**Application Form for Engagement of Authorised Persons/**

**Consultants for Lotteries Fund Projects**

*Please read the Explanatory Notes on Engagement of Authorised Persons/ Consultants for Lodging Lotteries Fund (LF) Applications at* ***Annex*** *and the LF Manual carefully before completing this application form, including the Standard Template for Invitation of Fee Proposals.*

1. **Brief description of the service unit:**

|  |  |
| --- | --- |
| Name of Operating Non-governmental Organisation: |  |
| Name of Service Unit: |  |
| Address: |  |
| Service Nature: |  |
| Contact Person and Telephone No.: |  |
| Email Address and Fax No.: |  |
| Commencement of Operation (month / year): |  |
| Commencement of Subvention (month / year): |  |

1. **Estimated project cost :**

(Please tick the appropriate box.)

□ ≤ $0.5m □ > $0.5m and ≤ $5m □ > $5m and ≤ $10m □ > $10m

1. **Date of completion of last major renovation:** (month / year)
2. **Reasons for the application:** *(a brief description of the background, reasons and purpose of this application to support the rough estimation of the project cost)*

|  |  |  |  |
| --- | --- | --- | --- |
| **5.** | To the best of my knowledge, there | □\* will be □ will not be | reprovisioning / redevelopment |
|  | plan / cessation of service of the captioned service unit in the coming three years. |
|  |  |  |  |

*\*please tick the appropriate box*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | Prepared by: | (Signature) |
|  | Name: |   |
|  | Post: |  |
| Organisation Chop | Date: |  |

**Standard Template for Invitation of Fee Proposals**

**for Consultancy Services for Pre-approval Stage**

***[Please fill in the relevant information as appropriate]***

**[Sample Letter]**

***[ To be typed on paper with NGO’s letterhead ]***

**Letter of Invitation**

Our Reference : **[**Ref. No.**]**

**[**Name and address of consultant to be invited**]**

 **[**Date**]**

Dear Sir/Madam,

**Consultancy Services for**

**Lodging Lotteries Fund Application**

**[ TITLE OF PROJECT ]**

 You are invited to submit a lump sum fee proposal for the above consultancy services.

 Your submission shall be made in accordance with the following enclosed documents :-

 (a) Brief (**Appendix 1**); and

 (b) Fee Proposal Form (**Appendix 2**); and

 (c) Letter of Anti-collusion Undertaking **(Appendix 3)**.

 Your fee proposal should be submitted directly to my office at **[**NGO’s address**]** in plain envelopes on which the heading “Fee proposal for **[**title of project**]**” should be marked, before **[**time**]**, **[**date**]**. Late submissions will not be considered.

 The time for completion of the consultancy services is **[**duration**]** days from the date of commencement. It is anticipated that the date for commencement of the services will be sometime during **[**month**]**, **[**year**]**.

 After the consultancy services have been completed in accordance with the Brief and to the satisfaction of **[**name of NGO**]** (the NGO) and the presentation of your invoice, payment will be made within 90 days of the date of such presentation.

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

1. the fees, costs and expenses payable by the NGO for engaging the selected consultant; and
2. the fee proposal submitted by the selected consultant.

 The NGOis not obliged to accept the lowest fee proposal or any proposal made, and accepts no financial liability for your costs in submitting a proposal. In addition, the NGO may reject bids which are considered to have been priced unreasonably low.

 You are required to confirm in your submission letter that you agree to abide by your Fee Proposal for a period of ninety (90)\* days from the due date for submission of Fee Proposal, and it shall remain binding upon you and may be accepted at any time before the expiry of that period.

You shall submit a duly signed letter for anti-collusion in the form set out at **Appendix 3** to this letter. The letter shall be signed by a person authorised to sign contracts/agreements on the consultant’s behalf.

A site visit may be arranged upon request by the consultant to fully acquaint himself with all conditions likely to affect the works and the services.

Your failure to comply with any requirement in this letter and the enclosed documents may render your submission invalid.

 Yours faithfully,

 **[**Signature**]**

 **[**Name of NGO’s Representative**]**

 for and on behalf of

 **[**Name of NGO**]**

c.c. Social Welfare Department (Lotteries Fund Projects Section) (Attn: Project Officer concerned) – w/e

Architectural Services Department (Subvented Projects Division) (Attn: SQS/SP)

– w/e

*\* Subject to the agreement of Social Welfare Department, NGO may set a longer validity period, depending on the nature and complexity of the consultancy assignment.*

**Appendix 1**

**Brief**

**1. Description of Works**

**The site of the Works is located at** :

**Target date of Lotteries Fund application :**

**Scope of Works :**

(Please tick the appropriate box.)

a. Project nature :

□ Renovation □ Lift □ Air-conditioning system (e.g. chiller)

□ Drainage □ External walls □ Others :

b. Type of premises :

□ Public housing estate □ Private premises □ Self-owned

□ Multi-storey premises (No. of storey: )

c. Area of premises : m2

d. Works area :

□ 100% □ < 100% and ≥ 75% □ < 75% and ≥ 50%

□ < 50% and ≥ 25% □ < 25 %

e. Anticipated works:

|  |  |
| --- | --- |
| **Location**(e.g. 3 dormitories, 5 activities rooms, 6 toilets, 1 kitchen, etc.) | **Anticipated Works** (e.g. painting wall and ceiling, replacing floor finishes, installing cabinets, upgrading electrical works, gas installation, drainage improvement works, etc.) |
|  |  |
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**2. Scope of Consultancy Services**

 *[Note: NGO shall amend the following paragraphs to suit the required works.]*

 **Stage 1 : Feasibility of the Works**

1. Liaise with relevant government authorities, landlord, departments, utilities companies, other relevant bodies and the NGO to obtain all necessary information including drawings, specifications, site record, site survey, warranties, etc. wherever they are available to the NGO.
2. Carry out site inspection and surveys to the existing buildings to obtain all necessary information relating to the feasibility study so as to determine the detailed scope of works.
3. Submit a feasibility report including but not limited to preliminary design, calculation, schematic plan, extent of works, builder’s works, building services works, diversion works, implementation programme, identification of any foreseeable project constraints and risks, measures to reduce environmental impact, etc.
4. Advise the NGO on the need for any special survey, test, investigation, diversions of utilities, etc.

 **Stage 2 : Scope of Works and Cost Estimate**

1. Define, review and finalise the scope of works for the NGO’s agreement.
2. Prepare a detailed cost estimate with itemised breakdown. If some works are funded by the NGO, they should be separated from the works funded under the Lotteries Fund in the estimate.

 **Stage 3 : Lodging Lotteries Fund Application**

1. Prepare an application for grants in accordance with the Lotteries Fund Manual published by the Social Welfare Department (SWD).
2. Arrange and attend meetings with different stakeholders of the NGO (including but not limited to SWD and its technical adviser) for the assessment of the application.
3. Respond, revise and re-design the scope of works and cost estimate according to the comments from SWD and its technical adviser.

**Appendix 2**

**Consultancy Services**

**[Title of Project]**

**Fee Proposal Form**

To : **[**Name of NGO**]**

I/We submit our Fee Proposal as follows:

Fee Basis : Lump Sum

Total Fee : (HK$ )

All out-of-pocket expenses including travel, photocopying, printing drawings, lithography and any charges levied by the Government, utilities companies and other relevant parties, are deemed to be included in the Total Fee.

 Signed

 Name

 For and on behalf of

 Date

**Appendix 3**

To: [**Name of NGO**]

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

Dear Sir/Madam,

**Consultancy Services for**

**Lodging Lotteries Fund Application**

 **[Name of NGO]**

**for**

**[Title of Project]**

Letter of Anti-collusion Undertaking

 [I/We]1, [(**Name of the consultant)** of (**Address of the consultant)**] 2, refer to [my/our] 1 Fee Proposal for the above Agreement.

[I/We] 1 confirm that, before [I/we] 1 sign this letter, [I/we] 1 have read and fully understand this letter.

 **[I/We]** 1**, represent and warrant that in relation to the Fee Proposal for the above Agreement:**

1. [I/We] 1, other than the Excepted Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the Employer the amount of the proposed fee in the Fee Proposal or any part thereof until [I/we] 1 have been notified by the Employer of the outcome of the bidding exercise;
2. [I/We] 1 have not fixed and will not fix the amount of the proposed fee in the Fee Proposal or any part thereof by arrangement with any person;
3. [I/We] 1 have not made and will not make any arrangement with any person as to whether [I/we] 1 or that other person will or will not submit Fee Proposal; and
4. [I/We] 1 have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the bidding process.

[I/We] **1** shall indemnify and keep indemnified the Employer 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 “Excepted Communications” means [my/our] **1** communications in strict confidence with:

1. [my/our] 1 own insurers or brokers to obtain an insurance quotation for computation of the proposed fee in the Fee Proposal;
2. [my/our**] 1** sub-consultants to solicit their assistance in preparation of the Fee Proposal; and
3. [my/our]**1** bankers in relation to financial resources for the Agreement.

|  |  |
| --- | --- |
| Signed for and on behalf of [name of the consultant] by [name and position of the signatory]3: |  |
|  |  |
| Name of Witness:  |  |
|  |  |
| Signature of Witness:  |  |
|  |  |
| Occupation:  |  |

**[Guidance Notes:**

**1. Delete as appropriate.**

**2. Where the consultant 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.**

**3. Where the consultant 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 Government contracts on behalf of that person or as the case may be company.]**

**Explanatory Notes on Engagement of Authorised Persons / Consultants**

**for Lotteries Fund Projects**

**1. Documents to be submitted**

For engagement of Authorised Persons (APs) / Consultants for carrying out project estimation and preliminary design work for the purpose of lodging Lotteries Fund (LF) applications (hereinafter referred to as “AP for pre-approval stage”), the following documents should be forwarded for endorsement by the Social Welfare Department (SWD), in consultation with the Architectural Services Department (ArchSD) –

(a) duly completed Application Form for Engagement of APs / Consultants for Lodging LF Applications, including the Standard Template for Invitation of Fee Proposals (i.e. the draft bidding document);

(b) supporting information and documents (e.g. photos of the premises, existing layout plans and drawings, etc.); and

(c) list of proposed APs / Consultants to be invited for the bidding exercise. NGOs are encouraged to contact the proposed APs / Consultants for their expression of interest (in written form) for submitting bids prior to the drafting of the list of proposed APs / Consultants with their expression of interest.

Please note that the vetting of draft bidding document would commence only when all the aforementioned documents are available.

**2. Bidding Exercise and Appointment of AP / Consultant**

(a) Upon receipt of written approval from SWD for the engagement of AP/ Consultant for pre-approval stage, the non-governmental organisation (NGO) should use the endorsed Standard Template for Invitation of Fee Proposals to commence the bidding exercise. The bidding exercise should be conducted in accordance with the provisions set out in Chapter 6 of the LF Manual, in particular paragraph 6.2.1 (Requirements on the number of returned quotations / tenders), Annexes 6.1 (Procedures on the handling of written quotations) and 6.3 (Tendering Procedures for Furniture and Equipment and Hire of Services).

(b) Upon completion of bidding exercise, a recommendation report (including the returned fee proposals and the NGO’s recommendation of the choice of AP/ Consultant for pre-approval stage) should be submitted to SWD, copied to ArchSD, for endorsement prior to the award of contract. SWD and LF will not be responsible for any financial commitment made prior to the endorsement of NGO’s recommendation.

(c) Staff of the NGO participating in the bidding exercise should declare whether there is actual, potential or perceived conflict of interest in preparing tender recommendation. The declaration(s) should be submitted with the recommendation report.

(d) SWD will issue an approval letter to the NGO for awarding the AP/ Consultant for pre-approval stage.

(e) Upon the award of quotation / tender, the NGO is required to submit a copy of (i) the letter of acceptance; and (ii) the contract documents to SWD, copied to ArchSD, for record.

**3. Payment Matters**

(a) Reimbursement of professional fees for lodging LF application would only be recognised for successful LF application (i.e. the approval of the entire works project).

(b) Reimbursement of fees for AP/ Consultant for pre-approval stage should be submitted after the approval of the entire works project. Please refer to paragraph 5.6 of the LF Manual for details of payment. No advance payment would be processed prior to the approval of the entire works project.

**4. Others**

(a) After the appointment of AP/ Consultant for pre-approval stage, NGOs should closely monitor the AP/ Consultant in completing the project estimation and preliminary design work in reasonable time frame.

(b) When submitting LF application for the entire works project, NGOs should attach SWD’s approval letter for awarding the AP/ Consultant for pre-approval stage (paragraph 2(d) above) in addition to the documents which are normally required.

**收集個人資料前向資料當事人發出的收集個人資料聲明**

**Personal Information Collection Statement to Data Subject Before Collection of Personal Data**

|  |
| --- |
| 向社署提供個人資料之前，請先細閱本通知書。Please read this notice before you provide any personal data to SWD. |

**收集資料的目的**

**Purposes of Collection**

|  |
| --- |
| 1. 社署及／或獲社署提供津助／資助的非政府機構，或由社署委託的非政府機構，將會使用你所提供的個人資料，向你及／或你的家人提供你及／或你的家人所需要的及由社署及／或上述非政府機構提供的援助或服務，包括（但不限於）用於監察和檢討各項服務、處理有關你及／或你的家人所獲得服務的投訴、進行研究及調查、製備統計數字、履行法定職責等。向社署提供個人資料純屬自願。不過，如你未能提供所要求的個人資料，本署可能無法處理你的申請或向你及／或你的家人提供援助／服務。

The personal data supplied by you will be used by the SWD and/or those non-governmental organisations (NGOs) which receive subventions or subsidies from or which are commissioned by SWD to provide you and/or your family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you and/or your family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you and/or your family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you and/or your family members. |

**可能經由社署轉介資料的人士的類別**

**Classes of Transferees**

|  |
| --- |
| 1. 你所提供的個人資料，會按需要知道的原則提供給在本署工作的職員。除此之外，該等個人資料亦可能會為上文第1段所述的目的而向下列機構／人士披露，或在下述情況下披露：

The personal data you provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above:1. 其他機構／人士（例如政府決策局／部門、醫院管理局、非政府機構、公用事業公司等），如該等機構／人士有參與以下事項：

Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies if they are involved in:1. 審批及／或評估你及／或你的家人就上文第1段所提及社署及／或非政府機構向你及／你的家人提供服務／援助而提出的任何申請；

processing and/or assessing any application from you and/or your family members for the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above;1. 上文第 1 段所提及社署及／或非政府機構向你及／或你的家人所提供的服務／援助；或

the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above; or1. 監察和檢討上文第 1 段所提及社署及／或非政府機構所提供的服務，或製備統計數字；

monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;1. 處理投訴的機構（例如申訴專員公署、個人資料私隱專員公署、社會工作者註冊局、立法會等），如果這些機構正在處理有關社署向你及／或你的家人所提供的服務或援助的投訴；

Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you and/or your family members by SWD;1. 法律授權或法律規定須披露資料；或

Where such disclosure is authorised or required by law; or1. 你曾就披露資料給予訂明同意。

Where you have given your prescribed consent to such disclosure. |

**查閱個人資料**

**Access to Personal Data**

Revised

2021/3

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| 1. 按照《個人資料(私隱)條例》(第486章)，你有權就社署所持有的有關你的個人資料提出查閱及改正要求。本署提供個人資料複本將須收取費用。如需查閱或改正社署收集的個人資料，請向以下人士提出：

You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to – |
|  |
| 社會福利署署長 |  | Director of Social Welfare |
| [經辦人: 社會工作主任(獎券基金)] |  | [Attn: Social Work Officer (Lotteries Fund)] |
| 辦事處地址 | ： | 香港灣仔皇后大道東248號大新金融中心36樓3601至02室 |  | Office | : | Rooms 3601-02, 36/F, Dah Sing Financial Centre, 248 Queen's Road East, Wanchai, Hong Kong |
| 電話號碼 | ： | 2832 4328, 2832 4340 (辦公時間：星期一至星期五上午八時四十五分至下午一時及下午二時至六時) |  | Tel. No. | : | 2832 4328, 2832 4340(Office hours : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 6:00 p.m., Monday to Friday) |
| 傳真號碼 | ： | 2151 0573 |  | Fax No. | : | 2151 0573 |
| 電郵地址 | ： | lfenq@swd.gov.hk |  | Email Address | : | lfenq@swd.gov.hk |

社會福利署

2022年1月

Social Welfare Department

January 2022

(07/20)