

**Expression of Interest Form**  
**Provision of Opening Services under Smart Tender by Professional Accountant (PA)**  
**(to administer the opening process for AP / RI and Registered works contractor**  
**of private building repair works) for Urban Renewal Authority**

Please complete **Part A to Part E** of this Expression of Interest ("EOI") Form and return it to Urban Renewal Authority ("the Authority") to express your interest in submitting a tender regarding the Provision of Opening Administrative Services under Smart Tender by PA Consultant ["the Services"]. The Project Brief is included in **Part E** of this EOI Form for your reference. Please contact Mr. Ngan on 2588 2335 for enquiries.

**Part A. General Information of the Company**

Full Company Name		
Year in which the Company was established		
Registered Address		
Contact	(Tel)	(Fax)
	(email)	
Contact Person/ Position		
Unresolved/ on-going litigation (if any)		
Total no. of full-time in-house professional staff employed (with Certified Professional Accountant qualification)		

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**Part B. Supporting Documents**

Please provide the following document for verification and put a tick in the box if the document is enclosed:-

- a) Copy of Business Registration Certificate ☐

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**Part C. Pre-qualification Criteria**

A CPA Consultant that can fulfil the following requirements:

- having at least 3 directors / partners;
- having at least 10 in-house Certified Professional Accountants; and
- having provided auditing-related and accounting-related services to at least 5 clients which are listed company of the Main Board of the Hong Kong Exchanges and Clearing Limited.

## Part D. Expression of Interest

☐ We are interested in submitting a tender for the above services. There are (        ) nos. of Certified Professional Accountants in our company in Hong Kong, and there are (        ) nos. of current clients who are listed company in Hong Kong.

☐ We also acknowledge and confirm that our company fulfill all requirements stipulated in **Part C** (Pre-qualification criteria) above.

☐ We are **NOT** interested in undertaking the Services and submitting a tender for the Services.

*Note: Please tick the appropriate box*

**Please complete and return all 3 pages of this document in your reply.**

Name of Company: \_\_\_\_\_

Signed by: \_\_\_\_\_

Authorized Signature with Company Chop

Date: \_\_\_\_\_

## **Part E. Project Brief**

### **1. Project Background**

- A) For mitigating the risk of tender rigging, the Authority launched a Pilot Scheme for Building Rehabilitation Facilitating Services (i.e. Smart Tender) in May 2016 and subsequently relaxed the eligibility criteria since 25 October 2016 to cover all multiple-owned private residential/composite buildings with 3 storeys or above in Hong Kong.
- B) As mentioned in the 2017 Policy Address by the Chief Executive, the Government allocated funds to implement Operation Building Bright 2.0 (OBB2.0) and Fire Safety Improvement Works Subsidy Scheme (FSWS). There is a requirement that the applicant who have joined OBB2.0 and/or FSWS must procure for consultant and contractor via the Smart Tender for the repair and maintenance

### **2. General Scope of Services**

#### A) Basic Service

- 1) To arrange tender opening witnessed by a CPA in the presence of the Authority's representative and at least 3 members of Management Committee (MC) of the Incorporated Owners / owners' committee (OC) of each application for the Smart Tender. The tender opening will be held at URRC at 1/F, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon, or CPA Consultant's office or other designated address to be informed by the URA depending on the tender collection point.
- 2) To study the tender document of each application and prepare/modify the template of tender opening record;
- 3) To open all returned tenders including pre-tender estimate (pre-tender estimate only available for works contract) prepared by Authority's independent consultant during the tender opening session and complete a register of the returned tenders ("Tender Opening Record") duly signed by 3 MC/OC members and the Professional accountant of the PA Consultant with the following information:
  - the eligibility of the tenderers in accordance with the tender document including the provision of the Professionals Registration supporting documents (e.g. Register of Authorized Person and/or Registered Inspector) or Registered Contractor Certificate (e.g. RGBC, FSIC, MWC or other Registered Contractor/Specialist Contractor), and the Business Registration Certificate;
  - the availability of the other supplementary documents in accordance with the tender document; and
  - tender prices of each tender and the pre-tender estimate prepared by Authority's independent consultant;

Remarks: Tender opening session may need to be arranged after normal office hours. The normal officer hours are from 9:00am to 6:00pm on Mondays to Fridays and from 9:00am to 1:00pm on Saturdays (except public holidays).

- 4) To ensure the 3 MC/OC members countersign with the date on the tender offer page of each of the returned tender;
- 5) To arrange video recording for the whole tender opening process;
- 6) To submit a copy of the video record to the Authority within 3 working days after the tender opening;
- 7) For the procurement of consultants to check the tender prices submitted by the tenderers in e-tendering platform against the corresponding hardcopies deposited in the tender box; and
- 8) To arrange adequate trial run or rehearsal to assure the tender opening sessions complied with the Services requirements.