

**Invitation for Proposals
for the Operation of
a new Aided Standalone Child Care Centre
at 131 Yan Wing Street, Yau Tong, Kowloon**

Family and Child Welfare Branch
Social Welfare Department
11 November 2024

Background

- It is the Government's policy to support women to fulfill their work and family commitments through a number of measures which include, among others, the provision of more CCC places.
- This new aided CCC in Kwun Tong is among the planned provision.

[paragraph 3 of the Specifications]

Service Capacity & Duration

- **Service Capacity**

78 (under 2) + **22** (2 to under 3) = **100** places

- **Extended Hours Service (EHS)**

17 places operated in 10-hour, 12-hour or 17-hour mode

- **Occasional Child Care Service (OCCS)**

3 places with family support activities

- **Duration**

– time-defined for a period of **5 years**

– target commencement in May 2026 (to be confirmed in the Funding and Service Agreement)

[paragraph 4 & 6 of the Specifications]

Applicant Organisation

Mandatory Requirement

- **Bona-fide non-profit making organisation** granted a tax-exemption status under section 88 of the Inland Revenue Ordinance, Cap. 112 in Hong Kong; and
- if the applicant organisation is not receiving subventions from the SWD at the time of submitting the proposal, the applicant organisation shall demonstrate with documentary proof that it is managed with the objective of providing social welfare services and financial capability to deliver the welfare service as required

[paragraph 2 of the Specifications]

Scope of Services - Objectives

CCC Service

- to provide **day care** for children in a safe, nurturing, stimulating and learning environment to enhance their growth and development
- to provide a **balanced programme** to foster the physical, intellectual, language, social and emotional development of the children
- to provide **support for parents** who cannot take care of their young children during daytime because of work or other reasons

[paragraph 8 of the Specifications]

Objectives (Cont'd)

EHS

- support service attached to the CCC as a **safety net** to prevent children from being left unattended and to meet parents' need for longer hours of CCC service arising from contingencies, or their engagement in employment/ re-training programmes/ job-seeking activities

[paragraph 9 of the Specifications]

Objectives (Cont'd)

OCCS

- **short-term** child care service provided on a **full-day, half-day or sessional basis** in the CCC and serves as a safety net to provide a safe venue for children whose parents/carers have to stay away from home on occasions due to various personal commitments or sudden engagement
- **family support activities**: for parents/carers of young children under the age of three to enhance their awareness and understanding of providing safe and proper care for their children

[paragraph 10 of the Specifications]

Service Nature & Content

CCC Service

1. To provide a **balanced and flexibly designed programme** with ongoing objective and systematic reports and reviews of the children's progress and the curriculum

The programme aims -

- to enable children to develop trust in others and to help them build up a sense of security and confidence
- to stimulate children's interest to take part in all kinds of play, exploratory and learning activities

[paragraph 11 of the Specifications]

Service Nature & Content (Cont'd)

- to promote children's physical development of gross and fine motor skills
- to arouse children's interest and curiosity in their surroundings and to help children learn through imitation and experience
- to develop children's verbal skills, expand their vocabulary, and help them express their feelings
- to develop children's ability of observing routine schedule and help them develop good habits
- to foster children's self-care habits, for example, toilet training, training on self-feeding and dressing, etc.

[paragraph 11 of the Specifications]

Service Nature & Content (Cont'd)

2. To provide **physical care** appropriate to the age and needs of the children which include diapering/toileting, feeding, cleaning, dressing, etc.
3. To provide **sufficient and varied food** appropriate to the age and needs of the children
4. To arrange **daily health inspection** of children on arrival to the centre and keep health record
5. To arrange appropriate schedule of **sleep and rest**
6. To provide activities that involve **parental participation** to facilitate communication with parents for promoting learning and development of the children

[paragraphs 11 & 12 of the Specifications]

Service Nature & Content (Cont'd)

	EHS	OCCS
1	ancillary service to the CCC	
2	receive same physical and emotional care in a safe environment as required in the CCC	intensive care and attention to minimize adjustment difficulty of children in a new environment
3	balanced programme / activities (daily programme) suitable to the age and developmental need of the children	
4	attended by familiar carers	family support activities to parents/ carers of children in the form of structured group/ programme/ community activity who may or may not be the existing service users of the CCC

*children from **families with social needs** for child care service would be given priority consideration

[paragraph 13-15 of the Specifications]

Entry and Exit

- parent(s)/ carer(s) of children aged under 3 who are in need of CCC service, EHS or OCCS can make **direct application** to the CCC
- service operator is required to have a **clear operational manual and protocol** for handling the entry and exit of service users

[paragraph 16 of the Specifications]

Fee Charging

CCC Service

- a fee-charging **subsidised** service
- inclusive monthly fee be approved, in writing, by DSW
- fees other than inclusive monthly fee are prohibited, except obtaining the prior approval by DSW
- children from **low income families** receiving full-day child care service **with social needs** can apply for Kindergarten and Child Care Centre Fee Remission Scheme to cover part or whole of service fee from the Student Finance Office of the Working Family and Student Financial Assistance Agency

[paragraph 17 of the Specifications]

Fee Charging (Cont'd)

EHS and OCCS

- fee-charging **subvented services**
- schedule of fee charging: subject to SWD's regular review
- **EHS user fee**: hourly rate of \$13
- **OCCS user fee**: \$16 per two-hour session, \$32 per half day session, \$64 per full day session and \$6.5 per meal
- service users with financial hardship and/or social needs may apply for the **fee subsidy of SWD** under the designated scheme administered by the CCC in accordance with the prevailing guidelines as advised by SWD

[paragraph 18 of the Specifications]

Service Performance Standards

- Quarterly reporting of SIS form

CCC Service

Service Output Standard	Service Output Indicator	Agreed Level
1	Average enrolment rate in a year	80%
2	Number of records on personal care routines of individual child during the day	once per child per session
3	Number of reports and reviews for individual child's developmental progress in a period of six months	once every of six months per child
4	Number of special activities organised to encourage parental participation in a year	2

[paragraph 21 of the Specifications]

Service Performance Standards (Cont'd)

EHS (On Organisation-based)

Service Output Standard	Service Output Indicator	Agreed Level
1	Rate of attendance in a year	80%

OCCS

Service Output Standard	Service Output Indicator	Agreed Level
1	Rate of attendance in a year	50%
2	No. of units of family support activities in the form of structured group / programme/ community activity in a year	4

Service Performance Standards (Cont'd)

CCC Service

Service Outcome Standard	Service Outcome Indicator	Agreed Level
1	Percentage of parents/carers agreed that the service could provide a safe and sanitary environment and appropriate developmental activities for the children in a year	70%

EHS

Service Outcome Standard	Service Outcome Indicator	Agreed Level
1	Percentage of parents/carers' satisfaction rate towards the service in providing a safe and sanitary environment and appropriate care service for the children in a year	70%

Service Performance Standards (Cont'd)

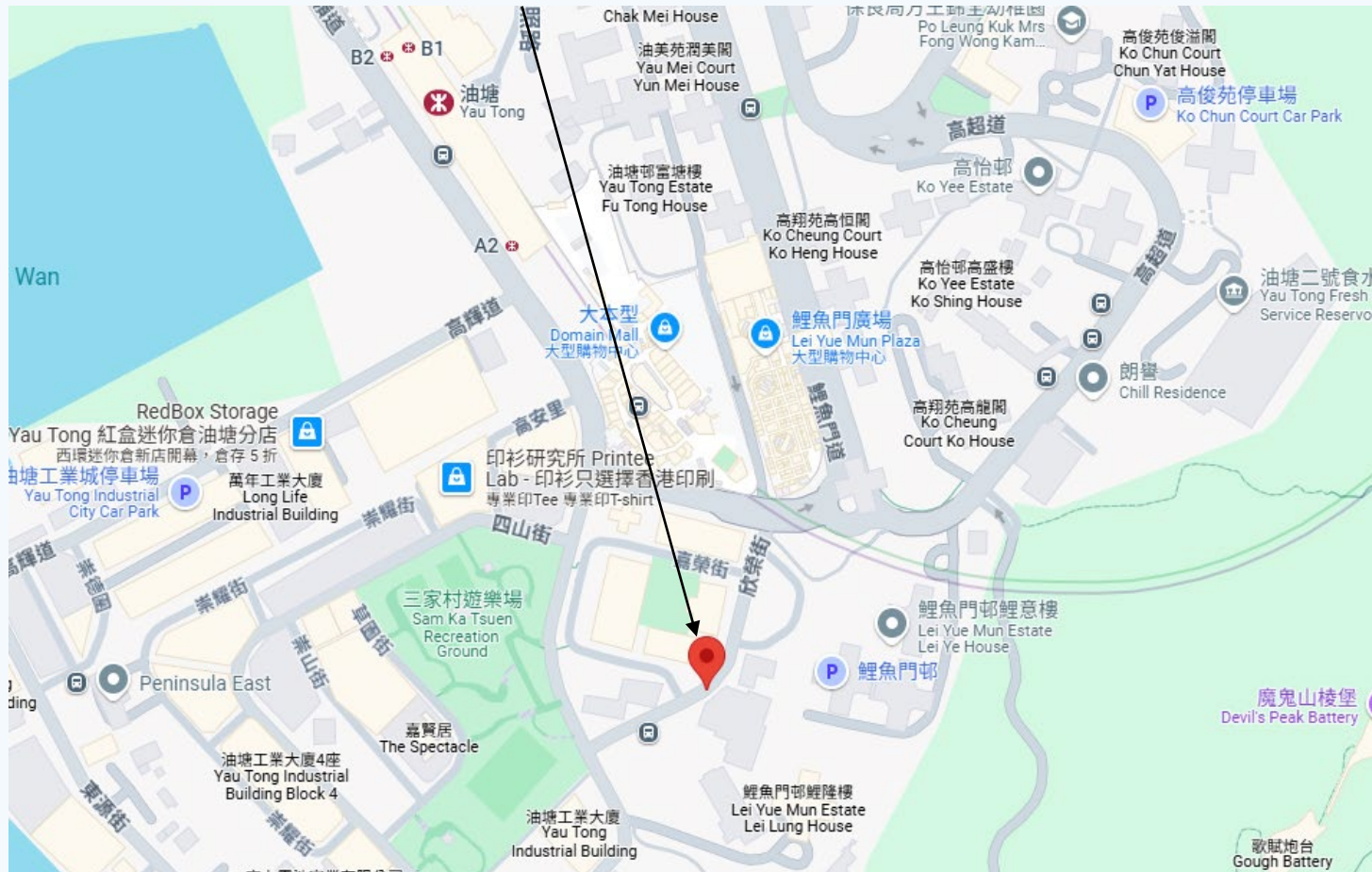
OCCS

Service Outcome Standard	Service Outcome Indicator	Agreed Level
1	Percentage of parents/carers agreed that the service could provide appropriate care service for the children in a year	70%

[paragraph 21 of the Specifications]

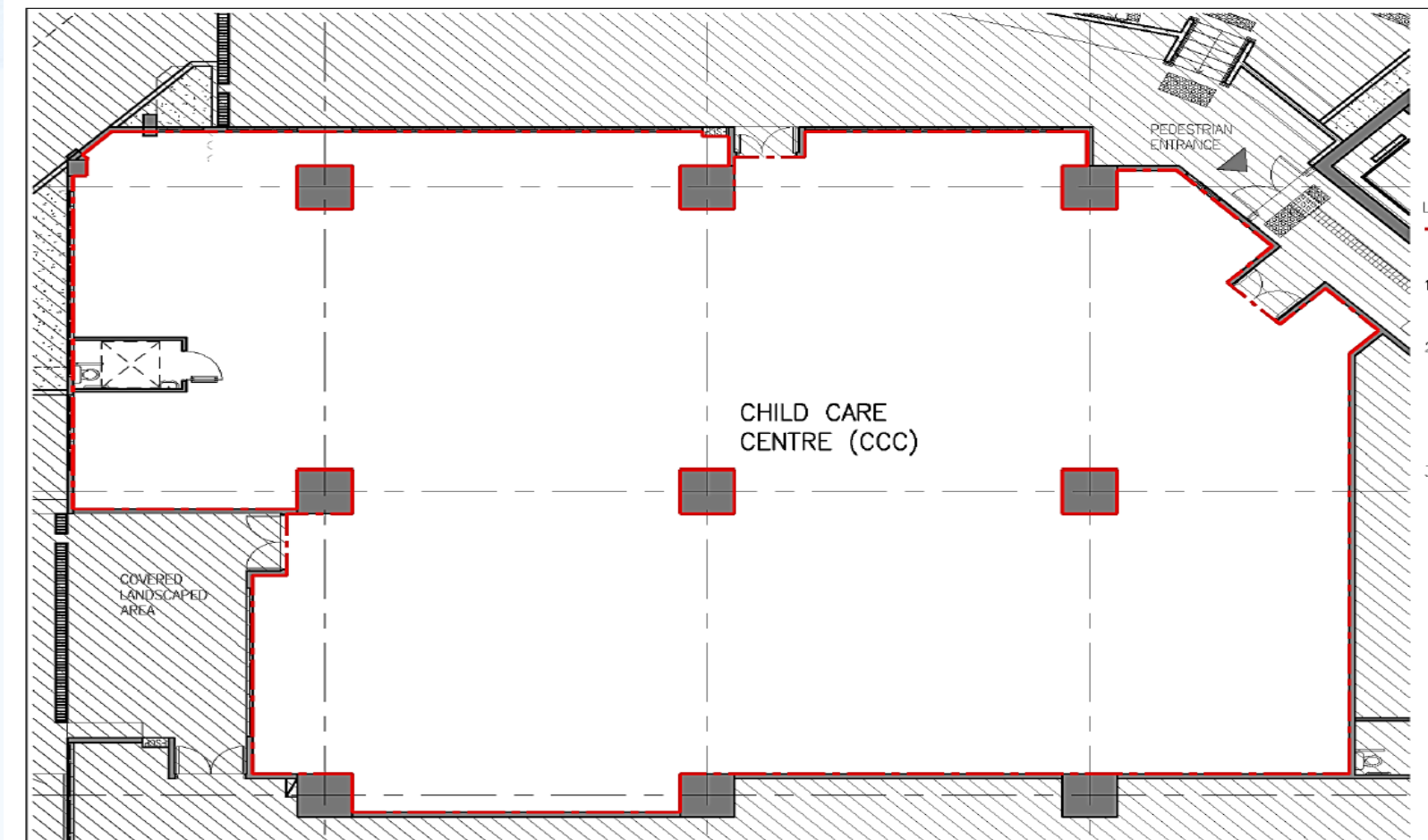
Location Map

Address: G/F, Lei Yue Mun Ancillary Facilities Block
131 Yan Wing Street, Yau Tong, Kowloon



Layout Plan

Internal Floor Area : 611.26m²



**** The AutoCAD file on the layout plan of the premises has been uploaded onto the SWD Homepage**

[Annex 3 of the Specifications]

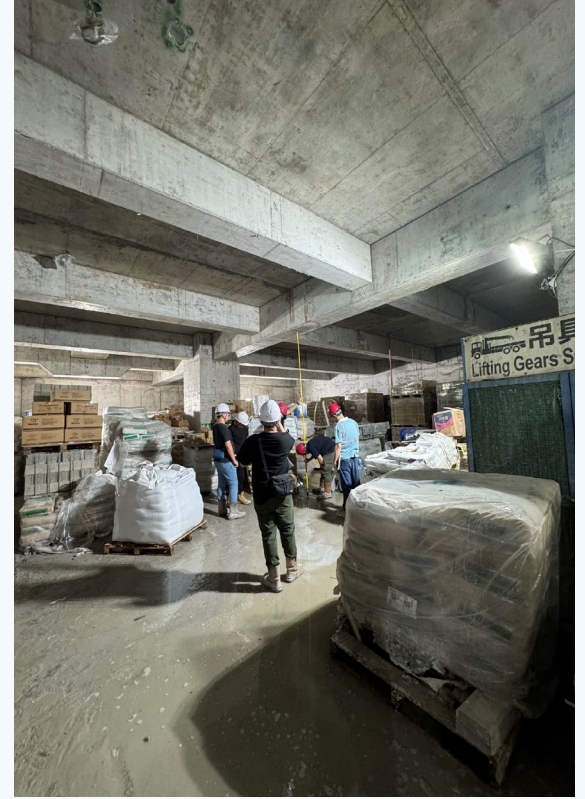
Accessibility – Yau Tong MTR Station



Accessibility – Bus Terminal



Entrance



Ancillary Facilities

Kitchen

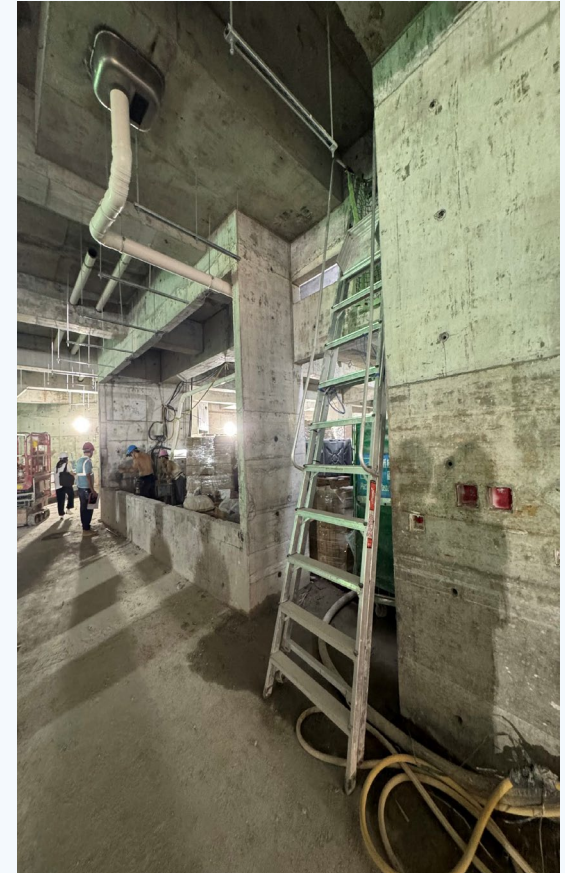


Disabled Toilet

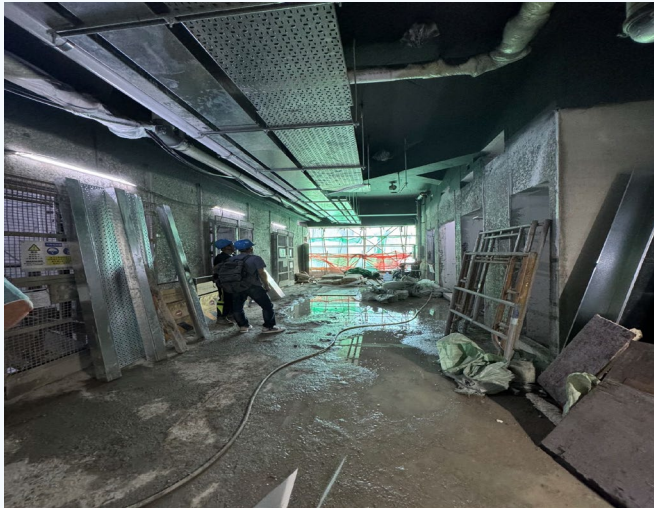


Children's Toilet & Female Staff Toilet

Site Photos



Site Photos



Fitting Out & Furniture & Equipment

Lotteries Fund

Fitting-out (F/O) works	Not exceeding \$10.673 million (including professional fee of Authorised Person, contingencies and lithography)
Furniture and Equipment (F & E)	Not exceeding \$1.793 million

- Standard fittings –
 - Schedule of Accommodation (SoA) (Annex 4)
 - Technical Schedule (TS) (Annexes 5 - 7)

For higher F/O standards or additional facilities/design features or non-standard F&E items to be adopted by the Service Operator at its own resources or when such items could well be accommodated within the lump sum grant (subject to the prior approval of SWD), SWD will not accept any liability, recurrent or capital, arising therefrom, including but not limited to, any subsequent renovation or replacement of those items or the additional recurrent requirement arising from the use of such items.

F/O & F&E (Cont'd)

- Equipping the premises
 - by **drawing reference** to the **F&E list** at Annex 8
 - to be completed within the timeframe as specified in the approval letter issued by SWD
- Site Hand-over
 - the Service Operator has to take up this premises upon receiving due recommendation from government representatives for hand-over
- Completion of the F/O works
 - to fit in the service commencement date in accordance with paragraph 3.3 of the LF Manual
 - in compliance with the registration requirements

Tenancy

The Service Operator shall –

- enter into the tenancy agreement with and on terms to be specified by the relevant authorities for the premises for the operation of the CCC
- to maintain the premises to the satisfaction of the DSW in good and tenantable repair condition and to hand over the same on termination of the tenancy agreement

[paragraph 28 of the Specifications]

Maintenance

The Service Operator shall –

- share the management and maintenance (M&M) responsibilities of the common areas or facilities of the building on proportion share basis, and to form a building management committee (BMC) comprising representatives from user agencies of the same building to coordinate the M&M issues of the building since site handover
- rotation of the chairmanship among the members may be required
- the Service Operator/BMC can invite quotations/tenders from M&M companies for providing M&M services or carrying out any alteration, addition and improvement works which are deemed necessary in future

[paragraph 29 of the Specifications]

Funding

CCC Service

(a) Child Care Centre Subsidy Scheme (CCCSS)

- use for covering the salary of child care staff
- calculated on a standardised basis of group / per capita grant
- adjust annually in accordance with the changes in the Consumer Price Index (A) [CPI(A)]
- the level of CCCSS for the 2024/25 school year -

Services	Group Grant Rate (per annum)	Per Capita Grant Rate (per annum)
Children aged under 2 (78-place, 10 groups)	\$49,427	\$9,885
Children aged 2 to under 3 (22-place, 2 groups)	\$49,427	\$4,943

[paragraph 30 of the Specifications]

Funding (Cont'd)

(b) Subsidy for Operation Enhancement (SOE)

- to enhance the supervisory and administrative support
- adjust annually in accordance with the changes in the CPI(A)
- the level of SOE at 2024-25 price level is \$272,688

[paragraph 30 of the Specifications]

Funding (Cont'd)

(c) Subsidy for Manpower Enhancement (SME) and Subsidy for Further Manpower Enhancement (SFME)

- used for enhancement of the remuneration of qualified child care staff cost, i.e. Child Care Supervisor (CCS) and Child Care Worker (CCW)
- adjust annually in accordance with the changes in the Composite Customer Price Index (CCPI)

[paragraph 30 of the Specifications]

Funding (Cont'd)

- the rate of SME and SFME for the 2024/25 school year-

SME for CCS per Centre	SME for CCW per child aged under 2	SME for CCW per child aged 2 to under 3
\$159,588	\$7,356 per child per year	\$4,204 per child per year
	SFME for CCW per child aged under 2	SFME for CCW per child aged 2 to under 3
	\$17,542 per child per year	\$8,192 per child per year
	Total: \$24,898	Total: \$12,396

[paragraph 30 of the Specifications]

Funding (Cont'd)

(d) Subsidy for Assistant Supervisor (SAS)

- to strengthen the supervisory support
- used for the employment of an additional CCW, on top of the number of CCWs required in the enhanced manning ratio under the SFME
- adjust annually in accordance with the changes in CCPI
- the rate of SAS per center for the 2024/25 school year is \$549,996

CCCSS, SOE, SME, SFME and SAS will be regarded as recognised income of the CCC to cover the staff cost of CCS and CCWs in the assessment of the proposed adjustment of the inclusive monthly fees

Funding (Cont'd)

(e) Subsidy for Minor Repairs and Maintenance (SMRM)

- for the use of minor repairs/maintenance/replenishment of furniture and equipment that are essential to the operation of aided standalone CCCs
- adjust annually in accordance with the changes in CCPI
- the rate of SMRM at 2024-25 price level is \$41,908

[paragraph 30 of the Specifications]

Funding (Cont'd)

- Actual amount of subsidies for the first year of operation of the CCC service will be subject to the date of commencement of service
- Rent and rates including the management fee of the CCC premises: actual reimbursement
- Preparatory cost : an one-off sum for the provision of skeleton staff of a CCS, a CCW and a workman II will be granted for the two-month preparatory period to facilitate staff recruitment, preparation work and training

[paragraphs 2 & 31 of the Specifications]

Funding (Cont'd)

EHS and OCCS

- Annual subvention on Lump Sum Grant (LSG) mode on NGO basis
- LSG adjustments in line with the civil service pay adjustment for PE and CCPI for OC
- based on the 2024-25 price level for PE and OC, the funding for the new EHS group by different weekly service hours –

Weekly Service Hours	10-Hour	12-Hour	17-Hour
Age (Group Size)			
0 – under 2 (6 places per group)	\$352,323	\$416,092	\$568,995
2 – under 3 (11 places per group)	\$326,115	\$384,642	\$524,441

[paragraphs 32 to 33 of the Specifications]

Funding (Cont'd)

EHS & OCCS

- based on the 2024-25 price level for PE and OC, the funding for three new places of OCCS with family support activities in Pre-primary Institution is \$419,527
- on top of the funding for each EHS group, an amount of \$125,421 will be allocated to each centre operating EHS for enhancing administrative support
- the actual amount of subventions for the first year of operation of EHS and OCCS will be adjusted in accordance with the date of commencement of service

[paragraphs 32 & 33 of the Specifications]

Payment Arrangement, Internal Control & Financial Reporting Requirements

- Maintain an effective and sound financial management system
- Maintain proper books, records and supporting documents on income and expenditure for **at least seven years** for inspection by the Government representatives

[paragraph 35 of the Specifications]

CCC Service

- CCCSS will be paid by two installments in a year while SOE, SME, SFME, SAS and SMRM will be made on a yearly basis

[paragraph 36 of the Specifications]

Payment Arrangement, Internal Control & Financial Reporting Requirements (Cont'd)

CCC Service

- observe the prevailing subsidy rules and accounting arrangements as set out in the Guidelines on Subventions and Subsidies for Aided Standalone Child Care Centres
- submit the audited accounts of the organisation and the Accompanying Financial Statements (AFS), [*i.e. Statement 1A (Aided Standalone Child Care Centres Operating Surpluses Account) and Statement 2A (Operating Income and Expenditure Account) for CCC and Annexes thereof*]

[paragraph 37 of the Specifications]

Payment Arrangement, Internal Control & Financial Reporting Requirements (Cont'd)

CCC Service

- If the CCC is permanently closed, the organisation should revert the cumulative-operating surplus as at the date of closure to the Government, subject to the full amount of the subsidies previously granted (including fee assistance/subsidies received on behalf of the parents/guardians) being the maximum amount recoverable

[paragraph 37 of the Specifications]

EHS and OCCS

- monthly payment of LSG subvention upon approval of the application
- submit to SWD the Annual Financial Report as reviewed and the annual financial statements of the organisation as a whole as audited by a certified public accountant

[paragraph 38 of the Specifications]

Performance Control Mechanism

- Comply with the requirements as laid down in the Specifications, the FSAs, the current subvention/subsidy rules as set out in the Guide to Social Welfare Subventions (applicable to NGOs receiving conventional mode of subventions), the Guidelines on Subventions and Subsidies for Aided Standalone Child Care Centres, the latest LSG Manual, LSG circulars, guidelines, management letters and correspondences issued by SWD on subvention/subsidy policies and procedures as well as the Service Operator's proposal and supplementary information, if any, as agreed with SWD
- Provide monthly statistics and supplementary information on a quarterly basis on the output/outcome indicators
- SWD reserved the right to apply monitoring methods e.g. announced or unannounced visits, etc.
- Continuation of services for the next term subject to negotiation prior to the expiry of the FSAs concerned having regard to such relevant considerations as the prevailing policy directive, service need and performance of the Service Operator, etc.

Performance Control Mechanism (Cont'd)

- The operation of the CCC has to abide by the Child Care Services Ordinance (Cap. 243) and Child Care Services Regulations (Cap. 243 A) and is subject to regular inspection by the Child Care Centres Advisory Inspectorate

[paragraph 44 of the Specifications]

- Details of CCC registration and Procedural Guide for Application for Registration of a CCC could be found on the following SWD's link – https://www.swd.gov.hk/en/pubsvc/lr/childcare/cc_info/

Insurance

- It is **mandatory** for the Service Operator to **procure insurance** for the CCC service, EHS and OCCS in respect of **the Employees' Compensation Insurance (ECI)** and **Public Liability Insurance (PLI)** throughout their operation and to arrange renewal before expiry of the current ECI and PLI policies

[paragraph 45 of the Specifications]

National Security

Notwithstanding anything to the contrary in the invitation documents, **the Government reserves the right to immediately disqualify the applicant/successful applicant organisation if-**

- the applicant/successful applicant organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- the continued engagement of the applicant/ successful applicant organisation or the continued performance of the FSA is contrary to the interest of national security; or
- the SWD reasonably believes that any of the events mentioned above is about to occur.

[paragraph 51 of the Specifications]

Assessment Areas and Weightings

Quality Assessment

Quality Aspects		Weightings (%)
i	Relevant operation experience and records of organising activities/programmes in support of the government's policies	17%
ii	Operation of service	46%
iii	Collaboration and interfacing strategies	4%
iv	Management design	18%
v	Design of Premises	15%
Total		100%

- **The passing score of the quality aspect on “Operation of Service” should have attained 50% of the maximum marks. Proposal which fails to attain the passing score on “Operation of Service” will not be considered further.**
- **The overall passing score is 50% of the maximum marks.**

[paragraphs 56-57 & Annex 11 of the Specifications]

Prescribed Format Requirements

- typed and printed on A4 size paper in **English (font size = 12 in normal Times New Roman; line spacing = 1; margins = 2.2)** or in **Chinese (font size = 13 in 新細明體; line spacing = 1.5; margins = 2.2)**
- **Part III** of the prescribed form (except layout plan) should be **not more than 30 pages in total** (including textual contents, graphic presentation in appendices and/or any other attachments for illustration)
- properly indexed, page-numbered and put in a binder according to the headings listed in Annex 12 with corresponding reference/ indexed number marked at the top right corner of the attached documents
- any change in the format and content of the prescribed form will **NOT** be accepted
- signed by a person who is authorised to fully represent the organisation and stamped with the organisation chop

[paragraph 58-59 of the Specifications]

Submission of Proposals

- submit the **original** plus **10** hard copies of the completed prescribed form and one soft copy (in MS Word 2019 for Windows in a USB flash drive) **in a sealed envelope**
- delivered **by hand** at or before **5:00 pm** on **5 December 2024** to –
Director of Social Welfare
[Attn:Senior Social Work Officer (Child Care Services)3]
Child Welfare Section
Family and Child Welfare Branch
Room 2404, 24/F, Southorn Centre
130 Hennessy Road, Wan Chai, Hong Kong
- **late submission** or submission **not by hand** will **not be accepted**

[paragraphs 59 & 60 of the Specifications]

Implementation Schedule

Date	Task
31 October 2024	Invitation for proposals to NGOs
5 December 2024 (5:00 pm)	Closing of submission of proposal
December 2024 to January 2025	Vetting of proposals
February 2025	<ul style="list-style-type: none"> • Announcement of result • Meeting with the successful Service Operator
February 2025 to April 2026	Preparation Period <ul style="list-style-type: none"> • Taking over the site • Appointment of Authorised Person and preparation of tendering • F/O works and F&E acquisition • Application for Registration of CCC
May 2026	Commencement of service

Implementation Schedule (cont'd)

- SWD reserves the right to revoke the accepted offer for the operation of this CCC in the event that the Service Operator fails to carry out the required preparatory work including the possession of the site and arranging F/O works on site which are pre-requisites for proceeding the licensing application for the commencement of the service within the timeframe as agreed upon with SWD

[paragraph 62 of the Specifications]

Enquiries

Please visit SWD Homepage for information on the briefing session and invitation for proposals at below links –

- English webpage

https://www.swd.gov.hk/en/whatsnew/ifpeoi/detail_nasccckt/

- Chinese webpage

https://www.swd.gov.hk/tc/whatsnew/ifpeoi/detail_nasccckt/

Q & A Session

Information and Q&A of the Briefing Session to be uploaded to the “What’s New” of SWD Homepage

- English webpage

<https://www.swd.gov.hk/en/whatsnew/latestnew/>

- Chinese webpage

<https://www.swd.gov.hk/tc/whatsnew/latestnew/>

Thank You