

家具及設備參考表 – 短期食物援助服務隊

Reference Furniture and Equipment List for Short-term Food Assistance Service Team

1. 空氣淨化機 /抽濕機 Air Purifier / Dehumidifier		
2. 影音器材 Audio-Visual Equipment		
◆ 收音連 DVD 播放機 radio cum DVD player	◆ 電視機 TV set	
3. 相機 / 手提攝錄機 Camera / Portable Video Recorder		
◆ 數碼相機 digital camera		
4. 快速乾地機 Rapid Floor Dryer		
5. 櫃/衣櫃 Cabinet / Cupboard / Wardrobe		
◆ 4 個抽屜鋼造文件櫃 4-drawer steel file cabinet	◆ 貯物櫃/有門的貯物櫃 storage cabinet / cupboard with door	◆ 四個抽屜連保險箱貯物櫃 4-drawer cabinet with safe
◆ 床頭鎖櫃 bedside locker		
6. 椅子/梳化 Chair / Sofa		
◆ 有扶手的椅子 armchair	◆ 無扶手的椅子 arm free chair	◆ 摺椅 / 可疊放的椅子 folding / stackable chair
◆ 梳化 sofa	◆ 辦公室椅 office chair	
7. 辦公室家具及設備 Office Furniture and Equipment		
◆ 影印機 photocopier	◆ 影印機架 photocopier stand	◆ 碎紙機 paper shredder
◆ 切紙機 paper cutting guillotine	◆ 過膠機 laminator	◆ 電動打字機 electronic typewriter
◆ 展覽板 exhibition/display board	◆ 雨傘架 umbrella stand	◆ 急救箱連急救用品 first-aid box with supplies
◆ 磁性白板 magnetic white board	◆ 印台及印章 stamp pads and chops	◆ 掛牆鐘 wall hung clock
◆ 文件盤 file tray	◆ 現金箱 cash box	◆ 計算機 calculator
◆ 鎖匙箱 key box	◆ 夾萬 safe	
8. 架 Shelf & Rack		
◆ 報刊架 newspaper and magazine rack	◆ 多用途架 shelf/rack for various purposes	◆ 表格架 form rack
9. 枱 Table		
◆ 枱邊枱 side table	◆ 茶几 coffee table	◆ 長枱 rectangular table
◆ 辦公桌 office desk		

10. 清潔用具連清潔用品 Cleaning Equipment, Utensils and Materials		
◆ 吸塵機 vacuum cleaner	◆ 桶 bucket	◆ 小垃圾桶 litter bin
11. 防感染用具及配件 Protective Gears and Accessories for Infection Control		
12. 防感染設備 Infection Control Equipment		
◆ 以電池驅動的自動感應視液或消毒酒精機 liquid soap/alcohol dispenser with sensor (battery-type)		
13. 電腦硬件 Computer Hardware		
◆ 桌上電腦 desktop computer	◆ 電腦屏幕 computer monitor	◆ 打印機 printer
◆ 多功能打印機 multi-function printer	◆ 掃瞄器 scanner	◆ 伺服器(中階) server (mid-range level)
◆ 條碼掃描器 barcode scanner		
14. 電腦軟件 Computer Software		
◆ 銷售軟件 software for point-of-sale system	◆ 電腦軟件 computer software	
15. 周邊產品 Peripherals		
◆ 外置硬碟 USB external disk	◆ 便攜式磁碟機 USB flash drive	
16. 網絡產品 Network Product		
◆ 為電腦安裝數據線/網絡線 installation of data line (broadband)		
17. 茶水間設備及用具 Appliances and Utilities for Pantry		
◆ 微波爐 microwave oven	◆ 雪櫃 refrigerator	◆ 電水煲 electric kettle
◆ 盛冷水用水樽 bottle for cold water	◆ 保溫茶壺 thermo flask for tea	
18. 體檢設備 Equipment for Health Check		
◆ 紅外線體溫計 infrared thermometer		
19. 簾 (連安裝) Curtain (including Installation)		
◆ 窗簾 window curtain		

20. 裝飾用品 Decoration Items		
◆ 畫像連框 picture with frame		
21. 消防設備 Fire Fighting Equipment		
◆ 滅火筒(粉劑) fire extinguisher (powder)		
22. 傳真機、電話、電話系統(包括安裝) Facsimile Machine, Telephone Set, Telephone System (including installation)		
23. 流動電話 Mobile Phone		
◆ 流動電話 (普通功能) mobile phone (general use)		
24. 工具 Tool		
◆ 鋁梯 aluminium ladder	◆ 工具箱連工具 tool box with tools	◆ 軟尺 tape measure
◆ 電筒 torch		
25. 隔板 Partition		
◆ 可移動式隔板 movable partition		
26. 標示牌 Signage		
◆ 門口膠牌 plastic sign for door		
27. 手推車 Trolley		
◆ 有腳制及鐵線圍網的盛貨手推車 heavy goods trolley with wired fence and brake	◆ 手推車 cart	
28. 閉路電視系統(包括安裝) CCTV System (including installation)		
◆ 四個球狀網絡攝影機 four mini dome network cameras	◆ 網絡錄影機 network video recorder with four channel	◆ 硬碟 hard disk (2TB)
◆ 四條網絡連接線 four lan cable		

備註 Remarks

(1) 整體補助金不能用作購買耗用物品及即棄物品。

Replenishment of consumable and/or disposable items should not be charged to the Block Grant (BG).

- (2) 各類別下所列的家具及設備僅供參考。

The furniture and equipment (F&E) items listed under each category are meant for reference.

- (3) 非政府機構購買家具及設備須遵守以下原則 -

Non-governmental organisations (NGOs) are reminded to observe the following general principles in purchase of F&E items –

- (a) 所購買的家具及設備須為提供社會福利署認可的福利服務，及滿足運作需要。所購買的家具及設備不應對現有服務單位的服務質素有負面影響；

the F&E items to be purchased should be for providing services recognised by the Social Welfare Department (SWD) and satisfying operational need. The purchase should not adversely affect the quality of service of existing service units;

- (b) 非政府機構不應購買過多或奢華的家具及設備。在購買家具及設備時，須力求達到物有所值，以及謹慎使用獎券基金；

no excessive or extravagant items should be purchased. NGOs should ensure that the F&E items to be purchased are value for money and be prudent in using the Lotteries Fund (LF);

- (c) 在購買家具及設備時，須適當地考慮法例要求、職安健及環保的問題；及
due consideration should be given to legislative requirements, occupational health and safety, and environmental friendliness; and

- (d) 如需更換現有的家具及設備，應妥善考慮現有的家具及設備是否仍可使用。一般而言，替換五年內購買的家具及設備不會獲得支持。

for replacement of existing F&E items, due consideration should also be given to whether the existing items are still serviceable. Replacement of F&E items purchased for less than five years will normally not be supported.

- (4) 非政府機構購買資訊科技設備時，在資訊科技保安方面須具備良好的企業管治政策、標準、指引及程序。機構應採取足夠適當的措施，保護將貯存在資訊科技設備和經有線及無線網絡傳送的內部資料。

For purchase of IT equipment, NGOs are reminded to have its own corporate governance on IT security policies, standards, guidelines and procedures. Adequate security measures should also be in place to protect the restricted data to be stored in IT equipment and transmitted in the wired and wireless network.

- (5) 以獎券基金撥款購入的每項非耗用物品，應加上指定序號的標貼，並在管理層指示採購後的合理時間內，記入非耗用物品記錄冊或資產登記冊。社會福利署亦鼓勵非政府機構(如可行)，於其非耗用物品記錄冊及/或資產登記冊說明各新購置項目於相關的《家具及設備參考表》內所屬的「類別」。

Each inventory item procured using LF should be labeled with an assigned serial number and recorded in the inventory record or fixed asset register within a reasonable period after procurement as stipulated by the management. In the inventory record and/or fixed asset register, NGOs are also encouraged (if feasible) to state the “category” of items purchased under the respective Reference F&E list.

- (6) 賬簿或其他相關記錄和資料應根據適用的法律規定，保存最少七年(以時間較長者為準)。同時，於合理時間內，有關賬簿以及所有其他有關獎券基金的記錄及資料，應可隨時供社會福利署及審計署的獲授權人士查閱。

The books of account and all other relevant records and information related should be retained for seven years or in accordance with prevailing statutory requirements whichever the longer. The books of account and all other relevant records and information related to LF should, at all reasonable time, be available for inspection by authorised staff of SWD and the Audit

Commission.

- (7) 非政府機構須負責管理工作，訂立足夠的內部管理措施以保障資產，查察是否存在詐騙或不正當的行為，並確保所保存的記錄可靠、符合有關法律規定。

It is the responsibility of the management of NGOs to institute sufficient internal controls to safeguard the assets, detect fraud or irregularities, and ensure reliability of records and compliance with relevant laws or regulations.