



**Civil Engineering and Development Department
Technical Circular No. 13/2019**

Computer Facilities for Works Contracts

Introduction

This technical circular (TC) sets out the departmental guidelines and procedures for inclusion of Contract Computer Facilities (CCF) in works contracts.

Effective Date

2. This TC takes immediate effect.

Effect on Existing Circular

3. This TC supersedes Civil Engineering and Development Department (CEDD) TC No. 10/2009 which is hereby cancelled.

Background

4. Environment, Transport and Works Bureau Technical Circular (Works) (ETWB TCW) No. 12/2004 promulgates general policies on inclusion of CCF in works contracts to improve the effectiveness of contract management. Subsequently, the Secretary for Development has issued a memo ref. () in DEVB(CS) 1/2/5 dated 1 August 2019 to amend the criteria for approval of CCF. This TC provides supplementary guidelines and procedures for implementing the requirements of the ETWB TCW and its amendment in the aforesaid DEVB's memo.

Approval and Endorsement of CCF

5. Pursuant to paragraph 5 of ETWB TCW No. 12/2004 and DEVB's memo ref. () in DEVB(CS) 1/2/5 dated 1 August 2019, the following officers in CEDD shall assume the role of 'Approving Officer':-

Type of Application		Approving Officer
Inclusion of CCF in a works contract	The total cost of CCF not exceeding \$10 million or 0.5% of the estimated contract sum, whichever is the lower	An officer at D1 rank or above
	The total cost of CCF exceeding \$10 million or 0.5% of the estimated contract sum, whichever is the lower	An officer at D2 rank or above
Transfer of ownership of CCF in a works contract to the Government		Assistant Director (Technical) (AD(T))

6. Where required by paragraph 10 of ETWB TCW No. 12/2004, applications for CCF shall be submitted to the Senior Engineer/Computer Services, Headquarters (SE/CS, HQ) for endorsement.

Contract Documentation for CCF in Works Contracts

7. The following standard documents that are kept in CEDD's Lotus Notes database 'CEDD Bulletin Board' under the category 'Contract Computer Facilities', together with the Particular Specification and Special Conditions of Contract at Annex 2 of ETWB TCW No. 12/2004, shall be used as a basis for preparation of contract documents -

- (a) Hardware Specification; and
- (b) Software Specification.

8. To ensure that all relevant staff are aware of any updates in the above documents, SE/CS is responsible for announcing the updates through electronic mails or memoranda.

Application Procedures

9. All applications for inclusion of CCF in a works contract shall be submitted using the form at **Appendix A**.

10. Project officers shall allow at least two weeks for the endorsement of the application, if required, by SE/CS.

Enquiries

11. Enquiries on this TC should be addressed to the SE/CS, CEDD HQ.

Reference

- (a) ETWB TCW No. 12/2004 – Computer Facilities for Works Contracts
- (b) DEVB's memo ref. () in DEVB(CS) 1/2/5 dated 1 August 2019

(Signed)

(Ricky C K LAU)
Director of Civil Engineering and Development

**Application for
Inclusion of Contract Computer Facilities in Works Contract and/or
Transfer of Contract Computer Facilities¹**

File Ref.: () in

Part I – Application (to be completed by the Project Officer)

1. I would like to apply for -

- inclusion of Contract Computer Facilities in a works contract.
 transfer of Contract Computer Facilities of an existing works contract (No. _____) to another works contract.
 transfer of ownership of Contract Computer Facilities from a works contract to the Government on ____ (date) / at the end of the expiry of the latest Maintenance Period*, with the following justification².

2. The proposed Contract Computer Facilities and the justifications/intended areas of contract management are detailed at **Annex A1³**.

3. Details of the works contract (in case of transfer between two works contracts, the works contract proposed to receive the Contract Computer Facilities) are as follows -

Contract Title:	
Contract No.:	Description of Works:
Date for Commencement of Works ⁴ :	Expected Date of Expiry of Maintenance Period (the latest if more than one):
Estimated Contract Sum (\$) (a):	Estimated Cost of Contract Computer Facilities (\$) ⁵ (b):
(c) = (b)/(a) x 100%	(b) ≤ \$10 million or (c) ≤ 0.5%, whichever is the lower (Yes/No) ⁵ : If No, please provide justifications:
Anticipated Site Staff Establishment ⁶ (e.g. 1CRE, 2SRE, etc)	

4. The Contract Computer Facilities will be tendered as part of the works contract in para 3.
 The Contract Computer facilities will be acquired/transferred* as a variation to the works contract in para 3.

5. The Contract Computer Facilities will be located⁷ at the site office/ _____*.

6. The contract documents will be prepared based on the following documents -

Document	Standard documents ⁸	Non-standard documents ⁹
Particular Specification and Special Conditions of Contract	<input type="checkbox"/> Particular Specification and Special Conditions of Contract clauses in Annex 2 of ETWB TCW No. 12/2004	<input type="checkbox"/>
Schedule of Contract Computer Facilities	<input type="checkbox"/> Hardware Specification Version Date: <input type="checkbox"/> Software Specification Version Date:	<input type="checkbox"/>

Remark:

Name _____ Post/ _____ / _____ Date _____ Signature _____
 (Project Officer) Office

Part II – Endorsement if required (to be completed by Senior Engineer/Computer Services)

I endorse the application, subject to the following conditions -

I do not endorse the application for the following reasons -

Name _____ Post SE/CS Date _____ Signature _____

Part III (A) – Approval for inclusion of Contract Computer Facilities or transfer of Contract Computer Facilities from one works contract to another

(to be completed by the officer at D1 rank or above, only for contract with total cost of Contract Computer Facilities ≤ \$10 million or 0.5% of the estimated contract sum whichever is the lower)⁵

I approve the application.

I do not approve the application for the following reasons -

Signature _____

Name _____

Post _____

(Officer at D1 rank or above)

Date _____

c.c. SE/CS

Part III (B) – Approval for inclusion of Contract Computer Facilities or transfer of Contract Computer Facilities from one works contract to another

(to be completed by the officer at D2 rank or above, only for contract with total cost of Contract Computer Facilities > \$10 million or 0.5% of the estimated contract sum whichever is the lower)⁵

I approve the application.

I do not approve the application for the following reasons -

Signature _____

Name _____

Post _____

(Officer at D2 rank or above)

Date _____

c.c. SE/CS

Part IV – Approval by AD(T) (only for Contract Computer Facilities proposed to be transferred to the Government)²

- I approve the application for transfer of Contract Computer Facilities to the Government.
- I do not approve the application for transfer of Contract Computer Facilities to the Government for the following reasons

-

Signature _____
Name _____
Post _____ AD(T) _____
Date _____

c.c. SE/CS

Please refer to the Explanatory Notes at Annex A2 for filling in this application form. Numbers in superscript refer to the numbering of the Explanatory Notes.

***delete where inappropriate tick where appropriate**

Explanatory Notes

1. ETWB TCW No. 12/2004 and this TC should be referred to when completing this application form. Please attach additional sheets to the application if space is insufficient.
2. Please note that, for transfer of ownership of Contract Computer Facilities to the Government, separate agreement of the DEVB in accordance with Annex 3 of ETWB TCW No. 12/2004 is required. The Project Officer should attach the agreement of DEVB for such transfer to the application. If the transfer of ownership is to be executed as a variation to the works contract, the Project Officer shall complete the relevant procedures of the Stores and Procurement Regulations specified at Annex 3 of ETWB TCW No. 12/2004 after the approval of AD(T) has been obtained.
3. Please refer to the Hardware Specification and Software Specification in CEDD's Lotus Notes database 'CEDD Bulletin Board' under the category 'Contract Computer Facilities' for details. 'Version date' of the Hardware Specification and Software Specification refers to the date of the document stated in the Lotus Notes database. Hardware and software other than those included in these two standard documents require special justification which shall be stated under 'Justifications/Intended Areas of Contract Management' at **Annex A1**. If the application covers computer networking, the Project Officer should observe the requirements at Annex 3 of ETWB TCW No. 12/2004.
4. Enter the expected date for commencement of the Works if the works contract has not yet commenced.
5. According to this TC & DEVB's memo ref. () in DEVB(CS) 1/2/5 dated 1 August 2019, the total cost of Contract Computer Facilities not exceeding \$10 million or 0.5% of the estimated contract sum whichever is the lower has to be approved by an officer at D1 rank or above. If the aforementioned limit is to be exceeded, a submission with justification has to be made to an officer at D2 rank or above for approval.
6. The site staff establishment down to the level of site staff who will use the Contract Computer Facilities shall be stated.
7. The Contract Computer Facilities should be deployed in the site office; otherwise justifications shall be provided on a separate sheet. The Contract Computer Facilities should not be re-deployed to another location without the prior approval of the Approving Officer.
8. Please do not attach standard documents to this application.
9. Non-standard documents, with deviations from the standard documents highlighted, shall be attached to this application.
