

PRE-QUALIFICATION OF CONSULTANTS FOR  
INVESTIGATION/ INSPECTION/ SURVEY/ SUPERVISION FOR REMOVAL OF  
UNAUTHORIZED BUILDING WORKS/ SIGNBOARDS AND DILAPIDATION/  
DRAINAGE REPAIRS AND OTHER ASSOCIATED WORKS  
OR SERVICES OF RELATED NATURE IN PRIVATE BUILDINGS

INVITATION TO SUBMIT APPLICATIONS FOR PRE-QUALIFICATION

This notice invites firms of consultants to submit applications to the Buildings Department (BD) for being pre-qualified for appointment as consultants to carry out investigation/ inspection/ survey/ supervision for the removal of unauthorized building works/ signboards and dilapidation/ drainage repair and other associated work or services of related nature in private buildings.

*Scope of Work*

2. The scope of work will include the following:—

- (i) to carry out full survey and inspection to target buildings and/or other buildings to identify unauthorized building works/ signboards and/or danger/ dilapidation in buildings as instructed by the BD and to submit the full survey/ inspection reports to the BD for follow-up action;

and/or

- (ii) to assist the BD in preparing, serving, monitoring and processing advisory/ warning notices and statutory orders/ notices under the Buildings Ordinance and allied legislation such as Public Health and Municipal Services Ordinance, Fire Safety (Buildings) Ordinance and Fire Safety (Commercial Premises) Ordinance, etc. and to follow through the liaison with owners/occupiers until compliance of such notices/ orders, including supervision of any rectification works as may be instructed;

and/or

- (iii) to assist in any other work/ services of related nature.

*Terms of Consultancy*

3. Pre-qualified consultant(s) will be invited to submit applications for appointment as consultant(s) on assignment or term basis for the above services. Fees shall be payable on lump sum or other modes as appropriate.

*Pre-qualification*

4. All architectural, structural engineering and building surveying consulting firms interested in providing the services are invited to submit formal pre-qualification applications in the manner stated below. The minimum pre-qualification requirements will be as follows:—

- (i) staff resources: minimum one Authorized Person registered under the Buildings Ordinance, supported by a team of at least two (2) professional staff of Registered Professionals in the relevant disciplines/ divisions (Architects/ Building, Civil or Structural Engineers/ Building Surveyors), preferably to be 'Inspectors' registered under section 3(3B) of the Buildings Ordinance and four (4) Technical Staff having suitable qualifications/ experience in building works. Authorized Person not registered in the list of engineers is to be supported by a Registered Structural Engineer registered under the Buildings Ordinance (who may be a sub-consultant) to deal with related structural elements of building works;
- (ii) history of establishment: established locally for at least five years;
- (iii) experience: local experience in carrying out similar consulting work and/or other general building maintenance consulting work;
- (iv) an appropriate office quality management system; and
- (v) satisfactory record of past performance.

### *Application*

5. Any consulting firms capable of providing the above services which are not currently included in the list of the BD's pre-qualified consultants but wish to be considered for inclusion may submit the application by mail or in person to reach the following address for the attention of Senior Building Surveyor/Contract Management, Buildings Department (SBS/CM) before 12.00 noon of 22 April 2016 (Friday):—

'Room 2225–26, 22nd Floor, Pioneer Centre, 750 Nathan Road, Kowloon, Hong Kong'

6. The consulting firms shall prepare the pre-qualification application in accordance with the guidelines and pro-forma (hereinafter referred to as 'application documents') provided. The relevant guidelines and pro-forma can be collected from SBS/CM at the above address. It can also be downloaded from the BD Website ([www.bd.gov.hk](http://www.bd.gov.hk)).

7. Those consulting firms who have been accepted for inclusion in the list of the BD's pre-qualified consultants for a term expiring on 31 May 2016 and wish to be considered for the invitation to submit proposals for a new term commencing from 1 June 2016 to 31 May 2017 should submit a simplified version of the application on or before the application deadline as mentioned in para. 5 above (Please refer to the application documents for details).

8. Applications received will be assessed in accordance with the pre-qualification assessment criteria as mentioned in para. 4 above. Those firms that are found acceptable will be included in the list of the BD's pre-qualified consultants. The BD will keep the list of pre-qualified consulting firms for a period from 1 June 2016 to 31 May 2017 for consideration of inviting tenders. The Department reserves the right to review the status of a firm as a BD pre-qualified consultant in the light of any new information that may affect such status.

9. The Government of the Hong Kong Special Administrative Region reserves the right to reject any applications.

10. Pre-qualified consultants will be notified of any invitations to tender for the captioned services as and when opportunities arise.

*1 April 2016*

HUI Siu-wai *Director of Buildings*