

Manual of
Beat Drugs Fund
Special Funding Scheme for
Drug Dependent Persons
Treatment and Rehabilitation Centres

August 2016

**Beat Drugs Fund
Special Funding Scheme for
Drug Dependent Persons
Treatment and Rehabilitation Centres**

This Manual sets out the basis for the use of the Beat Drugs Fund Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres (SFS) and guides the Non-Governmental Organisations (NGOs) through the procedures of application, payment and control of SFS grants. NGOs are required to comply with these provisions relating to the SFS grants.

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CHAPTER 1

Introduction

1.1 Objective of the Beat Drugs Fund

1.1.1 The Beat Drugs Fund (BDF) aims to promote worthwhile anti-drug activities which can help reduce the problem of drug abuse, particularly amongst the young, and to promote community-wide efforts and programmes in the campaign against drug abuse in Hong Kong.

1.2 Establishment of the Beat Drugs Fund

1.2.1 The BDF with a capital base of \$350 million was established in March 1996 to provide funding support for worthwhile anti-drug projects. A capital injection of \$3 billion was made in 2010 to better support the community efforts in anti-drug cause.

1.2.2 It is administered by the BDFA (incorporated under the Companies Ordinance, Cap. 32) on the advice of the Action Committee Against Narcotics (ACAN). The Narcotics Division (ND) of the Security Bureau provides secretariat support for the administration and management of the BDF.

1.3 Objective of the Special Funding Scheme

1.3.1 The objective of the SFS is to provide financial assistance to drug treatment and rehabilitation centres (DTRCs) for meeting the licensing requirements stipulated in the Drug Dependent Persons Treatment and Rehabilitation Centres (Licensing) Ordinance (Cap. 566) (the Ordinance) with a view to obtaining a licence and supporting sustained efforts in enhancing service capacity and sophistication.

1.4 **The Manual**

- 1.4.1 Grants approved before August 2016 will continue to be regulated by *the Guide to Application for Beat Drugs Fund Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres, the Manual of May 2011, the funding agreements signed between the BDFA and the grantees* or specified conditions prescribed in the approval of the grants as appropriate.
- 1.4.2 The provisions in the Manual are prescribed by the BDFA which may amend, supplement, apply, interpret and make exceptions to them. There may be reviews and updates of the Manual from time to time. Practice notes and guidance may also be issued by the BDFA from time to time to supplement the Manual.

Chapter 2

Eligibility and Level of Support

2.1 Eligibility

- 2.1.1 The Applicants should be the specified NGO operators of existing DTRCs operating with a licence or under a Certificate of Exemption (CoE) which require funding to meet the licensing requirements and / or to enhance service capacity and sophistication.
- 2.1.2 The SFS **only** covers the works connected with an existing DTRC, including but not limited to in-situ expansion or redevelopment / reprovisioning of an existing DTRC. The SFS does not cover works for setting up a new DTRC.
- 2.1.3 The Applicants may apply more than once to meet the licensing requirements and / or to increase the capacity and sophistication of their services in response to the changing drug scene. However, the Applicants should also note paragraphs 3.1.3 and 3.3.2 for requirements on the time of previous works and the lifespan of the items concerned.

2.2 Level of Support

- 2.2.1 The maximum amount of funding to be granted in normal circumstances to a project is **\$67 million** (see paragraph 2.2.2). The BDFA may, however, consider approving grants above the ceiling under exceptional circumstances with full justifications.

2.2.2 Subject to paragraph 2.2.3, grants disbursed for applications are set out in the table below:

<u>Approved Project Value</u>¹	<u>Maximum Grants</u>
≤ \$8 million	Full
> \$8 million	90% of approved project value or \$8 million, whichever is higher (in normal circumstances subject to a ceiling of \$67 million)

2.2.3 The BDFA retains absolute discretion in not approving funds up to the maximum level in any individual case, taking into account the merits of the proposal, the financial position of the BDF and the overall drug situation of the time.

¹ The approved project value refers to the value of the total amount of works, equipment and services of the project as recognised by the BDFA (in consultation with Government departments concerned) and after adjustment by the relevant tender price indices where applicable.

Chapter 3

Ambit

3.1 Works Projects

- 3.1.1 Works projects generally include construction of purpose-built premises (including those arising from redevelopment / reprovisioning), renovation / maintenance works for existing premises, engineer slope inspection or remedial works, and conversion and fitting-out works related to the addition / reduction of space provided for the existing premises etc.
- 3.1.2 Works projects outside the boundary of the concerned DTRC site may be supported, provided that such works are necessary for and incidental to the whole project (e.g. slope safety, fire safety, drainage, landscape and environment protection, road, public utilities or sewage connection works).
- 3.1.3 Renovation of premises which have been fitted-out or undergone major renovation in the last five years or which have a remaining life span of less than three years will normally not be considered. Full justifications must be given in the applications.

3.2 Preparation for Lodging an Application

Projects for which technical feasibility study required

- 3.2.1 For all purpose-built projects including those arising from redevelopment / reprovisioning, it is a prerequisite for the applicant to conduct a technical feasibility study (TFS) before applying for the SFS grant to cover the project cost.
- 3.2.2 For major renovation projects (e.g. incurring structural changes), the applicant may also conduct a TFS if deemed warranted by the situation.
- 3.2.3 A TFS should be carried out by an Authorised Person (AP) / Consultant engaged by the applicant under paragraph 3.2.6. As appropriate on a project-specific basis, a TFS should include a clear definition of the scope of the project, topographical survey, site investigation, an

assessment of the need for an environmental impact / risk assessment at the detailed design stage, site constraints, cost estimate, preliminary schematic design, general layout drawings, works programme and assessment of accessibility of site, availability of utility services, etc. The TFS report has to be submitted to the BDFA Secretariat for approval in consultation with the Architectural Services Department (ArchSD).

- 3.2.4 The applicant may apply for SFS grant for carrying out a TFS for projects under paragraphs 3.2.1 and 3.2.2. Under normal circumstances, the grant for a TFS shall itself be capped at **\$2 million**. Approval of such a grant, however, does **not** commit the BDFA to support the works project. For the avoidance of doubt, the grant for a TFS, as a preparation for the works project, will not be counted towards the \$67-million funding ceiling of the works project if subsequently approved.
- 3.2.5 Prior to applying for the SFS grant for carrying out a TFS, the applicant may apply for SFS funding for engaging an AP / Consultant to carry out the preparatory work, including the formulation of a project brief covering the project scope and nature, justification, implications concerning the environment / general utilities / slope maintenance / tree preservation / building safety / fire safety / transport / access road / land / visual impact / landscape / other relevant issues to be studied under the TFS; preparation of site sketches and a master layout plan; preliminary project estimates; preparation (including subsequent amendment) of tender documents for engaging an AP / Consultant to supervise the whole project from the TFS stage until completion of the construction works (see paragraph 3.2.6); and provision of other technical assistance needed by the applicant in applying for the SFS grant for carrying out the TFS. All submissions completed under such preparatory work have to be submitted to the BDFA Secretariat for approval in consultation with ArchSD.
- 3.2.6 For projects under paragraphs 3.2.1 and 3.2.2, the TFS stage and the detailed design / construction stage will be considered in a coherent manner. The applicant should conduct a tender exercise to engage an AP / Consultant to supervise the whole project from the TFS stage until completion of the construction works including defects rectification during defects liability period. The duties of the AP / Consultant engaged should include carrying out the TFS, preparing the TFS report for the BDFA Secretariat's approval (see paragraph 3.2.3), preparing the detailed design and tender documents for the construction works, and

providing other technical assistance needed by the applicant in applying for the SFS grant for the construction works. The applicant should follow the relevant procedures and Section 6.6 in Chapter 6 of this Manual in engaging the AP / Consultant.

3.2.7 For upholding the objectives of public accountability, transparency, and open and fair competition, the AP / Consultant (including its associated companies, associates or associated persons or in joint ventures with others) engaged for carrying out the preparatory work under paragraph 3.2.5 is **not** permitted to participate in the tender exercise for the AP / consultancy services for conducting the TFS cum detailed design and construction under paragraph 3.2.6.

3.2.8 The general procedures for purpose-built projects are outlined in *Annex 3.1*.

Projects for which TFS not required

3.2.9 For projects not requiring a TFS, prior to applying for the SFS grant for the project cost, the applicant may also apply for SFS funding for engaging an AP / Consultant to carry out the preparatory work. As appropriate and depending on the scope and complexity of the project, the preparatory work should include the formulation of a project brief covering the project scope and nature, justification and technical implications to be addressed; preparation of preliminary design; project estimates; preparation (including subsequent amendment) of tender documents for engaging AP / consultancy / professional services for conducting detailed design and construction; and other technical assistance needed by the applicant in applying for the SFS grant for the project cost. It should be noted that for these projects, the BDFA will decide whether funding will be approved for engaging an AP / Consultant to supervise the project (see paragraph 6.6.2). All submissions completed under such preparatory work have to be submitted to the BDFA Secretariat for approval in consultation with ArchSD.

3.2.10 For upholding the objectives of public accountability, transparency, and open and fair competition (see paragraph 3.2.7), the AP / Consultant (including its associated companies, associates or associated persons or in joint ventures with others) engaged for carrying out the preparatory work under paragraph 3.2.9 is **not** permitted to participate in the tender

exercise for the AP / consultancy / professional services for conducting detailed design and construction for the project.

Funding for preparatory work

- 3.2.11 For making an application for SFS funding for the preparatory work under paragraphs 3.2.5 and 3.2.9, the applicant should follow the relevant procedures in Chapter 6 of this Manual in procuring the AP / Consultant services for the preparatory work. The applicant should obtain written quotations from at least five APs / Consultants. Sample documents for inviting such written quotations are at **Annex 3.2**. Subject to the prior approval of the BDFA in consultation with ArchSD, the applicant should accept the lowest conforming quotation in normal circumstances.
- 3.2.12 The maximum amount of SFS funding to be granted for the preparatory work for a project under paragraphs 3.2.5 and 3.2.9 is **\$150,000**. Payment for the preparatory work will be made on a reimbursement basis after the submissions completed under the preparatory work have been approved by the BDFA Secretariat in consultation with ArchSD. For the avoidance of doubt, the SFS grant for the preparatory work will not be counted towards the \$67-million funding ceiling of the works project if subsequently approved.

3.3 Furniture and Equipment (F&E)

- 3.3.1 F&E items associated with works within the ambit of SFS and for the operation of the DTRC may be eligible for financial assistance under SFS and should normally be submitted together with the application for the associated works. The application should contain the detailed breakdown of the estimated costs, together with the justification for each item. Standalone applications for procuring F&E items or their replenishment will not be considered under the SFS. These applications shall be made in the regular BDF Funding Exercises.
- 3.3.2 Applications for replenishment of F&E for newly furnished and equipped premises within the last five years will normally not be considered. Full justifications must be given.
- 3.3.3 In considering the applications, reference will be made to the relevant information published by the Social Welfare Department (SWD) and /

or equivalent documents by other departments from time to time (see paragraphs 6.4.1 to 6.4.4).

3.4 Employment of Project Coordinator

- 3.4.1 Depending on the capability of the applicant concerned and the scale and complexity of the project, an applicant may include the salary of one project coordinator with relevant experience into the estimated project cost. Expenses incurred before the grant of funding approval will not be reimbursable. To provide flexibility, an applicant may hire more than one person to take up the role as project coordinators on a part-time basis. Approval of the BDFa Secretariat shall be sought before invitation and engagement of a project coordinator.
- 3.4.2 The principles of fairness and avoidance of conflict of interest must be upheld. The applicant shall furnish supporting information (including but not limited to salary, job description and the recruitment process) to facilitate consideration by the BDFa Secretariat.

3.5 Unallowable Costs

- 3.5.1 The SFS only covers costs related to the works project, associated professional fees and F&E items, and employment of a project coordinator. Other costs including but not limited to staff costs, administration costs, or other recurrent non-capital costs (e.g. utility charges) are **not** funded by the SFS.

3.6 Others

- 3.6.1 In addition to the items set out above, the BDFa may exercise discretion to fund further measures to facilitate and expedite a specific project on a merit basis, subject to individual circumstances.

CHAPTER 4

Application and Project Assessment

4.1 Submission of Application

- 4.1.1 All applicants are required to complete and submit in **triplicate** the Application Form at *Annex 4.1* with relevant supporting documents. Address of the premises concerned and details of the contact person should be clearly indicated in the application.
- 4.1.2 Completed application forms and relevant supporting documents (in triplicate) should be submitted in person / by mail / courier. Applicants should also enclose an electronic version with editable version of Annexes A and B to the Application Form in CD-ROM or USB to facilitate processing.
- 4.1.3 Applications from existing DTRC operators are accepted all year round.
- 4.1.4 All the information provided in the applications is binding on the successful applicants. Applicants are required to note in particular that the projected cash flow and implementation schedule of the approved projects should be strictly adhered to unless otherwise accepted or approved.
- 4.1.5 Applicants are required to provide additional or supplementary information in relation to their applications as and when required by the BDFA. However, it should be noted that applicants should provide the best and fullest information in their applications, and the BDFA is not obliged to request additional information.
- 4.1.6 The application should contain a detailed breakdown of the estimated costs of the works, giving full justification for each proposed item. If the estimate is not prepared by professional consultants, quotation from a contractor should be presented for reference (please refer to Chapter 6 for details). Items already supported by other funding sources (including self-financed items) should be separately shown in the application to facilitate consideration.
- 4.1.7 Applicants are strongly advised to include related items in the same application to facilitate consideration.

- 4.1.8 Applicants should also note that approval given for one item or one set of items does not necessarily render approval for another set / sets of related items. Under **NO** circumstances would the BDFA, ACAN or ND be responsible for any financial implications that might result from submitting applications for related items.
- 4.1.9 Repeated application for the same item(s) before announcement of the result will **not** be considered.
- 4.1.10 Where the works involve structural changes, the applicant should obtain prior approval / approval in principle from the relevant authority, landlord and / or the management body of the premises according to relevant ordinances and / or regulations.
- 4.1.11 Applicants who are in the process of preparing applications to or awaiting replies from Government departments concerned on the proposed works projects in their applications may submit applications to the SFS. If their SFS applications are considered support-worthy but approvals from Government departments concerned have not been obtained, the BDFA may give an approval-in-principle to the successful applicants. Upon receipt of documentary proof that necessary approvals from all Government departments have been obtained, a formal approval will be given by the BDFA to the applicants who can then claim disbursement of grant according to the procedures stated in Section 7.2.
- 4.1.12 Applicants should not enter into any firm financial commitment in respect of any project before their applications are approved. Any financial commitment made without the formal approval of the BDFA shall be the sole responsibility of applicants and will **not** be subsequently reimbursed under the BDFA.

4.2 Vetting and Processing of Applications

- 4.2.1 Advice on the support-worthiness of the applications is first sought from relevant Government departments before consideration by the ACAN and then the Governing Committee of the BDFA.
- 4.2.2 Applicants may be requested to present their proposals to the BDFA in processing the applications if deemed necessary.

- 4.2.3 In particular, ArchSD acts as the technical adviser to the BDFA in respect of building projects exceeding \$500,000. As far as project specific advice is concerned, ArchSD provides technical comments on the submission by applicants / APs of budgetary estimates, consultancy documents and recommendations, tender documentation and recommendations, and final account for final subvention level. For projects of \$500,000 or below, ArchSD provides technical comments on budgetary estimates and provides general advisory service upon request by the BDFA.
- 4.2.4 In examining the budgetary estimates, site inspections for the proposed works will be made by staff of ArchSD or the BDFA. To facilitate such site inspections, the applicant should provide full addresses of the premises concerned and details of contact person(s) and telephone number(s) upon submission of the application. The applicant's staff should be available on site to indicate to staff of ArchSD or the BDFA the exact locations of all proposed works. Information on the proposed works should be provided in detail and preferably with sketch drawings.

4.3 Factors to be Considered in Project Assessment

- 4.3.1 The ACAN and the BDFA will consider each application on its own merits. In considering an application, the ACAN and the BDFA will take account of, but not be limited to the following factors:
- (a) whether there is a demonstrated need for the proposed project;
 - (b) the number of beneficiaries of the proposed project;
 - (c) whether the proposed budget is reasonable and realistic;
 - (d) whether the proposed works will entail expensive recurrent maintenance expenditure; and
 - (e) the past performance of the applicant in operating DTRC(s).

Priority will be given to helping DTRCs operating under CoEs to obtain a licence.

4.3.2 The following applications shall not be considered:

- (a) projects eligible for Government subvention;
- (b) projects unrelated to existing DTRCs;
- (c) projects which have commenced before approval is given by the BDFA; and
- (d) projects which have been completed.

4.4 Outcome of Applications

4.4.1 The applicant will be informed in writing of the result of their applications. Decisions of the BDFA in respect of project approvals and disbursement of grants will be final.

CHAPTER 5

Conditions of Grant

5.1 Funding Agreement

5.1.1 The grantee (hereunder “NGO”) is required to enter into a funding agreement with the BDFA setting out various conditions of the grant which it must comply with. Principal ones may include the following:

- (a) NGO maintaining its status as a charitable organisation exempted from tax;
- (b) use of the grant on the project as applied for;
- (c) payment of grant in tranches, in keeping with the pace of progress of the project;
- (d) where the project is not fully financed by the BDF, payment of grant to start only after the NGO’s own contribution has been made and exhausted;
- (e) completion of the project and obtaining a DTRC licence with an agreed capacity for operation to start by an agreed date;
- (f) continued use of the facilities sponsored by the BDF for the operation of a DTRC licensed by SWD and such ancillary purposes as approved by Government only. For a DTRC on land / premises supported by the Government (e.g. granted or leased by the Government at nil / nominal / concessionary premium or rent), this control should normally remain indefinitely. For a DTRC on private land, this control may be imposed for a period of up to ten years, with the exact duration to be determined on a case-by-case basis taking into account the amount of the BDF sponsorship and the total project cost, among other things (e.g. service needs);
- (g) submission of service statistics as required (e.g. output and outcome indicators);
- (h) submission of annual audited accounts and annual reports on operation for the first five years from start of operation. The first

annual audited accounts should cover the NGO's compliance with the key terms and conditions in the funding agreement; alternatively, the NGO may prepare separate audited accounts for the project, which should cover the NGO's compliance with the key terms and conditions in the funding agreement. When defining the auditing scope, NGO should observe the relevant guidelines and standards issued by the Hong Kong Institute of Certified Public Accountants; and

- (i) grantor's right to exercise powers to terminate the funding agreement upon occurrence of certain events of default (e.g. cessation of DTRC operation or failure to maintain a DTRC licence – item (f) above) and to require the NGO to repay the grant or otherwise compensate the grantor for any loss or damage incurred as a result of the NGO's breach. This right applies throughout the relevant period set out in item (f) above.

5.2 Commencement Date and Ongoing Monitoring

- 5.2.1 The approved project should start within six months from the date of approval of the grant. Special approval of the BDFA must be sought if the project cannot start within this specific period.

CHAPTER 6

Procurement

6.1 Preamble

6.1.1 The procurement of works, stores, and other services funded by the SFS as well as management of those works, stores and services procured should follow procedures set out below. NGOs, at the time of incurring the expenditures, should exercise due diligence to ensure no over-commitment in spending and expenditure items being limited to those having obtained prior approval.

6.1.2 For the purpose of the SFS, –

- (a) stores refer to all articles purchased or acquired by funds granted under the SFS, excluding land and buildings;
- (b) services refer to tasks performed by firms / organisations for and on behalf of the NGOs;
- (c) works refer to construction and engineering works; and
- (d) where a contract for the supply of stores includes the provision of incidental services / works and the value of the services / works does not exceed that of the stores, the contract shall be construed as a contract for the supply of stores. The same principle applies to a contract for the supply of services or works.

6.1.3 The procurement procedures are designed to achieve the following objectives:

- (a) Public accountability and value for money

Funding granted under the SFS is public money. NGOs are accountable to the public for the use of the funds allocated from the SFS and should always be prepared to account for their purchasing decisions. NGOs are obliged to achieve the best value for money for their procurement and exercise prudence in funding disbursement.

(b) Transparency and open and fair competition

NGOs need to serve with integrity and in a publicly accountable and transparent manner. NGOs should observe due diligence and avoid conflicts of interest even in the most pressing circumstances. All requirements and specifications of the intended procurement should be clear and made known to all the possible suppliers and contractors. It is necessary to uphold principles of fairness, competition and level playing field in all procurements. All tenderers and suppliers should be treated, and are seen to be treated, on equal footing.

6.1.4 As part of good corporate governance, individual NGOs are responsible for the setting up and monitoring of their own procurement and stores management system with adequate checks and controls and in accordance with the principles mentioned in paragraph 6.1.3 above. The procedures below provide a general framework for NGOs to establish their own systems.

6.2 Quotation and Tender Ceilings

6.2.1 Except as provided in paragraph 6.3.2, the quotation / tender ceilings are as follows:

Value of a single procurement / contract	Quotation / tender requirements
(a) Not exceeding \$5,000	Quotations or tenders may be dispensed with.

Value of a single procurement / contract

Quotation / tender requirements

(b) Exceeding \$5,000 and not exceeding \$20,000

NGOs should obtain quotations from at least two contractors or suppliers. All verbal quotations should be properly documented or confirmed in writing. Written quotations are however required for the engagement of APs / Consultants.

(c) Exceeding \$20,000 and not exceeding \$50,000

NGOs should obtain written quotations from at least two consultants, contractors or suppliers.

(d) (i) For works exceeding \$50,000 and not exceeding \$1,000,000

(ii) For services exceeding \$50,000 and not exceeding \$500,000

(iii) For stores exceeding \$50,000 and not exceeding \$200,000

NGOs should obtain written quotations from at least five consultants, contractors or suppliers, although some form of tendering (open or restricted where justified) is generally preferred, especially for works contracts exceeding \$500,000.

Value of a single procurement / contract

Quotation / tender requirements

- | | | |
|---|---|--|
| <p>(e) (i) For works exceeding \$1,000,000</p> <p>(ii) For services exceeding \$500,000</p> <p>(iii) For stores exceeding \$200,000</p> | } | <p>NGOs should obtain tenders from at least five contractors / consultants with tender documents containing all requirements and specifications. Where a marking scheme is adopted for assessment of tenders, this should be drawn up before inviting tenders.</p> |
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6.2.2 In case engagement of AP(s) / Consultant(s) is involved, NGOs are also required to follow the procedures set out in Section 6.6.

6.3 Procurement Authority and its Delegation

6.3.1 The NGO's Board of Management (the Board) may in writing delegate authority to –

- (a) individual staff members at appropriate levels or quotation / tender boards each composing of not less than three persons including at least one senior staff member to conduct procurement and to approve inviting the appropriate number of quotations or tenders specified in paragraph 6.2.1 and accepting the lowest conforming quotation; and
- (b) tender boards to accept the lowest conforming tender.

6.3.2 Subject to paragraph 6.3.3, the Board may itself approve inviting or accepting quotations / tenders from less than the number of specified contractors, or not accepting the lowest conforming offer for procurement / contract with a value not exceeding \$1,000,000 (for works), \$500,000 (for services) or \$200,000 (for stores). The Board may also in writing delegate authority to individual staff members of appropriate level or tender / quotation boards to approve inviting or accepting quotations from less than the specified number of bidders, or

not accepting the lowest conforming quotations for procurement with a value not exceeding \$500,000 (for works), \$250,000 (for services) or \$100,000 (for stores) in accordance with a set of conditions and procedures to be prescribed by the NGO. Please refer to paragraph 7.1.7 on an implication of invoking the exceptional authority mentioned in this paragraph.

- 6.3.3 The justifications for the exercise of the exceptional authority by the Board or others must be properly documented on each occasion. For example, for patented items distributed through a sole agent, justification should be provided as to why the particular brand is required. Documentary proof from the supplier that he is the sole agent of the goods should also be provided.
- 6.3.4 In the exercise or delegation of the procurement authority, the Board should ensure that –
- (a) the staff members or the quotation / tender boards responsible for procurement matters interpret the tender / quotation limits strictly and that they do not evade the limits by dividing procurement requirements into instalments or by reducing the usual duration of contracts;
 - (b) the reasons for inviting particular contractors or suppliers for quotations or tenders should be properly documented; and
 - (c) for procurement conducted by individual staff members, the staff who invites the suppliers / contractors for obtaining quotations should not be the same person to accept the offer for the purchase, as far as circumstances permit.

6.4 Procurement of F&E

- 6.4.1 When preparing applications which cover purchase of F&E and/ or making decisions on purchase of F&E, reference should also be drawn to the following information released by SWD –
- (a) “Reference F&E Lists” for SWD–subvented services², if any; and

² The F&E item(s) of the reference lists are presented by categories as examples that are commonly found in different types of SWD-subvented services. The NGOs should consider selecting suitable F&E item(s) to meet their actual operational needs.

- (b) the latest “Price List of Common Furniture and Equipment” for the reference prices of individual commonly found F&E items.

The aforementioned lists are available from the homepage of SWD.

- 6.4.2 Where the items are not included in the Price List under paragraph 6.4.1(b), the amount requested in the application stage should be supported by at least one quotation which the NGO considers to be value for money.
- 6.4.3 For purchase of IT equipment, NGOs are reminded to have its own corporate governance on IT security policies, standards, guidelines and procedures. Adequate security measures should also be in place to protect the restricted data to be stored in IT equipment and transmitted in the wired and wireless network.
- 6.4.4 The following general principles should be observed in purchase of F&E items –
 - (a) the F&E items to be purchased should be for providing DTRC services recognised by SWD and satisfying operational needs;
 - (b) no excessive or extravagant items should be purchased;
 - (c) NGOs should ensure that the F&E items to be purchased are value for money and be prudent in using the SFS fund;
 - (d) due consideration should be given to legislative requirements, occupational health and safety, and environmental friendliness; and
 - (e) for replacement of existing F&E items, due consideration should also be given to whether the existing items are still serviceable. Replacement of F&E items purchased for less than five years will normally not be supported.

6.5 Procurement Procedures

- 6.5.1 NGOs should ensure that the contractors, service providers or suppliers are technically competent and financially capable of carrying out the works, providing the services or supplying the goods. In general, Government lists (on a list of Approved Contractors or Specialist

Contractors for Public Works) or licensed contractors (e.g. Registered General Building Contractors, prescribed building professionals (PBPs) and / or prescribed registered contractors (PRCs) registered with the Building Authority) for any particular type of works should be used to undertake the works.

- 6.5.2 Before and when carrying out works projects, NGOs should comply with all requirements of relevant ordinances and regulations, and any laws and / or requirements stipulated by relevant authorities that may be enacted from time to time. NGOs have the responsibility to seek advice and / or seek approval from such authorities.
- 6.5.3 NGOs should ensure that all procurements using the SFS grants should be within the ambit of the respective grants and within the scope set out in the details of individual approval letters. These details should be adequately reflected in the quotation or tender documents.
- 6.5.4 All procurements should be conducted promptly or timely upon approval of the project-specific grant. Fitting-out works should comply with the programme endorsed. Any additional cost due to inflation attributable to the delay of NGOs / APs / Consultants in conducting the quotation or tender exercises will be the NGOs' sole responsibility.
- 6.5.5 NGOs should also follow, as far as practicable, the good practice set out in the "Best Practice Checklist – Governance and Internal Control in Non-Governmental Organisations" ("Best Practice Checklist") issued by the Independent Commission Against Corruption (ICAC) from time to time. NGOs should also make reference to the Best Practice Checklists on "Letting and Administration of Works Contracts", "Construction Quality Control Testing" and "Management of Works Consultancies" issued by the ICAC. These Best Practice Checklist are available from the homepage of the ICAC³.
- 6.5.6 The procedures on handling written quotations are detailed at *Annex 6.1*.
- 6.5.7 For works projects exceeding \$500,000, where some form of tendering is prescribed as generally preferred, the NGO or its APs should submit the following documents to the BDFA, copied to ArchSD (Attention : Chief Technical Adviser (Subvented Projects)), for endorsement –

³ http://www.icac.org.hk/en/corruption_prevention_department/pt/nse/index.html;
http://www.icac.org.hk/en/corruption_prevention_department/pt/pc0/index.html

- (a) the draft quotation / tender documents and the list of the proposed contractors and the invitation letter, where applicable, before invitation of quotation / tender (a copy of the BDFA's letter approving the grants should also be attached); and
- (b) after assessment of quotations / tenders but before awarding the contract, the quotation / tender recommended by the NGO together with the quotation / tender report and other relevant supporting documents.

NGOs should also refer to **Annex 6.2** on the detailed procedures.

6.5.8 A detailed rundown of the tendering procedures for works projects from preparation of tender documents to the approval of tender with special reference to the requirements at paragraph 6.5.7 is prepared at **Annex 6.2**.

6.5.9 The tendering procedures for F&E or other services are provided at **Annex 6.3**.

6.6 Engagement of Authorised Persons / Consultants for Works Projects

6.6.1 In the context of the SFS, APs / Consultants must be engaged for purpose-built projects including those arising from redevelopment / reprovisioning as well as major renovation projects warranting the conduct of TFS (paragraphs 3.2.1 and 3.2.2). Under paragraph 3.2.6, an NGO should conduct a tender exercise to engage an AP / Consultant to supervise the whole project from the TFS stage until completion of the construction works including defects rectification during defects liability period. The NGO should provide for exit arrangements in the agreement to be entered into with the AP / Consultant engaged to cater for possible situations (e.g. the feasibility of the project not established, or the performance of the AP / Consultant unsatisfactory).

6.6.2 In other circumstances, BDFA will decide whether grants will be approved for NGOs to engage APs / Consultants to supervise the projects after consulting ArchSD and taking into account the guidelines in paragraphs 6.6.3 and 6.6.4.

6.6.3 In general, NGOs are encouraged to engage AP(s) / Consultant(s) to prepare design, tender documents and to supervise the project works. The following cases normally require the engagement of APs/Consultants:

- (a) building or drainage works involving the statutory approval of the Building Authority must be handled by an AP;
- (b) alteration of existing air-conditioning and ventilation system where design input from a building services engineer is required;
- (c) design and detailing of a folding sliding partition where an architect is called for;
- (d) design and supervision of kitchen equipment installation where the appointment of architect or building services engineer is required;
- (e) engineer slope inspection and remedial works which require the input of a geotechnical engineer; and
- (f) other major renovation works which incur structural changes.

6.6.4 However, the engagement of an AP / Consultant is normally not considered necessary if the work is simple, straightforward and involves only a fairly small sum of money. Examples are painting / repainting of walls and ceilings, minor repair to doors and fittings, installation of manually operated roller shutter not exceeding 10 metres, and routine slope maintenance unless they are subject to requirements of the relevant ordinances / regulations and other requirements and / or laws enacted from time to time.

6.6.5 The normal duties of the Project APs / Consultants are detailed in *Annex 6.4*.

6.6.6 The points to note in the selection of APs / Consultants are detailed in *Annex 6.5*.

6.6.7 The fees and payment terms for APs / Consultant should adopt the following principles:

- (a) the fee shall be on a lump sum basis;

- (b) the payment terms (including a schedule of fees showing the breakdown of fees at each stage of the project) shall be stipulated in the relevant consultancy agreements. Reference can be made to the Handbook issued by the Architectural and Associated Consultants Selection Board, which is available from the homepage of ArchSD⁴;
- (c) for the appointment of Quantity Surveying (QS) Consultant, a separate and independent consultancy agreement should be used;
- (d) time charge payment method should be avoided;
- (e) the total professional fees for a project should not exceed 10% of the total cost of works which include –
 - (i) preliminaries at 10% of the cost of works where this exceeds \$800,000 (15% of works if the cost does not exceed \$800,000); and
 - (ii) contingencies at 10% of the cost of the works plus preliminaries;
- (f) the APs / Consultants may claim up to 95% of their approved professional fees upon the issuance of the Certificate of Practical Completion but Quantity Surveyor may only claim up to 85% at this stage. For the remaining 5% or 15% in the case of the Quantity Surveyor, payment will be retained until satisfactory completion of the final account and the determination of the final admissible project cost as stated in paragraph 7.2.10.

6.6.8 The procurement of AP's / Consultant's services should follow the principle of public accountability, value for money, transparency and fair competition. NGOs should follow the procurement and tender / quotation procedures in Sections 6.1 to 6.3 and note the following:

- (a) upon receipt of the the BDFA's letter approving grants for the engagement of an AP / Consultant to supervise the project, the NGO should proceed to select the appropriate AP / Consultant for the project. The bidding documents and invitation letter as well as the returned fee proposals should be forwarded to the BDFA for

⁴ [https://www.archsd.gov.hk/en/publications-publicity/architectural-and-associated-consultants-selection-board-\(aacsb\).aspx](https://www.archsd.gov.hk/en/publications-publicity/architectural-and-associated-consultants-selection-board-(aacsb).aspx)

endorsement in consultation with ArchSD before the issue of invitation and the award of contract respectively;

- (b) for consultancy or professional services with a value not exceeding \$500,000, a quotation exercise based on a description of services required, details of the project and price competition basis will be acceptable;
- (c) for consultancy or professional services with a value exceeding \$500,000, the NGOs should conduct a selection exercise on the basis of the assessment of both technical and fee proposals with the aid of a pre-determined marking scheme. NGOs will be notified of the detailed procedures upon receipt of the approval letter to ensure they are completely familiar with the procedures.

6.6.9 NGOs should adopt the following procedures in planning geotechnical engineering projects:

- (a) where study / works required are mainly geotechnical (e.g. slope investigation and / or repair), a geotechnical engineering consultant should be appointed to handle the project. To avoid multiple consultancies / fees, the NGO should ascertain that the consultant can process the necessary submissions to the Buildings Department through either himself / herself (if an AP), an AP in his / her firm, or an AP in an associated firm. Any of these arrangements are acceptable, provided that no additional fees are charged by the consultant or AP as a result;
- (b) where the NGO is served with a Dangerous Hillside Order demanding a slope investigation, the NGO should submit to the BDFA a minimum of five quotations on fee proposals obtained from the list of geotechnical engineers issued by the Geotechnical Engineering Office of the Civil Engineering and Development Department (CEDD) who have expressed interest to submit fee proposals. The NGO will recommend the most appropriate fee proposal from the five proposals to the BDFA for approval in consultation with ArchSD;
- (c) upon being notified of the approval of the consultant selected, the NGOs should appoint the consultant for the job. The consultant is required to follow the list of supported items in the approval letter;

- (d) the consultant should invite tenders / quotations from qualified contractors from the Buildings Department Specialised Contractors' Register for Ground Investigation Field Works, Site Formation Works or other appropriate categories to carry out the tests and field works and other works as required, in accordance with the procedures set out above;
- (e) the consultant should be reminded that the Geotechnical Engineering Office maintains a collection of published and unpublished documents at the Civil Engineering Library, including ground investigation reports, which may be relevant to the study;
- (f) 5% of consultant fee will be retained until (i) Certificate on Completion (Form BA14) has been accepted by the Buildings Department; (ii) contractors' final accounts settled; and (iii) as-constructed drawings prepared, submitted and accepted, whichever is applicable;
- (g) NGOs are encouraged to refer to the Layman's Guide to Slope Maintenance, which can be obtained free of charge from the Geotechnical Engineering Office of the CEDD and the District Offices of the Home Affairs Department. A more comprehensive publication "Guide to Slope Maintenance (Geoguide 5)" published by the Geotechnical Engineering Office is available for sale at the Government Publications Sales Unit of the Information Services Department and accessible from the website of CEDD (<http://www.cedd.gov.hk/eng/publications/index.htm>).

6.7 Conflict of Interest

- 6.7.1 A conflict of interest is a situation in which the interest of the NGOs competes or is in conflict with the financial or personal interests of a Management Board or staff member, or their family members or close personal friends. A conflict of interest may be actual, potential or perceived.
- 6.7.2 NGOs should remind and require Management Board or staff members involved in the procurement process (including engagement of AP(s) / Consultant(s)) to avoid any conflict of interest. If this is unavoidable, the Management Board or staff members concerned should make the

relevant declaration for a management decision as to whether they should abstain from the procurement exercise.

- 6.7.3 NGOs should set up their own system for the declaration of interest which should include the essentials detailed in the “Best Practice Checklists” mentioned in paragraph 6.5.5.

Chapter 7

Financial Control

7.1 Budget Variations

- 7.1.1 For works contracts, the NGOs / APs may only approve variations at / below \$300,000 and below 25% of the total approved grant, of the following nature –
- (a) variations which are necessary for the completion of the works within the scope of the funding approval, subject to the availability of funds in the contract sum; or
 - (b) variations which are within the approved scope of works and would not incur additional cost.
- 7.1.2 For F&E contracts / items, variations which are within the original scope of the contract / cost item, and are at / below \$300,000 and below 25% of the total approved grant, are normally permitted. NGOs should observe any relevant guidelines issued by SWD on F&E items.
- 7.1.3 For all variations above \$300,000 and below 25% of the total approved grant, NGOs are required to obtain the prior approval of the BDFA Secretariat; variations above \$300,000 and at / above 25% of the total approved grant require the prior approval of the BDFA; variations at / below \$300,000 and at / above 25% of the total approved grant require the prior approval of the BDFA.
- 7.1.4 APs / Consultants shall be required in consultancy agreements to obtain the prior approval of the employer (i.e. the NGO) before issuing major variations which may commit the NGO to additional expenditure of a value estimated to be above \$300,000, with the exception in emergencies where the order of the variations is essential and it is impracticable to seek such prior approval. NGOs should immediately inform the BDFA Secretariat of variations made without such prior approval. The BDFA / BDFA Secretariat will determine the subventability of such variations in consultation with ArchSD.
- 7.1.5 For monetary and extension of time claims above \$300,000, NGOs are required to obtain the prior approval of the BDFA; monetary and

extension of time claims at / below \$300,000 and at / above 25% of the total approved grant require the prior approval of the BDFA. The BDFA will determine the subventability of such claims in consultation with ArchSD.

- 7.1.6 The variations made, the approvals sought and the justifications for the variations made should be properly documented and reported to the BDFA Secretariat on a quarterly basis. The BDFA Secretariat may seek further information or clarification if needed. If there is any doubt over the exercise of power of the approving authority, the NGO should contact the BDFA Secretariat at once.
- 7.1.7 Where there is a subsequent increase in cost due to circumstances beyond the control of the NGO concerned (e.g. the lowest conforming bid in a tender exercise is higher than the approved estimate), it may apply for supplementary provision. Prior written approval of the BDFA must be obtained. A supplementary grant will however normally not be considered if the exceptional authority of paragraph 6.3.2 of the Manual has been invoked while conducting the quotation / tender exercise concerned, unless the prior agreement of the BDFA / BDFA Secretariat has been obtained for the acceptance of that particular quotation / tender. The NGO must not assume however that a supplementary grant will always be approved.

7.2 Payment of Grant

- 7.2.1 Payment of the SFS grant is normally made on a reimbursement basis.
- 7.2.2 Payment of the approved grants from the SFS can be made by the Treasury direct to the NGO's bank account if the NGO has completed the necessary authorisation. Otherwise, a cheque will be issued to the NGO.
- 7.2.3 Where a project is not fully financed by the SFS, the NGO should use up its contribution before calling on the allocation from the SFS. The NGO should submit evidence to show that the contribution has been used up.
- 7.2.4 When the NGO is unable to meet the expenses first, it may apply for direct payment from the SFS. Full justification must be given together with an undertaking that receipts of works and purchases would be

submitted to BDFA as soon as possible, and in any case not later than one month after the receipt of payment from the SFS.

- 7.2.5 The project should be entered as a separate item into the audited financial statements of the NGO. Please also refer to paragraph 5.1.1(h) on the submission of the annual audited accounts.
- 7.2.6 The NGOs should submit the following documents to the BDFA for payment claim:
- (a) duly completed payment claim form (see *Annex 7.1 (Rev 2016/08)*) signed by a designated person of the NGO. He / she should be the project-in-charge and a senior officer of the NGO (e.g. organisation head or department head etc.). In any time, there should be no more than two designated persons in an NGO. Any change to the designated person should be notified to the BDFA Secretariat without delay; and
 - (b) original plus one copy of all the receipt / invoices related to the claim. The original receipt / invoices will be kept by the BDFA.
- 7.2.7 The payment claim should be submitted to the BDFA within the time specified in the approval letter. The normal time frames are detailed in *Annex 7.2*. Failure to submit the payment claim within the time specified may result in the unclaimed balance of the grant to be returned to the SFS.
- 7.2.8 Where circumstances justify (e.g. when the project is found not up to the requisite standard or where the original receipts, invoices or certificates submitted are found not acceptable), the BDFA may withhold or reclaim any payment from the NGO.
- 7.2.9 Please refer to Section 6.6 regarding the release of payment to APs / Consultants.
- 7.2.10 At the final account stage for works and F&E contracts, the detailed contract account prepared by the AP / Consultant with full supporting information detailed at *Annexes 6.4.1 and 6.4.2* should be forwarded to the BDFA Secretariat. Final payment will be made only after ArchSD or the BDFA has examined the final account and recommended a project cost admissible for the BDF grant. If the final admissible project cost is smaller than the amount released from the BDF grant, the

NGO has to return the excess amount to the BDFA. Any deficit exceeding the grant will however be borne by the NGO. In vetting the final account, site inspections for the completed works may be made by staff of ArchSD or the BDFA. To facilitate such site inspections, the NGO should provide full addresses of the premises concerned and details of contact person(s) and telephone number(s) upon submission of final account. The NGO's staff should be available on site to indicate to staff of ArchSD or the BDFA the exact locations of all completed works and F&E items. Information on all variations and additional works should be provided in detail and preferably with sketch drawings.

- 7.2.11 The final contract statement, excluding retention money, should be submitted to the BDFA Secretariat not later than three months after the expiry of the defects liability period of the project. Early finalisation of account is to the mutual benefit of the NGO, the AP and the BDFA. All parties should pledge to co-operate fully in this respect.
- 7.2.12 Release of payment claims of the contract sum at the practical completion stage will be set at 95%. The remaining 5% of the contract sum will be released upon the BDFA's approval of the final account of the contract based on the recognised works items.
- 7.2.13 In cases where no AP / Consultant is engaged, payment will be made on reimbursement basis up to 95% of the grant, which will be supported by original receipts and invoices and an undertaking submitted by the NGO that the works are in accordance with the scope and standard of works approved by the BDFA. The payment of the remaining 5% of the grant will be made against original receipts and invoices upon the advice of ArchSD.
- 7.2.14 For projects with a final admissible total project cost above \$8 million, if the final admissible total project cost is lower than the approved project value, the corresponding contributions by the BDFA and the NGO will be adjusted downward to 90% and 10% respectively of the final admissible total project cost (subject to a minimum BDFA contribution of \$8 million). The amount paid by the NGO in excess of its required contribution will be returned to the NGO.

7.3 Receipt and Payment of Stores / Fixed Assets

7.3.1 Upon receipt of the goods, the officer responsible should ensure that inspection (and testing where appropriate) would be conducted as soon as possible. Discount for prompt payment should be taken into consideration in the settlement of the bills.

7.4 Records, Stock Taking and Verification

7.4.1 Stores are classified into inventory and non-inventory items. Inventory items are generally stores of permanent or non-consumable nature and with a unit cost at or above \$1,000 at the time of purchase, while all the other stores are non-inventory items.

7.4.2 Each inventory item procured using SFS grant should be labelled with an assigned serial number and recorded in the inventory record or fixed asset register within a reasonable period after procurement as stipulated by the management.

7.4.3 An inventory record should be kept and should contain the following information:

- (a) description of the item;
- (b) the assigned serial numbers;
- (c) physical location;
- (d) date of acquisition;
- (e) cost of acquisition and source of fund to acquire the assets; and
- (f) date, reasons and authorisation for scrap or disposal.

Reference to file / document records should be entered where appropriate.

7.4.4 Routine physical checkings of inventory should be conducted at least once a year. The results and records of the checkings should be retained properly. Any discrepancies found should be investigated and reported to the management.

7.4.5 While the routine checkings of inventory may be done by staff of the DTRC, the NGO's headquarters management should undertake random / surprise / supervisory physical checkings to ensure the completeness and accuracy of the record.

CHAPTER 8

Other Issues

8.1 Sponsorship

- 8.1.1 NGOs are required to report to the BDFA Secretariat when accepting any other sponsorship for the projects supported by the BDF. Sponsorship must be properly accounted for in the final account to be submitted to the BDFA Secretariat. NGOs should be cautious in accepting sponsorship which should not bring disrepute to the BDFA. NGOs should consult the BDFA Secretariat in case of doubts.

8.2 Keeping Records of the Projects

- 8.2.1 An asset register should be maintained by NGOs for verification of the existence and completeness of the assets purchased with SFS grants (Please also refer to Section 7.4). It is the responsibility of the management of NGOs to institute internal controls to safeguard the assets, detect fraud or irregularities, and ensure reliability of records and compliance with relevant ordinances and regulations, including those enacted from time to time.
- 8.2.2 The books of accounts and all other relevant records and information related to the SFS grant should be retained by the NGOs for at least seven years after the completion of the projects or release of the final payment or in accordance with the prevailing statutory requirements whichever the longer. These books and records should, at all reasonable time, be available for inspection by any authorised staff of the BDFA Secretariat and the Audit Commission.

8.3 Annual Estimates of Cash Requirements for Approved Projects

- 8.3.1 NGOs should submit the yearly project estimates following immediate approval of grant to facilitate committing necessary funding in respect of approved grants of over \$500,000. NGOs are required to provide accurate and realistic estimates, in consultation with their APs / Consultants, suppliers, and contractors, lest SFS funds otherwise available for allocation to new projects would be unnecessarily locked

up. NGOs should conduct yearly review of the project estimates and inform the BDFA Secretariat should there be any change.

8.4 Acknowledgement of SFS Grants

- 8.4.1 NGOs shall give appropriate acknowledgement to the BDFA in the implementation of the approved projects, including in all publicity or published materials associated with the projects.
- 8.4.2 For assets purchased with the SFS grant, the BDFA has a right to require the NGOs to return them upon project completion.
- 8.4.3 For buildings fitted out / renovated / constructed with the SFS grant, the NGO is required to install a commemorative plaque in a prominent place within the premises of the project. The plaque should be of a reasonable size and inscribed with such words as “This centre / building was fitted out / renovated / constructed with donation from the Beat Drugs Fund” in both English and Chinese and the BDF logo has to be displayed. The design and wording on the plaque should be submitted to the BDFA for approval.
- 8.4.4 The ownership, copyright and all other intellectual property in all reports of research, audio-visual products, cassettes, CD-ROMs, scripts, handbooks, printed or electronic materials or such materials so created as a result of the projects shall be vested in and belong to the BDFA. The BDFA may use the reports or other such materials for any purpose at any time, and NGOs are allowed to use the reports or other such materials for academic pursuits or other good cause with the prior approval of the BDFA.
- 8.4.5 Prior approval of the BDFA is required if the NGO wants to change an approved project’s implementation plan or overall budget.
- 8.4.6 Where circumstances justify, the BDFA may withhold or reclaim any payment from NGOs if the NGOs fail to observe the conditions of grant.

Procedures for Purpose-Built Projects

<u>Actions</u>	<u>Remarks</u>
I. Identify Demand and Scope of Works	
1. NGO identifies demand for a works project (please refer to Section 3.1 on definition of works projects), having regard to the service need and justifications.	
NGO proposes and ND, in consultation with SWD / DH as appropriate, assesses the scope of works, on the basis of the following information:	Discussions between NGO and ND / DH / SWD to define the scope of works.
(a) location;	
(b) land grant / lease modification;	
(c) development programme;	
(d) rough indication of cost;	
(e) contribution from sponsor, if any;	
(f) recurrent financial implications; and	
(g) temporary reprovisioning if required.	
II. Preliminary	
2. Policy support from ND for launching the works project.	
3. NGO submits proposal on technical feasibility study (TFS), consultants' services and fees for ArchSD's technical comments and the BDFA Secretariat's approval.	A TFS will include a clear definition of the scope of the project, topographical survey, site investigation, an assessment on the need for an environmental impact / risk assessment at the detailed design stage, site constraints, cost estimate, preliminary schematic design, general layout drawings, works programme and assessment of accessibility of site, availability of utility services, etc. The extent of the study will vary according to individual projects.
If necessary, NGO may apply for SFS funding for engaging an AP / Consultant to carry out the preparatory work prior to conducting TFS.	The preparatory work includes the formulation of a project brief covering the project scope and nature, justification, implications concerning the environment / general utilities / slope

Actions

Remarks

maintenance / tree preservation / building safety / fire safety / transport / access road / land / visual impact / landscape / other relevant issues to be studied under TFS; preparation of site sketches and a master layout plan; preliminary project estimates; preparation (including subsequent amendment) of tender documents for engaging AP / Consultant to supervise the whole project from the TFS stage until completion of the construction works; and provision of other technical assistance needed by NGO in applying for SFS grant for carrying out TFS. NGO should follow the procedures in Chapter 6 in procuring the AP / Consultant services for the preparatory work.

4. The BDFA Secretariat seeks ACAN's view and then the BDFA's funding commitment for NGO to engage an AP / Consultant to carry out the preparatory work. The BDFA Secretariat then notifies NGO of the decision accordingly.

5. NGO makes submissions completed by the AP / Consultant under the preparatory work to the BDFA Secretariat for approval in consultation with ArchSD. The BDFA Secretariat then notifies NGO of the decision accordingly.

ArchSD gives technical comments on the project estimates and scope of the TFS from subventability point of view. There is no guarantee that the next stage will proceed.

If necessary, NGO may at the same time apply for SFS grant to engage an AP / Consultant to carry out TFS and to supervise the whole project from TFS stage until completion of construction works including defects rectification during defects liability period.

6. The BDFA Secretariat seeks ACAN's view and then the BDFA's funding commitment for NGO to engage an AP / Consultant to carry out TFS and to supervise the whole project. The BDFA Secretariat then notifies NGO of the decision accordingly.

<u>Actions</u>	<u>Remarks</u>
7. NGO approaches Lands Department (District Lands Office) for land grant / lease modification if required.	ND comments on circulation from Lands Department. ND / SWD / DH / NGO conduct public consultation.
8. Lands Department gives approval-in-principle to the land grant / lease modification.	While Lands Department is in the course of processing land grant / lease modification, NGO could, in parallel, proceed to the TFS stage.
III. Feasibility Study (in parallel with land matters)	
9. NGO appoints AP / Consultant to carry out TFS and to supervise the whole project.	If the TFS is funded by SFS, NGO should follow the procedures set out in Section 6.6 for engagement of APs / consultants.
10. Upon completion of the TFS, the AP / Consultant submits report to the BDFA Secretariat for approval in consultation with ArchSD. The BDFA Secretariat then notifies NGO of the decision accordingly.	
IV. Project Design and Formal Approval of Funds	
11. NGO instructs AP to prepare detailed design for submission to ArchSD for technical comments. NGO then seeks the BDFA's approval for funding commitment of the project (e.g. cost for construction, fitting-out and a provisional sum for furniture and equipment).	It is the sole responsibility of NGO to seek all necessary statutory approval from the relevant authorities where applicable.
12. The BDFA Secretariat seeks ACAN's view and then the BDFA's funding commitment of the project. The BDFA Secretariat then notifies NGO of the approved funding for the project.	
V. Tendering	
13. NGO instructs AP to prepare tender documents and pre-tender estimates. NGO shall also engage an independent QS Consultant to prepare tender documents and pre-tender estimates. The above deliverables will all be submitted to ArchSD for technical comments and the BDFA Secretariat for approval.	The BDFA Secretariat will monitor project development.

<u>Actions</u>	<u>Remarks</u>
14. AP calls tenders and submits report to the BDFA Secretariat / ArchSD with recommendation and budget reconciliation.	Tenders deposited at Public Works Tender Box will be collected by AP for preparation of tender report and budget reconciliation. If supplementary funding is required to meet the cost difference between the recommended tender sum and approved budget, in consultation with ArchSD, the BDFA's approval will be sought as appropriate.
15. The BDFA Secretariat approves the award of contracts.	
16. NGO awards contracts to contractors concerned.	NGO should have obtained Lands Department's approval for site possession and consent from the Building Authority (where applicable) at this stage to allow construction works to commence.
VI. Construction	
17. AP supervises and monitors progress of construction.	The BDFA Secretariat will monitor progress of project. In case of major changes in scope of works, the BDFA Secretariat's prior approval is required before actual works commence.
VII. Completion and Final Account	
18. Contractor hands over the completed project to NGO.	At fitting-out stage, NGO submits furniture and equipment list for the BDFA Secretariat's vetting to determine the actual support level of funding out of the provisional sum granted. If additional funding is required, approval will be sought as appropriate.
19. AP and QS prepares final account and fee accounts for ArchSD's consideration.	
20. ArchSD comments on final account and recommends the admissible project cost for the BDFA Secretariat's consideration.	

**Standard Template for Invitation of Fee Proposals
for Preparatory Work for Lodging BDF SFS Application**
[Please fill in the relevant information as appropriate]

[Sample Letter]
[To be typed on paper with NGO's letterhead]

Letter of Invitation

Our Reference : [Ref. No.]

[Name and address of consultant to be invited]

[Date]

Dear Sir/Madam,

**Consultancy Services for
Beat Drugs Fund Special Funding Scheme Application
[TITLE OF PROJECT]**

You are invited to submit a lump sum fee proposal for the above consultancy services.

Your submission shall be made in accordance with the following enclosed documents :-

- (a) Description of Project (**Appendix 1**); and
- (b) Fee Proposal Form (**Appendix 2**).

Your fee proposal should be submitted directly to my office at [NGO's address] in plain envelopes on which the heading "Fee proposal for [title of project]" should be marked, before [time], [date]. Late submissions will not be considered.

The time for completion of the consultancy services is [duration] days from the date of commencement. It is anticipated that the date for commencement of the services will be sometime during [month], [year].

After the consultancy services have been completed in accordance with the "Description of Project" and to the satisfaction of [name of NGO] (the NGO) and the Beat Drugs Fund Association (in consultation with Architectural Services Department), and upon the presentation of your invoice, payment will be made within 30 days of the date of such presentation.

The NGO shall have the right to disclose to any third person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such manner as it deems fit –

- (a) the fees, costs and expenses payable by the NGO for engaging the selected consultant; and
- (b) the fee proposal submitted by the selected consultant.

The NGO is not obliged to accept the lowest fee proposal or any proposal made, and accepts no financial liability for your costs in submitting a proposal. In addition, the NGO will reject bids which are considered to have been priced unreasonably low.

You are required to confirm in your submission letter that you agree to abide by your Fee Proposal for a period of **Sixty (60)* days** from the due date for submission of Fee Proposal, and it shall remain binding upon you and may be accepted at any time before the expiry of that period.

You shall submit a duly signed letter for anti-collusion in the form set out at **Appendix 3** to this letter. The letter shall be signed by a person authorised to sign contracts/agreements on the consultant's behalf.

A site visit may be arranged upon request by the consultant to fully acquaint himself with all conditions likely to affect the works and the services.

To uphold the objectives of public accountability, transparency, and open and fair competition, the successful bidder (including its associated companies, associates or associated persons or in joint ventures with others) will not be permitted to participate in the tender exercise for the Authorised Person / consultancy / professional services for conducting (technical feasibility study cum) # detailed design and construction for this project.

Your failure to comply with any requirement in this letter and the enclosed documents may render your submission invalid.

Yours faithfully,

[Signature]

[Name of NGO's Representative]

for and on behalf of

[Name of NGO]

c.c. Narcotics Division– w/e

* NGO may set a longer validity period, depending on the nature and complexity of the consultancy assignment

Delete as appropriate

Description of Project (to be completed by NGO)

1. Description of Works

The site of the Works is located at : _____
Target date of SFS Fund application : _____

Scope of Works :

(Please tick the appropriate box.)

a. Project nature :

- Major Renovation Reprovisioning
 Redevelopment
 Simple renovation (not requiring technical feasibility study)
 Others :

b. Type of premises :

- Public housing estate Private premises Self-owned
 Multi-storey premises (No. of storey: _____) Others :

c. Area of premises : _____m²

d. Approximate Works area :

- 100% < 100% and ≥ 75% < 75% and ≥ 50%
 < 50% and ≥ 25% < 25 %

e. Anticipated works:

Location	Anticipated Works
(e.g. 3 dormitories, 5 activities rooms, 6 toilets, 1 kitchen, etc.)	(e.g. painting wall and ceiling, replacing floor finishes, installing cabinets, upgrading electrical works, gas installation, drainage improvement works, etc.)

2. Scope of Consultancy Services

[Note: NGO shall amend the following paragraphs to suit the required works.]

Stage 1 : Feasibility of the Works and Project Brief

- a. Liaise with relevant government departments, landlords, utilities companies, other relevant bodies and the NGO to obtain all necessary information including drawings, specifications, site records, site surveys, warranties, etc. wherever they are available.
- b. Carry out site inspection and surveys to the existing buildings to obtain all necessary information so as to determine the detailed scope of works.
- c. *(for purpose-built projects including redevelopment, reprovisioning and major renovation projects)* Submit a project brief covering the project scope and nature, justification, implications concerning the environment / general utilities / slope maintenance / tree preservation / building safety / fire safety / transport / access road / land / visual impact / landscape / other relevant issues to be studied under a technical feasibility study (TFS). Prepare site sketches and a master layout plan.
- d. *(for other projects)* Submit a project brief covering the project scope and nature, justification and technical implications to be addressed. Prepare preliminary design.
- e. Advise the NGO on any foreseeable project constraints and risks, and the need for any special survey, test, investigation, diversions of utilities, etc.

Stage 2 : Project Estimates and Tender Documents

- a. Review and finalise the project brief for the NGO's agreement.
- b. Prepare preliminary project estimates. If some works are funded by the NGO, they should be separated from the works expected to be funded under SFS in the estimates.
- c. *(for purpose-built projects including redevelopment, reprovisioning and major renovation projects)* Prepare tender documents for engaging an Authorised Person (AP) / Consultant to carry out TFS and to supervise the whole project from TFS to detailed design and construction (including subsequent amendments).
- d. *(for other projects)* Prepare tender documents for engaging AP / consultancy / professional services for conducting detailed design and construction (including subsequent amendments).

Stage 3 : Beat Drugs Fund Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres (SFS) Application

- a. Assist the NGO in preparing an SFS application in accordance with the SFS Manual published by the Secretariat of the Beat Drugs Fund Association (BDFA).
- b. Arrange and attend meetings with parties concerned (including but not limited to the BDFA Secretariat and the Architectural Services Department (ArchSD) as the BDFA's technical adviser) for the assessment of the application.
- c. Respond to the comments from the BDFA Secretariat and ArchSD, and revise as appropriate the project brief, project estimates, tender documents, other submissions or the SFS application according to the comments.

Consultancy Services

[Title of Project]

Fee Proposal Form

To : [Name of NGO]

I/We submit our Fee Proposal as follows:

Fee Basis : Lump Sum

Total Fee : _____ (HK\$ _____)

All out-of-pocket expenses including travel, photocopying, printing drawings, lithography and any charges levied by the Government, utilities companies and other relevant parties, are deemed to be included in the Total Fee.

Signed

Name

For and on behalf of

Date

Appendix 3

To: [NGO]

Dear Sir/Madam,

[Agreement Title]
Letter of Anti-collusion Undertaking

[I/We]¹, [(Name of the consultant) of (Address of the consultant)]² refer to [my/our]¹ Fee Proposals for the above Agreement.

[I/We]¹ confirm that as at the time of submission of this letter and other than the Excepted Communications referred to in the last paragraph of this letter, [I/we]¹ had not communicated to any person other than the NGO the amount of any Fee Proposal, adjusted the amount of any Fee Proposal by arrangement with any other person, made any arrangement with any other person about whether or not that other person should bid or otherwise colluded with any other person in any manner whatsoever and undertake that at any time thereafter in the bidding process for the above Agreement *[until the consultant is notified by the NGO of the outcome of the bidding exercise] and other than the Excepted Communications referred to in the last paragraph of this letter, [I/we]¹ will not communicate to any person other than the NGO the amount of any Fee Proposal, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not that other person should bid or otherwise collude with any other person in any manner whatsoever.

In this letter, the expression “Excepted Communications” means [my/our]¹ communications in strict confidence with [my/our]¹ own insurers or brokers to obtain an insurance quotation for computation of Fee Proposal price and communications in strict confidence with [my/our] sub-consultants to solicit their assistance in preparation of Fee Proposal.

(Signed for and on behalf of the consultant)³

[Guidance Notes:

1. Delete as appropriate.
2. Where the consultant comprises two or more persons or companies acting in partnership, joint venture or otherwise, this part in square brackets should be expanded to include the respective names and addresses of such persons or as the case may be companies.
3. Where the consultant comprises two or more persons or companies acting in partnership, joint venture or otherwise, all such persons or, as the case may be, companies must sign. The signatory for each of such persons or companies shall be a person authorised to sign contracts on behalf of that person or, as the case may be, company.]

(* Delete as appropriate.)

[Sample Letter]

[To be typed on the with NGO's letter head]

Letter of Acceptance to Authorised Person / Consultant

[Name and address of AP / Consultant]

Date : []

Your Reference : []

Our Reference : []

Dear Sirs,

**Consultancy Services for
Beat Drugs Fund Special Funding Scheme Application
[NAME OF PROJECT]**

I wish to inform you that based on your Fee Proposals submitted on [Date of Submission], you have been selected for the award of the above consultancy services.

The persons responsible for the project are:

[Employer's Representative - Name and Title]

[Consultant - Company name, if already known]

Please use the full project title in all official documents and correspondence.

The following together with this letter shall form part of the consultancy agreement :

1. Description of Project
2. Schedule of Fees
3. [Relevant correspondence and dates to be listed here, e.g. the Consultant's proposal and attachments]

To uphold the objectives of public accountability, transparency, and open and fair competition, upon forming the consultancy agreement, you (including your associated companies, associates or associated persons or in joint ventures with others) will not be permitted to participate in the tender exercise for the Authorised Person / consultancy / professional services for conducting (technical feasibility study cum) # detailed design and construction for the same project.

Yours faithfully,

[Name]
[Name of NGO's representative]
For and on behalf of
[Name of NGO]

c.c. [Architectural Services Department] (Attn: [Name and Post of Officer] - (w/e))
[Narcotics Division] (Attn : [Name and Post of Officer] - (w/e))

Delete as appropriate

本欄無須填寫
For Official Use Only
檔案編號
Reference No:

禁毒基金資助藥物倚賴者治療
康復中心特別撥款計劃
申請表

Beat Drugs Fund Special Funding Scheme for
Drug Dependent Persons Treatment and Rehabilitation Centres
Application Form

申請機構必須參閱《禁毒基金資助藥物倚賴者治療康復中心特別撥款計劃手冊》（《手冊》），並於《手冊》指定的截止日期以前（如適用）送交香港金鐘道66號金鐘政府合署高座30樓禁毒基金會（由禁毒處轉交）。

This form should be completed with reference to the “Manual of Beat Drugs Fund Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres” (the Manual). It should be returned to the Beat Drugs Fund Association, c/o Narcotics Division, 30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong before the deadline stipulated in the Manual (if applicable).

(可用中文或英文填寫。This form can be completed in Chinese or English)

I. 計劃名稱
Project Name

中文
Chinese: _____

英文
English: _____

II. 申請機構
Name of applicant

中文
Chinese: _____

英文
English: _____

地址
Address: _____

電話: _____ 傳真: _____ 電郵地址: _____
Tel. No. _____ Fax No. _____ E-mail address _____

負責人: _____ 職銜: _____
Responsible Person: _____ Post Title: _____

可提供更詳盡資料的人士 (如與上述填報的負責人不同)
Person to be contacted for further information (if different from the responsible person)

姓名: _____ 職銜: _____
Name _____ Post Title _____
地址: _____
Address _____

電郵地址 E-mail address _____

電話: _____ 傳真: _____
Tel No. _____ Fax: _____

III. 申請機構背景

Background Information of Applicant

(i) 請註明是否根據下列條例註冊:

Please state whether it is registered under -

社團條例 公司條例
the Societies Ordinance the Companies Ordinance

其他 (請註明)
Others (please specify) _____

註冊年份 (Year of Registration: _____)

(ii) 請註明是否《稅務條例》第88條所指的慈善機構:

Please state whether the applicant is a charitable organization for the purpose of section 88 of the Inland Revenue Ordinance -

否 是 (請提供由稅務局發出的IR表格第302號)
No Yes (please provide Form 302 issued by the
Inland Revenue Department)

(iii) 治療中心的性質

Nature of the treatment centre

資助 Subvented
 自負盈虧及非牟利 Self-financing and non-profit-making

(iv) 治療中心可收納的藥物倚賴者名額
Capacity of the treatment centre for drug dependent persons _____

(v) 治療中心過去三年入住的藥物倚賴者人數
No. of drug dependent persons residing in the centre in the past three years

年 入住人數
Year No. of residents

(vi) 過去三年入住中心藥物倚賴者服務使用率
Rate of placement occupancy of the drug dependent persons residing in the centre in the past three years

年 服務使用率
Year Placement occupancy

(vii) (a) 治療中心過去三年完成戒毒治療及康復課程，並於離開中心一年內不復吸的藥物倚賴者人數
No. of patients who completed the drug treatment and rehabilitation program and is abstinent from drugs for one year after discharge from the centre in the past three years

年 人數
Year No of patients

(b) 在過去三年每年在治療中心完成戒毒治療及康復課程的人數
No. of discharges from the centre every year in the past three years

年 人數
Year No of patients

- IV. (i) 計劃預計開始時間
Expected Start Date of Project: _____
(日/月/年) (Day/Month/Year)
- (ii) 計劃進行年期
Project Duration: _____
- (iii) 計劃預計完成時間
Expected Completion Date: _____
(日/月/年) (Day/Month/Year)

V. 財政預算
Budget

- (i) 申請撥款總額
Total Grant Sought: \$ _____
- (ii) 其他已獲/正申請的贊助
Any other sponsorship sought / being sought
 沒有 有
No Yes

<u>資助來源</u> Source of Fund Applied	<u>已獲得/正申請的資助</u> Amount Received*/Requested	<u>申請進展</u> Progress of Application (如申請已被書面拒絕，請附上證明文件 Please attach reject letter as documentary support of the application is unsuccessful)
---------------------------------------	---	--

VI. 計劃詳情 Project Details

(i) Category <u>類別</u>	Amount requested \$ <u>申請款額</u> 元	Attachment (please tick where appropriate) <u>附件</u> (請在適當方格內加✓號)		
Authorised Person / Consultant for Preparatory Work 就前期準備工作聘請認可 人士／顧問	()	Annex 附件A	A	<input type="checkbox"/>
Authorised Person / Consultant for Technical Feasibility Study (TFS) 就技術可行性研究聘請認 可人士／顧問	()			
Authorised Person / Consultant for Design and Construction 就設計及建造階段聘請認 可人士／顧問	()			
Works Item for Construction / Fitting out / Renovation / Conversion / Expansion / Reprovisioning / Improvement 建築 / 裝修 / 翻新 / 改建 / 重 建及改善工程等工程項目	()			
Furniture & Equipment 傢俬及用具	()	Annex 附件B	B	<input type="checkbox"/>
Others (please specify) 其他 (請註明)	()			
Total : 總款額 :	()			

(ii) 就本申請所提交的補充資料:

Supplementary information attached to this application:

- Project Brief, Project Estimates and Tender Documents
(for Engaging Authorised Persons / Consultants)
計劃說明書、計劃預算及就聘請認可人士／顧問的招標文件
- TFS Report
技術可行性研究報告

VII. 政府部門的批准情況

Approval from Government Departments

(i) 請說明中心所涉及土地的使用權類別 (例如政府土地牌照，批地契約、短期租約或短期豁免書等)及有關屆滿日期。

Please state the land status of the centre (e.g. Government Land Licence, Land Lease, Short Term Tenancy or Short Term Waiver, etc.) and the expiry dates for its use.

(ii) 請說明擬進行工程是否已獲政府批准 (包括契約修訂，根據牌照或契約條款所發出的批准書，及根據建築物條例 (新界適用) 條例【香港法例第一二一章】所發出的豁免證明書或根據建築物條例【香港法例第一二三章】對有關建築圖則的核准等，及符合土地的規劃用途。)

Please state whether necessary approvals have been obtained from Government for the proposed building works (including lease modification, approval under license or lease conditions and Certificates of Exemption under the Buildings Ordinance (Application to the New Territories) Ordinance, Cap. 121, or approval of plans under the Building Ordinance, Cap. 123 and, compliance with land use zoning).

地政總署 Lands Department

- 已獲地政總署批准(請提供證明文件)
approved by Lands Department (please provide supporting documents)
- 已向地政總署申請,但仍待審批(請提供證明文件)
have applied to Lands Department and the approval is awaited (please provide supporting documents)
- 無需向地政總署申請
approval from Lands Department not required

屋宇署 Buildings Department

- 已獲屋宇署批准(請提供證明文件)
approved by Buildings Department (please provide supporting documents)
- 已向屋宇署申請,但仍待審批(請提供證明文件)
approval from Buildings Department is awaited (please provide supporting documents)
- 無需向屋宇署申請
approval from Buildings Department not required

申請其他部門批准情況(請另頁書寫詳情)

Progress in obtaining approvals from other Government departments
(please provide details on separate sheets)

- (iii) 請說明是否備有證明文件，例如承建商或建築商所提供的報價單、圖則草圖和照片。
Please state whether supporting documents such as quotations from contractors/architects, plans, sketch maps and photographs are available.

- 否
No
- 是 (請註明文件類別及夾附有關文件)
Yes (Please specify the types of documents available and enclose them)
-
-

- (iv) 如計劃涉及興建新的建築物，請說明建築圖則是否已獲有關當局批准。
If the proposed project involves construction of new buildings, please state whether the relevant building plans have been approved by the authorities concerned.

- 否
No
- 是 (請夾附證明文件)
Yes (Please enclose supporting documents)
- 不適用
Not applicable
-

Details of the Application for Works Items for
Construction/ Fitting-out/ Renovation/ Conversion/ Expansion/ Reprovisioning/ Improvement
申請建築/ 裝修/ 翻新/ 改建/ 擴建/ 重建及改善工程等工程項目撥款詳情

Item No. 項目	Details of Items Requested 工程項目詳情	Quantity 數量	Unit 單位	Unit Rate 單價	Amount (\$) 款額 (元)	Remarks 備註
1.	Works Items (please provide details under each item) 工程項目類別 (請提供各項目的細節)					
1.1	Concrete Works 混凝土工程					
1.2	Brickwork & Blockwork 磚工					
1.3	Carpentry & Joinery (including Ironmongery) 木工及細木工 (包括木工五金配件)					
1.4	Metal Works 鐵器工程					
1.5	Plastering & Finishes 水泥批盪及飾面工程					
1.6	Plumbing & Drainage 供水及排污裝置工程					
1.7	Glazing 玻璃裝嵌工程					
1.8	Painting 油漆及塗飾工程					
1.9	Electrical Works 電氣設備裝置工程					
1.10	Heating, Ventilation & Air-conditioning Works 暖氣, 通風與空氣調節設備裝置工程					
1.11	Fire Services Installation 消防設備裝置工程					
1.12	Gas Installation 氣體設備裝置工程					
1.13	Others (please specify) 其他 (請註明)					
				Sub-total 分項1 合計款額		

2.	Professional Fees and Related Contractual Charges 顧問及有關工程合約支出		
2.1	Preliminaries 基本工程合約條款支出 / 初步費用		
2.2	Professional Fees 認可人士 / 專業顧問費		
		Sub-total 分項2 合計款額	
		GRAND TOTAL 總款額	

Note: Please provide prerequisite documents (e.g. approval of the landlord/ authority concerned, recommendation from Government departments concerned, sketches, drawings, layout plans, installation plans, quotations, specifying material & works method, etc).

註: 請提交各項施工所需的文件以供審閱 (文件包括有關業主 / 授權機構的核准書, 有關政府部門的推薦信, 工程草圖, 圖則, 分佈圖, 裝備系統圖, 報價單, 指定物料, 施工方法等)

Breakdown and Details
for Furniture and Equipment Items
傢俬及用具項目

Item No. 項目編號	Detail of Items and Locations 項目詳情及位置	Quantity and Unit 數量及單位	Unit Rate 單價	Amount (\$) 款額(元)	Justification (please state whether it is a new item, replacement or improvement item; and with elaboration) 理據 (請說明該項目是新項目，更 新或改善項目；並加以詳述)
				Total 總款額	

- # 謹此證明，據本人/我們*所知，申請表內所填報的資料均正確無訛。本人/我們*同意，如擬議計劃獲禁毒基金會批准，表格內所提供的資料對申請人/機構具有約束力。本人/我們*又保證，如日後本人/我們*向其他方面申請資助同一計劃，定必通知禁毒基金會秘書。

I/We* certify that the information given in this Application Form is correct according to the best of my/our* knowledge. I/We agree that the information provided in this application would be binding on the applicant if the proposed project is approved by the Beat Drugs Fund Association. I/We* also undertake to inform the Secretary, Beat Drugs Fund Association if, subsequent to this application, I/We* apply for funds from other sources for the same project.

簽署

Signature :

職銜

Post title :

姓名

Name :

日期

Date :

機構蓋章
Official Chop

*刪去不適用者

Delete where appropriate

有關收集個人資料聲明
Personal Information Collection Statement

收集目的
Purpose of Collection

1. 這份表格內填報的個人資料，是供禁毒基金會及其秘書處，用來審批此項撥款計劃之用。

The personal data provided in relation to this application will be used by the Beat Drugs Fund Association and its Secretariat for the purpose of assessing applications to this Funding Scheme.

2. 在這份表格填報個人資料純屬自願性質。如未能提供某些資料，可能會影響申請書的評審。

The provision of personal data in relation to this application is voluntary. However, please note that the absence of certain information may affect the assessment of the application.

披露資料
Classes of Transferees

3. 為了審批此項撥款計劃的申請，禁毒基金會可能會把這份表格所載的個人資料，向禁毒處、其他政府部門、外聘評審員、監察員，及其他有關人士披露。

The personal data you provide by means of this application may be disclosed by the Narcotics Division to other Government departments, external reviewers, monitoring members of the projects and other people concerned.

查閱個人資料
Access to Personal Data

4. 根據《個人資料(私隱)條例》第18及22條，以及附表1第6原則的規定，填報這份表格的人士有權查閱和更正提供的個人資料，包括索取表格內有關的個人資料部分的副本。

You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this application.

查詢
Enquiries

5. 如對這份表格填報的個人資料有任何查詢，包括查閱及更正，請聯絡：

香港金鐘道66號
金鐘道政府合署高座30樓
禁毒基金會秘書處

電話: 2867 2763

傳真: 2810 1790

網址: <http://www.info.gov.hk/nd/>

電郵地址: ilhchan@sb.gov.hk

Enquiries concerning the personal data collected by means of this application, including access and corrections should be addressed to :

The Beat Drugs Fund Association
c/o Narcotics Division
30/F, High Block
Queensway Government Offices
66 Queensway
Hong Kong

Tel: 2867 2763

Fax: 2810 1790

Website : <http://www.info.gov.hk/nd/>

E-mail address: ilhchan@sb.gov.hk

Procedures on the Handling of Written Quotations

Written quotations should be addressed personally to a senior staff member in sealed envelopes marked with “Quotation” and the name of the project.

2. There should be adequate security measures to prevent possible leakage or tempering of written quotations which should be kept under lock and key as soon as they are received. The key should be kept by a designated officer of an appropriate level.
3. If a fax machine is used for receiving quotations, it should be placed next to the staff member responsible for their safe keeping in an area which is not readily accessible to other NGO staff. Measures on access control to the fax machine should also be put in place to prevent possible leakage of quotation information prior to the closing date.
4. If quotations are obtained through e-mail, a dedicated computer terminal with adequate security control and restricted access to the authorised staff member only should be used. Measures on access control to the e-mail account should also be put in place to prevent possible leakage of quotation information prior to the closing date.
5. Quotations should be opened at the same time and witnessed. They would then be date-stamped and initialled.
6. Any alterations found on opening should be noted and initialled against.
7. Late quotations should not be considered unless the postmark on the envelopes shows that they were posted before the closing date.
8. As soon as quotations have been opened, a summary should be prepared listing all suppliers invited and their quotations (or “declines to quote”), and signed by officers present at the opening of the quotations.

Tendering Procedures for Works Projects

Preparation of Tender Documents

In preparing the tender documents¹, the NGO should ensure the following:

- (a) all approved requirements for the project should be made known to the project consultant before the preparation of tender documents;
- (b) the list and number of tenderers invited or to be invited should be kept strictly confidential at all times until the award of tender;
- (c) the tender documents must contain all works which have been approved by the BDFA / BDFA Secretariat and any non-subsidised portions should be clearly and separately shown in the tender documents and tender summary;
- (d) tenders must be strictly comparable and must include all sums for works to be executed by nominated sub-contractors;
- (e) for building projects, the contractor should be required to provide a suitable security bond to cover loss and compensation in the event of non-completion of the contract. The sums of nominated sub-contracts and provision for contingency should also be clearly stated in the tender documents.

2. NGOs are reminded that any deviation from the above requirements may result in delays and additional costs to the project. It is therefore essential that comprehensive and accurate tender documents are presented and that the tendering procedures are followed scrupulously to avoid re-submission of documents for approval or re-tendering.

¹ NGOs may make reference to the sample tender documents provided in the Lotteries Fund Manual issued by SWD when preparing the tender documents.

Approval of Tender Documents

3. Before tenders are invited, all tender documents, the list of proposed contractors and the invitation letter should be forwarded under restricted cover to the BDFA Secretariat, copied to ArchSD (Attention: Chief Technical Adviser (Subvented Projects)), for formal approval. A copy of the approval letter for the SFS grant should also be enclosed for ease of reference.

4. Tender documents for projects costing above \$1 million should be prepared within 6 months after the approval of the SFS grant. Any additional cost due to inflation attributable to delay in the submission of tender documents will be the NGO's responsibility. Tenders may only be invited after the documents have been approved or duly amended in accordance with the advice of ArchSD.

Invitation to Tender

5. A record of the contractors invited to tender should be kept by the NGO or its consultant. The NGO and its consultant must satisfy themselves that the contractors invited to tender are technically competent and financially capable of carrying out the projects in accordance with the contract conditions.

6. Invitation letters may be in English or Chinese and should normally be sent by registered mail. A copy should be sent to the Secretary, Public Works Tender Board for information. If the tender invitation is collected by the tenderer, a receipt should be signed and kept as a record.

Submission of Tender

7. Tenders should be submitted in a sealed plain envelope clearly marked on the outside with "Tender for Beat Drugs Fund Special Funding Scheme" and the name of the project. They should be deposited in the tender box of the Public Works Tender Board located at the ArchSD, Room 4128f, 41/F, Queensway Government Offices, 66 Queensway, Hong Kong. Prior to issuing the invitation letter, NGOs should contact the Secretary to the Public Works Tender Board Registry (Tel. 2867 4021) to check the closing date of the Tender Box, which is normally every Friday at noon. Late tenders will not be accepted. It should be noted that any tender returned to other addresses e.g. the NGO's or

the consultant's office, will be considered invalid. After the tender list has been recorded, the consultant will be notified to collect the tenders from Public Works Tender Board. This would normally be on the Monday or Tuesday following the tender opening day.

Supervision of Tender Procedure

8. NGOs are advised to assign a senior staff member to oversee the tendering procedure and ensure that it is properly conducted. Special attention is drawn to the need to avoid corruption opportunities. Proper record must be kept of the approved tender documents and the list of contractors invited to tender together with evidence that the tender invitation has been sent.

Selection of Tenders

9. The project consultant if appointed should submit to the NGO, within one month of receipt of tenders, a recommendation with fully supported report and comparative analysis and, where applicable, apportionment of cost for the 'non-subsidised' provision, including any provisions which are above the approved standard. A copy of the report and other relevant supporting documents should be sent to the BDFA Secretariat, copied to the ArchSD for comment. If no project consultant is appointed, the NGO should prepare a report to the best of their abilities in accordance with the requirements of paragraph 10 below.

10. Specifically, the tender report should include the following information:
- (a) date and closing time for the receipt of tenders;
 - (b) list of tenders received before the closing time showing the name of each tenderer, the tender amount in ascending order and tender validity period;
 - (c) list of contractors who have not submitted tenders together with any letters declining the tender invitation;

- (d) copies of any correspondence with tenderers after receipt of tenders;
- (e) the tender recommended to be accepted;

together with a tender analysis report which should give –

- (a) confirmation of arithmetical check on all tenders, indicating all corrections in red;
- (b) a comparison of the make-up sections / unit prices of the lowest three or four tenders;
- (c) highlight on any extra-ordinary high or low rate and manifest errors in quantity;
- (d) comparison of the recommended tender with the approved estimated cost.

Approval of Tenders

11. NGOs will be informed of the approved tender and if the tender includes items of unnecessary works or above-standard finishes, the amount of grant will be adjusted accordingly. If the lowest tender exceeds the approved estimate and if a supplementary grant is required, an application should accompany the tender analysis report. Approval for supplementary grants must not be assumed. Any financial commitment accepted without the approval of the BDFA Secretariat will be the sole responsibility of the NGO.

Signing of Contract Documents

12. Contracts must not be entered into until official approval has been received from the BDFA Secretariat, following the recommendation of ArchSD. Any financial commitment accepted without the approval of the BDFA Secretariat shall be the sole responsibility of the NGO. After signing the contract, a certified true copy of the priced contract document (including drawings) between the NGO and the contractor should be submitted to the BDFA Secretariat for record.

Tendering Procedures for Furniture and Equipment and Hire of Services

NGOs should arrange for a double-locked tender box at their headquarters with the key held by separate staff members of an appropriate level. Tenders¹ submitted by contractors should be in a sealed plain envelope clearly marked on the outside with “Tender for Beat Drugs Fund Special Funding Scheme Project” and the name of the project. If tenders are sent to the NGO by registered mail, the NGO should immediately upon receipt of the tenders, place them in the locked tender box. If they are delivered by hand, the persons delivering the tenders should place them in the locked tender box and the NGO should acknowledge receipt of the tenders. The tender box should only be opened at specified time by a tender opening team comprising at least two staff members nominated by the Board of Directors, one of whom will serve as a witness. Staff members holding the keys of the tender box should not be assigned with the duties of the tender opening team at the same time.

2. The following steps should be taken in the opening of tenders:
 - (a) Shortly before the tender opening time, the officer supervising the tender exercise and key holders of the tender box assemble at the office where the tender box is to be opened.
 - (b) The key holders jointly open the tender box which is then locked after the tenders have been taken out.
 - (c) Tender covers due for opening are then opened and the supervising officer should ensure that –
 - (i) tenders are submitted in duplicate;
 - (ii) particulars on the original and duplicate copies are identical;
 - (iii) alterations and amendments made on the tender documents are circled and initialled in red;
 - (iv) where samples accompany the tender, they are sealed and if possible stapled to the tender documents concerned; a sample listing sheet is also prepared;

¹ NGOs may make reference to the sample tender documents provided in the Lotteries Fund Manual issued by SWD when preparing the tender documents.

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- (v) all tender documents and continuation sheets are date stamped and initialled;
 - (vi) tender documents returned without offer are chopped “No offer”.
- (d) Name of tenderers and their prices (including ‘No offer’) are then recorded in a tender listing sheet.
- (e) The tender and sample listing sheets are signed by the officers present.
- (f) The supervising officer should examine the tenders to ascertain that the listing sheets have been correctly prepared and should sign against them. After checking, the duplicate copies of the tenders and listing sheets are locked away. The original copies are then used for evaluation.
- (g) If more than one tender exercise is held simultaneously using the same tender box, tenders to be opened at a later date but found at tender opening should not be opened. They should be recorded on a separate list and put back into the tender box.
- (h) Late tenders should not be accepted. They should be date-stamped and initialled by the supervising officer.

3. After the tenders are opened and analyzed, the tenders together with a price comparison table² should be submitted to the approving authority for consideration and acceptance.

² NGOs may make reference to the sample price comparison table provided in the Lotteries Fund Manual issued by SWD when preparing the tender documents.

Normal Duties of Authorised Persons / Consultants

Authorised Persons / Consultants are responsible for –

- (a) carrying out a thorough inspection of the site and / or premises, drawing up tender specifications and drawings on the instruction of the NGO and the requirements of the BDFA Secretariat, if any, and ensuring that tender documents are in order and have been appropriately revised in the light of comments made by the BDFA Secretariat / ArchSD, where appropriate. The consultant should first clear the sketch plans with the BDFA Secretariat (where applicable), before submitting general building plans to ArchSD and / or Buildings Department. It should also be noted that at an early stage, the Director of Fire Services should be consulted on the fire services requirements of a project. All works prepared by the consultant should be in accordance with the latest edition of the “General Specification for Building” published by ArchSD and in compliance with all relevant statutory requirements with approval from the relevant authorities;
- (b) drawing up a proposed list of tenderers and submitting under confidential cover to the NGO or its tender board (if one is appointed) for approval;
- (c) inviting and collecting tenders and examining all tenders and submitting a full report and recommendation to the NGO and the BDFA Secretariat and copied to ArchSD (where necessary);
- (d) seeking any necessary clarification or confirmation with the recommended tenderers on his tender submission;
- (e) supervising the execution of the work and ensuring that –
 - (i) the contractor has provided security bond and executed Insurance Policies as required in the contract;

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- (ii) precautionary measures to safeguard the occupants are adequate if the works are carried out whilst DTRC services are being provided;
 - (iii) alteration and improvement works carried out fully comply with the terms of the contract and statutory requirements;
 - (iv) necessary drawings are provided on time;
 - (v) all sub-contract works are tendered in good time under the approved programme; and
 - (vi) any necessary extension of the contract period is processed strictly in accordance with the contract and prolongation claim is avoided as far as possible. Subsidy of any such claim(s) or any professional fees thereon will only be given upon satisfactory explanation and without any default of the NGO and its consultants.
- (f) certifying interim payment claims from the contractor, subject to a minimum of \$20,000 or as stated in the contract for large projects and not more than one payment per month. If the work does not take longer than one month there would normally be no interim payments until the project is completed;
- (g) issuing all necessary certificates concerning the project such as those relating to interim and final payment, completion of the project and future maintenance, etc. If the contract is not completed within the specified contract period, liquidated and ascertained damage has to be deducted. In all cases, retention money should be retained in accordance with the contract conditions;
- (h) issuing variation orders for works within the scope of the funding approval. The BDFA Secretariat should be consulted, where applicable, on any departure from the approved scope and quality of work as defined in the tender documents. A detailed final account must be agreed with the contractor and submitted to the NGO within the period stipulated in

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the contract for onward submission (where required) to the BDFA Secretariat and ArchSD. A list of documents required for vetting final accounts of works projects is listed at *Annex 6.4.1*. The proforma as shown at *Annex 6.4.2* has to be completed as well. Where the fitting out project is funded, an undertaking that all the requirements of the BDFA Secretariat have been met should accompany the final account;

- (i) ensuring that variation re-measurement has been completed and “provisional” works have been measured and valued properly and accurately; and
- (j) apportioning the costs of the works and professional fees to be paid out of an SFS grant for approval of the BDFA Secretariat upon comment from ArchSD, where necessary, if non-subvented works have been included in the project.

**List of Documents Required for
Vetting Final Accounts of Works Projects**

1. Certified true copies of the contract, including the nominated subcontracts, if applicable.
2. Contract drawings.
3. Statement of final account prepared and certified by the Authorised Person concerned.
4. Summary of the variation orders with description of and explanation on the need for each variation item, copies of the Authorised Person's variation orders and relevant quotations from contractors.
5. Account of SFS supported cost and non-subsidised cost (for original contract sum and variation account).
6. Date of contract commencement.
7. Certificate of Practical Completion / Certificate of Substantial Completion.
8. Letter stating the extension of contract period, if applicable, and the contract conditions under which the extension is granted.
9. Account of financial claim.
10. Summary of lithography charges (a breakdown in terms of quantities and unit rates with supporting receipts should be provided).

Note

- (A) For items (3) to (10), please provide two copies so that ArchSD and the BDFA Secretariat could each retain one set.
- (B) **No piecemeal submission will be accepted.** Checking of final account would commence only when full set of required documents is available.

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(Project Title) _____
Full Address of Project : _____

FINAL ACCOUNT

CERTIFICATE NO. _____

Contractor _____

Amount of Contract		\$	
Omit	: Provisional Sum for Contingencies		
<u>Add</u>	: Net adjustment of variations as attached		
<u>Deduct</u>	Summary		
<u>Add</u>	: Net adjustment of P.C. and Provisional		
<u>Deduct</u>	Sums as attached Summary		
Total Additions			
Less	: Total Omissions		
Net Omission / Addition			
FINAL CONTRACT SUM			
Deduct Retention Money (%)			
Deduct Previous Payments made by Interim			
Certificates No.	_____ to _____		
Deduct Total Omissions			
Amount Due on this Final Certificate		\$	

Certified that the work has been completed satisfactorily and that the above Final Statement is arithmetically and contractually correct.

*Project Consultant / NGO's Chairman /

Designated Person : _____ Name of Rank : _____

Name of NGO : _____

Contact Person : _____ Tel. No. : _____

Official Chop of NGO : _____ Date : _____

(* Delete as appropriate)

Points to Note in the Selection of Authorised Persons / Consultants

When selecting an Authorised Person (AP) / Consultant, the following should be considered:

- (a) whether the AP / Consultant is professionally registered and legally qualified to undertake the works;
- (b) whether he / she is on the approved list of consultants maintained by relevant Government Department (not mandatory but limits risk);
- (c) his / her past experience in similar DTRC or welfare projects;
- (d) whether he / she is familiar with government tender procedures and other related requirements;
- (e) his / her ability to present a fully detailed estimate and tender specifications; and
- (f) the availability of competent supervisory personnel throughout the project.

To: Beat Drugs Fund Secretariat, Narcotics Division

**Beat Drugs Fund Special Funding Scheme
for Drug Dependent Persons Treatment and Rehabilitation Centres
Claim Certificate**

Please read the notes on page 2 carefully before completing the form

Name of NGO : _____

File Ref. and Date of Approval of the Grant _____

Description of Grant : _____

(As stated in the caption of the letter of approval)

Project Code : _____

In relation to our claim \$_____ for payments under the Special Funding Scheme for the items listed in the * Form I (For works projects with Authorised Person) / Form II (For consultancy fees, furniture & equipment, works projects without Authorised Person and other claims) attached, I am authorised by the organisation to certify that

- * (1) the items currently claimed under Form I –
 - (a) have not been claimed previously and settled by the Special Funding Scheme; and
 - (b) are in accordance with the contract entered according to the guidelines on procurement as contained in the Manual of Beat Drugs Fund Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres.

- * (2) the items currently claimed under Form II –
 - (a) have been received in good conditions;
 - (b) are in accordance with approved specifications and drawings;
 - (c) have not been claimed previously and settled by the Special Funding Scheme;
 - (d) have been checked to be correct against the supporting invoices and receipts in respect of the quantities, unit prices and amounts; and

(*Delete as appropriate)
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(e) have been purchased by quotation or tender in accordance with the guidelines as contained in the Manual of Beat Drugs Fund Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres.

- (3) * full receipts have been attached / the claim for those items under Form I or Form II not yet supported by receipts but with invoices is made with the justifications given below and such receipts will be submitted as soon as possible and in any case within 1 month after receipt of payment from the Special Funding Scheme.

Justifications : _____

- (4) the unclaimed balance (net of the current claim) of the grant amounting to \$ _____ * can be reverted to the Special Funding Scheme / is still required for further payment.

Signature : _____ Name & Position: _____

Official Chop of NGO: _____ Date: _____

Notes

1. Each claim must be covered by a separate Claim Certificate.
2. The correct Project Code as advised by the BDFSA Secretariat must be quoted to identify the particular grant against which the current claim is being made.
3. All forms, invoices / receipts, certificates etc. should be submitted in duplicate.
4. Failure to complete the claim forms properly may cause delay in reimbursement.

(*Delete as appropriate)

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**Beat Drugs Fund Special Funding Scheme
for Drug Dependent Persons Treatment and Rehabilitation Centres
Certificate of Payment – Form I (Note 1)
(For works project with Authorised Person)**

Name of NGO : _____

File Ref. & Date of Approval of the Tender / Quotation (Note 2) : _____

Project Code : _____

Name of Works Contractor : _____

Amount of Total Grant Approved : _____

Amount of Approved Tender Sum for Works : _____

Extra Work of Variations (if any) \$ (+) _____

(-) _____

Adjusted Contract Sum : _____

Current Payment Certificate No. (if any) : _____

Date : _____

Other Payments to be Taken into Account (if any) _____ :-

Total Amount Certified To Date :-

DEDUCT Retention money :- (per cent)

DEDUCT (1) Payment on Previous Certificate

Payment Certificate No. _____

(2) Amount of Recipient's / Borrower's
Contribution (if any)

	Amount \$
Amount :	
Total Amount Certified To Date :-	
DEDUCT Retention money :- (per cent)	()
DEDUCT (1) Payment on Previous Certificate	\$
Payment Certificate No. _____	
(2) Amount of Recipient's / Borrower's Contribution (if any)	()
Amount now claimed \$	

Notes:

1. This form must be accompanied by the AP's certificate of progress. One original plus one copy of each document should be attached.
2. Where approval of tender / quotation by the BDFSA Secretariat is required, the file reference in respect of the approval of tender / quotation should be stated.

**Beat Drugs Fund Special Funding Scheme
for Drug Dependent Persons Treatment and Rehabilitation Centres
Certificate of Payment – Form II**

(For consultancy fees, furniture & equipment,
works project without Authorised Person, and other claims)

Name of NGO : _____

Description of Grant : _____

Project Code : _____

Part A – Details of Previous Valid Claims

File Reference of Previous Notification(s) of Payment (Note 1)	Date	Amount Released \$
(A):		

Part B – Details of Current Claims

Attachment No. (Note 2)	Description of Items and Quantity (Note 3)	Amount Claimed \$
(B):		
Total Claims Up-to-date (A) + (B) :		

Notes:

1. Details of the items which have been claimed previously are not required.
2. Please assign sequential reference number to each supporting invoice / receipt. The number should be marked on the top right hand corner of each invoice / receipt.
3. (a) For works project, please enter the item (and its number) claimed as described in the approval list of the BDFA Secretariat’s approval letter. Alternatively, details of current claims can also be provided by a photocopy of the said approval list modified to include information required in Part B here.

 (b) For claims of furniture and equipment and others, please fill in the description of the invoice / receipt.
4. One original plus one copy of invoice / receipt should be attached.

**Normal Time Frames for Completion of Projects
And Submission of Payment Claims**

I. Works Projects

A project not exceeding \$500,000 should be completed within four months after the approval of the grant. The final payment claims and the final contract account (for projects with Authorised Persons), excluding retention money, should be submitted not later than three months after the expiry of the defects liability period (DLP).

2. For projects exceeding \$500,000, the time frames are as follows:

	<u>Project cost</u>	<u>Submission of draft project brief and tender documents for the AP for TFS/detailed design/construction after approval of the grant for preparatory work</u>	<u>Submission of draft tender / quotation documents for the works after approval of the grant for construction works</u>	<u>Completion of project after commencement of works</u>	<u>Submission of final payment claim and final contract account after expiry of DLP</u>
(a)	Exceeding \$500,000 but not exceeding \$1,000,000	3 months	4 months	6 months	3 months
(b)	Exceeding \$1,000,000 but not exceeding \$5,000,000	3 months	6 months	12 months	3 months
(c)	Exceeding \$5,000,000	3 months	6 months	12 months	3 months

II. Purchase of Furniture and Equipment

		Completion of Purchase	Submission of Claims
1.	For a single contract value not exceeding \$1,000,000	2 months	} 1 month after completion of purchase
2.	For a single contract value exceeding \$1,000,000 but not exceeding \$3,000,000	3 months	
3.	For a single contract value exceeding \$3,000,000	6 months	

Versions

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