

**INVITATION TO SUBMIT APPLICATION**  
**for**  
**INCLUSION IN THE LIST OF BUILDINGS DEPARTMENT**  
**PRE-QUALIFIED CONSULTANTS**  
**(FOR YEAR 2023 - 2024)**

This notice invites consultancy firms 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 unauthorised building works/signboards and dilapidation/drainage repair and other associated work or services of related nature in private buildings.

2. The pre-qualified consultants will be included into the List of Buildings Department Pre-qualified Consultants for Year 2023-2024 (the List) for undertaking consultancy services of nature mentioned in paragraph 3 below and of value not exceeding the departmental financial limit for consultancy services specified in the Store and Procurement Regulations. The List will be maintained for a period from 1 June 2023 to 31 May 2024, and the pre-qualified consultants will be considered for invitation for Expression of Interest or submission of Technical and Fee Proposals for undertaking the consultancy services for the BD.

**Scope of Consultancy Services**

3. The scope of consultancy services will include the following:-
- (i) to carry out full survey and inspection to assigned target buildings and/or other buildings to identify unauthorised building works/signboards and/or danger/dilapidation/fire safety concerns in buildings and to submit full survey/inspection reports to the BD for follow-up action;
  - (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/concerned parties 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.

### **Pre-qualification Criteria**

4. Any interested architectural, structural engineering or building surveying consultancy firms may apply for inclusion in the List by submitting **the Consultant Profile Form** together with all required information as detailed in **Guidelines for Preparation of Application** by the time frame specified therein. Application in the form of a joint venture of consultancy firms will not be considered. The minimum entry criteria for pre-qualification are:-

- (i) staff resources:
- (a) minimum **one (1)** Authorized Person (AP) registered under the Buildings Ordinance;
  - (b) minimum **two (2)** professional staff being Registered Building Professionals in the relevant disciplines/divisions (Architects/Building, Civil or Structural Engineers/Building Surveyors);
  - (c) minimum **four (4)** Technical Staff having relevant qualifications/experience in building works; and
  - (d) minimum **one (1)** Registered Structural Engineer (RSE) registered under the Buildings Ordinance, unless any AP in sub-paragraph (a) above or any of the professional staff in sub-paragraph (b) above is at the same time an RSE.

- Remarks:
- i. The AP in sub-paragraph (a) above, professional staff in sub-paragraph (b) above and technical staff in sub-paragraph (c) above should be of different persons and should be full time staff of the consultancy firm unless otherwise specified. A sub-consultant to the firm is not counted as staff of the consultancy firm.
  - ii. The RSE in sub-paragraph (d) above may be a full time or part time staff of the consultancy firm or a sub-consultant to the consultancy firm.
  - iii. The AP in sub-paragraph (a) above and professional staff in sub-paragraph (b) are preferably also qualified as Registered Inspectors under Section 3(3B) of the Buildings Ordinance.

- (ii) history of establishment: established in Hong Kong for at least **two (2) years**;
- (iii) experience: local experience in carrying out similar consultancy services and/or other general building maintenance consultancy services;
- (iv) the firm must have obtained a valid ISO 9001:2015 certification for relevant scope of consultancy services in compliance with the requirements as detailed in the current Development Bureau Technical Circular or equivalent; and
- (v) satisfactory record of past performance.

5. Applications received will be assessed in accordance with the pre-qualification criteria as mentioned in paragraph 4 above and reviewed by the Buildings Department Consultants Review Committee. Normally consultancy firms that meet the pre-qualification criteria will be included in the List. The BD 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.

6. The Government of the Hong Kong Special Administrative Region reserves the right to reject any application.

### **Application**

7. Consultancy firms shall make the application by submitting the documents and electronic copies in a sealed envelope 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. Applications not deposited in the Buildings Department Quotation Box within the Application Period will not be considered.

**Application Period: From 17 March 2023 (Friday) to 12:00 noon of 14 April 2023 (Friday).**

8. The consultancy firm shall prepare the pre-qualification application in accordance with the Guidelines for Preparation of Application; and submit the application with the duly completed Consultant Profile Form and necessary supporting documents. The Guidelines for Preparation of Application and the Consultant Profile Form can be collected from the CMU at the above address or downloaded from the BD's Website [www.bd.gov.hk](http://www.bd.gov.hk).

9. In the event a tropical cyclone warning signal No. 8 or above is hoisted, or a black rainstorm warning signal or "extreme conditions after super typhoons" announced by the Government is/are in force between 9:00 a.m. and 12:00 noon on the submission closing date, the submission closing time will be postponed to 12:00 noon on the next working day.

10. For any enquiries, please contact staff of the CMU of the BD at telephone number 3842 3106 or 3842 3110.

17 March 2023

YU Po-mei, Clarice *Director of Buildings*