

CONTENTS

	Page
REVISION SHEET	
SECTION 1 INTRODUCTION	
1.1 General	1 - 1
1.2 Effective Date.....	1 - 1
1.3 Effect on Existing Technical Circulars.....	1 - 1
1.4 Changes Incorporated.....	1 - 3
1.5 Amendments in the Revision B.....	1 - 4
1.6 Amendments in the Revisions B-1 to B-11.....	1 - 7
1.7 Amendments in the Revision B-12.....	1 - 7
1.8 Amendments in the Revision B-13.....	1 - 8
1.9 Amendments in the Revision B-14.....	1 - 10
1.10 Amendments in the Revision B-15.....	1 - 11
SECTION 2 RULES FOR ADMINISTRATION OF THE LIST OF APPROVED CONTRACTORS FOR PUBLIC WORKS	
2.1 General	2 - 1
2.2 Group Tender Limits.....	2 - 3
2.3 Eligibility to Tender for Term Contracts.....	2 - 3
2.4 Admission	2 - 3
2.5 Probationary Status	2 - 5
2.6 Confirmation	2 - 8
2.7 Promotion.....	2 - 8
2.8 Tendering.....	2 - 9
2.9 Award of a Contract.....	2 - 9
2.10 Submission of Accounts	2 - 10
2.11 Holding Companies and Subsidiaries	2 - 10
2.12 Regulating Actions.....	2 - 10
2.13 Change of Company Name, Substitution and Transfer of Benefits and Obligations of Contracts.....	2 - 11
2.14 Quality Management System Certification.....	2 - 11

2.15	Changes in Company Structure.....	2 - 11
SECTION 3	RULES FOR ADMINISTRATION OF THE LIST OF APPROVED SUPPLIERS OF MATERIALS AND SPECIALIST CONTRACTORS FOR PUBLIC WORKS	
3.1	General.....	3 - 1
3.2	Group Tender Limits.....	3 - 2
3.3	Eligibility to Tender for Term Contracts.....	3 - 2
3.4	Admission.....	3 - 2
3.5	Probationary Status.....	3 - 3
3.6	Confirmation.....	3 - 5
3.7	Promotion.....	3 - 5
3.8	Tendering.....	3 - 5
3.9	Award of a Contract.....	3 - 5
3.10	Submission of Accounts.....	3 - 5
3.11	Holding Companies and Subsidiaries.....	3 - 6
3.12	Regulating Actions.....	3 - 6
3.13	Change of Company Name, Substitution and Transfer of Benefits and Obligations of Contracts.....	3 - 6
3.14	Quality Management System Certification.....	3 - 6
3.15	Changes in Company Structure.....	3 - 6
SECTION 4	REPORT ON CONTRACTORS' PERFORMANCE	
4.1	General.....	4 - 1
4.2	Central Record.....	4 - 1
4.3	Managing Department.....	4 - 1
4.4	Reporting Department.....	4 - 1
4.5	Reports on Contractors' Performance.....	4 - 2
4.6	Review of Reports on Contractors' Performance.....	4 - 3
SECTION 5	REGULATING ACTIONS	
5.1	General.....	5 - 1

5.2	Removal, Suspension, Downgrading or Demotion of Contractors.....	5 - 2
5.3	Uplifting of Mandatory Suspension.....	5 - 7
5.4	Contractors Given Adverse Reports on Performance.....	5 - 7
5.5	Non-submission of Accounts and Information.....	5 - 11
5.6	Failure to Meet the Financial Criteria.....	5 - 12
5.7	Contractors Convicted of Contraventions of the Employment Ordinance (Cap. 57).....	5 - 14
5.8	Contractors Convicted of Employing Illegal Workers or of Having Illegal Workers on Sites under their Control.....	5 - 15
5.9	Contractors Convicted of Site Safety or Environmental Offences or Incurring Serious Incidents on a Construction Site.....	5 - 16
5.10	Non-compliance with the Provisions for Employment of Technician Apprentices and Building & Civil Engineering Graduates	5 - 16
5.11	Non-compliance with the Provisions for Mandatory Employment of Qualified Tradesmen and Intermediate Tradesmen.....	5 - 16
5.12	Failure to Obtain Quality Management System Certification as Required.....	5 - 17
5.13	Withdrawal of Tenders within the Tender Validity Period.....	5 - 17
5.14	Contractors Convicted of Contraventions of Section 27 of the Public Health and Municipal Services Ordinance (Cap. 132).....	5 - 19
5.15	Non-compliance with the Provisions for Engagement of Sub-contractors Registered from Subcontractor Registration Scheme.....	5 - 19

SECTION 6 CHANGE OF COMPANY NAME, SUBSTITUTION AND TRANSFER OF BENEFITS AND OBLIGATIONS OF CONTRACTS

6.1	Notification of Change of Name.....	6 - 1
6.2	Actions to be Taken by the Development Bureau.....	6 - 1
6.3	Actions to be Taken by the Managing Departments.....	6 - 2
6.4	Notification to Departments.....	6 - 2

6.5	Substitution.....	6 - 3
6.6	Transfer of Benefits and Obligations of Contracts.....	6 - 4
6.7	A Novation Agreement.....	6 - 4
6.8	Performance Bond, Joint Venture Guarantee and/or Insurance.....	6 - 5

APPENDICES

Appendix 2A	-	Financial Criteria for Retention on the List and Requirements for Acceptance of a Tender
		Annex to Appendices 2A & 3B Financial Information Required to be Submitted for Financial Assessment
Appendix 2B	-	Minimum Technical & Management Criteria for Admission, Confirmation and Promotion of Contractors for the List
		Annex 1 Guideline/Checklist for Project of Considerable Scope and Complexity
Appendix 2C	-	Minimum Number and Qualifications of Full Time Management and Technical Personnel to be Employed by the Contractors for the List before Admission, Retention, Confirmation or Promotion
Appendix 2D	-	Guidelines for Setting up of Integrity Management System
		Annex 1 Extracts of the Prevention of Bribery Ordinance
		Annex 2 Report on Gifts Received
		Annex 3 Declaration of Conflict of Interest Appendix
Appendix 3A	-	Category, Class and Group in the Specialist List
Appendix 3B	-	Financial Criteria for Retention on the Specialist List and Requirements for Acceptance of a Tender
Appendix 3C	-	Minimum Technical & Management Criteria for Admission, Confirmation and Promotion of Contractors for the Specialist List
		Annex 1 Staff Qualification for Specific Categories

Annex 2	List of Tools/Equipment and Testing Instruments for Air-conditioning Installation Category
Annex 3	List of Tools/Equipment and Testing Instruments for Audio Electronics Installation Category
Annex 4	List of Tools/Equipment and Testing Instruments for Broadcast Reception Installation Category
Annex 5	List of Tools/Equipment and Testing Instruments for Burglar Alarm and Security Installation Category
Annex 6	List of Tools/Equipment and Testing Instruments for Catering Equipment Installation Category
Annex 7	List of Tools/Equipment and Testing Instruments for Diesel Generator Installation Category
Annex 8	List of Tools/Equipment and Testing Instruments for Electrical and Mechanical Installation for Sewage Treatment and Screening Plant Category
Annex 9	List of Tools/Equipment and Testing Instruments for Electrical Installation Category
Annex 10	List of Tools/Equipment and Testing Instruments for Electronic Timing and Display Installation Category
Annex 11	Specification for Protection of Pipework for Fabrication of Steel Pipe Specials Category
Annex 12	Standard Requirements for Waterworks Installations for Fabrication of Unfired Pressure Vessels Category
Annex 13	List of Tools/Equipment and Testing Instruments for Fire Service Installation Category
Annex 14	List of Tools/Equipment and Testing Instruments for Fountain Installation Category
Annex 15	Minimum Personnel Requirements for Ground Investigation Field Work Category
Annex 16	Minimum Equipment Requirements for Ground Investigation Field Work Category

Annex 17	List of Tools/Equipment and Testing Instruments for Industrial Type Electrical Installation Category
Annex 18	Technical Requirement for Landslip Preventive/Remedial Works to Slopes/Retaining Walls Category
Annex 19	List of Tools/Equipment and Testing Instruments for Lift, Escalator and Passenger Conveyor Installation Category
Annex 20	List of Tools/Equipment and Testing Instruments for Liquefied Petroleum Gas Installation Category
Annex 21	List of Tools/Equipment and Testing Instruments for Low Voltage Cubicle Switchboard Installation Category
Annex 22	List of Tools/Equipment and Testing Instruments for Mechanical Handling and Lifting Installation Category
Annex 23	List of Tools/Equipment and Testing Instruments for Mechanical Plant and Equipment Installation Category
Annex 24	List of Equipment/Tools for Motor Vehicle Body-building and Painting Category
Annex 25	List of Tools/Equipment and Testing Instruments for Radio Electronics Installation Category
Annex 26	List of Electrical Equipment for Repair in Water Supplies Department for Repair of Motors, Transformers and Switchgear Category
Annex 27	Typical Equipment for High Voltage and 380 Volt Equipment for Repair of Motors, Transformers and Switchgear Category
Annex 28	List of Tools/Equipment and Testing Instruments for Steam and Compressed Air Installation Category
Annex 29	List of Tools/Equipment and Testing Instruments for Survey of Government Land Pressure Receivers subject to Steam and Air Pressure (but excluding Steam Boilers) Category
Annex 30	List of Tools/Equipment and Testing Instruments for Survey of Government Land Steam Boilers Category
Annex 31	List of Tools/Equipment and Testing Instruments for Survey of Lifting Appliances and Lifting Gear Category

Annex 32	List of Tools/Equipment and Testing Instruments for Swimming Pool Water Treatment Installation Category
Annex 33	List of Tools/Equipment and Testing Instruments for Uninterruptible Power Supply Installation Category
Annex 34	List of Tools/Equipment and Testing Instruments for Video Electronics Installation Category
Annex 35	Minimum Personnel and Equipment Requirements for Landscaping Category, Class I : General Landscape Work
Annex 36	List of Tools / Equipment and Testing Instruments for the Plumbing Installation Category
Appendix 4A	- Standard Proforma of the Report on Contractor's Performance
Appendix 4B	- Guidance Notes for Completion of Reports
Appendix 4C	- Category Codes
Appendix 4D	- Timetable for Reporting on Contractors' Performance
Appendix 5A	- Standard Warning Letter for Poor Performance
Appendix 5B	- Standard Letter for Withdrawal of Tender – Type A
Appendix 5C	- Standard Letter for Withdrawal of Tender – Type B
Appendix 5D	- Standard Letter for Withdrawal of Tender – Type C
Appendix 6A	- Notes for Application for Substitution
Appendix 6B	- Sample of Undertaking
Appendix 6C	- Novation Agreement
Appendix 6D	- Novation Agreement For Unincorporated Joint Venture
Appendix 6E	- Supplementary Agreement
Appendix 7	- Example on Selection of Tender Combination based on Least Cost to Government Approach

