

**Questions & Answers for Briefing Session on
Invitation for Proposals for Operating of
A New Supported Hostel for Mentally/ Physically Handicapped Persons [SHOS(MPH)]
and a New Integrated Vocational Rehabilitation Services Centre (IVRSC)
at 3/F – 6/F, High Block, Leung King Integrated Social Services Complex,
Leung King Estate, Tuen Mun, New Territories on
9 August 2024**

General Operation of Services

Q1. What is the role and functions of Building Management Committee (BMC)?

A1. A BMC comprising representatives from all service operators in the Integrated Social Services Complex (ISSC) will be formed to coordinate the management and maintenance (M&M) issues upon site handover. Rotation of the chairmanship among the members may be required for a fair sharing of management and maintenance responsibilities. Please refer to para. 22 in the Service Specifications for detailed description on BMC.

Q2. Is the rooftop for share-use among service operators?

A2. The rooftop is demarcated as common area and it will be provided for share-use by service units in the ISSC. The access and usage of the roof are subject to discussion and coordination as agreed by the BMC.

Design of Layout Plans

Q3. Can applicant NGO submit the layout drawings with more than 1 page of A3 size paper ?

A3. Applicant NGOs may submit the layout drawings in one page of A3 size paper for one floor. Applicant NGOs can also provide individual layout design in A3 size paper for each service unit (with two floors). Applicant NGOs can mark the actual scale in the layout drawings. The scaled layout drawings at 1:100 or 1:150 is acceptable.

Supplementary Information

Q4. What is the lift provision of the site ? What is the loading capacity and car size of lift ?

A4. The two passengers lifts are for share-use among service units, including loading /unloading of goods. The lift loading capacity and lift car dimension are summarised as below for reference :

Lift No.	L1	L2
Capacity	1250kg, 16 persons	1250kg, 16 persons
Lift car dimension	1500mm x 1760mm	1500mm x 1760mm

Q5. Can the brief comparison of Schedule of Accommodation (SoA) between SWD recommended provisions and NGOs' proposed provisions be provided on a separate page from the proposal form or the layout drawings?

A5. The brief comparison of SoA can be provided on a separate page in A4 Size. Page limit and format requirements do not apply to the SoA tables. Simple notes for illustration purpose on the layout drawings are acceptable but explanations or justifications on the design of layout or the variances between the SoAs shall be provided in relevant part of Part 3 of the Proposal Form. The deviation in area for the function rooms and the overall NOFA should be within 10% and 5% respectively.

Rehabilitation and Medical Social Services Branch

Social Welfare Department

August 2024