CHAPTER 1  PROJECT PLANNING

PARAGRAPH 1  OVERVIEW

(a) Para. 1.3  Add the following paragraph after the last paragraph:

Project departments should update their procurement plans (i.e. forecast of consultancies and works tenders to be invited in the forthcoming 12 months) for submission to DEVB on a quarterly basis. The forecast information will be consolidated and uploaded on the website of DEVB for reference by any interested parties (e.g. consultants and contractors). The link to access the forecast information is given below:


PARAGRAPH 4  STAGES IN THE PUBLIC WORKS PROGRAMME

(b) Para. 4.2.1  Add “and the forecast information on consultancies or works tenders as mentioned in paragraph 1.3, where suitable” after “for that year” in the sixth paragraph.

CHAPTER 2  PROJECT APPROVAL

PARAGRAPH 1  CHECK-LIST FOR PROCEDURES AND SUBMISSIONS UNDER THE PUBLIC WORKS PROGRAMME

(c) Para. 1  Add “and update procurement plan for submission to DEVB” after “detailed design if necessary” under “Action” column and “See Chapter 1” under “Remarks” column respectively to Item No. 3.1 of the table.
CHAPTER 6  TENDER PROCEDURE

PARAGRAPH 2  GENERAL

(d) Para. 2.5  
Add a new paragraph 2.5 after paragraph 2.4 and the associated footnotes as follows:

2.5  INTEGRITY

2.5.1  As stipulated in the SPR 109(d), integrity is one of the principles underpinning the policy of government procurement. To uphold the integrity of government procurement, procurement process and decisions should be done in an impartial manner. Procuring officers shall observe relevant guidelines and procedures in the Civil Service Code\(^1\), Civil Service Regulations (CSR)\(^2\), Civil Service Bureau (CSB) Circulars and Circular Memoranda\(^3\) on how to prevent or deal with conflict of interest situations and other integrity matters relating to government procurement.

2.5.2  Other useful resources published by the Independent Commission Against Corruption (ICAC) such as “Corruption Prevention Guide on Government Procurement of General Goods and Services” and “Toolkit on Managing Declared Conflict of Interest for Civil Servants” are also available on the Intranet of the Central Cyber Government Office (http://portal.ccg0.hksarg/en/) for procuring officers’ reference.

\(^1\) CSB’s website: https://www.csb.gov.hk/english/admin/conduct/1751.html
\(^2\) Procuring officers’ particular attention is drawn to the list of CSR and CSB Circulars & Circular Memoranda under the subjects of Conflict of Interest, Acceptance of Advantages and Entertainment and Investments at Annex of the Civil Service Code.
\(^3\) Procuring officers’ particular attention is drawn to Chapter 1A of SPR on Avoiding and Managing Conflict of Interest in Government Procurement.

PARAGRAPH 6  EXAMINATION OF AND REPORT ON TENDERS

(e) Para. 6.3  
Replace “public officers of professional rank or above” with “public officers of professional rank or above\(^4\) coming” and add the following footnote in the first paragraph:

\(^4\) For works departments, the assessment panel members, including the Chairman and other members, are public officers who shall
possess recognised professional qualifications in relevant
disciplines and acquire accredited degrees in relevant fields.

Add the following sentence after “member of the
assessment panel” in the first paragraph:

The meeting(s) of the assessment panel may be conducted
online by means of a secured video conferencing tool (i.e.
virtual meeting) in lieu of face-to-face, where found
suitable.

Replace “DEVB TCW No. 4/2014 and 4/2014A” with
“DEVB TC(W) No. 4/2014 and 4/2014A” in the first
paragraph.

APPENDICES

(f) Appendix 6.17

Delete “and the date for commencement of the Works”
and add “As stipulated in the attached letter from the
Engineer ref. (letter reference) of (date), the date for
commencement of the Works shall be on (date).1” after
“the delegation of authority to the Engineer’s
Representative” in the fourth paragraph.

Add the following footnote:

1 This paragraph should normally be used. If the date for
commencement of the Works cannot be determined at the time of
contract award, the following paragraph should be used instead:

“The Engineer for this Contract will be (title only), (address) who
will write to you separately regarding the delegation of authority to
the Engineer’s Representative and the date for commencement of
the Works.”

The wording of the sample letter of acceptance is based on General
and should be adjusted if other form of contract (e.g. NEC) is
adopted.

Add “The Engineer” in the c.c. list

Quality Management & Standards Unit
Civil Engineering and Development Department
9 April 2020