



25 March 2024

Dear Sir / Madam,

Tender Reference No. (561) in P/AE/PUR/AGC
Invitation to Tender for the Custom-built for Upgrading and Migration of
Cisco IP Telephony System for the Construction Industry Council

You are invited to submit a tender for the Custom-built for Upgrading and Migration of Cisco IP Telephony System for the Construction Industry Council as specified in the tender documents.

1. Your tender proposal, **in copies specified in the tender**, should be submitted in two separate sealed envelopes.
2. The tenderer shall deposit two separate sealed envelopes with labels as specified below into the tender box located at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong** **not later than 12:00 noon on 25 April 2024.** Late tenders will NOT be considered.
 - a) Label with "Technical Proposal for Custom-built for Upgrading and Migration of Cisco IP Telephony System for the Construction Industry Council "
 - b) Label with "Fee Proposal for Custom-built for Upgrading and Migration of Cisco IP Telephony System for the Construction Industry Council "

Please note that the envelope labelled with "Technical Proposal" shall **NOT** include any pricing details. Failure to do so will render the tender null and void. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered.

3. The tenderer shall provide the completed 'Application Form for Inclusion in the CIC Vendor List' as provided in the tender invitation, containing basic information of the interested tenderer (For Non-CIC Registered Vendor only).
4. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted within the office hour (8:30 am – 6:18 pm) on the tender closing date, the closing time will be postponed to 12:00 noon of the next working day.

5. Construction Industry Council is not bound to accept any proposal it may receive. In addition, it will reject bids which are considered to have been priced unreasonably low.
6. It should be noted that the Council will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
7. The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix F of the Conditions of Tender.
8. There will be a briefing session **at 4:00 p.m. on 8 April 2024 (Monday) by Microsoft Teams**. Interested tenderers shall complete and return the reply slip in **Appendix G** by fax 2100 9439 or e-mail: rubywong@cic.hk no later than 5:00 p.m. on 5 April 2024 confirming the attendance of the said tender briefing and state clearly the number of attendees for CIC's arrangement. Interested tenderers **MUST attend** the tender briefing session. Otherwise, the tender return shall not be considered and shall be disqualified.
9. The tender documents can be downloaded from CIC's website: http://www.cic.hk/eng/main/aboutcic/procurement/tender_details/.
10. During the tender evaluation stage, the tenderer may be requested to attend a tender interview to present his tender proposals. Details of the interview may be announced to the shortlisted tenderers THREE (3) days prior to the interview. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes.
11. For queries regarding this tender invitation or/and tender process, please contact Ms. Ruby WONG, Assistant Manager – Procurement, on telephone 2100 9420 or via e-mail: rubywong@cic.hk.

Yours sincerely,



Eric LEE
Manager – Procurement

Encl.

Checklist for Submission of Tender

Please go through the following checklist to ensure that all necessary information and documents for the tender have been provided in your tender submission. Please note that the checklist is for guidance and reference purposes only and shall not be deemed to form part of the Tender Document. The address labels at the bottom of this checklist may be used on the envelopes for submitting the tender.

Tenderers should note that their tenders may be invalidated if the information in the tender submission is incorrect or the required documents are not provided together with the tender document.

Particulars	<u>Reference</u>
Technical Proposal	
1. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 1.1 to 1.4
2. Organisation and Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3
3. Project Approach and Requirements to (i) fulfill the technical requirements; and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes (a) Tender Programme (b) Method Statements	Conditions of Tender, Appendix A Clause 3.1 and 3.2
4. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
5. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
6. Documents to be submitted include: - Statements of Convictions or No Convictions under Cap. 115, Cap. 59 and Cap. 57 - List of sub-contractors / sub-consultants	Special Conditions of Tender
Fee Proposal	
7. Form of Tender	Conditions of Tender, Appendix C
8. Fee Proposal	Conditions of Tender, Appendix D

Note: The tenderer is required to submit all information specified in Appendix A of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.

“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”

Construction Industry Council

Custom-built for Upgrading and Migration of Cisco IP Telephony System for the Construction Industry Council

Please adhere the following labels on separate sealed envelope of your submitted tender.

"Confidential"	Construction Industry Council (CIC)	TENDER
Technical Proposal	The Tender Box	
	G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	
	Ref. No.: [(561) in P/AE/PUR/AGC]	
	Custom-built for Upgrading and Migration of Cisco IP Telephony System for the Construction Industry Council	
	Name of Tenderer: _____	
	Closing Time and Date: <u>12:00 noon on 25 April 2024</u>	



"Confidential"	Construction Industry Council (CIC)	TENDER
Fee Proposal	The Tender Box	
	G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	
	Ref. No.: [(561) in P/AE/PUR/AGC]	
	Custom-built for Upgrading and Migration of Cisco IP Telephony System for the Construction Industry Council	
	Name of Tenderer: _____	
	Closing Time and Date: <u>12:00 noon on 25 April 2024</u>	

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

This form should be completed in FULL BLOCK LETTERS
and returned to :

請詳細填寫本申請表並交回：

Procurement Department
Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street
Kwun Tong, Kowloon, Hong Kong

香港九龍觀塘駿業街56號
中海日升中心38樓
建造業議會
採購部

Tel. No.: 2100 9000
Fax. No.: 2100 9439
E-mail : vendor@cic.hk

電話號碼：
圖文傳真號碼：
電子郵件：

2100 9000
2100 9439
vendor@cic.hk

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the above Department.

如查詢此表格內的資料，包括查閱途徑及修訂資料，請與上述部門聯絡。

PART I - DETAILS OF THE COMPANY 第一部 - 公司資料

(i) Company Name : _____
(English) 【Company name should correspond with that registered under the Business Registration Ordinance (Cap 310)】

公司名稱 : _____
(中文) 【公司名稱須與商業登記條例(第310章)內所登記的名稱相同】

(ii) Company Address : _____
(English)

公司地址 : _____
(中文)

(iii) E-mail 電子郵件 : _____ (iv) Website 網址 : _____

(v) Tel. No. 電話號碼 : _____ (vi) Fax. No. 圖文傳真號碼 : _____

In order to reduce paper consumption, all future CIC notifications will be dispatched by means of email, unless specifically requested in writing to the CIC otherwise.

為減少紙張用量，除非另作書面要求，所有議會通訊將以電郵傳遞。

PART II - ORGANISATIONS AND STAFF 第二部 - 公司組織及職員資料

(i) Company Type 公司類別：

- A body corporate registered under the Companies Ordinance (Cap 32) 根據《公司條例》(第32章)註冊的法人團體
 A partnership (unincorporated) 合夥(非屬法團)
 A sole proprietorship (unincorporated) 獨資(非屬法團)
 Others (Please specify) 其他(請註明) _____

(ii) Members of organisation 公司成員：

English Name 英文姓名

Chinese Name 中文姓名

* Directors / Proprietors / Partners

董事 / 東主 / 合夥人

* Delete where inappropriate 將不適用者刪去

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(iii) Person(s) to contact on matters relating to tenders / contracts :
獲授權回答有關投標 / 合約等問題的負責人資料 :

	Name(s) 姓名	Official Capacity 職位	Tel. No. 電話號碼	Mobile No. 流動電話號碼
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____

(iv) Please confirm whether your organisation is a registered subcontractor under the CIC's Registered Specialist Trade Contractors Scheme (RSTCS).
請貴公司確認是否在註冊專門行業承造商制度 (RSTCS) 下的註冊分包商。

Yes, RSTCS Number :
是, 註冊專門行業承造商制度註冊編號 :

No
不是

PART III - BUSINESS TYPE 第三部 - 業務性質

(i) Services and Goods which your company can provide/supply 貴公司所供應的服務及貨品
Please select your business type and corresponding coverage area (s) 請選擇 貴公司所屬的業務性質及相應的覆蓋範圍
Please tick as appropriate 請在適當空格加上
Business Type 業務性質

Type 1 - Supplier
類別一 - 供應商

Trade of Services 服務行業

1 Construction
Materials
(建築材料)

- 1.1 Accelerator (催乾劑)
- 1.2 Acrylic Paint (亞加力漆)
- 1.3 Air-conditioning & Ventilation Accessory (空調及通風配件)
- 1.4 Adhesive / Sealant (膠漿 / 封邊膠)
- 1.5 Aggregates (石仔)
- 1.6 Air-conditioning & Ventilation (空調及通風)
- 1.7 Aluminium Bar / Hollow (鋁條 / 通)
- 1.8 Aluminium Foamwork Accessory (鋁模板配件)
- 1.9 Aluminium Foamwork (鋁模板)
- 1.10 Aluminium Pipe (鋁管)
- 1.11 Aluminium Sheet (鋁板)
- 1.12 Anti-ant Paint (抗蟻油漆)
- 1.13 Asphalt (瀝青)
- 1.14 Bamboo & Accessory (竹料及配件)
- 1.15 Bar-bending & Fixing (鋼筋屈扎)
- 1.16 Bronze / Copper / Brass Pipe (青銅 / 銅 / 黃銅管)
- 1.17 Bearing (啤令)
- 1.18 Belt (坑帶)
- 1.19 Bitumen Compounds (瀝青混合物)
- 1.20 Boring Drill Accessory (岩土鑽探配件)
- 1.21 Bronze / Copper Bar (青銅 / 銅條)
- 1.22 Bronze / Copper Sheet (青銅 / 銅板)
- 1.23 Bronze / Copper Wire (青銅 / 銅線)
- 1.24 Brushing Lacquer (手掃漆)
- 1.25 Bucket (桶 / 泥斗)
- 1.26 Cable Accessory & Trunking (電線配件及線槽)
- 1.27 Cable (電線)
- 1.28 Canvas Goods (帆布及布帳製品)
- 1.29 Ceiling (天花)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- 1.30 Cement (水泥)
- 1.31 Cement Paint (雪花英泥)
- 1.32 Centre Punch (中心沖 / 賓子)
- 1.33 Clear Lacquer (透明漆)
- 1.34 Clay Sand (黃花沙)
- 1.35 Clear Varnish (透明清漆)
- 1.36 Concrete Blocks (混凝土磚)
- 1.37 Concrete (混凝土)
- 1.38 Concrete Pipe (混凝土管道)
- 1.39 Curtain Wall / External Cladding (幕牆/幕板)
- 1.40 Drill Bit & Cutter Bit (鑽咀及刀咀)
- 1.41 Door & Accessory (大門及配件)
- 1.42 Dry Wall (石膏板)
- 1.43 Electrode (電焊支)
- 1.44 Electrical Supplies (電器材料)
- 1.45 Emulsion Paint / Latex (乳膠漆)
- 1.46 Epoxy Coating (環氧塗料)
- 1.47 Epoxy (環氧樹脂漆)
- 1.48 Fencing / Mesh / Chain (圍欄 / 鐵絲網 / 鎖鏈)
- 1.49 Fibre Glass Products (玻璃纖維產品)
- 1.50 Filter (過濾器)
- 1.51 Fire Retardant Paint (防火漆)
- 1.52 Floor Board Coating (地台油)
- 1.53 Gaseous Fuels / Welding (氣體燃料 / 焊接)
- 1.54 Glazed Ceramic Wall Tiles (牆壁瓷磚)
- 1.55 Gloss Latex Paint (悅亮漆)
- 1.56 Gloves (手套)
- 1.57 Gold (金)
- 1.58 Granite (麻石)
- 1.59 Grinding / Polish (研磨 / 拋光)
- 1.60 Hammertone Paint (鎚紋漆)
- 1.61 Heat Insulating Materials (隔熱物料)
- 1.62 Hot-dip Galvanizer (熱浸鍍鋅)
- 1.63 Hose and Fittings (膠喉及配件)
- 1.64 Homogeneous Floor Tiles (過底地磚)
- 1.65 Hydrated Lime (熟石灰)
- 1.66 Insulation Materials (絕緣體)
- 1.67 Iron Work (訂製鐵器)
- 1.68 Jointing (接口)
- 1.69 Laminated Plywood (夾板)
- 1.70 Luminous Paint (螢光漆)
- 1.71 Marble & Accessory (雲石及配件)
- 1.72 Metal / Plastic Container (金屬 / 塑膠容器)
- 1.73 Metal Etching (金屬蝕刻)
- 1.74 Mosaic Tiles (紙皮石)
- 1.75 Multi-Colour Paint (多彩漆)
- 1.76 Nail / Staple & Accessory (釘及配件)
- 1.77 Non-slip Treatment (防滑處理)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- 1.78 Nylon (尼龍)
- 1.79 Pipe Fittings (管道配件)
- 1.80 Pipe (喉管)
- 1.81 Pigment / Staining (色粉)
- 1.82 Plastering (抹灰)
- 1.83 Plastic Sheet / Board (膠片 / 膠板)
- 1.84 Plastic / Wood Flooring (膠 / 木地板)
- 1.85 Polyurethane Paint (聚脂漆)
- 1.86 Polishing / Sharpening (拋光 / 磨石)
- 1.87 Primer / Sealer (封底漆)
- 1.88 Rain Gear (雨具)
- 1.89 Red Bricks (紅磚)
- 1.90 River Sand (淡水沙)
- 1.91 Road Marking Paint (馬路劃線漆)
- 1.92 Sanitary (潔具)
- 1.93 Sanding Paper / Cloth (砂紙 / 布)
- 1.94 Saw Blade / Wheel & Accessory (鋸片 / 碟及配件)
- 1.95 Screw & Accessory (螺絲及配件)
- 1.96 Scantling & Planking (什木枋板)
- 1.97 Silk Screen (絲網)
- 1.98 Stone Like Coating Paint (石頭漆)
- 1.99 Solvent (溶劑)
- 1.100 Spraying Paint (噴漆)
- 1.101 Steel / Iron Bar (鋼 / 鐵條)
- 1.102 Steel / Iron Gate (鋼 / 鐵門)
- 1.103 Steel / Iron Pipe (鋼 / 鐵管)
- 1.104 Steel / Iron Sheet (鋼 / 鐵片)
- 1.105 Steel / Iron Wire (鋼 / 鐵線)
- 1.106 Stone (開山大石)
- 1.107 Stopping (填補料)
- 1.108 Steel Reinforcement (鋼筋)
- 1.109 Stainless Steel Bar (不銹鋼條)
- 1.110 Stainless Steel Pipe (不銹鋼管)
- 1.111 Stainless Steel Sheet (不銹鋼片)
- 1.112 Stainless Steel Wire (不銹鋼線)
- 1.113 Steel Wire Rope / Nylon Webbing Sling (鋼絲繩 / 尼龍帆布帶)
- 1.114 Surveying Supplies (測量材料)
- 1.115 Switch (掣)
- 1.116 Synthetic Paint (合成油漆)
- 1.117 Textured Latex (砂膠漆)
- 1.118 Undercoat Pattern (底漆)
- 1.119 Valve (閘門)
- 1.120 Washable Distemper (可洗膠灰水)
- 1.121 Wall Paper (牆紙)
- 1.122 Water Proofing Material (防水物料)
- 1.123 Water-boiled Proved Laminated Plywood (防水夾板)
- 1.124 Weldmesh (馬路網)
- 1.125 Window & Accessory (窗戶及配件)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- | | | | | | |
|--------------------------|---|---|--------------------------|-------|--|
| <input type="checkbox"/> | 2 | Tools (手工具) | <input type="checkbox"/> | 1.126 | Wire Rope (鋼纜) |
| | | | <input type="checkbox"/> | 1.127 | Wood Stripe (木線) |
| | | | <input type="checkbox"/> | 2.1 | Brush & Accessory (刷及配件) |
| | | | <input type="checkbox"/> | 2.2 | Chisel (鑿) |
| | | | <input type="checkbox"/> | 2.3 | Crowbar (鐵筆) |
| | | | <input type="checkbox"/> | 2.4 | Drawing Instrument (繪圖工具) |
| | | | <input type="checkbox"/> | 2.5 | Electric Drill / Hammer Drill & Accessory (電鑽及配件) |
| | | | <input type="checkbox"/> | 2.6 | Edge Rule (壓尺) |
| | | | <input type="checkbox"/> | 2.7 | File (銼) |
| | | | <input type="checkbox"/> | 2.8 | Hammer (錘仔) |
| | | | <input type="checkbox"/> | 2.9 | Masonry Tools (泥水工具) |
| | | | <input type="checkbox"/> | 2.10 | Meter / Tester (測試儀錶) |
| | | | <input type="checkbox"/> | 2.11 | Portable Electrical Tools & Accessory (手提式電動工具及配件) |
| | | | <input type="checkbox"/> | 2.12 | Pipe Bender & Expander (喉管屈曲器及掙大器) |
| | | | <input type="checkbox"/> | 2.13 | Pick (泥耙) |
| | | | <input type="checkbox"/> | 2.14 | Pipe Cutter (喉管剪鉗) |
| | | | <input type="checkbox"/> | 2.15 | Pipe Dies and Head (牙模及扳頭) |
| | | | <input type="checkbox"/> | 2.16 | Plane (刨) |
| | | | <input type="checkbox"/> | 2.17 | Plier / Pincer / Nipper (鉗子) |
| | | | <input type="checkbox"/> | 2.18 | Saw (鋸) |
| | | | <input type="checkbox"/> | 2.19 | Screwdriver (螺絲批) |
| | | | <input type="checkbox"/> | 2.20 | Spanner / Wrench (扳手) |
| | | | <input type="checkbox"/> | 2.21 | Scraper / Shovel / Pottery Tool (刮 / 鏟 / 泥刮) |
| | | | <input type="checkbox"/> | 2.22 | Steel Snip/ Cutter (剪鉗) |
| | | | <input type="checkbox"/> | 2.23 | Surveying Level (測量平水儀) |
| | | | <input type="checkbox"/> | 2.24 | Surveying Scale (測量磅) |
| | | | <input type="checkbox"/> | 2.25 | Trowel (抹子 / 批匙) |
| | | | <input type="checkbox"/> | 2.26 | Vise (虎鉗 / 夾) |
| | | | <input type="checkbox"/> | 2.27 | Welding Tools (焊接工具) |
| <input type="checkbox"/> | 3 | Industrial Safety & Protective Products (安全及防護產品) | <input type="checkbox"/> | 3.1 | Anti-Surge Protection (防電保護) |
| | | | <input type="checkbox"/> | 3.2 | Confined Space Equipment (密閉空間設備) |
| | | | <input type="checkbox"/> | 3.3 | Eye Protection (眼部保護) |
| | | | <input type="checkbox"/> | 3.4 | Fall Protection (高空防墮保護) |
| | | | <input type="checkbox"/> | 3.5 | First Aid Supplies (急救用品) |
| | | | <input type="checkbox"/> | 3.6 | Fire Extinguisher & Equipment (滅火筒及設備) |
| | | | <input type="checkbox"/> | 3.7 | Foot Protection (腳部保護) |
| | | | <input type="checkbox"/> | 3.8 | Gas & Radiation Detector (氣體及輻射探測器) |
| | | | <input type="checkbox"/> | 3.9 | Hand Protection (手部保護) |
| | | | <input type="checkbox"/> | 3.10 | Hearing Protection (聽覺保護) |
| | | | <input type="checkbox"/> | 3.11 | Head Protection (頭部保護) |
| | | | <input type="checkbox"/> | 3.12 | Noise Assessment Tools (噪音評估工具) |
| | | | <input type="checkbox"/> | 3.13 | Respiratory Protection (呼吸保護) |
| | | | <input type="checkbox"/> | 3.14 | Road Safety Equipment & Reflective Vest (交通安全用品及反光衣) |
| | | | <input type="checkbox"/> | 3.15 | Safety Net & Tool Box (安全網及工具箱) |
| | | | <input type="checkbox"/> | 3.16 | Safety Sign / Label (安全標貼/告示牌) |
| | | | <input type="checkbox"/> | 3.17 | Self-Contained Breathing Apparatus & Air Compressor (自供式呼吸器及空氣壓縮機) |
| | | | <input type="checkbox"/> | 3.18 | Welding Protection (燒焊保護) |

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

- | | | | |
|----------------------------|--|-------------------------------|---|
| <input type="checkbox"/> 4 | Petroleum & Fuel Products
(石油及燃油產品) | <input type="checkbox"/> 4.1 | Anti-Rust Spray (防銹噴霧) |
| | | <input type="checkbox"/> 4.2 | Brake Fluid (剎掣油) |
| | | <input type="checkbox"/> 4.3 | Cutting Oil (切割油) |
| | | <input type="checkbox"/> 4.4 | Hydraulic Oil (液壓油) |
| | | <input type="checkbox"/> 4.5 | Industrial Diesel Oil (工業柴油) |
| | | <input type="checkbox"/> 4.6 | Lubricant Oil / Grease Oil (潤滑油/潤滑脂油) |
| | | <input type="checkbox"/> 4.7 | Transmission Oil (傳動油) |
| | | <input type="checkbox"/> 4.8 | Ultra Low Sulphur Diesel Oil - Ex-petroleum Filling Stations
(超低含硫柴油 - 油站加油) |
| | | <input type="checkbox"/> 4.9 | Unleaded Petrol - Ex-petroleum Filling Stations (無鉛汽油 - 油站加油) |
| <input type="checkbox"/> 5 | Construction Equipment & Machinery
(建築設備及機械) | <input type="checkbox"/> 5.1 | Aluminium / Galvanized Iron Working Platform (高空工作台) |
| | | <input type="checkbox"/> 5.2 | Air Compressor & Blower (風機) |
| | | <input type="checkbox"/> 5.3 | Bolt & Pipe Threading Machine / Groove Machine (電動管紋機 / 壓坑機) |
| | | <input type="checkbox"/> 5.4 | Builder's Lift (建築工地升降機 - 工人籠) |
| | | <input type="checkbox"/> 5.5 | Cable Dectector (地下電纜探測器) |
| | | <input type="checkbox"/> 5.6 | Concrete Mixers (混凝土攪拌機) |
| | | <input type="checkbox"/> 5.7 | Concrete Vibrator (混凝土震機) |
| | | <input type="checkbox"/> 5.8 | Crawler Crane (履帶式吊機) |
| | | <input type="checkbox"/> 5.9 | Dozers (推土機) |
| | | <input type="checkbox"/> 5.10 | Dust Collectors (集塵器) |
| | | <input type="checkbox"/> 5.11 | Forklifts and Tow Tractors (叉車及拖引車) |
| | | <input type="checkbox"/> 5.12 | Gantry Crane (龍門式吊機) |
| | | <input type="checkbox"/> 5.13 | Generator Set (發電機組) |
| | | <input type="checkbox"/> 5.14 | Gondola Systems (吊船) |
| | | <input type="checkbox"/> 5.15 | Hydraulic Punching / Shearing / Swing Beam Machine (液壓沖 / 剪 / 擺式剪板機) |
| | | <input type="checkbox"/> 5.16 | Hydraulic Excavators (液壓挖土機) |
| | | <input type="checkbox"/> 5.17 | Loaders (裝載機) |
| | | <input type="checkbox"/> 5.18 | Mobile / Trucks / Lorry Crane (汽車吊機) |
| | | <input type="checkbox"/> 5.19 | Metal Work Machine & Equipment (金屬工作機) |
| | | <input type="checkbox"/> 5.20 | Pipe Welding Machine (喉管熱熔對接焊機) |
| | | <input type="checkbox"/> 5.21 | Plate Compactor (壓路板) |
| | | <input type="checkbox"/> 5.22 | Pump (泵) |
| | | <input type="checkbox"/> 5.23 | Roller Shutter (捲閘) |
| | | <input type="checkbox"/> 5.24 | Spray Booth (噴漆柜) |
| | | <input type="checkbox"/> 5.25 | Surveying Measuring Instrument (測量儀器) |
| | | <input type="checkbox"/> 5.26 | Thickness Planer (壓鉋機) |
| | | <input type="checkbox"/> 5.27 | Tower Crane (塔式吊機) |
| | | <input type="checkbox"/> 5.28 | Wood Turning Lathe (木車床) |
| <input type="checkbox"/> 6 | Repair & Maintenance Equipment / Tools
(維修及保養設備或工具) | <input type="checkbox"/> 6.1 | Repair & Maintenance – Air-conditioning & Ventilation (空調及通風維修保養) |
| | | <input type="checkbox"/> 6.2 | Repair & Maintenance – Builders' Lift – Hoists (建築工地升降機維修保養) |
| | | <input type="checkbox"/> 6.3 | Repair & Maintenance – Carpark System (停車場系統維修保養) |
| | | <input type="checkbox"/> 6.4 | Repair & Maintenance – Cleaning Equipment (清潔設備維修保養) |
| | | <input type="checkbox"/> 6.5 | Repair & Maintenance – Construction Machine & Equipment
(建築機械及設備維修保養) |
| | | <input type="checkbox"/> 6.6 | Repair & Maintenance – Crawler Crane (履帶式吊機維修保養) |
| | | <input type="checkbox"/> 6.7 | Repair & Maintenance – Diesel Generating Set (柴油發電機組維修保養) |
| | | <input type="checkbox"/> 6.8 | Repair & Maintenance – Drinking Facilities & Equipment
(飲用水設施及設備維修保養) |

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建造業議會一般供應商名單申請表

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| <input type="checkbox"/> | 6.9 | Repair & Maintenance – Electrical (電工工程維修保養) |
| <input type="checkbox"/> | 6.10 | Repair & Maintenance – Fire Service Facilities & Equipment (消防設施及設備維修保養) |
| <input type="checkbox"/> | 6.11 | Repair & Maintenance – Gantry Crane (龍門式吊機維修保養) |
| <input type="checkbox"/> | 6.12 | Repair & Maintenance – Glass (玻璃維修保養) |
| <input type="checkbox"/> | 6.13 | Repair & Maintenance – Gondola System (吊船系統維修保養) |
| <input type="checkbox"/> | 6.14 | Repair & Maintenance – Hydraulic Mobile Crane (液壓輪胎式吊機維修保養) |
| <input type="checkbox"/> | 6.15 | Repair & Maintenance – Kitchen Equipment & Facilities (廚房設備及設施維修保養) |
| <input type="checkbox"/> | 6.16 | Repair & Maintenance – Lift & Escalator (升降機及扶手電梯維修保養) |
| <input type="checkbox"/> | 6.17 | Repair & Maintenance - Lightning System (避雷系統維修保養) |
| <input type="checkbox"/> | 6.18 | Repair & Maintenance – Lorry Crane (起重機貨車維修保養) |
| <input type="checkbox"/> | 6.19 | Repair & Maintenance – Measurement Equipment (量度設備維修保養) |
| <input type="checkbox"/> | 6.20 | Repair & Maintenance – Metal Work Machine & Equipment (金屬工作機械及設備維修保養) |
| <input type="checkbox"/> | 6.21 | Repair & Maintenance – Non-Destructive Testing Equipment (非破壞性測設備維修保養) |
| <input type="checkbox"/> | 6.22 | Repair & Maintenance – Office Equipment (辦公室設備維修保養) |
| <input type="checkbox"/> | 6.23 | Repair & Maintenance – Photocopier Machine (影印機維修保養) |
| <input type="checkbox"/> | 6.24 | Repair & Maintenance – Plumbing & Drainage (水務工程維修保養) |
| <input type="checkbox"/> | 6.25 | Repair & Maintenance – Power Supply Facilities (電力裝置設備維修保養) |
| <input type="checkbox"/> | 6.26 | Repair & Maintenance – Power Tools (電動工具維修保養) |
| <input type="checkbox"/> | 6.27 | Repair & Maintenance – Private Car (私家車維修保養) |
| <input type="checkbox"/> | 6.28 | Repair & Maintenance – Safety Equipment (安全設備維修保養) |
| <input type="checkbox"/> | 6.29 | Repair & Maintenance – Security Facilitate (警衛設備維修保養) |
| <input type="checkbox"/> | 6.30 | Repair & Maintenance – Sports Equipment (體育設備維修保養) |
| <input type="checkbox"/> | 6.31 | Repair & Maintenance – Survey Equipment (測量設備維修保養) |
| <input type="checkbox"/> | 6.32 | Repair & Maintenance – Tower Crane (塔式起重機維修保養) |
| <input type="checkbox"/> | 6.33 | Repair & Maintenance – Water Pump (水泵維修保養) |
| <input type="checkbox"/> | 6.34 | Repair & Maintenance – Walkie Talkie (對講機維修保養) |
| <input type="checkbox"/> | 6.35 | Repair & Maintenance – Welding Tools & Equipment (焊接工具設備維修保養) |
| <input type="checkbox"/> | 6.36 | Repair & Maintenance – Windows (窗戶維修保養) |
| <input type="checkbox"/> | 7 | Testing & Survey (測試及檢驗) |
| <input type="checkbox"/> | 7.1 | Testing & Survey - Air Quality (室內空氣質素測試) |
| <input type="checkbox"/> | 7.2 | Testing & Survey - Acoustic Test / Noise Assessment (噪音評估測試) |
| <input type="checkbox"/> | 7.3 | Testing & Survey - Car & Lorry (車輛續牌驗查) |
| <input type="checkbox"/> | 7.4 | Testing & Survey - Compressor & Blower (空氣壓縮機測試) |
| <input type="checkbox"/> | 7.5 | Testing & Survey - Drinking Water (飲用水測試) |
| <input type="checkbox"/> | 7.6 | Testing & Survey - Fire Service Installation & Equipment (消防裝置及設備檢測) |
| <input type="checkbox"/> | 7.7 | Testing & Survey - Gas Cylinder & Tester (氣樽及試錶測試) |
| <input type="checkbox"/> | 7.8 | Testing & Survey - Gondola System (吊船系統測試及檢查) |
| <input type="checkbox"/> | 7.9 | Testing & Survey - Illumination Quality (照明質量測試) |
| <input type="checkbox"/> | 7.10 | Testing & Survey - Inspection, Testing & Certification for Fixed Electrical Installations (固定電力裝置定期測試及檢查) |
| <input type="checkbox"/> | 7.11 | Testing & Survey - Jack & Lifting (千斤頂安全測試) |
| <input type="checkbox"/> | 7.12 | Testing & Survey - Lift & Escalator (升降機安全負荷測試) |
| <input type="checkbox"/> | 7.13 | Testing & Survey - Loader & Crane (裝載及起重機械安全負荷測試) |
| <input type="checkbox"/> | 7.14 | Testing & Survey - Measurement Tool (儀器精確度測試及調較) |
| <input type="checkbox"/> | 7.15 | Testing & Survey - Non-Destructive (非破壞性檢測) |
| <input type="checkbox"/> | 7.16 | Testing & Survey - Power Supply Facilities (電力裝置設備測試及檢查) |

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| | <input type="checkbox"/> | 7.17 | Testing & Survey - Safety Equipment (安全設備測試及檢查) |
| | <input type="checkbox"/> | 7.18 | Testing & Survey - Testing Materials / Laboratory Services (物料 / 化驗服務測試) |
| | <input type="checkbox"/> | 7.19 | Testing & Survey - Tower Crane (塔式起重機測試及調查) |
| <input type="checkbox"/> | 8 | Environmental Engineering & Waste Disposal (環保工程及廢物處理) | <input type="checkbox"/> 8.1 Asbestos Removal (清理石棉)
<input type="checkbox"/> 8.2 Dumping - Construction Materials (建築物廢料處理)
<input type="checkbox"/> 8.3 Grease Trap Cleaning & Maintenance (隔油池清洗及保養)
<input type="checkbox"/> 8.4 Environment Planning (環保規劃)
<input type="checkbox"/> 8.5 Environment Recycling (環保再造)
<input type="checkbox"/> 8.6 Sewage Treatment (污水處理)
<input type="checkbox"/> 8.7 Tree Risk Assessment (樹木風險評估)
<input type="checkbox"/> 8.8 Waste & Scrap Disposal (廢置材料回收) |
| <input type="checkbox"/> | 9 | Office Furniture & Equipment (辦公室傢俱及設備) | <input type="checkbox"/> 9.1 Carpet / Floor Mat (地毯)
<input type="checkbox"/> 9.2 CCTV System (閉路電視監控系統)
<input type="checkbox"/> 9.3 Chair (椅子)
<input type="checkbox"/> 9.4 Cleaning Supplies (清潔用品)
<input type="checkbox"/> 9.5 Cleaning Tools (清潔工具)
<input type="checkbox"/> 9.6 Clock & Watch (鐘錶)
<input type="checkbox"/> 9.7 Communication System (通信系統)
<input type="checkbox"/> 9.8 Curtain & Blinds (窗簾及百葉簾)
<input type="checkbox"/> 9.9 Doorphone System (門禁系統)
<input type="checkbox"/> 9.10 Electric Household Appliance (家用電器)
<input type="checkbox"/> 9.11 Filing Cabinet / Locker (文件櫃/儲物櫃)
<input type="checkbox"/> 9.12 Glass & Accessory (玻璃及配件)
<input type="checkbox"/> 9.13 Ink Cartridges, Toner Cartridges & Ribbons (打印機油墨盒, 碳粉盒及色帶)
<input type="checkbox"/> 9.14 Information Display System and Service (資訊顯示系統和服務)
<input type="checkbox"/> 9.15 Kitchen Equipment (廚房設備)
<input type="checkbox"/> 9.16 Lighting / Bulb (照明/燈泡)
<input type="checkbox"/> 9.17 Medicine & Health Supplies (藥物及健康)
<input type="checkbox"/> 9.18 Office / Storage Container (辦公室/貯物貨櫃)
<input type="checkbox"/> 9.19 Partition Panel and Accessory (屏風及配件)
<input type="checkbox"/> 9.20 Paper (紙張)
<input type="checkbox"/> 9.21 Paper Shredder / Laminator (碎紙機 / 過膠機)
<input type="checkbox"/> 9.22 Pantry Supplies (茶水間用品)
<input type="checkbox"/> 9.23 Paper Towels & Tissues (紙巾及廁紙)
<input type="checkbox"/> 9.24 Sign (門牌)
<input type="checkbox"/> 9.25 Stage & Accessory (舞台用品)
<input type="checkbox"/> 9.26 Stationery (文具)
<input type="checkbox"/> 9.27 Steel Desk (鋼枱)
<input type="checkbox"/> 9.28 Wall Board Assembly (組合壁板)
<input type="checkbox"/> 9.29 Water Dispenser & Service (飲水機及服務)
<input type="checkbox"/> 9.30 Wooden Desk (木枱) |
| <input type="checkbox"/> | 10 | Printing & Photocopying Services (印刷及複印服務) | <input type="checkbox"/> 10.1 Printing of Annual Report (印刷年報)
<input type="checkbox"/> 10.2 Printing of Aluminium Roll-Up Screen (印製易拉架)
<input type="checkbox"/> 10.3 Printing of Booklet & Handouts (印刷小冊子及講義)
<input type="checkbox"/> 10.4 Printing of Certificate (印刷證書)
<input type="checkbox"/> 10.5 Printing of Company Letterhead Materials (印刷公司印刷品)
<input type="checkbox"/> 10.6 Printing of Flag / Banner (印製旗/旗幟) |

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	<input type="checkbox"/>	10.7	Printing of Name Card (印刷卡片)
	<input type="checkbox"/>	10.8	Photocopying Services (複印服務)
	<input type="checkbox"/>	10.9	Printing of Promotional Items (印刷宣傳用品)
	<input type="checkbox"/>	10.10	Printing / Production of Backdrop (印刷 / 製作背景幕)
	<input type="checkbox"/>	10.11	Printing of P.V.C. Card (印製證明卡)
<input type="checkbox"/>	11	Information Technology and Computers (資訊科技及電腦)	<input type="checkbox"/> 11.1 Computer Hardware Accessory (電腦硬件配件) <input type="checkbox"/> 11.2 Computer Hardware (電腦硬件) <input type="checkbox"/> 11.3 Computer Hardware Leasing (電腦硬件租用) <input type="checkbox"/> 11.4 Computer Hardware Peripheral (電腦硬件周邊) <input type="checkbox"/> 11.5 Computer Network (電腦網絡) <input type="checkbox"/> 11.6 Contract Out Works - Computer Service (外判工程 - 電腦服務) <input type="checkbox"/> 11.7 Computer Software (電腦軟件) <input type="checkbox"/> 11.8 Computer Software & Services Subscription (電腦軟件及服務租用) <input type="checkbox"/> 11.9 Information Technology & Telecommunications (資訊科技及電信) <input type="checkbox"/> 11.10 Repair & Maintenance – Audio / Visual (音頻 / 視頻維修保養) <input type="checkbox"/> 11.11 Repair & Maintenance – Computer Equipment (電腦設備維修保養) <input type="checkbox"/> 11.12 Repair & Maintenance – Card Printer (證明卡打印機維修保養) <input type="checkbox"/> 11.13 Repair & Maintenance – Computer Room Facilities (電腦房設備維修保養) <input type="checkbox"/> 11.14 Repair & Maintenance – Software and Application Support (軟件及應用系統支援維修保養) <input type="checkbox"/> 11.15 Repair & Maintenance – Server and Network Services (伺服器及網絡服務維修保養) <input type="checkbox"/> 11.16 Repair & Maintenance – Telecom System & Equipment (電訊系統及設備維修保養) <input type="checkbox"/> 11.17 Contract Out Works - Software Development (外判工程 - 軟件開發) <input type="checkbox"/> 11.18 Rental of Telecom System & Equipment (租用電訊系統及設備) <input type="checkbox"/> 11.19 Telecom Services (電訊服務)
<input type="checkbox"/>	12	Rental Services (租用服務)	<input type="checkbox"/> 12.1 Rental of Crane (租用吊機) <input type="checkbox"/> 12.2 Rental of Cylinder Service & Air Filling (租用氣樽及充氣) <input type="checkbox"/> 12.3 Rental of Digital Photocopier (租用影印機) <input type="checkbox"/> 12.4 Rental of Generator Set (租用發電機組) <input type="checkbox"/> 12.5 Rental of Gown (租用禮服) <input type="checkbox"/> 12.6 Rental of Horses and Carriage Service (租用馬車服務) <input type="checkbox"/> 12.7 Rental of Machinery Equipment (租用機械設備) <input type="checkbox"/> 12.8 Rental of Portable Mobile Toilets with Hygiene Service (租用流動式廁所及清理服務) <input type="checkbox"/> 12.9 Transportation Service - Goods (貨運服務) <input type="checkbox"/> 12.10 Transportation Service - Passenger (客運服務)
<input type="checkbox"/>	13	General Supplies (一般供應)	<input type="checkbox"/> 13.1 General Fixture (一般固定裝置) <input type="checkbox"/> 13.2 Light Truck / Coaster (輕型貨車及小巴) <input type="checkbox"/> 13.3 Private Car (私家車) <input type="checkbox"/> 13.4 Promotional Items (宣傳物品) <input type="checkbox"/> 13.5 Reference Book/ Reference Report & Publication (參考書/ 參考報告及刊物) <input type="checkbox"/> 13.6 Seasonal Decoration (節慶裝飾) <input type="checkbox"/> 13.7 Souvenir (紀念品) <input type="checkbox"/> 13.8 Sports Equipment (適體健身器材) <input type="checkbox"/> 13.9 Stage Accessory (舞台用品) <input type="checkbox"/> 13.10 Building Management Supplies (物業管理供應) <input type="checkbox"/> 13.11 Trophy / Medals (獎杯 / 獎牌)

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| | <input type="checkbox"/> | 13.12 Uniform (制服) |
| | <input type="checkbox"/> | 13.13 Walkie Talkie (對講機) |
| <input type="checkbox"/> | 14 | General Services (一般服務) |
| | <input type="checkbox"/> | 14.1 Advertisement - Advertising Design & Production (廣告設計及製作) |
| | <input type="checkbox"/> | 14.2 Advertisement - Advertisement Production & Placement Services (廣告製作及報刊廣告代理服務) |
| | <input type="checkbox"/> | 14.3 Referee Services (裁判服務) |
| | <input type="checkbox"/> | 14.4 Catering Services (餐飲服務) |
| | <input type="checkbox"/> | 14.5 Clipping Services (剪報服務) |
| | <input type="checkbox"/> | 14.6 Catering / Kitchen Equipment and Services (餐飲/廚房設備及服務) |
| | <input type="checkbox"/> | 14.7 Cleaning Services (清潔服務) |
| | <input type="checkbox"/> | 14.8 Copywriting & Editorial Services (撰稿及編輯服務) |
| | <input type="checkbox"/> | 14.9 Drycleaning & Laundry Services (乾洗及洗衣服務) |
| | <input type="checkbox"/> | 14.10 Driver Services (司機服務) |
| | <input type="checkbox"/> | 14.11 Disposal Services (棄置服務) |
| | <input type="checkbox"/> | 14.12 Design Services - Graphics Design (平面設計) |
| | <input type="checkbox"/> | 14.13 Design Services - Illustration / Character Design (插畫 / 角色設計) |
| | <input type="checkbox"/> | 14.14 Design Services - Interior / Exterior Design (室內 / 室外設計) |
| | <input type="checkbox"/> | 14.15 Design Services - Product and Logo Design (產品及商標設計) |
| | <input type="checkbox"/> | 14.16 Design Services - Website / Apps Design & Development (設計網頁 / 應用程式及製作) |
| | <input type="checkbox"/> | 14.17 Event Management - Exhibition Booth Design, Production & Installation (展覽攤位設計、製作及佈置) |
| | <input type="checkbox"/> | 14.18 Event Management - Event Production & Management Services (活動籌辦及管理服務) |
| | <input type="checkbox"/> | 14.19 Event Management - Photography Services (照相服務) |
| | <input type="checkbox"/> | 14.20 Event Management - Video Broadcast Services (視頻廣播服務) |
| | <input type="checkbox"/> | 14.21 Event Management - Video Shooting and Editing Services (影片製作及剪接) |
| | <input type="checkbox"/> | 14.22 Football Referee Services (足球裁判服務) |
| | <input type="checkbox"/> | 14.23 Landscape & Gardening (園境及園藝) |
| | <input type="checkbox"/> | 14.24 Lettershop Services (入信服務) |
| | <input type="checkbox"/> | 14.25 Logistics & Transport Services (物流及運輸服務) |
| | <input type="checkbox"/> | 14.26 Mailing / Courier & Delivery Services (郵寄 / 速遞及運送服務) |
| | <input type="checkbox"/> | 14.27 Pest Control (蟲害防治) |
| | <input type="checkbox"/> | 14.28 Property / Facility Management (物業 / 設施管理) |
| | <input type="checkbox"/> | 14.29 Public Relations (公共關係) |
| | <input type="checkbox"/> | 14.30 Scanning Services (掃描服務) |
| | <input type="checkbox"/> | 14.31 Security Guarding Services (保安護衛服務) |
| | <input type="checkbox"/> | 14.32 Signage Production (指示牌製作) |
| | <input type="checkbox"/> | 14.33 Translation Services - Annual Report Translation (年報翻譯) |
| | <input type="checkbox"/> | 14.34 Translation Services - General Translation (一般翻譯) |
| | <input type="checkbox"/> | 14.35 Translation Services - Simultaneous Translation & Interpretation (即時翻譯及傳譯) |
| <input type="checkbox"/> | 15 | Professional Services (專業服務) |
| | <input type="checkbox"/> | 15.1 Agency Services (代理服務) |
| | <input type="checkbox"/> | 15.2 Consultancy Services (顧問服務) |
| | <input type="checkbox"/> | 15.3 Auditing Services (審計服務) |
| | <input type="checkbox"/> | 15.4 Building Information Modelling (BIM) (建築訊息模型) |
| | <input type="checkbox"/> | 15.5 Certificate Services (認證服務) |
| | <input type="checkbox"/> | 15.6 Counseling Services (輔導服務) |
| | <input type="checkbox"/> | 15.7 Human Resources Services (人力資源服務) |
| | <input type="checkbox"/> | 15.8 Insurance - General Insurance (一般保險) |

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- 15.9 Insurance - Medical Insurance (醫療保險)
- 15.10 Legal Services (法律服務)
- 15.11 Market Research (市場調查)
- 15.12 Medical Services (醫療服務)
- 15.13 Quality Management Services (質量管理服務)
- 15.14 Risk Management and Data Privacy Assessment (風險管理及數據私隱評估)
- 15.15 Trade Testing (技能測試)
- 15.16 Training - Course (培訓課程)
- 15.17 Training - Management (培訓管理)
- 15.18 Training - Safety (培訓安全)

Type 2 - Construction Contractor

- 類別二 - 建築工程承辦商
- 1 Contractors – Air-conditioning & Ventilation (空調及通風)
 - 2 Contractors – Building Information Modelling (建築訊息模型)
 - 3 Contractors – Carpark System (停車場系統)
 - 4 Contractors – Curtain / Blind / Carpet Tile/ Floor Finishes (窗簾/簾/方塊地毯/ 地板)
 - 5 Contractors – Design & Construction (設計及施工工程)
 - 6 Contractors – Demolishment Work (拆除工程)
 - 7 Contractors – Electrical (電工工程)
 - 8 Contractors – External Wall (外牆工程)
 - 9 Contractors – Facility Security (設備保安)
 - 10 Contractors – Civil, Foundation & Geotechnical (土木, 地基及土力工程)
 - 11 Contractors – Fire Service Facilities & Equipment (消防設施及設備工程)
 - 12 Contractors – Gas & Oil (煤油及石油氣工程)
 - 13 Contractors – Glass (玻璃工程)
 - 14 Contractors – Grass Cutting (剪草)
 - 15 Contractors – Kitchen Equipment & Facilities (廚房設備及設施工程)
 - 16 Contractors – Lift & Escalator (電梯及扶手電梯)
 - 17 Contractors – Platform (平台)
 - 18 Contractors – Plumbing & Drainage (水務工程)
 - 19 Contractors – Playground Equipment (遊樂場設備)
 - 20 Contractors – Scaffolding Work (建築棚架工程)
 - 21 Contractors – Steel Door Work (鋼門工程)
 - 22 Contractors – Structure Repair (結構修復工程)
 - 23 Contractors – Steel Structural Work (鋼鐵結構工程)
 - 24 Contractors – Waterproof (防水工程)
 - 25 Contractors – Windows (窗戶工程)
 - 26 Contractors – Wooden Door Work (木門工程)
 - 27 Contractors – Workshop Equipment & Facilities (測試場設備及設施工程)

Type 3 - Others

類別三 - 其他

(please specify if the above is found inappropriate) 請細列明如上沒有適用者

- 3.1 _____

- 3.2 _____

(Note : If found insufficient space, please use separate sheet)
 (註 : 如空位不足, 請另紙列出)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

(iii) Please provide names of your major clients / customers for our internal reference purposes.
請提供貴公司的主要客戶名稱，作內部參考之用。

(1) _____ (2) _____

(3) _____ (4) _____

PART IV - DOCUMENTS TO BE SUBMITTED 第四部 - 須提交證明文件清單

Type 1 - Supplier (類別一 - 供應商)

(i) Please attach a copy of the valid Business Registration Certificate for our reference and record.
請寄交有效的商業登記證文件副本以供參考和存照。

(ii) Please attach one set of relevant product / service catalogue(s) for our consideration.
請夾附最少一份有關產品 / 服務目錄以供參閱。

Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

(i) Please attach a copy of the valid Business Registration Certificate for our reference and record.
請寄交有效的商業登記證文件副本以供參考和存照。

(ii) Please attach one set of relevant product / service catalogue(s) for our consideration.
請夾附最少一份有關產品 / 服務目錄以供參閱。

(iii) Please attach company profile
請夾附公司簡介

(iv) Please attach past 2 years financial report
請夾附最近兩年之財務報表

(v) Please attach the past 3 years relevant job reference with the contract amount for each selected category(s)
請夾附最近三年每個選定類別之相關工作參考及合同金額

(vi) Please attach relevant construction works licence(s)
請夾附有關工程牌照

(vii) Please attach Quality Assurance policy
請夾附質量保證政策

(viii) Please attach Health and Safety policy
請夾附健康及安全政策

(ix) Please attached Quality Management System certification(s) (if any)
請夾附品質管理系統認證 (如有)

(x) Reference/ Appreciation Letter(s) (if any)
請夾附參考/感謝信 (如有)

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表

PART V - CERTIFICATION 第五部 - 證明

(i) Personal Information Collection Statement 收集個人資料聲明

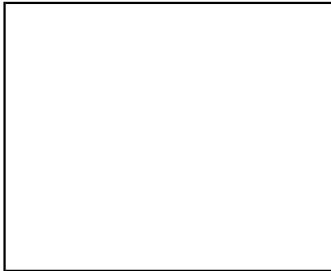
- (1) CIC will use the provided information for the purpose of processing this registration form and dealing with our procurement-related matters.
提供的資料會用作本議會處理有關申請登記成為本議會之一般供應商及與採購相關的事宜。
- (2) Under the provisions of the Personal Data (Privacy) Ordinance (Cap.486), you have the right to request access to or correction of personal data. Written requests should be addressed to CIC.
根據個人資料(私隱)條例(第486章), 你有權要求查閱和更改個人資料, 有關申請須以書面向本議會提出。
- (3) CIC will not be able to process and consider incomplete forms.
如果資料有任何遺漏, 本議會將不能處理本表格事宜。

(ii) Declaration 聲明

- (1) I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotations and tender.
本人聲明本表格內所提供的一切資料, 依本人所知均屬真確, 並知道倘若虛報資料, 申請即屬無效, 且喪失其後落標資格。
- (2) I agree that if registered, I will conform to the regulations, terms and conditions set by the CIC.
本人同意如本人註冊成為建造業議會之一般供應商, 當遵守建造業議會之工作守則。
- (3) I declare that our company as stated in this form shall uphold the highest ethical principles in relation to our procedures as well as having a corrupt free environment in rendering of goods and services to the CIC operations including compliance with all applicable laws and regulations, maintaining confidentiality where appropriate, adopt an open and fair competition, anti-bribery and corruption.
本人聲明本申請書上的公司會在運作過程中堅守道德原則, 並在廉潔的環境下向建造業議會提供貨品及服務, 包括遵守所有適用法例及規則、保密原則、防賄法例、反貪法例, 以及維護公開公平的競爭。

I apply on behalf of the aforementioned company for inclusion in the CIC General Vendor List.

本人謹代表上述公司, 申請登記成為建造業議會一般供應商。



(Space for company chop)
(公司印鑑)

Signature:

簽署: _____

Name in block letters:

姓名(正楷): _____

Designation:

職銜: _____

Date:

日期: _____

Application Form for the Inclusion in the CIC General Vendor List

建造業議會一般供應商名單申請表 DOCUMENT CHECKLIST 文件核對表

Please enclosed the following items (請夾附以下文件) :

Type 1 - Supplier (類別一 - 供應商)

- Completed application form for inclusion in the CIC General Vendor List (Form PRO-01)
已填妥建造業議會一般供應商登記申請書
- Copy of valid Business Registration Certificate
有效的商業登記證文件副本
- Relevant product / service catalogue(s)
有關產品 / 服務目錄

Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- Completed application form for inclusion in the CIC General Vendor List (Form PRO-01)
已填妥建造業議會一般供應商登記申請書
- Copy of valid Business Registration Certificate
有效的商業登記證文件副本
- Relevant product / service catalogue(s)
有關產品 / 服務目錄
- Company profile
公司簡介
- Past 2 years financial report
最近兩年之財務報表
- Past 3 years relevant job reference with the contract amount under each selected item category(s)
最近三年每個選定類別之相關工作參考及合同金額
- Relevant construction works licence(s)
有關工程牌照
- Quality Assurance policy
質量保證政策
- Health and Safety policy
健康及安全政策
- Quality Management System certification(s) (if any)
品質管理系統認證 (如有)
- Reference/ appreciate letter(s) (if any)
參考/感謝信 (如有)

Note : Please put a "✓" in the box under each column to indicate that the document has been enclosed.

注意事項：請在欄內方格加上「✓」號以示已附上該文件。

Tender Documents

for

Custom-built for Upgrading and Migration of

Cisco IP Telephony System

for

the Construction Industry Council

Employer

**Construction Industry Council (CIC)
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong, Kowloon,
Hong Kong**

March 2024

**Custom-built for Upgrading and Migration of
CISCO IP Telephony System for the Construction Industry Council**

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Conditions of Tender

for

Custom-built for Upgrading and Migration of

CISCO IP Telephony System

for

the Construction Industry Council

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1 Notes to Tenderers

- 1.1 All tenderers shall read the instructions contained in this Conditions of Tender carefully prior to preparing their tender submissions. Any tender submission, which does not follow these instructions is deemed to be incomplete and may be disqualified.
- 1.2 The tender documents consist of:
 - a) Conditions of Tender;
 - b) Appendices to Conditions of Tender;
 - c) Assignment Brief and its Annexes;
 - d) Memorandum of Agreement;
 - e) General Conditions of Employment;
 - f) CIC's General Conditions of Contract and Guidelines for Works or Services (1b-EC);
 - g) Contractor's Safety Requirements; and
 - h) Guidelines On Work-Above-Ground Safety.

2 Invitation

- 2.1 Tenderers are invited by the Construction Industry Council (hereinafter referred to as the "CIC") to submit proposal and bid for Custom-built for Upgrading and Migration of CISCO IP Telephony System. Further details are given in the **Assignment Brief and its Annexes**.
- 2.2 The tender shall be submitted in accordance with the **Conditions of Tender**.
- 2.3 If the tender is accepted and the contract is awarded, the tender documents specified in Clause 1.2 above, the tender proposal submitted by the tenderer and other relevant contract correspondence as agreed by the tenderer and CIC will form part of the contract.

3 Tenderers' Response to CIC Enquiries

- 3.1 In the event that the CIC determines that clarification of any tender is necessary, it will advise the tenderer to supplement its tender. Unless otherwise specified in the request for clarification, the tenderer shall thereafter have **Three (3)** working days to submit such requested information. Any clarification made shall be at the tenderer's own cost and expense.

4 Completion of Tender

- 4.1 The tenderer is required to submit all information specified in **Appendix A** of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. Should the tenderer fail to submit all the information mentioned above with his tender, his tender may not be considered.
- 4.2 If CIC's participation is required, the tenderer should clearly state the details and the expected resources, skills, level of participation, responsibilities, and duration.
- 4.3 The tenderer shall state in his proposals the implementation plan of delivering the deliverables as described in the **Assignment Brief and its Annexes**.
- 4.4 The tenderer must submit his offer in Hong Kong Dollars. **OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.**
 - a) The tenderer is required to submit the completed **Form of Tender as per Appendix C** of the Conditions of Tender.
 - b) In addition, the tenderer is required to submit **the Fee Proposal** using the prescribed form provided in **Appendix D** of the Conditions of Tender. There shall be no adjustment for any price fluctuations; and
 - c) The tenderer should ensure that the fee quoted is accurate before submitting the tender. Under no circumstances will the CIC accept any change of quoted lump sum fee on the ground that a mistake has been made in the tender price.
- 4.5 A two-envelope approach is adopted for tender submission, i.e. the tenderers should submit all information specified in **Appendix A** of the Condition of Tender and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender (collectively known as "technical proposal") in one envelope and the completed Form of Tender using the prescribed form provided in **Appendix C** of the Conditions of Tender and the Fee Proposal using the prescribed form provided in **Appendix D** of the Conditions of Tender (collectively known as "fee proposal") in a separate envelope. Failure to do so will render the tender void.
- 4.6 The tenderer shall submit **ONE (1)** hard copy and corresponding files in electronic form (e.g. in MS Word / MS Excel / PDF format) stored in an electronic medium (eg: USB / CD-ROM / DVD-ROM) of the technical proposal in a sealed envelope marked "Technical Proposal" and **ONE (1)** hard copy of the fee proposal in a separate sealed envelope marked "Fee Proposal" clearly indicating the tenderer's name and tender title. In the event of discrepancies between original and electronic versions of the Tender Submission, the former shall prevail.

- 4.7 Tender should be submitted to the Tender Box of CIC at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong** by 12:00 noon on 25 April 2024. Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.8 In the event that a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted within the office hour (8:30 am – 6:18pm) on the tender closing date, the tender closing time will be postponed to 12:00 noon on the following working day.
- 4.9 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.10 The CIC may reject a tender which in CIC's opinion is unreasonably low in terms of price and may therefore affect the tenderer's capability in carrying out and complete the services and delivering the deliverables in accordance with the Assignment Brief and its Annexes.
- 4.11 Any amendments to the rates offered must be signed by the person who signs the tender. Failure to do so will render the tender null and void.
- 4.12 Unless otherwise stated, tenders shall be valid for 120 days from the specified closing date. If no letter of acceptance or order is placed within the validity period of the offer, the tenderer may assume that the offer has not been accepted.
- 4.13 This is an invitation to offer. The CIC is not bound to accept the lowest tender or the highest combined scores under the technical and fee proposal or any tender.
- 4.14 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.15 Tenderer should ascertain the prices quoted are sufficient before submitting his tender. Under no circumstances will the Employer accept any request for price adjustment due to any mistake made in the tender prices.
- 4.16 The CIC shall have the right, in its absolute discretion, to disclose to any person and for any purpose, any information submitted to the CIC as part of the tender or otherwise in connection with the awarded contract, without further notification to the successful tenderer. In submitting the tender, the tenderer irrevocably consents to such disclosure.
- 4.17 In the event that a tenderer discovering a genuine error in his tender after it has been deposited, he may in writing draw attention to the error and submit amendment which may be accepted, provided that the amendment has been deposited on or before the closing time fixed for the receipt of tenders.
- 4.18 The CIC will not consider prices missing in Unit Rate, Total Value and Total Amount. The Unit Rate will be used should the Total Value and / or Total Amount have any discrepancy with the Unit Rate. No adjustment will be made for fluctuations in salaries, material prices and exchange rates of currencies, freight charges, insurance premium or for any other reason whatsoever.

- 4.19 Should examination of a tender reveal errors of such magnitude as in the opinion of the CIC would involve the tenderer in serious loss then the nature and amount of such errors will be communicated to the tenderer and he will be asked to confirm in writing that he is prepared to abide by his tender.
- 4.20 The tenderer shall be required to check the numbers of the pages of the tender documents against the page numbers given in the contents. If the tenderer finds any missing, in duplicate or indistinct, he must inform the CIC at once and have the same rectified.
- 4.21 Should the tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or description, he must inform the CIC in order that correct meaning may be decided before the date for submission of tender.
- 4.22 Tenderer shall inspect the Site and make themselves thoroughly acquainted with the existing condition of the premises, location, the existing structure / accessibility, restrictions for loading and unloading materials, and all the materials, and all other aspects which may affect the delivery of the deliverables. Tenderer shall make due and proper allowance when estimating their rates and prices for the information obtained or which ought to have been obtained during the site inspection.
- 4.23 No liability will be admitted, nor claim allowed in respect of errors in the tenderer's tender due to mistakes in the tender documents which should have been rectified in the manner described above.
- 4.24 Tenderer shall be deemed to be in possession of a valid business registration certificate and, if necessary, be registered with the relevant authority authorizing him to carry out the works described in the tender documents.
- 4.25 Tenderer shall comply with the CIC's General Conditions of Contract and Guidelines for Works or Services. The tender price shall deem to be included all cost incurred.
- 4.26 Any qualification of tender or of the tender documents may cause the tender to be disqualified.
- 4.27 No unauthorized alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure may not be considered.
- 4.28 The tenderer shall strictly comply with the following anti-collusion clause:
- (1) (a) Subject to sub-clause (2) of this Clause, the tenderer shall not communicate to any person other than the CIC the amount of the tender price or any part thereof until the tenderer is notified by the CIC of the outcome of the tender exercise.

- (b) Further to paragraph (a) of this sub-clause, the tenderer shall not fix the amount of the tender price or any part thereof by arrangement with any other person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any manner whatsoever in the tendering process.
- (c) Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.
- (2) Sub-clause (1)(a) of this Clause shall have no application to the tenderer's communications in strict confidence with:
- (a) his own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (b) his consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
- (c) his bankers in relation to financial resources for the Contract
- (3) The tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. The signatory to the letter shall be a person authorized to sign CIC contracts on the tenderers's behalf.
- (4) The tenderer shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with sub-clause (1) of this Clause by the tenderer, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.
- 4.29 The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of CIC. Any breach of the clause by the tenderer shall, without affecting the tenderer's liability for such breach, invalidate his tender.
- 4.30 The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in **Appendix F** of the Conditions of Tender.

5 Tender Briefing and Site Visit Session

- 5.1 Tenderer **MUST** attend a tender briefing session and/or site visit at the time and place as stated in the tender invitation. Otherwise, the tender return shall not be considered and shall be disqualified.
- 5.2 Interested tenderers should complete and return the reply slip in **Appendix G** by fax or e-mail to the Procurement Officer at least **One (1)** working days before the stated time confirming the attendance of the said briefing session and site visit and state clearly the number of attendees for the CIC's arrangement.
- 5.3 The CIC may record the queries raised by the tenderers attending the tender briefing and may issue a Replies to Tender Queries to all tenderers for information.

6 Tender Interview

- 6.1 During the tender evaluation stage, the tenderer may be requested to attend a tender interview to present his tender proposals. Details of the interview may be announced to the shortlisted tenderers **THREE (3) days** prior to the interview. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes.
- 6.2 The presentation shall be set up with the tenderer's own resources and expense. The CIC shall not bear any costs associated with the presentation.
- 6.3 The presentation should at least include the project team profile, the approach to fulfill the objectives described in the Assignment Brief and its Annexes and an outline programme for completing the assignment. The presentation shall be conducted, where possible, by the leader of the proposed project team for performing the project management.
- 6.4 In view that tender interview forms part of the technical assessment, tenderers should **NOT** disclose any fee related information during the interview including PowerPoint presentation and handouts. Failure to do so may result in disqualification of tender.
- 6.5 Each interview presentation should be no longer than 35 minutes, including a 10-minute questions and answers session.

7 Tender Evaluation

- 7.1 Tenderers shall note that their tender proposals, presentations and responses to CIC's queries in connection with the tender will be assessed in accordance with **the tender evaluation procedures and criteria** specified in **Appendix E** of the Conditions of Tender.

8 Tenderer's Commitment

- 8.1 All information and responses from the tenderer must be submitted in writing. The relevant provisions of this invitation to tender and such documents so submitted shall be the representation of the tenderer and may be incorporated into and made part of the Contract between the CIC and the successful tenderer.
- 8.2 The CIC reserves the right to disqualify any tender that directly or indirectly attempts to preclude or limit the effect of the requirements as mentioned on the Assignment Brief and its Annexes.
- 8.3 Tender shall remain valid and open for acceptance for **120 days** after the tender closing date.

9 Amendments

- 9.1 The CIC reserves the right to amend or withdraw the Assignment Brief and its Annexes before acceptance of a tender.
- 9.2 The CIC may issue Tender Addendum and / or Replies to Tender Queries no later than SEVEN (7) days before tender closing if CIC found it necessary.

10 Award of Contract

- 10.1 The successful tenderer will receive a letter of acceptance as an official notification of acceptance. Unless and until a formal contract agreement is prepared and executed, this letter of acceptance together with the tender submission shall constitute a binding contract between the successful tenderer and the CIC. Tenderers who do not receive any notification within the validity period of their offer shall assume that their tenders have not been accepted.
- 10.2 The CIC reserves the right of not awarding the contract after receipt of submissions by the tenderer.

- 10.3 In order to ensure the fairness of the tender process, all answers to tender queries / tender clarifications and tender addendums will be uploaded to CIC's website. All tenderers have to take note of this arrangement. Any claim for extension of time or additional payment due to ignorance of this clause shall not be entertained by the CIC.

11 Rights to Exercise

- 11.1 The CIC may, at any time during the contract period by notice of writing, direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the work items stated in the Contract and/or works required as specified by the CIC, and the Contractor shall carry out such variations. The contract sum will be adjusted all in accordance with the relevant provisions specified else in the tender documents and/or works required as specified by the CIC.

12 Submitted Documents

- 12.1 All submitted documents will not be returned.

13 Enquiries

- 13.1 In case the tenderer has any tender enquiries or/ and tender clarification queries, he should submit in writing to the procurement department with details as below:-

Ms. Ruby WONG
Assistant Manager – Procurement
Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street, Kwun Tong,
Kowloon, Hong Kong

Tel : (852) 2100-9420
Fax: (852) 2100-9439
Email: rubywong@cic.hk

APPENDIX A – Details for Technical Submission

**To be included
in
Technical Proposal**

The Tenderer is required to provide all details as described in the technical submission therein.

1. Tenderer’s Track Record & Project Reference

- 1.1 The tenderer is required to provide company’s profile, background and expertise;
- 1.2 The tenderer is required to provide a full list of project references undertaken in the **past 5 years** (as of the tender closing date) for projects similar to this Assignment, giving the details by adhering to the submission format as specified in Section 1.3 below.
- 1.3 The tenderer shall submit a list of **relevant project references** in the following format with support of copies of job references or recommendation letters from previous clients.

	Name of your Client / Organization		
Scope of work			
Project Type (Scale and complexities)			
Organisation Type		Involved Stakeholders Type	
Project Cost		Project Duration	
Completion Date			

- 1.4 In case the tenderer is unable to disclose of track record and project reference due to the signing of confidentiality agreement with its previous clients, please specify in the tender submission accordingly. In this circumstance, the tenderer will be asked to describe this information to the Assessment Panel during the tender interview.

2. Tenderer's Staff Resources

2.1 Organization and Qualification of Proposed Project Team

2.1.1 The tenderer shall submit:

- (a) An **Organization chart** indicating the proposed project team structure and strength of the proposed project team. The project team shall include members who have experience in supplying the Deliverables as outlined in the Assignment Brief and its Annexes, in particular the Project Manager, Project Engineer(s), Project Supervisor(s), and other Technical / Field Staff as stated in Section 8 of the Assignment Brief.

2.1.2 The project team members shall possess the required **Qualifications, Professional Knowledge and Relevant Experience** to supply the Deliverables as outlined in the Assignment Brief and its Annexes.

2.1.3 The project team proposed in the tender submission shall form part of the Agreement. The tenderer shall provide the details included but not limited to the following information of proposed project team members in the tender submission:

- a) Name
- b) Post / Title in this Project
- c) Core Team or Supporting Team Members (Yes/No)
- d) Language (Chinese/English/Both)
- e) Qualifications
- f) Duties and Responsibilities in the Assignment
- g) Years of Relevant Experience
- h) Relevant experience in projects of similar nature mentioned in the Assignment Brief

Project Team Structure and Qualifications

(using the following format to list the team information)

	Proposed Roles / Title / Post in this project		
Proposed resources		Core Team or Supporting Team	
Language		Degree holder	
List of relevant certificates and/or qualifications			
Duties and responsibilities in the assignment			
Years of services in your company		Years of relevant experiences	
Relevant experience in projects of similar nature			

3. Project Approach and Requirements

3.1 The tenderer is required to submit the following to demonstrate his capabilities in fulfilling the project approach and technical requirements and to present all the deliverables outlined in the Assignment Brief and its Annexes:-

(i) **Tender Programme** shall be provided (in the form of a linked bar chart preferred) identifying the critical path and included but not limited to the following activities:

- (a) Detailed implementation planning – prepared detail implementation plan of Telephony system upgrade for CIC approval.
- (b) Contingency Plan – prepare detailed contingency plan in case the telephony system upgrade failed during any implementation phases or after any phases.
- (c) Procurement Activities – purchase order, manufacturing period, testing and delivery.
- (d) Construction Activities – key elements of the construction including equipment installations, testing and commissioning and handover procedure.
- (e) Maintenance Activities - maintenance activities, which will be carried out under the Contract during the Defects Liability Period (DLP).

(ii) A completed **Method Statement** must be submitted to demonstrate a full understanding of the Assignment, the method statement should included but not limited to the followings:-

- (a) Environment safe initiatives including trade in the existing CISCO BE6H servers and NICE logger server 1 months after the success of the proposed IPT migration;
- (b) Project coordination and management
Detailed method statements in undertaking the Works in particular;
Contingency plan for the system upgrade failed during or and after the changeover at all phases; and
- (c) Approach to the Completion of the Project.

3.2 The tenderer shall refer to the other requirements laid down in the Assignment Brief and its Annexes of the tender document.

4. Documents and Information to be submitted for the Technical Proposal

4.1 The Tenderer is required to provide the following documents and information in the technical submission as described in the tender documents:

Particulars	<u>Reference</u>
Technical Proposal	
1. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 1.1 to 1.4
2. Organisation and Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3
3. Project Approach and Requirements to (i) fulfill the technical requirements and; (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes (a) Tender Programme (b) Method Statements	Conditions of Tender, Appendix A Clause 3.1 and 3.2
4. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
5. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
6. Documents to be submitted include: - Statements of Convictions or No Convictions under Cap. 115, Cap. 59 and Cap. 57 - List of sub-consultants	Special Conditions of Tender

Note: The tenderer is required to submit all information specified in Appendix A of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.

“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”

APPENDIX B – Standard Letter for complying with Anti-Collusion Clause

To: Construction Industry Council (CIC)

Date:

To be included
in
Technical Proposal

Dear Sir/Madam,

Tender Ref: _____ (561) in P/AE/PUR/AGC

Tender Title: **Custom-built for Upgrading and Migration of
CISCO IP Telephony System for the CIC**

*[I/We], [(_____)] of
name of the tenderer

[(_____)]¹,
address of the tenderer

refer to *[my/our] tender for the above Contract.

*[I/We] confirm that, before *[I/We] sign this letter, *[I/We] have read and fully understand this letter and the anti-collusion clause in Conditions of Tender Clause 4.28.

*[I/We] represent and warrant that in relation to the tender for the above Contract:

- (i) *[I/We], other than the Expected Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the CIC the amount of the tender price or any part thereof until *[I/We] have been notified by the CIC of the outcome of the tender exercise;
- (ii) *[I/We] have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
- (iii) *[I/We] have not made and will not make any arrangement with any person as to whether *[I/We] or that other person will or will not submit a tender; and

- (iv) *[I/We] have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

*[I/We] shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties above, including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred.

In this letter, the expression “Expected Communications” means *[my/our] communications in strict confidence with:

- (i) *[my/our] own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (ii) *[my/our] consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
- (iii) *[my/our] bankers in relation to financial resources for the Contract.

Signed for and on behalf of [_____]
name of the tenderer

by
[_____]²:
name and position of the signatory

Name of Witness: _____
Signature of Witness: _____
Occupation: _____

Note:

* Delete as appropriate

1. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, this part in square brackets should be expanded to include the respective names and addresses of such persons or as the case may be companies.
2. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, all such persons or as the case may be companies must sign. The signatory for each of such persons or companies shall be a person authorised to sign CIC contracts on behalf of that person or as the case may be company.

APPENDIX C – Form of Tender

**To be included
in
Fee Proposal**

FORM OF TENDER
FOR
CUSTOM-BUILT FOR UPGRADING AND MIGRATION OF
CISCO IP TELEPHONY SYSTEM
FOR
THE CONSTRUCTION INDUSTRY COUNCIL

**To: Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong, Kowloon,
Hong Kong**

Dear Sirs,

1. Having examined the Conditions of Tender, Appendices to Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Employment, , CIC’s General Conditions of Contract and Guidelines for Works or Services (1b-EC), Contractor's Safety Requirements and Guidelines On Work-Above-Ground Safety thereto for the execution of the above named Services, we offer to execute and complete the whole of the said Services in conformity with the said Conditions of Tender, Appendices to Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Employment, CIC’s General Conditions of Contract and Guidelines for Works or Services (1b-EC), Contractor's Safety Requirements and Guidelines On Work-Above-Ground Safety and the tender proposals submitted herewith within _____ Calendar Days including Sundays and Public Holidays from the date of contract awarded and for the sum of Hong Kong Dollars.....
.....(HK\$.....)
(not being subject to fluctuations in labour and material costs) or such sums as may be ascertained in accordance with the Conditions of Employment.

2. We agree to abide by this tender and not to withdraw it for a period of 120 days from the date fixed for receiving it and including that date and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

3. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof subject to the provisions of Clause 2 hereof shall constitute a binding Contract between us.
4. We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

In the capacity of _____

Duly authorized to sign tenders for and on behalf of * _____

Registered Address of the Firm

Date _____

Witness _____

Address

Occupation

Date _____

Business Registration Certification No. _____

Name of Partner(s)

Residential Address of Partner(s)

- * In the cases of a (a) Limited Company or (b) Partnership or unincorporated body, (a) the name of the Company or (b) the name(s) of the partner(s) must be inserted in the space provided above.

APPENDIX D – Fee Proposal

**To be included
in
Fee Proposal**

FEE PROPOSAL
FOR THE
**CUSTOM-BUILT FOR UPGRADING AND MIGRATION OF
CISCO IP TELEPHONY SYSTEM TO
MANAGED CLOUD CALLING SOLUTION**

FOR THE
CONSTRUCTION INDUSTRY COUNCIL

The Contractor for supply of equipment shall be paid a Lump Sum fee of HK\$ _____
_____ for the provision of all services and all expenses incurred in
connection with the carrying out and satisfactory completion of the Assignment as
detailed in the Assignment Brief and its Annexes.

The tenderer shall enclose with his tender the completed Schedule of Rates as below:

- (1) The Schedule of Rates shall be in sufficient details to indicate the breakdown of the works. Failure to submit the Schedule of Rates may cause his tender not to be considered by the Employer.
- (2) Upon award of the Contract, the Schedule of Rates shall be deemed to be the Contractor's Schedules and will be regarded as firm and will not be subject to remeasurement or adjustment whatsoever otherwise than in accordance with the expressed provisions of the terms of the Contract.
- (3) The total of the Schedule of Rates must agree with the amounts carried to the Summary of Tender. Any items which are not included in the Schedule of Rates but shown on the drawings or described in the specifications under the tender documents shall be deemed to have been included in the tender figures. Where the Employer considers appropriate, the rates in the Schedule may be used for the valuation of variations ordered by the Employer, but the quantities referred to in the Schedule of Rates shall not form part of the Contract Documents.

(4) The tenderer should note that the quantities as inserted in the Schedule of Rates for all measured work should be consistent with those shown on the tender drawings and the drawings to be prepared and provided by the tenderer. Where large discrepancy or apparent inconsistency in the quantity of any item is identified, the item total will remain intact and the tenderer will be requested to adjust the unit rate and the quantity to tally with the item total.

(5) The tenderer is required to enter quantities, rate and the total against all items in the Schedule of Rates. The submitted quantities are at the sole risks of the tenderer. The tenderer shall be deemed to have allowed for all other miscellaneous works which are not mentioned in the Specification nor or on the Drawings but which are indispensably necessary for the satisfactory completion of the Works.

(6) Dimensions provided in the Schedule of Rates shall be for reference only.

(7) The tenderer's rates for the items contained in the Schedule of Rates shall be deemed to include cost of all incidentals of labour, material, plant (working or idle), supervision, general attendance, profit and all other things and matters necessary for the carrying out of the Works and all provisions of the Conditions of Contract and Specification and for the timely and satisfactory completion of the entire Works contained in the Contract.

(8) If so, required by the CIC and/or its representative, the Main Contractor shall submit further breakdown of the Schedule of Rates showing the build-up of any 'lump sums' included in the Schedule of Rates.

Schedule of Rates

Table 1 - Detailed breakdown of tender price:

	Relevant Item(s) in Assignment Brief	Description of Deliverables	Unit	Unit List Price	Qty	Amount (HK\$)
CISCO IPT Upgrade						
1	3.2.1.3 3.2.1.4 3.2.2 3.2.3 3.2.4	Custom-built for upgrading and migration of Cisco IPT System Remark: The cost should be included replace two set Voice gateway (Cisco ISR 4331), the VG will be provided by CIC.	Job		1	
Integration to Microsoft TEAMS voice						
2	3.2.2.1	TEAMS License Microsoft Teams Phone Standard x300 uses				Provided by CIC IT department
3	3.2.2.2	SBC Hardware (Redundant) Mediant 2600 Session Border Controller (M26-02/B/AC)x2 or equivalent (if any)	lot		1	
4	3.2.2.2	Professional Service (PS)	lot		1	
Maintenance Service for existing on-premises Cisco IPT System						
5	3.2.6	Maintenance service of existing on-premises Cisco IPT System and relevant licenses renewal (From awarded date to completed of upgrading)	lot		1	
Maintenance Service for custom-built Cisco IPT System						
6		Renewal of all licensed included item 3.2.1.3	months		12	
7	3.2.4 a	Maintenance of whole hardware included item 3.2.1.3. (Start from completion of DLP)	months		12	
Total (Mandatory Items):						

(Note: All the fees quoted for the Mandatory Items 1, 4 & 5 above shall include all related expenses in retrieving all necessary documents and drawings and in attaining all necessary statutory approval.)

Upon receipt and acceptance of the Deliverables for each Payment Stage/ Date by the CIC with satisfaction and upon the submission of invoices to the CIC by the Services, the Services shall be paid in accordance with the following payment schedule within 30 days of the receipt of the invoices subject to verification of the invoice.

The percentages of payment do not imply or indicate the relative or absolute amount of resources and expenses to be spent by the Service to produce the concerned deliverables and to complete the tasks and services. The payment schedule is as follows:-

Deliverable No.	Deliverable Description	Completion Date	Payment Schedule (%)
1	Upon submission of detail implementation plan and system schematic and approved by CIC	The date as stated on the Project Commencement Letter (D)	10%
2	Upon Practical Completion of the CISCO IPT system migration	Project Completion	80%
3	Upon expiry of 12 months DLP	End of 12 months after Practical Completion	10%
		Total	100%

Defects Liability Period	12 month(s) after Date for Practical Completion
Date for Commencement	The date as stated on the Project Commencement Letter. Project Commencement Letter – A written notification by the Employer regards to the commencement of Works.
Date for Completion	60 day(s) from the Date of Commencement
Liquidated and Ascertained Damages	At the rate of HK\$2,000 per day
Period of Final Shop drawings and Maintenance Manual	1 month after Date for Practical Completion

Name of Company : _____

Signature of Person Authorized
to Sign for the Proposal* : _____

(with company chop)

Address _____

Tel No.: _____ Fax No. _____

Email: _____ Date: _____

* If the tender is submitted by a Joint Venture, all participants in the Joint Venture must sign the Fee Proposal.

APPENDIX E – Tender Evaluation Procedures and Criteria

1. INTRODUCTION

- 1.1 A two-envelope approach is adopted for tender submission, i.e. Tenderer should submit the technical proposal including all information specified in **Appendix A of the Conditions of Tender** and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender in one envelope and the fee proposal comprising the completed Form of Tender using the prescribed form provided in **Appendix C of the Conditions of Tender** and the Fee Proposal using the prescribed form provided in **Appendix D of the Conditions of Tender** in a separate envelope. Fee proposal would only be opened after the technical assessment is completed subject to Clause 1.4 below.
- 1.2 A marking scheme as described below will be used for evaluating the tenders. Tender proposals shall be evaluated based on two separate aspects, namely the technical assessment and the fee assessment.
- 1.3 The pre-determined weights for technical and fee assessments are 70% and 30% respectively.
- 1.4 If the technical assessment mark in Table 1 below is less than 50% of the maximum marks, the tender proposal will be rejected and will NOT be further assessed and its fee proposal envelope will NOT be opened.
- 1.5 The rejected tender proposal will NOT be included in the weighted technical assessment score formula in Clause 2.2 and the weighted fee assessment score formula in Clause 3.2 below. The CIC reserves its right to cancel this tender exercise and re-tender thereof without further notice to the tenderer.
- 1.6 An assessment panel will be established for tender evaluation. The proposal received will be evaluated in accordance with the requirements in this Appendix.

2. TECHNICAL EVALUATION

- 2.1 Detailed evaluation of the technical proposal including all information specified in Appendix A of the Conditions of Tender shall be made in accordance with the assessment criteria described in Table 1.

Table 1 – Technical assessment marking scheme

Assessment Criteria	Assessed Marks (%)	Maximum Marks (%)
<p>Assessment will be based on the following criteria:-</p> <p>1. Tenderer's Track Record & Project Reference</p> <p>2. Proposed composition and organization of project team with qualifications, experience and capability of team members in carrying out similar construction services.</p> <p>The following sub-criteria shall be considered: (a) Organization of Proposed Project Team (5%) (b) Qualification, Experience and Capability of Proposed Project Team (15%)</p> <p>3. Project Approach and Requirements to fulfill the objectives and carry out and complete all the tasks described in the Assignment Brief and its Annexes (if any)</p> <p>The following sub-criteria shall be considered: (a) Tender Programme (15%) (b) Method Statements (45%)</p> <p>4. Tenderer's Performance in CIC's Past Projects (10%)</p>		<p>10%</p> <p>20%</p> <p>60%</p> <p>10%</p>
Total:		100%

- 2.2 The weighted technical assessment score of a tender shall be determined in accordance with the following formula:

$$70 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

3. FEE EVALUATION

- 3.1 Tender fee for evaluation shall be the lump sum quoted in Appendix D – Fee Proposal of the Conditions of Tender.
- 3.2 The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$30 \times \frac{\text{Lowest total lump sum fee of all tenders}}{\text{Total lump sum fee of the subject tenders}}$$

4. CALCULATION OF COMBINED SCORES

- 4.1 The combined assessment score of a tender proposal shall be the sum of the weighted technical assessment score (Cl.2.2) and the weighted fee assessment score (Cl.3.2).

APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (561) in P/AE/PUR/AGC, Closing Date: 25 April 2024), I/we regret that I am/we are unable to bid due to the following reason(s):

(Please tick against the box(es) where applicable)

Inadequate time to prepare tender proposal. Suggested timeframe for proposal preparation: _____ days

Invitation document contains insufficient details.
Suggested supplementary details:

Work scope too broad. Would you consider bidding if the work scope is reduced?

Yes

No

Or which part(s) of the work scope shall be reduced to facilitate your consideration in bidding (please specify)?

Work scope too narrow. Would you consider bidding if the work scope is broadened?

Yes

No

Or what supplementary details shall be added to facilitate your consideration in bidding (please specify)?

- Not interested in this type of service.
- Working at full capacity at the moment.
- Work scope beyond firm's / organisation's expectation.
- Cannot meet project time schedule. Suggested timeframe for the project:
_____ months
- Requirements / Specifications too restrictive.
- Others (please specify):

Signature: _____

Full Name of Contact Person: _____

Position: _____

Name of Company: _____

Telephone No.: _____

Fax No.: _____

E-mail: _____

Date: _____

Note:

- 1) Please return the completed reply slip to E-mail: rubywong@cic.hk or fax no: 2100 9439 no later than 12:00 p.m. on 25 April 2024.
- 2) Please contact Ruby WONG at Tele: 2100 9420 or E-mail: rubywong@cic.hk for any enquiry.

APPENDIX G – Reply Slip for Tender Briefing

I/We would like to attend the tender briefing for the **Custom-built for Upgrading and Migration of CISCO IP Telephony System** on 8 April 2024 (Monday) at 4:00 p.m. by Microsoft Teams.

<u>Full Name of Attendee(s)</u>		<u>Post/Title</u>	
<u>Company Name:</u>			
<u>Contact Person:</u>		<u>Post/Title</u>	
<u>Address:</u>			
<u>Telephone No : :</u>		<u>Fax No:</u>	
<u>Mobile Phone No:</u>		<u>E-mail :</u>	

Note:

1. Each Tenderer shall register three attendees at most.
2. Please return the completed reply slip to E-mail: rubywong@cic.hk or fax no: 2100 9439 no later than 5:00 p.m. on 5 April 2024.
3. Please contact Ms. Ruby WONG at Tele: 2100 9420 or E-Mail: rubywong@cic.hk for any enquiry.
4. The briefing session will be conducted via Microsoft Teams. The CIC will send the Microsoft Teams link to the provided email before the briefing session. Please state email address(es) clearly.

Assignment Brief

of

Custom-built for upgrading and migration of

Cisco IP Telephony System

for

the Construction Industry Council

March 2024

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Assignment Brief
Custom-built for Upgrading and Migration of
Cisco IP Telephony System for the Construction Industry Council

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Annex 3 – CIC IPT System Network Diagram.....	2 pages

1. Background

- 1.1 The Construction Industry Council (CIC) currently has three (3) training centres, one (1) trade centre, one (1) service centre, seven (7) training grounds, Zero Carbon Park, Megabox back office and headquarters, where possess over 1 thousand sets of CISCO 8800 series IP phone connecting to two Cisco BE6H servers, six voice gateways and one NICE logger voice recording server.
- 1.2 The Cisco BE6H version 11.5 has been deployed in 2016. The last date of support for version 11.5 was announced to be May 2024 while the end of sale for version 11.5 was in 2022 and planned to upgrade the existing System version 11.5 to version 12.5 or above.
- 1.3 As a result, the CIC has decided to engage an external Contractor to implement the migration of the Cisco IP Telephony (IPT) system to a Managed Cloud Calling solution.

2. Service Objectives

- 2.1 To review and propose a migration plan of the Cisco IPT system from on-premises BE6H version 11.5 to 12.5 Calling solution to all CIC premises;
- 2.2 To upgrade and migrate the existing Cisco IPT system version 11.5 to 12.5 custom-built calling solution including Microsoft Teams (MS Teams) integration for all CIC premises which the external call recipient will see the CIC phone number when the CIC staff use MS Teams. Similarly, CIC staffs can also able to receive calls to the CIC phone number by using MS Teams while out of the office.

3. Scope of Service

3.1 The contractor should demonstrate experience in planning, project administration and management.

3.2 The scope of services is proposed as follows:

3.2.1 Cisco IPT Migration

3.2.1.1 Project Management

- (a) To provide a single point of contact for coordinating and scheduling technical tasks, following up tasks and documentation;
- (b) To provide a detailed project schedule of the project;
- (c) To develop a migration and change plan for each premise; and
- (d) To prioritize work and keep track of tasks within agreed timelines, including:
 - Risk management
 - Regular project meeting

3.2.1.2 Planning & Preparation

- (a) To study and review CIC's existing Cisco IPT infrastructure (Annex 3 - CIC Cisco IPT System Network Diagram);
- (b) To upgrade the phone firmware on the existing Cisco IPT infrastructure from Cisco Unified Communications Manager (CUCM) to Multiplatform Phone (MMP) firmware (Annex 2 - full equipment list of existing Cisco IPT system);
- (c) To setup COBRAS for voice messaging migration;
- (d) To assist CIC to create a Cisco Smart Account;
- (e) To review Cisco IPT and MS Teams Voice Call Flow (inbound, outbound, voice mail, call forward and other etc.); and
- (f) To provide a proposal for upgrading of existing Cisco IPT System.

3.2.1.3 Implementation of the Custom-built Calling Solution

- (a) The Contractor must upgrade and migrate existing WHOLE Cisco IPT system, for the details please refer to the system diagram Annex 3 – CIC IPT System Network Diagram.
- (b) To setup and configure the custom-built IPT System in the managed platform with the necessary subscription required.
- (c) To install and setup the managed platform.
- (d) To provision the SIP Trunk.
- (e) To configure and Integrate the SIP with M365 platform.
- (f) Migrate the voice recording from the existing NICE Logger System to the new proposed voice recording system;
- (g) To perform the system acceptance test with CIC;
- (h) To integrate and configure with MS Teams Voice; and
- (i) To setup simultaneously (SIM) Ring with MS Teams Voice calling.
- (j) To provide O&M manuals and training during handover.
- (k) If the contractor proposes any new hardware(s), the ownership must belong to CIC.
- (l) All in all, the system migration shall be implemented in three (3) phases:
 - (i) Pre-transitions phase, including but not limited to the following steps:
 - Review deployment and network readiness
 - Analyze deployment locations and sites
 - Understanding PSTN access options
 - Inventory existing endpoints
 - Inventory and plan for existing users transition to MS Teams Voice
 - (ii) Transition phase, including but not limited to the following steps:
 - Implement the required network and assist in any firewall changes
 - Prepare MS Teams Voice for directory integration and user provisioning
 - Setup gateways
 - Setup and migration to SIP trunk if any
 - Configure and user provisioning for MS Teams Voice

- Phone migration and provisioning for MS Teams Voice
- (iii) Post-transition phase, including but not limited to the following steps:
 - Verify the gateways
 - Verify the MS Teams Voice
 - Update on-premises infrastructure
 - User acceptance test (UAT)

3.2.1.4 Cisco IPT Migration System Cut-Over

- (a) To overall migration coordination with different parties including CIC, Audio & Visual (AV) vendor for the AV system in the HQ boardroom etc.;
- (b) To upgrade and migrate existing Cisco IP phones in all CIC premises to the new custom-built calling solution;
- (c) To migrate all existing PSTN Voice gateways and analog gateways in all CIC premises to the new solution (Annex 2 - full equipment list of existing Cisco IPT system);
- (d) To migrate voicemail with COBRAS;
- (e) To disconnect Cisco BE6H servers after implementation of custom-built IPT system in success; and
- (f) To perform the system acceptance test with CIC and different vendors including AV system and CIC ITD.

3.2.1.5 System Rollout and Nursing

- (a) Next business day on-site standby;
- (b) To provide a onsite standby on the next business day during minor phases or minor configuration changes; &
- (c) To provide a 1-month system nursing and system handover documents after the implementation is completed for all / one premises.

3.2.2 MS Teams Voice

3.2.2.1 CIC Responsibilities

- (a) Network Infrastructure, both LAN and WAN and internet access will be provided by CIC;
- (b) Setup and installation of MS TEAMS client will be performed by CIC;
- (c) The license(s) for the MS TEAMS client will be provided by CIC.

3.2.2.2 MS Teams Implantation

- (a) To configure the AudioCodes SBC Hardware for integration with the managed Cloud Calling solution; and
- (b) To assist CIC ITD in configuring the Microsoft Direct Routing for MS Teams phone system service enablement.

3.2.3 Network Methodology

- (a) To propose the interface and configuration of the managed IPT Cloud Calling Solution on the CIC ITD data network for CIC's consideration;
- (b) To comply with the CIC Information Security Policy and network topology standard in the configuration of the managed Cloud Calling Solution;
- (c) To provide the configuration and comment to ITD for the setup/tuning of the data network including network switch, network router and others;
- (d) To provide the cable connection from the newly purchased devices to the network switches provided by the CIC.
- (e) For the details of the IT security policy, please refer to Annex 1 – IT Security Policy.

3.2.4 General and Security Requirements

- (a) The Contractor shall be totally responsible for the maintenance of the custom-built of Cisco IPT Calling solution and installed on-premises PSTN voice and analog gateways to CIC on its own to meet the service level described in this assignment brief;
- (b) The CIC has full ownership and copyrights of all the information and data in the managed IPT Cloud Calling Solution and installed on-premises PSTN voice and analog gateways. The Contractor including its subcontractors (if any) shall not distribute or disclose any of the information without explicit written approval from CIC;
- (c) The Contractor must provide a 2 hours response time within CIC office hour and 4-hour response time outside CIC office hours. The CIC office hours are Monday to Friday from 8:30am to 6:30pm, and Saturday from 8:30am to 1:00pm excluding public holidays;
- (d) The Contractor shall treat as confidential all information relating to the affairs or business of CIC or designated as confidential by CIC or which is by its nature confidential, which may come into the possession of the Contractor, the Contractor's employee, or any employee, agent or subcontractor of the Contractor as a result of or in connection with the implementation of the System;
- (e) The Contractor shall not at any time during or after the course of the implementation of the System divulge or allow to be divulged to any person any such confidential information other than to the relevant employees and any other employees, officers, agents or contractors who need to know the same for the purpose of carrying out the implementation of the System and have signed an undertaking on non-disclosure as approved by the CIC;
- (f) The Contractor shall ensure that the relevant employees and any other persons engaged on any work in connection with the implementation of the System are aware of and comply with the provisions of the above and the Official Secrets Ordinance Cap. 521. The Contractor shall indemnify the CIC against any loss or

- damage, which the CIC may sustain or incur as a result of any breach of confidence by any of such persons;
- (g) Should the implementation of the System be terminated either prematurely due to any reasons or upon satisfactory completion of the implementation of the System, the Contractor shall return all related materials belonging to the CIC or information collected from the CIC including both hard copies and soft copies within 3 working days of the termination;
 - (h) The System should have an enforced data disposition policy and CIC data must be disposed within 90 calendar days including the backup in the Contractor's servers if CIC terminates the Services;
 - (i) Any loan materials from the CIC, account information for accessing CIC properties or other related materials must be used under the instruction from CIC. Those materials must not be disclosed to any parties who are not serving for the implementation of the System;
 - (j) Access to the custom-built of Cisco IPT Calling solution should be limited to CIC staff with valid active directory accounts, integration with CIC's Active Directory authentication system is required to provide single sign-on service;
 - (k) Any security issues or events which include information leakage or system compromise shall report to CIC's security team immediately;
 - (l) Data should be transferred to CIC when the project closes and shall be removed completely from the cloud Contractor;
 - (m) The managed IPT Cloud Calling Solution is subject to the satisfactory Cybersecurity Regularly Compliance, and Assessment prior to the production deployment (including but not limited to SRAA, PIA, VAPT and system design review);
 - (n) The Contractor shall specify their owned security certification in their Technical Proposal if any. The Contractor shall provide a copy of the updated security certificates to CIC regularly if necessary; and
 - (o) The Contractor shall support CIC's security assessment exercise upon request at no extra cost.

3.2.5 Provision of hardware and software

- (a) To provide a minimum of **one-year** maintenance warranty after the practical completion date for the upgrade of the new Custom-built IPT System including related spare parts replacement and technical support free of charge with two-times per year preventative maintenance and system health checking during warranty period.
- (b) All software licenses shall come with a minimum duration of 18 months after the practical completion date for the upgrade of the custom-built IPT System;
- (c) To provide an onsite response to the managed IPT Cloud Calling Solution in no more than 2 working hours upon receiving a customer call to perform remedial maintenance service in 7x24 (including Sunday and Statutory Holiday); and
- (d) To provide the equipment including ALL necessary material and accessories for the installation, such as mounting hardware, power cables and control cables but not limited to the components.

3.2.6 Maintenance service of existing on-premises Cisco IPT System and relevant licenses renewal during upgrading or migration period.

- (a) Since our existing maintenance service for on-premises Cisco IPT System will expire on 30 November 2023, the awarded contractor must provide a total solution of maintenance service to upkeep the service during the whole system upgrading works and until the completion of the Contract.
- (b) Provide **UNLIMITED** maintenance services and license renewal for ALL PARTS of CISCO IPT System and relevant equipment EXCLUDING ALL IP Phone sets which will be maintained by the CIC; and
- (c) include license renewal for all existing CISCO phone sets of 8811, 8821, 8831, 8851 and 8861 but EXCLUDING maintenance services for all existing CISCO key expansion modules and CISCO phone sets of 8811, 8821, 8831, 8851 and 8861.

- (d) The Contractor shall provide a **24-hour Call Centre Service** with a fixed telephone line manned by sufficient manpower during the office hours period from 08:30 to 18:30 from Monday to Sundays and Statutory Holidays and non-office hours period from 18:31 to 08:29 on Monday to Sundays and Statutory Holidays to receive the daily maintenance request phone calls and emergency calls from various venues of the CIC;
- (e) the Contractor shall arrive at the Site within **2 Hours** upon request received after receiving maintenance request calls from CIC; and
- (f) carry out the assigned inspection & maintenance and complete the Works instructed within **8 Hours**, to minimize the service interruption to the premises of the CIC.
- (g) For the details list, please refer to Annex 2 Existing CISCO IPT Equipment and License List_SN)r1.

3.2.7 Additional Services

- (a) Other items of work directly or indirectly related to this Service Contract may be added by the CIC with the agreement of the Service and shall form part of the overall scope of the Service and be covered by the terms of the Agreement with additional fees that mutually agreed by the CIC and the Contractor.

4. Presentations

- 4.1 To attend all meetings with service providers, vendors and all related sub-contractors for this project;
- 4.2 To present contractor reports to the CIC representatives in weekly coordination meetings; and
- 4.3 The presentation materials shall be bilingual as necessary and required.

5. Deliverables

- 5.1 The Service and all deliverables shall comply with the Contract requirements to the satisfaction of the CIC. Should there be different interpretations between the CIC and the Contractor against any requirements in the Contract, the CIC shall have the final jurisdiction on the explanation and approach of the implementation of the requirements. The Contractor shall follow the explanation of the requirements and the instructions given by the CIC to implement the solution to the satisfaction of the CIC.
- 5.2 To prepare organization chart, project contact list, emergency contact list, master working programme, Cisco gold certification etc., for the CIC approval;
- 5.3 To prepare and submit system schematics for the CIC approval prior to commencement of work;
- 5.4 To prepare minutes for the meeting. Unless otherwise stated, the meeting shall be held on weekly basis; and
- 5.5 To prepare the operational and maintenance manuals and user guidelines.
- 5.6 Other as requested by CIC.
- 5.7 All submissions produced by the Contractor shall be subject to the acceptance by the CIC. The CIC will endeavour to respond to and comment on the work project submitted by the Contractor within two (2) weeks of submission as practical as possible. The Contractor shall rectify and supplement the submissions within one (1) week upon receiving comments from the CIC and/or stakeholders.
- 5.8 All documents shall be submitted electronically in MS Word format, MS Excel format (for data) and in PDF file format or any other formats as applicable which are readily printable.

- 5.9 All submissions must be submitted in English and Chinese to the satisfaction of the CIC.
- 5.10 The copyright of all reports, documents, recommendations, data and any other information prepared or collected by the Contractor, its Specialist(s) and the Sub-Contractor(s) and their employees and agents in the course of this Service shall be borne with the CIC.

6. Brief Programme

- 6.1 The Services shall be completed within 60 days under the supervision of the CIC.
- 6.2 The Contractor undertakes to carry out the Services and submit deliverables as stipulated in the Assignment Brief and its Annexes to the CIC in accordance with the tentative programme specified in Paragraph 6.4 below or as directed/agreed by the CIC from time to time.
- 6.3 Supplementary information or reports other than the deliverables stated below shall be prepared and delivered at such time upon request by the CIC.
- 6.4 The following activities shall be taken into consideration in the preparation of the programme:

Task	Description of Deliverables	Deadline
(1)	To submit organization charts, project contact list, emergency contact list and CISCO gold certification as specified in paragraph 5.2.	Within 7 days after the tender award
(2)	To submit the detailed implementation plan and master working programme as specified in paragraph 5.2.	Within 7 days after the project commencement date
(3)	To submit the Operational and Maintenance manual as specified in paragraph 5.5.	Within 14 days after the practical completion of the work project

7. Management of the Contractor

- 7.1 The Contractor shall be directed and supervised by the CIC.
- 7.2 The Contractor shall obtain the approval of the CIC (where appropriate) before the commencement of each stage of the Assignment.
- 7.3 The Contractor shall attend all meetings held by the CIC formed for this Service and the internal meetings of the CIC as required and necessary.

8. Contractor's Office and Staffing

- 8.1 The Contractor shall maintain for the duration of this Service an office in Hong Kong under the control of a Project Manager with at least Five (5) years of management experience in the implementation of the Cisco IPT system.
- 8.2 The composition of the project team shall also include at least the following team members:
 - (a) Project Manager (a Cisco Gold Certified Partner)
 - (b) Technical Staff (a Cisco Gold Certified Partner)
 - (c) Administrative supporting staff
- 8.3 The project team as a whole, and each individual (except administrative support staff) within the team shall have the experience of conducting projects of similar nature and scope of those required in this Service.
- 8.4 The Contractor shall provide the CIC with full details of staff to be employed on the Service together with their curriculum vitae and proof of qualifications for prior approval from the CIC. Separate approval from the CIC should be obtained for any subsequent changes of staff.

- 8.5 The project team shall provide all specialist and sub-Contractor services (not limited to those specified in Paragraph 8.2 above) required for the satisfactory completion of the Service. No additional fees or expenses for the provision of such services rendered locally or overseas shall be payable by the CIC.
- 8.6 The Project Manager shall attend all the meetings as may be called upon by the CIC.
- 8.7 The Contractor shall provide staff and manpower input in accordance with the technical proposal made at the tender stage, and the CIC shall have the right to check the time-log record of the Contractor's staff deployed for the Service.
- 8.8 In the event of any deviation or change of team members with respect to the submitted tender, prior approval from the CIC must be sought.
- 8.9 In the event, for reasons beyond his control, the Contractor is unlikely to provide or maintain any key staff as specified in the proposal, he should report to the CIC as soon as practicable and propose for the CIC's approval of a substitute staff having qualification and experience comparable with the staff who is leaving the project team.
- 8.10 The Contractor shall be responsible for preparing the meeting minutes and submitting them to the CIC within 1 weeks after the meeting. Meeting papers and documents shall be prepared and submitted by the Contractor within Two (2) working days before the meeting.



Policy No. IT-SOP-04
Rev 3.5 [10/03/2023]

Information Technology Security Policy

Version 3.5
10/3/2023

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Revision History

Date	Version	Name	Revision Description
Sep 2008	1.0	ITD	First Release
May 2011	2.0	Ernest and Young	Reviewed by Ernest and Young
Oct 2014	3.0	ITD	Revised Section 3, 5
Jul 2015	3.1	Raymond Sung	Revised upon comments
Nov 2017	3.2	Raymond Sung	Use new abbreviations and page number conventions.
Jul 2018	3.3	Doctor A Security	Updated with reference to latest version of S17 issued by the OGCIO
Nov 2020	3.4	Raymond Sung	Updated for remote access and mobile device
Mar 2023	3.5	ITD	Updated information classification labels and Password Age

1. OBJECTIVES

The purpose of this security policy is to:

- Establish a common foundation for the development of security protection mechanisms in the Construction Industry Council (CIC); and,
- Establish the roles and responsibilities for security enforcement.

The policy statements are developed for all levels of staff acting in different roles within CIC, including management staff, IT administrators, and general IT end users. It is the responsibility of ALL staff to read through the entire document to understand and follow IT security policies accordingly.

In addition, the document is intended for reference by the vendors, contractors and consultants who provide IT services to the CIC.

2. SCOPE

This document addresses security considerations in the following fourteen areas.

- Management responsibilities;
- IT security policies;
- Human resource security;
- Asset management
- Access control;
- Cryptography;
- Physical and environmental security;
- Operation security;
- Network and communication security;
- System acquisition, development and maintenance;
- Outsourcing security;
- Security incident management;
- IT security aspects of business continuity management; and
- Compliance

3. REFERENCE

3.1 STANDARDS AND GUIDELINES

- 3.1.1 The Office of the Government Chief Information Officer (OGCIO) (2021). Baseline IT Security Policy [S17], version 7.0. (https://www.govcert.gov.hk/doc/S17-v7_EN.pdf)
- 3.1.2 The Office of the Government Chief Information Officer (OGCIO) (2022). IT Security Guidelines [G3], version 9.1. (https://www.govcert.gov.hk/doc/G3-v9.1_EN.pdf)
- 3.1.3 The Office of the Government Chief Information Officer (OGCIO) (2021). Practice Guide for Information Security Incident Handling [ISPG-SM02], version 1.2. (https://www.govcert.gov.hk/doc/ispg-sm02-v1.2_en.pdf)

3.2 STANDARDS AND GUIDELINES

- 3.2.1 Information technology – Security techniques – Information security management systems – Requirements, ISO/IEC 27001:2013, dated 1 October 2013.
- 3.2.2 Information technology – Security techniques – Code of practice for information security controls, ISO/IEC 27002:2013, dated 1 October 2013

4. DEFINITIONS AND CONVENTIONS

4.1 DEFINITIONS

Information System	a related set of hardware and software organised for the collection, processing, storage, communication, or disposition of information - including, but is not limited to, computer systems, servers, workstations, terminals, storage media, communication devices and network resources.
Confidentiality	only authorised persons are allowed to know of or gain access to the information stored or processed by Information Systems in any aspects.
Integrity	only authorised persons are allowed to make changes to the information stored or processed by Information Systems in any aspects.
Availability	Information Systems should be available to users at any given or specified period of time upon demand by authorised persons.
IT Security Policy	a documented list of management instructions that describe in detail the proper use and management of computer and network resources with the objective to protect these resources as well as the information stored or processed by Information Systems from any unauthorised disclosure, modifications or destruction.
Classified Information	refers to the categories of information classified in accordance with Information Classification (see section 4.2).
Personal Information	refer to any data relating directly or indirectly to a living individual. It includes name, telephone number, fax number, address, gender, identity card numbers, medical records, employment records, performance appraisal and

the expression of views (under section 2(1) of the Personal Data (Privacy) Ordinance, Cap. 486).

Staff persons employed by the CIC irrespective of the employment period and terms.

User CIC staff, including outsourcing staff, who is authorised and required gain access to Information Systems.

Computer Room a dedicated room for housing computer equipment.

Malware programs intended to perform an unauthorised process that cause will have an adverse impact on the confidentiality, integrity, or availability of the Information Systems. Examples of malware include computer viruses, worms, Trojan horses, and spyware etc.

Mobile Devices Portable computing and communication devices with information storage and processing capability. Examples include portable computers, mobile phones, tablets, digital cameras, and audio or video recording devices.

Removable Media Portable electronic storage media such as magnetic, optical, and flash memory devices, which can be inserted into and removed from a computing device. Examples include external hard disks or solid-state drives, floppy disks, zip disks, optical disks, tapes, memory cards, flash drives, and similar USB storage devices.

4.2 INFORMATION CLASSIFICATION

Highly Confidential (Previously Secret Information) refers to any information that is highly sensitive and controversial, the unauthorised disclosure of which would cause serious injury to the interests of the CIC, such as legal proceedings.

Confidential refers to any information that is sensitive, the unauthorised disclosure of which would be prejudicial to the interests of the CIC, such as personal information, briefs and reports on delicate or sensitive negotiations, certain CIC proposals, draft bills, and tender submissions.

Protected (previously Restricted Information) refers to any information, the unauthorised disclosure of which would be undesirable in the interests of the CIC. It requires some degree of security protection but is not sufficiently sensitive to justify one of the higher classifications, such as documents and correspondence relating to the award of CIC Contracts during the tender stage or consultations selection stage.

Unclassified refers to any information that does not have a security classification.

4.3 CONVENTIONS

Shall the use of the word 'shall' indicates a mandatory requirement.

Should the use of the word 'should' indicates a requirement for good practice, which should be implemented whenever possible.

May the use of the word 'may' indicates a desirable requirement.

5. CIC IT SECURITY ORGANISATION

5.1 INFORMATION SECURITY COMMITTEE

5.1.1 An Information Security Organisation should be set up within the CIC. All responsible CIC representatives should be assigned with information security responsibilities and to coordinate the implementation of information security controls. Multiple roles can be assigned to a single staff depending on resource availability.

5.1.2 Organisation Chart for Information Security Committee in the CIC is as follows:-

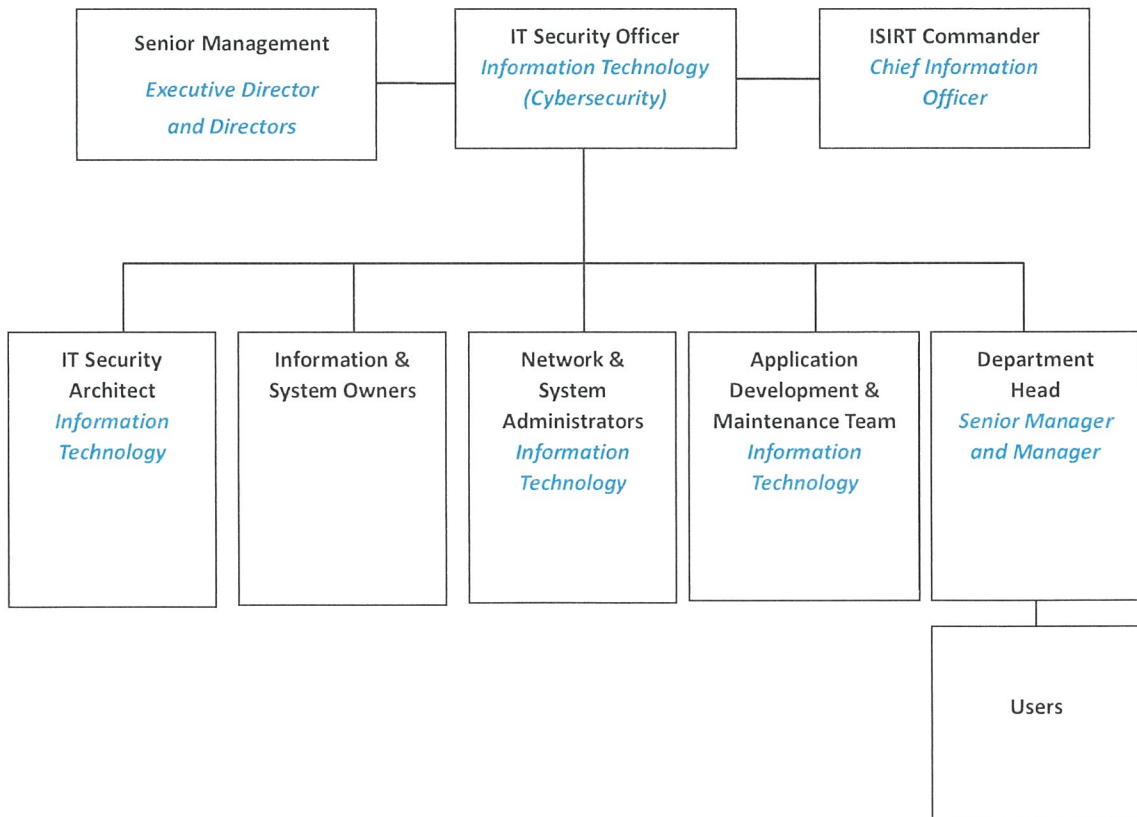


Figure 1. Organisation Chart for Information Security Committee

5.2 CIC IT SECURITY STAFF

5.2.1 Senior Management

The senior management of CIC shall have an appreciation of IT security, its problems and resolutions. Their responsibilities include:

- Direct and enforce the development of security measures;
- Provide the necessary resources required for the measures to be implemented; and
- Ensure participation at all levels of management, administrative, technical and operational staff, and provide full support to them.

5.2.2 IT Security Officer (ITSO)

The IT Security Officer's roles and responsibilities shall be clearly defined, which include but are not limited to the following:

- Establish and maintain an information protection program to assist all employees in the protection of the information they use;
- Lead in the establishment, maintenance and implementation of information security policies and procedures;
- Monitor, review and improve the effectiveness and efficiency of IT security management;
- Coordinate with other organisations on IT security issues;
- Disseminate security alerts on impending and actual threats to responsible parties within CIC;
- Ensure information security risk assessment and audits are performed every two years;
- Promote security awareness; and,
- Initiate investigations and rectification in case of breach of security.

5.2.3 Information Security Incident Response Team (ISIRT) Commander

The ISIRT is the central focal point for coordinating the handling of information security incidents occurring within CIC. The ISIRT Commander should have the authority to appoint core team

members for the ISIRT. The responsibilities of an ISIRT Commander include the following:

- Provide overall supervision and coordination of information security incident handling for all Information Systems within CIC;
- Decide on critical matters such as system recovery, the engagement of external parties and the extent of involvement, and service resumption logistics after recovery etc.;
- Triggering the CIC disaster recovery procedure where appropriate, depending on the impact of the incident on the business operation of CIC;
- Provide management endorsement on the provision of resources for the incident handling process;
- Provide management endorsement in respect of the line-to-take for publicity on the incident;
- Disseminate information security alerts to CIC staff and facilitate the experience and information sharing within the CIC on information security incident handling and related matters; and
- Review and update the Information Security Incident Response procedures.

5.2.4 IT Security Architect

IT Security Architects are responsible for providing security and risk management-related support services. Their responsibilities include:

- Assist in identifying system vulnerabilities;
- Perform security administrative work of the system;
- Maintain control and access to the system; and,
- Check and manage audit logs.

5.2.5 Information Owners

Information Owners are the collators and the owners of information stored in databases and data files. Their primary responsibility is to:

- Determine the security requirements and security classifications, usage and protection of the information.

- Report and provide information to the ISIRT against the security incident in their offices or information systems.

5.2.6 Network & System Administrators

Network & System Administrators are responsible for the day-to-day administration, operation and configuration of the Information Systems and network in CIC, whereas Internet System Administrators are responsible for the related tasks for their Internet-facing information systems. Their responsibilities include:

- Implement the security mechanisms in accordance with procedures/guidelines established by the IT Security Officer (ITSO).

5.2.7 Application Development & Maintenance Team

The Application Development & Maintenance Team implements and develops quality systems using quality procedures, techniques and tools. Their responsibilities include:

- Liaise with the Information Owner in order to agree on system security requirements; and
- Define the solutions to implement these security requirements.

5.2.8 Department Head

Senior Managers and Managers - Executive Officers are responsible for overseeing the activities of all staff in his/her department / centre. His/her responsibilities include:

- Provide advice and management endorsement on the data handling of classified information;
- Assist the ISIRT in supervision and coordination of information security incident handling.
- Promptly report any security incident happened to the ISIRT;
- Provide sufficient, relevant information about security incident and support to the ISIRT, in the course of incident investigation / problem diagnosis; and
- If the security incident is confirmed as the result of improper staff behaviour, the information gathered will be passed to

Human Resources Department for recording or disciplinary action against the staff may be taken.

5.2.9 Users of Information Systems

Users of Information Systems are the staff who are authorised to access and use the information and shall be accountable for all their activities on the Information Systems. Responsibilities of an information system user include:

- Know, understand, follow and apply all the possible and available security mechanisms to the maximum extent possible; and
- Prevent unauthorised access to their information under his/her custody at his/her best effort; and
- Keep computing and storage devices safe, and protect them from unauthorised access or malicious attack with his/her best effort.

6. MANAGEMENT RESPONSIBILITIES

6.1 GENERAL MANAGEMENT

6.1.1 The ITSO shall ensure that security protection is responsive and adaptive to changing environment and technology through information security risk assessment and audits.

6.1.2 The ITSO shall put the funding requirements of the necessary security safeguards and resources in the annual budget.

6.1.3 CIC shall apply sufficient segregation of duties to avoid execution of all security functions of an information system by a single individual. Two measures are implemented at the moment.

- Separate staff holding passwords for Windows domain administration and PC local administration.
- Separate staff for system administration and application deployment.

6.1.4 Management reserves the right to examine all information stored in or transmitted by CIC Information Systems in accordance with the Personal Data (Privacy) Ordinance.

6.1.5 CIC shall ensure the confidentiality, integrity and availability of

information and all other security aspects of Information Systems under their control including outsourced systems. The principles are as follows.

A. Confidentiality

1. Only authenticated users are allowed to access an information system.
2. An authenticated user is allowed to access the functions and data appropriate to his/her role only.
3. Only with explicit ITSO approval shall information be extracted and downloaded from information system to user PC, mobile device, or any removable storage.
4. Privacy sensitive data shall be encrypted in the database.

B. Integrity

1. Audit log shall be implemented to log who, when and what a data record is modified.
2. An additional authorisation or approval step shall be implemented in critical operations or data entry functions.

C. Availability

1. Set up regular backup of the data, source code and installation image of an information system.
2. Formulate disaster recovery plan.
3. System available in Internet should be protected by firewall and/or other network security device to guard against common attack such as Distributed Denial of Service (DDOS) attack.

7. IT SECURITY POLICIES

7.1 MANAGEMENT DIRECTION FOR IT SECURITY

- 7.1.1 Review of information security policies, standards, guidelines and procedures shall be conducted annually by the IT Security Officer (ITSO).
- 7.1.2 CIC shall clearly define and communicate to users its policy in the document ITD-SOP-02, "Usage of IT Services Policy", in relation to acceptable Internet usage. ITD shall put the relevant policies in CIC Intranet and send regular reminder email / circular to all CIC staff.

- 7.1.3 CIC shall clearly define and communicate to users its policy, in the document ITD-SOP-02, "Usage of IT Services Policy", in relation to acceptable email usage.

8. HUMAN RESOURCES SECURITY

8.1 DURING OR TERMINATION OF EMPLOYMENT

- 8.1.1 Staff shall be advised on their IT security responsibilities upon being assigned a new post, and periodically throughout their term of employment via regular circular or reminder email.

- The IT security responsibilities include but are not limited to the following:
 - Keeping the workplace safe and secure is everyone's responsibility. All staff need to follow security policy, standards, guidelines and procedures at their work location; and
 - All staff need to be mindful of their obligation to use and protect CIC information in a proper way. This includes proper use of password.

- 8.1.2 Information security is the responsibility of every member of the staff in CIC. As such, CIC shall educate users about the IT Security Policy and strengthen their security awareness by uploading IT Security Policy and training video in CIC Intranet. New staff will be required to acknowledge reading policy and viewing the video. Existing staff will be required to refresh the IT security knowledge by viewing the training video annually.

- 8.1.3 Staff shall be educated and trained in order to enable them to discharge their responsibilities and perform their duties relating to IT security. Training video shall be put on Intranet to communicate the IT Security Policy to all CIC staff.

- 8.1.4 Staff who use or have unescorted access to Information Systems and resources shall be carefully selected and they shall be made aware of their own responsibilities and duties. They shall be formally notified of their authorisation to access Information

Systems.

- 8.1.5 No staff shall publish, make private copies of or communicate to unauthorised persons any classified documents or information obtained in his official capacity, unless he is required to do so in the interest of the CIC. The “need to know” principle shall applied to all classified information, which should be provided only to persons who require it for the efficient discharge of their work and who have authorised access. If in any doubt as to whether an officer has authorised access to a particular document or classification or information, the ITSO should be consulted.
- 8.1.6 Information security responsibilities and duties that remain valid after termination or change of employment shall be defined, communicated to the staff and enforced.

9. ASSET MANAGEMENT

9.1 RESPONSIBILITY FOR ASSETS

- 9.1.1 The Network & System Administrators shall properly keep and maintain the inventory of hardware assets, software assets, valid warranties and maintenance service agreements in ITD file server.
- 9.1.2 Information about Information Systems that may compromise the security of those systems shall not be disclosed to users, or any other third parties, except on a need-to-know basis and only if authorised by ITSO.
- 9.1.3 Staff shall not disclose information about the individuals, CIC or specific systems that have suffered from damages caused by computer crimes and computer abuses, or the specific methods used to exploit certain system vulnerabilities, to any people other than those who are handling the incident and responsible for the security of such systems, or authorised investigators involving in the investigation of the crime or abuse.
- 9.1.4 Staff shall not disclose to any unauthorised persons the nature and location of the Information Systems, and the Information System controls that are in use or the way in which they are implemented.
- 9.1.5 At the time that a member of the staff is transferred or ceased to provide services to CIC, all related Information Systems privileges

shall be promptly terminated. The outgoing staff shall be responsible for the handover of computer resources to his/her supervisor or the incoming staff for business continuity. The supervisor shall then notify ITD by filling in an IT Service Request Form about

1. Rights to be revoked from the outgoing staff.
2. Inventories to be collected from the outgoing staff.
3. Rights to be granted to the incoming staff.
4. Inventories to be transferred to the incoming staff.

9.2 INFORMATION CLASSIFICATION

- 9.2.1 Storage of CONFIDENTIAL and HIGHLY CONFIDENTIAL information in CIC computer systems shall be referred to Data Handling Guideline (see appendix B) in order to protect from information disclosure and unauthorised access.
- 9.2.2 Formal approval process shall be defined for information before it becomes publicly available.
- 9.2.3 Personal and/or classified data shall be protected during transmission and storage.
 - Staff shall follow Personal and Restricted Data Protection Guidelines (see appendix A) to handle personal and restricted data.

9.3 STORAGE MEDIA HANDLING

- 9.3.1 The use and transportation of storage media containing classified information shall be controlled.
- 9.3.2 Storage media with classified information shall be protected against unauthorised access, misuse or physical damage.
- 9.3.3 All classified information shall be completely cleared or destroyed from storage media before disposal or re-use.
- 9.3.4 Staff shall not throw away storage media, e.g. flash drives, portable storage devices, hard disks, USB storage devices, floppy disks, CD/DVD-ROM, etc. where CIC Information / Data may be stored and not yet destroyed. Staff shall consult Information Technology Department (ITD) or get assistance from ITD for disposal of this kind of storage media.

10. ACCESS CONTROL SECURITY

10.1 BUSINESS REQUIREMENTS OF ACCESS CONTROL

- 10.1.1 CIC shall enforce the least privilege principle when assigning resources and privileges of Information Systems to users. Detailed requirements shall be put in the IT Service Request Form and sought approval from the line manager.
- 10.1.2 Access to information shall not be allowed unless authorised by the relevant information owners.
- 10.1.3 Access to an Information System containing classified information shall be restricted by means of logical access control (e.g. username/password).
 - Staff shall follow Data Handling Guidelines (see appendix B) to protect classified information against information disclosure and unauthorised access.
- 10.1.4 Access to classified information without appropriate authentication shall not be allowed.

10.2 USER ACCESS MANAGEMENT

- 10.2.1 Procedures for approving, granting and managing user access including registration/de-registration, password delivery and password reset shall be documented.
- 10.2.2 Data access rights shall be granted to users based on a need-to-know basis.
- 10.2.3 The use of special privileges shall be restricted and controlled.
- 10.2.4 The information owner shall clearly define the data access rights and review the rights annually. Records for access rights approval and review shall be maintained.
- 10.2.5 User privileges shall be reviewed by the information owner annually.
- 10.2.6 At the time that a member of the staff is transferred or ceased to provide services to CIC, all related Information Systems privileges shall be promptly terminated. The outgoing staff shall be

responsible for the handover of computer resources to his/her supervisor or the incoming staff for business continuity. The supervisor shall then notify ITD by filling in an IT Service Request Form about

1. Rights to be revoked from the outgoing staff.
2. Inventories to be collected from the outgoing staff.
3. Rights to be granted to the incoming staff.
4. Inventories to be transferred to the incoming staff.

10.2.7 Each user identity (user-ID) shall uniquely identify only one user. Shared or group user-IDs are not permitted unless explicitly approved by the ITSO.

10.3 USER IDENTIFICATION

10.3.1 Users are responsible for all activities performed with their user-IDs.

10.3.2 Passwords shall not be shared or divulged unless necessary (e.g., helpdesk assistance, shared PC and shared files). The risk of sharing passwords is that it increases the probability of security being compromised. If passwords must be shared, such as limited number of user accounts are provided by software packages or a single administrator password was available for network devices, explicit approval from ITSO must be obtained. Besides, the shared passwords should be changed promptly when the need no longer exists and should be changed frequently if sharing is required on a regular basis.

10.3.3 Passwords shall always be well protected when held in storage. Passwords shall be encrypted when transmitted over an un-trusted communication network. Compensating controls shall be applied to reduce the risk exposure of Information Systems to an acceptable level if encryption is not implementable.

10.4 SYSTEM AND APPLICATION ACCESS CONTROL

10.4.1 Authentication shall be performed in a manner commensurate with the sensitivity of the information to be accessed.

- 10.4.2 Consecutive unsuccessful log-in trials shall be controlled and logged in the system audit log.
- 10.4.3 CIC shall define a strict password policy and include guidelines on suitable system and user password selection. User shall be forced to change his/her windows domain password every 180 days.
- Password policy enforced by Windows Domain is as follows: :-
 - Maximum password age is 180 days
 - Minimum password age is 1 days
 - Minimum password length is 8 characters
 - Password must not be the same, case insensitively, as the account name or display name
 - Enforce password history checking to disallow using the same password on changing password
 - Passwords must contain characters from three of the following five categories:
 - Uppercase characters of European languages
 - Lowercase characters of European languages
 - Digits 0 to 9
 - Nonalphanumeric characters: ~!@#\$\$%^&* _ - +=`|\(){}[];:"'<>.,?/
 - Unicode alphabetic character but not uppercase or lowercase
 - Policy for password handling is provided below :-
 - Shall change his/her password at least every 180 days and use with multi-factor authentication.
 - Shall change the default or initial password.
 - Shall not write down password unless with sufficient protection.
- 10.4.4 Passwords shall not be put into email messages or other forms of electronic communication.
- 10.4.5 Staff is prohibited from capturing or otherwise obtaining passwords, decryption keys, or any other access control mechanism, which could permit unauthorised access.
- 10.4.6 All vendor-supplied default passwords shall be changed before any Information System is put into operation.
- 10.4.7 All passwords shall be promptly changed if they are suspected of

/ are being compromised, or disclosed to vendors for maintenance and support.

10.5 MOBILE COMPUTING AND REMOTE ACCESS

- 10.5.1 Appropriate usage policies and procedures specifying the security requirements when using mobile computing and remote access shall be defined. Appropriate security measures shall be adopted to avoid unauthorised access to or disclosure of the information stored and processed by these facilities. Authorised users should be briefed on the security threats, and accept their security responsibilities with explicit acknowledgement.
- 10.5.2 Security measures shall be in place to prevent unauthorised remote access to CIC information systems and data.
- 10.5.3 Two factor authentication is required to connect to the CIC through remote access.
- 10.5.4 User shall follow the general guideline (IT-SOP-03) in using electronic mobile devices (i.e. smartphone, tablet, notebooks, etc) provided by the CIC.

11. CRYPTOGRAPHY

11.1 CRYPTOGRAPHIC CONTROLS

- 11.1.1 All Cryptographic keys, including encryption keys and certificates, shall be protected from unauthorised disclosure and fraudulent use. The whole life cycle of these cryptographic keys including generating, storing, archiving, retrieving, distributing, retiring and destroying.
- 11.1.2 The loss, theft, or unauthorised disclosure of any encryption keys must be reported immediately to ITSO, subsequent actions shall be applied to replace the keys and certificates.

12. PHYSICAL AND ENVIRONMENTAL SECURITY

12.1 SECURE AREAS

12.1.1 Careful site selection and accommodation planning of a purpose-built computer installation shall be conducted.

- Site preparation should include the following aspects:-
 - Site selection
 - Power supply
 - Air conditioning and ventilation
 - Fire protection and detection
 - Water damage and flood control
 - Physical entry control

12.1.2 Computer room(s) shall have good physical security and strong protection from disaster and security threats, whether natural or caused by other reasons, in order to minimise the extent of loss and disruption.

12.1.3 The LAN / System Administrator shall keep an up-to-date list of persons who are authorised to gain access to computer room(s) or other areas supporting critical activities, where computer equipment and data are located or stored. The list shall be reviewed quarterly.

12.1.4 All access keys, cards, passwords, etc. for entry to any of the computer systems and networks shall be physically secured in a locked container kept by the LAN / System Administrator.

12.1.5 All visitors to computer room(s) shall be monitored at all times by an authorised CIC staff member. A visitor access record shall be kept and properly maintained for audit purpose.

12.1.6 All staff with separate personal offices that can be directly accessed from public area and contain Information System(s) should lock the doors when these offices are not in use.

12.2 EQUIPMENT

12.2.1 All Information Systems shall be placed in a secure environment or attended by staff to prevent unauthorised access. Regular

- inspection of equipment and communication facilities shall be performed to ensure continuous availability and failure detection.
- 12.2.2 Staff in possession of laptop, portable computer, personal digital assistant, or other mobile computing devices for business purpose shall safeguard the equipment in his/her possession, and shall not leave the equipment unattended without proper security measures.
 - 12.2.3 IT equipment shall not be taken away from sites without proper control.
 - 12.2.4 Access to diagnostic and configuration ports for servers and network equipment shall be restricted to the LAN / System Administrator. Outsourcing vendor, if required to access these ports, shall conduct the work onsite and be accompanied by CIC staff.
 - 12.2.5 Automatic protection features (e.g. password protected screen saver, keyboard lock) in servers, computer terminals, workstations or microcomputers should be activated if there has been no activity for a predefined period of time to prevent illegal system access attempt. Alternatively, the logon session and connection should be terminated. Also, user workstation should be switched off, if appropriate, before leaving work for the day or before a prolonged period of inactivity.
 - 12.2.6 All computers shall be configured to have a password-enabled screen saver. This security lockout feature shall automatically initiate after the computer remains idle from user interaction after a predefined time period. The user must then re-enter their password to gain access to the computer. The screen lock out timeout setting for a computer should not be more than one hour.
 - 12.2.7 The display screen of an Information System on which classified information can be viewed shall be carefully positioned so that unauthorised persons cannot readily view it.
 - 12.2.8 Clear desk and clear screen policy shall be formalised.

13. OPERATIONS SECURITY

13.1 OPERATIONAL PROCEDURES AND RESPONSIBILITIES

- 13.1.1 The principle of least functionality should be adopted in managing information systems with all unnecessary services or components removed or restricted.
- 13.1.2 Changes affecting existing security protection mechanisms shall be carefully considered.
- 13.1.3 Operational and administrative procedures for information systems shall be properly documented, followed, and reviewed periodically.

13.2 PROTECTION FROM MALWARE

- 13.2.1 Endpoint protection agents shall always be enabled on all CIC-managed servers and personal computers, including anti-virus, endpoint detection and response, and data leak prevention agents.
- 13.2.2 Machines connecting to CIC networks, including but not limited to Corporate Networks, VPN or Wi-Fi, shall be installed with latest operating system patches as far as possible. CIC may disallow and disconnect vulnerable and high-risk machines without prior notice.
- 13.2.3 CIC shall protect their Information Systems from malware. Malware definitions as well as their detection and repair engines shall be updated regularly and whenever necessary.
- 13.2.4 Storage media and files from unknown source or origin shall not be used unless the storage media and files have been checked and cleaned for malware.
- 13.2.5 Staff shall not intentionally write, generate, copy, propagate, execute or involved in introducing malware.
- 13.2.6 CIC shall implement proper measures to protect their wireless or mobile computing devices against malware.
- 13.2.7 Computers and networks shall only run software that comes from trustworthy sources.
- 13.2.8 CIC should consider the value versus inconvenience of implementing technologies to block non-business web sites. The ability to connect with a specific web site does not in itself imply

that users of systems are permitted to visit that site.

- 13.2.9 All software and files downloaded from the Internet shall be screened and verified with endpoint protection solutions.
- 13.2.10 Staff should not execute mobile code or software downloaded from the Internet unless the code is from a known and trusted source.

13.3 INFORMATION BACKUP

- 13.3.1 Backup and recovery procedures shall be well documented, properly implemented, and tested annually.
- 13.3.2 Backups shall be sent out weekly by internal mail.
- 13.3.3 Backup activities shall be reviewed quarterly by the LAN / System Administrator.
- 13.3.4 Integrity copies of backups shall be stored at a remote distance from the system and be protected. Backup media should also be protected against unauthorised access, misuse or corruption during transportation.
- 13.3.5 Backup media containing business essential and/or mission critical information shall be kept at a second site (HQ) with a safe distance from the main site (ATTC), in order to avoid damage arising from a disaster at the main site.

13.4 LOGGING AND MONITORING

- 13.4.1 CIC shall define policies relating to the logging of activities of Information Systems under their control according to business needs and data classification.
- 13.4.2 CIC shall review the need to enable audit trail and logging features on Information Systems in production environment at all time (including database servers, web / application servers, operating systems and network devices).

- The following activities should be recorded, but not be limited to, :-
 - Successful and unsuccessful log-in attempts
 - All activities of high privileged user-IDs, i.e. Administrator level users
 - Changes to user access rights

- All password changes
 - Modification to software
 - Logs shall be protected from accidental or deliberate overwriting.
 - Mechanisms shall be established to minimise the impact of the system halt when log is full.
- 13.4.3 Any log kept shall provide sufficient information to support comprehensive audits of the effectiveness of, and compliance of security measures.
- The following information should be included in the log, but not be limited to:-
 - Log Date and Timestamp
 - Log Level, such as emergencies, alert, critical, error, warning, informational, and debug
 - Computer name / IP address of the host that generate the event
 - Actor, who initiates the event, such as username, system name, and process name
 - Event, such as request, transaction and status
- 13.4.4 Logs shall be retained for a period commensurate with their usefulness as an audit tool. During this period, such logs shall be secured such that they cannot be modified, and can only be read by authorised persons.
- 13.4.5 Logs shall not be used to profile the activity of a particular user unless it relates to a necessary audit activity supported by the ITSO.
- 13.4.6 The Security Administrator shall regular check the log records, especially on system/application where classified information is processed/stored, shall be performed, not only on the completeness but also the integrity of the log records. All system and application errors which are suspected to be triggered as a result of security breaches shall be reported and logged.
- 13.4.7 Clock synchronisation should be configured to keep clocks of Information Systems in sync with a trusted time source.

13.5 TECHNICAL VULNERABILITY MANAGEMENT

- 13.5.1 No unauthorised application software shall be loaded onto an Information System without prior approval by ITSO.
- 13.5.2 CIC shall protect their Information Systems from known vulnerabilities by applying the latest security patches recommended by the product vendors or implementing other compensating security measures.
- 13.5.3 Before security patches are applied, proper risk evaluation and testing should be conducted to minimise the undesirable effects to the Information Systems.
- 13.5.4 All patches and software updates shall be scheduled/immediately installed based on CVE score and relevant cyber intelligence reports and security advice.

14. NETWORK & COMMUNICATION SECURITY

14.1 NETWORK ACCESS CONTROL

- 14.1.1 Prior approval from the ITSO is required to connect a CIC Information System with another Information System under the control of another organisation. The security level of the Information System being connected shall not be downgraded.
- 14.1.2 For high risk applications connection limitations shall be implemented.
- 14.1.3 NAC solution assigns and monitors different devices and users to designated networks. All devices connecting to CIC Core network must be connected and going through NAC control.

14.2 GENERAL NETWORK PROTECTION

- 14.2.1 The LAN / System Administrator shall keep the internal network addresses, configurations and related system or network information. The information shall not be publicly released without approval of ITSO.
- 14.2.2 All internal networks with connections to other organisation networks or publicly accessible computer networks shall be properly protected.
- 14.2.3 Security measures shall be in place to prevent unauthorised access to the systems and data.
- 14.2.4 Staff are prohibited from connecting workstations to external network by means of communication device, such as dial-up modem, wireless interface, or broadband link, if the workstations are simultaneously connected to a local area network (LAN), or another internal communication network, unless with the approval of ITSO.
- 14.2.5 Staff shall not connect any unauthorised Information System device to a CIC Information System without prior approval of ITSO.
- 14.2.6 Proper configuration and administration of information / communication systems is required and shall be reviewed regularly.
- 14.2.7 Connections and links made to other network shall not compromise the security of information processed at another, and

vice versa.

- 14.2.8 Connecting privately owned computer resources to CIC internal network requires approval from ITSO. Such usage of personal computer resources shall be conformed to the same IT security policy.
- 14.2.9 Transmission of PROTECTED, CONFIDENTIAL and HIGHLY CONFIDENTIAL information over network shall be encrypted. Such data and information transmission and activities will be monitored.
- 14.2.10 Secure communication should be employed for remote administration of network infrastructure, such as network devices and servers.
- 14.2.11 A key management system of generating the security keys of reading and writing information to the CWR card shall be installed to protect all keys against modification, loss and destruction.
- 14.2.12 It shall be generally not recommended to install non-CIC devices to the CIC network. In case the installation is required for operational needs, the installation, including the subsequent operations, shall be subject to the governance of the CIC's IT Security Policy. Accordingly, a signed agreement which stipulates the penalty for not compliance with the CIC's IT Security Policy and the damages for introducing security incidents (e.g. virus, spyware) due from the installation shall be entered into by CIC and the external party.
- 14.2.13 All Internet access shall be through centrally arranged proxy server and Internet gateways, except isolated classrooms where dedicated broadband line is used to connect to the service providers directly. In circumstances where this is not feasible or having regard to the mode of use, CIC may consider allowing Internet access through stand-alone machines, provided that there is an approval and control mechanism at appropriate level.
- 14.2.14 Staff shall not use, submit, publish, display, or transmit on the network or on any computer system, any information which:
 - violates or infringes on the rights of any person or company, protected by copyright, trade secret, patent or other intellectual property, or similar laws and regulations, including, but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed for use by

the CIC.

- contains defamatory, abusive, known to be false, or inaccurate, obscene, pornographic, profane, threatening, racially offensive, or other biased, discriminatory or illegal material.
- uses the system for any other illegal purpose.

14.2.15 CIC should limit Internet access to those staff who demonstrate a legitimate business need.

14.3 INFORMATION TRANSFER

14.3.1 System administrators shall establish and maintain a systematic process, in the document ITD-SOP-12, "IT Operations Procedure", for the recording, retention, and destruction of electronic mail messages and accompanying logs.

14.3.2 Incoming/Outgoing email shall be screened for malware.

14.3.3 Internet email address lists containing entries for authorised users shall be properly maintained and protected from unauthorised access and modification.

14.3.4 Emails from suspicious sources should not be opened or forwarded.

14.3.5 Email transmission of PROTECTED, CONFIDENTIAL and HIGHLY CONFIDENTIAL information shall be avoided unless essential.

- Staff shall obtain prior approval from their supervisors for any email transmission of **CONFIDENTIAL** and **HIGHLY CONFIDENTIAL** information.
- **CONFIDENTIAL** and **HIGHLY CONFIDENTIAL** information transferred by email shall only be carried out on authorised and trusted CIC systems or devices.
- **CONFIDENTIAL** and **HIGHLY CONFIDENTIAL** information shall be sent as an attachment with proper security protection (such as encryption, or password protection, or apply with Information Protection Label, which provides traceable records.)
- Access key / Password shall not be sent together with protected **CONFIDENTIAL** and **HIGHLY CONFIDENTIAL** information, and instead use alternate methods (e.g. phone).

15. SYSTEM ACQUISITION, DEVELOPMENT AND MAINTENANCE

15.1 SECURITY REQUIREMENTS OF INFORMATION SYSTEMS

- 15.1.1 Application development staff shall conduct security planning and implement the appropriate security measures and controls for system under development according to the systems' security requirements.
- 15.1.2 Security requirements for systems shall be considered during the early stages of information system projects.
- 15.1.3 Capacity requirements shall be determined during system planning.

15.2 SECURITY IN DEVELOPMENT AND SUPPORT PROCESSES

- 15.2.1 Development environments for system development and integration efforts that cover the entire system development life cycle shall be established and appropriately secured.
- 15.2.2 Application documentation and listings and program source code shall be properly maintained and restricted on a need-to-know basis.
- 15.2.3 Formal testing and review on the security controls shall be performed prior to implementation.
- 15.2.4 The integrity of an application shall be maintained with appropriate security controls such as version control mechanism and separation of environments for development, system testing, acceptance testing, and live operation.
- 15.2.5 Application development staff shall not be permitted to access production information unless necessary or explicitly authorised.
- 15.2.6 Access to program source of code shall be strictly controlled against unauthorised functionality and changes.

15.3 CONFIGURATION MANAGEMENT & CONTROL

- 15.3.1 Change control procedures for requesting and approving program/system changes shall be documented.

1. ITD Support Staff fills up a "Network Device and Server Configuration Change Log" form with date of the change, justification of the change and details of the change procedure. The form shall be submitted to AM-IT for approval.
2. AM-IT reviews the form and then grants approval or rejects the request.
3. Upon approval from AM-IT, the ITD Support Staff carries out the change and logs the result in the form.
4. The completed form shall be filed in ITD file server for record.

- 15.3.2 Changes affecting existing security protection mechanisms shall be carefully considered.
- 15.3.3 Installation of all computer equipment and software shall be done under control and audit.
- 15.3.4 CIC shall ensure that staff are formally advised of the impact of security changes and usage on Information Systems.
- 15.3.5 When operating systems are changed, a review process shall be conducted.

15.4 TEST DATA

- 15.4.1 Test data shall be carefully selected, protected and controlled commensurate with its classification. If use of classified data from production is genuinely required, the process shall be reviewed, documented and approved by Information Owner.

16. OUTSOURCING SECURITY

16.1 IT SECURITY IN OUTSOURCING SERVICE

- 16.1.1 Outsourcing or third party service providers shall observe and comply with this IT security policy and other information security requirements issued by CIC.
- 16.1.2 Information Owners shall identify and assess the risks to the data and business operations when utilising external services or facilities. Security measures, service levels and management

requirements of external services or facilities commensurate with the data classification and business requirements shall be documented and implemented. Security responsibilities of external service providers shall be defined and agreed.

16.2 OUTSOURCING SERVICE DELIVERY MANAGEMENT

- 16.2.1 The Network & System Administrators shall monitor and review the change request log with the outsourcing or third party service providers to ensure that security operations are managed properly. Confidentiality and non-disclosure agreement shall be properly managed, and reviewed when changes occur that affect the security requirement.
- 16.2.2 The Network & System Administrators shall monitor and review to ensure all data in external services or facilities are cleared or destroyed according to CIC's requirements at the expiry or termination of the service.
- 16.2.3 External consultants, contractors, outsourced staff or temporary staff who are engaged in CIC work shall be subject to the same information security requirement and responsibilities as CIC staff.
- 16.2.4 CIC shall reserve audit and compliance monitoring rights to ensure external service providers have implemented sufficient controls on CIC information systems, facilities and data. Alternatively, the external service providers shall provide security audit report periodically to prove the measures put in place are satisfactory.

17. SECURITY INCIDENT MANAGEMENT

17.1 MANAGEMENT OF SECURITY INCIDENTS AND IMPROVEMENT

- 17.1.1 CIC shall establish an incident detection and monitoring mechanism in the document ITD-SOP-05, "Information Security Incident Handling Plan", to detect, contain and ultimately prevent security incidents.
- 17.1.2 CIC shall ensure that system logs and other supporting are retained for the proof and tracing of security incidents.
- 17.1.3 CIC shall establish, document and maintain a security incident handling/reporting procedure, in the document ITD-SOP-05, "Information Security Incident Handling Plan", for their Information Systems.
- 17.1.4 Staff shall be made aware of the security incident handling/reporting procedure that is in place and shall observe and follow it accordingly.
- 17.1.5 All network or system software malfunctions, information security alerts, warnings, suspected vulnerabilities, and the like, and suspected network security problems, shall be reported immediately only to the responsible party according to the incident handling procedure.
- 17.1.6 Immediate follow-up actions are required on suspected system intrusion according to security incident handling/reporting procedures.
- 17.1.7 Staff shall provide sufficient relevant information on security incident, such as malware outbreaks, and support to the ISIRT, in the course of incident investigation and follow-up actions.
- 17.1.8 Staff shall not disclose information about the individuals, CIC or specific systems that have suffered from damages caused by computer crimes and computer abuses, or the specific methods used to exploit certain system vulnerabilities, to any people other than those who are handling the incident and responsible for the security of such systems, or authorised investigators involving in the investigation of the crime or abuse.

18. BUSINESS CONTINUITY MANAGEMENT

18.1 DISASTER RECOVERY PLANS AND BUSINESS CONTINUITY PLANS

- 18.1.1 Disaster Recovery Plans (DR Plans) for emergency response and disaster recovery of mission critical Information Systems shall be fully documented and regularly tested. Such plans should be regularly reviewed to ensure adequate security measures under such situations.
- 18.1.2 It is recommended that a CIC-wide Business Continuity Plan should be developed and implemented to maintain or restore operations and ensure the availability of information at the required level and in the required time scales following an interruption to, or failure of, critical business processes.
- 18.1.3 The business continuity plan shall consider business objectives, roles and responsibilities, the priority of business operations and information security requirements. The DR Plan shall tie in with the business continuity plan.

18.2 RESILIENCE

- 18.2.1 CIC shall ensure adequate resilience to meet the availability requirements of IT services and facilities.

19. COMPLIANCE

19.1 COMPLIANCE WITH LEGAL AND CONTRACTUAL REQUIREMENTS

- 19.1.1 All relevant statutory, regulatory and contractual requirements applicable to the operations of each information system shall be identified and documented.
- 19.1.2 Records shall be kept to evidence compliance with security requirements and support audits of effective implementation of corresponding security measures.
- 19.1.3 Personal Data (Privacy) Ordinance (Cap. 486) shall be observed when handling personal data. All personal data should be classified as PROTECTED at least, depending on the nature and sensitivity of the personal data concerned and the harm that could result from unauthorised or accidental access, processing, erasure or other use of personal data, a higher classification and appropriate security measures may be required.

19.2 SECURITY REVIEWS

- 19.2.1 Security risk assessments for Information Systems and production applications shall be performed at least once every two years. A security risk assessment shall also be performed before production, and prior to major enhancements and changes associated with these systems or applications.
- 19.2.2 Audit on information systems shall be performed periodically to ensure the compliance of IT security policies and effective implementation of security measures. The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work.
- 19.2.3 Use of software and programs for security risk assessment or security audit shall be restricted and controlled.

APPENDIX A – Personal and Restricted Data Protection Guidelines

1. Personal or classified information shall be processed on its original location. It shall be transferred, stored and access through the CIC intranet.
2. All staff shall seek authorisation from their supervisors on each occasion that they consider it necessary to store data on a portable storage device, such as USB flash drive.
3. All staff shall encrypt any personal or classified data before storage. Information Technology Department (ITD) can provide technical assistance. Please refer to APPENDIX B – Data Handling Guidelines.
4. All staff shall limit the amount of personal or classified information they store, such as by deleting items such as names and Hong Kong Identity (HKID) card numbers unless absolutely necessary for operational reasons, and by limiting the number of records and/or fields they download from a database.
5. All staff shall observe that portable storage devices should be used only for occasional or one-off purposes. They are required to inform ITD if they have a regular requirement, so that alternative, more secure, arrangements can be made.
6. All staff shall not access or duplicate any personal or classified information stored on Information Systems, unless it is absolutely necessary for operational reasons or it is authorised by their supervisors.
7. All staff shall never store personal or classified data on a personally-owned storage device or personal computer (PC), because of the greater risk that a personal owned PC might be infected with malicious software or be exposed to other risks, such as theft.
8. All staff shall avoid using email to transfer personal or classified information. If it is absolutely necessary, they shall apply with an Encryption, Password, or Information Protection Label and get prior approval from their supervisors.
9. Proper labelling shall be applied if personal or classified information is stored on portable storage devices, such as flash drives, portable storage devices, external hard disks, USB storage devices,, CD/DVD etc. Please refer to APPENDIX B - DATA HANDLING GUIDELINES

10. All staff shall apply proper label on printed copies that contain personal or classified information.
11. If personal or classified information is no longer need, all copies of this information, including backup, printed and original data stored on Information Systems shall be erased or deleted.

APPENDIX B – Guidelines for Classified Information Handling

Handling	Highly Confidential	Confidential	Protected	Unclassified
Storage (in CIC computer systems)	Recommend Encryption	Recommend Encryption	Allow	Allow
Storage (portable storage device)	Forbidden	Encryption and with Prior Approval	Encryption and with Prior Approval	Encryption and with Prior Approval
Shared access	Recommend Encryption	Recommend Encryption	Allow	Allow
Transmission over approved CIC networks	Encryption	Encryption	Encryption	Allow
Transmission over un-trusted networks	Avoid and Recommend Encryption	Avoid and Recommend Encryption	Encryption	Allow
Email transmission	Encryption with Prior Approval	Encryption with Prior Approval	Encryption	Allow

The above regulations should also be applied to intermediate materials and information produced in the course of processing. Also, all classified data and system disks must be removed whenever the computer equipment is no longer used.

The general principle is that classified messages/data/documents in whatever form should bear the same classification as they would for the paper equivalent and they should be protected accordingly.

Tender Ref.: (561) in P/AE/PUR/TDTC

[Tender in respect of the Contract for Upgrade of CISCO IP Telephony System for the Construction Industry Council]

Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
1	R-CBE6K-K9	Cisco Business Edition 6000-Electronic SW Delivery-Top Level	1	
2	CON-PSBU-RCBE6KK	PSS SWSS UPGRADES Cisco Business Editi	1	
3	BE6K-SW-11.0	Business Edition 6000 v11 export restricted software	1	
4	BE6K-UCL-ESS	Cisco Business Edition 6000 - Essential User Connect License	24	
5	BE6K-UWL-STD	Cisco Business Edition 6000 - Workspace License Standard	251	
6	UCM-11X-UWLSTD	BE6000 UCM v11 CUWL Standard User License	251	
7	CON-PSBU-UCM11XUT	PSS SWSS UPGRADES BE6000 UCM v11 CUWL Standard User Lice	251	
8	UCM-11X-ESS-UCL	BE6K UCM 11X Essential User Connect Lic-Single Fulfillment	24	
9	CON-PSBU-UCMESSUC	PSS SWSS UPGRADES BE6K UCM 10X Essenti	24	
10	UCXN-11X-UWLSTD	BE6000 Unity Connection v11 CUWL Standard License	251	
11	LIC-EXP-E-PAK	Expressway Series, Expressway-E PAK	1	6858J6CB096
12	LIC-EXP-GW	Enable GW Feature (H323-SIP)	4	
13	LIC-EXP-E	Enable Expressway-E Feature Set	2	
14	LIC-EXP-TURN	Enable TURN Relay Option	2	
15	LIC-EXP-AN	Enable Advanced Networking Option	2	
16	LIC-SW-EXP-K9	License Key Software Encrypted	4	6858J37DDB9
				6858J294FB8
				6858J5FBA12
				6858J120826
17	LIC-EXP-SERIES	Enable Expressway Series Feature Set	4	
18	EXPWY-VE-E-K9	Cisco Expressway-E Server, Virtual Edition	2	
19	BE6K-PAK	Cisco Business Edition 6000 - PAK - Single Fulfillment	1	6861J193199
20	EXPWY-VE-C-K9	Cisco Expressway-C Server, Virtual Edition	2	
21	SW-EXP-8.X-K9	Software Image for Expressway with Encryption, Version X8	1	
22	LIC-EXP-DSK	Expressway Desktop Endpoint License	251	
23	ISR4351-VSEC/K9	Cisco ISR 4351 Bundle with UC & Sec Lic, PVD4-64, CUBE-25	1	FDO2129A0P3
24	CON-PSUP-IR4351VS	PRTNR SUP 24X7X4 Cisco ISR 4351 Bundle with UC Sec Lic	1	
25	SL-4350-IPB-K9	IP Base License for Cisco ISR 4350 Series	1	
26	SL-4350-UC-K9	Unified Communication License for Cisco ISR 4350 Series	1	
27	PWR-4450-AC	AC Power Supply for Cisco ISR 4450 and ISR4350	1	DCA2126X6CG
28	CAB-ACU	AC Power Cord (UK), C13, BS 1363, 2.5m	1	
29	FL-CUBEE-25	Unified Border Element Enterprise License - 25 sessions	1	
30	POE-COVER-4450	Cover for empty POE slot on Cisco ISR 4450	1	

Tender Ref.: (561) in P/AE/PUR/TDTC

[Tender in respect of the Contract for Upgrade of CISCO IP Telephony System for the Construction Industry Council]

Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
31	NIM-BLANK	Blank faceplate for NIM slot on Cisco ISR 4400	1	
32	SM-S-BLANK	Removable faceplate for SM slot on Cisco 2900,3900,4400 ISR	2	
33	MEM-4300-4G	4G DRAM (2G+2G) for Cisco ISR 4330, 4350	1	
34	SL-4350-SEC-K9	Security License for Cisco ISR 4350 Series	1	
35	MEM-FLSH-4G	4G Flash Memory for Cisco ISR 4300 (Soldered on motherboard)	1	
36	SISR4300UK9-316S	Cisco ISR 4300 Series IOS XE Universal	1	
37	FL-SRST	Cisco Survivable Remote Site Telephony (SRST) License	1	
38	FL-CME-SRST-25	SRST-25 Seat License (CME uses CUCME Phone License ONLY)	2	
39	FL-CME-SRST-100	SRST-100 Seat License (CME uses CUCME Phone License ONLY)	1	
40	NIM-1MFT-T1/E1	1 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module	1	FOC2124425S
41	PVDM4-32	32-channel DSP module	1	
42	NIM-1MFT-T1/E1	1 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module	1	
43	PVDM4-32	32-channel DSP module	1	
44	PVDM4-64	64-channel DSP module	1	FOC21272Q7P
45	FL-CME-SRST-5	SRST-5 Seat License (CME uses CUCME Phone License ONLY)	2	
46	ISR4331-VSEC/K9	Cisco ISR 4331 Bundle with UC & Sec Lic, PVDM4-32, CUBE-10	1	FDO2126A150
47	CON-PSUP-ISR4331VS	PRTNR SUP 24X7X4 Cisco ISR 4331 Bundle with UC Sec Lic,	1	
48	SL-4330-IPB-K9	IP Base License for Cisco ISR 4330 Series	1	
49	SL-4330-UC-K9	Unified Communication License for Cisco ISR 4330 Series	1	
50	PWR-4330-AC	AC Power Supply for Cisco ISR 4330	1	
51	CAB-ACU	AC Power Cord (UK), C13, BS 1363, 2.5m	1	
52	FL-CUBEE-5	Unified Border Element Enterprise License - 5 sessions	2	
53	NIM-BLANK	Blank faceplate for NIM slot on Cisco ISR 4400	1	
54	SM-S-BLANK	Removable faceplate for SM slot on Cisco 2900,3900,4400 ISR	1	
55	MEM-4300-4G	4G DRAM (2G+2G) for Cisco ISR 4330, 4350	1	
56	MEM-FLSH-4G	4G Flash Memory for Cisco ISR 4300 (Soldered on motherboard)	1	
57	SL-4330-SEC-K9	Security License for Cisco ISR 4330 Series	1	
58	SISR4300UK9-316S	Cisco ISR 4300 Series IOS XE Universal	1	
59	FL-SRST	Cisco Survivable Remote Site Telephony (SRST) License	1	
60	FL-CME-SRST-25	SRST-25 Seat License (CME uses CUCME Phone License ONLY)	2	
61	NIM-1MFT-T1/E1	1 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module	1	FOC212442GC
62	PVDM4-32	32-channel DSP module	1	FOC21272QKW
63	PVDM4-32	32-channel DSP module	1	FOC21272QJD

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
64	FL-CME-SRST-5	SRST-5 Seat License (CME uses CUCME Phone License ONLY)	2	
65	CP-8811-K9=	Cisco IP Phone 8811 Series	243	FCH2126DCL9
				FCH2126DD7W
				FCH2126DDD8
				FCH2126DDLW
				FCH2126DDVU
				FCH2126DEZQ
				FCH2127DCXT
				FCH2126DDR3
				FCH2126DDTZ
				FCH2126DDU8
				FCH2127DD3Z
				FCH2127DDH5
				FCH2127DEDK
				FCH2127DEJU
				FCH2126DDHC
				FCH2126DDJ9
				FCH2126DDK1
				FCH2126DDKB
				FCH2126DDKG
				FCH2126DDNR
				FCH2127DDCS
				FCH2126DD4M
				FCH2126DDP9
				FCH2126DE9T
				FCH2126DEZM
				FCH2127DDZ4
				FCH2127DE1X
				FCH2127DEKC
				FCH2126DDMP
				FCH2126DDNA
				FCH2127DD99
				FCH2127DDD2

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2127DDDJ
				FCH2127DDZZ
				FCH2127DE2W
				FCH2126DDN5
				FCH2126DDNC
				FCH2126DDNG
				FCH2126DE0K
				FCH2127DDA7
				FCH2127DDD8
				FCH2127DE0S
				FCH2126DEEW
				FCH2127DD05
				FCH2127DD4H
				FCH2127DDLT
				FCH2127DE0G
				FCH2127DE0J
				FCH2127DE9U
				FCH2126DDD6
				FCH2126DEJ6
				FCH2127DD48
				FCH2127DD4Z
				FCH2127DD9E
				FCH2127DDA6
				FCH2127DDH6
				FCH2126DDJL
				FCH2126DDKD
				FCH2126DDN3
				FCH2126DF48
				FCH2127DD3N
				FCH2127DDCT
				FCH2127DDXB
				FCH2126DEHV
				FCH2126DF01

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2127DD5V
				FCH2127DDA5
				FCH2127DEDG
				FCH2127DEJ9
				FCH2127DELT
				FCH2126DDN6
				FCH2126DDN7
				FCH2126DDN9
				FCH2127DDD7
				FCH2127DDY7
				FCH2127DDY9
				FCH2127DE03
				FCH2126DD9P
				FCH2126DE82
				FCH2127DD73
				FCH2127DD76
				FCH2127DD88
				FCH2127DDDP
				FCH2053D23H
				FCH2126DD66
				FCH2126DDNY
				FCH2126DDSL
				FCH2126DE1Z
				FCH2126DE6U
				FCH2127DD6K
				FCH2125D3UW
				FCH2126DDN8
				FCH2127DCYV
				FCH2127DD5Z
				FCH2127DD91
				FCH2127DDFZ
				FCH2127DE0E
				FCH2126DDGM

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2127DD9X
				FCH2127DDD5
				FCH2127DDDB
				FCH2127DDY4
				FCH2127DE0U
				FCH2127DE9R
				FCH2126DCL6
				FCH2126DCLG
				FCH2126DCRJ
				FCH2126DD6D
				FCH2127DCYR
				FCH2127DD9J
				FCH2127DDZ9
				FCH2127DDYN
				FCH2127DDEF
				FCH2127DDLK
				FCH2127DEDY
				FCH2127DDCH
				FCH2127DEBB
				FCH2127DDV8
				FCH2126DD4N
				FCH2126DDLN
				FCH2126DDPU
				FCH2127DD7C
				FCH2127DD7W
				FCH2127DDKV
				FCH2127DDT1
				FCH2126DD7Y
				FCH2126DDS3
				FCH2126DDWV
				FCH2127DD3X
				FCH2127DD6F
				FCH2127DDH8

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2127DDW6
				FCH2126DD71
				FCH2126DDLL
				FCH2126DE2H
				FCH2126DE3X
				FCH2127DD3P
				FCH2127DDQN
				FCH2127DDXD
				FCH2126DCL4
				FCH2126DDPW
				FCH2126DDUW
				FCH2127DDDS
				FCH2127DDNJ
				FCH2127DDV2
				FCH2127DDWC
				FCH2126DCNJ
				FCH2126DCRR
				FCH2126DDWX
				FCH2127DD8H
				FCH2127DD8L
				FCH2127DDQM
				FCH2127DDYU
				FCH2126DDH6
				FCH2126DDHY
				FCH2126DDJF
				FCH2127DD4B
				FCH2127DD4K
				FCH2127DD4L
				FCH2127DEDD
				FCH2126DDN4
				FCH2126DDV6
				FCH2126DEZH
				FCH2127DD3R

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2127DD44
				FCH2127DDA9
				FCH2127DE0R
				FCH2126DCL2
				FCH2126DCNK
				FCH2126DCNL
				FCH2126DCNN
				FCH2127DCXU
				FCH2127DD40
				FCH2127DDXH
				FCH2126DDLJ
				FCH2126DDMD
				FCH2126DDPJ
				FCH2127DD3Y
				FCH2127DD8A
				FCH2127DDRN
				FCH2127DDW3
				FCH2126DDHM
				FCH2126DDJA
				FCH2126DDK5
				FCH2126DDK9
				FCH2126DDNX
				FCH2127DD4C
				FCH2127DD4J
				FCH2126DD2D
				FCH2126DEZG
				FCH2127DDCZ
				FCH2127DDDA
				FCH2127DDDG
				FCH2127DE07
				FCH2127DE1R
				FCH2126DDNB
				FCH2126DDNL

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2127DD6H
				FCH2127DDCP
				FCH2127DDDC
				FCH2127DDLDF
				FCH2127DDY8
				FCH2126DCLD
				FCH2126DDMG
				FCH2126DDX0
				FCH2126DF04
				FCH2127DDHZ
				FCH2127DDK0
				FCH2127DE91
				FCH2126DDJ0
				FCH2126DDKR
				FCH2126DDND
				FCH2127DD4A
				FCH2127DD6X
				FCH2127DDYZ
				FCH2127DED2
				FCH2125D3TP
				FCH2126DCL3
				FCH2126DCLP
				FCH2126DD2Y
				FCH2126DD74
				FCH2126DD9R
				FCH2127DDYP
				FCH2126DCLB
				FCH2126DD7F
				FCH2126DD9X
				FCH2126DDLT
				FCH2127DDJY
				FCH2127DDX8
				FCH2127DDYA

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Item	Part Number	Description	Qty	Serial no.
				FCH2126DDHJ
				FCH2126DDHS
				FCH2126DDK3
				FCH2127DCXE
				FCH2127DD6T
				FCH2127DEB1
				FCH2126DCNF
				FCH2126DCU6
				FCH2127DD1N
				FCH2127DDNG
				FCH2127DEBY
				FCH2430DEF3
66	CON-PSRT-CP8811K9	PRTNR SS 8X5XNBD Cisco IP Phone 8811 Series	243	
67	CP-8861-K9=	Cisco IP Phone 8861	9	FCH2032FPKV
				FCH2032FPL1
				FCH2032FPZY
				FCH2123D6PQ
				FCH2121DU89
				FCH2123D5R5
				FCH2121DU3A
				FCH2121DU71
				FCH2126DDH7
68	CON-PSRT-CP8861K9	PRTNR SS 8X5XNBD Cisco UC Phone 8861	5	
69	VG204XM	Cisco VG204XM Analog Voice Gateway	2	FCH2129R0F5
				FCH2129R0EV
70	CON-PSUP-VG204XM	PRTNR SUP 24X7X4 Cisco VG204 Analog V	2	
71	SVG2XAISK9-15403M	Cisco VG20X Series IOS ADVANCED IP SERVICES	2	
72	SVG2XIPV-15403M	Cisco VG20X Series IOS IP VOICE	2	
73	CAB-ACU	AC Power Cord (UK), C13, BS 1363, 2.5m	2	
74	CAB-ETH-S-RJ45	Yellow Cable for Ethernet, Straight-through, RJ-45, 6 feet	2	
75	PS-SWITCH-AC-3P	3 Prong C13/C14 On-Off AC Power Supply Switch	2	
76	PWR-30W-AC	Power Supply 30 Watt AC	2	
77	VG202XM	Cisco VG202XM Analog Voice Gateway	4	FCH2141R02A

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2128T01M
				FCH2128R056
				FCH1720R04A
78	CON-PSUP-VG202XM	PRTNR SUP 24X7X4 Cisco VG202XM Analog	4	
79	SVG2XAISK9-15403M	Cisco VG20X Series IOS ADVANCED IP SERVICES	4	
80	SVG2XIPV-15403M	Cisco VG20X Series IOS IP VOICE	4	
81	CAB-ACU	AC Power Cord (UK), C13, BS 1363, 2.5m	4	
82	CAB-ETH-S-RJ45	Yellow Cable for Ethernet, Straight-through, RJ-45, 6 feet	4	
83	PS-SWITCH-AC-3P	3 Prong C13/C14 On-Off AC Power Supply Switch	4	
84	PWR-30W-AC	Power Supply 30 Watt AC	4	DAB2122J0WJ
				DAB2122J12N
				DAB2122J0V8
				DAB2122J0YP
85	CP-8821-K9-BUN	Cisco Unified Wireless IP Phone 8821, World Mode Bundle	1	FCH2126DSPB
86	CON-PSRT-CP88K9BN	PRTNR SS 8X5XNBD Cisco Unified Wirele	1	
87	CP-PWR-8821-UK	Cisco 8821 Power Supply for United Kingdom	1	
88	CP-BATT-8821	Cisco 8821 Battery, Extended	1	
89	CP-DSKCH-8821-BUN	Cisco 8821 Desk Top Charger, Power Supply, AC Power Cord	1	FCH21282EJX
90	CP-PWR-DC8821-UK	Cisco 8821 Desk Top Charger Power Supply For United Kingdom	1	
91	CP-8831-EU-K9=	Cisco 8831 Base/Control Panel for APAC, EMEA, & Australia	2	FCH212627YE
				FCH212624XP
92	CON-PSRT-CP8831K9	PRTNR SS 8X5XNBD Cisco 8831 IP Confer Phone w/ controller	2	
93	CP-8831-DCU-S	Spare Cisco 8831 Display Control Unit (DCU)	2	
94	CP-PWR-CUBE-3=	IP Phone power transformer for the 7900 phone series	2	PHI212505JZ
				PHI212505K4
95	CP-PWR-CORD-UK=	Power Cord, United Kingdom	2	
96	R-CBE6K-K9	Cisco Business Edition 6000-Electronic SW Delivery-Top Level	1	
97	CON-PSBU-RCBE6KK	PSS SWSS UPGRADES Cisco Business Editi	1	
98	BE6000-V11-ADDON	Business Edition 6000 v11 Add-on licenses	1	
99	BE6K-UCL-ESS	Cisco Business Edition 6000 - Essential User Connect License	4	
100	BE6K-UWL-STD	Cisco Business Edition 6000 - Workspace License Standard	76	
101	UCM-11X-UWLSTD	BE6000 UCM v11 CUWL Standard User License	76	
102	CON-PSBU-UCM11XUT	PSS SWSS UPGRADES BE6000 UCM v11 CUWL Standard User Lice	76	

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
103	UCM-11X-ESS-UCL	BE6K UCM 11X Essential User Connect Lic-Single Fulfillment	4	
104	CON-PSBU-UCMESSUC	PSS SWSS UPGRADES BE6K UCM 10X Essenti	4	
105	UCXN-11X-UWLSTD	BE6000 Unity Connection v11 CUWL Standard License	76	
106	LIC-EXP-E-PAK	Expressway Series, Expressway-E PAK	1	
107	LIC-EXP-GW	Enable GW Feature (H323-SIP)	4	
108	LIC-EXP-E	Enable Expressway-E Feature Set	2	
109	LIC-EXP-TURN	Enable TURN Relay Option	2	
110	LIC-EXP-AN	Enable Advanced Networking Option	2	
111	LIC-SW-EXP-K9	License Key Software Encrypted	4	
112	LIC-EXP-SERIES	Enable Expressway Series Feature Set	4	
113	EXPWY-VE-E-K9	Cisco Expressway-E Server, Virtual Edition	2	
114	EXPWY-VE-C-K9	Cisco Expressway-C Server, Virtual Edition	2	
115	SW-EXP-8.X-K9	Software Image for Expressway with Encryption, Version X8	1	
116	BE6K-PAK	Cisco Business Edition 6000 - PAK - Single Fulfillment	1	
117	LIC-EXP-DSK	Expressway Desktop Endpoint License	76	
118	ISR4331-VSEC/K9	Cisco ISR 4331 Bundle with UC & Sec Lic, PVD4-32, CUBE-10	1	FDO212412Z0
119	CON-PSUP-ISR4331VS	PRTNR SUP 24X7X4 Cisco ISR 4331 Bundle with UC Sec Lic,	1	FDO2247A04H
120	SL-4330-IPB-K9	IP Base License for Cisco ISR 4330 Series	1	
121	SL-4330-UC-K9	Unified Communication License for Cisco ISR 4330 Series	1	
122	PWR-4330-AC	AC Power Supply for Cisco ISR 4330	1	DCA22371AJF
123	CAB-ACU	AC Power Cord (UK), C13, BS 1363, 2.5m	1	
124	SL-4330-SEC-K9	Security License for Cisco ISR 4330 Series	1	
125	PVD4-32	32-channel DSP module	2	FOC22446QCA
				FOC22446PLK
	MEM-FLSH-4G	4G Flash Memory for Cisco ISR 4300 (Soldered on motherboard)	1	
	MEM-43-4G	4G DRAM (1 x 4G) for Cisco ISR 4300	1	
	NIM-BLANK	Blank faceplate for NIM slot on Cisco ISR 4400	1	
	FL-CUBEE-5	Unified Border Element Enterprise License - 5 sessions	2	
	SM-S-BLANK	Removable faceplate for SM slot on Cisco 2900,3900,4400 ISR	1	
	SRST-EP	Cisco SRST - 1 SRST Endpoint License (E-Delivery Smart)	76	
	CON-PSBU-SRSTGTEP	PSS SWSS UPGRADES Cisco SRST - 1 SRST Endpoint License	76	
	SISR4300UK9-316S	Cisco ISR 4300 Series IOS XE Universal	1	
	NIM-1MFT-T1/E1	1 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module	1	FOC2236211G

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
	CP-8811-K9=	Cisco IP Phone 8811 Series	71	FCH2243FZHZ
				FCH2243FZPV
				FCH2243FRQU
				FCH2243FYJ6
				FCH2243FZ7T
				FCH2243FZDN
				FCH2243FZDT
				FCH2243FZG4
				FCH2243FZSN
				FCH2243FRLQ
				FCH2243FRQ9
				FCH2243FZ5F
				FCH2243FZ82
				FCH2243FZ9G
				FCH2243FV2J
				FCH2243FZ7R
				FCH2243FRT0
				FCH2243FTHW
				FCH2243FTJV
				FCH2243FUH0
				FCH2243FV15
				FCH2243FWJP
				FCH2243FZF1
				FCH2243E3GN
				FCH2243FU3N
				FCH2243FUGY
				FCH2243FUMB
				FCH2243FV0L
				FCH2243FZB2
				FCH2243FZHC
				FCH2243FRMF
				FCH2243FTMQ
				FCH2243FUQX

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2243FXZ9
				FCH2243FZ39
				FCH2243FV0V
				FCH2243FZ83
				FCH2243FRQ0
				FCH2243FTZP
				FCH2243FUFD
				FCH2243FUZ4
				FCH2243FV0P
				FCH2243FZCW
				FCH2243FZFN
				FCH2243FRT5
				FCH2243FRUL
				FCH2243FRUQ
				FCH2243FV0Q
				FCH2243FZAP
				FCH2243FYU7
				FCH2243FZDV
				FCH2243FRS7
				FCH2243FU06
				FCH2243FU6J
				FCH2243FUGT
				FCH2243FX1S
				FCH2243FTU5
				FCH2243FTU7
				FCH2243FZA5
				FCH2243FZE1
				FCH24322M1U
				FCH24322PC6
				FCH24322PYS
				FCH24322Q1M
				FCH24322QDS
				FCH24322R6A

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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
				FCH2431DYUD
				FCH2431DZR0
				FCH24322PFR
				FCH24322PMZ
				FCH24322PN9
	CON-PSRT-CP8811K9	PRTNR SS 8X5XNBD Cisco IP Phone 8811 Series	71	
	CP-8851-K9=	Cisco IP Phone 8851	4	FCH2242ECQF
				FCH244241BS
				FCH24433FJN
				FCH24433JR1
	CON-PSRT-CP8851K9	PRTNR SS 8X5XNBD Cisco UC Phone 8851	1	
	CP-8800-A-KEM=	8800 Series Audio KEM, 28 Button	2	
	CON-PSRT-CP880KMA	PRTNR SS 8X5XNBD 8800 Series Audio KEM, 28 Button	2	
	CP-PWR-CUBE-4=	IP Phone power transformer for the 89/9900 phone series	20	
	CP-PWR-CORD-UK=	Power Cord, United Kingdom	20	
	VG202XM	Cisco VG202XM Analog Voice Gateway	4	FCH2241T04M
				FCH2241T05D
				FCH2030TONB
				FCH2235R0C9
	CON-PSUP-VG202XM	PRTNR SUP 24X7X4 Cisco VG202XM Analog	4	
	SVG2XAISK9-15703M	Cisco VG20X Series IOS ADVANCED IP SERVICES	4	
	SVG2XIPV-15603M	Cisco VG20X Series IOS IP VOICE	4	
	CAB-ACU	AC Power Cord (UK), C13, BS 1363, 2.5m	4	
	CAB-ETH-S-RJ45	Yellow Cable for Ethernet, Straight-through, RJ-45, 6 feet	4	
	PS-SWITCH-AC-3P	3 Prong C13/C14 On-Off AC Power Supply Switch	4	
	PWR-30W-AC	Power Supply 30 Watt AC	4	
	CP-8831-EU-K9=	Cisco 8831 Base/Control Panel for APAC, EMEA, & Australia	1	
	CON-PSRT-CP8831K9	PRTNR SS 8X5XNBD Cisco 8831 IP Confer Phone w/ controller	1	
	CP-8831-DCU-S	Spare Cisco 8831 Display Control Unit (DCU)	1	
	CP-PWR-CUBE-3=	IP Phone power transformer for the 7900 phone series	1	
	CP-PWR-CORD-UK=	Power Cord, United Kingdom	1	
	R-CBE6K-K9	Cisco Business Edition 6000-Electronic SW Delivery-Top Level	1	
	CON-PSBU-RCBE6KK	PSS SWSS UPGRADES Cisco Business Editi	1	

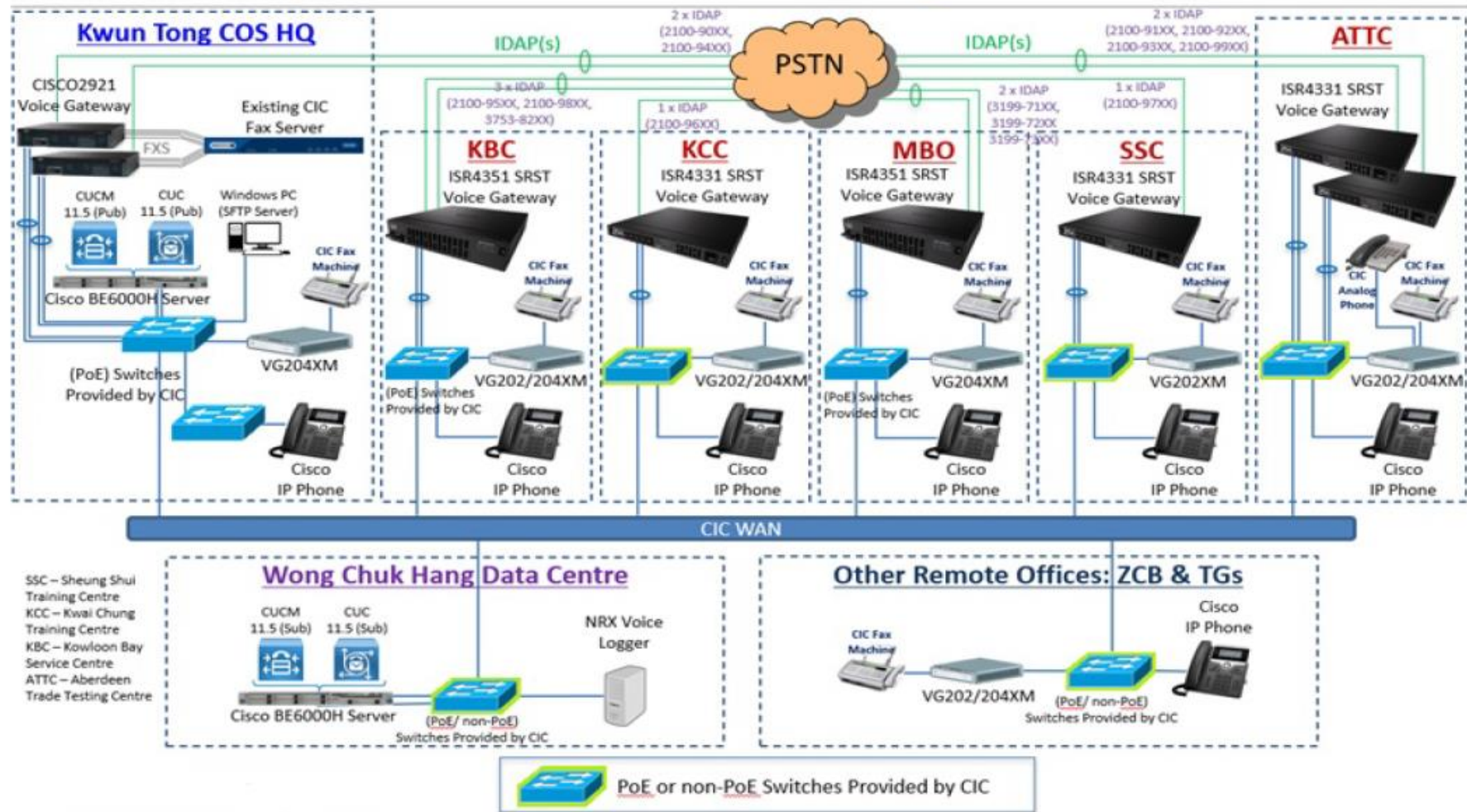
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Existing CISCO IPT System & Relevant Equipment and License List (Hong Kong Institute of Construction Campuses)

Item	Part Number	Description	Qty	Serial no.
	BE6000-V11-ADDON	Business Edition 6000 v11 Add-on licenses	1	
1	BE6K-UWL-STD	Cisco Business Edition 6000 - Workspace License Standard	14	
2	UCM-11X-UWLSTD	BE6000 UCM v11 CUWL Standard User License	14	
3	CON-PSBU-UCM11XUT	PSS SWSS UPGRADES BE6000 UCM v11 CUWL Standard User Lice	14	
4	UCXN-11X-UWLSTD	BE6000 Unity Connection v11 CUWL Standard License	14	
5	LIC-EXP-DSK	Expressway Desktop Endpoint License	14	
6	CP-8811-K9=	Cisco IP Phone 8811 Series	14	FCH2431DZM2
				FCH24322NYG
				FCH24322PFT
				FCH24322PPQ
				FCH24322Q1D
				FCH24322Q2T
				FCH2431DYWT
				FCH2431DZD6
				FCH2431DZRE
				FCH24322NMS
				FCH24322NZ6
				FCH24322QWU
				FCH24322R4A
				FCH2431DYDW
7	CON-PSRT-CP8811K9	PRTNR SS 8X5XNBD Cisco IP Phone 8811 Series	14	
8	VG202XM	Cisco VG202XM Analog Voice Gateway	2	FCH2241R08W
				FOL2443Z05G
9	CON-PSUP-VG202XM	PRTNR SUP 24X7X4 Cisco VG202XM Analog	2	
10	SVG2XAISK9-15403M	Cisco VG20X Series IOS ADVANCED IP SERVICES	2	
11	SVG2XIPV-15403M	Cisco VG20X Series IOS IP VOICE	2	
12	CAB-ACU	AC Power Cord (UK), C13, BS 1363, 2.5m	2	
13	CAB-ETH-S-RJ45	Yellow Cable for Ethernet, Straight-through, RJ-45, 6 feet	2	
14	PS-SWITCH-AC-3P	3 Prong C13/C14 On-Off AC Power Supply Switch	2	
15	PWR-30W-AC	Power Supply 30 Watt AC	2	DAB2122J0UJ
				DAB2419J2LN

Updated Network Diagram 2019



License Usage

Last Synchronized: 2024-Feb-01 01:40:23

[Synchronize Now](#)

Table View

Chart View

History

License Usage

Type	Product Type ▲	Required	Installed	Available	Status
CUWL Professional (11.x)	Unified CM	0	35	35	In Compliance
CUWL Standard (11.x)	Unified CM	3	1029	79	In Compliance
Enhanced Plus (11.x)	Unified CM	7	0	0	In Compliance
Enhanced (11.x)	Unified CM	940	0	0	In Compliance
Essential (11.x)	Unified CM	80	84	4	In Compliance
CUWL Professional Messaging (11.x)	Unity Connection	0	35	35	In Compliance
CUWL Standard Messaging (11.x)	Unity Connection	0	1029	330	In Compliance
Basic Messaging (11.x)	Unity Connection	699	0	0	In Compliance
SpeechConnect Port (11.x)	Unity Connection	0	2	2	In Compliance

Memorandum of Agreement
of
Custom-built for Upgrading and Migration
of CISCO IP Telephony System
for
the Construction Industry Council

March 2024

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MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT made on the _____ day of _____
2024 BETWEEN THE CONSTRUCTION INDUSTRY COUNCIL of ¹ _____
_____ (hereinafter called “the Employer”)
of the one part and ² _____
_____ of ³ _____

(hereinafter called “the Contractor”) of the other part WHEREAS the Employer requires the Contractor to provide the Services in respect of Custom-built for Upgrading and Migration of CISCO IP Telephony System for the CIC for the Employer (hereinafter called “the Assignment”) and details of which are set out in the Assignment Brief annexed hereto AND WHEREAS the Contractor has agreed to provide such Services in accordance with the Assignment Brief, Conditions of Employment annexed hereto (hereinafter referred to as “the Conditions”), and subject to the payment to him by the Employer of the fees and other payments set out in the Fee Proposal and the Conditions annexed hereto.

NOW THEREFORE IT IS AGREED AS FOLLOWS :-

1. This Agreement shall comprise :-
 - (a) Conditions of Tender and Appendices
 - (b) Form of Tender
 - (c) CIC’s General Conditions of Contract and Guidelines for Works or Services (1b-EC)
 - (d) Assignment Brief and its Annexes
 - (e) Technical Proposal and Fee Proposal
 - (f) General Conditions of Employment
 - (g) Contractor's Safety Requirements
 - (h) Guidelines On Work-Above-Ground Safety
 - (i) Any relevant correspondenceall of which are annexed hereto.
2. The Director for the purposes of this Agreement shall be ⁴ _____

3. In consideration of the payments made at the times and in the manner set forth in the Agreement by the Employer, the Contractor hereby jointly and

severally⁵ undertakes to perform and complete the said services subject to
and in accordance with the Agreement.

IN WITNESS this Agreement has been executed as a deed on the date first above
written

SIGNED for and on behalf of)
the Employer by ⁶)
)
)

in the presence of
Signature, name and address

(a) SIGNED for and on behalf of)
the Contractor by ⁷)
)
)

in the presence of
Signature, name and address

OR

(b) SIGNED for and on behalf of and as)
lawful attorney for ²)
under power of)
attorney dated)
By)

in the presence of
Signature, name and address

OR

(c) SIGNED on behalf of the Contractor by ⁸)
)

)
)
)

in the presence of
Signature, name and address

NOTES: (for preparation of but not inclusion in the engrossment of the Memorandum of Agreement)

Case (a) is for use where the Contractor executes the Assignment.

Case (b) is for use where the Contractor executes through an attorney.

Case (c) is for use where the Contractor comprises a partnership or consortium. As regards the attestation clause, each member forming the partnership or consortium just executes.

- 1 Insert the address for service of documents.
- 2 Insert the name of the Contractor.
- 3 Insert the address of the Contractor.
- 4 Insert the post title.
- 5 Delete “jointly and severally” where cases (a) or (b) apply. Initial the deletion by the signatories of the Memorandum of Agreement.
- 6 Insert the name and appointment of the officer.
- 7 Insert the name(s) and capacity of the person(s) (usually the Directors of the Contractor) executing the Agreement for the Contractor. The person’s authority to execute the Agreement for the Contractor is prescribed in the Memorandum of Association of the Contractor.
- 8 Insert the names of the partners.

General Conditions of Employment

of

Custom-built for Upgrading and Migration of

CISCO IP Telephony System

for

the Construction Industry Council

March 2024

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General Conditions of Employment for
Custom-built for Upgrading and Migration of CISCO IP Telephony
System
for the Construction Industry Council

1 Definitions

In the Agreement as hereinafter defined the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:

“Agreement” means and includes the Memorandum of Agreement, Conditions of Employment for Custom-built for Upgrading and Migration of CISCO IP Telephony System for the Construction Industry Council, the Assignment Brief and its Annexes (if any), Fee Proposal and such other documents as may be referred to in the Memorandum of Agreement.

“Assignment” means that part of the Project undertaken by the Contractor as detailed in the Assignment Brief and its Annexes (if any).

“Assignment Brief” means the document attached to the Memorandum of Agreement which describes the Project and sets out the details of the Assignment.

“Contractor” means the person, firm or company named in the Memorandum of Agreement and includes the Contractor’s permitted assignees.

“Deliverables” means all the reports, drawings, documents, software, certificates and other items described in the Assignment Brief and its Annexes (if any) which are to be produced by the Contractor under the Assignment.

“Director” means the person designated in the Memorandum of Agreement to act as the Director or such other person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the Director for the purposes of this Agreement and the person so designated or appointed.

“Employer” means the Construction Industry Council.

“Government” means the Government of the Hong Kong Special Administrative Region.

“Project” means the scheme described in the Assignment Brief and its Annexes (if any), of which the Assignment forms a part.

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“Works” and “Services” means duties, work, services, surveys and investigations to be carried out and obligations to be fulfilled by the Contractor Contractor under this Agreement.

2 Singular and Plural

Words and expressions in the singular include the plural and words and expressions in the plural include the singular where the context so implies.

3 Marginal Headings

The index, marginal notes or headings in any documents forming part of the Agreement shall not in any way vary, limit or extend the interpretation of the Agreement.

4 Laws

The Agreement shall be governed by and construed according to the laws for the time being in force in HKSAR.

5 Interpretation

The Interpretation and General Clauses Ordinance shall apply to the Agreement.

6 Memorandum of Agreement

The Contractor Contractor when called upon to do so shall enter into and execute a Memorandum of Agreement which shall be prepared at the cost of the Employer in the form annexed with such modifications as may be necessary.

7 Documents Mutually Explanatory

- (A) Save to the extent that any Special Conditions of Employment provides to the contrary the provisions of the Conditions of Employment shall prevail over those of any other document forming part of the Agreement.
- (B) Subject to sub-clause (A) of this Clause the several documents forming the Agreement are to be taken as mutually explanatory of one another but in the case of ambiguities and discrepancies the same shall be explained and adjusted by the Employer.

8 Use of English Language and Metric Units

All the correspondence in connection with this Agreement shall be in English. All Deliverables shall be in English and metric units shall be used throughout, unless otherwise stated in the Assignment Brief or approved by the Employer.

9 Confidentiality

- (A) Save for the performance of the Services the Contractor shall not disclose the terms and conditions of this Agreement or any information, specifications, documents, drawing, plan, software, data or particulars furnished by or on behalf of the Employer in connection therewith, to any person other than a person employed or engaged by the Contractor in carrying out this Assignment or any approved sub-contractors / sub-contractors or the Contractor's legal and insurance advisers.
- (B) Any disclosure to any person, sub-contractors / sub-contractors or advisers permitted under sub-clause (A) of this Clause shall be in strict confidence and shall extend only so far as may be necessary for the purpose of this Agreement and the Contractor shall take all necessary measures to ensure the confidentiality of any such disclosure.
- (C) The Contractor shall not without the prior written consent of the Director which approval shall not be unreasonably withheld publish, either alone or in conjunction with any other person, in any newspaper, magazine, or periodical, any article, photograph or illustration relating to this Agreement.
- (D) If the Contractor has provided the Employer with documents and information which he has declared in writing to be confidential and stamped accordingly whether in relation to his practice or special circumstances or for other good causes, unless the Director within two months of receipt of such information by notice in writing disagrees, then that information will be treated as confidential. The Employer shall not permit the disclosure of such confidential information to third parties without the written consent of the Contractor.

10 Information to be supplied by the Employer

The Employer shall keep the Contractor informed on such matters as may appear to him to affect the performance of the Services and shall give such assistance, approvals, and decisions in writing as and when they shall reasonably be required for the performance of the Services.

11 Information to be supplied by the Contractors

The Contractor shall keep the Employer informed on all matters related to the Assignment within the knowledge of the Contractor including details of all staff

employed by them in the performance of the Services and shall answer all reasonable enquiries received from the Employer and render reports at reasonable intervals when asked to do so and shall assist the Employer to form an opinion as to the manner in which they are proceeding with the Assignment.

12 Retention of Documents and Audit Inspection

- (A) For a period of 2 years commencing with the completion of any works contract, supervision of which is part of the Services, the Contractor Contractorshall retain and provide spaces for that purpose all his records, data, accounts and other information in respect of the services.
- (B) The Contractor Contractorshall give assistance to Employer for the purpose of audit inspection to inspect such records, data, accounts and other information whatsoever and shall answer queries or supply information reasonably requested by such personnel in pursuance of such audit inspection.

13 Attendance at Meetings

The Contractor Contractorshall, if reasonably possible, attend or be represented at all meetings convened by the Employer to which he may be summoned and shall advise and assist the Director and the Employer on all matters relating to the Services.

14 Facilities for Inspection

The Contractor Contractorshall at all time give to the Director, his representatives and any persons duly authorized by him reasonable facilities to inspect or view the documents, records and correspondence in his possession relevant to this Agreement.

15 Approval of Documents

- (A) The Contractor Contractorshall, when so requested by the Employer, submit to him for his approval such record, data, account or other documents, matters or things prepared by them as a direct requirement of the Assignment as he may specify or require.
- (B) No such approval shall affect the responsibility of the Contractor Contractorin connection with the Services.

16 Delegation of Employer's Power

The Contractor Contractorshall take instructions and directions and, where

appropriate, receive the Employer's decisions and views only through the Employer and, subject to any limitations imposed by the Employer in any letter of authority granted by him, such other person to whom the Employer may delegate his powers.

17 Amendments to the Contract Conditions

- (A) The Employer shall make any changes to the Contract Conditions which he considers necessary or desirable for the successful completion of the Assignment or the Project.
- (B) Any queries on, or suggestions for amendments to the Contract Conditions shall be referred to the Employer for his clarification or instructions regarding further action.

18 Written Approval

The Contractor shall obtain the written approval of the Employer prior to entering into any commitment to expenditure for which there is provision for reimbursement under the Fee Proposal.

19 Consultation

The Contractor shall, as may be necessary for the successful completion of the Assignment, consult all authorities, or who may be appointed by the Employer in connection with the Assignment and bodies or persons affected by the Assignment.

20 Response to Queries

- (A) The Contractor shall respond to queries on the findings and conclusions of this Assignment raised during the period defined in the Assignment Brief for such queries by the Employer or by any Contractor who may be appointed by the Employer for the subsequent stage of the Project.
- (B) The Contractor shall use his best endeavours to respond to queries on the findings and conclusions of this Assignment raised after the period defined in the Assignment Brief for such queries by the Employer or any person who may be appointed by the Employer or nominated by the Employer.

21 Exclusive Ownership

The Employer shall become the exclusive owner of all Deliverables, save those Deliverables under licence or those Deliverables in respect of which there is a pre-existing copyright or patent, supplied or produced by, for or on behalf of the

Contractor Contractor under this Agreement. The liability of the Contractor Contractor in respect of the Employer's use of such Deliverables shall be limited to liabilities arising from uses contemplated under this Agreement or expressly agreed to in writing by the Contractor. The Employer hereby:

- (i) Indemnifies the Contractor against all claims, damages, losses or expenses suffered by the Employer; and
- (ii) Agrees to indemnify the Contractor against all claims, made by third parties against the Contractor;

arise out of or in connection with a use by the Employer of any Deliverable which use was not contemplated under this Agreement or not expressly agreed to in writing by the Contractor.

22 Care and Diligence

- (A) The Contractor shall exercise all reasonable professional skill, care and diligence in the performance of all and singular the Services and, in so far as his duties are discretionary, shall act fairly between the Employer and any third party.
- (B) The Contractor shall, in respect of any work done or information supplied by or on behalf of the Employer, report to the Employer any errors, omissions and shortcomings of whatsoever nature of which the Contractor becomes aware in the performance of the Services.
- (C) The Contractor shall indemnify and keep indemnified the Employer against all claims, damages, losses or expenses arising out of or resulting from any negligence in or about the conduct of and performance by the Contractor, his servants or agents, of the Services.
- (D) In the event of any errors or omissions for which the Contractor is responsible and as a result of which the re-execution of the Services is required, the Contractor shall, without relieving any liability and obligation under the Agreement, at his own cost re-execute such Services to the satisfaction of the Employer.

23 Instruction and Procedure

The Contractor shall comply with all reasonable instructions of the Director or the Employer. The Employer shall issue to the Contractor general instructions on procedure and shall supply such additional information as may be required.

24 Approval for Variations and Claims

The Contractor shall obtain prior approval in writing of the Employer to the order of a variation to the contract works or to the commitment otherwise of the Employer to expenditure under the works contract other than in respect of claims, if the value of such order or commitment is estimated to exceed the sum specified in the Assignment Brief, or if not specified in the Assignment Brief, as advised in writing by the Employer. With the exception that in emergencies such prior approval shall not be required, provided that the order or other commitment is essential and that it is impractical to seek the prior approval of the Employer.

25 Referral of Variations and Claims

(A) Notwithstanding the requirements of Clause 24 the Contractor shall:

- (i) refer the details of every variation to the Contract Works under any such Works Contract, including the reasons for it and its estimated value, to the Employer for information as soon as the variation is ordered.
- (ii) as soon as the value of a variation to the Contract Works has been determined, refer the details of the evaluation to the Employer for information.
- (iii) report to the Employer all claims for additional payment made by the Contractor and, except for those solely in respect of agreement of rates, refer the principles underlying their assessment of each claim, to enable the Employer to provide its view of the matter before the Contractor reaches a decision; and
- (iv) report to the Employer all delays to the progress of the Contract Works and, except for those delays solely in respect of inclement weather conditions, refer his assessment of granting of extension of time for completion, if any, to enable the Employer to provide its view of the matter before the Contractor reach a decision.

(B) The foregoing referrals and reporting to the Employer shall be in writing.

26 Programme to be Submitted and Agreed

(A) The Contractor may propose changes to some or all of the key dates specified in the Assignment Brief for incorporation into the draft programme prepared under sub-clause (B) of this Clause. If any of such proposed

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changes are agreed by the Employer, who may impose conditions on his agreement, the corresponding key dates shall be changed and the changed dates incorporated into the draft programme.

- (B) The Contractor shall submit a draft programme which shall be in accordance with the requirements of the Assignment Brief and shall incorporate the key dates specified in the Assignment Brief, including any changes agreed under sub-clause (A) of this Clause. The Employer shall either agree the draft programme or instruct the Contractor to submit a revised draft programme which he shall do.
- (C) If the Employer does not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 23 to the Contractor.
- (D) When the Employer has agreed the draft programme or the revised draft programme submitted under sub-clause (B) of this Clause or such other draft programme as may result from sub-clause (C) of this Clause, the agreed draft programme or revised draft programme shall become the Agreed Programme for carrying out the Assignment and shall be amended only with the approval of the Employer.

27 Payment

Payments under this Agreement shall be made in accordance with the Fee Proposal.

28 Fees to be Inclusive

Unless provided otherwise, the fees quoted in the Fee Proposal shall be inclusive of all labour, materials and expenses incurred in the performance of the Services.

29 Payment in Hong Kong Dollars

Unless provided otherwise, payments shall be made in Hong Kong dollars.

30 Expenses incurred in currencies other than Hong Kong dollars (not used)

Not used.

31 Payment of Accounts

- (A) Except as provided for in sub-clause (B) of this Clause accounts of all money due from the Employer to the Contractor in accordance with this Agreement shall be paid within 30 days after receipt and verification of the Contractor's

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invoice by the Employer. In the event of failure by the Employer to make payment to the Contractor in compliance with the provisions of this Clause the Employer shall pay to the Contractor interest at the judgment debt rate prescribed from time to time by the Rules of the Supreme Court (Chapter 4 of the Laws of Hong Kong) (interpreted in accordance with the Hong Kong Reunification Ordinance) upon any overdue payment from the date on which the same should have been made.

- (B) If any item or part of an item of an account rendered by the Contractor is reasonably disputed or reasonably subject to question by the Employer, the Employer shall within 30 days after receipt of the invoice by the Employer inform the Contractor in writing of all items under dispute or subject to question. Payment by the Employer of the remainder of that account shall not be withheld on such grounds and the provisions of sub-clause (A) of this Clause shall apply to such remainder.

32 Rendering of Accounts

The Contractor shall render his accounts for interim payments in accordance with the Fee Proposal.

33 Payment for Additional Services

The Contractor shall be entitled to payment for the performance of any Services which he could not reasonably have anticipated at the time of entering into this Agreement resulting from:

- (i) explanations of adjustments made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 17;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 17;
and
- (iv) instructions given under Clause 23.

Provided that such Services are not attributable to default on the part of the Contractor.

34 Reduction of Lump Sum Fees

If there shall be a reduction in the Services resulting from:

- (i) explanations or adjustment made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 17;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 17;
and
- (iv) instructions given under Clause 23;

then the Employer shall be entitled to a reduction in the lump sum fees in respect of such a reduction in the Services.

35 Notifications and Payment for Delays

- (A) The Contractor shall not be entitled to payment in respect of any additional costs he incurs as a result of delays arising during the performance of the Services if the causes of delay which are the fault of neither party.
- (B) The Contractor shall notify the Employer when a delay arises and shall detail what in his opinion are the reasons for the delay, the consequences or likely consequences of the delay and any additional costs he has incurred or may incur.
- (C) The Contractor shall keep such contemporary records as may reasonably be necessary to support any claim for payment under this Clause and shall give to the Employer details of the records being kept in respect thereof. Without necessarily admitting the Employer's liability, the Employer may require the Contractor to keep and agree with the Employer any additional contemporary records as are reasonable and may in the opinion of the Employer be material to the claim. The Contractor shall permit the Employer to inspect all records kept pursuant to this Clause and shall supply copies thereof as and when the Employer so requires.
- (D) After the giving of a notice of delay to the Employer under sub-clause (B) of this Clause, the Contractor shall, as soon as is reasonable, send to the Employer a first interim account giving full and detailed particulars of the circumstances giving rise to the delay and any additional costs he incurred. Thereafter at such intervals as the Employer may reasonably require, the Contractor shall send to the Employer further up-to-date accounts giving the accumulated total of the additional costs and any further full and detailed

particulars in relation thereto.

- (E) If the Contractor fails to comply with the provisions of sub-clause (B) of this Clause in respect of any claim, such claim shall not be considered.
- (F) If the Contractor fails to comply with the provisions of sub-clauses (C) or (D) of this Clause in respect of any claim, the Employer may consider such claim only to the extent that the Employer is able on the information made available.
- (G) The Contractor shall take all reasonable steps to mitigate the costs which may be incurred as a result of the delays.

36 Resident Site Staff (not used)

Not used.

37 Non-Assignment

The Contractor shall not have the right to assign or transfer the benefit and obligations of this Agreement or any part thereof.

38 Employment and Replacement of sub-contractors / sub-contractors

The Contractor shall obtain the prior written approval of the Employer to:

- (i) the appointment of sub-contractors / sub-contractors to undertake any part of the Services; and
- (ii) the replacement of any sub-contractors / sub-contractors appointed under sub-clause (i) of this Clause.

39 Liability of Contractor for acts and default of sub-contractors / sub-contractors

The appointment of sub-contractors / sub-contractors to undertake any part of the Services shall not relieve the Contractor from any liability or obligation under this Agreement and he shall be responsible for the acts, default and neglects of any sub-contractors / sub-contractors, his agents, servants or workmen as fully as if they were the acts, default and neglects of the Contractor, his agents, servants or workmen.

40 Publicity relating to contract works (not used)

Not used.

41 Suspension, resumption or termination

- (A) This Agreement may be suspended or terminated by the Employer at any time, by the Employer giving the Contractor one months' notice in writing.
- (B) On suspension or termination, the Contractor shall be paid all fees and expenses commensurate with the Services performed by them up to the date of suspension or termination less all fees and expenses previously paid to the Contractor. The Contractor has the obligations to stop work immediately but in an orderly manner and do deliver to the Employer documents in its control relating to the Project. The Employer shall not be liable for any loss of profits and other losses incurred by the Contractor as a result of termination or suspension. The Employer reserves its right to claim for loss and damages against the Contractor as a result of termination of his contract including re-nominating the others to carry out and complete the remaining items. In case the payment balance is insufficient to cover the actual loss being suffered by the Employer, the Contractor has to reimburse the same accordingly.
- (C) In the event of suspension or termination the Contractor shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for any financial commitment or obligation outstanding after the giving of the notice of suspension or termination which he has properly incurred in accordance with this Agreement prior to the giving of the notice of suspension or termination.
- (D) The payments referred to in sub-clauses (B) and (C) of this Clause shall be deemed in full and final payment for the Services up to the date of suspension or termination. The Contractor shall be entitled to such payments only if the suspension or termination is not attributable to default on the part of the Contractor.
- (E) In the event of suspension and subsequent resumption of this Agreement the Contractor shall be reimbursed any expenses necessarily incurred as a result of such resumption.
- (F) If this Agreement is resumed any payment of fees under this Clause except in respect of abortive work that has to be re-done shall rank as payment on account towards the fees payable under this Agreement.

- (G) Should this Agreement continue to be suspended for a period of more than two years then either:
- (i) it shall be terminated upon the written notice of either party; or
 - (ii) it may be renegotiated with the agreement of both parties.

42 Special Risks (not used)

Not used.

43 Appeal to Employer

The Contractor shall have the right to appeal to the Employer against any instruction or decision of the Director which he considers to be unreasonable.

44 Settlement of Disputes

- (A) If any dispute or difference of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of this Agreement, either party shall be entitled to refer the dispute or difference to the Employer Delegates and the partner or director of the Contractor, who shall meet within 21 days of such matter being referred to them.
- (B) If the dispute or difference cannot be resolved within 2 months of a meeting under sub-clause (A) of this Clause or upon written agreement that the dispute or difference cannot be resolved, either the Employer or the Contractor may at any time thereafter request that the matter be referred to mediation in accordance with and subject to the Hong Kong International Arbitration Centre Mediation Rules or any modification thereof for the time being in force.
- (C) If the matter cannot be resolved by mediation, or if either the Employer or the Contractor do not wish the matter to be referred to mediation then either the Employer or the Contractor may within the time specified herein require that the matter shall be referred to arbitration in accordance with and subject to the provisions of the Arbitration Ordinance (Chapter 609, Laws of Hong Kong) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate, or the failure of the mediation.

- (D) The Hong Kong International Arbitration Centre Domestic Arbitration Rules shall apply to any arbitration instituted in accordance with this Clause unless the parties agree to the contrary.

45 Prevention of Bribery

The Contractor shall inform his employees who are engaged either directly or indirectly on the formulation and implementation of a project of the Construction Industry Council that the soliciting or accepting of an advantage as defined in the Prevention of Bribery Ordinance is not permitted. The Contractor shall also caution his employees against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair his impartiality in relation to the projects of the Construction Industry Council.

46 Declaration of Interest

- (A) On appointment and during the currency of this Agreement, the Contractor must declare any interest if it is considered to be in real or apparent conflict with the Services. The Contractor shall not undertake any services, which could give rise to conflict of interest, except with the prior approval of the Employer which approval shall not be unreasonable withheld.
- (B) In any case, the Contractor or any of his associated companies shall not undertake any services for a Contractor in respect of a contract between that Contractor and the Employer for which the Contractor is providing a service to the Employer.

47 Insurance

- (A) Without limiting his obligations and responsibilities nor his liability to indemnify the Employer under Clause 22 the Contractor shall, as from the date of commencement of this Agreement, and thereafter, maintain an insurance cover to meet any claims that may be made by the Employer in respect of any negligence in or about the conduct of and performance by the Contractor, his servants and agents of all and singular the Services.
- (B) In the event that through no fault of the Contractor it becomes impractical or unreasonable to maintain the said cover for the full period required by sub-clause (A) of this Clause, the Employer may approve alternative arrangements.
- (C) The foregoing insurance policy or policies shall be affected with an insurer

(or insurers) and in terms acceptable to the Employer. Throughout the period of insurance the Contractor shall each year lodge with the Employer a certificate signed by and on behalf of the Contractor's insurers stating that the said policy or policies of insurance remain in force.

- (D) The amount of insurance cover as mentioned in sub-clause (A) of this Clause shall be a minimum of THREE (3) times of the Contract Sum. (user may change its requirement with evaluation on the project risk)

48 Safety Precaution (not used)

Not used.

49 Avoidance of Nuisance and Making Good Working Areas

- (A) All Contractor's operations shall be carried out in such a manner as to cause as little inconvenience as possible to residents, the public or the operation of construction sites. The Contractor shall be held responsible for any claim, which arises from non-compliance with this clause.
- (B) The Contractor shall take all reasonable care so as not to cause any damage to property or not to cause any nuisance. The Contractor shall indemnify the Employer against any claim arising from default of the Contractor in this respect.
- (C) The Contractor shall confine his operations to the minimum areas required for the works and shall at all times work in a tidy and considerate manner. As soon as work has been completed for any location, the Contractor shall remove all debris resulting from his activities and make good any damage.

50 Disclosure of Information

The Employer shall have the right to disclose to any person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such form and manner as it deems fit:

- (i) the fees, costs and expenses payable by the Employer for engaging the Contractor; and

- (ii) the fee proposal submitted by the Contractor.

51 Code of Conduct for Staff

- (A) The Contractor shall explicitly prohibit his employees from soliciting or accepting any advantages as defined in the Prevention of Bribery Ordinance when providing service in relation to this Assignment.
- (B) The Contractor shall implement a system requiring his employees to declare to him any interest they or their immediate families may have, or any conflict between their personal interest and their official positions, in relation to this Assignment.
- (C) The Contractor shall prohibit his employees to take up any outside work or employment, which could create or potentially give rise to a conflict of interest situation in connection with this Assignment.
- (D) The Contractor shall take adequate measures to protect any confidential / privileged information entrusted or obtained in relation to this Assignment; and his employees must not disclose to a third party any such information without prior consent from the Employer.
- (E) The Contractor shall prohibit his employees from introducing or recommending, directly or indirectly, service providers (including contractors) to owners, tenants or occupiers of premises in buildings covered by this Assignment.

52 Probity

The Contractor shall prohibit his employees, agents and sub-contractors / sub-contractors who are involved in this Contract from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance, Cap 201 when conducting business in connection with this Contract. Any such offence committed by the Contractor or his employee or agent will render the tender null and void. The Employer may also terminate the contract granted.

53 Copyright

The copyright of all reports, documents, recommendations, Guidelines, Alerts and any other information prepared or collected by the Consultancy team, and their employees and agents in the course of this Agreement shall be with the Employer. The Contractor shall not disclose any information in relation to this Consultancy to any third party without the written consent of the Employer.

54 Contractor's Claims for Extras

- (A) The Contractor shall send to the Employer once in every month an account giving particulars (as full and detailed as possible) of all claims for any extension of contract period and / or additional expense to which the Contractor may consider himself entitled and of all extra or additional work contained in Contractor's instructions issued during the preceding month.
- (B) No consideration will be given to any claim for extension of contract period and / or payment for additional expense or extra or additional work which has not been made within a reasonable time to enable the circumstances and reasons for extensions or the additional expense to be ascertained and evaluated.

55 Commencement of the Works

The Contractor shall commence the Works on the date for commencement of the Works as notified in writing by the Employer and shall proceed with the same with due diligence. The Contractor shall not commence the Works before the notified date for commencement.

56 Time for Completion

- (A) The Works and any Section thereof shall be completed within the time or times stated in the Contract calculated from and including the date for commencement notified by the Employer in accordance with Clause 55 or such extended time as may be determined in accordance with Clause 54.
- (B) General Holidays shall be included in the time for completion unless otherwise stated in the Contract.

57 Liquidated Damages (not used)

Not Used

58 Completion of the Works (not used)

Not Used

59 Variations

- (A) The Employer may order in writing any Variation that is necessary for the completion of the Works or is in his opinion desirable for or to achieve the satisfactory completion and functioning of the Works. The Contractor shall

forthwith carry out such Variation in accordance with the Employer's instruction.

- (B) No Variation ordered by the Employer shall in any way vitiate or invalidate the Contract but all such Variations shall be valued in accordance with Clause 60.
- (C) Any Variation ordered by the Employer may include a requirement for the Contractor to prepare and submit within 14 days of the Contractor receiving the Variation order, a lump sum quotation in writing for complying with the order.
- (D) (i) Notwithstanding sub-clause (C) of this Clause, prior to ordering a Variation, the Employer may request the Contractor to submit a lump sum quotation in writing within 14 days of receipt of such request, or within such other time as may be agreed between the Employer and the Contractor.
- (ii) In the event that the Contractor is not subsequently instructed by the Employer to execute the Variation referred to in Clause 59(D)(i) above, the Contractor shall be entitled to any cost incurred in the preparation of the lump sum quotation which cost shall be ascertained and certified by the Employer.
- (E) (i) The Contractor may propose a Variation by submitting in writing to the Employer a proposal together with sufficient details and justification to show that:
- (1) the time for construction of the Works can be reduced, and/or
 - (2) the future maintenance cost can be reduced, and/or
 - (3) the quality of design and/or the construction of the Works can be enhanced, and/or
 - (4) the Contract Sum can be reduced by the amount of the lump sum reduction that the Contractor can offer to the Employer, and
 - (5) in any event:
 - (1) the quality of the design or construction of the Works is not prejudiced, or
 - (2) the proposed Variation is in the interests of the Employer.
- (ii) The Employer shall within 28 days of receipt of the Contractor's proposed Variation and supporting detailed information under sub-clause (E)(i) of this Clause, or within such time as may be agreed between the Contractor and the Employer, but solely at the discretion of the Employer, confirm

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whether or not he agrees to the proposed Variation and, if so, order the Contractor in writing to carry out the proposed Variation under this sub-clause.

- (iii) No adjustment shall be made to the Contract Sum by virtue of this sub-clause except the reduction pursuant to sub-clause (E)(i)(4) of this Clause.

60 Valuation of Variations

- (A) The Employer shall determine the sum (if any) which in his opinion shall be added to or deducted from the Contract Sum as a result of a Variation order given by the Employer under Clause 59 (other than a Variation ordered under sub-clause (E) of Clause 59) in accordance with the following principles:
- (1) by valuation in accordance with sub-clause (D) of this Clause, or
 - (2) by acceptance of a lump sum quotation prepared and submitted by the Contractor to the Employer in accordance with sub-clauses (E) and (F) of this Clause.
- (B) The valuation of any Variation ordered by the Employer in accordance with sub-clause (A) of Clause 59 shall include the cost (if any) of any disturbance to, or prolongation of both varied and unvaried work.
- (C) In the event of the Employer and the Contractor failing to reach agreement on any rate or price under the provisions of sub-clause (D) of this Clause, the Employer shall fix such rate or price as shall in his opinion be reasonable and notify the Contractor accordingly.
- (D) The Employer shall determine the value of a Variation as follows:
- (1) Any item of work omitted shall be valued at the rate or price set out in the Contract for such work or, in the absence of such a rate or price, at a rate or price agreed between the Employer and the Contractor.
 - (2) Any work carried out which is the same as or similar in character to and executed under the same or similar conditions and circumstances to any item of work priced in the Contract shall be valued at the rate or price set out in the Contract for such item of work.
 - (3) Any work carried out which is not the same as or similar in character to or is not executed under the same or similar conditions or circumstances to any item of work priced in the Contract shall be valued at a rate or price based on the rates or prices in the Contract so far as may be reasonable, failing which, at a rate or price agreed between the Employer and the Contractor.

Provided that if the nature or extent of any Variation ordered in accordance with sub-clause (A) of Clause 59 relative to the nature or extent of the Works or any part thereof shall be such that in the opinion of the Employer any rate or price contained in the Contract for any item of work is by reason of such Variation rendered unreasonable or inapplicable then a new rate or price shall be agreed between the Employer and the Contractor for that item, using the Contract rates or prices as the basis for determination and taking into account the provisions of sub-clause (B) of this Clause.

- (E) Any lump sum quotation submitted by the Contractor to the Employer in accordance with sub-clause (C) or (D) of Clause 59 shall indicate how the lump sum was calculated by showing separately full details of:
- (1) the cost of complying with the order,
 - (2) the cost of preparing the lump sum quotation,
 - (3) the cost (if any) of any disturbance to or prolongation of varied and unvaried work as a consequence of complying with the order, and
 - (4) such other information as will enable the Employer to evaluate the lump sum quotation.
- (F) The Employer shall notify the Contractor not later than 14 days from the receipt of any such lump sum quotation (or such other time as may be agreed between the Employer and the Contractor) whether or not it has been accepted. If accepted, the amount specified in the lump sum quotation, or otherwise agreed between the Employer and the Contractor, shall be the full sum to which the Contractor is entitled for complying with that order.
- (G) In the event that a lump sum quotation is submitted in accordance with sub-clause (C) or (D) of Clause 59 and the lump sum quotation is not accepted by the Employer, then the work ordered under sub-clause (A) of Clause 59 shall be valued in accordance with sub-clause (E) of this Clause.
- (H) The Contractor shall supply the Employer with any further information reasonably requested by the Employer within 14 days of the request to enable him to value any Variation ordered under sub-clause (A) of Clause 59.
- (I) The Employer shall within 28 days of the receipt of the information requested under sub-clause (H) of this Clause notify the Contractor of his valuation.

61 Rights of Third Parties

Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.



General Conditions of Contract and Guidelines for Works or Services

A. General Conditions of Contract

1. "Contractor" means the person who enters into the contract with the Construction Industry Council or the person or service provider whose quotation has been accepted.
2. "Contract" means the contract, purchase order or letter of acceptance herein including the contents of the Schedule and these general conditions.
3. The Works / Services and Variation
 - (a) The works to be undertaken or services to be performed under this Contract shall be as laid down in the Quotation and Special conditions (if any) and shall be carried out to the satisfaction of Construction Industry Council.
 - (b) The Contractor shall not extend the works / services beyond the requirements specified in the Schedule except as directed in writing by Construction Industry Council; but Construction Industry Council may, at any time during the Contract period by notice in writing direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the Works / Services and/or the Contract period, and the Contractor shall carry out such variations, and be bound by the same conditions, so far as are applicable, as though the said variations were stated in the Schedule.
 - (c) Where a variation has been made to this Contract the amount to be added to or deducted from the Contract price in accordance with that variation shall be determined in accordance with the discounted rates specified in the Schedule so far as the same may be applicable and where rates are not contained in the said Schedule, or are not applicable, such amount shall be such sum as is reasonable in the circumstances. In any circumstances, such amount should be subject to the approval of Construction Industry Council.
4. Assignment

The Contractor shall not, without the written consent of Construction Industry Council, assign or otherwise transfer any part of this Contract, and the performance of this Contract by the Contractor shall be deemed to be personal to him.
5. Quality of Works / Services

The works / services shall be as specified in the Schedule and shall fulfil all the conditions and terms of any drawings and specifications (if any) supplied to the Contractor.
6. Compliance with the laws of Hong Kong Special Administrative Region and Valid Licences

The Contractor has to comply with all laws of Hong Kong Special Administrative Region. The Contractor shall not employ illegal workers or any person who are forbidden by the laws of Hong Kong Special Administrative Region or not entitled for whatever reasons to undertake any employment in Hong Kong Special Administrative Region in the execution of this Contract. The Contractor should hold valid licences when performing relevant work if required by law. If there is any breach of this clause, Construction Industry Council may terminate this Contract and the Contractor is not entitled to claim any compensation. The Contractor shall be liable for all financial loss or expenses necessarily incurred by Construction Industry Council as a result of the termination of this Contract.
7. Inspection, Rejection and Acceptance
 - (a) The Works undertaken or Services performed shall be subject to inspection by Construction Industry Council who may at its own discretion terminate this Contract or withhold payment unless the works / services have been performed in accordance with the terms and conditions of this Contract and to the satisfaction of Construction Industry Council. Upon breach of any essential terms and conditions of this Contract by the Contractor, including but not limited to failure to comply with the performance requirements in accordance with the Schedule, Construction Industry Council shall have the right to reject unsatisfactory performance of the Works / Services and suspend payment until the defects have been rectified by the Contractor to the satisfaction of Construction Industry Council. Construction Industry Council reserves the right to claim against the Contractor for all related financial loss or expenses necessarily incurred by Construction Industry Council.
 - (b) Being notified in writing of the rejection of any works / services, the Contractor shall take immediate and necessary action to rectify such rejected Works / Services within reasonable time as agreed by Construction Industry Council.
 - (c) If the Contractor shall fail to rectify such rejected works / services in accordance with item (b) above, Construction

Industry Council may, without prejudice to any other rights and remedies available to Construction Industry Council, carry out and complete such works / services by its own resources or by other contractors. All costs and expenses whatsoever which may be incurred by Construction Industry Council thereof shall be recoverable in full from the Contractor forthwith.

- (d) The works undertaken or services performed in pursuance of this Contract shall not be deemed to have been accepted unless either:-
- i. Construction Industry Council shall so certify; or
 - ii. The works / services are not rejected as being unsatisfactory within 21 working days after receiving the report of certification upon the execution of the work.

8. Payment for works / services

After the receipt of goods, completion of works and provision of services in accordance with the agreed terms and conditions and to the satisfaction of Construction Industry Council, Construction Industry Council will settle payment within 30 days after receiving and verifying the invoices.

9. Injury to Persons and Property and Indemnity

- (a) The Contractor shall be liable for, and shall indemnify Construction Industry Council against, any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or caused by the carrying out of the work under the Contract, save to the extent that the same may be due to any act or neglect of Construction Industry Council or of any person for whom Construction Industry Council is responsible.
- (b) Before the commencement of works under the Contract, the Contractor shall, whenever required by Construction Industry Council, produce to Construction Industry Council a copy of the EC policy, joint name with Construction Industry Council (including Endorsements revised W338, W348, W204 and Waiver of Subrogation Clause against Construction Industry Council) which he is required to effect pursuant to Clause 10 below together with satisfactory proof of payment of the current premiums thereof.
- (c) Without limiting the Contractor's obligations under the Contract, the Contractor shall take out and maintain until the end of the term of the contract, a Public Liability Policy of Insurance cover in the joint names of the Employer, the Contractor and subcontractors of any tier in a sum of not less than HK\$30,000,000 for any one accident and unlimited during the period of insurance, against any liability, loss, claim, expense or proceedings whatsoever incurred, sustained or made by any person arising under any Enactment or at common law, in respect of the personal injury or death of any person or the damage to any real and/or personal property arising out of the execution of the Services or any act or omission by the Contractor in connection with the Contract, with established insurers of repute. If the said Policy of Insurance provides that the payment of a certain amount of compensation (including, without limitations, the amount of any excesses and deductibles), the Contractor shall be solely responsible for such payment and shall reimburse Construction Industry Council forthwith if Construction Industry Council shall be required to make such payment.
- (d) The Contractor shall be liable for, and shall indemnify Construction Industry Council against, any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the work under the Contract, save to the extent that the same may be due to any act or neglect of Construction Industry Council or of any person for whom Construction Industry Council is responsible.
- (e) The Contractor has to safekeep all the Contractor's property or that of his sub-contractors and employees. The Contractor shall indemnify Construction Industry Council in respect of any loss, damages, injury or death of the Contractor, his sub-contractors and employees in consequence of the malfunction of, loss of or damage to the said property.

10. Insurances and Compensation

- (a) Without prejudice to the Contractor's obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, the Contractor has to warrant to take out and maintain an Employees' Compensation insurance policy ("EC policy") covering against all liabilities arising from any death, accident or injury to any workmen or other persons in the employment of the Contractor and any sub-contractor of any tier and Construction Industry Council shall not be liable for any damages or compensation in respect thereof. Such EC policy shall be maintained during the Contract period and for the whole of the time that such workmen or other persons are employed on the work including the Maintenance Period or Defects Liability Period (if applicable).
- (b) The Contractor shall effect and keep in force during the contract period at his own expense a policy of insurance against all claims, demands or liability aforesaid in this contract with an insurance company and shall continue such insurance during the continuance of the Contract.
- (c) In the event of any of the Contractor's sub-contractors of any tier or employees or agents or the subcontractors' employees suffering any injury or death in the course of or arising out of the Contract and whether there be a claim for compensation or not, the Contractor shall within 7 working days give notice in writing of such injury or death to Construction Industry Council.

11. Bankruptcy or Receivership
Construction Industry Council may at any time by notice in writing summarily terminate the Contract without entitling the Contractor to compensation if the Contractor shall at any time become bankrupt, insolvent, or shall be placed in receivership or go into liquidation or receivership, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Contractor, but without any prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to Construction Industry Council.
12. Corruption
Construction Industry Council prohibits any member of the staff from soliciting or accepting any advantage. Without the approval of Construction Industry Council, it is an offense under the Prevention of Bribery Ordinance to offer or give any gift, loan, fee, reward, commission, office, employment, Contract, other services of favour, discount to any staff of Construction Industry Council. Construction Industry Council will terminate the Contract without prior notice and hold the Contractor liable for any loss or damage so caused to Construction Industry Council.
13. Personal Data Submitted by Contractor
All personal data submitted by the Contractor will be used by Construction Industry Council for the purpose of this Contract only. Under the provisions of the Personal Data (Privacy) Ordinance, the Contractor has the right to request access to or correction of personal data. Written requests should be addressed to Construction Industry Council. Construction Industry Council may be unable to process and consider incomplete information submitted.
14. Working Hours
Unless it is specifically allowed in other part of the Contract, the work under this Contract shall be undertaken during normal working hours as specified by Construction Industry Council.
15. Temporary Work Permit
When carrying out the work under the Contract, all workers have to wear the temporary work permit issued by Construction Industry Council. If the temporary work permit is lost, the Contractor or worker has to report to Construction Industry Council and request a re-issue at \$30.
16. Parking
If the Contractor finds it necessary to park their motor vehicles within the premises of Construction Industry Council, application has to be lodged in advance. If the application is approved, the parking permit issued by Construction Industry Council and the contact telephone number of the driver has to be displayed on the motor vehicles.
17. Refuse Removal
All refuse has to be delivered to the refuse collection warehouse specified by Construction Industry Council at the end of each working day or on any dates specified by Construction Industry Council.
18. Rights of Third Parties
Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.

B. Safety Guidelines

1. General Duties of Contractor and Persons Employed
Pursuant to the Factories and Industrial Undertakings Ordinance (Cap. 59) and Occupational Safety and Health Ordinance (Cap.509), whilst executing the works under the Contract, it shall be the duty of the Contractor to ensure the health and safety at work of all persons employed by him, and it shall be the duty of every person employed to take care for the safety of himself and of other persons who may be affected by his acts or omissions at work.
2. Relevant Mandatory Safety Training Certificates (please select one of the following clauses)
All subcontractors of all tiers and employees employed by the Contractor to work in the CIC premises under the Contract shall :
 - hold valid Construction Industry Safety Training Certificates (commonly known as "Green Cards") and any other relevant mandatory certificates required for safe operation of the works.
2. Safe Means of Access and Egress
The Contractor must maintain the workplace in a safe condition and ensure that every access to and egress from the workplace is safe. The Contractor shall also ensure that all means of escape from the workplace are kept free from obstruction.



4. Personal Protective Equipment

The Contractor must supervise and ensure all his sub-contractors and employees wear appropriate personal protective equipment, e.g. protective clothing, safety helmet, safety shoes, harness, fall arresting system, eye-protector, ear protector, and mask, etc., as Construction Industry Council may consider necessary or appropriate or as legally required. Any such personal protective equipment must be provided, maintained and replaced as necessary by the Contractor at his own expenses.

5. No Smoking and Fire Prevention Measures

Smoking is not permitted in the workplace. If the works involve the use of naked flame, the Contractor must implement sufficient fire prevention measures.

6. Working at Height

The Contractor shall take adequate steps to prevent any person from falling from a height of 2 metres or more.

C. Consequences of Breach

If the Contractor, his sub-contractors of all tiers or employees do not comply with the relevant laws of Hong Kong Special Administrative Region and the terms and conditions of this Guidelines, or if the performance of works undertaken by the Contractor causes any damages or losses to Construction Industry Council, Construction Industry Council may at its discretion terminate this Contract and the operations of the Contractor until any non-compliance or the unfavourable operation is rectified. The Contractor shall be liable to any loss or damage so caused to Construction Industry Council. Construction Industry Council shall be entitled to recover in full from the Contractor forthwith. The Contractor shall also lose his right from submitting quotations or tenders to Construction Industry Council in the future.



Contractor's Safety Requirements

承判商安全守則

The following requirements include general safety requirements to be complied with by contractors and are by no means exhaustive. In general, contractors are to take all reasonable steps to ensure the safety and health of their employees and their subordinate workers (including their subordinate contractors). All site work activities of contractors shall be in full compliance with all relevant legislation of the Hong Kong Special Administrative Region including:

- Factories and Industrial Undertakings Ordinance (Cap 59) and its subsidiary legislation / regulations,
- Occupational Safety And Health Ordinance (Cap 509) and its subsidiary legislation / regulations,
- Dangerous Goods Ordinance (Cap 295) and its subsidiary legislation / regulations,
- Electricity Ordinance (Cap 406) and its subsidiary legislation / regulations,
- Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Cap 470) and its subsidiary legislation / regulations,
- Boilers and Pressure Vessels Ordinance (Cap 56) and its subsidiary legislation / regulations.
- Construction Workers Registration Ordinance (Cap 583) and its subsidiary legislation / regulations,
- Employees' Compensation Ordinance (Cap 282) and its subsidiary legislation / regulations.

Other than legislation, contractors also must comply with relevant codes of practice or any other guidelines issued by government bodies or organization including the Labour Department, Fire Services Department, Electrical and Mechanical Services Department, Highways Department, Buildings Department, Construction Industry Council and Occupational Safety and Health Council.

Construction Industry Council (CIC) reserves the right to charge HKD 500.00 for each violation of any of CIC's internal safety requirements listed below or each violation of any relevant legislation, code of practice or guidelines.

In case of any dispute, CIC reserves all rights of final interpretation of the rules. The safety requirements to be complied by contractors include:

General Rules

- 1) Contractors must arrange a representative(s) to attend a safety briefing before work commencement. Failure to attend briefings may result in work commencement not being permitted. Attendance at a briefing will be valid for 6 months; any contractor who had

attended a briefing within the 6 months prior to the work commencement day will be exempted from attending a further briefing.

- 2) Before work commencement, contractor must obtain an Attendance Proof – Safety Briefing. Work will be suspended immediately if an Attendance Proof – Safety Briefing has not been obtained.
- 3) The contractor's representative must be a direct employee of the awarded contractor.
- 4) The contractor's representative has the duty to clearly deliver to the employer all messages from safety briefings or any safety meetings.
- 5) Contractors have the obligation to send a representative(s) to attend any safety meeting held by CIC.
- 6) The contractor must ensure all of CIC's safety requirements are delivered and clearly explained to all personnel in the working team (including direct employees and subordinate contractors) before working within CIC's premises.
- 7) The delivery of CIC's safety requirements mentioned in clause 6) above must be documented in writing and a copy must be maintained within the work area for inspection.
- 8) In case of any inspection or visit conducted by government officials, contractors must notify the site's responsible person, CIC's department responsible for the project and CIC's Corporate Safety Team immediately.
- 9) Contractors are required to prepare a method statement document ("Method Statement") and a risk assessment document ("Risk Assessment") before work commencement. The Method Statement is to be a comprehensive and step-wise statement of the work sequence and method, with the help of drawings, layout plan etc. to illustrate in detail how the work will be conducted. The Risk Assessment is to cover all foreseeable risks resulting from each step of the work sequence. Adequate and suitable rectifying measures should be stated in the Risk Assessment and implemented. The Risk Assessment should be prepared or reviewed by the contractor's safety officer.
- 10) Contractors should submit the statutory appointment notice (Forms 4 & 5 in Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation (Cap 59Z)) of any safety supervisors or safety officers to CIC for record.
- 11) Occurrence of any kind of imminent danger or unsafe act may result in suspension of work on site until adequate and appropriate remedial action to the satisfaction of CIC is taken.
- 12) All contractors' personnel must not smoke within CIC premises.
- 13) All contractors' personnel must not work under the influence of alcohol or drugs. Non-compliant individuals may be immediately removed from the site.

- 14) Work areas and material storage areas should be fully enclosed and the following signage should be displayed at the entrance of each individual area:
 - i. "No unauthorized entry" or similar,
 - ii. "No Entry Without Wearing Safety Helmet or Safety Shoes" or similar,
 - iii. Contractor Work Commencement Permit
 - iv. Pedestrian diversion instruction (if original access was affected),
 - v. List of Competent Persons (if applicable).
- 15) Whip checks should be installed on the connections of compressed air hoses.
- 16) CIC reserves the right to request any contractor's personnel to be suspended from working within CIC premises for repeated violations of safety requirements.
- 17) If the construction area is adjacent to any public area, the affected area must be fully enclosed in order to ensure no members of the public would be able to access the site area. For example, enclosing the work area with securely erected boards.
- 18) If the construction area is directly above any public area, the contractor is required to fence off the area below or any area that may be vulnerable to any falling objects from the construction project. Sufficient, proper warning notice must be displayed.

Personal Protective Equipment

- 19) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, have been provided with suitable and adequate personal protective equipment.
- 20) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, use personal protective equipment properly.
- 21) Contractors have the obligation to ensure personal protective equipment is in safe working condition.
- 22) All personnel within the works area must wear a safety helmet (which should be in compliance with the "Guidance Notes on the Selection, Use and Maintenance of Safety Helmets" issued by the Labour Department) and safety shoes with a steel toe cap and steel midsole (which should be in compliance with BS EN ISO 20345 or any other equivalent standards).
- 23) All safety helmets used should be equipped with a Y-type chin strap.
- 24) Contractors should maintain sufficient amount of safety helmets onsite for visitors' use.
- 25) All full body harnesses used must be equipped with double lanyards and comply with the "Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems" issued by the Labour Department.

Safety Training

- 26) Copies of relevant certificates/safety training attendance records of all site personnel should be maintained onsite for inspection upon CIC's request. The Internal Safety Induction Training should be conducted by contractors' safety personnel.
- 27) All personnel engaged in site activities must possess a valid Mandatory Basic Safety Training Course (Construction Work) card and a Construction Worker Registration Card, and have attended Internal Safety Induction Training conducted by the contractor. Non-compliant individuals may be immediately removed from the site.

Safety Inspection

- 28) If a safety officer or safety supervisor must be employed for the project, all completed Forms 2A and Forms 3A under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations (Cap 59Z) should be submitted to CIC for record.
- 29) Contractors' management staff should conduct regular safety inspections. The inspections should be documented and submitted to CIC Corporate Safety Team for record.
- 30) All recommendations for improvement in the Safety Inspection report issued by CIC should be implemented by contractors within 3 working days and evidence of improvement should be submitted to CIC.
- 31) The reoccurrence of any unsafe items from a CIC Safety Inspection report may result in suspension of work until recommendations for improvement have been implemented.

Temporary Structures

- 32) Drawings and designs of all metal scaffolds, bamboo scaffolds or any temporary structures for support use or load bearing purposes must be checked by an appropriate registered engineer prior to erection, and the maximum safe load of the scaffold or structure must be determined. The registered engineer should clearly indicate the permitted load of the scaffold or structure in the drawings. Approved / endorsed drawings should be submitted to CIC's Corporate Safety Team for record.
- 33) All bamboo scaffolds that will be constructed with more than 15 meters in height should be designed and endorsed by an appropriate registered engineer, and this document should be submitted to CIC's Corporate Safety Team for record.
- 34) All structures or scaffolds mentioned in clauses 32) and 33) must be inspected by an appropriate registered engineer after construction. This inspection should be targeted at verifying whether the aforesaid structure or scaffold is in compliance with the design. The verification should be in written form with the registered engineer's endorsement and

should be submitted to CIC for record. Any works associated with the structures or scaffolds should not be commenced before the verification is made.

Emergency Preparedness

- 35) Contractors should provide one primary emergency contact number and one secondary emergency contact number to the CIC's Corporate Safety Team, and these contact numbers should be reachable 24 hours.
- 36) If there is any accident, incident, near miss, occupational disease or dangerous occurrence (as defined in Schedule 1 of the Occupational Safety and Health Regulation (Cap 509)) contractors must notify the premises occupier, CIC's Corporate Safety Team and CIC's department responsible for the project immediately.
- 37) CIC's contractors have the obligation to conduct necessary investigations of any accident, incident or near miss caused by their work activities or their sub-contractors' work activities. The investigation should be conducted within 24 hours after the occurrence of the accident. After the investigation, a detailed report should be composed to illustrate the cause(s) and suggest recommendations to avoid reoccurrence.
- 38) Reports of the investigations mentioned in clause 37) should be submitted to CIC within 3 working days after the occurrence of the incident.
- 39) CIC's contractors have the obligation to suggest and implement necessary improvement measures to prevent the reoccurrence of accidents, incidents or near misses.
- 40) In every work location, at least one first aid box should be maintained. If a contractor is engaged at more than one work location, and the work locations are physically separated or not readily accessible, a first aid box is to be maintained at each work location.
- 41) The type and quantity of first aid items contained in the first aid box should comply with Schedule 2 of the Construction Sites (Safety) Regulations (Cap 59I).
- 42) Contractors should arrange a person / team of persons to conduct regular checks on the first aid box to ensure the proper condition and quantity of first aid items. If first aider(s) is/are deployed for the construction project, the first aider should be included in the aforesaid team.
- 43) Adequate and proper firefighting equipment should be ready in the site area. At least one fire extinguisher of proper type should be maintained at each electrical distribution box and hot work area.
- 44) Clearly visible signage should be displayed to indicate the location of firefighting equipment and first aid equipment.
- 45) Contractors must not obstruct any emergency escape route or make any emergency equipment defective. If this is unavoidable, the obstruction is to be pre-approved by CIC

and alternative measure(s) provided during temporary unavailability of the emergency escape route or equipment.

Competent Person

46) All of the competent persons deployed in the works area shall be appropriately qualified as specified in relevant legislation and codes of practice, including but not limited to the following:

- i. Metal scaffold competent person
- ii. Bamboo scaffold competent person
- iii. Metal scaffolder
- iv. Bamboo scaffolder
- v. Gas Welder
- vi. Safety Supervisor
- vii. Electrical worker
- viii. Abrasive wheel mounting competent person
- ix. Crane Operator
- x. Lifting Appliance Inspector
- xi. Loadshifting Machinery operator
- xii. Confined Space Competent Person
- xiii. Confined Space Certified Worker
- xiv. First Aider
- xv. Suspended working platform operator
- xvi. Cartridge-operated fixing tools operator
- xvii. Excavation Inspector
- xviii. Power-operated elevating work platform operator
- xix. Electric Arc Welder
- xx. Rigger
- xxi. Signaler

47) For competent persons of the trades specified below, these additional qualifications shall be met:

Trade	Qualification
Cartridge-operated fixing tools operator	Attended operational training organized by the tool's supplier
Excavation Inspector	Holder of Bachelor's degree in Civil Engineering or other relevant discipline
Power-operated elevating work platform operator	Attended operational training organized by the machine's supplier
Electric Arc Welder	Holder of General Welder intermediate trade test certificate or above

Rigger and Signaler	Holder of Safety Training Course for Construction Workers of Specified Trade (Construction Material Rigger) Certificate or other equivalent
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- 48) A list of the competent persons (if any) mentioned in clauses 46) and 47) above, should be displayed at the entrance of the site.
- 49) In case work activity is not conducted by suitable competent persons, CIC reserves the right to temporarily suspend that related work activity.

Working at Height

- 50) All scaffolding works must be supervised by a relevant competent person and performed by trained workers as per the requirement stated in the Metal and Bamboo Scaffold Code of Practice issued by the Labour Department.
- 51) Contractors must provide proper fall protection to prevent any person falling from height. Contractors also have the obligation to ensure the fall protection is being used properly.
- 52) Contractors should take necessary steps to avoid any objects falling from height, such as implementing hand-tag lines for tools, installing toe boards or mesh etc.
- 53) All floor edges must be protected with rigid and secure guardrails and toe-boards at all times. The aforesaid guardrails and toe-boards are to comply with the requirements stated in Schedule 3 of the Construction Sites (Safety) Regulations (Cap 59I).
- 54) All floor openings must be covered and secured with sound and solid materials at all times. Clearly visible notices should be placed to indicate floor openings.
- 55) Proper working platforms must be provided for work carried out at 2 meters or above. Non-compliance with such will be considered as an unsafe act.
- 56) Mini scaffolds, stepladder platforms, hop-up platforms or step stools are to be provided for working at heights lower than 2 meters. The equipment mentioned must be in compliance with the requirements stated in clause 58).
- 57) Access ladders (Single sided, non-self-standing ladders), and A-type ladders (two-sided, self-standing ladders) are prohibited for use as working platforms.
- 58) Any mini scaffold, stepladder platform, hop-up platform or step stool must comply with the following standards and be free from any defects:

Equipment Type	Standard /Requirement
Mini scaffold	EN131-7 or PAS250 or any other equivalent
Stepladder platform	EN131 or ANSI A14 or AS/NZS 1892 or any other

Hop-up platform	EN131-7 or any other equivalent international standard, and may only be used when a guardrail is equipped properly
Steps stools	EN14183 or other equivalent international standard equivalent international standard

Health Hazard Control

- 59) Noise assessments should be conducted as per the requirements stated in the Factories & Industrial Undertakings (Noise at Work) Regulation (Cap 59T) and relevant codes of practice. Relevant documents such as results of noise assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 60) Manual handling assessments should be conducted as per the requirement stated in the Occupational Safety & Health Regulation (Cap 509A) and relevant codes of practice. Relevant documents such as results of manual handling assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 61) The quantities of any dangerous goods stored within the works area should not exceed the exemption quantities stated in Fire Protection Notice No. 4 published by the Fire Services Department, otherwise, a dangerous goods store must be set up and a licence applied for. CIC's Corporate Safety Team is to be informed beforehand.
- 62) Chemical hazard assessments are to be conducted for all chemicals on the construction site. The storage, usage of chemicals, the usage of personal protective equipment etc. are to follow the results of the assessment.
- 63) The proper prescribed form of chemical label is to be clearly displayed on chemical containers.
- 64) Contractors should conduct heat stress assessments and arrange mitigation measures accordingly whenever the work condition may lead to their employees suffering heat stroke, such as prolonged outdoor work during the summer season or exhausting work in confined spaces.
- 65) Contractors should provide sufficient drinking water to the employees.

Electrical Works

- 66) For any installation or excavation work required to be conducted on existing walls or structures, or the ground, active cable detection is to be conducted and the alignment and depth of cables are to be conveyed to the relevant personnel involved before the

start of work. The attendance record and cable detection survey report should be submitted to CIC's Corporate Safety Team for record.

- 67) Only registered electrical workers should conduct electrical installation work. A lock and tag system is to be implemented for any installation work in connection to an existing electricity power supply.
- 68) All electrical tools are to be checked by a registered electrical worker prior to use.
- 69) All mobile electricity generators are to be properly earthed before use.
- 70) When working outdoors, waterproof plugs should be used.

Lifting Operations

- 71) All lifting appliances and lifting gear used are to comply with the requirements stated in the Factories and Industrial Undertakings (Lifting Appliance and Lifting Gear) Regulations (Cap 59J) and a list of all the lifting appliances and lifting gear used by contractors should be sent to CIC for record. The certificates of the aforesaid equipment should be always ready onsite during the works period for checking.
- 72) Contractors should check the condition of lifting gear before commencement of each lifting operation.
- 73) All rigging and signaling should be conducted by a competent person. Walkie-talkies with a secured channel or other similar communication channel should be provided to the signaller and the crane operator.
- 74) Contractors should take all necessary action to ensure lifted loads are balanced, secure and will not cause any object to fall.
- 75) Lifted objects should be fitted with 2 tag lines of sufficient length.
- 76) Contractors are to take all necessary action to ensure all lifting appliances, cranes and lifting gear are free from any defects.
- 77) Overloading of any lifting appliances or cranes is strictly prohibited. The occurrence of overloading will be considered as an unsafe act.
- 78) All crane outriggers must be fully extended before conducting any lifting operations.
- 79) All cranes must be seated on firm and even ground.
- 80) All lifting zones must be fully enclosed and contractors should take all necessary action to ensure that no one is under any lifted load.
- 81) Every 3 months, contractors should conduct detailed checking of the certificates and physical condition of all lifting gear, and use the below color coding to indicate usable lifting gear:

Months/ Condition	Color
Jan to Mar	Blue
Apr to Jun	Yellow
Jul to Sep	Green
Oct to Dec	Orange
Substandard condition	Red
Invalid certificate	White

Hot Work

- 82) Contractors are to take necessary action to contain sparks generated from hot work.
- 83) Contractors should deploy a watchman in the area affected by sparks generated from hot work.
- 84) All flammable substances, materials or chemicals must be removed before conducting hot work.
- 85) All compressed air cylinders such as oxygen and acetylene should always be kept upright and secured with chains.
- 86) Proper handling tools, such as trolleys, should be used during the transport of any compressed air cylinders.
- 87) Contractors are to ensure flashback arrestors, non-return valves and springs are properly fitted to flame cutting sets before use.
- 88) Pre-use checking are to be conducted by a competent person to ensure equipment used for hot work is free from any defects.
- 89) No electric-arc welding is permitted in outdoor area when it is raining.
- 90) Contractors are to ensure all work pieces are completely cooled down before leaving the work premises.



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會



GUIDELINES ON WORK-ABOVE-GROUND SAFETY

Disclaimer

Whilst reasonable efforts have been made to ensure the accuracy of the information contained in this publication, the CIC nevertheless would encourage readers to seek appropriate independent advice from their professional advisers where possible and readers should not treat or rely on this publication as a substitute for such professional advice for taking any relevant actions.

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Preface

The Construction Industry Council (CIC) is committed to seeking continuous improvement in all aspects of the construction industry in Hong Kong. To achieve this aim, the CIC forms Committees, Task Forces and other forums to review specific areas of work with the intention of producing Alerts, Reference Materials, Guidelines and Codes of Conduct to assist participants in the industry to strive for excellence.

The CIC appreciates that some improvements and practices can be implemented immediately whilst others may take more time to adjust. It is for this reason that four separate categories of publication have been adopted, the purposes of which are as follows:

Alerts Reminders in the form of brief leaflets produced quickly to draw the immediate attention of relevant stakeholders the need to follow some good practices or to implement some preventative measures in relation to the construction industry.

Reference Materials Reference Materials for adopting standards or methodologies in such ways that are generally regarded by the industry as good practices. The CIC recommends the adoption of these Reference Materials by industry stakeholders where appropriate.

Guidelines The CIC expects all industry participants to adopt the recommendations set out in such Guidelines and to adhere to such standards or procedures therein at all times. Industry participants are expected to be able to justify any course of action that deviates from those recommendations.

Codes of Conduct Under the Construction Industry Council Ordinance (Cap 587), the CIC is tasked to formulate codes of conduct and enforce such codes. The Codes of Conduct issued by the CIC set out the principles that all relevant industry participants should follow. The CIC may take necessary actions to ensure the compliance with the Codes.

If you have attempted to follow this publication, we do encourage you to share your feedback with us. Please take a moment to fill out the Feedback Form attached to this publication in order that we can further enhance it for the benefit of all concerned. With our joint efforts, we believe our construction industry will develop further and will continue to prosper for years to come.

1. Introduction

- 1.1 Unsafe work-above-ground (i.e. any work not carried out on or from the ground or from part of a permanent structure) has been one of the major causes of fall from height accidents, resulting in serious injuries or even fatalities. Most of these accidents, however, could have been prevented if suitable working platforms had been provided and properly used. In some serious and fatality cases, control, if any, on use of ladders had been very slack, and conduct of risk assessments and formulation of method statements with due consideration of task-specific factors such as job locations and work nature, etc. had not been done.
- 1.2 For any work-above-ground, suitable working platforms should be the primary means of support to be considered for use. For work-above-ground below 2m where working platforms could not be erected under special working conditions (e.g. restrictive workplace), suitable light-duty working platforms should be used. Unless in very exceptional circumstances that working platforms or light-duty working platforms are impracticable to be used, use of ladders for work-above-ground should be prohibited. Under such exceptional circumstances where ladders have to be used, task-specific risk assessment should be conducted and safe system of work, such as a permit-to-work system, should be formulated and implemented beforehand. Ladders should not be used for any work-above-ground at 2m or more.
- 1.3 This publication makes reference to the core elements of a safe system of work and safety management system, and recommends necessary precautionary measures to enhance safety on work-above-ground, including task-specific risk assessments, appropriate method statements, use of suitable working platforms or other safe means of support and stringent control on use of ladders.

2. Limitations

- 2.1 It is important to note that compliance with this publication does not itself confer immunity from legal obligations in Hong Kong. Employers and contractors are reminded to observe and comply with statutory provisions, relevant codes of practice and other government departments' requirements so as to discharge their legal and other pertinent duties related to work-above-ground.

3. Risk Assessment

- 3.1 As regards work-above-ground, employers and contractors should conduct task-specific risk assessments and thereby formulate safe work methods and implement safety precautions and procedures as appropriate to prevent and eliminate work-related hazards before commencing work. In the first place, work-above-ground should be avoided as far as possible, for instance, by designing and using specific hand tools to allow the work to be done on the ground (e.g. using a long reach pole).
- 3.2 If there is genuine need to work above ground, employers and contractors should consider all relevant factors including the work nature, appliances and materials to be used, working height and working environment, etc. in formulating and implementing effective safety measures.

4. Safe Use of Working Platforms

- 4.1 Whenever work-above-ground could not be avoided after conducting risk assessments, suitable working platforms (e.g. mobile working platforms) should be provided and used irrespective of the working height.
- 4.2 Working platforms should be suitably designed and constructed. All components of the working platforms should be made of suitable and sound materials of sufficient strength and capacity for the purpose for which they are used, and free from patent defect.
- 4.3 Working platforms should be erected on firm, even and level ground. The surrounding of working platforms should be kept free from waste and miscellaneous materials.
- 4.4 Erection and use of working platforms on ramps, stairs, unstable or uneven floor surface without suitable authentic accessories from the manufacturer to enhance the stability of the working platforms or in locations where the working platforms may be hit or struck by moving objects should be prohibited.
- 4.5 The surrounding of the working platforms should be free from exposed live metal parts or potentially exposed live conductors to prevent electrical hazard.
- 4.6 Working platforms should be provided with suitable access and egress (e.g. straight or inclined ladders with suitable hand grips). When ascending/ descending the working platforms, the workers should maintain 3 points of contact with the platforms (i.e. both hands gripping with one leg stepping at the same time or both legs stepping with one single hand gripping). Workers should keep the centre of gravity of their bodies within the working platforms and should not overload them. Workers should beware of overhead room and check for any obstruction to prevent accidental hit on the head before and during the use of working platforms. Every worker should wear a safety helmet with a chin strap.

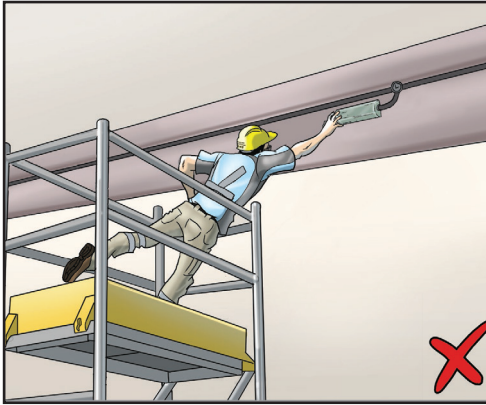


Ascending/descending the mobile working platform from the inside of a mobile working platform.



Workers should beware of overhead room and check for any obstruction to prevent accidental hit on the head before and during the use of working platforms. Safety helmets with chin straps should be used.

- 4.7 The safe height-to-base ratio and other safety recommendations in the instruction manual should be strictly followed - never deliberately increase the height of mobile working platforms beyond that recommended by the manufacturer. If required, the outriggers of the platform should be fully extended as per manufacturer's requirement to ensure its secure foundation and stability.
- 4.8 During use, the workers should not overstretch the bodies outside the working platforms. Take note of the safe loading capacity as stated by the manufacturer and never place excessive materials on the working platforms to avoid overloading and damaging the working platforms. All guard-rails and toe-boards provided on the working platforms should be kept erected, except for the time and to the extent necessary for the access of persons or the movement of materials but should be replaced or erected as soon as practicable afterwards. Stepping on the toe-boards or guard-rails of working platforms (either intermediate guard-rails or top guard-rails) is strictly prohibited.



Do not overstretch the body outside the working platform.

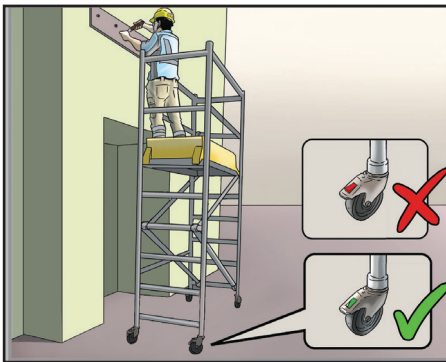


Do not lean on the guard-rail of the working platform.

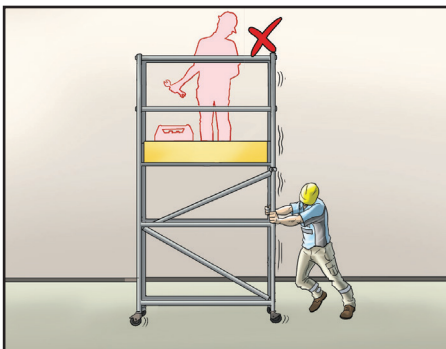
- 4.9 Be aware of weather conditions if the working platforms are to be used outdoors. Never cover the working platforms with canvas to prevent overturning due to windy weather. Where reasonably practicable, working platforms should be braced or tied into a permanent structure to enhance their stability. In case of typhoon and inclement weather, stop using the working platforms immediately and properly secure the platforms to prevent toppling in wind or dismantle it and keep it in a safe place.

- 4.10 All the castors of a mobile working platform should be firmly locked in position while ascending/descending and using the platform.

- 4.11 When a mobile working platform is being moved to another work location, do not allow any persons to stay or any object that may increase risk of toppling of the platform or loose objects (e.g. hand tools) that may fall during movement of platform to be placed thereon. Also, moving the platform on rough and uneven surfaces should be avoided as it may make the platform collapse or overturn.
- 4.12 Stop using the working platforms immediately when they are found damaged and label them with suitable signs and warning notices.
- 4.13 After use, the working platforms should be properly stored and maintained.



Ensure that all the castors are firmly locked in position while ascending/ descending and using a mobile working platform.



When moving the mobile working platform, no person should be allowed to stand and no object should be placed on the mobile working platform.

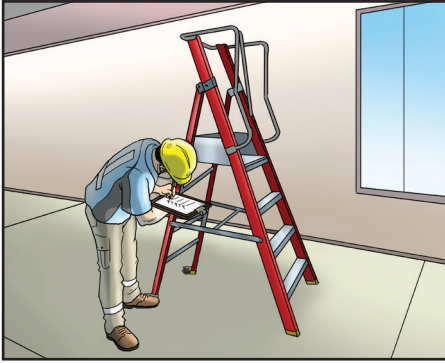
5. Safe Use of Light-duty Working Platforms

- 5.1 For work-above-ground below 2m where working platforms could not be erected under special working conditions (e.g. restrictive work space) and the work concerned is of simple nature, use of suitable light-duty working platforms such as step platforms or hop-up platforms should be considered. When light-duty working platforms are used, the following specific safety measures should be followed.



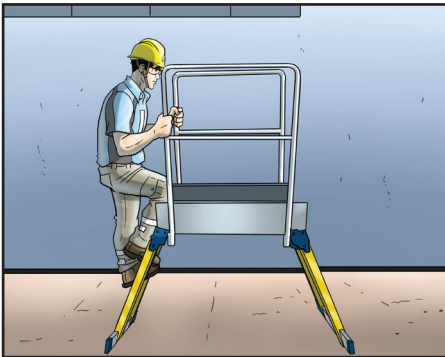
Step platform deployed for checking the ventilation system in a room where there is restricted space to accommodate a typical working platform.

- 5.2 It should be borne in mind that only one person is permitted to work on each light-duty working platform at one time.
- 5.3 Workers using light-duty working platforms should have received relevant safety training provided by the supplier, including erection and dismantling of the working platforms, or other equivalent training such that they clearly understand the safety instruction or manual of the manufacturer.
- 5.4 Before use, inspection (including visual check) of the light-duty working platform should be conducted according to the safety checklist provided by the supplier or other equivalent safety checklist to ensure that the working platforms are in good condition and free from damage. Besides, the stabilisers or outriggers of the light-duty working platforms should be fully extended and locked in position in accordance with the manufacturer's manual to ensure their stability before stepping on the platforms.

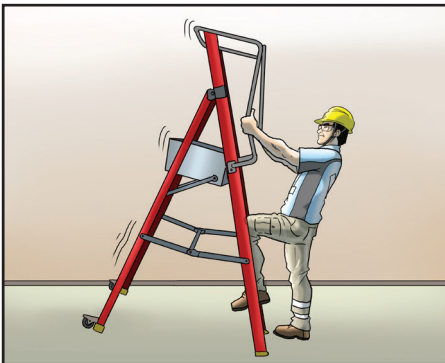


Before use, inspection (including visual check) of the light-duty working platforms according to the safety checklist provided by the supplier or other equivalent safety checklist should be conducted.

- 5.5 The workers should face the light-duty working platforms when ascending or descending the working platforms. Do not apply excessive force to the working platforms and induce lateral force rendering the overturning of the working platforms.



Worker should face the light-duty working platform when ascending or descending.



Do not apply excessive force to the working platform and induce lateral force rendering the overturning of the working platform.

6. Stringent Control on Use of Ladders

- 6.1 Ladders should normally be restricted for access/egress purpose only. Unless in very exceptional circumstances following a task-specific risk assessment, ladders should not be used for work-above-ground and in no cases should ladders be used for work at height of 2m or more. In particular, ladders should not be used for electrical work as far as practicable because even a mild electrical shock will likely cause loss of balance of the workers, resulting in fall from height.
- 6.2 If the use of ladders is unavoidable, it should be put under stringent control, such as through implementing a permit-to-work system, to ensure that adequate and suitable control and safety measures are put in place to safeguard the workers concerned. The permit-to-work for use of ladders should be issued by a competent person who is appointed by the proprietor/employer/contractor and by reason of substantial training and practical experience in relation to conducting risk assessment and issuance of permit-to-work, competent to conduct the duties, with a task-specific risk assessment conducted and all necessary safety measures related to use of ladders taken. While the implementation of a permit-to-work system is impracticable, pre-work check on use of ladder with the use of a checklist should be conducted. If ladders are unavoidably to be used for electrical work, the permit-to-work system or pre-work check should also cover other risk mitigation measures (e.g. the ladders to be used are made of non-conductive material) as appropriate.
- 6.3 The following are some guidance and key elements for a permit-to-work (in this case, a permit to work on use of ladder) system:

In preparation stage:

- the persons who may permit the work should be clearly designated and made known to the workers concerned;
- suitable training and instruction in the issue, use and closure of the permit should be provided to the relevant personnel;
- the work to be done, work location, start time and duration of the permit should be clearly described and stated on the permit;
- task-specific risk assessment to identify potential hazards at the job site should be conducted;
- the work location and the equipment to be used should be inspected; and
- the safety precautions required to minimise risks associated with carrying out the intended work should be carefully considered and properly documented.

During work stage:

- no work should be allowed without the issuance of the permit or upon the expiry of the permit;
- the permit to work as well as the required precautions should be properly implemented, monitored and controlled;
- handing over of responsibilities between shifts, if applicable, should be properly done and clearly described on the permit; and
- the permit should be properly displayed during the time at which the work-above-ground concerned is taking place.

Post work stage:

- suitable steps should be carried out for reinstating the site to its original state when the required task is completed to ensure that any residual risks are removed before the site is handed over; and
- the permit to work should be properly kept for a reasonable period of time for record and future reference purposes.

6.4 The permit to use a ladder for working above ground less than 2 metres should only be considered in case of restrictive workplace that makes the erection of any working platform not practicable. Annex A lists out the conditions that should be imposed in such a situation.

6.5 Samples of permit to work and checklist for the assessment on use of ladders are shown in Annexes B and C respectively.

7. Use of Personal Protective Equipment

7.1 The use of personal protective equipment (PPE) to prevent workers from falling from height should always be treated as the last resort. If this type of protective measures is needed on warranted occasions following a task-specific risk assessment, steps should be taken to ensure that suitable PPE coupled with appropriate anchorage system is provided, used and maintained, and the workers concerned use them properly.

8. Coordination and Communication

- 8.1 An effective coordination and communication system should be established and maintained among the employer/contractor, different levels of management/supervisory personnel and workers to ensure clear understanding of the potential hazards, the associated hazard control program and the delineation of safety responsibilities.
- 8.2 The main contractors and subcontractors should clearly delineate their roles and responsibilities in the provision and use of working platforms, and the restrictions on the use of ladders, such as through agreements or contracts.

9. Monitoring and Control

- 9.1 An effective monitoring and control system should be developed, implemented and maintained to ensure that the safe working procedures and safety measures for work-above-ground.
- 9.2 If any unsafe working conditions are found, the employer/contractors should suspend the work involved immediately. The work under suspension can only be resumed after all necessary improvement measures have been implemented effectively.

10. Safety Information, Instruction and Training

- 10.1 Workers and site supervisory staff should be provided with necessary safety information, instruction and training to ensure that they are all familiar with the potential hazard of fall-from-height, safe work method and safety measures for the work-above-ground.

Conditions should be imposed when ladders are to be used

- i) The design and build of the ladder should be suitable for the work. It should be provided with sufficient foothold and handhold along the climb and in the working position of the ladder;
- ii) The ladder should be of adequate strength and free from defect;
- iii) The ladder should be placed on a firm, even and level ground. It should be adequately secured and stabilized;
- iv) The use of ladder for strenuous or heavy work should be prohibited;
- v) The standing height and the time duration of the work on the ladder should be restricted;
- vi) Safe work procedures should be followed and suitable equipment/tool should be used;
- vii) Sufficient information, instruction and training in respect of working on ladders should be provided to all levels of site personnel, including the workers and the supervisors, so as to effectively communicate to them the hazards associated with the use of ladders and the conditions to be fulfilled under the permit-to-use system; and
- viii) An effective monitoring and control system should be established and put in place to ensure full implementation of the permit-to-use system.

Sample of Permit-to-work on use of ladder (for reference only)

****Ladder should NOT be used for work-above-ground unless in very exceptional circumstances**

All parts are to be completed by the competent person

Part I

Company name:		Contact no.:	
Name of competent person:		Post:	
Date:		Duration of work:	From____to____
Location of work:			
Description of work:			

Part II

Item	Descriptions	Yes	No
1.	A proper working platform or other suitable means of support can be used for the work.		
2.	The work is of short duration.		
3.	The work is simple in nature.		
4.	The work requires the use of heavy equipment/tool.		
5.	The design and build of the ladder are suitable for the work.		

***Ladder should not be used if the answer to any of the questions falls in a box shaded in grey**

Part III

Item	Descriptions	Yes	No
1.	The ground on which the ladder to be placed is firm, even and level.		
2.	The surrounding is free from the risk of being hit or struck by moving objects.		
3.	The surrounding is free from live metal part or live exposed conductor.		

4.	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder.		
5.	The ladder is secure, free from damage and defect.		
6.	The ladder is placed in a right position and no overreach of the body for the work is required.		
7.	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed.		
8.	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground.		
9.	3 points of contact with the ladder could be maintained while climbing along or working on the ladder.		

Remarks:

Use of ladder is:

not allowed

allowed

Signature of competent person:

Name of competent person:

Post:

Date:

Part IV (for use after the work has been completed)

Item	Descriptions	Yes	No
1.	The site is reinstated to its original state.		
2.	All residual risks are removed.		
3.	The ladder is removed and locked.		

Signature of competent person:

Name of competent person:

Post:

Date:

Checklist on Use of Ladders

Ladders should be restricted for access/egress purpose only unless in very exceptional circumstances. In no cases should ladders be allowed to be used for work at height of 2m or more. In particular, ladders should not be used for electrical work as far as practicable.

Item	Descriptions	Yes	No
Part A	Ladder should not be used if the answer to any of the questions in Part A falls in a box shaded in grey.		
1.	A proper working platform or other suitable means of support can be used for the work.		
2.	The work is of short duration.		
3.	The work is simple in nature.		
4.	The work requires the use of heavy equipment/tool.		
5.	The design and build of the ladder are suitable for the work.		
	End of Part A		
Part B	The following conditions should be fulfilled before the ladder is to be used.		
1.	The ground on which the ladder to be placed is firm, even and level.		
2.	The surrounding is free from the risk of being hit or struck by moving objects.		
3.	The surrounding is free from live metal part or live exposed conductor.		
4.	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder.		
5.	The ladder is secure, free from damage and defect.		
6.	The ladder is placed in a right position and no overreach of the body for the work is required.		
7.	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed.		
8.	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground.		
9.	3 points of contact with the ladder could be maintained while climbing along or working on the ladder.		

Reference Materials

1. Occupational Safety and Health Ordinance, Cap 509 and its subsidiary regulations
2. Factories and Industrial Undertaking Ordinance, Cap 59 and its subsidiary regulations
3. Code of Practice for Metal Scaffolding Safety, Labour Department
4. A Guide to the Provisions for Safe Places of Work under Part VA of the Construction Sites (Safety) Regulations, Labour Department
5. Guidebook on Prevention against Fall from Height, Labour Department
6. Construction Site Safety and Health Checklist, Labour Department
7. Guidebook on Safe Systems of Work, Labour Department
8. Safety leaflet on Five steps to risk assessment, Labour Department
9. 使用輕便工作台及流動工作台的安全指南, Occupational Safety and Health Council

Feedback Form [GUIDELINES on Work-above-ground Safety]

Thank you for reading this publication. To improve our future editions, we would be grateful to have your comments.

(Please put a “✓” in the appropriate box.)

1. As a whole, I feel that the publication is:	Stongly Agree	Agree	Neutral	Disagree	Stongly Disagree
Informative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the publication enable you to understand more about the Work-above-ground Safety?	Yes		No	No Comment	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you made reference to the publication in your work?	Quite Often		Sometimes	Never	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. To what extent have you incorporated the recommendations of the publication in your work?	Most		Some	None	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Overall, how would you rate our publication?	Excellent	Very Good	Satisfactory	Fair	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Other comments and suggestions, please specify (use separate sheets if necessary).					
Personal Particulars (optional):*					
Name: <u>Mr./Mrs./Ms./Dr./Prof./Irr/Sr^</u>					
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