

**PRE-QUALIFICATION OF CONSULTANTS FOR  
INVESTIGATION/INSPECTION/SURVEY/SUPERVISION FOR REMOVAL OF  
UNAUTHORISED 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 consultancy firms to submit applications to the Buildings Department ('BD') for pre-qualification for appointment to carry out investigation/inspection/survey/supervision for the removal of unauthorised 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 unauthorised 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/directions 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/directions, 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 (1) 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 (5) years;
- (iii) experience: local experience in carrying out similar consulting work and/or other general building maintenance consulting work;
- (iv) the firm must have obtained the ISO 9001:2008 certification as detailed in the current Development Bureau Technical Circular or equivalent; and
- (v) satisfactory record of past performance.

### *Application*

5. Any consultancy 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 27 April 2018 (Friday):—

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

6. The consultancy firms shall prepare the pre-qualification application in accordance with the guidelines and pro-forma (hereinafter referred to as 'application documents') provided. The application documents can be collected from SBS/CM at the above address. It can also be downloaded from the BD's 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 2018 and wish to be considered for the invitation to submit proposals for a new term commencing from 1 June 2018 to 31 May 2019 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 2018 to 31 May 2019 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.

6 April 2018

CHEUNG Tin-cheung *Director of Buildings*