

Project Administration Handbook for Civil Engineering Works**2022 Edition****AMENDMENT NO. 2/2024****CHAPTER 1 PROJECT PLANNING****PARAGRAPH 1 OVERVIEW**

- (a) Para. 1.4.3 **Add “The geographical areas of GEO District Divisions are given in Appendix 1.13” after the last sentence of the first paragraph.**

APPENDICES

- (b) Appendix 1.13 **Add the new appendix given in Annex A to this Amendment.**

CHAPTER 5 CONTRACT DOCUMENTS**SYNOPSIS**

- (c) **Add the following paragraph after the fifth paragraph:**

Pursuant to SDEV’s memo ref. () in DEVB 506/30/07 dated 16.11.2023, for works contracts adopting NEC ECC form where tenders are to be invited on or after 1.4.2024, project offices shall adopt the NEC ECC HK Edition unless there are justifications for not doing so, which shall be endorsed by an officer at D2 rank or above with the justifications documented. For works contracts adopting NEC ECC form where tenders are to be invited on or after 1.7.2024, the use of the NEC ECC HK Edition is mandatory.

PARAGRAPH 9 SPECIAL TOPICS

- (d) Para. 9.3 **Replace “4/2014A” with “4/2014”, replace “memo” with “memos” and add “and 10.11.2023” after “9.7.2021” in the last paragraph.**
- (e) Para. 9.43.4 **Replace “For contracts adopting NEC4, necessary amendments to Appendix 5.74B shall be made and clearance by LAD(W) shall be sought” with “For contracts adopting NEC4 form, the relevant provisions are incorporated in relevant NEC standard provisions” in the second paragraph.**

- (f) Para. 9.43.5 **Replace “For contracts adopting NEC4, necessary amendments to Appendix 5.74D shall be made and clearance by LAD(W) shall be sought” with “For contracts adopting NEC4 form, the relevant provisions are incorporated in relevant NEC standard provisions” in the second paragraph.**
- (g) Para. 9.43.6 **Replace “memo” with “memos” and add “and 22.11.2023” after “dated 8.7.2022” for the references under the heading.**
- (h) **Replace the third paragraph with the following:**
- To enable proper implementation of the Special Payment for Imported Items under capital works contracts, project teams shall adopt the Special Payment for Imported Items mechanism by incorporating the following relevant provisions in the tender documents.**
- (i) **Delete “, issuing tender addendum, or executing a supplementary agreement after the contract is awarded, as appropriate” after “in the tender documents” in the second last paragraph.**
- (j) **Replace “will be implemented up to 31 December 2023. The need to continue this measure or not before the end of the implementation period will be reviewed” with “is effective until further notice” in the last paragraph.**
- (k) Para. 9.43.7 **Replace “memo” with “memos” and add “and 22.11.2023” after “dated 8.7.2022” for the references under the heading.**
- (l) **Replace the first paragraph with the following:**
- Similar to the arrangement in Paragraph 9.43.6 of this Chapter for the Special Payment for Imported Items under term contracts, project teams shall adopt the Special Payment for Imported Items mechanism by incorporating the following relevant provisions in the tender documents.**
- (m) **Delete “, issuing tender addendum, or executing a supplementary agreement after the contract is awarded, as appropriate” after “in the tender documents” in the second last paragraph.**
- (n) **Replace “will be implemented up to 31.12.2023. The need to continue this measure or not before the end of the implementation period will be reviewed” with “is effective until further notice” in the last paragraph.**

PARAGRAPH 12 REFERENCES

- (o) **Add the following references:**
- | | |
|--|---|
| SDEV's memo ref. () in
DEVB(W) 506/30/07
dated 16.11.2023 | Migration from NEC4
Engineering and Construction
Contract to the Hong Kong
Edition of NEC Engineering
and Construction Contract |
| (p) SDEV's memo ref. () in
DEVB(W) 546/84/01
dated 10.11.2023 | DEVB TC(W) No. 4/2014 &
No. 4/2014A Tender
Evaluation Methods for
Works Contracts – Merit /
Demerit Point for Safety |
| (q) SDEV's memo ref. () in
DEVB(W) 510/33/02
dated 22.11.2023 | Extension of Interim Relief
Measure to Combat the
COVID-19 Pandemic –
Special Payment for Imported
Items |

APPENDICES

- (r) Appendices 5.47G, **Delete the Appendices.**
5.47H, 5.47I, 5.47J,
5.47K, 5.47N, 5.47O
& 5.47P

CHAPTER 6 TENDER PROCEDURE

- (s) Item No. 4.12 in table
of Para. 1, reference
under the heading, first,
second and third
paragraphs of Para.
2.1.5, first paragraph of
Para. 2.1.6, Para. 3.1,
first and second
paragraphs of Para. 4.3,
Para. 6, second
paragraph of Para. 6.3,
first paragraph of Para.
6.14.2 & Para. 6.14.3,
item (k) of the third
paragraph of Para. 6.18;
and
Note # of Appendix
6.18.
- Replace “9.7.2021” with “10.11.2023”.**

PARAGRAPH 12 REFERENCES

- (t) **Delete the following reference:**

SDEV's memo ref () in DEVB TC(W) No. 4/2014 & DEVB(W) 546/84/01 dated No. 4/2014A Tender 9.7.2021 Evaluation Methods for Works Contracts Amendments to Tender Evaluation Methods in respect of the Attributes for Assessing Tenderer's Past Performance

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

SDEV's memo ref () in DEVB TC(W) No. 4/2014 & DEVB(W) 546/84/01 dated No. 4/2014A Tender 10.11.2023 Evaluation Methods for Works Contracts Merit/ Demerit Points for Safety

CHAPTER 7 CONTRACT MANAGEMENT

PARAGRAPH 7 CONTRACT PAYMENTS

- (v) Para. 7.7.4 **Replace the second last paragraph** "This interim relief measure will be implemented for a period of 18 months (i.e. up to 31 December 2023). DEVB would review the need to continue this measure or not before the end of the implementation period." **with** "According to SDEV's memo ref. () in DEVB(W) 510/33/02 dated 8 July 2022, this interim relief measure would be implemented for a period of 18 months (i.e. up to 31 December 2023). Afterwards, according to SDEV's memo ref. () in DEVB(W) 510/33/02 dated 22 November 2023, this interim relief measure is extended until further notice."

PARAGRAPH 22 REFERENCES

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

SDEV's memo ref. () in DEVB(W) 510/33/02 dated 22.11.2023 Extension of Interim Relief Measure to Combat the COVID-19 Pandemic – Special Payment for Imported Items

CHAPTER 8 TERM CONTRACT WORKS

PARAGRAPH 5 TERM CONTRACTS

- (x) Para. 5.1 **Replace** “and 9.7.2021” **with** “, 9.7.2021, 18.8.2023 and 10.11.2023,” **for the references under the heading.**
- (y) **Delete** “, invited on or after 22 March 2021.” and **replace** “as set out in DEVB TCW No. 4/2014 and further amended by DEVB TCW No. 4/2014A and SDEV’s memo ref. () in DEVB(W) 516/71/01 dated 29.9.2017” **with** “Pursuant to SDEV’s memo ref. () in DEVB(W) 546/84/01 dated 18.8.2023, a new attribute “bonus for joint venture with listed contractor in lower group or with probationary status” applicable to tender invitation from Group C Contractors only is included in Section (3) of the Stage II Marking of the Standard Marking Scheme and more weighting is allocated to the safety and innovation related attributes in tender assessment. SDEV’s memo ref. () in DEVB(W) 546/84/01 dated 10.11.2023 introduced a “merit / demerit point for safety” in the evaluation of works tenders to take account of the occurrence of serious safety incidents involving loss of life or serious bodily injury happened in both public and private construction sites.” **in the tenth paragraph.**
- (z) Para. 5.6 **Replace** “DEVB has introduced a special payment for materials and plant which are delivered to Hong Kong and properly stored off-site under term contracts in SDEV’s memo ref. DEVB(W) 510/33/02 dated 28.7.2022. This interim relief measure will be implemented up to 31 December 2023. DEVB will review the need to continue this measure or not before the end of the implementation period.” **with** “SDEV’s memo ref. DEVB(W) 510/33/02 dated 28.7.2022 introduced a special payment for materials and plant which are delivered to Hong Kong and properly stored off-site under term contracts. According to SDEV’s memo ref. DEVB(W) 510/33/02 dated 22.11.2023, this interim relief measure would be implemented until further notice.”. **in the last paragraph.**

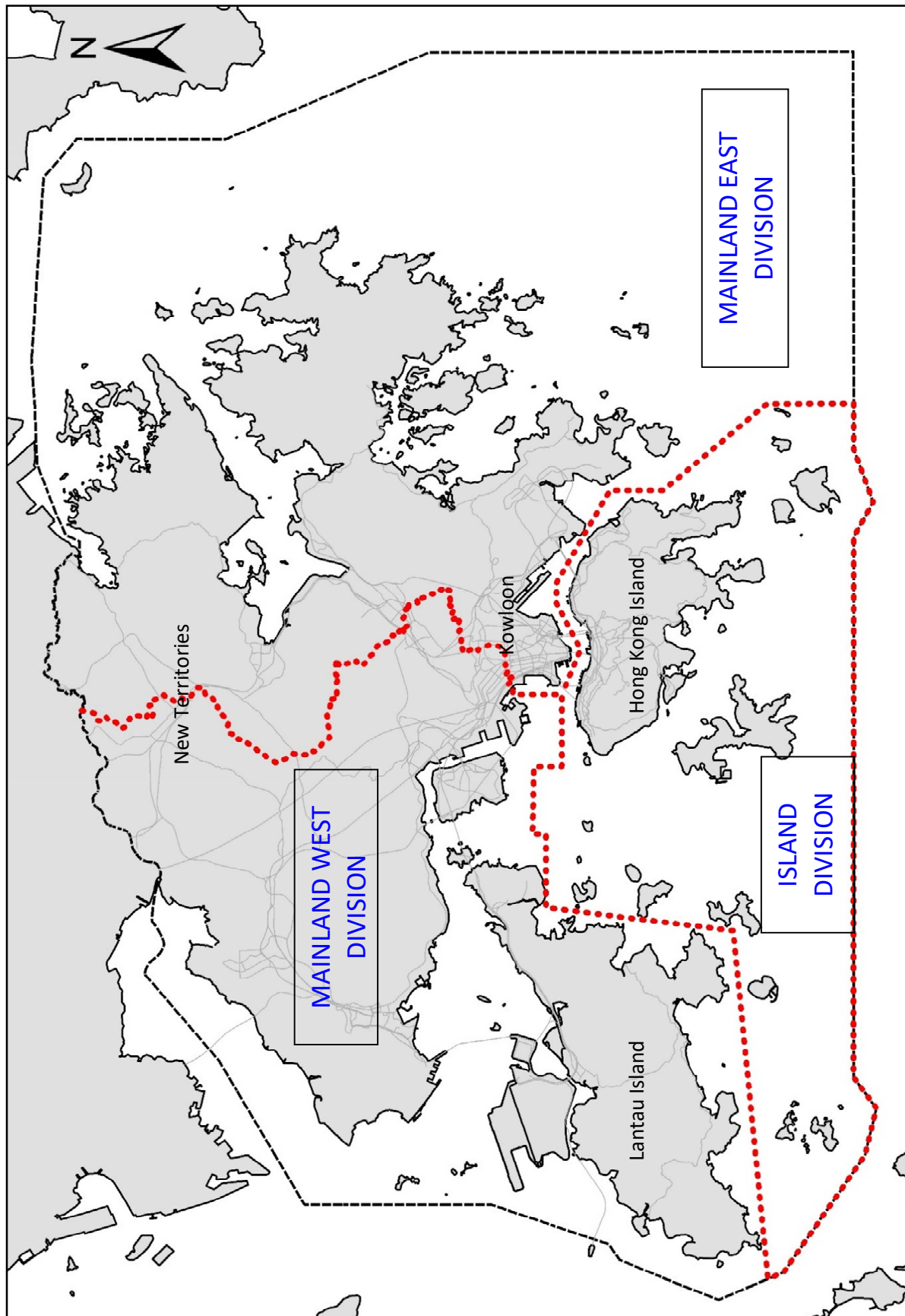
PARAGRAPH 6 REFERENCES

- (aa) **Add the following references:**
- | | |
|---|--|
| SDEV’s memo ref. () in
DEVB(W) 510/33/02
dated 22.11.2023 | Extension of Interim Relief
Measure to Combat the
COVID-19 Pandemic –
Special Payment for Imported
Items |
|---|--|

- (ab) SDEV's memo ref. () in DEVB(W) 546/84/01 dated 18.8.2023
- DEVB TC(W) No. 4/2014 & No. 4/2014A
Tender Evaluation Methods for Works Contracts
New Measures on
- A. Offering Incentive to Group C Contractors to Engage Lower Group Contractors as Joint Venture Participants
 - B. Enhancing Safety and Innovation Related Attributes in Tender Assessment
- (ac) SDEV's memo ref. () in DEVB(W) 546/84/01 dated 10.11.2023
- DEVB TC(W) No. 4/2014 & No. 4/2014A Tender Evaluation Methods for Works Contracts – Merit / Demerit Point for Safety

**Tech-innovation and Standards Unit
Civil Engineering and Development Department
8 February 2024**

APPENDIX 1.13 GEOGRAPHICAL AREAS OF GEO DISTRICT DIVISIONS



GEOGRAPHICAL AREAS OF GEO DISTRICT DIVISIONS