and approval.**

5.7.6 Conflicts and Crises Management

- (a) **Resolve conflicts and crises during the entire service period.**
- (b) **The Contractor shall notify CIC when a potential or actual 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 time would be anticipated when comparing to the baseline programme or the previous version of programme preferably in the form of a bar chart / Gantt Chart.

- (c) **Subject to the approval of an extension of the project period, the Contractor shall prepare a revised project plan for CIC's comment and approval.**

5.7.7 Project Management Methodology

- (a) **Contractor should specify the methodology and approach to manage and run the project. For example, PRINCE methodology, PMBOK of PMI, Agile Scrum, etc.**
- (b) **The Council establishes a project organisation which includes but does not limit to PSC, PMT and the Project Manager.**
- (c) **Without prejudice to the Contractor's obligation to implement the System, the Contractor shall provide the project management services during all the stages of the project, which include project monitoring and coordination of the activities of the Council's project control, ITD and other CIC's project contractors during the subsistence of the Contract.**

5.8 System Analysis and Design (SA&D) Service

5.8.1 OGCIO Standards

- (a) **Contractor should discuss with CIC to determine the standards to adopt. OGCIO standards are recommended.**
- (b) **Adopt the OGCIO standards and effective SA&D guide for the system development, which can be found on the OGCIO website (https://www.ogcio.gov.hk/en/our_work/infrastructure/methodology/system_development/effective_guide.html). These standards and guidelines are regarded as the major references to ensure the quality of the deliverables of the SA&D Services.**

6. Brief Programme

6.1 Project Launch

6.1.1 Commencement Date

- (a) **The service starts on an agreed date.**

6.2 Milestones and Deliverables

6.2.1 Milestones and Deliverables

- (a) **Due to project nature milestones and deliverables are to be discussed between the Contractor and CIC.**

6.3 Project Deliverable Formats and Guidelines

6.3.1 Project Artifacts

- (a) **Text documents in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, etc.**
- (b) **Diagrams in diagrams.net**
- (c) **Design systems, style guides, wireframes, and user flows in an agreed format like Microsoft Office.**

6.3.2 Project Backlog / Requirement Items

- (a) **Product backlog and project documentation in CIC provided collaboration environment like Teams and/or Atlassian Jira and Confluence workspace.**

6.3.3 Deliverable Formats and Security Guidelines

- (a) **Deliverables shall be in English with UK spelling variants unless otherwise specified.**
- (b) **The Contractor shall ensure that the electronic deliverables and software are not infected by any malicious code like computer viruses, worms, Trojan horses, and logic bombs, which could cause damage to the CIC systems. The Contractor shall also ensure that there is no loophole and backdoors in the electronic deliverables or software that would breach the security control. Any code for developers' debugging and convenience of whatsoever purpose, which would not contribute to the production system, shall be removed before the delivery.**

6.4 Deliverable Quality on CIC Satisfaction

6.4.1 Quality on CIC Satisfaction

- (a) **The execution of this Project and all Deliverables shall comply with the Contract requirements to the satisfaction of CIC. In case of ambiguities in any requirements in the Contract, CIC shall have the final jurisdiction on the explanation and approach of implementation to meet the needs.**
- (b) **The Contractor shall follow the description of the requirements and the instructions given by the CIC to implement the solution to the satisfaction of the CIC. The Contractor shall not be entitled to any additional charges resulting thereof.**

6.4.2 Rectification Proposal

- (a) **Upon requests by CIC, the Contractor shall submit a rectification proposal of which the Contractor needs to propose rectification measures and take actions to catch up with the agreed progress and to improve the quality of the Deliverables to the satisfaction of the CIC.**

7. Contractor Management and Sub-Contractor Requirements

7.1 Contractor Management

7.1.1 Contractor Resource Allocation

- (a) **The Contractor shall be directed and supervised by the CIC. The Contractor must allocate sufficient resources to complete the Project according to the**

Detailed Working Programme approved by the CIC.

7.1.2 Reviewers

- (a) **The reviewers of this Contractor shall include the Information Technology Department (ITD). The CIC Secretariat facilitates the CIC in supervising the Contractor.**

7.1.3 Approval

- (a) **The Contractor shall obtain the approval of the CIC (where appropriate) before the commencement of each stage of this Project.**
- (b) **For the avoidance of doubt, the meaning of “to the satisfaction of the CIC” or “approval by the CIC” shall mean the attainment of approval from the ITD as necessary.**

7.2 Contractor Management and Sub-Contractor Requirements

7.2.1 Contractor Project Team Formation and Sub-Contractor Management

- (a) **The Contractor’s project team (except administrative support staff) shall have the experience of undertaking projects of similar nature and scope to those required in this Project. With the prior approval of CIC, the Contractor may outsource some of the tasks if the Contractor deems the expertise and experience of the sub-contractor fits for performing the tasks that could achieve the objectives set out in this Assignment Brief. However, the Contractor shall be the ultimate responsible party of the Project and remain liable for any act or omission of the approved sub-contractor(s).**
- (b) **No additional fee or expenses rendered locally or overseas for the provision of any specialist or sub-contractor services required for the satisfactory completion of the Project shall be payable by the CIC.**
- (c) **The Contractor shall provide details of key project team members and team structure (Project Manager, Technical Staff and sub-contractor (if any)) to be deployed on this Project together with their curriculum vitae, project references as well as staffing input for this Project for approval of the CIC. Separate permission from the CIC should be obtained for any subsequent changes of staff and sub-contractor(s).**
- (d) **The Contractor shall provide staff and manpower input in accordance with the technical proposal made at the tender stage, and the CIC shall have the right to check the time-log record of the Contractor’s staff deployed for the Project.**
- (e) **In the event of any deviation or change of team members with respect to the submitted tender, prior approval from the CIC must be sought.**
- (f) **The Contractor shall maintain the project team with all identified team members as required in Section 7.2.1 (c) throughout the Project. In the event, for reasons beyond its control, the Contractor is unlikely to provide or maintain any key staff, such as the Project Manager, Technical Staff and sub-contractor (if any) as specified in the Technical Proposal or deployment plan**

approved by the CIC, it should report to the CIC as soon as practicable and propose for the CIC's approval of a substitute with equivalent experience and qualifications of the person who is leaving the project team. The Contractor acknowledges that any changes of members in the project team shall not discharge the Contractor's obligations under this Project.

7.2.2 Contractor Office

The Contractor shall maintain an office in Hong Kong for the duration of this Project.

8. Payment Schedule

8.1 Payment Schedule

- (a) Upon the submission of invoices to the CIC on a monthly basis by the Contractor, the Contractor shall be paid and the procured equipment delivered in the month and their corresponding maintenance charge within 30 days of the receipt of the invoices subject to verification of the invoice(s).**

9. Data Privacy, Intellectual Property, and Confidentiality

9.1 Data Privacy, Data Protection Principles, PIA, and GDPR

- (a) The Privacy Policy is governed by CIC Privacy Policy.**

9.1.2 Data Privacy

- (a) The Contractor shall design the platform, data schema, and data storage with the least impact on personal privacy. It is mandatory for the proposed solution that observes the Hong Kong Personal Data (Privacy) Ordinance.**

9.1.3 Data Protection Principles

- (a) The Contractor shall include information to clarify how their design addresses the six data protection principles.**

9.1.4 Privacy Impact Assessment (PIA)

- (a) The Contractor shall carry out Privacy Impact Assessment (PIA) for personal data (and the credentials) to be stored on the platform at the agreed point of time.**

9.1.5 General Data Protection Regulations (GDPR)

- (a) Given that there are users from European Union countries, tenderers shall be aware of the applicable rights to individuals who could exercise General Data Protection Regulations (GDPR) rights during the design of the platform and relevant processes.**

9.2 Intellectual Property Rights and Open-Source Usage

9.2.1 Intellectual Property Rights

- (a) The ownership of any Intellectual Property Rights subsisting in the**

Deliverables as described in Section 6 Brief Programme and any documents, source code, data, materials, and other information, in whole or in part, prepared or collected by the Contractor, its specialist(s), sub-contractor(s) and their employees and agent(s) in the course of this Project shall be vested in the CIC.

- (b) The Intellectual Property Rights shall not apply to any pre-existing Intellectual Property Rights of materials that were not created as a result of this Project yet are incorporated or used in the performance of this Project. The Contractor shall acquire and transfer to CIC all necessary consents, licenses, approvals, patents, copyrights and the like incidental to the Deliverables for the CIC's use and publication as applicable.**
- (c) The Contractor shall warrant that no Intellectual Property Rights of any third parties have been or will be infringed in the course of or as a result of the Project. Should the Contractor's works involve any Intellectual Property Rights infringement of a third party's work or any elements partially copied or modified from a third party's work, the CIC would not be held liable. Regarding Indemnity and Intellectual Property Right Indemnities, please refer to Annex A.**

9.2.2 Open-Source Code

- (a) Open-source code shall mean any software code that is distributed as "free software" or "open source software" or is otherwise distributed publicly in source code form under terms that permit modification and redistribution of such software.**
- (b) Open Source Code includes software code that is licensed under the GNU General Public License, GNU Lesser General Public License, Mozilla License, Common Public License, Apache License, BSD License, Artistic License, or Sun Community Source License. Contractor must discuss with CIC IT and acquire agreement on the usage of open-source code.**

9.3 Confidentiality

9.3.1 Confidential Information

- (a) Except otherwise explicitly declared by the CIC as non-confidential, all information and documents provided by the CIC to the Contractor or created by the Contractor in the course of or as a result of the Project shall be regarded as Confidential Information.**
- (b) The Contractor shall take all practical measures to protect the Confidential Information from unauthorised access, erasure or use for purposes other than this Project.**

9.3.2 Disclosure of Confidential Information

- (a) The provision of Confidentiality shall not apply to the following:**
 - Disclosure of Confidential Information to the Contractor's specialist(s), sub-contractor(s) and their employees and agent(s) as necessary for the performance of the Project.**

- **The Confidential Information is already known by the recipient(s) or has become public knowledge, except by the breach of the confidential obligation of the Contractor.**
 - **Disclosure of Confidential Information is required by the law, order of the Court or arbitral authority of competent jurisdiction.**
 - **Disclosure of Confidential Information is with prior written consent from the CIC.**
- (b) **The Contractor shall ensure that all receiving parties of the Confidential Information are informed of its confidential nature and direct them to treat such information confidentially. The Contractor shall be responsible for the consequences of any breach of the confidential obligation.**
- (c) **The Contractor shall not make any public announcement, press release, or otherwise publicise the information of the Project without first obtaining prior written approval of the CIC.**

10. Other Requirements, Terms and Conditions (T&C)

10.1 Other Requirements and T&C

- (a) **CIC has a general guideline for Contractor to follow, refer to General Conditions of Contract and Guidelines for Works or Services for detail. Wherever the term “the Consultant” is referred to in the document, it shall be amended to read as “the Contractor”.**
- (b) **No forbearance, delay or indulgence by either party in enforcing the provisions of this Contract shall prejudice or restrict the rights of that party, nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for either party is exclusive of any other right, power or remedy available to that party and each such right, power or remedy shall be cumulative.**

10.1.2 Termination or Suspension

- (a) **The CIC reserves the right to terminate or suspend the Project for any reason(s) with no cost implications, provided that advanced notice is issued in writing before the commencement of the scheduled services. The termination or suspension of the Project shall not affect any rights of the CIC outlined in this Assignment Brief, including the ownership and Intellectual Property Rights of the Deliverables.**
- (b) **In case of termination or suspension of the Project, the Contractor has an obligation to stop works immediately in an orderly manner upon receipt of notification from CIC.**
- (c) **For termination, subject to the provision of proof on the works done, the Contractor shall be paid all fees and expenses commensurate with the services performed by them up to the date of notification about the termination, less all fees and expenses previously paid to the Contractor. The CIC shall not be liable for any loss of profits and other losses incurred by the**

Contractor due to such termination.

- (d) **For service resumption after suspension, the CIC shall give written notice to the Contractor no less than FOURTEEN (14) working days before the planned resumption date of the Project. The Contractor shall thereafter continue with the services with the same terms and conditions set forth in this Assignment Brief. The Project period shall be extended for a period corresponding to the period of suspension or otherwise mutually agreed upon between the CIC and the Contractor.**
- (e) **Should the Project be terminated prematurely due to any reasons or completed satisfactorily as certified by the CIC, the Contractor shall return all related findings, statistics, documents, and materials belonging to the CIC and related to the Contractor, and/or destroy any information collected from the CIC including both hard copies and electronic copies within FOURTEEN (14) working days of the termination or completion.**

10.1.3 Transportation or Travelling Expenses

- (a) **The CIC does not reimburse any transportation or travelling expenses that the Contractor may incur in undertaking the Project.**

11. Annex A - Indemnity and Intellectual Property Right Indemnities

Indemnity

The Contractor shall indemnify and keep the CIC indemnified from and against:

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

which in any case being arisen directly or indirectly relating to the Contract.

Intellectual Property Right Indemnities

The Contractor shall indemnify and keep the 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 Contract.

12. Annex B – Information Technology Security Policy TOC

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Construction Industry Council Tender Terms and Conditions

1. The product/service quantities provided in the tender is the best estimation from Construction Industry Council (“CIC”) based on the historical procurement volumes. The provision quantities are intended for reference only. Actual consumptions may vary and there are no limitations and commitment on the quantities to be ordered.
2. Tenders must be submitted in **ONE (1) set of hard copy and ONE (1) set of soft copy stored in an electronic medium (e.g.: CD-ROM or USB Drive) of the technical proposal** in a sealed envelope marked “Technical Proposal” and **ONE (1) set of hard copy of the fee proposal** in a separate sealed envelope marked “Fee Proposal” with the labels provided by the CIC affixed. Any tenderer which does not wish to submit any tender is kindly requested to return the Reply Slip for Declining Bid provided in **Attachment 10** to the CIC with attention of “Procurement Department”.
3. Any tender submission made by tenderers shall be in accordance with the terms and conditions contained in **Attachments 6 and 7** - General Conditions of Employment (Total 24 pages) and General Conditions of Contract and Guidelines for Works or Services (1b-EC) (Total 4 Pages), which are to be complied with by all suppliers/contractors entering into a contract with the CIC or by those persons whose tenders have been accepted. The quotation shall deem to be included all cost incurred.
4. The CIC may decide not to consider any tender in which the tenderer has not provided its quotation for all the items listed in the **Attachment 2. (i.e. Schedule of Rates)**.
5. Any tender completed and signed by a tenderer, together with the attachments (if any), must be returned to the designated tender box located at **CIC Kowloon Bay Campus - G/F, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong by 12:00 noon on 21 November 2024**. The CIC will not consider any late tender submissions, including those which have been posted prior to the tender submission deadline but only received after the tender submission deadline, and those that have been submitted at a wrong location. Should there be any additional attachment to be submitted by the tenderer, the tenderer must specify clearly in the Attachment 2. **(i.e. Schedule of Rates)**.
6. The goods/ services shall be delivered to, including but not limited to, the following locations:
 - (a) The CIC Headquarter: Unit D-F of 22/F, 38/F and Unit A-C of 39/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong
 - (b) The CIC Mega Box Office: 29/F, Tower 2, Enterprise Square 5, 38 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong
 - (c) CIC - Zero Carbon Park: 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong
 - (d) MiC Resources Centre: 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong
 - (e) Construction Innovation and Technology Application Centre: 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong
 - (f) Hong Kong Construction Industry Trade Testing Centre: 95 Yue Kwong Road, Aberdeen, Hong Kong
 - (g) HKIC - Kowloon Bay Campus: 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong
 - (h) HKIC - Kwai Chung Campus: 7-11 Kwai Hop Street, Kwai Chung, New Territories, Hong Kong
 - (i) HKIC - Sheung Shui Campus: 1 Fung Nam Road, Sheung Shui, New Territories, Hong Kong
 - (j) The CIC Service Centre (Kowloon Bay): 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong (Exit A, MTR Kowloon Bay Station)
 - (k) The CIC Service Centre (Nam Cheong): Shop 6, Nam Cheong MTR Station, Kowloon, Hong Kong

(Opposite to the gates of Exit D within the Station)

- (l) HKIC - Tung Chau Street Training Ground: Tung Chau Street, Sham Shui Po, Kowloon, Hong Kong (Opposite to No. 184 of Tung Chau Street and underneath West Kowloon Corridor)
 - (m) HKIC - Tat Mei Road Training Ground: Tat Mei Road, Kwai Chung, New Territories, Hong Kong
 - (n) HKIC - Siu Lun Street Training Ground: Siu Lun Street, Tuen Mun, New Territories, Hong Kong (Opposite to Siu Lun Sports Ground)
 - (o) HKIC - Tin Yuet Road Training Ground: Tin Yuet Road, Tin Shui Wai, New Territories, Hong Kong
 - (p) HKIC - Tai Po Training Ground: Dai Wah Street, Tai Po, New Territories, Hong Kong
 - (q) HKIC - Tuen Mun Training Ground: Lot No. 16, Tuen Yee Street, Tuen Mun, New Territories, Hong Kong
 - (r) HKIC - Lam Tei Training Ground: Wong Kong Wai Road, Tuen Mun, New Territories, Hong Kong
 - (s) CSILQ - Construction Sector Imported Labour Quarters Limited: 61 Castle Peak Road Tam Mi, Yuen Long, New Territories, Hong Kong
 - (t) The CIC's various offices / campuses / trade testing centres / service centres / training grounds (except for those on outlying islands)
7. In the event of typhoon signal No. 8 or above or black rainstorm warning is hoisted on the tender closing date, the tender submission deadline will be postponed to 12:00 noon of the next working day.
8. The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
9. The CIC may reject a tender which in CIC's opinion 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.
10. Any amendments to the rates offered or descriptions given must be signed by the person who signed the quotation with company chop affixed. Failure to comply will render the quotation null and void.
11. Unless otherwise stated by the supplier/contractor, quotations shall be valid for 120 days from the closing date specified. If no order is placed within the validity period of your quotation, you may assume that the quotation has not been accepted.
12. Tenderer shall state in the quotation all Unit Rates and the Total Amount. In the event of any discrepancy between the Unit Rates and the Total Amount, the Unit Rates will be used. No adjustment will be made for fluctuations in labour and material prices and exchange rates of currencies.
13. In Attachment 2 (i.e. Schedule of Rates), unit prices must be stated for all items in accordance with the brands/models/manufacturers/places of origin etc. specified by the CIC, except for those items expressly indicated by the CIC that products/services of equivalent standards and specifications may be considered. However, for such items, tenderers are required to clearly specify the information/brands/places of origin relating to such equivalent standards and specifications in the table.
14. No tenderer shall be allowed to alter the terms and conditions or content of its tender. Additional descriptions may be included by tenderers in their tenders through the use of supplementary pages, but such additional descriptions may lead to non-acceptance of their tenders.
15. Should tenderers have any enquiries regarding this tender, please direct such queries to the CIC in writing. In order to ensure fairness and justice regarding this tendering process, all responses made by the CIC will also be despatched to other tenderers. Where any error has been made in the tender document, relevant notification can be made through the aforementioned means such that the CIC can rectify the same in writing. 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.

16. The CIC shall not in any way be liable in respect of any erroneous tender submission arising from the tenderer's failure to request rectification.
17. 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 3 working days to submit such requested information. Any clarification made shall be at the tenderer's own cost and expense.
18. The CIC is not bound to accept the lowest or any quotation and reserves the right to accept all or any part of any tender submission.
19. Tenderers should ensure that all prices quoted are sufficient before submitting their quotations. Under no circumstances will the CIC accept any request for price adjustment on grounds that a mistake has been made in the quotation prices.
20. Payment: after receipt of goods and services or completion of works in accordance with the agreed terms and conditions and to the satisfaction of CIC, the CIC will settle the purchase amount within 30 days after receiving and verifying the original invoice. Any tax or levy arising from this tender shall be borne by the tenderers.
21. The CIC prohibits any staff member from soliciting or accepting an advantage. Without prior approval of the CIC, it is an offense under the Prevention of Bribery Ordinance (Cap. 201) to offer or give any gift, loan, fee, reward, commission, office employment or contract, other services of favour, discount to any staff of the CIC whether in Hong Kong or elsewhere. The CIC will terminate the contract without prior notice and hold the supplier/contractor liable for any loss or damage so caused to the CIC.
22. Tenderers are required to warrant the validity of their business registration and employees' compensation insurance policies during the contract period.
23. 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 quotation or otherwise in connection with the awarded purchase order, without further notification to the successful tenderer(s). In submitting your quotation, you irrevocably consent to such disclosure.
24. Upon acceptance of a tenderer's tender, the CIC will despatch a Delivery Order (DO) to the successful tenderer in performing the procurement of relevant materials / services. Please refer to Attachment 8 for a sample of the Delivery Order and Attachment 9 for the Flowchart for Term Contract.
25. Except as otherwise specified, relevant materials/ services must be delivered to the designated location within 7 day(s) from the receipt of Delivery Order from the CIC.
26. In carrying out the business relating to this contract, any contractor shall prohibit those of its employees, agents and subcontractors who are involved in this contract from offering, soliciting or accepting any advantage as defined under the Prevention of Bribery Ordinance (Cap. 201).
27. Upon the tender submission acceptance by the CIC, the Unit Price from the Schedule of Rates, Tender Terms and Conditions, General Conditions of Contract and Guidelines for Works and Services, Delivery Orders and the Flowchart for Term Contract shall become a part of the contract.

28. Tenderers are required to comply with the following anti-collusion clauses:

- (1) (a) Subject to compliance with sub-clause (2) of this clause, no tenderer may communicate the amount of the tender price or any part thereof to anyone outside CIC until the outcome of the tender shall have been notified to such tenderer by CIC.
 - (b) Further to paragraph (a) of this sub-clause, no tenderer may carry out price fixing in respect of the amount of the tender price or any part thereof through an arrangement with any other person, make any arrangement with any person as to whether such tenderer or that other person would submit a tender, or otherwise become involved in collusion with any person and by any means during the tender process.
 - (c) A tenderer will render its tender void by violating or not complying with this sub-clause, provided that such tenderer shall remain liable for such defaults and acts.
- (2) Sub-clause (1)(a) of this clause shall not apply to any communication performed in strict confidence by a tenderer with:
- (a) its insurers or brokers, for the purposes of obtaining an insurance quotation for the computation of the tender price; or
 - (b) its consultants or subcontractors, for the purposes of seeking their assistance in preparing its tender; or
 - (c) its banks, in relation to the financial resources for the contract.
- (3) Tenderers are required to submit their tender together with **Standard Letter for complying with Anti-Collusion Clause (Attachment 5)**. The signatory of the said letter must be a person who has been authorized to sign the CIC contract on behalf of the tenderer concerned.

This letter must be submitted together with the tender submission. If not, the tender submission may not be considered.

- (4) Tenderers are required to indemnify CIC and keep CIC indemnified from and against all losses, damages, fees or expenses arising from or in connection with any of their defaults or acts under sub-clause (1) of this clause, including but not limited to additional fees arising from price increases, re-tendering fees and expenses as well as fees incurred otherwise.

29. **Submission of Tender Proposals**

- 29.1 A two-envelope approach is adopted for tender submission, i.e. the tenderer shall submit the technical proposal including all related information in one envelope and the fee proposal in a separate envelope. Please be reminded not to enclose any price information in the technical proposal. Failure to do so would lead to disqualification.
- 29.2 The tenderer shall submit ONE (1) hard copy of technical proposal and ONE (1) electronic copy of all corresponding files for technical proposal in electronic form stored in an electronic medium (e.g. CD-ROM / USB Drive) in a sealed envelope marked "**Technical Proposal**" and ONE (1) set of the fee proposal in a separate sealed envelope marked "**Fee Proposal**" clearly indicating the Contractor's name and proposal title. In the event of discrepancies between original and electronic versions of the submission, the former shall prevail.
- 29.3 Fee proposal would only be opened after the technical assessment is completed subject to Section 29.6 below.
- 29.4 A marking scheme as described below will be used for evaluating the proposals. The proposals shall be evaluated based on two separate aspects, namely the technical assessment and the fee assessment.
- 29.5 The pre-determined weights for technical and fee assessments are 30% and 70% respectively.
- 29.6 If the unweighted technical assessment mark is less than 50% of the maximum marks (i.e. 100 marks), the proposal will be rejected and will NOT be further assessed and its fee proposal envelope will NOT be opened.
- 29.7 The rejected Proposal will NOT be included in the weighted technical assessment score formula in Section 31.2 and the weighted fee assessment score formula in Section 31.3 below. The CIC reserves its right to cancel this exercise and re-issue the invitation thereof without further notice to the tenderer.
- 29.8 An assessment panel will be established for the evaluation. The proposal received will be evaluated in accordance with the requirements stated in Sections 30 and 31.1.

30. **Details for Technical Submission**

Interested tenderers shall submit the Technical Proposal in accordance with the specifications stated in the Assignment Brief with below details:

30.1 **Contractor's Profile, Job Reference and Track Record**

- (i) Contractor company's profile, background and scope of business, expertise, company structure, and number of staff resources;
- (ii) Relevant job references and success stories in the past 5 years including nature, service scope and project scale etc.

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

30.2 **Support, Service Level Agreement and Project Team Structure**

- (i) The Contractor shall propose remote and onsite meeting and support
- (ii) The Contractor shall propose the service level agreements including response time and resolution time of the support level as well as the delivery lead time of equipment
- (iii) The Contractor shall propose a project team organization to provide corresponding services throughout the contract period. The project team proposed in the tender submission shall form part of the Agreement. The tenderer shall provide the details included but not limited to the following information of proposed project team members in the tender submission:
 - Name
 - Post / Title in this Project
 - Core Team Member (Yes/No)
 - Language (Chinese/English/Both)
 - Project knowledge and Years of Relevant Experience
 - Qualifications
 - Duties and Responsibilities in the Assignment

30.3 **Product Specifications (Include the Product Compliance Table)**

- (i) Product model, specification and corresponding data sheet;
- (ii) Product Compliance Table stated a clause by clause compliance of the system configuration of the proposed product to our product specification in Table 1A and 1B of Section 3.2 of the Assignment Brief.

30.4 Approach and Services

- (i) Approach to fulfill the technical requirements and deliver all deliverables outlined in the Section 3 & 4 of the Assignment Brief
- (ii) Details of services description to be provided regarding to Section 3 to 7 of the Assignment Brief.

31. Technical and Fee Evaluation

31.1 Detailed evaluation of the technical proposal including all information specified in the Section 30 above shall be made in accordance with the assessment criteria as described below in Table 1.

Table 1 – Technical assessment marking scheme

Assessment Criteria	Assessed Marks (%)	Maximum Marks (%)
Assessment will be based on the following criteria:-		
1. Contractor's Profile, Job Reference and Track Record The following sub-criteria shall be considered: (a) Contractor company's profile, background and expertise (5%) (b) Contractor's Track Record and relevant experience and success stories in past FIVE (5) years as of Tender closing date (5%)		10%
2. Support, Service Level Agreement and Project Team Structure The following sub-criteria shall be considered: (a) Remote and Onsite meeting and support (5%) (b) Service level agreements including response time and resolution time of the support level as well as the delivery lead time of equipment (10%) (c) The Contractor shall propose a project team organization to provide corresponding services throughout the contract period (5%)		20%
3. Product Specifications The following sub-criteria shall be considered: (a) Product model, specification and corresponding data sheet (20%) (b) Product Compliance Table stated a clause by clause compliance of the system configuration of the proposed product to our product specification in Table 1A and 1B of Section 3.2 of the Assignment Brief (10%)		30%
4. Approach and Services The following sub-criteria shall be considered: (a) Approach to fulfill the technical requirements and deliver all deliverables outlined in Section 3 & 4 of the Assignment Brief (15%) (b) Details of services description to be provided regarding to Section 3 to 7 of the Assignment Brief (15%)		30%
5. Tenderer's Performance in CIC's Past Projects		10%

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

$$30 \times \frac{\text{Unweighted average technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

31.3 The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$70 \times \frac{\text{Lowest total lump sum fee of all tenders}}{\text{Total lump sum fee of the subject tenders}}$$

31.4 Calculation of Combined Scores

The combined assessment score of a tender proposal shall be the sum of the weighted technical assessment score (Section 31.2) and the weighted fee assessment score (Section 31.3).

32. Documents and Information to be Submitted

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

Particulars	Reference
Technical Proposal	
1. A duly signed Tenderer's Declaration	Attachment 1 of Tender Document [Technical Proposal]
2. Contractor's Profile, Background and Job reference	Attachment 4 of Tender Document Section 30.1 [Technical Proposal]
3. Support, Service Level Agreement and Project Team Structure	Attachment 4 of Tender Document Section 30.2 [Technical Proposal]
4. Product Specifications (Include the Product Compliance Table)	Attachment 4 of Tender Document Section 30.3 [Technical Proposal]
5. Approach and Services	Attachment 4 of Tender Document Section 30.4 [Technical Proposal]
6. All documents mentioned in the Technical Assessment Marking Scheme and Assignment Brief	Attachment 4 of Tender Document Section 31 [Technical Proposal]
7. A duly completed Standard Letter for complying with Anti-Collusion Clause	Attachment 5 of Tender Document [Technical Proposal]
Fee Proposal	
1. Schedule of Rates	Attachment 2 of Tender Document [Fee Proposal]

33. Please cut off the following labels and affix on the envelopes for the tender submission.

----- ✂ ----- ✂ ----- ✂ ----- ✂ ----- ✂ ----- ✂ ----- ✂ ----- ✂ -----

“Confidential”	Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	TENDER
Technical Proposal	Tender Ref. No. : (391) in P/AE/PUR/TDTC Tender Title : Term Contract for Provision of Computer Procurement and Managed Services for Construction Industry Council	
	Name of Tenderer: _____	
	Closing Time and Date: <u>12:00 noon on 21 November 2024</u>	

“Confidential”	Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	TENDER
Fee Proposal	Tender Ref. No. : (391) in P/AE/PUR/TDTC Tender Title : Term Contract for Provision of Computer Procurement and Managed Services for Construction Industry Council	
	Name of Tenderer: _____	
	Closing Time and Date: <u>12:00 noon on 21 November 2024</u>	

Standard Letter for Complying with Anti-Collusion Clause

To: Construction Industry Council (CIC)

Date:

Dear Sir/Madam,

Tender Ref: (391) in P/AE/PUR/TDTC

Tender Title: Term Contract for Provision of Computer Procurement and
Managed Services for Construction Industry Council (CIC)

*[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 Tender Terms and Conditions Clause 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;
- (ii) *[I/We] have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
- (iii) *[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
- (iv) *[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.

Provision of Computer Procurement and
Managed Services for Construction Industry Council
Ref. (391) in P/AE/PUR/TDTC

General Conditions of Employment

General Conditions of Employment
of
Term Contract
for
Provision of Computer Procurement and
Managed Services
for
Construction Industry Council

November 2024

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**General Conditions of Employment for
Term Contract for Provision of Computer Procurement and
Managed Services for Construction Industry Council**

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 Term Contract for Provision of Computer Procurement and Managed Services for Construction Industry Council for the Construction Industry Council, 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 (if any) 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 (if any), of which the Assignment forms a part.

“Works” and “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-consultants / sub-contractors or the Contractor's legal and insurance advisers.

- (B) Any disclosure to any person, sub-consultants / 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 Employer 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 shall submit a 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 and verification 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 30 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.
- (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 shall send to the Employer 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-consultants / sub-contractors

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

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

39 Liability of Contractor for acts and default of sub-consultants / sub-contractors

The appointment of sub-consultants / 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-consultants / 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

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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 Employer

The Contractor shall have the right to appeal to the Employer against any instruction or decision of the Director 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.
- (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 THREE (3) times of the Estimated Contract Sum.

48 Safety Precaution (not used)

Not used.

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 construction sites. 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.
- (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-consultants / 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 or 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 Consultancy 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 Consultancy to any third party without the written consent of the Employer.

54 Contractor's Claims for Extras

- (A) The Contractor shall send to the Employer 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 (not used)

Not Used

58 Completion of the Works (not used)

Not Used

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

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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.
- (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 28 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.
- (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.
- (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.

62 Assignment by Employer

The Employer may assign or transfer the whole or any part of its rights and/or benefits under the Agreement at any point in time to any third party without the Contractor's consent. Any such assignment or transfer shall be notified to the Contractor as soon as practicable.

63 Novation by Employer

The Employer shall have the right to novate to a third party ("Novatee") all of the

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General Conditions of Employment

Employer's rights, interests and benefits, obligations, liabilities and duties, without limitation, known and unknown, existing and contingent, actual and otherwise, in connection with the Agreement at any point in time. The Contractor shall enter into a novation agreement with the Employer and the Novatee to the effect that:

- (1) the Novatee shall assume all rights, interests and benefits, obligations, liabilities and duties of, and all claims for and against, the Employer in connection with the Agreement in place of the Employer as if the Novatee were the original party to the Agreement;
- (2) the Novatee shall have power to exercise all rights expressed to be those of the Employer under the Agreement;
- (3) the Novatee shall perform and comply with, and be bound by, each and every duty and obligation of the Employer under the Agreement as if the Novatee were named in the Agreement in place of the Employer; and
- (4) the Contractor shall release and discharge the Employer from any and all obligations, liabilities and duties in relation to the Contractor of any kind, known and unknown, existing and contingent, actual and otherwise in connection with the Agreement.



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 work 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 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, completion of works and provision of services 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 work 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) 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, joint name with Construction Industry Council (including Endorsements revised W338, W348, W204 and Waiver of Subrogation Clause against Construction Industry Council) which he is required to effect pursuant to Clause 10 below together with satisfactory proof of payment of the current premiums thereof.
- (c) Without limiting the Contractor's obligations under the Contract, the Contractor shall take out and maintain until the end of the term of the contract, a Public Liability Policy of Insurance cover in the joint names of the Employer, the Contractor and subcontractors of any tier in a sum of not less than HK\$30,000,000 for any one accident and unlimited during the period of insurance, against any liability, loss, claim, expense or proceedings whatsoever incurred, sustained or made by any person arising under any Enactment or at common law, in respect of the personal injury or death of any person or the damage to any real and/or personal property arising out of the execution of the Services or any act or omission by the Contractor in connection with the Contract, with established insurers of repute. If the said Policy of Insurance provides that the payment of a certain amount of compensation (including, without limitations, the amount of any excesses and deductibles), the Contractor shall be solely responsible for such payment and shall reimburse Construction Industry Council forthwith if Construction Industry Council shall be required to make such payment.
- (d) 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 work 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.
- (e) The Contractor has to safekeep all the Contractor's property or that of his sub-contractors and employees. The Contractor shall indemnify Construction Industry Council in respect of any loss, damages, injury or death of the Contractor, his sub-contractors and employees in consequence of the malfunction of, loss of or damage to the said property.

10. Insurances and Compensation

- (a) Without prejudice to the Contractor's obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, the Contractor has to warrant to take out and maintain an Employees' Compensation insurance policy ("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 work including the Maintenance Period or Defects Liability Period (if applicable).
- (b) The Contractor shall effect and keep in force during the contract period at his own expense a policy of insurance against all claims, demands or liability aforesaid in this contract with an insurance company and shall continue such insurance during the continuance of the Contract.
- (c) 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 the 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. **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.
12. **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.
13. **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.
14. **Working Hours**
Unless it is specifically allowed in other part of the Contract, the work under this Contract shall be undertaken during normal working hours as specified by Construction Industry Council.
15. **Temporary Work Permit**
When carrying out the work 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.
16. **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.
17. **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.
18. **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. 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.
2. **Relevant Mandatory Safety Training Certificates (please select one of the following clauses, if applicable)**
All subcontractors of all tiers and employees employed by the Contractor to work in the CIC premises under the Contract shall :
 - hold valid Construction Industry Safety Training Certificates (commonly known as "Green Cards") and any other relevant mandatory certificates required for safe operation of the works.
 - hold valid Construction Industry Safety Training Certificates (commonly known as "Green Cards") and Specified Trade Safety Training Certificates (commonly known as "Silver Cards") and any other relevant mandatory certificates required for safe operation of the works.
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.

C. 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.



送貨通知

Doc No.

單據號: DOYYYYXXXXXX

To : XXX Limited
致 : XXX 有限公司

Date : MM DD,YYYY

Attn. : Mr. XXX / Ms. XXX
聯絡人 : Mr. XXX / Ms. XXX

Contract Period

合約期 (yyyy-mm-dd) : YYYY/MM/DD - YYYY/MM/DD

Tel : XXXX XXXX
電話 : XXXX XXXX

Minimum Order Amount / Quantity

最低訂單金額 / 數量: 金額:N/A 數量:N/A

Fax : XXXX XXXX
傳真 : XXXX XXXX

File No. : (391) in P/AE/PUR/TDTC - Term Contract for Provision of Computer Procurement and Managed Services for Construction Industry Council

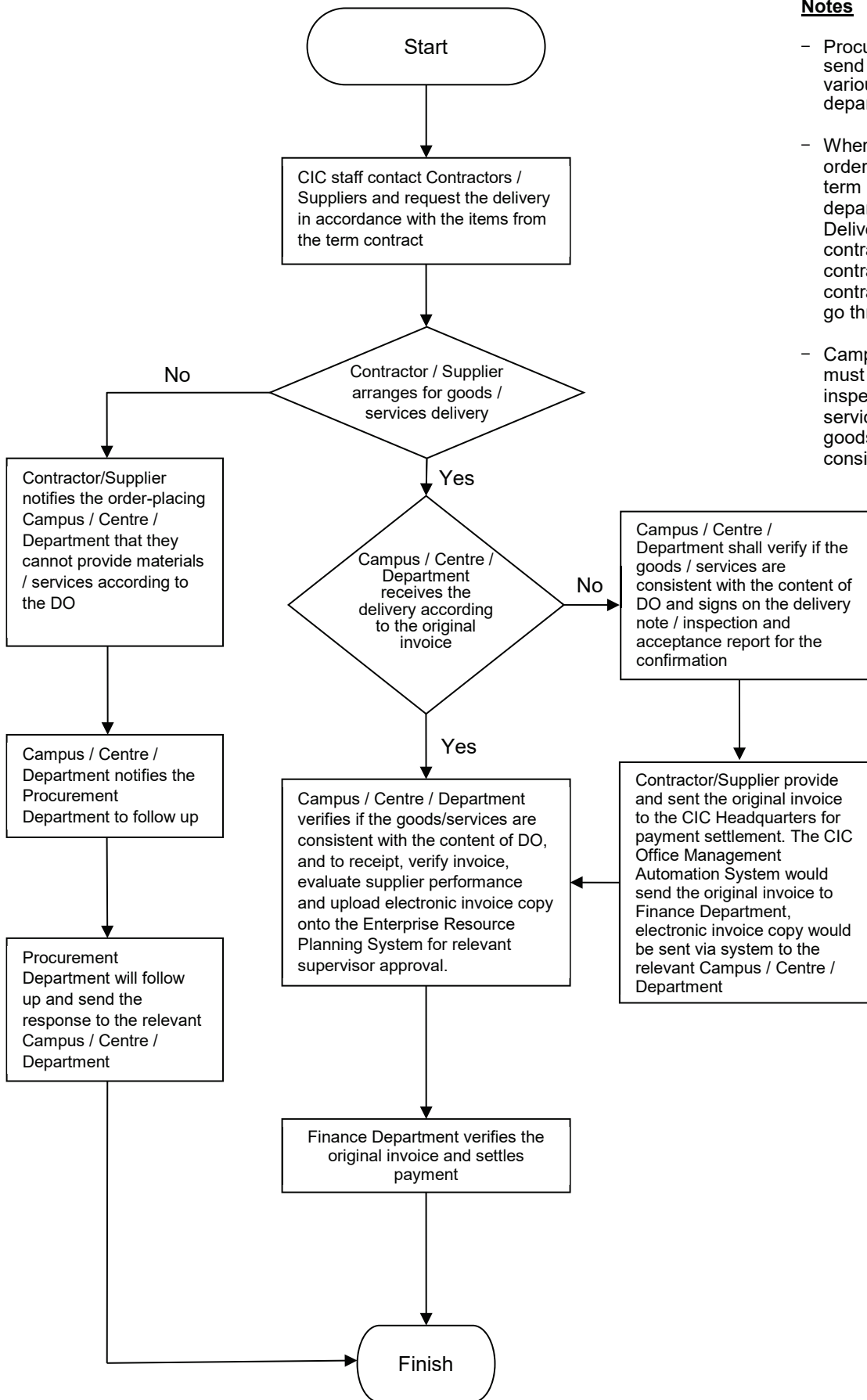
檔案編號 : (391) in P/AE/PUR/TDTC - 為建造業議會提供電腦採購和管理服務的定期合約

Remark 備註 :

Please supply the under mentioned goods / services at the below address: (請供應下述各項貨品 / 服務到下列送貨地點 :)

Item 項目	Description / Place of Delivery / Item Remark / Location / Frequency 名稱 / 送貨地址 / 項目備註 / 位置 / 頻率	Qty. 數量	UOM 單位	Unit Price 單價	Amount 金額
X-XXXX-XXX-0001	Item A 項目甲 Refer to Form Header 請參照下方 Item Remark 項目備註 :	X.XXX	次	X,XXX.XX	X,XXX.XX
X-XXXX-XXX-0002	Item B 項目乙 Refer to Form Header 請參照下方 Item Remark 項目備註 :	X.XXX	次	X,XXX.XX	X,XXX.XX
Total 合計					XX,XXX.XX

Flowchart of Term Contract



Notes

- Procurement Department shall send a copy of term contract to various campuses / centres / departments for information.
- Where it is necessary to place an order for the items stipulated in the term contract, campus / centre / department staff will dispatch Delivery Order (DO) to the contractor/supplier to the contractual prices of the term contract item is fixed, no need to go through quotation procedures.
- Campus / Centre / Department must arrange designated staff to inspect and accept the materials/ services, and to verify that the goods / services ordered are consistent with the content of DO.

- All invoice must be sent to CIC Headquarters – 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. The Contact Person / Receiver name on the Delivery Order shall be indicated on the invoice.

Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (391) in P/AE/PUR/TDTC, Closing Date: 21 November 2024), 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 email: kelvinlee@cic.hk or fax no: 2100 9439 no later than 12:00 noon on 21 November 2024.
- 2) Please contact Mr. Kelvin LEE at Tel: 2100 9425 or email: kelvinlee@cic.hk for any enquiry.

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

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

請詳細填寫本申請表並交回：

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 the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

(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 Registered Specialist Trade Contractors Scheme (RSTCS).
請貴公司確認是否在註冊專門行業承造商制度 (RSTCS) 下的註冊分包商。

Yes, RSTCS Number :
是, 註冊專門行業承造商制度註冊編號 :

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 the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- 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 (鎚紋漆)
- 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 the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- 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 (閥門)
- 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 the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- | | | |
|--------------------------|-------|--|
| <input type="checkbox"/> | 1.126 | Wire Rope (鋼纜) |
| <input type="checkbox"/> | 1.127 | Wood Stripe (木線) |
| <input type="checkbox"/> | 2 | Tools (手工具) |
| <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) |

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- | | |
|---|---|
| <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 (噴漆柜)
<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) |

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

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

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建造業議會一般供應商名單申請表

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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) |

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

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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 / 製作背景幕) |
| | <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 the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

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| <input type="checkbox"/> 14 | General Services
(一般服務) | <input type="checkbox"/> 13.12 Uniform (制服)
<input type="checkbox"/> 13.13 Walkie Talkie (對講機)
<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 Modelling (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) |

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建造業議會一般供應商名單申請表

- 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 Modelling (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 the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

(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 the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

PART V - CERTIFICATION 第五部 - 證明

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

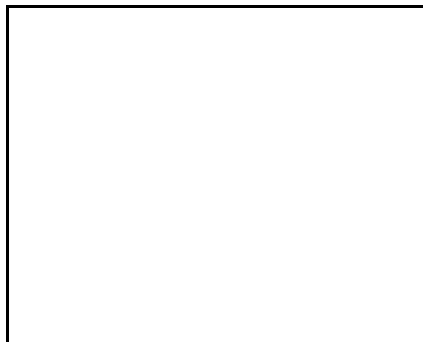
- (1) CIC will use the provided information for the purpose of processing this registration form and dealing with our procurement-related matters.
提供的資料會用作本議會處理有關申請登記成為本議會之一般供應商及與採購相關的事宜。
- (2) Under the provisions of the Personal Data (Privacy) Ordinance (Cap.486), you have the right to request access to or correction of personal data. Written requests should be addressed to CIC.
根據個人資料(私隱)條例(第486章), 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一般供應商, 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 General Vendor List.

本人謹代表上述公司, 申請登記成為建造業議會一般供應商。



(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 the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表 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 General Vendor List (Form PRO-01)
已填妥建造業議會一般供應商登記申請書
- 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 General Vendor List (Form PRO-01)
已填妥建造業議會一般供應商登記申請書
- 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。