

Project Administration Handbook for Civil Engineering Works**2022 Edition****AMENDMENT NO. 1/2023****CHAPTER 5****CONTRACT DOCUMENTS****PARAGRAPH 9****SPECIAL TOPICS**

(a) Para. 9.31

Replace “**and**” with “**,**” and add “**and 1.12.2022**” after “**17.6.2022**” under the heading.

Replace “**1 September 2022 (For tenders to be invited before 1 September 2022, please refer to the above mentioned SDEV’s memo of 11.1.2022 for the version of the relevant tender provisions to be adopted)**” with “**1 January 2023**” in the last paragraph.

PARAGRAPH 12**REFERENCES**

(b)

Add the following reference:

SDEV’s memo ref. ()
in DEVB(W)
510/94/02 dated
1.12.2022

Addition of adding “Truss Out Scaffolding”, “Gondola (Permanent)” and “Gondola (Temporary)” as Designated Trades under the Registered Specialist Trade Contractors Scheme of the Construction Industry Council

APPENDICES

(c) Appendix 5.6

Replace “**and**” with “**,**” and add “**and 1.12.2022**” after “**17.6.2022**” under the heading.

Add the following paragraph after the last paragraph in item [(10)](a) under Special Conditions of Contract:

[“Truss Out Scaffolding”, “Gondola (Permanent)” and “Gondola (Temporary)” mean the trade of “truss out

scaffolding”, “gondola (permanent)” and “gondola (temporary)” respectively under the RSTCS as promulgated by the Construction Industry Council from time to time.]¹⁰

Replace [⁹, except [⁸ Suspended Ceiling , Tower Crane (Erecting, Dismantling, Altering Height) and]⁸ Building Drainage Installation]⁹” with “[¹⁰, except [⁹ [⁸ Suspended Ceiling , Tower Crane (Erecting, Dismantling, Altering Height),]⁸ Building Drainage Installation,]⁹ Gondola (Permanent) and Gondola (Temporary),]¹⁰” in sub-item (iii) of items [(10)](b) & [(10)](c) under Special Conditions of Contract.

Replace “With effect from 1 September 2022, a new trade, i.e. (11) Building Drainage Installation,” with “One more trade, i.e. (11) Building Drainage Installation, has been included since 1 September 2022. With effect from 1 January 2023, three new trades, i.e. (12) Truss Out Scaffolding, (13) Gondola (Permanent) and (14) Gondola (Temporary),” in item (2) of Internal Notes.

Add the following new paragraph after the last paragraph of Internal Notes:

10. The words in square brackets should be deleted for contracts for which tenders will be invited on or after 1 October 2023, i.e. the tender limits of Group 1 and Group 2 should be observed for all trades including Gondola (Permanent) and Gondola (Temporary). (SDEV’s memo ref. DEVB(W) 510/94/02 dated 1.12.2022 refers)

(d) Appendix 5.6A

Add the following paragraphs after item (iv) of “Guidelines on Scope and Contents of Subcontractor Management Plan”:

v) The Contractor’s proposed measures for monitoring the performance of the sub-contractors in complying with the requirements in the contract in reporting site accidents.

vi) The Contractor’s approach to ensure all sub-contractors, irrespective of tiers, to incorporate the Mandatory Subcontract Conditions for Prohibition of Imposing Administrative Charges for Reporting of Site

Accidents and Elimination of Under-reporting of Site Accidents.

Replace “Payment of Wages of Site Workers” with “**Payment of Wages of Site Workers**” in item (xi) of Guidelines on Scope and Contents of Subcontractor Management Plan.

Add “and incorporate the **Mandatory Subcontract Conditions for Security of Payment**” in item (viii) of Guidelines on Scope and Contents of Subcontractor Management Plan.

Add “ and that all the sub-contract(s) comply with the requirements as stipulated in the Contract to incorporate the **Mandatory Subcontract Conditions for Security of Payment**” in item (vi) of Guidelines on Scope and Contents of Subcontractor Management Plan [For contracts without contract measures to prevent non-payment of wages and/or limiting number of tiers of subcontracting].

Add the following paragraphs after item (viii) of “Guidelines on Scope and Contents of Subcontractor Management Plan [For contracts without contract measures to prevent non-payment of wages and/or limiting number of tiers of subcontracting]”:

ix) The Contractor’s proposed measures for monitoring the performance of the sub-contractors in complying with the requirements in the Contract in reporting site accidents.

x) The Contractor’s approach to ensure all sub-contractors, irrespective of tiers, to incorporate the Mandatory Subcontract Conditions for Prohibition of Imposing Administrative Charges for Reporting of Site Accidents and Elimination of Under-reporting of Site Accidents.

Replace “11” with “14”, replace “and” with “,”, after “(10) Tower Crane (Erecting, Dismantling, Altering Height),” and add “, (12) Truss Out Scaffolding, (13) Gondola (Permanent), and (14) Gondola (Temporary)” after “(11) Building Drainage Installation” in note (3) of Table 1 - Particulars of Sub-contracts.

Replace “11” with “14” in note (5) of Table 1 - Particulars of Sub-contracts.

(e) Appendix 5.6B

Add the following paragraph after the last paragraph of item (1) under Additional Conditions of Contract:

[“Truss Out Scaffolding”, “Gondola (Permanent)” and “Gondola (Temporary)” mean the trade of “truss out scaffolding”, “gondola (permanent)” and “gondola (temporary)” respectively under the RSTCS as promulgated by the Construction Industry Council from time to time.]⁵

Replace [⁴, except [³ Suspended Ceiling, Tower Crane (Erecting, Dismantling, Altering Height) and]³ Building Drainage Installation]⁴” with “[⁵, except [⁴ [³ Suspended Ceiling, Tower Crane (Erecting, Dismantling, Altering Height),]³ Building Drainage Installation]⁴ Gondola (Permanent) and Gondola (Temporary),]⁵” in items (2)(iii) & 3(iii) under Additional Conditions of Contract.

Replace “With effect from 1 September 2022, a new trade, i.e. (11) Building Drainage Installation,” with “One more trade, i.e. (11) Building Drainage Installation, has been included since 1 September 2022. With effect from 1 January 2023, three new trades, i.e. (12) Truss Out Scaffolding, (13) Gondola (Permanent) and (14) Gondola (Temporary),” in item (1) of Internal Notes.

Add the following paragraph after the last paragraph of Internal Notes:

5. The words in square brackets should be deleted for contracts for which tenders will be invited on or after 1 October 2023, i.e. the tender limits of Group 1 and Group 2 should be observed for all trades including Gondola (Permanent) and Gondola (Temporary). (SDEV’s memo ref. DEVB(W) 510/94/02 dated 1.12.2022 refers)

(f) Appendix 5.6C

Add the following paragraph after item (iv) of “Guidelines on Scope and Contents of Subcontractor Management Plan”:

v) The Contractor’s proposed measures for monitoring the performance of the subcontractors in complying with

the requirements in the contract in reporting site accidents.

vi) The Contractor's approach to ensure all subcontractors, irrespective of tiers, to incorporate the Mandatory Subcontract Conditions for Prohibition of Imposing Administrative Charges for Reporting of Site Accidents and Elimination of Under-reporting of Site Accidents.

Add "and incorporate the Mandatory Subcontract Conditions for Security of Payment" in item (viii) of "Guidelines on Scope and Contents of Subcontractor Management Plan".

Add "and that all the subcontract(s) comply with the requirements as stipulated in this contract to incorporate the Mandatory Subcontract Conditions for Security of Payment" in item (vi) of "Guidelines on Scope and Contents of Subcontractor Management Plan [For contracts without contract measures to prevent non-payment of wages and/or limiting number of tiers of subcontracting]".

Add the following paragraphs after item (viii) of "Guidelines on Scope and Contents of Subcontractor Management Plan [For contracts without contract measures to prevent non-payment of wages and/or limiting number of tiers of subcontracting]":

ix) The Contractor's proposed measures for monitoring the performance of the subcontractors in complying with the requirements in the contract in report in site accidents.

x) The Contractor's approach to ensure all subcontractors, irrespective of tiers, to incorporate the Mandatory Subcontract Conditions for Prohibition of Imposing Administrative Charges for Reporting of Site Accidents and Elimination of Under-reporting of Site Accidents.

Replace "11" with "14", replace "and" with ",", after "(10) Tower Crane (Erecting, Dismantling, Altering Height)," and add ", (12) Truss Out Scaffolding, (13) Gondola (Permanent), and (14) Gondola (Temporary)"

after “(11) Building Drainage Installation” in note (3) of Table 1 - Particulars of Sub-contracts.

Replace “11” with “14” in note (5) of Table 1 - Particulars of Sub-contracts.

(g) Appendix 5.6D

Add the following paragraph after the last paragraph of item (1) under Additional Conditions of Contract:

[“Truss Out Scaffolding”, “Gondola (Permanent)” and “Gondola (Temporary)” mean the trade of “truss out scaffolding”, “gondola (permanent)” and “gondola (temporary)” respectively under the RSTCS as promulgated by the Construction Industry Council from time to time.]⁵

Replace “With effect from 1 September 2022, a new trade, i.e. (11) Building Drainage Installation,” with “One more trade, i.e. (11) Building Drainage Installation, has been included since 1 September 2022. With effect from 1 January 2023, three new trades, i.e. (12) Truss Out Scaffolding, (13) Gondola (Permanent) and (14) Gondola (Temporary),” in item (1) of Internal Notes.

Add the following paragraph after the last paragraph of Internal Notes:

5. The words in square brackets should be deleted for contracts for which tenders will be invited on or after 1 October 2023, i.e. the tender limits of Group 1 and Group 2 should be observed for all trades including Gondola (Permanent) and Gondola (Temporary). (SDEV’s memo ref. DEVB(W) 510/94/02 dated 1.12.2022 refers)

(h) Appendix 5.6E

Add the following paragraphs after item (iv) of “Guidelines on Scope and Contents of Subcontractor Management Plan”:

(v) The Contractor’s proposed measures for monitoring the performance of the subcontractors in complying with the requirements in the contract in reporting site accidents.

(vi) The Contractor’s approach to ensure all subcontractors, irrespective of tiers, to incorporate the

Mandatory Subcontract Conditions for Prohibition of Imposing Administrative Charges for Reporting of Site Accidents and Elimination of Under-reporting of Site Accidents.

Add “and incorporate the Mandatory Subcontract Conditions for Security of Payment” in item (viii) of Guidelines on Scope and Contents of Subcontractor Management Plan.

Add “and that all the subcontract(s) comply with the requirements as stipulated in this contract to incorporate the Mandatory Subcontract Conditions for Security of Payment” in item (vi) of “Guidelines on Scope and Contents of Subcontractor Management Plan [For contracts without contract measures to prevent non-payment of wages and/or limiting number of tiers of subcontracting]”.

Add the following paragraphs after item (viii) of “Guidelines on Scope and Contents of Subcontractor Management Plan [For contracts without contract measures to prevent non-payment of wages and/or limiting number of tiers of subcontracting]”:

ix) The Contractor’s proposed measures for monitoring the performance of the subcontractors in complying with the requirements in the contract in reporting site accidents.

x) The Contractor’s approach to ensure all subcontractors, irrespective of tiers, to incorporate the **Mandatory Subcontract Conditions for Prohibition of Imposing Administrative Charges for Reporting of Site Accidents and Elimination of Under-reporting of Site Accidents.**

Replace “11” with “14”, replace “and” with “,”, after “(10) Tower Crane (Erecting, Dismantling, Altering Height),” and add “, (12) Truss Out Scaffolding, (13) Gondola (Permanent), and (14) Gondola (Temporary)” after “(11) Building Drainage Installation” in note (3) of Table 1 - Particulars of Sub-contracts.

Replace “11” with “14” in note (5) of Table 1 - Particulars of Sub-contracts.

CHAPTER 6 **TENDER PROCEDURE**

PARAGRAPH 1 **TENDER PROCEDURE CHECKLIST**

- (i) Item No. 6.1 of the Table **Add** “(i.e. one hardcopy and two electronic copies of the certified true copies of contract documents)” **at the end of the sentence under “Procedure”**.
- (j) Item No. 8.1 of the Table **Add** “(i.e. one hardcopy and two electronic copies of the certified true copies of contract documents)” **after “Forward original and 3 certified true copies of contract documents” under “Procedure”**.

PARAGRAPH 8 **ACTION PRIOR TO EXECUTION OF THE ARTICLES OF AGREEMENT**

- (k) Table under Para. 8.1 **Add** “(softcopy of certified true copies of contract documents in pdf (Searchable) format only)” **after “Contract Adviser of the department/office” under “3 sets” of “Purpose”**.

PARAGRAPH 10 **DISTRIBUTION OF CONTRACT DOCUMENTS**

- (l) **Add “and to Contract Adviser of the department/ office” at the end of the first paragraph.**
- (m) **Add “, i.e. one hard copy and two softcopies of the certified true copies of contract documents” at the end of item (d) of the second paragraph.**
- (n) **Add “softcopy of” after “One”, and replace “the Contract” by “contract documents in pdf (searchable) format” in item (b) of the third paragraph.**

APPENDICES

- (o) Appendix 6.22 **Add** “(i.e. one hardcopy and two electronic copies of the certified true copies of contract documents)” **at the end of item (i) of paragraph 2.**

CHAPTER 7**CONTRACT MANAGEMENT****PARAGRAPH 21****MISCELLANEOUS**

(p) Para 21.14.3

Replace “**and**” with “**,**” and add “**and 1.12.2022**” after “**17.6.2022**” under the heading.

Add the following paragraphs after the last paragraph:

Addition of “Truss Out Scaffolding”, “Gondola (Permanent)” and “Gondola (Temporary)” as Designated Trades under the RSTCS of the CIC

“Truss Out Scaffolding”, “Gondola (Permanent)” and “Gondola (Temporary)” has been included as designated trades under the RSTCS starting from 1 January 2023.

To cater for the above change, the whole set of NTT, SCC, ACC, as well as the appendices to SCC and ACC, have been updated (at Annex A of SDEV’s memo ref.) in DEVB(W) 510/94/02 dated 1.12.2022). This set of updated tender documents shall be adopted for tenders to be invited on or after 1 January 2023.

Same as the earlier arrangement for other designated trades, a grace period of 9 months for those larger “Gondola (Permanent)” and “Gondola (Temporary)” subcontractors to be admitted to Group 2. As such, the requirement to engage Group 2 “Gondola (Permanent)” and “Gondola (Temporary)” subcontractors when the tender limit of Group 1 is exceeded shall be adopted for tenders to be invited on or after 1 October 2023 (the “full implementation date”). In other words, no tender limit in respect of the engagement of “Gondola (Permanent)” and “Gondola (Temporary)” subcontractors under RSTCS will be imposed on tenders to be invited prior to the full implementation date.

PARAGRAPH 22 REFERENCES

- (q)
- Add the following reference:**

SDEV's memo ref. () Addition of adding "Truss Out
in DEVB(W) Scaffolding", "Gondola
510/94/02 dated (Permanent)" and "Gondola
1.12.2022 (Temporary)" as Designated
Trades under the Registered
Specialist Trade Contractors
Scheme of the Construction
Industry Council

CHAPTER 8 TERM CONTRACT WORKS**PARAGRAPH 5 TERM CONTRACTS**

- (r) Para. 5.2.1(b)
- Delete the following second, third and fourth paragraphs:**

For existing term contract tendered before 1 September 2008, the authority to issue WO delegated to departments is given in the then S for Tsy's memo ref. (2) in FT 36/88 dated 14.2.1995. According to the details of the delegation, approval from FSTB is also required for a WO with a value exceeding \$15 million.

For existing term contract tendered on or after 1 September 2008 and before 14 September 2012, the SFST has approved revising the financial limit of WO issued under a term contract for new works and minor works from \$15 million to \$21 million and delegated the authority to issue WO to departments vide his memo ref. (2) in L/M to FT 36/88 Pt 2 dated 1.9.2008. Details of the delegation are as follows –

Rank	WO not exceeding the value of
D1 officer	\$4,000,000
D2 officer	\$8,000,000
D3 officer	\$13,000,000
Head of Department	\$21,000,000

According to SFST's memo ref. (18) in L/M to FT 36/88 Pt 2 dated 14.9.2012, approval has been given for the financial limit of works orders to be issued under a term contract tendered on or after 14 September 2012 for new works and minor works to be revised from \$21 million to \$30 million. Details of the delegation are as follows –

Rank	WO not exceeding the value of
D1 officer	\$6,000,000
D2 officer	\$12,000,000
D3 officer	\$19,000,000
Head of Department	\$30,000,000

Replace “\$21,000,000 or \$30,000,000” with “\$50,000,000” in the last paragraph.

PARAGRAPH 6 REFERENCES

(s)

Delete the following references:

S for Tsy's memo ref. (2) in FT 36/88 dated 14.2.1995 Employment of Term Contractors for New Works and Minor Works

SFST's memo ref. (2) in L/M to FT 36/88 Pt 2 dated 1.9.2008 Employment of Term Contractors for New Works and Minor Works

SFST's memo ref. (17) in L/M to FT 36/88 Pt 2 dated 14.9.2012 Employment of Maintenance Term Contractors for New Works

SFST's memo ref. (18) in L/M to FT 36/88 Pt 2 dated 14.9.2012 Employment of Term Contractors for New Works and Minor Works

**Tech-innovation and Standards Unit
Civil Engineering and Development Department
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