**Engineering and Associated Consultants Selection Board**

**Application for Inclusion**

**in the List of Consultants of EACSB**

**Note on Submission**

1. Any firms wishing to be considered for inclusion in the List of Consultants of EACSB for the purpose of undertaking consultancy appointments are invited to complete and return the Consultant Profile Form attached together with all the required documents listed below to the Secretary, Engineering and Associated Consultants Selection Board, 16/F, Civil Engineering and Development Building, 101 Princess Margaret Road, Homantin, Kowloon:
2. copies of:
	* 1. business registration certificate and certificate of incorporation of the firm in Hong Kong or oversea; and
		2. ISO 9001:2008 or ISO 9001:2015 certificate with the scope of certification clearly listed.
3. an organizational chart of your company showing/indicating the following information:
	* 1. corporate structure with name of key employees (including each full-time employee proposed for satisfying the admission criteria);
		2. positions and line of command of key employees; and
		3. resident principal(s) of your company with # after the name(s).
4. a layout plan showing the following information:
	* 1. size of the local office; and
		2. locations of seat for each full-time employee proposed for satisfying the admission criteria.
5. completed excel file named “consultant\_staff\_template.xlsx” to be downloaded via the Internet website of the Civil Engineering and Development Department showing the following information:
	* 1. particulars of full-time employees proposed for satisfying the admission criteria; and
		2. Service Category(ies) of which the full-time employee is proposed for satisfying the admission criteria and expertise, which can be more than one. If the full-time employee is proposed for satisfying the admission criteria of more than one Service Category, please indicate all the Service Categories and the expertise of the concerned full-time employee in a single row;
6. CVs (with copies of the diplomas/certificates of professional qualifications obtained) of all full-time employees proposed for satisfying the admission criteria.
7. a self-declaration letter of each full-time employee proposed for satisfying the admission criteria, using the standard template attached to the Consultant Profile Form, confirming that he/she is currently working full-time in the company.
8. completed excel file named “consultant\_experience\_template.xlsx” to be downloaded via the Internet website of the Civil Engineering and Development Department showing the following information:
	* 1. details of consultant’s experience for satisfying the admission criteria; and
		2. Service Category(ies) which the scope of consultant’s experience is related to. Please note that the Service Category(ies) so indicated shall include the Service Category(ies) of which the experience is proposed for satisfying the admission criteria.
9. for admission to Group 1 under any Service Category, a declaration letter of the number of all works-related professional staff not more than 15, using the standard declaration letter attached to the Consultant Profile Form.
10. Upon receipt of an application, Departmental Consultants Review Committee (DCRC) of the appropriate List Management Department will conduct investigation to check the documents submitted and confirm compliance with the relevant admission criteria for the List as provided in Appendix 2.1 of the Guidelines attached to DEVB TC(W) No. 5/2018. Consultants are reminded to read carefully the aforesaid Guidelines and provide adequate staff resource and experience, with necessary documentary evidence for admission and assessment of imposition of tender award restriction on consultant newly admitted to the List as provided in Section 2.4 of the aforesaid Guidelines. The concerned DCRC will make recommendation to EACSB for approval. Assessment of the eligibility of the applicant will be carried out by:
	1. Reviewing and verifying the documents submitted by the applicant;
	2. Visiting the applicant's offices, premises, current sites, completed jobs (optional, to be decided by List Management Department); or
	3. Interviewing principals of the firm and obtaining references from clients (optional, to be decided by List Management Department).
11. Application for inclusion or permission for retention on the List under any Service Category shall mean the consultant unconditionally accepts the administration rules stated in the Guidelines or EACSB Handbook and any future amendments or additions thereto. Failure or refusal to observe these rules may lead to refusal of entry to the List for the Service Category applied for, or suspension from bidding consultancies under the purview of EACSB or removal from all Service Categories in which the consultant is listed.
12. Consultant shall provide details of a contact person in the form to facilitate the processing of admission application and the administration of matters related to List of Consultants of EACSB.
13. For Item (g) in Paragraph 1 above, the consultant may mark “X” under “O” in the column of “Service Category” if there is any part of the project not under listed Service Category.
14. Submission of Consultant Profile Form and all the required documents shall be made in both hard copy and soft copy format. The number of copies to be submitted shall follow the table below:

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| --- | --- | --- |
| Submission | Hard copy | Soft copy |
| Consultant Profile Form | No. of Service Categories applied for admission + 1 | 1 |
| List of full-time employees for admission (Item d) | No. of Service Categories applied for admission + 1 | 1 |
| List of experience for admission (Item h) | No. of Service Categories applied for admission + 1 | 1 |
| Other supporting documents | 2 copies for each Service Category | 1 |

1. The submission in soft copy shall follow the format and requirement as stated below:
2. Where electronic records are compressed, the following compression standards shall be followed:-
	* 1. Zip file (.zip);
		2. GNU zip file (.gz);
		3. 7-Zip file (.7z); or
		4. RAR file (.rar).
3. Electronic records shall be sent as follows:-
	* 1. in the form of CD-ROM in ISO 9660 format;
		2. in the form of DVD-ROM in ISO/IEC 13346:1995 format; or
		3. in the form of USB Mass Storage Device in FAT format.
4. Electronic records shall be sent as follows:-

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| Document | File Format | Standards |
| 1. Consultant Profile Form
 | Formatted Document File Format | ISO/IEC 29500:2008 format (.docx)  |
| 1. Business registration certificate
 | Portable Document Format | Adobe Portable Document Format (PDF) v1.2, 1.3, 1.4, 1.5, 1.6 or 1.7 (ISO 32000-1) |
| 1. organizational chart
 |
| 1. layout plan of the local office
 |
| 1. List of full-time employees proposed for satisfying the admission criteria (“consultant\_ staff\_ template.xlsx”)
 | Spreadsheet File Format | ISO/IEC 29500:2008 format (.xlsx) |
| 1. CVs and certificates
 | Portable Document Format | Adobe Portable Document Format (PDF) v1.2, 1.3, 1.4, 1.5, 1.6 or 1.7 (ISO 32000-1) |
| 1. Declaration letters of full-time employment
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| 1. Declaration letters of number of works-related professionals
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| 1. Details of consultant’s experience (“consultant\_experience\_template.xlsx”)
 | Spreadsheet File Format | ISO/IEC 29500:2008 format (.xlsx) |
| 1. ISO 9000 Certificate
 | Portable Document Format | Adobe Portable Document Format (PDF) v1.2, 1.3, 1.4, 1.5, 1.6 or 1.7 (ISO 32000-1) |

1. Documents (a), (b), (e), (i) and (j) should be submitted as separate files, with a total size not exceeding 10MB.
2. Documents other than those mentioned in paragraph 7(d) above should be submitted as a single file.

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| **Basic Information:** |
| Consultant Code:   | For Official Use Only |
|  |
| Name:\* | Chinese Name: |
| Date of formation in Hong Kong:\*  |
| Categories:\*

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| --- | --- | --- |
|  | Group | Status (For Official Use Only) |
| [ ] Civil infrastructure and development | --- | --- |
| [ ] Drainage and sewerage | --- | --- |
| [ ] Geotechnical and slope | --- | --- |
| [ ] Roads and associated structures | --- | --- |
| [ ] Waterworks | --- | --- |
| [ ] Electrical and mechanical | --- | --- |
| [ ] Environmental | --- | --- |
| [ ] Town planning | --- | --- |
| [ ] Traffic and transport | --- | --- |

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| **Business Registration:**\* |
| BR No:\*  | BR Expiration Date:\* |

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| **Summary Information:** |
| Address in Hong Kong:\* |
| Unit / Flat / Room: e.g. Room 1301 | Floor: e.g. 13/F | Block / House / Tower:  e.g. Tower 2 |
| Building Name:  |
| Street No:  | Street Name: |
| District  | Area  |
| Tel. No: | Fax. No: |
| Email Address  |
| Company Website: |
| Names of resident Partners/Directors: |
| Name and position of senior management (Chairman, CEO, Managing Director, etc): |
| Remarks: |

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| **Contact Person:** |
| Position: |
| Surname: | First Name: |
| Tel No.: | Fax No.: |
| Email: |

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| **Staff Resources:** |
| in Hong Kong: | Overseas: |
| No. of Professional Staff: | No. of Professional Staff: |
| No. of Technical Staff: |
| No. of Other Staff: |

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| **Extended Information:** |
| Number of Professional Staff who have resided in Hong Kong for a continuous period of at least 7 years: |
| Number of Professional Staff who have joined Hong Kong institutes under their appropriate disciplines, e.g. HKIE or equivalent: |
| Is the Firm/Company based in Hong Kong?If No, please enter registered country on which the Firm/Company based:   |

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| **ISO 9000 Certification:**\* |
| Is the Firm/Company certified to ISO 9000 quality assurance standard?\* |
| Name of certifying body: |
| Certificate No.: |
| Expiration Date: |
| Scope of certification (include any areas/aspects which your quality system specifically excludes):  |

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| **Related Company Information: (Choose “N/A” if not applicable)** |
| Names of Subsidiaries and their Business: \* # |
| Related Firm's Name: | Business: |
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|   |   |
|   |   |
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| Names of Parent and Sister Consulting Firms: \* # |
| Related Firm's Name: | Relationship: |
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# Consultant may add supplementary sheets if required

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| **Nature of Services Offered:** |
| Nature of Services Offered (Max. 3000 Characters):   |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I declare that the information given in this form is true and correct.\*

|  |  |
| --- | --- |
| Signature: |   |
| Name: |   |
| Post: |   |
| Date: |   |

 | Company Chop\* |

**Consultants’ Performance Information System (CNPIS)**

**(with Public Works Consultants Resources Allocation Register (PWCRAR) subsumed)**

**Development Bureau (Works Branch) and all Bureaux/Departments procuring or managing**

**architectural, engineering or associated consultancy services1)**

**STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA**

**Purpose of Collection**

1. The personal data provided by means of the attached form will be used for the following purposes
2. activities relating to the management of the status of the Consultant under the Lists of Consultants (the Lists) under the purview of the Architectural and Associated Consultants Selection Board (AACSB) and the Engineering and Associated Consultants Selection Board (EACSB) of the Government, including any regulating actions against the Consultant such as downgrading, suspension or removal from the List;
3. activities relating to the award of consultancies including but not limited to the assessment of the Consultant’s tenders for consultancies. The Consultant is obliged to provide updated information about his company profile including his employees, projects undertaken etc.
4. activities relating to the management of consultancies including but not limited to the monitoring of manpower resources provided and the assessment of consultant’s performance.
5. activities relating to the recruitment, employment and management of Resident Site Staff (RSS), including but not limited to the monitoring and assessment of RSS’s performance and assessment on RSS’s eligibility for reimbursement on housing benefits. The Consultant is obliged to provide updated information about his RSS.
6. compilation of statistical report and diagnosis of problems with or concerning CNPIS or the management of consultants or RSS to help the Government to improve.
7. If the Consultant fails to provide the required information in the attached form, the consequences would be:
8. for forms associated with his application related to the Lists or his status in the Lists, his application could not be proceeded with and/or his status in the Lists might be adversely affected and/or regulating actions might be imposed;
9. for forms associated with his submission for tender, his tender could not be assessed and

considered further;

1. for forms associated with his submission of manpower resource in the course of the execution of the consultancy agreements, his performance assessment in the consultancies with respect to the adherence to staffing proposal could be adversely affected due to his non‐fulfilment of the contractual obligations and regulating actions might be imposed;
2. for forms associated with his recruitment and employment of RSS, his proposal could not be processed and consent might not be given; and
3. for forms associated with his management of RSS, his reimbursement on RSS’s housing benefits and his performance assessment in the consultancies with respect to the relevant assessment item(s) could be adversely affected and regulating actions might be imposed

**Classes of Transferees**

1. The personal data provided by the Consultant may be disclosed to other Government bureaux and departments for the purposes of managing the status of Consultants in the Lists, assessing their tenders for consultancies, management of consultancies, recruitment, employment or management of RSS.
2. The personal data provided by means of the attached form may be disclosed to the Commissioner of Police or law enforcement agencies for the purposes of law enforcement when appropriate.
3. In addition to the above, except for engineering and associated consultancy agreements with invitation for submission of Technical and Fee Proposals or quotation before 3rd December 2018, the personal data provided by the Consultant for the purpose mentioned in sub‐clause 1(c) above only, including the names of each of the professional staff, the agreements in which he/she is deployed / to be deployed and his/her amount of time input in the respective agreements, may be disclosed to a third party including but not limited to consultants who are involved in or in connection with other tendering exercises for consultancies managed by any Government bureaux and departments.
4. In addition to the above, for RSS employment contracts commencing after 1 August 2018, the personal data provided by the Consultant for the purpose mentioned in sub‐clause 1(d) above in respect of RSS’s eligibility for reimbursement on housing benefits only, including but not limited to the names of each RSS, the agreement(s) in which he/she has been employed and the period(s) in which he/she has been granted housing benefits, may be disclosed to a third party including but not limited to consultants who are involved in or in connection with recruitment, employment or management of RSS under other consultancies managed by any Government bureaux and departments.
5. In addition to the above, for RSS employment contracts commencing after 1 March 2021, the personal data provided by the Consultant for the purpose mentioned in sub‐clause 1(d) above in respect of RSS’s performance only, including but not limited to the names of each RSS, the agreement(s) in which he/she has been employed, his/her past performance including details of his/her poor performance records, conviction records and suspension records, may be disclosed to a third party including but not limited to consultants who are involved in or in connection with recruitment, employment or management of RSS under other consultancies managed by any Government bureaux and departments.

**Access to Personal Data**

1. The data subject has a right of access and correction with respect to personal data as provided for in Section 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of his/her personal data provided by means of this form.

**Enquiries**

1. Enquiries concerning the personal data collected by the attached form, including the making of access and corrections, should be addressed to:

Works Policies 4 Section

Works Branch

Development Bureau

15/F, West Wing, Central Government Offices,

2 Tim Mei Avenue, Tamar, Hong Kong

Email: cnpis\_admin@devb.gov.hk

Note:

1. Other Bureaux/Departments procuring or managing architectural, engineering or associated consultancy services including but not limited to Education Bureau, Home Affairs Bureau, Transport and Housing Bureau, Architectural Services Department, Buildings Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department, Environmental Protection Department, Home Affairs Department, Highways Department, Lands Department, Planning Department, Social Welfare Department, Transport Department and Water Supplies Department.

**Self-declaration of Full-time Employment and Resident Status**

1. I, the undersigned, declare the following:
2. I am currently working in Hong Kong under full-time employment of the Consultant

 with employment status detailed below, and

1. my total number of working hours (including vacation and sick leaves) with the Consultant on average is 40 hours or more per week, and
2. I am not currently under full-time employment of any other organization or company.
3. I understand that the declared information is used for the purposes of verifying the staffing position of the Consultant who is listed or applying to be listed under EACSB and is subject to verification checking. I agree that the data provided in this declaration may be disclosed to a third party for the purpose of verification.

|  |  |  |
| --- | --- | --- |
| Signature | : |   |
| Name | : |   |
| Identification No. (HKID or Passport) | : |   |
|  |  | *(First four characters)* |
| Name of Consultant | : |   |
| Employment Status | : |   |
|  |  | *(Position)* |
| Date of Joining Firm | : |   |
| Date | : |   |

1. I understand that any misrepresentation in the information that I provide on this declaration form may result in the listing position of the Consultant being jeopardized and/or legal consequences against me and the Consultant.

**Declaration for Consultant Admission to Group 1**

1. I hereby declare that the total number of the works-related professional staff, for example, engineers, architects, surveyors, planners and landscape architects, of my/our firms does not exceed 15.
2. I understand that the declared information is used for the purposes of verifying the staffing position of the Consultant who is listed or applying to be listed under EACSB and is subject to verification checking. I agree that the data provided in this declaration may be disclosed to a third party for the purpose of verification.

|  |  |  |
| --- | --- | --- |
| Name of Consultant | : |   |
| Signed | : |   |
|  |  | ( ) |
| Date | : |   |

1. I understand that any misrepresentation in the information that I provide on this declaration form may result in the listing position of the Consultant being jeopardized and/or legal consequences against the Consultant.