



# **Development Bureau**

The Government of the Hong Kong Special Administrative Region

# **Contractor Management Handbook**

First Issue Date: March 2001

Revision Date: [April 2025](#)

Revision No.	Revision Date	Amendments
25	December 2023	<ul style="list-style-type: none"> <li>- Revision of Sections 2, 5 and Appendix 2A to incorporate the revised experience requirements for admission, confirmation and promotion on the List of Approved Contractors for Public Works, including: <ul style="list-style-type: none"> <li>(i) recognising non-local contract experience for direct entry to Group C (confirmed) status;</li> <li>(ii) recognising local non-Government contract experience through “one Government contract <u>plus</u> one non-Government contract” arrangement for promotion route, confirmation route and direct entry to Group C (confirmed) status; and</li> <li>(iii) rationalising the minimum values of past contracts required in all routes for admission, confirmation and promotion to facilitate upward mobility and to remove previous inconsistencies.</li> </ul> </li> </ul>
26	January 2024	<ul style="list-style-type: none"> <li>- Revision of standard proforma and guidance notes for the assessment of contractor’s performance (Appendix 4A and Appendix 4B) to include a new item in relation to compliance with the labour importation requirements.</li> </ul>
27	April 2025	<ul style="list-style-type: none"> <li>- Revision of Appendix 3C to include a new admission and retention requirement on “Registration on Registered Plumbing Contractor (Provisional)” under “Plumbing Installation” category.</li> <li>- General updating of Section 7.</li> </ul>

contract. In addition, the contractor may be subject to regulating actions for poor integrity such as negligence, misconduct and impropriety as proven in cases where his employees, agents or subcontractors have solicited, accepted or been given advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) in relation to any public works contract.

## 1.2 Effective Date

1.2.1 This Handbook was first promulgated via Works Bureau Technical Circular (WBTC) No. 5/2001 – Contractor Management Handbook in 2001 and thereafter is updated as and when needed. The current version of this Handbook took effect from **1 April 2025**. When there is any update in the future, the revision date will be stated at the top right corner of the relevant page.

## 1.3 Effect on Existing Technical Circulars

1.3.1 The relevant Technical Circulars which have been superseded or subsumed by this Handbook or shall be read in conjunction with this Handbook are listed in **Appendix 1**. The prevailing Technical Circulars are available at DEVB's website: [https://www.devb.gov.hk/en/publications\\_and\\_press\\_releases/technical\\_circulars/index.html](https://www.devb.gov.hk/en/publications_and_press_releases/technical_circulars/index.html).

## 1.4 Amendments in Revision No. 21 in January 2021

1.4.1 The major amendments made in Revision 21 of the Handbook are listed below for ease of reference:

	<u>Brief Description</u>	<u>Reference</u>
(a)	General updating and restructuring	All Sections and appendices except Annexes 3 to 5, 10, 12, 22, 23, 25, 28, 34 to Appendix 3C, Annex to Appendix 4B and Appendix 5A
(b)	Adjustment of Group Tender Limits, Probationary Limits and Financial Criteria	Section 2, Section 3, Appendices 2A (Annex 2), 3B and 3C

	<u>Brief Description</u>	<u>Reference</u>
(c)	Revamping of admission and retention requirements	Section 2, Section 3, Appendices 2A, 3A and 3C

1.4.2 The revised admission/ confirmation/ promotion/ retention management and technical requirements for the contractors on the List and the Specialist List in Section 2 and Section 3, Appendices 2A and 3C took effect from **1 March 2021**. Existing contractors on the List and the Specialist List have been given a transitional period after which they are required to fully comply with these revised requirements by **31 December 2024**. Notwithstanding this transition period, contractors shall meet these revised requirements when tendering for a new contract with tender invitation date falling on or after the effective date, viz. **1 March 2022**.

## 1.5 Amendments in this Revision

1.5.1 Changes incorporated in the previous revisions of this Handbook are listed in the Revision Sheet and the details of amendments are available at DEVB's website: [https://www.devb.gov.hk/en/construction\\_sector\\_matters/contractors/index.html](https://www.devb.gov.hk/en/construction_sector_matters/contractors/index.html).

1.5.2 The major amendments made in April 2025 version of this Handbook are listed below for easy reference:

	<u>Brief Description</u>	<u>Reference</u>
(a)	A new requirement on “Registration on Registered Plumbing Contractor (Provisional)” is included for admission to and retention on “Plumbing Installation” category	Appendix 3C
(b)	Minor re-numbering for paragraphs 7.5.5 and 7.5.6	Section 7.5

7.5.2 For the purpose of checking the contracts which a probationary contractor already holds under the rule in paragraphs 2.5.1, 3.5.1 and 7.5.1, the contracts which are completed shall not be counted. In this regard, a contract is considered completed when the certificate of completion of the works or the last completed section of the works (excluding establishment works) is issued or, for term contracts, the issue of completion certificate for the last completed works order (excluding establishment works).

7.5.3 Unless otherwise specified, contracts (each of an original contract value corresponding to or above the group tender limit of the contract being procured) awarded by the Housing Authority in the corresponding category will be taken into consideration when calculating the total number and total value of works for checking whether the probationary contractors are eligible to tender and for the award of contracts.

7.5.4 Paragraphs 2.5.1(c) and paragraph 7.5.3 do not apply to probationary Group C contractors tendering for Group C contract in the “Buildings” category with the Architectural Services Department, who have as at the tender closing date for the contract being procured active Housing Authority contract(s) each of an original contract value exceeding Group Tender Limit for Group B in the corresponding category. If the total outstanding value of such Housing Authority contract(s) exceeds Group C probationary limit, this probationary Group C contractor will be restricted to tender or for award of one Group C contract in the “Buildings” category with the Architectural Services Department. Provided always that the total Group C contracts that he already holds and the Group C contract being procured under the same “Buildings” category does not exceed two (2) in number and does not exceed Group C probationary limit in the total value of works. The term “active Housing Authority contract(s)” shall mean those Housing Authority contracts which are not completed within the meaning as provided in the second sentence of paragraph 7.5.2 above.

7.5.5 The total value of works in the relevant group, class and category of contracts that a probationary contractor already holds as described in the rule in paragraphs 2.5.1, 3.5.1 and 7.5.4 should be referred to as the total outstanding value of the existing contract(s) held by probationary contractors in the same group, class and category. The outstanding value of an existing contract shall be the difference between the original contract sum<sup>4</sup> and the aggregate of all payments certified under the contract up to and including the tender closing date for the contract being procured. The outstanding value shall be taken as zero if the original contract sum is less than the aggregate of all payments certified. For the purpose of checking eligibility for award of contract mentioned in paragraph 7.5.1(c), the same outstanding value

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<sup>4</sup> For New Engineering Contract (“NEC”), the original contract sum in counting the outstanding value of a contract shall be the corrected forecast total of the Prices.

of the existing contract(s) determined as aforesaid shall be added to the total outstanding value of new contracts in the relevant group / class and category of contracts awarded after the tender closing date in checking compliance with the contract limits for probationary contractors.

**7.5.6** Where –

- (g) a probationary contractor has submitted tenders and attained the highest combined scores for more than one contract in the same category, class and group; and
- (h) if the award of these contracts are determined at the same time but the award of two or more of these contracts to that probationary contractor will exceed the limits on number and/or value of contracts in the relevant category, class and group stipulated in paragraph 2.5.1 or 3.5.1,

the Government shall be entitled to determine which contract(s) is/are to be awarded to that probationary contractor on the basis of a combination of tender awards of these contracts that would cost least to the Government. An example is provided in **Appendix 7**.

## **7.6 Checking Status of Contractors in Relation to Suspension**

7.6.1 For the purpose of checking whether contractors are suspended from tendering for public works under paragraphs 5.2.2 and 5.2.2A, the department responsible for the tender exercise should observe the following procedures:

- (a) On the tender closing date for the contract being procured, all tenderers shall be checked on whether they are being suspended from tendering;
- (b) On the date the tender report is completed and signed for submission to the relevant tender board or authority (the “**tender report date**”), all conforming tenderers shall be re-checked on whether they are being suspended or have been suspended from tendering arising from any of the circumstances specified in paragraphs 5.2.3(c)(i), 5.2.3(c)(vi), 5.2.3(d)(ii) or occurrence of serious incident or conviction of site safety offences specified in DEVB TC(W) No. 5/2023 at any point of time between the tender closing date and the tender report date (both dates inclusive);

Group I	Group II
	<p data-bbox="1205 204 1861 231"><u><a href="#">Registration of Registered Plumbing Contractor (Provisional)</a></u></p> <p data-bbox="1205 256 2134 311">The applicant shall be a Registered Plumbing Contractor (Provisional) registered under the “Voluntary Scheme in Enhancing Plumbing Works Control” of WSD.</p> <p data-bbox="1205 336 1657 363"><u>Quality Management System Certification</u></p> <p data-bbox="1205 389 2159 528">Quality Management System certificates issued under the rules of the Hong Kong Certification Body Accreditation Scheme (HKCAS) operated by the Hong Kong Accreditation Service (HKAS); i.e. bearing the HKCAS Accreditation Mark, or Quality Management System certificates bearing the accreditation mark of other accreditation bodies which are considered as having an equivalent standard by the DEVB.</p> <p data-bbox="1205 553 2159 608">The scope of certification shall be relevant to the “Brief Scope of the Category” being applied for, e.g. “supply, installation, repair and maintenance of plumbing work”.</p> <p data-bbox="1205 633 2159 718">If the scope of certification does not include “maintenance”, the relevant quality management manual shall have relevant sections for maintenance work that shall include not only post contract service but also service for separate maintenance contract.</p> <p data-bbox="1137 743 1617 770"><b>3. Management and Staff Employment</b></p> <p data-bbox="1205 796 1659 823"><u>3.1 Top Management</u> (See General Notes (1), Item II)</p> <p data-bbox="1205 849 2159 987">At least one member of the top management shall have a minimum experience of 5 years, out of which 3 years shall be local experience, in managing an electrical or mechanical engineering services company obtained in the past eight years. Please refer to General Notes (1), Item II in this Appendix in respect of continuous capability building requirement.</p> <p data-bbox="1205 1013 1948 1040"><u>3.2 Technical Staff</u> (See Annex 1 for definition of Staff Qualification)</p> <p data-bbox="1205 1066 1469 1093"><i>3.2.1 Qualified Engineer</i></p> <p data-bbox="1205 1118 2159 1230">Employ at least 1 no. Qualified Engineer (Mechanical, Building Services or Electrical discipline) with adequate and relevant professional and project management experience. Please refer to General Notes (1), Item III in this Appendix in respect of continuous capability building requirement.</p>

Group I	Group II
<p>(b) The contract shall cover major scope of works as described in the “Brief Scope of Category”; and</p> <p>(c) The contract shall be of a completely new building construction project or a whole building refurbishment project.</p> <p>(10) Subcontract will not be considered as valid job reference unless it can satisfy all of the following requirements, in addition to all the above stated requirements:</p> <p>(a) The subcontract shall include all the relevant work as described under the “Brief Scope of Category” covered in the main contract; and</p> <p>(b) The applicant shall have undertaken the full scope of work covered in the subcontract, solely and fully, including contract management; and</p> <p>(c) The subcontract shall be signed between the applicant and the main contractor which is the company awarded with the direct contract by the employer of the concerned project; and</p> <p>(d) The aforementioned main contractor shall not be the plumbing installation contractor for the project work; and</p> <p>(e) The applicant must present documentary evidence to prove the above requirements are met and such evidence must be substantiated by the main contractor including a letter, which must be signed by the main contractor’s authorized signatory to confirm that the applicant has met the above requirements in the subcontract; and</p> <p>(f) Notwithstanding the above, the Managing Department may seek references on the applicant’s technical and managerial capabilities from the employer, the relevant parties of the concerned project and other sources or confirmation on the authenticity of the proof provided by the applicant from the relevant parties of the concerned project.</p> <p><b>2. Registration with relevant authorities in Hong Kong (such as Quality Management System Certification, Building Authority etc.)</b></p> <p><u>Statutory Registration</u></p> <p>The applicant shall be a Registered Electrical Contractor registered under Electricity Ordinance, Cap. 406; and have full time technical staff (meeting the relevant statutory registration requirement) of number not less than that described in the Section “Management and Staff Employment” below.</p> <p><u>Registration of Registered Plumbing Contractor (Provisional)</u></p> <p>The applicant shall be a Registered Plumbing Contractor (Provisional) registered under the “Voluntary Scheme in Enhancing Plumbing Works Control” of WSD.</p>	<p>Not Applicable</p>