

BUILDINGS DEPARTMENT

GUIDELINES FOR PREPARATION OF APPLICATION

for

INCLUSION IN THE LIST OF BUILDINGS DEPARTMENT

PRE-QUALIFIED CONSULTANTS (For 2024 to 2025) (the List)

Submission Requirements

Applicants should complete and submit the **Consultant Profile Form** in **Appendix A** and observe the following requirements when preparing the pre-qualification application:-

1. The Consultant Profile Form (the Form) completed should be limited to **twelve (12)** A4 pages (excluding appendices). The submitted Form should be inexpensively bound with a plain cover.
2. The following documents should be submitted as appendices together with the Form:
 - (a) Copy of business registration certificate;
 - (b) CVs of all the staff listed in the Form showing the relevant professional and/or academic qualifications and copy of the certificates for the said qualifications; and
 - (c) Copy of the ISO 9001:2015 certificate with the scope of certification clearly listed.
3. In addition, an electronic copy of the submission documents (scanned copy of the signed Consultant Profile Form and appendices, and a Word file for the completed Form) should be submitted together with the application.
4. *By making the submission, the firm undertakes to authenticate the accuracy of the information contained therein. Buildings Department may carry out interview/checking to verify the information and should there be any misrepresentation identified, the firm may be disqualified accordingly.*
5. The applicant should ensure that all relevant parts of the Form are duly completed, the form is signed, and the materials specified in paragraphs 1 to 3 above are submitted. If incomplete or erroneous information is provided in the Form, the Buildings Department (BD) may not be able to process the application.

6. By making the submission, the Consultant is deemed to confirm that he shall be abided by the provisions stipulated in the AACSB Handbook and technical circulars on consultancy services issued from time to time by the Development Bureau during the term of the List and the period that the Consultant is engaged by the BD to provide consultancy services.

Application

7. Consultancy firms shall make the application by submitting the documents and electronic copies, in a sealed envelope marked on the face with a label according to **Appendix B**, and placed in the **Buildings Department Quotation Box** situated in the Ground Floor Lobby of Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. Location map of the Buildings Department Quotation Box is shown in **Appendix C**. Applications not deposited in the Buildings Department Quotation Box within the Application Period will not be considered.

Application Period:

From 15 March 2024 (Friday) until 12:00 noon of 12 April 2024 (Friday).

Personal Data

Purpose of Collection

1. The personal data provided by means of this form and submission documents will be used by the BD for the following purposes:
 - (a) activities relating to the processing of the application;
 - (b) activities relating to the assessment of the staffing aspect of the firm; and
 - (c) activities relating to administration of the List of Buildings Department Pre-qualified Consultants.

The provision of personal data by means of this form is obligatory. If the applicant does not provide sufficient information, the BD cannot determine the status of the applicant in the List and assess the staffing aspect of the consultancy firm, and may not be able to process the application.

Classes of Transferees

2. The personal data provided by the consultancy firm in the application may be disclosed to other Government bureaux and departments for the purpose mentioned in paragraph 1 above.

Access to personal data

3. The consultancy firm has the right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

Consultant Profile Form

(I) Consultant Details

(a) Name of Firm:

(English)
(Chinese)

(b) Business Address:

(c) Correspondence Address:

(d) Telephone No. :

(e) Fax No. :

(f) E-mail Address :

(g) History of Establishment (local):

Years of Establishment: _____ years in Hong Kong

(h) Business Registration Number:

(II) Staff Resources

(Remarks: No staff shall be included in more than one table below and full name of the staff shall be provided.)

Table (1) Authorized Person (AP)

- Indicated below are members of full time staff who are currently registered as Authorized Person (List of Architects/Engineers/Building Surveyors).
- Put “*” before the name of an AP if the AP is at the same time a Registered Structural Engineer.

Name	Position	Professional Qualifications	Year of Attainment of the 1 st professional qualification listed in (a)	No. of yrs. of working experience since attaining the 1 st qualification	AP/RSE Registration Since (year)	Registered Inspector (RI)
		(a)	(b)	(March 2024 – (b))		(Yes/No)

Table (2) Professional Staff

- Indicated below are members of full time staff who possess relevant professional qualification(s) from Hong Kong Institute of Architects, Hong Kong Institution of Engineers (Building/Civil/Structural discipline) and Hong Kong Institute of Surveyors (Building Surveying division); and/or are currently registered as Registered Architects, Registered Professional Engineers (Building/Civil/Structural discipline) or Registered Professional Surveyors (Building Surveying division) under the respective Architects, Engineers and Surveyors Registration Ordinance of Hong Kong; and/or possess other equivalent professional qualification(s).
- Put “*” before the name of a Professional Staff if the Professional Staff is at the same time a Registered Structural Engineer.

Name	Position	Professional Qualifications	Discipline of profession	Year of Attainment of the 1 st professional qualification in (a)	No. of yrs. of relevant working experience since attaining 1 st qualification	Registered Inspector RI
		(a)		(b)	(March 2024 – (b))	(Yes /No)

Table (3) Technical Staff

Indicated below are members of full time staff who possess relevant academic/professional qualifications in Architectural, Building Surveying, Structural/Civil/Building Engineering, Building Studies and relevant working experience.

(Remarks: Staff not meeting the requirements in Table (2) above may be qualified to be entered in this table.)

Name	Position	Professional/Technical Qualifications	Year of Attainment of the 1 st qualification in (a)	No. of yrs. of relevant working experience since obtaining 1 st qualification
		(a)	(b)	(March 2024 – (b))

Table (4) Registered Structural Engineer (RSE)

- Indicated below staff who are currently registered as Registered Structural Engineer
- Put “#” before the name of a RSE if the RSE is not a full time staff but a part time staff or a sub-consultant to your firm.

Name	Position	Professional Qualifications	Year of Attainment of the 1 st professional qualification listed in (a)	No. of yrs. of working experience since attaining the 1 st qualification	RSE Registration Since (year)
		(a)	(b)	(March 2024 – (b))	

(III) Consultant’s Experience in Similar Works

Details of relevant current projects and/or projects completed in the past 5 years are provided in Table (5) below:

(Remarks:

- *Indicate in Table (5) only those projects that fulfil the criteria as specified under the three project types in Table A below. Do not input projects with construction costs and consultancy fees below the specified minimum.*
- *In the **Job Nature** column of Table (5), include a brief description and indicate the reference number of the project type in Table A below. Projects relating to building services, civil, geotechnical works are not relevant.*
- *In the **Government Project** column, include the agreement number of Buildings Department (BD), Housing Department (HD) or Architectural Services Department (ArchSD), if applicable.)*

Table A : Criteria for inputting the relevant projects in Table (5):

Project Type	Job Nature	Minimum Construction Cost for each project (HK\$)	Minimum Consultancy Fee for each project (HK\$)
(i)	<i>Investigation, preparation of report and/or supervision works for removal of unauthorised building works, tackling water seepage problems, fire safety improvement works and other relevant building related rectification/remedial/improvement works .</i>	<i>No restriction</i>	<i>5,000</i>
(ii)	<i>Investigation and/or supervision of building maintenance works including repair of reinforced concrete structures, deteriorated building parts, external finishes and above/under-ground drainage works and/or other equivalent building repair works.</i>	<i>200,000</i>	<i>10,000</i>
(iii)	<i>Preparation, submission of Building/structure/Alterations & Additions plans/building repair proposals/minor works proposals to BD, HD or ArchSD and/or supervision works.</i>	<i>50,000</i>	<i>5,000</i>

Table (5)

Job Nature (Project Type)	Job Title/ Location	Month & Year of completion	Construction Cost	Consultancy fee	Government Project (Y/N) (agreement no.)
(i)					
(ii)					
(iii)					

(IV) Quality Management System

Details of the relevant Certification for ISO 9001:2015 possessed by the firm are provided below:-

(Remarks: Input the relevant scope of consultancy service(s) such as architectural, structural engineering, building surveying, building etc.)

Table (6)

Certifying Body	Code	Scope of Services for Certification	Date Obtained	Date of Expiry of Certification

(V) Confirmation of Information Provided

I declare that the information given in this form is true and correct.

Signature : _____
Name : _____
Post : _____
Name of Firm : _____
Date : _____

Company Chop

Label to be marked on the returning envelope

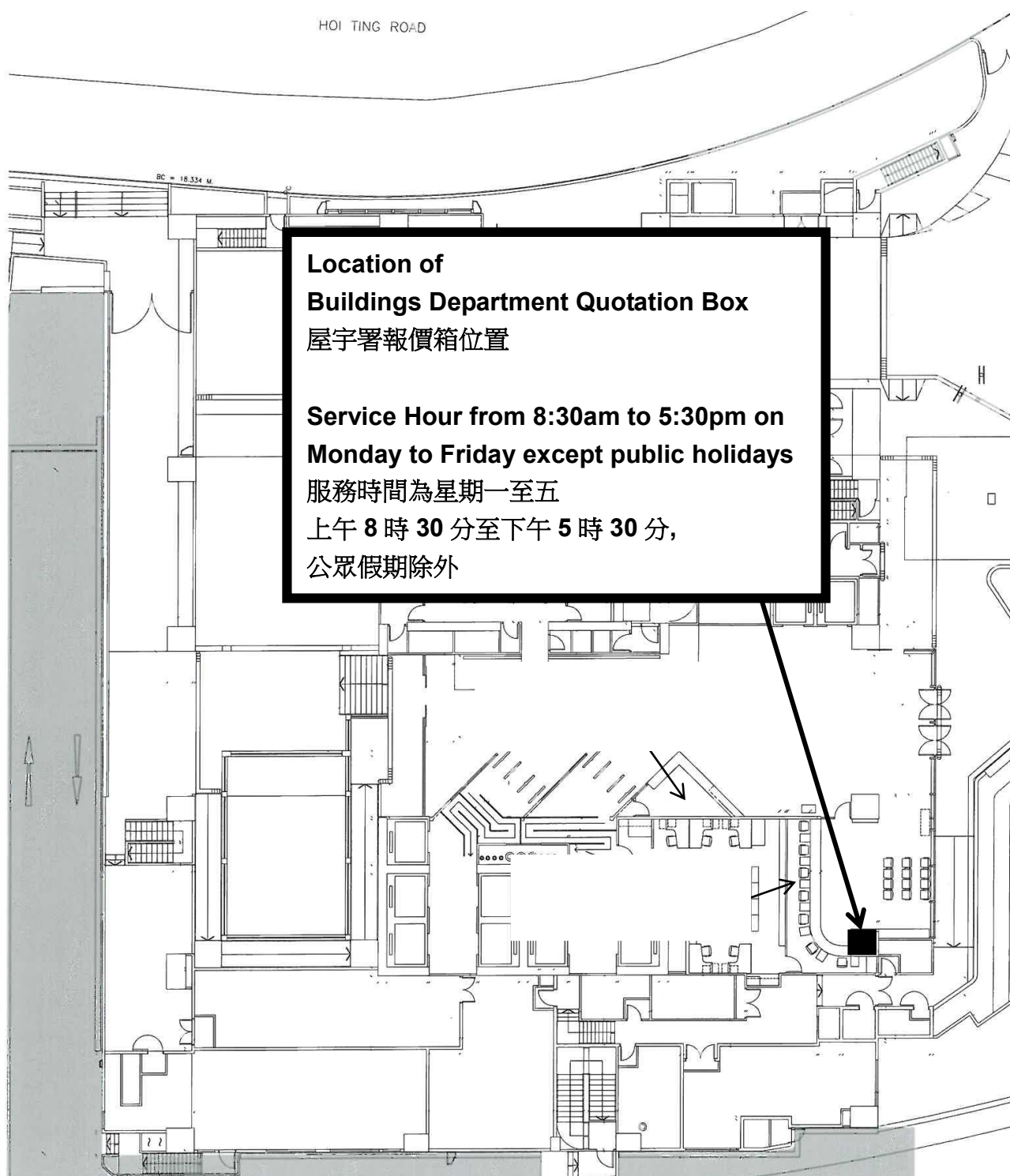
RESTRICTED

To: Contract Management Unit
Buildings Department
Buildings Department Headquarters, North Tower,
West Kowloon Government Offices, 11 Hoi Ting Road,
Yau Ma Tei, Kowloon.

Re: Application for Inclusion in the List of Buildings Department
Pre-qualified Consultants (For Year 2024-2025)

Submitted By: _____

Location Map of Buildings Department Quotation Box



**Layout Plan of G/F, Buildings Department Headquarters, North Tower, West
Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon**

九龍油麻地海庭道 11 號西九龍政府合署北座屋宇署總部地下平面圖