



(SOA-QPS5)

Brief of Work Assignment

under

**Category A, Major Group - Implementation of openBIM
and GIS-enabled General Building Plan Checking System**

for

the Fire Services Department

Version: 1.0

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TABLE OF CONTENTS

1. SCOPE OF THE SERVICES	2
2. BACKGROUND	2
3. PROJECT OBJECTIVES.....	3
4. PROJECT REQUIREMENTS	4
4.1 USER REQUIREMENTS	4
4.2 SERVICE LEVEL REQUIREMENTS	14
4.3 SECURITY REQUIREMENTS	19
4.4 ESSENTIAL REQUIREMENTS.....	21
4.5 GOVERNMENT STANDARDS, METHODOLOGIES AND QUALITY REQUIREMENTS	25
4.6 PROJECT DELIVERABLES, MILESTONES & IMPLEMENTATION SCHEDULE.....	26
4.7 OTHER REQUIREMENTS	32
4.8 PAYMENT SCHEDULE	34
5. ACCEPTANCE CRITERIA	35
6. REFERENCE DOCUMENTATION	38
7. SELECTION CRITERIA AND MARKING SCHEME.....	38
7.1 SELECTION CRITERIA	38
7.2 MARKING SCHEME.....	39
8. CONTRACTOR'S PROPOSAL.....	47
8.1 PROPOSAL SUBMISSION.....	47
8.2 TECHNICAL PROPOSAL	48
8.3 PRICE PROPOSAL	52
8.4 COUNTERPROPOSALS AND NEGOTIATION	54
9. MISCELLANEOUS.....	54
9.1 UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS NOT APPLICABLE	54
9.2 SAFEGUARD OF NATIONAL SECURITY	55
9.3 DISPUTE RESOLUTION AND JURISDICTION	55
9.4 TERMS OF PAYMENT	56
9.5 SITE VISITS.....	58
9.6 COMMUNICATION WITH THE GOVERNMENT	59
9.7 GOVERNMENT DISCRETION.....	60
9.8 AUTHENTICITY OF DOCUMENTS SUBMITTED	60
9.9 WARRANTIES AND REPRESENTATIONS	60
9.10 TERMINATION OR SUSPENSION OF THE CONTRACT	61
10. ENQUIRIES	62
ANNEX 1 – TABLE OF CONTENTS OF SA&D REPORT	63
ANNEX 2 – CONTRACTOR EXPERIENCE AND PROJECT TEAM COMPOSITION	66
ANNEX 3 – STATEMENT OF COMPLIANCE.....	72
ANNEX 4 – STATEMENT OF INDEPENDENT BID.....	73
ANNEX 5 – CONTACT DETAILS.....	74

1. SCOPE OF THE SERVICES

- 1.1 As a SOA Contractor in Category A Major Group, you are invited to provide the System Analysis & Design (“SA&D”), System Implementation & Integration (“SI&I”), and System Maintenance & Support (“SM&S”) services in relation to the Implementation of open Building Information Modelling (“BIM”) General Building Plan (“GBP”) Checking System (“the System”) for the Fire Services Department (“FSD”) of the Government of the Hong Kong Special Administrative Region (“HKSARG” or “the Government”) of the People’s Republic of China (“the Project”).
- 1.2 Unless otherwise defined in this Brief, all terms and expressions defined in the Tender for the Supply of Information Technology Professional Services to Government Departments (Tender Ref: GCIO90525965) (“SOA-QPS5”) shall have the same meanings when used herein.
- 1.3 The required Work Assignment is a fixed cost project and is subject to the prevailing terms and conditions in the Conditions of Individual Contract (Part IV of SOA-QPS5). The tentative start date of the SA&D and SI&I for the Project is **1 August 2026** and is planned to be completed in 24 months.
- 1.4 The Work Assignment requires a two-year optional SM&S services to the Project. The tentative start date is **1 August 2028**, upon completion of the nursing services for BIM Project.
- 1.5 The total price quoted in Price Proposal should exceed HK\$3 million and not exceed HK\$20 million otherwise the Proposal will not be considered further.

2. BACKGROUND

Building Information Modelling is an intelligent 3D model-based process that gives architecture, engineering, and construction professionals the insight and tools to plan, design, construct, and manage buildings and infrastructure more efficiently. Since 2017, the Government has formulated the policy and set out requirements on the adoption of BIM, which was in fact one of the initiatives in the Smart City Blueprint for Hong Kong published in December 2017. The policy is applicable to projects in the investigation, feasibility, planning, design or construction stages in the capital works programme irrespective of the modes of delivery. It is anticipated that almost all of the new building works will have their 3D building models from design to as-built stages.

Chief Executive directed in his 2022 policy address to promote the use of BIM. The purpose is to streamline development procedures, especially to expedite the approval of general building plans. The work of vetting and certifying building plans in respect of provision of fire service installations and equipment is under the programme area of fire protection and prevention in the Controlling Officer’s Report of FSD.

Buildings Department (BD) developed a centralized Electronic Submission Hub (ESH) for processing all electronic building plans and e-submissions under the Buildings Ordinance (Cap. 123). There will be tremendous benefits that the ESH could offer by enabling the acceptance of building plans in Building Information Modelling format. The functions for transmission

of building plan submissions in BIM format from BD to FSD was rolled out on 30.6.2024. FSD had carried out a feasibility study between 2022 and 2023 which revealed that the adoption of BIM will furnish FSD with an opportunity to re-engineer its business on different aspects, such as building plan submissions, Fire Service Installations and Equipment (FSI) acceptance tests, FSI inspections, fire protection inspections, firefighting and rescue operations, etc.

3. PROJECT OBJECTIVES

3.1 The objectives of SA&D and SI&I services are:

- a. to design for system integration and/or system interfacing with other systems including but not limited to the Electronic Submission Hub (ESH) of BD, the Centralised openBIM Compliance Checking Platform designated by the Development Bureau (DEVB) and the BD, BIM data from other B/Ds and the Integrated Licensing, Fire Safety and Prosecution System (LIFIPS 2.0) and GIS Portal 2.0 of FSD, etc.;
- b. to recommend the procurement and/or upgrade of the existing hardware and software by the prevailing system hardware with the latest server virtualisation technology and prevailing system software in order to receive and process BIM through ESH;
- c. to develop automatic openBIM GBP Checking System (Web Application) which are compatible with Industry Foundation Classes (IFC) exported from any BIM software, and automate the GBP FS compliance check (Reference in Section 6); and facilitate the integration of the System with the forthcoming Centralised openBIM Compliance Checking Platform designated by the DEVB and BD;
- d. to identify improvement areas including the change of business process / workflow for building the Common Data Environment (CDE) in FSD;
- e. to conduct pilot projects with FSD and developers/Authorised Persons for BIM submissions in order to formulate the BIM processing workflow and then update the system logic and database etc.;
- f. to streamline the FSD's procedures for retrieval of building plans and BIM models during fires and rescue operations;
- g. to adopt BIM for improving planning and decision-making during fires and rescue operations, hence enhancing FSD's operational efficiency in its duty to protect life and property;
- h. to use BIM to accelerate the establishment of the 3D digital map on provision of FSI for firefighting operations and fire protection inspections;
- i. to implement the findings of the SA&D in Clause 3.1.c, carrying out the physical system design, developing programs, testing and installing systems and proceeding to live implementation.

- 3.2 At the end of the SA&D and SI&I services, the proposed System (including the Hardware, Software and Project Documentation) shall be Ready for Use by FSD.
- 3.3 The objectives of SM&S services are:
- a. to support users maintaining the System, including the hardware, software update, bug-fixing and minor enhancement; and ensuring reliable and satisfactory operations to meet the service level requirements; and
 - b. to maintain and update the System Documentation to reflect the latest production system.

4. PROJECT REQUIREMENTS

Requirements for this Work Assignment are set out in Clauses 4.1 – 4.8 of this Brief (save and except Clause 4.1.1, Current Environment Description).

4.1 USER REQUIREMENTS

4.1.1 Current Environment Description

Processing of Building Plan Submission

Persons intending to carry out building works under the Buildings Ordinance (Cap. 123) is required to appoint registered building professionals to submit plans for the approval of the Building Authority. BD is the central clearing house to process all building plan submissions from the private sectors through the Centralized Processing System. Currently, registered building professionals have to produce multiple hard copies of buildings plans and supporting documents to BD. Upon receipt of these hard copies, BD would disseminate them to relevant departments including FSD for processing.

For projects under the Centralized Processing System administered by BD, registered building professionals have to submit 6 sets of building plans to BD; 2 sets of which containing FSI proposals will be forwarded to FSD for vetting and certification. FSD will examine the FSI proposals according to the requirements set out in the Code of Practice for Minimum Fire Service Installations and Equipment. Fire Services certificate (FS 161) will be issued in accordance with section 16(1)(b) of the Buildings Ordinance if the proposals are found satisfactory. Application for inspection of FSI in new buildings should be submitted by registered building professionals and registered fire service installation contractors. They have to certify that the FSI have been installed and tested pursuant to the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment.

For projects under relevant government plan processing system such as the current ESH, the Public Housing e-Plan of the Housing Authority, and building plans submitted by the Architectural Services Department (ArchSD), the GBP proposal will also be examined similar to the process of plans from BD.

Handling of FSI Data

Another Fire Services certificate (FS 172) will be issued in accordance with section 21(6)(d) of the Buildings Ordinance upon satisfactory acceptance testing by FSD. This

certificate is a prerequisite for BD to issue occupation permit for the new building. A new case will be generated in the LIFIPS to kick-start a new workflow for data input on FSI of the building.

Retrieval of Building Plans during Fires and Other Calamities

For retrieval of building plans during fires and rescue operations, the file number of a particular building plan is obtained from the LIFIPS. There are storerooms scattered throughout the territory for building plans. The plans are stored on shelves in numerical order of the file numbers. Upon the request for such plans, an on-call officer has to ascertain the location of the plan by searching the LIFIPS. Then the officer has to travel to the storeroom for retrieval, hence deliver to the scene.

IT systems related to BIM

Electronic Submission Hub (ESH)

The Buildings Department (BD) launched the final stage of its Electronic Submission Hub (ESH) on June 30, 2024. This online portal (esh.bd.gov.hk) now allows for all types of building plan submissions and related applications, including general building plans (GBP) and alteration/addition plans, as mandated by the Buildings Ordinance (Cap. 123). BIM models could also be submitted via the ESH.

Integrated Licensing, Fire Safety and Prosecution System (LIFIPS 2.0)

LIFIPS 2.0 is a comprehensive system designed to streamline and enhance the processes related to licensing, fire safety, and prosecution within Hong Kong. It's a significant upgrade from its predecessor, LIFIPS, and aims to improve efficiency, transparency, and accountability in these areas.

Key features and benefits of LIFIPS 2.0:

- **Integrated platform:** Combines various functions into a single system, reducing manual processes and paperwork.
- **Enhanced data management:** Provides a centralized database for storing and accessing critical information related to licensing, fire safety, and prosecution.
- **Improved efficiency:** Streamlines workflows and reduces processing times for licensing applications, fire safety inspections, and legal proceedings.
- **Increased transparency:** Offers greater visibility into the system's operations, ensuring transparency and accountability.
- **Better decision-making:** Supports data-driven decision-making by providing relevant and up-to-date information.

By leveraging technology, LIFIPS 2.0 aims to modernize the licensing, fire safety, and prosecution processes in Hong Kong, ultimately improving public safety and service delivery. LIFIPS 2.0 will be the processing system for GBP for FSD officers where the system will be interfaced with relevant government plan processing system such as the ESH or the Public Housing e-Plan of the Housing Bureau. The GBP and BIM models are anticipated to be transferred to LIFIPS 2.0 for processing.

GIS Portal 2.0

GIS Portal 2.0 is a system which for users to access to FSD spatial data and self-service tools for plan production, network analysis, and hot spot analysis.

openBIM checking Platform

OpenBIM is a universal approach to building information modeling (BIM) that uses open, non-proprietary standards, like IFC and BCF, to enable seamless collaboration and data exchange between different software and stakeholders in the architecture, engineering, and construction industry. It allows project teams to use the best tools for their specific needs without being locked into one software provider and ensures that project data remains accessible long-term.

The Buildings Department (BD) released proposed refined BIM Roadmap, a public-facing openBIM platform setup will be completed at mid-2027 tentatively, with existing and new implemented checking system. After launch of openBIM checking platform, enhancement and development will be continued for the automated compliance of new checking system.

Existing hardware and software for BIM

To utilize the usage of existing FSD's hardware / software for automation of fire safety compliance checking. The following tables listed out the hardware / software for BIM:

a. Hardware

Type	Details	Quantity
Workstation	Intel i9-13900KF, 128GB Ram, 8TB M.2 SSD, RTX4090 OC,	13
Monitor	Lenovo ThinkVision E28u-20 4K monitor	160
	Philips 27E1N1800 4K UHD monitor	414
Plotter with Scanner	Canon TM5350 with LM36 Scanner	4

b. Software

Type	Details	Quantity
Microsoft Windows	Microsoft Windows 10 Enterprise LTSC	13
Microsoft Office	Office LTSC Standard 2021	13

Feasibility Study for BIM adoption in FSD in 2022-23

The feasibility study for BIM adoption has successfully defined FSD BIM standards and specifications for general building plans and fire service installation plan

submissions. These align with relevant local and international standards, supporting the FSD's BIM strategy.

4.1.2 Project Management Requirements

The Contractor shall manage the project during all stages of the work assignment. The duties shall include the following:

- a. be responsible for the total project management and act as a single contact point to FSD regarding all related activities of the work assignment;
- b. take the lead in coordinating with various internal and external parties including but not limited to the Buildings Department (BD), Lands Department (LandsD), other Government Bureaux / Departments (B/Ds), developers, Authorised Persons and various Government bulk contractors for the smooth implementation of the work assignment;
- c. resolve conflicts and crisis during the entire Work Assignment life cycle;
- d. oversee and monitor the progress of various activities during the Work Assignment life cycle to ensure that these activities are completed according to the implementation schedule and meeting the Work Assignment requirements;
- e. plan and schedule meetings at appropriate time during the Work Assignment life cycle, prepare meeting agenda and take notes for all the meetings with various parties;
- f. report progress, follow up all outstanding issues with all related parties, suggest solutions and resolve difficulties throughout the Work Assignment;
- g. carry out any other activities which are necessary for the satisfactory completion of the Work Assignment;

4.1.3 Service Requirements

4.1.3.1 Services required for SA&D:

- a. The Contractor shall:
 - (i) interview with stakeholders and Internal Project Team; and prepare the associated documents for the project, estimate the improvement on workflow progress in both manpower and streamline of procedures;
 - (ii) understand the current users' operations, workflows environment, functions, problems encountered and anticipated, including those in connection with other systems / applications;
 - (iii) identify types of applications that are suitable for the proposed system taking into account the current state of technology;
 - (iv) design the application functions and data models;

- (v) to propose the solution on setting up of the BIM Common Data Environment (CDE) in FSD;
 - (vi) schedule the overall high-level implementation plan for management review of FSD;
 - (vii) work with the third-party contractors appointed by FSD, who carry out the Consultant, SRAA and PIAA services, and respond directly to the questions and comments raised by the independent auditor, rectify the problems and implement the recommendations from the reports during the SA&D stage;
 - (viii) give response and take actions to the comments from the Internal Project Team, stakeholders and the third-party consultant for monitoring contractor's work progress and project deliverables;
 - (ix) conduct management presentations and acquire satisfactory acceptance of the SA&D report from management of FSD;
 - (x) evaluate hardware and software requirements of the proposed System;
 - (xi) conduct environmental scanning for BIM adoption and technology, and perform cost-benefit analysis for implementation of the proposed System;
 - (xii) recommend technical system options and to devise an implementation plan of the proposed System; and
 - (xiii) adopt security by design approach in every phase of the software development lifecycle as far as possible to minimise rework efforts. The Contractor shall also ensure that the System shall implemented with appropriate security and data protection measures.
- b. Please refer to Clause 8.2 of Annex 1 of Part V – Project Specifications of SOA-QPS5 for details.
 - c. In addition to Clause 8.2 of Annex 1 of Part V – Project Specifications of SOA-QPS5, the Contractor is also required to produce a business impact analysis of the proposed System.
 - d. Outline content of a SA&D report (as required in Clause 8.2.m of Annex 1 of Part V – Project Specifications of SOA-QPS5) is in Annex 2 for reference.

4.1.3.2 Services required for SI&I:

- a. The Contractor shall:
 - (i) provide overall monitoring, project management, system development and integration to deliver the system; and to ensure smooth implementation of the systems;
 - (ii) to provide the following deliverables (CDE & checking system for FSD)
 - ii-1) Model submission and data quality checking

The System shall allow users to submit openBIM models in IFC & support BCF format for automated compliance checking. The functions shall include:

- ♦ Model binding: Enable users to bind multiple models for combined analysis.
- ♦ Model comparison: Support comparison between models or versions to identify deviations.
- ♦ Data quality checking: Validate model completeness, consistency, and compliance with required IFC parameters, ensuring that all relevant fields and attributes are populated in accordance with the Information Delivery Specification (IDS) and Model View Definition (MVD).

ii-2) Web-based and portable openBIM viewer

The System shall provide a web-based and portable openBIM viewer to visualize 3D models and their associated attribute data. The viewer shall:

- ♦ Support typical navigation and visualization functionalities, including object search, isolate object, zoom in/out, show/hide spaces, and 2D plan mode for layout, sections, elevations, and diagrams.
- ♦ Enable compliance-checking workflows through functions such as dimensioning, annotation, level setting, and automatic colouring/hatching based on object or space properties.
- ♦ Generate and view standard schedules for data inspection, with interactive linkage between schedules and corresponding model objects/spaces for efficient rectification.
- ♦ Support collaboration features using BIM Collaboration Format (BCF) or equivalent dialogue/comment functions.
- ♦ Include advanced tools such as first-person mode, measurement, cut plane, annotation, saving of views/scenes, exporting of screen captures, and property exports.
- ♦ Allow highlighting of particular attributes upon completion of compliance checks performed by the back-end engine.
- ♦ Portable BIM viewer should provide offline BIM information viewing on portable or mobile devices and enable users to inspect site condition against submitted BIM information and provide markup according to site findings.

ii-3) Compliance checking services

The System shall provide automated compliance checking services to assess submitted models against the Codes of Practice for minimum Fire Service Installations (FSI) and equipment, and inspection, testing and maintenance of FSI and equipment. The Contractor shall conduct the following or potentially implement the following functions:

- ♦ A thorough study and definition of user requirements, checking methodologies, spatial analysis algorithms, calculation logic, user interface design, and integration approach.
- ♦ Mechanisms to handle phase-based compliance checking.
- ♦ Automated modification of compliance rules by importing new regulatory requirements expressed in natural language.
- ♦ Development of an object library to support rule-based compliance checking.
- ♦ Predefined standard views and schedules for consistent reporting.
- ♦ User interface controls for selective execution of single/multiple/all checking rules.
- ♦ Automated generation of compliant outputs, including:
 - Graphic presentations, 2D plans, sections, elevations, and schedules for submission;
 - Summary reports and logs showing compliance status, identified issues, and resolutions.
- ♦ The System shall generate a data log file recording all errors, warnings, and messages for traceability and user debugging.

ii-4) Web-based GIS viewer

The system shall provide web-based and portable GIS viewers capable of visualizing all geo-spatial data, including GIS datasets, map services, geo-referenced BIM models, 3D models, and their associated attribute information. The viewer shall:

- ♦ Support mainstream and OGC standard complied GIS data and services.
- ♦ Support switching between 2D and 3D view.
- ♦ Locating and visualize geo-referenced BIM and project related geo-spatial data.
- ♦ Include advanced tools such as first-person mode, measurement, cut plane, annotation, saving of views/scenes, exporting of screen captures, and property exports.

- ii-5) Centralized regulatory and data reference database
The System shall include a centralized database containing reference information such as IFC parameters, buildingSMART Data Dictionary (bSDD) entries, Information Delivery Specifications (IDS), and related Model View Definitions (MVD). This database shall:
- ♦ Provide data and rules that underpin the data quality checking process under item (a).
 - ♦ Identify missing parameters or non-compliance conditions with clear user prompts and rectification guidance.
 - ♦ Include a dedicated maintenance interface that allows authorized administrators to view, update, and manage data quality rules and parameters directly and without the need of programmers.
 - ♦ Provide a command prompt for inputting digital building codes and to allow such code to be translated into checking logic.
 - ♦ Maintain auditable version control for any updates to regulatory data and checking rules.
 - ♦ Include all checking logics derived under the Codes of Practice for minimum Fire Service Installations and equipment, and inspection, testing and maintenance of FSIs and equipment into the database.
 - ♦ Ensure the checking logic appropriately maps to the rules established under the Code of Practice.
- ii-6) Physical design document including the following physical data design, process data interface, data catalogue, program specifications, performance optimization report;
- ii-7) Site specifications and assistance in site preparation;
- ii-8) Program codes/Software modules;
- ii-9) Customization/configuration of the installed hardware and software;
- ii-10) Test plans, cases, and results of various levels of tests including unit test, system test, system integration test, etc.;
- ii-11) Documentation, including application operation manuals, computer operation procedures manuals, data manuals, program manuals, system maintenance plan, system manuals, user procedures manuals, security incident handling procedures;
- ii-12) Training materials;
- ii-13) Skill transfer and system handover materials.

- (iii) The Contractor shall design and develop the System with consideration for future integration with the Centralised openBIM Compliance Checking Platform designated by the DEVB and the BD, ensuring that the System is architected for seamless and efficient interoperability.
- (iv) the Contractor shall deploy software and where applicable hardware provided by FSD for implementing endpoint detection and response solution (EDR) in all servers, workstations, and mobile devices and as well as the network detection and response (NDR) solution for the System network which can continuously monitor the relevant devices and network traffic for signs of security incidents;
- (v) prepare the site specification, procurement plan and hardware & software requirements (or list), which best meet the objectives of the implementation;
- (vi) propose, prepare and execute various levels of test plans, test cases, test results and certify that the overall integration is completed;
- (vii) propose, develop and provide control procedures for program source code versioning and bug or error log tracing during various project phases;
- (viii) configure and set up the proper system environment for FSD to carry out the user acceptance of the Project as a whole;
- (ix) conduct presentation/demonstration of the Project before and after the system production when required;
- (x) provide system nursing and support for three (3) months after the actual system production;
- (xi) Any innovative suggestions proposed must be committed to be implemented and delivered within the SI&I period;
- (xii) Ensure the application can be executed in any circumstances (Without internet, lower PC hardware specifications, etc.).
- (xiii) work with the third-party contractors appointed by FSD, who carry out the Consultant, SRAA and PIAA services, and respond directly to the questions and comments raised by the independent auditor, rectify the problems and implement the recommendations from the SRAA and PIAA Reports before system live-run;
- (xiv) give response and take actions to the comments from the Internal Project Team, stakeholders and the third-party consultant for monitoring contractor's work progress and project deliverables;
- (xv) conduct pilot projects with FSD and developers/Authorised Persons for BIM submissions in order to formulate the BIM processing workflow and then update the internal guidance, BIM standard and specifications; and the code of practice etc.;

- (xvi) help FSD to prepare submissions for three (3) BIM related competitions held by such as CIC, DPO, HKIE, HKIS and buildingSMART International etc.;
 - (xvii) arrange and provide training to users at Government premise; and
 - (xviii) provide system nursing after the system production.
- b. Please refer to Clause 9.2 of Annex 1 of Part V – Project Specifications of SOA-QPS5 for details.
 - c. The Contractor shall include but not limited to these preliminary user requirements listed in this Work Assignment for the development of the Applications. Further user requirements for application design shall be added depending on the user requirement collected in the SA&D services.
 - d. The Contractor shall provide support services required by FSD in any showcase of the system (Such as ‘Competition’, ‘Exhibition’ and ‘Training’, etc.)

4.1.3.3 Services required for SM&S:

- a. The Contractor shall provide SM&S services for the System if FSD opts for the services.
- b. The Contractor shall provide the SM&S services during the Contract Period as set out in Clause 11.1 of Annex 1 of Part V – Project Specifications of SOA-QPS5.
 - (i) In addition to Clause 11.1 of Annex 1 of Part V – Project Specifications of SOA-QPS5, the Contractor shall also review annually the business impact analysis and the business continuity plan which includes the disaster recovery plan;
- c. Services are required for the prime maintenance period as specified below:

	Prime Maintenance Period
Monday to Friday	24 hours
Saturday	24 hours
Sunday	24 hours
Public Holiday	24 hours

Note: When submitting the Proposal in response to this Brief, Contractor shall clearly specify the charging rate(s) of the required Staff Category and its mode of support (Resident or Non-Resident), along with the applicable maintenance scheme (M1, M2, M3) which will be used by FSD for validation against the applicable Ceiling Rates. It is the Contractor’s obligation to fulfil the required maintenance period specified in the above table regardless of the staff rate(s) offered.

- d. The Contractor shall provide maintenance support services within the prime maintenance period. The support staff can be reached, via the helpdesk support or hotline according to the agreed response time as stipulated in Clause 4.2 in this Brief. The Contractor shall provide replacement staff when the support staff is not on duty, for any reason, during the subscribed support hours.
- e. The Contractor shall provide ad hoc support services outside the prime maintenance period in some maintenance activities (such as 'fire-fighting', disaster recovery and drill tests, etc.) on special occasions requested by FSD. The amount of payment chargeable shall be calculated based on the actual man-effort of various staff categories spent and the corresponding rates specified in the Price Proposal in relation to the delivery of the required services. The estimated cost of 5% of the man-effort of various staff categories proposed according to the rates given in the Price Proposal for such kind of ad hoc support task will be included for price comparison purpose in addition to the other fixed price components for this work assignment.
- f. The Contractor shall carry out the tasks designated and in the priority agreed by FSD. Tasks of remedial support services usually have a higher priority over scheduled support tasks. Minor enhancements and ad hoc requests shall be dealt with through formal change requests.
- g. After providing solutions or rectifying problems, the Contractor shall report the case in detail to the Government Representative, indicating the incident, findings, actions and solutions applied and recommendations for long term improvement.
- h. The Contractor shall complete scheduled tasks according to the planned schedule and resources agreed by FSD. For rectifying problems and other ad hoc maintenance support tasks, the Contractor shall respond and shall complete the tasks within a reasonable timeframe and resources to FSD's satisfaction.
- i. The Contractor shall properly maintain the Project Documentation of the System.
- j. The Contractor shall conduct quarterly independent quality assurance review (QAR) of services rendered.

4.2 SERVICE LEVEL REQUIREMENTS

The following are the service level requirements for SM&S. The Contractor must fulfil the service level requirements as set out in this Clause 4.2 in the provision of the SM&S services during the Contract Period:

4.2.1 Helpdesk Services

Task Description	Service Measures
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a. Provide a single point of contact, via a hotline, for reporting application and technical problems regarding the use of BIM Checking System	(1) 95% of calls made within the prime maintenance period, will be answered within 30 seconds; (2) 80% of calls resolved by the 1 st operator within the prime maintenance period (3) 90% of calls have resolution or plan within 2 working days
b. log, monitor and report on progress of all calls in the monthly incident/problem report	(4) provide monthly incident/problem report by the 5th working day of each month;
c. conduct quarterly analysis of helpdesk calls to identify recurrent issues and recommended remedial action	(5) conduct analysis; prepare and submit quarterly report on the incident/problem report, which should include the following information, by the 5 th working day of the reporting month: (i) any occurrence of recurrent issues and its level of impact on user's satisfaction (ii) recommendation of remedial action for incident/problem with high level of impact to user satisfaction

4.2.2 Problem Determination, Management and Bug Fixing

Task Description	Service Measures
a. perform problem determination, management, resolving and bug fixing;	(1) 100% of problem calls logged; (2) priority level set within 3 hours; (3) 100% call-back to initiator within 6 hours; (4) 100% impact analysis provided within 12 hours; (5) resolution plan produced within 2 working days; (6) high severity bugs fixed or work-around arrangement within 6 hours
b. provide immediate problem support for emergency cases, i.e., "fire-fighting", such as: ♦ total system down; or	(7) staff support within the prime maintenance period, as evidenced by logs

♦ >25% on-line users or public service is affected and, as soon as practicable, remedy the defect/error, or isolate the problem to minimize further impact to production service;	
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4.2.3 Ad-hoc Change Request and System Installation/Enhancement

Task Description	Service Measures
a. conduct impact analysis on change requests	(1) provide an impact analysis report within 5 working days of receipt of request or as otherwise agreed; and make recommendation on system change/enhancement when necessary
b. apply enhancements/changes to the System after FSD agreed with the recommended system change/enhancement	(2) work in accordance with agreed priorities and schedules; (3) perform testing on system change/enhancement, which include testing environment set-up; test plan, test cases, specification and acceptance test; (4) implement system change/enhancement within 5 working days of authorization to proceed or as otherwise agreed

4.2.4 System Monitoring & Optimization

Task Description	Service Measures
a. monitor system performance and produce monthly system performance statistics;	(1) provide monthly system performance statistics report by the 5th working day of each month;
b. advise FSD on system performance improvement, including options;	(2) provide advice as required and agreed with Government Representative
c. perform system tuning regularly in case the system performance has dropped to an unaccepted level or need improvement;	(3) provide both immediate and long term action plan agreed with the parties related within 3 working days from the request, or other agreed schedule (4) under the remedial action plan agreed, co-ordinate with the related

	parties and apply all action items to rectify situation
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4.2.5 System Administration and Control

Task Description	Service Measures
a. plan, schedule, automate and review system housekeeping activities; b. co-ordinate with FSD technical support team for system and database administration, including database reorganization; c. perform network administration tasks;	(1) daily backup conducted; (2) weekly system backup conducted; (3) 2 generations of system backup stored off-site; (4) daily user account maintenance; (5) tasks should be completed within the pre-defined schedule and/or agreed timeframe; (6) provide system activity logs and reports
d. provide security control support including applying regular security patches, regular virus signature updates, and scanning servers/workstations for virus attack whenever necessary in production and development environments;	(7) report to FSD promptly and perform all the appropriate remedial and recovery actions whenever an information security incident is found in BIM Checking System; (8) provide security control activity logs and reports

4.2.6 Production Support and Ad-hoc Processing Requests

Task Description	Service Measures
a. support the production systems; b. process ad hoc requests from FSD such as special database back-up and recovery of database; or support of ad hoc job execution	(1) tasks should be completed within the pre-defined schedule and/or agreed time frame; (2) provide incident logs, reports and statistics
c. discuss, coordinate, liaise and consult with FSD technical support teams, other related government B/Ds and other contractor(s) on all maintenance and support matters;	(3) act as the central coordinator to work with other related parties to handle all maintenance/support and keep the Government Representative informed of the progress
d. produce/maintain all user and support documentation to facilitate utilization and maintenance of BIM Checking System	(4) all amendments to the System are logged within 5 working days following the amendments;

e. maintain Project Documentation of BIM Checking System including ♦ Application operation manual, ♦ Computer operation procedures manual, ♦ Data manual, ♦ Program manual, ♦ System maintenance plan, ♦ System manual, ♦ User procedures manual; ♦ Security incident handling procedure f. review annually and update the business impact analysis the business continuity plan which includes a disaster recovery plan	(5) the Project Documentation is maintained up-to-date to agreed format
g. provide service performance reports monthly or as required, which should contain, ♦ progress report; ♦ call register statistics; ♦ change statistics; ♦ system activity statistics; ♦ security control activity statistics	(6) progress report provided by the 5th working day of each month detailing: (i) tasks completed (ii) tasks in-progress (iii) tasks not started (7) each progress report will detail the effort expected and estimates for completion; any variance from agreed schedules should be highlighted, along with measures to be taken to rectify any such work which is behind schedule

4.2.7 Disaster Recovery Planning, Drill and Support

Task Description	Service Measures
a. participate in the Disaster Recovery Drill and complete all activities assigned in the drill plan	(1) tasks assigned are completed successfully according to the drill plan and on schedule;
b. co-ordinate with BIM Checking System applications users to participate in the drill	(2) a drill test report has been prepared; (3) disaster recovery procedure is kept up-to-date at all times
c. revise the disaster recovery plan, system & database recovery procedure whenever required	

d. participate in the disaster recovery activities and complete all activities assigned following the procedures in the disaster recovery plan;	(4) tasks assigned are completed successfully according to the disaster recovery plan
e. co-ordinate with BIM Checking System Applications user to participate in the disaster recovery activities	(5) System resumed to normal production environment according to agreed schedule
f. resume the whole System from disaster recovery site to normal production environment	

4.2.8 Training Service

Task Description	Service Measures
(i) provide user training due to enhancement or system change, when necessary	(1) prepare training material, setting up training environment and conduct user training as in agreed schedule

4.3 SECURITY REQUIREMENTS

In addition to the terms and conditions as set out in Part IV – Conditions of Individual Contract of the SOA-QPS5 Tender Documents, the following security requirements are also applicable:

- 4.3.1 The Contractor shall follow the security requirements as stipulated in this Service Contract;
- 4.3.2 The proposed application may process and store RESTRICTED data. The Contractor is required to design the proposed application in accordance with the prevailing security policies, standards and guidelines of the Government;
- 4.3.3 The Contractor shall assure that the provisions of the data protection principles and the Personal Data (Privacy) Ordinance (Cap. 486) (“PD(P)O”) will be observed;
- 4.3.4 The proposed application should have sufficient logging features for audit trail and access rights for security protection;
- 4.3.5 RESTRICTED information, when transmitted by electronic mail over Internet, may only be transmitted on an Information System implemented with Public Key Infrastructure (“PKI”) encryption technology such as Hongkong Post e-Certificate or other encryption methods agreed by FSD;
- 4.3.6 The Contractor shall treat as confidential for all information related to the affairs or business of the Government or designated as confidential by the Government or which is by its nature confidential, which may come into the possession of the Contractor, the Contractor's employee(s), or any employee(s), agent(s) or subcontractor(s) of the Contractor as a result of or in connection with the provision and performance of Services under the SOA-QPS5. All relevant employees of the Contractor are required

to sign a non-disclosure agreement for the information they need to know in carrying out this Work Assignment;

- 4.3.7 The Contractor shall take reasonable precautions to preserve the integrity of Government data and to prevent any corruption or loss of Government data;
- 4.3.8 Disclosure of the deliverables or information of system of FSD is strictly prohibited;
- 4.3.9 The Contractor shall not at any time during or after the provision of the services divulge or allow to be divulged to any person, any such confidential information other than to the relevant employees and any other employees, officers, agents or contractors who need to know the same for the purpose of carrying out the Work Assignment and have signed an undertaking on non-disclosure as approved by the Government;
- 4.3.10 The Contractor shall ensure that the relevant employees and any other persons engaged on any work in connection with the Work Assignment are aware of and comply with the provision of the services and the Official Secrets Ordinance (Cap.521). The Contractor shall indemnify the Government against any loss or damage, which the Government may sustain or incur as a result of any breach of confidence by any of such persons;
- 4.3.11 Should this Work Assignment be terminated, either normally at the end of the Work Assignment period or prematurely due to any reasons, the Contractor shall return all related materials belonging to FSD or information collected from FSD within 3 working days of the termination including both hard copies and soft copies;
- 4.3.12 For operational needs, the credentials for accessing FSD systems, and some Government equipment might be given to the Contractor. In such case, the Contractor shall use the credentials in a strict and proper manner and shall never disclose them to any person unnecessarily. The Contractor shall not disclose the information to any non-related parties. Besides, under any circumstances, the Contractor shall refrain from performing any unsafe operations onto FSD users' computers, which might possibly lead to data leakage, data integrity problems or even data corruption. If such operations are absolutely necessary, the Contractor shall complete sufficient resilient measures (e.g. data backup) and seek FSD users' consent prior to the operations. Moreover, the Contractor shall not install any virus and/or malicious code into any systems of FSD;
- 4.3.13 The Contractor shall establish mechanism to report, notify and investigate of information security incidents, security breaches, as well as violations of the security requirements;
- 4.3.14 The Contractor shall work with the third-party contractors appointed by FSD, who carry out the Consultant, SRAA and PIAA services, and respond directly to the questions and comments raised by the independent auditor, rectify the problems and implement the recommendations from the SRAA and PIAA Reports;
- 4.3.15 FSD reserves the rights to audit, to have those audits carried out by independent third party, and to enumerate the statutory rights of auditors, and the Contractor shall provide full cooperation and support in connection with these activities;

- 4.3.16 The Contractor shall ensure that no unlicensed software is used and no malicious software (e.g. computer virus, worm, spyware, adware, Trojan horse program), backdoor or anything which would disrupt the operation or lead to compromise of any system is embedded in either the information or its storage media (e.g. in the form of data file, database, document, program code, email, hard disk, CD-ROM, Internet web page) when disseminate and/or exchange with FSD or the public;
- 4.3.17 Upon request from time to time by the Government, the Contractor shall provide to the Government a list of the names, posts, staff identity card numbers, addresses and telephone numbers of all Contractor's employees, agents, sub-contractors and those employees and agents of the aforementioned sub-contractors (collectively "Relevant Personnel") who may at any time require admission on behalf of the Contractor to any premises occupied by the Government for the purposes of the Contract if so required by the Government Representative, and in that event such list shall specify the capacities in which those persons are employed by or connected with the Contractor and shall contain such other particulars as the Government Representative may reasonably require;
- 4.3.18 The Contractor shall ensure that while any of the Relevant Personnel is on the Government's premises they will conform to the Government's normal codes of staff and security practice;
- 4.3.19 The Contractor shall ensure that the Relevant Personnel will have given consent to the Contractor to pass the personal data in relation to authorized persons of the Government for the purposes of the provisions of Clauses 4.3.17 to 4.3.20 and other provisions of the Contract;
- 4.3.20 The Government Representative reserves the right to refuse to admit to the Government premises any person, whose admission would be, in the reasonable opinion of the Government Representative, undesirable;
- 4.3.21 In the event that the Contractor fails to comply with Clauses 4.3.17 to 4.3.20, and it is determined that such failure is prejudicial to the interests of the Government, the Government Representative may thereupon terminate the Contract forthwith or partially terminate the Contract pursuant to Part IV – "Conditions of Individual Contract" (Tender Ref.: GCIO90525965); and in addition to the standards and guidelines as stated in Clause 4.5 of this Brief, the Contractor should comply with all relevant DPO IT security policy and/or guidelines in conducting the Work Assignment.

4.4 ESSENTIAL REQUIREMENTS

- 4.4.1 **All Proposals will be checked against the essential requirements set out in this Clause 4.4. Proposals that failed to meet any of the essential requirements set out in this Clause 4.4 will not be considered further.**

4.4.2 Professional Staff Requirements

As stipulated in Clause 3.10 of Part V - Project Specifications of SOA-QPS5, the Contractor may include Sub-contractor(s), which has/have been approved by the Government, in its Proposal in response to this brief. The Sub-contractor(s)

nominated in the Proposal must have been proposed by the SOA Contractor and approved by the Government under the Category/Group invited for this Brief according to Clause 3.8 of Part V - Project Specifications of SOA-QPS5 before the Proposal Closing Date. Otherwise, the Proposal will not be considered further.

In addition, all proposed project team members must be employees of the SOA Contractor or the proposed Sub-Contractor(s). Otherwise, the Proposal will not be considered further.

- 4.4.2.1 The composition of the Contractor's assignment team ("project team") must include at least the following roles who meet the requirements specified in the table below:

Roles	Requirements
One (1) Subject Matter Expert (BSE/MEP Engineer/Fire Engineer/AP) [Non-Resident]	- Bachelor's degree from a university in HKSAR, or equivalent^(Note 1), in construction, engineering, surveying, IT, BIM, GIS or a related discipline; - Corporate Member of Hong Kong Institution of Architects (MHKIA), Hong Kong Institution of Engineers (MHKIE) or Hong Kong Institution of Surveyors (MHKIS); - Building Services Engineer (BSE) or Mechanical, Electrical and Plumbing (MEP) Engineer or Fire Engineer or Authorised Person (AP); - Standard Staff Category ^(Note 2) 12 or above; - At least eleven (11) years of experience ^(Notes 3 & 4) in handling GBP submission; and - Specialty experience: At least handling three (3) GBP submission prepared in BIM during past 20 years.
One (1) Subject Matter Expert (BIM) [Non-Resident]	- Bachelor's degree from a university in HKSAR, or equivalent^(Note 1), in construction, engineering, surveying, IT, BIM, GIS or a related discipline; - Standard Staff Category ^(Note 2) 12 or above; - Construction Industry Council Certified BIM Manager (CCBM); - At least eleven (11) years of experience ^(Notes 2 & 3) in BIM; and - Specialty experience: At least three (3) HKSARG IT projects in formulating (i) BIM standard and specifications, (ii) adopting of openBIM, (iii) setting up of BIM CDE; or (iv) BIM compliance checking system during past 20 years.
One (1) Project Manager [Non-Resident]	- Bachelor's degree from a university in HKSAR, or equivalent^(Note 1), in construction, engineering, surveying, IT, BIM, GIS or a related discipline; - Project Management Professional (PMP); - Standard Staff Category ^(Note 2) 8 or above; - At least eight (8) years of IT experience ^(Notes 3 & 4) ;

	Specialty experience: <i>At least four (4) years of experience</i> ^(Notes 3 & 4) <i>in delivering SOA-QPS Category A (i) System Implementation and System Integration or (ii) Combined System Development project(s) for BIM or GIS in Systems Analyst role or above in the HKSARG during past 20 years.</i>
One (1) Systems Analyst [Non-Resident]	- Bachelor's degree from a university in Hong Kong, or equivalent^(Note 1), in construction, engineering, surveying, IT, BIM, GIS or a related discipline; - Standard Staff Category ^(Note 2) 6 or above; - At least five (5) years of IT experience ^(Notes 3 & 4); and - Specialty experience: <i>At least four (4) years of experience</i> ^(Notes 3 & 4) <i>in delivering SOA-QPS Category A (i) System Implementation and System Integration or (ii) Combined System Development project(s) for BIM or GIS in Analyst Programmer role or above in the HKSARG during past 20 years.</i>
Two (2) Analyst Programmer [Non-Resident]	- Associate Degree or Higher Diploma from an institute in Hong Kong, or equivalent^(Note 1), in construction, engineering, surveying, IT, BIM, GIS or a related discipline; - Standard Staff Category ^(Note 2) 4 or above; and - At least two (2) years of experience ^(Notes 3 & 4) in web application, BIM software and BIM in IFC format related development.

Notes:

- A certificate of completion for the relevant course or equivalent as specified in each of the rows above by whatsoever name or title which has been awarded by an institution in a jurisdiction other than a tertiary institution in Hong Kong will not be considered as meeting the qualification specified in the Relevant Section unless (a) the Government considers that the certificate of completion issued by the relevant institution is acceptable based on the world ranking of that tertiary institution compiled by such body as the Government considers appropriate; or (b) upon request by the Government, which the Government is not obliged to make, the Tenderer has provided supplementary information as requested by the Government to prove to its satisfaction that the course covered by the relevant certificate of completion awarded is comparable with the course as expressly specified in the Relevant Section as awarded by an institution which has been registered under the Hong Kong Qualifications Framework with the relevant QF level as the Government considers applicable.
- Please refer to Annex 6 of Part V – Project Specifications of SOA-QPS5 for details on Standard Staff Category.
- IT/BIM experience refers to the full-time involvement in IT/BIM job positions. The following are not taken as IT/BIM experience:
 - Time spent on full-time undergraduate or full-time postgraduate studies on IT;

- (b) Time spent on sandwich training in full-time undergraduate or full-time postgraduate studies on IT;
 - (c) Sales or marketing of IT related products and services; and
 - (d) Teaching of IT related subjects.
4. “Years of IT experience” is counted up to the Proposal Closing Date regardless of whether the date has been extended subsequently and in aggregate number of days and divided by 365 to derive the number of years. Overlapping periods of experience will only be counted once.

4.4.2.2 The composition of the Contractor’s project team in SM&S stage must include at least the following roles who meet the requirements specified in the table below:

Roles	Requirements
One (1) Analyst Programmer [Non-Resident]	• Associate Degree or Higher Diploma from an institute in Hong Kong, or equivalent^(Note 4), in construction, engineering, surveying, IT, BIM, GIS or a related discipline; • Standard Staff Category ^(Note 1) 4 or above; and • At least two (2) years of experience ^(Notes 2 & 3) in web application, BIM software and BIM in IFC format related development.

- 4.4.3 The Contractor’s project team is required to work non-resident in the SA&D, and SI&S services of this Work Assignment unless otherwise specified. Off-shore work is not allowed. The Contractor’s project team as a whole and each individual within the team shall have the experience in implementing systems of similar nature and scope of those required in this Brief.
- 4.4.4 FSD may request the Contractor to provide relevant proof/information to substantiate the qualifications, experiences and past performance of all the designated team members on a need basis. The Contractor shall provide the required relevant information within three working days upon receipt of the request from FSD.
- 4.4.5 FSD reserves the right to interview any individual project team member before the start of this Work Assignment. Any person failing in the interview could not be assigned to the Contractor’s project team.
- 4.4.6 The candidate(s) may be required to answer technical questions and/or perform technical procedures related to the Work Assignment duties during the interview(s), if any. Any expense incurred in such interview(s) will be on the Contractor’s account.
- 4.4.7 Staff replacement is not allowed without the prior agreement by FSD. The new Assignment Team Member(s) must also meet the requirements as stipulated in this Work Assignment Brief. Relevant proof of the new Project Team Member(s) to meet the requirements shall be submit to FSD for consideration in advance before the replacement.

- 4.4.8 The Contractor shall ensure sufficient manpower to be allocated to this Work Assignment at various project stages. If delay of project activities caused by the Contractor happens during the course of this Work Assignment, the Contractor shall provide additional manpower resources at no extra cost upon request from FSD to meet the project schedule.
- 4.4.9 FSD may request the Contractor to give a free presentation on the project team structure and the roles of team members, and how they are going to conduct the project on a need basis. The Contractor shall provide such free presentation within five working days upon receipt of the request from FSD.
- 4.4.10 The Contractor should provide the relevant proof of the experiences of the project team members with reference sites or website/ web application URL

4.5 GOVERNMENT STANDARDS, METHODOLOGIES AND QUALITY REQUIREMENTS

- 4.5.1 The Contractor shall comply with the following Government regulations, policies, standards, guidelines, methodologies and quality requirements:
- a. Baseline IT Security Policy
 - b. IT Security Guidelines
 - c. Practice Guide for Security Risk Assessment & Audit
 - d. Practice Guide for Information Security Incident Handling
 - e. Practice Guide for IT Outsourcing
 - f. Practice Guide for Data Loss Prevention
 - g. Practice Guide for Destruction and Disposal of Storage Media
 - h. Practice Guide for Mobile Security
 - i. Practice Guide for Website and Web Application Security
 - j. Practice Guide for Penetration Testing
 - k. Practice Guide for Security Log Management
 - l. The Interoperability Framework for the e-Government
 - m. Best Practices for Business Analyst
 - n. Effective Systems Analysis and Design Guide
 - o. Practice Guide for Security by Design
 - p. Practice Guide for Internet Gateway Security
 - q. Practice Guide for Scoping and Planning of Large-scale IT System Development Projects
 - r. The Government Technology and System Architectures (GTSA) Framework
 - s. Common Look and Feel Guidelines and Design Specifications

For Government websites, the Contractor needs to adopt mobile friendly design to provide good user experience with different devices (including desktop, notebook computers, tablets & smartphones) in accordance to the "Common Look and Feel Guidelines and Design Specifications".

- 4.5.2 Where necessary, the Contractor has to adopt adaptations to the methodologies and quality management system specified in Clause 4.5.1 and those proposed in Section

8.2.2.1(c). The Contractor shall seek agreement from FSD on any adaptations of the methodologies and quality management system that will be adopted for delivering the required services/products of this Work Assignment. For all agreed adaptations, the Contractor has to document the reason why such adaptations are adopted in relevant quality records.

4.6 PROJECT DELIVERABLES, MILESTONES & IMPLEMENTATION SCHEDULE

The Contractor shall provide the project Deliverables specified in Clause 4.6.1 below which are based on the prevailing Government standards and methodologies that can be found at DPO's website

(https://www.digitalpolicy.gov.hk/en/our_work/digital_infrastructure/methodology).

4.6.1 Project Deliverables

4.6.1.1 SA&D and SI&I:

- a. The Contractor shall provide a complete set of SA&D and SI&I Deliverables for this Work Assignment. The major Deliverables are listed below:

- (i) **Management Products**

- i-1) Project initiation document
 - i-2) Project plan
 - i-3) Stage plans
 - i-4) Exception plans, if any
 - i-5) Minutes of checkpoint meetings, Project Steering Committee (PSC) and Project Assurance Team (PAT) Meetings
 - i-6) Highlight reports (monthly)
 - i-7) Project evaluation report

- (ii) **Quality Products**

- ii-1) Quality plan
 - ii-2) Quality record of independent quality assurance review (QAR) including invitation to quality reviews and quality review results at milestones as stipulated in Clause 4.6.2.1(b)
 - ii-3) Product descriptions
 - ii-4) Technical exceptions (project issue report, off specification report and requests for change), if any

(iii) **Technical Products**

iii-1) SA&D report, which consists of two parts:

iii-1-1) Part 1 - management summary

iii-1-2) Part 2 - technical specification

- ♦ Current environment description
- ♦ Requirements specifications
- ♦ System specifications
- ♦ Selected technical system option

iii-2) SI&I includes:

- ♦ Physical design document including the following physical data design, process data interface, data catalogue, program specifications, performance optimization report;
- ♦ Site specifications and assistance in site preparation;
- ♦ Procurement plan, hardware and software requirement, technical vetting on proposals and recommendation on acceptance of site, cabling and items procured;
- ♦ Program codes/Software modules;
- ♦ Customization/configuration of the installed hardware and software;
- ♦ Test plans, cases, and results of various levels of tests including unit test, system test, system integration test, etc.;
- ♦ System production for FSD;
- ♦ Disaster recovery drill test report;
- ♦ Documents and deliverables for setting up BIM Common Data Environment (CDE) in FSD;
- ♦ Submissions including application form, presentation material, videos, for three (3) BIM related competitions held by such as CIC, OGCIO, HKIE, HKIS and buildingSMART International etc.
- ♦ Documentation, including application operation manuals, computer operation procedures manuals, data manuals, program manuals, system maintenance plan, system manuals, user procedures manuals, security incident handling procedures;
- ♦ Training materials;

- ♦ Skill transfer and system handover materials.
- (iv) Please refer to Annex 2 for the major contents of the SA&D report. Apart from the basic requirement described in Annex 2, the Contractor shall document the SA&D findings and provide sufficient and necessary information for conducting subsequent project phases for this project.
- (v) Unless waived by FSD, formal and informal reviews of the above products shall be conducted on a need basis throughout the course of the Work Assignment; management presentations to FSD shall also be conducted at the commencement of the project and for the user acceptance of the following Deliverables:
- v-1) SA&D:
- ♦ Deliverables for the "Current Environment" stage;
 - ♦ Deliverables for the "Selection of Feasible Options" stage;
 - ♦ SA&D report;
 - ♦ Management QA Presentation, if required.
- v-2) SI&I:
- ♦ Deliverables for the "Physical Design" stage;
 - ♦ Deliverables for the "System Installation & Production " stage;
- (vi) The Contractor shall provide at least one hardcopy for each product delivered. In addition, the Contractor shall provide one softcopy for each product.
- (vii) The following specified Deliverables, in whatever nature that are first created by the Contractor, any of its Sub-contractors or agents for the performance of this Individual Contract in which the Intellectual Property Rights (IPR) shall be vested in the Contractor according to the Clause 15.2 of Part IV – Conditions of Individual Contract of SOA-QPS5.
- ♦ Source codes and object codes of new IT system
- vii-1) The Contractor shall use its best endeavours to offer the Deliverables above on reasonable terms and conditions to any person who has expressed interest in obtaining a licence to use these Deliverables above in respect thereof. In addition, the Contractor shall use its best endeavours to further commercially exploit the Intellectual Property Rights subsisting in the Deliverables above within a period of 60 months from the date of the Acceptance Certificate being issued. In the event that the Government is not satisfied that the Contractor has duly discharged all of the aforesaid obligations in this sub-clause, the Contractor shall be required to ensure that the Deliverables above are Open Source Software¹ by

making available the Deliverables above on Open Source Licensing Terms².

- (vii) No Deliverable, in whatever nature that are first created by the Contractor, any of its Sub-contractors or agents for the performance of this Individual Contract in which the Intellectual Property Rights (IPR) shall be vested in the Contractor according to the Clause 15.2 of Part IV – Conditions of Individual Contract of SOA-QPS5.

¹ Open Source Software means a software which complies with the Open Source Licensing Terms².

² Open Source Licensing Terms means in relation to a software, the terms of distribution of such software which must be complied in order for that software to be qualified as open source and which terms are published by the Open Source Initiative³ on its website (as from time to time revised).

³ Open Source Initiative means a non-profit incorporated organisation known as “Open Source Initiative” dedicated to managing and promoting Open Source Software for the good of the community.

4.6.1.2 SM&S:

- a. The major Deliverables for SM&S services are listed below:

Major Tasks	Key Deliverables
Help desk services	(1) call logs, incident/problem reports and call register statistics
Problem determination, management and bug fixing	(2) call logs, incident/problem reports and statistics (3) on-site logs
Ad-hoc change request and system Installation/Enhancement	(4) change log and statistics (5) impact analysis report (6) test cases, test data, acceptance test plan, specification, training plan, acceptance test report, implemented change/enhancement (7) updated documentation
System monitoring & optimization	(8) change log and statistics (9) system performance statistics report, immediate and longer term action plan, implemented change/enhancement (10) updated documentation
System administration and control	(11) system activity logs and reports (12) security control activity report
Production support and Ad-hoc processing requests	(13) incident log, report and statistics (14) updated documentation

	(15) monthly progress report
Disaster recovery planning, drill and support	(16) drill test report, updated disaster recovery plan (and drill plan) and system & database recovery procedures (17) system resumed to normal production condition according to disaster recovery plan
Training service	(18) training material and training course

4.6.2 Milestones and Implementation Schedule

4.6.2.1 SA&D and SI&I:

- a. The SA&D and SI&I will be conducted for a period of 24 months. The Contractor shall propose a detailed timetable for the Work Assignment and ensure that they are able to deliver the System and work closely with FSD according to this timetable.
- b. A high-level timetable is as follows:

Milestone	End of Date	Deliverables
0. Work Project Team Formation	1 st week	
1. Project initiation	1 st month	(1) Project initiation document
2. Definition of problems	2 nd month	(2) Current environment description (3) Requirements specifications
3. Selection of feasible options	4 th month	(4) System specifications (5) Selected technical system option
4. System analysis & design	6 th month	(6) SA&D report
5. Physical design	8 th month	(7) Physical data design (8) Process data interface (9) Data catalogue (10) Program specification (11) Performance optimization report
6. Site preparation and cabling	8 th month	(12) Site specification (13) Accepted site

Milestone	End of Date	Deliverables
7. Procurement & installation of hardware and software	9 th month	(14)Procurement plan (15)Procurement specification and/or procurement list (16)Hardware and software installed and checked
8. Program development	11 th month	(17)Program codes, software modules (18)Job control procedures
9. Unit test	16 th month	(19)Unit test cases and results
10. System integration and test	17 th month	(20)System test plan, specifications and results (21)Software modules in integration
11. User acceptance test	18 th month	(22)User acceptance test plan, specifications and result (23)Software modules passing user acceptance test
12. Training	20 th month	(24)Training plan (25)Training manual (26)Training courses (27)Training users
13. System installation & production	21 th month	(28)System installation plan (29)Hardware and Software modules in integration (30)System installation report (31)Computer systems in production use

Milestone	End of Date	Deliverables
14. Prepare Project Documentation	22 th month	(32)Application operation manual (33)Computer operation procedures manual (34)Data manual (35)Program manual (36)System maintenance plan (37)System manual including internal workflows for processing BIM submission (38)User procedures manual (39)Security incident handling procedure (40)Business continuity plan which includes a disaster recovery plan
15. Nursing	24 th month	(41)System nursing & maintenance (42)Hand-over plan (43)Submissions for BIM competitions
16. Disaster recovery drill	24 th month	(44)Disaster recovery drill test report
17. Project closure	24 th month	(45)Project evaluation report

4.6.2.2 SM&S:

- a. The Contractor shall provide the maintenance and support services for a period of two years from the completion of System Nursing.

4.7 OTHER REQUIREMENTS

4.7.1 Other requirements of SA&D:

- a. The key project team members must work full time in FSD's office if requested by FSD.
- b. During the course of the Work Assignment, interviews with external bodies outside FSD (listed in Annex 3) may be necessary.
- c. Different implementation options may be considered during SA&D. The SA&D report should specifically address the results of the evaluation of these implementation options in both the management summary and the technical report.

- d. During the study, opportunities for data sharing should be explored and made use of whenever appropriate. The Contractor should recommend to users on how the requirements for data sharing are achieved.
- e. The SA&D shall explore the opportunity of sharing data/information between the existing government and non-government systems and the proposed System.
- f. The Contractor shall allow at least 10 working days in the schedule for FSD responding to comments on interim Deliverables, evaluation of implementation options, quality assurance and acceptance of Deliverables so that the progress of the Work Assignment will not be adversely affected.

4.7.2 Other requirements of SI&I

- a. The key project team members must work full time in FSD's office if request by FSD.
- b. The Contractor shall allow at least 10 working days in the schedule for FSD responding to comments on interim Deliverables, evaluation of implementation options, quality assurance and acceptance of Deliverables, etc., so that the progress of the Work Assignment will not be adversely affected.

4.7.3 Other requirements of SM&S

- a. The key project team members must work full time in FSD's office if request by FSD.
- b. The Contractor shall allow at least 10 working days in the schedule for FSD responding to comments on interim Deliverables, evaluation of implementation options, quality assurance and acceptance of Deliverables so that the progress of the Work Assignment will not be adversely affected.

4.7.4 Delays

In accordance with Clause 10.3 of Part IV – Conditions of Individual Contract of SOA-QPS5, the Government Representative shall be entitled to reject the delayed Services or System if the Contractor fails to provide the Services for the Work Assignment within sixty (60) days after the scheduled delivery date.

4.7.5 Debarment

4.7.5.1 The successful Contractor will be debarred from bidding the subsequent Consultant, Security Risk Assessment and Audit (SRAA) and Privacy Impact Analysis and Audit (PIAA) services of the developed System under this Brief.

4.7.5.2 The Government appointed the following companies pursuant to separate contracts to provide consultancy in relation to the Feasibility Study on Adoption of Building Information Modelling in the Fire Services Department (“Consultancy Contract”). These companies and their sub-contractor(s), and their respective associates and associated persons, are prohibited from bidding for this Contract in this invitation to Proposal or to act as sub-contractor of the Contractor of this Contract.

Name of Company: Esri China (Hong Kong) Limited
Contract number: FSD Ref.: FSD/SOA/QPS5/22(9); Company Ref.: GCIO90525965-A-N-C7-0097
Name(s) of sub-contractor(s): Building Information Technology Limited (BIT)

Name of Company: Llewellyn and Partners Company Limited
Contract number: Quotation Ref.: FSD/DLS/22(41)
Name(s) of sub-contractor(s): Not applicable

4.7.5.3 After the Contract award, unless with the prior written approval on a case-by-case basis based on full disclosure of all relevant facts, the Contractor undertake that it shall not, and shall ensure that (a) none of its associates and associated persons and (b) none of the Contractor Personnel and the associates and associated persons of any such Contractor Personnel, will, submit any bid or offer in response to any invitation to be issued by the Government in relation to the Debarred Services in relation to this Individual Contract and/or the System. The Debarred Services include but not limited to any security risk assessment and audit, any reviews and assessment of system design and development progress, any independent test including load test and stress test. Where under the Contract it is the obligation of the Contractor to appoint any person to perform any of the foregoing, the Contractor shall ensure that the person to be appointed will not be any person mentioned in (a) or (b) above. Notwithstanding the above, a contractor appointed whether by the Contractor or the Government in compliance with the foregoing requirements for any type of service as specified herein shall not be subject to this prohibition from bidding in relation to any subsequent appointment(s) whether for the same or different type of service as mentioned herein.

4.7.6 Pursuant to Clause 22.1 (c) (ii) of Part III – Conditions of Standing Offer Agreement of the SOA-QPS5 Tender Documents, the Contractor is required to demonstrate its financial capability in accordance with Clause 33 of Part II of the SOA-QPS5 again for determining the amount of contract deposit to be collected.

4.8 PAYMENT SCHEDULE

4.8.1 Payment of the SA&D and SI&I services shall be made upon successful completion of major milestones as stated below:

Payment Milestone (abbr.)	Percentage of Total Payment
Completion of milestones [#] 0 – 4 (PM1)	20%
Completion of milestones [#] 5 – 7 (PM2)	10%
Completion of milestones [#] 8 – 9 (PM3)	20%
Completion of milestones [#] 10 –13 (PM4)	30%
Completion of milestones [#] 14 –17 (PM5)	20%

[#] Milestones are set out in Clause 5.1(c) of this Brief.

- 4.8.2 Payment of the SM&S services except ad hoc support services specified in Clause 4.1.3.4 will be payable at fixed price in every 3 months within the Contract Period starting from the date of SM&S services provided by the Contractor subject to the acceptance criteria met as specified in Section 5 of this Brief, and in accordance with the terms of payment for a Work Assignment in the SOA-QPS5. The Contractor shall produce an invoice after the written acceptance of the Deliverables for each sum becoming payable to the named person to be informed by the Government in writing.
- 4.8.3 Payment of the ad hoc SM&S services specified in Clause 4.1.3.4 will be payable in every 3 months within the Contract Period starting from the date of ad hoc SM&S services provided by the Contractor subject to the acceptance criteria met as specified in Section 5 of this Brief, and in accordance with the terms of payment for a work assignment in the SOA-QPS5. The amount of payment chargeable shall be calculated based on the actual man-effort spent during the period from the last payment made in relation to the delivery of the required services. The Contractor shall submit to the Government the timesheets for the payable sum for acceptance before the issue of the invoice. The Contractor shall produce an invoice for each sum becoming payable to the named person to be informed by the Government in writing.
- 4.8.4 All invoices shall bear the relevant order reference and shall be addressed to ICT Division of FSD at 3/F, North Wing, FSD Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon [Attn: SM (Information and Data Analytics)/ICT]. The Government shall not be responsible for any delay in payment if the invoices are not properly addressed by the Contractor

5. Acceptance Criteria

- 5.1 The Government will accept the Services only if:
- the Contractor produces all agreed Deliverables for the services required, which have adhered to Government standards, methodologies and quality requirements stipulated in Clauses 4.5 and 8.2.2.1(c) hereof and to the satisfaction of FSD; and
 - the Contractor fulfils the acceptance criteria for the major assignment Deliverables as follows:

Milestone	Deliverables	Acceptance Criteria
0. Work Project Team Formation		
1. Project initiation	Initial project management document: • Project initiation document	Initial project management document accepted by FSD.
2. Definition of problems	Problem definition documents: • Current environment description • Requirements specifications	Problem definition documents accepted by FSD

Milestone	Deliverables	Acceptance Criteria
3. Selection of feasible options	Feasible options selection results: • System specifications • Selected technical system option	Feasible option selected by FSD.
4. System analysis & design	• SA&D report	SA&D report accepted by FSD.
5. Physical design	Physical design document including the following: • Physical data design; • Process data interface; • Data catalogue; • Program specifications; • Performance optimization report	Physical design accepted by FSD.
6. Site preparation and cabling	• Site specifications; • Accepted site	Site and cabling accepted and certified in good condition
7. Procurement & installation of hardware and software	• Hardware and software installed and checked	Procured items installed and certified in good condition
8. Program development	• Program codes and software modules • Job control procedures	All agreed function modules are available and ready for unit test
9. Unit test	• System Function Unit test cases and results	No discrepancies between the actual system function test output and the expected output in the test plan, or only minor discrepancies that are acceptable by FSD
10. System integration and system test	• Software modules in integration • System test plan, specifications and result	No discrepancies between the actual test output and the expected output in the test plan, or only minor discrepancies that are acceptable by FSD
11. User acceptance test	• User acceptance test plan, specifications and result • Software modules passing user acceptance test	All user acceptance tests passed and FSD users accept the testing result.
12. Training	• Training plan; • Training manual;	Training plan and manual accepted by FSD
	• Training courses; • Trained FSD users; • Course evaluation report	Conducted training course according to the training plan

Milestone	Deliverables	Acceptance Criteria
13. System installation & production	• System installation plan • Hardware and software modules in integration • System installation report • Computer systems in production use	System in production accepted by FSD.
14. Prepare Project documentation	System documentation: • Application operation manual; • Computer operation procedures manual; • Data manual; • Program manual; • System maintenance plan; • System manual; • User procedures manual; • Security incident handling procedure	Project documentation accepted by FSD.
15. Nursing	• System nursing & maintenance; • Hand-over plan	System performance at a pre-defined acceptable level accepted by FSD.
16. Disaster Recovery (DR) drill	• DR drill and report	DR drill and report accepted by FSD.
17. Project closure	Project evaluation document such as project evaluation report	Project evaluation document accepted by FSD

5.2 For the approval of acceptance of the last assignment Deliverables of SA&D and SI&I, the Contractor shall assure FSD that all assignment Deliverables, including the entire System, shall have been delivered satisfactorily and is acceptable to FSD.

5.3 The Government will accept the SM&S services only if:

- a. the Contractor produces all agreed Deliverables for the services required, which are adhered to Government standards, methodologies and quality requirements stipulated in Clauses 4.5 and 8.2.2.1(c) and to the satisfaction of FSD;
- b. the Contractor complies with the service level requirement as specified in Clause 4.2 of this Brief especially for the response time and services pledge of the maintenance and support services.

5.4 FSD will require in general up to fourteen (14) days to consider each required Deliverable and, if it deems appropriate, to confirm the acceptance of the Deliverables. Allowance shall be made in the proposed project plan for such activities.

6. REFERENCE DOCUMENTATION

The Contractor shall refer to the following documents in conducting the Work Assignment:

- a. Documents specified in Clause 4.5.1 of this Brief in conducting the Work Assignment.
 - b. Government Information and Cyber Security Documents
https://www.digitalpolicy.gov.hk/en/our_work/digital_infrastructure/information_cyber_security/government/
 - c. Government Data Policy and Standard Documents
https://www.digitalpolicy.gov.hk/en/our_work/data_governance/policies_standards/
 - d. Government IT Key Initiatives
https://www.digitalpolicy.gov.hk/en/our_work/digital_government/policies_targets_measures/key_initiatives/
 - e. DEVB Circular for BIM
<https://www.devb.gov.hk/filemanager/technicalcirculars/en/upload/366/1/C-2018-18-01.pdf>
<https://www.devb.gov.hk/filemanager/technicalcirculars/en/upload/371/1/C-2019-09-01.pdf>
<https://www.devb.gov.hk/filemanager/technicalcirculars/en/upload/381/1/C-2020-12-01.pdf>
 - f. BIM HARMONISATION GUIDELINES FOR WORKS DEPARTMENTS
[https://www.devb.gov.hk/filemanager/en/content_1287/DEVB%20BIM%20Harmonisation%20Guidelines%20for%20WDs%20\(v2\).pdf](https://www.devb.gov.hk/filemanager/en/content_1287/DEVB%20BIM%20Harmonisation%20Guidelines%20for%20WDs%20(v2).pdf)
 - g. CIC BIM Standards-related Publications
https://www.bim.cic.hk/zh-hant/resources/publications_detail/117
- Additional reference documents for GBP checking:
- h. Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment
https://www.hkfsd.gov.hk/eng/fire_protection/notices/code.html
 - i. FSD Circular Letters:
https://www.hkfsd.gov.hk/eng/fire_protection/notices/circular.html
 - j. Supplementary Guidance Note on General Building Plan Submissions
https://www.hkfsd.gov.hk/eng/source/safety/f_ap_meeting/SGNote_Building_Plan_Submissions.pdf

7. SELECTION CRITERIA AND MARKING SCHEME

7.1 SELECTION CRITERIA

The Proposals submitted by the SOA Contractors in response to this Brief shall be evaluated in accordance with Annex 4 of Part V – Project Specifications of SOA-QPS5.

7.2 MARKING SCHEME

7.2.1 The Standard Marking Scheme under SOA-QPS5 as stipulated in Annex 4 of Part V – Project Specifications of SOA-QPS5 shall be adopted. For this Brief, a 70% technical weighting and a 30% price weighting in the computation of the Combined Score will be adopted.

7.2.2 The scoring arrangement of items under “A. Execution Plan” and “B. Experience, Qualification & Certification” of the Standard Marking Scheme will be assigned based on the merit of the Proposal in response to the specific requirements of the Work Assignment. Innovative features of the proposed solution will be taken into consideration.

Assessment criteria	Rules for awarding marks
Section A: Execution Plan	
A1. Proposed Solution	
A1.1 Compatibility Compatibility means the ability of the proposed technical solution to integrate with an existing components so that the same can continue to be deployed in another existing system or the same can be deployed in the new System or otherwise in the case of database, no conversion is necessary. For each desirable compatibility feature in relation to the component(s) specified below in excess of the original requirements specified in this Brief (each a “desirable compatibility feature”), the SOA Contractor may wish to provide details of the proposal technical solution to achieve the feature: • Operating system • Database • Applications Browser • Directories services • System Architecture • Infrastructure management services • Network • Storage solution • Backup solution • Peripherals • Security Solution FSD would consider the compatibility of the proposed System with the other IT system /	Marks will be given according to the number of desirable compatibility features achieved based on the effective and practicable details in the Technical Proposal (each an “achieved compatibility feature”). The marks are calculated under the following formula: (Number of achieved compatibility feature(s) ÷ total number of desirable compatibility features listed in the first column) × maximum mark for compatibility

Assessment criteria	Rules for awarding marks
GIS system / modules i.e. ESH, openBIM Compliance Checking Platform, LIFIPS 2.0 and GIS Portal 2.0 for BIM adoption in FSD. Maximum mark is 21.	
A1.2 Flexibility Flexibility means the ability of the proposed technical solutions to adapt its architecture and/or design to changes. For each desirable flexibility feature specified below in excess of the original requirements specified in this Brief (each a “desirable flexibility feature”), the SOA Contractor may wish to provide details of the proposed technical solution to achieve the feature: • Application design flexibility • Workload flexibility FSD would look for a solution that the openBIM GBP Checking System is flexible enough to cater the business needs/changes in FSD for at least coming 5 years. Maximum mark is 7.	Marks will be given according to the number of desirable flexibility features achieved based on the effective and practicable details in the Technical Proposal (each an “achieved flexibility feature”). The marks are calculated under the following formula: (Number of achieved flexibility feature(s) ÷ total number of desirable flexibility features listed in the first column) × maximum mark for flexibility
A1.3 System integration System integration means how well the System components are integrated as one total solution. For each desirable system integration feature in excess of the original requirement specified in this Brief (each a “desirable system integration feature”), the SOA Contractor may wish to provide details of the proposed technical solution to achieve the feature: • Infrastructure integration • Application integration • The integration between the System and the other IT system / GIS system / modules i.e. ESH, openBIM Compliance Checking Platform, LIFIPS 2.0 and GIS Portal 2.0. Maximum mark is 7.	Marks will be given according to the number of desirable system integration features achieved based on the effective and practicable details in the Technical Proposal (each an “achieved integration feature”). The marks are calculated by the following formula: (Number of achieved integration features achieved by the proposed Technical Solution ÷ total number of desirable system integration features listed in the first column) × maximum mark for system integration

Assessment criteria	Rules for awarding marks										
A2. Team Structure and Resources Allocation Team Structure and Resources Allocation will be assessed based on the following: (i) detailed estimation of man-effort; (ii) detailed estimation of man-effort required from B/D; (iii) the professional qualifications, skills, experiences, job histories, responsible areas and duties of the proposed staff; (iv) project team composition; and (v) the proposed roles and responsibilities of the SOA Contractor, any proposed sub-contractor(s). FSD would look for a proposed Team Structure and Resources Allocation that ● Can ensure the project implementation according to and even ahead of the planned schedule ● Have sound experience in GBP checking system development ● Have sound experience in openBIM ● Have sound experience in setting up BIM CDE Maximum mark is 14.	Marks will be given according to the effectiveness, practicality, clearness, logicity, pertinence, and comprehensiveness of the execution plan provided by a SOA Contractor, using the following four-grade approach: <table border="1"> <thead> <tr> <th>Grade ^{(Note (a))}</th><th>Percentage of maximum marks</th></tr> </thead> <tbody> <tr> <td>Very Good</td><td>100%</td></tr> <tr> <td>Satisfactory</td><td>75%</td></tr> <tr> <td>Moderate</td><td>50%</td></tr> <tr> <td>Poor</td><td>0%</td></tr> </tbody> </table>	Grade ^{(Note (a))}	Percentage of maximum marks	Very Good	100%	Satisfactory	75%	Moderate	50%	Poor	0%
Grade ^{(Note (a))}	Percentage of maximum marks										
Very Good	100%										
Satisfactory	75%										
Moderate	50%										
Poor	0%										
A3. Project Management Plan The project management plan sets out the way in meeting the performance requirements for the services. Marks will be given for providing description on the following: (i) proposed work approach: detailed description on how to provide the service and standards and methodologies adopted; (ii) the measures and procedures that the SOA Contractor will take to comply with the project management requirements mentioned in this Brief; (iii) approach to devise the project plan (with detailed timetable); (iv) approach to devise the quality assurance plan; (v) approach to devise the change management plan; and (vi) approach to devise the contingency plan.	Marks will be given according to the effectiveness, practicality, clearness, logicity, pertinence, and comprehensiveness of the execution plan provided by a SOA Contractor. , using the following four-grade approach: <table border="1"> <thead> <tr> <th>Grade ^{(Note (a))}</th><th>Percentage of maximum marks</th></tr> </thead> <tbody> <tr> <td>Very Good</td><td>100%</td></tr> <tr> <td>Satisfactory</td><td>75%</td></tr> <tr> <td>Moderate</td><td>50%</td></tr> <tr> <td>Poor</td><td>0%</td></tr> </tbody> </table>	Grade ^{(Note (a))}	Percentage of maximum marks	Very Good	100%	Satisfactory	75%	Moderate	50%	Poor	0%
Grade ^{(Note (a))}	Percentage of maximum marks										
Very Good	100%										
Satisfactory	75%										
Moderate	50%										
Poor	0%										

Assessment criteria	Rules for awarding marks
(vii) supervision plan: the mechanism to ensure adequate supervision and monitoring of the project team FSD would look for a new achievable project plan that the deliverables can be submitted by phases and in shorter timeframe. Maximum mark is 7.	
A4. Innovative Suggestions	
There are two types of innovative suggestions (i) Pro-innovation Proposals – proposals that are directly relevant to the services being procured by this invitation of Work Assignment and can enhance service delivery. (ii) Environmental protection, sustainability (E) or social responsibility (S) or governance (G) Proposals – proposals that are not directly relevant to the services being procured by this invitation of Work Assignment but can bring about one or more positive value(s) or benefit(s) to the Government or public at large such as ideas to improve ESG.	A proposed Innovative Suggestion scoring marks must be considered effective and practicable from the Government's point of view in order to score marks. Marks will not be given for a proposed Innovative Suggestion which just state an objective/concept without sufficient details. Marks will only be given to those proposed Innovative Suggestions which the Government considers that the SOA Contractor would be capable of and responsible for implementation from the practicable and effective perspectives. An innovative suggestion shall only earn mark under either Pro-innovation Proposals or ESG Proposals, but not both. Where a Pro-innovation Proposal as designated by the SOA Contractor may also qualify as ESG proposals, that Proposal will only be evaluated under Pro-innovation Proposal but not under ESG proposals. If the SOA Contractor does not label the Innovative Suggestion as either Pro-innovation Proposal or ESG Proposal, the Government has the discretion to decide to which type it belongs. One Pro-innovation Proposals achieving more than one type of positive values and/or benefits will normally be treated as one Pro-innovation Proposals only. One ESG Proposal achieving more than one type of positive values and/or

Assessment criteria	Rules for awarding marks										
	benefits will normally be treated as one ESG Proposal only. A proposal which has scored marks under an earlier assessment criterion will not earn marks again whether as a Pro-innovation Proposal or ESG Proposal.										
A4.1 Pro-innovation proposals The proposed Pro-innovation proposals shall bring benefits/positive values to the Government and/or B/Ds on: • saving of manpower resources for delivering the Services • higher operational efficiency / performance reliability / productivity of the System • earlier delivery schedule / project implementation; • shortening of gearing-up period • higher security standard • better quality of the Services • improved or greater flexibility to adapt to operational changes • enhanced compatibility with other systems • easier maintenance • increased utilisation of the Services • increased user satisfaction FSD would look for Innovative Suggestions, such as: ● good and fast 3D map / BIM visualization and analysis ● fast development of the BIM submission checking system for openBIM ● good solution for building a BIM CDE in FSD Maximum mark is 10.5.	Marks will be given as follows: <table> <tr> <th>No. of practicable and effective pro-innovation proposals</th><th><Marks / Percentage of maximum marks></th></tr> <tr> <td>0</td><td>0</td></tr> <tr> <td>1</td><td><3.5 / 33.33%></td></tr> <tr> <td>2</td><td><7.0 / 66.67%></td></tr> <tr> <td>3 or more</td><td><10.5 / 100%></td></tr> </table>	No. of practicable and effective pro-innovation proposals	<Marks / Percentage of maximum marks>	0	0	1	<3.5 / 33.33%>	2	<7.0 / 66.67%>	3 or more	<10.5 / 100%>
No. of practicable and effective pro-innovation proposals	<Marks / Percentage of maximum marks>										
0	0										
1	<3.5 / 33.33%>										
2	<7.0 / 66.67%>										
3 or more	<10.5 / 100%>										
A4.2 ESG proposals The proposed ESG proposals shall bring benefits/positive values to the Government and/or B/Ds on: • Environmental protection • Social responsibility	Marks will be given as follows: <table> <tr> <th>No. of practicable and effective ESG proposals</th><th><Marks / Percentage of maximum marks></th></tr> <tr> <td>0</td><td>0</td></tr> </table>	No. of practicable and effective ESG proposals	<Marks / Percentage of maximum marks>	0	0						
No. of practicable and effective ESG proposals	<Marks / Percentage of maximum marks>										
0	0										

Assessment criteria		Rules for awarding marks	
Governance Maximum mark is 3.5.		1	<1.17 / 33.33%>
		2	<2.33 / 66.67%>
		3 or more	<3.5 / 100%>
	ESG Proposals involving deployment of persons with disability will only score marks if these persons are assigned to perform the Individual Contract but not just an employee of the SOA Contractor.		
Section B: Experience and Qualification			
B1. Experience of SOA Contractor			
B1.1 Experience of Contractor in the business area / technology area		Marks will be given according to the total number of IT Project(s) delivered by a SOA Contractor that met all of the conditions set out in the first column, as follows:	
The IT Project(s) delivered by the SOA Contractor must meet all the conditions below:			
(i) match with both the business area and the technology area specified below;			
Business area	IT projects related to BIM or GIS for the HKSARG		
Technology area	Setting up BIM CDE for the HKSARG		
	or		
	Development of BIM compliance checking system for the HKSARG		
and			
(ii) with completion date fell within 5 years preceding the Proposal Closing Date, regardless of whether the date has been extended subsequently.		The Government reserves the power but not the obligation to make site visit under Clause 9 of this brief to verify whether or not any IT Project complies with all the assessment criteria and if not so satisfied in the manner mentioned in Clause 9.5.1 of this brief, the IT Project will not be taken into account.	
Maximum mark is 7.5.			
B1.2 Experience of Key Project Staff		Mark will be given to according to the average of marks obtained for all business area/ technology area/ agile software development approach (where applicable) (“Experience Area”) for all key project staff in relation to the excess years of specialty experience or no. of projects for each Experience Area.	
Maximum mark is 7.5.			
Years or no. of projects of specialty experience (Notes (b) and (c)) required			
Key Role	Specialty Experience Area	Minimum Years of	

Assessment criteria			Rules for awarding marks														
		experience or no. of projects required [a]	For each Experience Area, mark will be given according to the number of years of specialty experience or no. of projects in excess of the minimum requirements on the Experience Area, as follows: <table><tr><th>Number of years/projects in excess of the minimum specialty experience required</th><th>Mark</th></tr><tr><td>< 1</td><td>0</td></tr><tr><td>≥ 1 and < 2</td><td>1.5</td></tr><tr><td>≥ 2 and < 3</td><td>3</td></tr><tr><td>≥ 3 and < 4</td><td>4.5</td></tr><tr><td>≥ 4 and < 5</td><td>6</td></tr><tr><td>≥ 5</td><td>7.5</td></tr></table>	Number of years/projects in excess of the minimum specialty experience required	Mark	< 1	0	≥ 1 and < 2	1.5	≥ 2 and < 3	3	≥ 3 and < 4	4.5	≥ 4 and < 5	6	≥ 5	7.5
Number of years/projects in excess of the minimum specialty experience required	Mark																
< 1	0																
≥ 1 and < 2	1.5																
≥ 2 and < 3	3																
≥ 3 and < 4	4.5																
≥ 4 and < 5	6																
≥ 5	7.5																
SME(BSE /MEP Engineer/ AP)	GBP submission prepared in BIM during past 20 years	3															
SME(BIM)	HKSARG IT projects in formulating (i) BIM standard and specifications, (ii) adopting of openBIM, (iii) setting up of BIM CDE; or (iv) BIM compliance checking system during past 20 years	3															
PM	delivering SOA-QPS Category A (i) System Implementation and System Integration or (ii) Combined System Development project(s) for BIM or GIS in Systems Analyst role or above in the HKSARG during past 20 years	4															
SA	delivering SOA-QPS Category A (i) System Implementation and System Integration or (ii) Combined System Development project(s) for BIM or GIS in Analyst Programmer role or above in the HKSARG during past 20 years	4															
Examples on scoring																	
(i) Assessed years of experience																	
Key Role	Nominee	Experience Area	Assessed years or no. of project of experience [b]														
SME	SME(BSE/M EP Engineer/AP)	Project	8.5														
	SME(BIM)	Project	4.5														
PM	PM	Tech	6.5														
SA	SA	Tech	6														
(ii) Marks obtained																	

Assessment criteria						Rules for awarding marks					
Nominee	Experience Area	Years or No. of projects of Specialty Experience			Mark						
		Required [a]	Assessed [b]	Excess [b] – [a]							
SME (BSE /MEP Engi neer/ AP)	Project	3	8.5	5.5	7.5						
SME (BIM)	Project	3	4.5	1.5	1.5						
PM	Tech	4	6.5	2.5	3						
SA	Tech	4	6	2	3						
Total Areas:	4	Total marks:			15						
Average:					3.75						
(iii) Assessment											
The number of required business/ technology area for all key project staff (“Total Areas”) is 4. The sum of marks obtained by each of business/technology area (“Total marks”) is 15. Hence, the average of marks obtained for all business/technology areas for all the key project staff is $15 / 4 = 3.75$.											
Section C: Past Performance											
C1. Past Performance in SOA-QPS											
Maximum mark is 15.											
Mark will be given according to the following:											
<table><tr><th>Contractor Performance Score (CPS)</th><th>Marks</th></tr><tr><td>0 – 15</td><td>0</td></tr><tr><td>> 15</td><td>(CPS – 15)</td></tr></table>						Contractor Performance Score (CPS)	Marks	0 – 15	0	> 15	(CPS – 15)
Contractor Performance Score (CPS)	Marks										
0 – 15	0										
> 15	(CPS – 15)										
Note: Please refer to Clause 7.2.5 below.											
Total Technical Mark: 100											

Notes:

(a) The marking standard is as follows:

- A “Very Good” grade will be given if the proposed plan:
 - (i) is highly effective and practicable; and
 - (ii) provides clear, logical and detailed information on all listed items that exceeds the requirement.
- A “Satisfactory” grade will be given if the proposed plan:

- (i) is effective and practicable; and
 - (ii) provides clear, logical and detailed information that meets the requirement in full.
 - A “Moderate” grade will be given if the proposed plan:
 - (i) is generally effective and practicable; and
 - (ii) provides clear, logical and detailed information that meets the requirement marginally.
 - A “Poor” grade will be given if the proposed plan:
 - (i) is impracticable; or
 - (ii) fails to provide information in the requirement.
- (b) IT/BIM experience refers to the full-time involvement in IT/BIM job positions. The following are not taken as IT/BIM experience:
- (i) Time spent on full-time undergraduate or full-time postgraduate studies on IT;
 - (ii) Time spent on sandwich training in full-time undergraduate or full-time postgraduate studies on IT;
 - (iii) Sales or marketing of IT related products and services; and
 - (iv) Teaching of IT related subjects.
- (c) “Years of IT/BIM experience” is counted up to the Proposal Closing Date regardless of whether the date has been extended subsequently and in aggregate number of days and divided by 365 to derive the number of years. Overlapping periods of experience will only be counted once.
- 7.2.3 The SOA Contractor shall explain clearly in their proposed execution plan how to carry out the Services or perform the Contract to facilitate the evaluation. The SOA Contractor should provide sufficient elaboration on how to fulfil the purpose and the requirements of the execution plan and to achieve the desirable technical aspects of the proposed solution.
- 7.2.4 The SOA Contractor shall also highlight the proposed innovative suggestions and explain clearly the benefits/positive values that their proposed innovative suggestions can bring about in their submissions to facilitate Proposal evaluation. The Contractor may also be requested to provide supporting documents or a demonstration to prove the practicability of their innovative suggestions. All practicable innovative suggestions included in the proposed plans submitted by the successful contractor and accepted by the Government shall also form part of the Contract.
- 7.2.5 The Contractor Performance Score (CPS) for a SOA Contractor is the average of the CPAR scores of all CPARs of the SOA Contractor under the individual Category/Group same as the Category/Group of this Work Assignment. Please refer to Section 4.4 of Annex 5 of Part V – Project Specifications of SOA-QPS5 for details.

8. CONTRACTOR'S PROPOSAL

8.1 PROPOSAL SUBMISSION

- 8.1.1 The SOA Contractor is requested to submit the Technical and Price Proposals (in 2 files) via the e-Procurement System (e-PS) of DPO **no later than 12:00 noon (“Proposal Closing Time”) on 4th June 2026 (“Proposal Closing Date”). The e-Procurement System (“e-PS”) of the DPO is used to support electronic procurement under SOA-QPS5. Late Proposal or submission of Proposal via other means including facsimile or e-mail will not be considered further unless such submission is due solely to a breakdown of the e-PS.**

In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or “extreme conditions” announced by the Government is/are in force (“inclement weather signal”) for any time within three hours prior to the Proposal Closing Time on the Proposal Closing Date, the Proposal Closing Date will be extended to the first working day at the same closing time when no inclement weather signal is in force any time within three hours prior to such closing time. In the event of any extension, references to “Proposal Closing Date and Proposal Closing Time” shall be construed as the extended Proposal Closing Date and Proposal Closing Time.

Your proposal shall remain open for 180 days after the closing time and date for Proposal submission.

- 8.1.2 The SOA Contractor should also note that its Proposal, even submitted, for this Work Assignment shall not be considered if the SOA Contractor is suspended from bidding the Category of this Work Assignment due to poor performance on SOA-QPS5 Contracts according to the Clause 6, Annex 5 of Part V – Project Specifications of SOA-QPS5. In particular, Clauses 6.6 and 6.7 in Annex 5 of Part V – Project Specifications of SOA-QPS5 are extracted below:

“6 *Suspension from bidding future work assignments*

.....

6.6 *The Government will notify the Contractor the suspension period in writing. The Contractor will be suspended from bidding work assignments with invitation date (the 1st day of the invitation period) falls within the suspension period. The Government also reserves the rights not to consider the proposals submitted from such Contractor prior to the suspension period.*

6.7 *The suspension will be lifted after the suspension period if the Contractor is no longer having poor performance as assessed in accordance to sections 6.4 and 6.5 above. The Government will notify the Contractor accordingly and it may resume bidding work assignments with the invitation date after the suspension period.”*

8.2 TECHNICAL PROPOSAL

8.2.1 Essential Items

The SOA Contractor shall submit the following information in its Proposal on or before the Proposal Closing Date. Otherwise, the Proposal will not be considered further.

8.2.1.1 The proposed project team composition including the staff to be deployed to the roles of the Contractor's assignment team and their staff categories to fulfil the essential requirements in Clause 4.4.2 of this Brief;

8.2.1.2 Detailed estimation of man-effort required in providing the Services of the Work Assignment expressed in terms of the staff category of Category A under SOA-QPS5.

8.2.2 Required Items

The Proposal to be submitted shall demonstrate the Contractor's ability to undertake the Work Assignment. **The SOA Contractor shall submit the following information at the same time when its Proposal is submitted. If the information is missing in its Proposal, the Government may, but is not obliged to, make a request for the missing item. If any of the following information is still not provided by the time specified by the Government, the Proposal will not be considered further.**

8.2.2.1 The proposed work approach which shall include:

- a. A detailed description of how the SOA Contractor is going to provide the required Services;
- b. A supervision plan (e.g. the post title and expertise/qualifications of the supervisory staff, mechanism for monitoring and staff supervision, staff briefings and training programmes) to ensure adequate supervision and monitoring of the project team and the effective delivery of the Services.
- c. Any other standards and methodologies that the Contractor will adopt for this Work Assignment in addition to those specified in Clause 4.5.1;

8.2.2.2 A description of the proposed roles and responsibilities of the Contractor, any proposed sub-contractor(s), and FSD users that are specifically required to deliver the Services for this Work Assignment;

8.2.2.3 The manpower effort required from FSD and any expected or possible service interruption;

8.2.2.4 The measures and procedures that the Contractor will take to comply with any security requirements mentioned in this Brief;

8.2.2.5 A project plan showing the project stages and milestones, tasks, their dependencies and relationships, the Deliverables, and the schedule start date and completion date of each stage and task. A milestone for team formation must also be included;

8.2.2.6 Concise description including the table of contents for each written Deliverable;

8.2.2.7 The SOA Contractor experience in delivering the IT Projects and the professional qualifications, skills, experiences and job histories, and their responsible areas and duties of the proposed staff of the project team with respect to this Work Assignment. **All proposed staff must be employees of the SOA Contractor or the proposed Sub-Contractor(s).** A suggested format for such information is provided in Annex 4 – Contractor Experience and Project Team Composition. Copies of certificates

must also be submitted as documentary proof of the project team's professional qualification;

8.2.2.8 Payment schedule of the Work Assignment in accordance with Clause 4.8 of this Brief;

8.2.2.9 Declaration of Use of Licensed Software

The SOA Contractor shall declare in the Proposal that all software possessed or used by the SOA Contractor in the delivery of Services under the Work Assignment are licensed software;

8.2.2.10 Declaration of Actual or Perceived Conflict of Interest

The SOA Contractor shall declare any actual or perceived conflict of interest (whether financial, commercial, personal or otherwise) that the SOA Contractor, its sub-contractors and members of the proposed project team may have which conflicts or competes, or may conflict or compete, directly or indirectly, with any interest of the Government and/or with any of the duties of the SOA Contractor arising from provision of the Services to the Government. The SOA Contractor shall immediately inform the Government in writing of any or all facts or matters incidental to or related to its obligations under the provisions of SOA-QPS5 with respect to any actual or perceived conflict of interest, including any such facts and matters affecting all the proposed personnel and sub-contractors/agencies to be involved in the Work Assignment;

Nil return is required in the Proposal by specifically stating that: "We declare that there is no actual or perceived conflict of interest arising from provision of the Services to the Government";

8.2.2.11 Any dependencies, limitations and assumptions of the Work Assignment;

8.2.2.12 Any potential risks of the Work Assignment;

8.2.2.13 Any other suggestions related to the service delivery for the Work Assignment and the requirements specified in the Brief;

8.2.2.14 The proposal of Execution Plan which explains how the service could be carried out in response to the requirements of specified plan(s) in the Work Assignment. The SOA Contractor shall note that the Government may, but is not obliged to, request the missing information if the SOA Contractor does not submit the proposal of Execution Plan (which comprises of items A.1 - A.4, namely Proposed Solution, Team Structure and Resources Allocation, Project Management Plan and Innovative Suggestions respectively). Consequently, no mark will be given to the SOA Contractor's proposal according to the scoring arrangement of these items as stipulated in Clause 7.2.2 of this Brief;

8.2.2.15 The proposal of innovative suggestions which explains clearly the benefits/positive values that can bring about in the submission. All practicable innovative suggestions included in the proposed plans submitted by the successful SOA Contractor and accepted by the Government shall also form part of the Contract. **Without prejudice to the generality of the foregoing, where the SOA Contractor has proposed any Innovative Suggestions in this Part, any costs arising from the implementation or**

operation of such Innovative Suggestions shall be borne solely by the SOA Contractor save to the extent they are absorbed by applicable Unit Charging Rate(s). The SOA Contractor shall provide in the Table below the details of each Innovative Suggestion. A separate table shall be prepared for each Innovative Suggestion. If no innovative suggestion will be submitted in the Proposal, the SOA Contractor should enter a “NIL” in the following table:

Innovative Suggestion No.	
Please identify whether it is Pro-innovation Proposal or ESG Proposal	* Pro-innovation Proposal / ESG Proposal
Details of the Innovative Suggestion:	
The benefits that the Innovative Suggestion will achieve as mentioned in Clause 7.2.2 of this Brief with supporting documents and evidence to substantiate the claimed benefits	
Deliverables to be produced in the implementation of the Innovative Suggestion:	
Performance indicators for the Innovative Suggestion and committed performance levels:	

(*) Please delete whichever is not applicable.

- 8.2.2.16 A Statement of Compliance as set out in Annex 5 hereof duly signed by the SOA Contractor;
- 8.2.2.17 A Statement of Independent Bid as set out in Annex 6 hereof duly signed by the SOA Contractor.

8.3 PRICE PROPOSAL

8.3.1 Essential Items

The SOA Contractor shall submit the Price Proposal on or before the Proposal Closing Date. **The total price of SA&D and SI&I services, total price of SM&S services and the charging rates for the proposed staff categories for the ad hoc SM&S services must be completed. A Price Proposal without completing these essential items will not be considered further.**

Note: SOA Contractor shall include and complete the following table in the Price Proposal.

Contractor Name :	
Signature :	
Full Name & Title:	
Date:	

8.3.2 Required Items

The SOA Contractor shall also provide detailed cost breakdown, by each payment milestone in proposed payment schedule (if applicable), in terms of the estimated man-effort of various staff categories required and their corresponding charging rate. **If the information is missing in its Proposal, the Government may, but is not obliged to, make a request for the missing item. If the information is still not provided by the time specified by the Government, the Proposal will not be considered further.**

An example of the detailed cost breakdown, by each payment milestone in proposed payment schedule (if applicable), in terms of the estimated man-effort of various staff categories required and their corresponding charging rate is given below:

A) SA&D and SI&I services

Payment Milestone Abbr.	Staff Categories	Resident/ Non-resident	Charging Rate (HK\$) (A)	Estimated man-effort (in days) (B)	Subtotal (C=AxB)	Total Price (HK\$)
SME(BSE/ MEP Engineer/ AP)	Cat n1		\$x,xxx	nn	\$x,xxx	\$xx,xxx
	Cat n2		\$x,xxx	nn	\$x,xxx	

SME(BIM)	<i>Cat n1</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	<i>\$xx,xxx</i>
	<i>Cat n2</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	
	<i>Cat n3</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	
PM	<i>Cat n1</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	<i>\$xx,xxx</i>
	<i>Cat n2</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	
	<i>Cat n3</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	
SA	<i>Cat n1</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	<i>\$xx,xxx</i>
	<i>Cat n2</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	
AP	<i>Cat n1</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	<i>\$xx,xxx</i>
	<i>Cat n2</i>		<i>\$x,xxx</i>	<i>nn</i>	<i>\$x,xxx</i>	
Total price of SA&D and SI&I services						<i>\$xx,xxx</i>

B) SM&S services

Staff Categories	Resident/ Non-resident	Maintenance Scheme (M1/M2/M3)	Charging Rate (HK\$)	Estimated man-effort (in days)	Total Price
<i>Cat n1</i>		<i>M1</i>	<i>\$x,xxx</i>	<i>nn</i>	<i>\$xx,xxx</i>
<i>Cat n1</i>		<i>M2</i>	<i>\$x,xxx</i>	<i>nn</i>	<i>\$xx,xxx</i>
<i>:</i>		<i>:</i>	<i>:</i>	<i>:</i>	<i>:</i>
<i>Cat nn</i>		<i>M1</i>	<i>\$x,xxx</i>	<i>nn</i>	<i>\$xx,xxx</i>
Total price of SM&S services					<i>\$xx,xxx</i>

Note: SOA Contractor should propose the maintenance scheme(s) in order to fulfill the prime maintenance period specified in Clause 4.1.3.4(c). **The charging rate(s) are the rate(s) for the total daily man efforts under the proposed maintenance scheme.** Please refer to note (f) on page 8 of Annex 2 of Part III – Conditions of Standing Offer Agreement of SOA-QPS5.

C) Ad hoc SM&S services

Staff Categories	Resident/ Non-resident	Maintenance Scheme (M1/M2/M3)	Charging Rate (HK\$)
<i>Cat n1</i>		<i>M2</i>	<i>\$x,xxx</i>
<i>Cat n2</i>		<i>M3</i>	<i>\$x,xxx</i>

Note: For ad hoc SM&S services, please refer to Clause 4.1.3.4(e) for information on the price comparison.

Note: SOA Contractors are reminded to specify the proposed mode of service in the blank cells in column “Resident/Non-resident” (if any). Moreover, SOA Contractors should only include charging rates of those staff categories (Resident/Non-resident) that were proposed

in their proposal during the tendering stage of SOA-QPS5, where the respective ceiling rates were previously submitted in their tender proposals and approved by the then OGCIO when awarded with the SOA. Refer to Annex 2 of Part III – Conditions of Standing Offer Agreement of SOA-QPS5 for details.

8.4 COUNTERPROPOSALS AND NEGOTIATION

8.4.1 Subject to the terms and conditions stated in Clauses 3.1 (d), (e), (f) and (i) of Part III – Conditions of Standing Offer Agreement of SOA-QPS5, counterproposals (if any) shall be drafted in the manner as stated in 8.4.2 below.

8.4.2 Any counterproposal must be drafted and submitted in the following manner:

- a. The counterproposal must be put under an annex called “Counterproposal to the Brief / Individual Contract”;
- b. The counterproposal must adhere to the format of the Brief / Individual Contract;
- c. Original version of the relevant provision must be fully recited before any proposed alteration or deletion is made;
- d. Any alteration to any terms or requirements must be underlined and must bear the corresponding clause number unless it is an addition to the Brief / Individual Contract;
- e. Words to be deleted should be crossed out by a single line only; and
- f. Explanation should be given below any such alteration or deletion and put in brackets [].

8.4.3 A counterproposal which is not submitted in accordance with Clause 8.4.2 of the Brief will be ignored and will not form part of the Individual Contract, and the SOA Contractor concerned will be deemed to have agreed to the original term to which the counterproposal relates.

9. MISCELLANEOUS

9.1 UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS NOT APPLICABLE

9.1.1 The provisions of the United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Brief and a Proposal submitted by a SOA Contractor in response to this Brief.

9.1.2 The Government and the Contractor agree that the provisions of the United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Contract.

9.2 SAFEGUARD OF NATIONAL SECURITY

- 9.2.1 Notwithstanding anything to the contrary in this Brief, the SOA and the Individual Contract, the Government reserves the right to disqualify a Contractor on the grounds that the Contractor or its proposed sub-contractor has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- 9.2.2 Further to Clause 24.1 of Part IV – Conditions of Individual Contract, of SOA-QPS5, the Government may immediately terminate the Individual Contract upon the occurrence of any of the following events:
- a. the Contractor or sub-contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; or
 - b. the continued engagement of the Contractor or sub-contractor or the continued performance of the Contract is contrary to the interest of national security; or
 - c. the Government reasonably believes that any of the events mentioned above is about to occur.
- 9.2.3 For the avoidance of doubt, the Contractor shall be responsible for all acts, omissions, default and neglects or each member of the Contractor Personnel including any sub-contractor, and the agents and employees of such sub-contractor as fully as if they were the acts, omissions, default or neglects of the Contractor based on which any right of termination may be exercised.

9.3 DISPUTE RESOLUTION AND JURISDICTION

- 9.3.1 In the case where the Contractor whose place of business is in Hong Kong or the Mainland of the People's Republic of China:-
- a. the Government and the Contractor shall first refer any dispute or difference arising out of or in connection with the Contract to mediation in accordance with The Government of the Hong Kong Special Administrative Region Mediation Rules prevailing at the time ("Mediation Rules"); and
 - b. if the said dispute or difference is not settled by mediation according to Clause 9.3.1(a) above, the Government or the Contractor may institute litigation in respect of the said dispute or difference. The Government and the Contractor agree that the courts of Hong Kong shall have exclusive jurisdiction in respect of the said dispute or difference.
- 9.3.2 In the case where the Contractor whose place of business is not in a jurisdiction which is Hong Kong or the Mainland of the People's Republic of China:-

- a. the Government and the Contractor shall first refer any dispute or difference arising out of or in connection with the Contract to mediation in accordance with the Mediation Rules; and
- b. if the said dispute or difference is not settled by mediation according to Clause 9.3.2(a) above, the said dispute or difference shall be adjudicated by arbitration to be held in accordance with the Hong Kong International Arbitration Centre Domestic Arbitration Rules prevailing at the time when a notice of arbitration is issued by the Government or the Contractor (“Arbitration Rules”) except that regardless of whether the Arbitration Rules providing anything to the contrary, unless the Government and the Contractor otherwise agree in writing: (i) the arbitration hearing must be held in Hong Kong and that the Arbitration Ordinance (Chapter 609 of the Laws of Hong Kong) shall apply to the arbitration (including the whole of Schedule 2); and (ii) without prejudice to section 18(2) of the Arbitration Ordinance, the Government may on its own disclose any information relating to (1) the arbitral proceedings under the arbitration agreement; and (2) an award made in those arbitral proceedings.

9.3.3 Clause 35.2 of Part III – Conditions of Standing Offer Agreement of SOA-QPS5 shall not apply to this Contract.

9.3.4 Further to Clause 31.1 of Part III – Conditions of Standing Offer Agreement of SOA-QPS5, the Contractor shall also provide to the Government all assistance specified therein in connection with mediation in which the Government may become involved. If requested by the Government, the Contractor shall arrange for relevant staff to participate and/or provide assistance at such mediation.

9.4 TERMS OF PAYMENT

9.4.1 Further to Annex 6 of Part III – Conditions of Standing Offer Agreement and Clause 13 of Part IV Conditions of Individual Contract of SOA-QPS5, the following Clauses 9.4.2 – 9.4.12 shall also be applied.

9.4.2 Where the context permits, the following definitions shall apply:

“designated bank account” (in upper or lower case)	means the bank account the details of which shall be provided by the Contractor under Clause 9.4.4 of this Brief;
“Faster Payment System” or “FPS”	means the Faster Payment System operated by the Hong Kong Interbank Clearing Limited.
“FPS proxy”	means the Hong Kong Identity Card number or FPS identifier registered with the FPS and linked with a bank or a stored value facility to be provided by the Contractor under Clause 9.4.4 of this Brief for receiving payment via FPS.

“stored value facility” or “SVF” (in upper or lower case) has the meaning as set out in section 2A of the Payment Systems and Stored Value Facilities Ordinance (Chapter 584 of the Laws of Hong Kong).

- 9.4.3 Payment to the Contractor under the Contract will be made either by bank transfer into the designated bank account or through the FPS proxy. The details of the designated bank account or FPS proxy (depending on the election by the Contractor) shall be provided by the Contractor to the Government after the Contract award in accordance with Clause 9.4.6 of this Brief. No other mode of payment will be entertained unless otherwise agreed by the Government.
- 9.4.4 Payment through the FPS proxy will not be available to an overseas Contractor which does not have a bank account or FPS proxy in Hong Kong. By default, all amounts payable under the Contract to such Contractor will be made by telegraphic transfer into the Contractor’s overseas designated bank account to be provided under Clause 9.4.6 of this Brief.
- 9.4.5 The Government shall not be held responsible or liable for any delay in payment and no interest or other surcharge or any other payment howsoever described shall be charged to the Government due to the payment by bank transfer or telegraphic transfer into the designated bank account or through the FPS proxy (as the case may be) has failed for whatever reason (excluding any fault on the part of the Government).
- 9.4.6 Subject to Clause 9.4.7 below, the Contractor shall provide details of either the designated bank account or the FPS proxy (depending on which payment method it elects) to receive the payment under the Contract to the Government Representative within fourteen (14) days from the Date of Acceptance of Proposal. The Contractor shall use the form prescribed by the Government Representative to provide all necessary details plus supporting documents as requested in that prescribed form.
- 9.4.7 Other than payment by bank transfer into the designated bank account or through the FPS proxy, the Government will not accept any other payment method unless the Government agrees in writing on a case by case basis. Furthermore, for an overseas Contractor without any bank account or FPS proxy in Hong Kong, the Government will only make the payment via telegraphic transfer into the designated bank account to be provided under Clause 9.4.6 of this Brief.
- 9.4.8 For any payment into an overseas designated bank account, or for the return of the Contract Deposit paid in cash (if any is remaining and if applicable), all charges imposed by the banks outside Hong Kong shall be borne by the Contractor. Regardless of the applicable payment method, any charges imposed by a bank or a stored value facility service provider in Hong Kong or an overseas bank for refusing any payment even when the payment instruction provided under Clause 9.4.6 of this Brief has been followed or for carrying out any special request(s) by the Contractor shall be borne by the Contractor, or the Contractor shall reimburse the Government for the same if the Government has settled such charges with the bank or the stored value facility service provider.

- 9.4.9 In light of the above, it is incumbent on the Contractor to pay extra care to find out the transaction and storage limits for receiving payment via FPS from its own bank or stored value facility service provider before deciding on the payment method under section 9.4.6 of this Brief.
- 9.4.10 Where the Contractor proposes to make any change to the payment instruction provided under section 9.4.6 of this Brief, it shall do so by not less than one month's prior written notice to the Government Representative attaching a form prescribed by the Government Representative for this purpose duly completed together with the accompanying documents requested therein. Where the Contractor has failed to comply with the foregoing, the Government shall be entitled to treat the existing payment instruction as valid and the Government will not be responsible for any delay arising from the refusal of the relevant bank or stored value facility service provider to accept payment due to invalid payment instruction.
- 9.4.11 Further to Clause 9.7 of Part III – Conditions of Standing Offer Agreement of SOA-QPS5, the Personal Information provided by the Contractor to the Government will also be used by the Government for making payment under the Contract and the Government may disclose the Personal Information for this purpose.
- 9.4.12 Further to Clause 32.9 of Part IV – Conditions of Individual Contract of SOA-QPS5, for the return of the Contract Deposit then paid in cash (if any is remaining), if the earlier payment instruction provided by the Contractor does not apply to the return of the Contract Deposit, the Contractor shall provide the Government Representative the payment details using such form prescribed by the Government Representative at least two (2) months before the scheduled return of such amount (or such other time as the Government Representative may allow). The Government will not be responsible for any delay in return of the Contract Deposit if the Contractor has failed to provide all necessary information and supporting documents within the time specified in this Clause.

9.5 SITE VISITS

- 9.5.1 For the purposes of evaluating whether the SOA Contractor will be capable of performing the Contract under Clause 23.3(j) of Part II – Conditions of Tender of the Tender Documents, which shall be read subject to Clause 9.7 of this Brief, the Government may, but is not obliged to, at its own costs, conduct site visit(s) to any premises including
- (a) the premises of the SOA Contractor (including its registered office and proposed location for performing this Individual Contract (if and to the extent that stationing at the premises of the Government is not required)), and/or
 - (b) the premises of any proposed sub-contractor, and/or
 - (c) the premises of any IT system implemented in any IT Project as specified in the Proposal in relation to the evaluation of assessment criteria “B1. Experience of SOA Contractor” in Clause 7.2.2 of this Brief,

with or without prior notice, whether by the Government Representative or any person appointed by the Government. The SOA Contractor shall, within five (5) working days upon the request from the Government (or such longer period as the Government may allow), make all necessary arrangements to facilitate such site visit(s) (including obtaining all necessary authorisation from the occupier of the relevant premises (including the proposed sub-contractor or site occupier and/or owner of the premises (in each case “site owner”) and any other relevant third party to enable such site visit(s)). The SOA Contractor shall complete the contact details including the address(es) of its office, email address and telephone number in the Annex 7. The deemed receipt provision in Clause 17.2 of Part III – Conditions of Standing Offer Agreement shall apply in relation to any notices of site visit whether by facsimile or email to be issued by the Government to the Tenderer or directly to any site owner as mentioned in sub-clause (a) - (c) above.

9.5.2 The making of any such site visit under Clause 9.5.1 above does not imply that the SOA Contractor will be awarded the Contract. Without prejudice to other rights and powers of the Government, should the Government be unable to enter into any premises or any part thereof in any site visit specified in Clause 9.5.1 above (regardless of whether the SOA Contractor has fulfilled its obligation to arrange such site visit under Clause 9.5.1 above), or that upon such site visit of any premises as mentioned in Clause 9.5.1 above, the Government is in doubt as to whether the SOA Contractor will be capable of fulfilling any terms of the Contract, the Government may disqualify the SOA Contractor under Clause 23.3(j) of Part II – Conditions of Tender of the Tender Documents, which shall be read subject to Clause 9.7 of this Brief.

9.5.3 For the avoidance of doubt, for the assessment under Clause 7.2.2(B1), the Government is not obliged to make any site visit of the premises as mentioned in Clause 9.5.1 above. Without prejudice to the powers of the Government under Clause 9.5.2 above, if any such visit is made in relation to any IT Project, and that the Government is not satisfied that the IT Project complies with the criteria set out in Clause 7.2.2(B1), or else that the Government is unable to enter into any premises upon any site visit, such IT Project will not be taken into account in the assessment under Clause 7.2.2(B1).

9.5.4 Further to Clause 9.5.1 above, the Government may, at any time during the Contract Period, at its own costs, conduct site visit(s) in the same manner as stipulated in Clause 9.5.1 of this Brief.

9.6 COMMUNICATION WITH THE GOVERNMENT

[Clause 13 of Part II – Conditions of Tender shall be read subject to this Clause 9.6.]

9.6.1 Clause 13.2 of Part II – Conditions of Tender shall be replaced with the following:

“All communications in relation to this invitation to Proposal shall be conducted directly between the Government and the SOA Contractor unless the Government elects to contact any proposed sub-contractor, customer or client of the SOA Contractor, Related Person of the SOA Contractor, director or management staff of the SOA Contractor or those of the Related Person of the SOA Contractor or any other person directly.”

9.7 GOVERNMENT DISCRETION

[Clause 23 of Part II – Conditions of Tender shall be read subject to this Clause 9.7.]

- 9.7.1 Further to Clause 23.3 of Part II – Conditions of Tender, the Government reserves the right to disqualify an SOA Contractor on the ground below, in addition to those specified in sub-clause (a) to (i) of Clause 23.3 of Part II – Conditions of Tender:

“(j) the Government considers that the SOA Contractor will not be capable of fulfilling the terms and conditions of the Contract.”

and the last sentence of Clause 23.3 of Part II – Conditions of Tender shall be replaced with the following:

“The grounds specified in Clauses 23.3(a) to 23.3(j) are separate and independent, and shall not be limited by reference to or inference from the other of them or any other provisions of the Contract.

9.8 AUTHENTICITY OF DOCUMENTS SUBMITTED

- 9.8.1 By submitting a Proposal in response to the Invitation to Proposal, each SOA Contractor authorises the Government to obtain from

- (a) any person including the manufacturer of any offered Contractor Supplied Hardware or Software, any proposed sub-contractor and any site owner (as defined in Clause 9.5.1 of this Brief) whether or not specified in the Annex 7, and
- (b) any issuing body of any of the test reports or certificates or documentary evidence required in this Brief,

all information which the Government considers appropriate and relevant to the evaluation of the Proposal including information to verify the legitimacy, completeness, authenticity and accuracy of any information or document submitted by the SOA Contractor. If any consent from any other person is required for the Government to obtain any of the aforesaid information or document, the SOA Contractor represents that such consent has been duly obtained. Further, upon request by the Government, the SOA Contractor shall provide a signed written authorisation to the Government if such signed written authorisation is needed for the Government to obtain information and/or document(s) from any person or issuing body referred to in sub-clauses (a) and (b) above, or conduct any communication as mentioned in Clause 13 of Part II – Conditions of Tender and Clause 9.6 of this Brief. Should the SOA Contractor fail to provide the written authorisation by the deadline specified by the Government, the SOA Contractor’s Proposal may not be considered further.

9.9 WARRANTIES AND REPRESENTATIONS

- 9.9.1 Further to Clause 12 of Part IV – Conditions of Individual Contract of SOA-QPS5, the SOA Contractor gives consent to the Government (“Consent”) to obtain from:

- (a) any person whose particulars are provided or required to be provided by the Contractor under the Contract (including without limitation any sub-contractor); and
- (b) any issuing body of any test reports or certificates or documentary evidence required under the Contract,

all information which the Government considers appropriate and relevant for the enforcement and administration of the Contract, including information to verify the legitimacy, completeness, authenticity and accuracy of any information or document submitted by the SOA Contractor. The Consent shall be valid throughout the Contract Period. If any consent from any other person is required for the Government to obtain any of the aforesaid information or document, the SOA Contractor undertakes that it will obtain such consent within five (5) working days from the date of request of the Government (or such longer time as the Government may allow) (“third-party consent”). Further, upon request by the Government, the Contractor shall provide a signed written authorisation to the Government if such signed written authorisation is needed for the Government to obtain information and/or document(s) from any person or issuing body referred to in sub-clauses (a) or (b) above, or conduct any communication as mentioned in Clause 13 of Part II – Conditions of Tender and Clause 9.6 of this Brief. The expression “Consent” as defined in this Clause 9.8.1 shall include all such third-party consent and written authorisation.

- 9.9.2 The Consent shall be deemed a type of Warranties as defined in the Clause 12.2 of Part IV – Conditions of Individual Contract of SOA-QPS5.

9.10 TERMINATION OR SUSPENSION OF THE CONTRACT

- 9.10.1 Further to Clause 24.1 of Part IV – Conditions of Individual Contract of SOA-QPS5, in addition to those specified in sub-clauses (a) to (h), the Government shall be entitled to immediately terminate the Contract by serving a notice in writing on the Contractor with immediate effect if the Government considers that it is in the public interest to terminate the Contract.

10. ENQUIRIES

The tentative date for notification of result is by 3rd August 2026. For any enquiry concerning this Work Assignment, please contact:

Name:	Mr. CHAN Ho-sum
Post:	Assistant Divisional Officer (New Projects) Dedicated Processing Unit
Bureau/Department:	Fire Services Department
Address:	7/F, Fire Services Department West Kowloon Complex, 4 To Wah Road, Yau Ma Tei, Kowloon
Tel:	3971 4631
Fax:	2722 6234
Email:	ado_dpu_np@hkfsd.gov.hk

Please acknowledge the receipt of this invitation via the e-Procurement System (e-PS).

Dated this 14th day of May 2026.

(CHAN Ho-sum)
for Director of Fire Services

ANNEX 1 – TABLE OF CONTENTS OF SA&D REPORT

A SA&D report comprises two parts, i.e., Management Summary and Technical Specification.

◆ SA&D Management Summary

Heading	Contents
A. Approval Sought	Highlight the major recommendations of the SA&D study.
B. System Objectives	State study objectives and intended usage of the proposed system.
C. Background	Describe background picture and other relevant information of BIM adoption in FSD.
D. Present Situation	Describe the current operations, environment and functions of the system under study.
E. Problem / Improvement Areas	Describe problems encountered or anticipated and improvement areas identified.
F. Proposed System	Describe in sufficient details BIM adoption in FSD and define the scope of the subsequent implemented system.
G. Resource Implications	Estimate with sufficient details the resources requirements and other implications of BIM adoption in FSD.
H. Costs	Estimate with sufficient details the non-recurrent and recurrent costs of BIM adoption in FSD.
I. Benefits	Estimate tangible and intangible benefits of BIM adoption in FSD.
J. Cost-benefits Analysis	Evaluate the cost effectiveness of BIM adoption in FSD with indications of the funding requirements and timing for realization of the identified benefits.
K. Implementation Plan	State the system constraints and inherent risks, suggest the most appropriate implementation approach and schedule an implementation plan.
L. Recommendations	Make recommendations and propose the way forward.

◆ SA&D Technical Specification

Sections	Contents	Composition
1. Current Environment Description	- Describe current operations and environments; - Describe current functions and data.	1.1 Current System Description 1.2 Context Diagram 1.3 Current Physical Design 1.4 Elementary Process Description 1.5 Current Physical Data Store Description 1.6 Current Environment Design 1.7 Current Environment Entity Description
2. Business Activity Model / Business Process Model	Specify the system business with respect to business perspectives, business activities, business events and business rules.	
3. User Requirements	Specify the user requirements with respect to the functions, data, workload and the audit/control/security aspects.	3.1 Requirements Catalogue 3.2 Audit, Control and Security Requirements 3.3 Constrains List
4. System Specifications	Specify the processing requirements with respect to the online functions, batch functions, data/class model and system input/output	4.1 Required System Description 4.2 Data Specifications 4.2.1 Required System Design 4.2.2 Required System Entity Description 4.3 Function Specifications 4.3.1 Required System Design 4.3.2 Function Definition 4.3.3 Event and Enquiry Catalogue 4.3.4 Entity Access Matrix 4.3.5 Work Practice Model 4.4 Logical Processing Specifications 4.4.1 Menu Control Structure

Sections	Contents	Composition
		4.4.2 Dialogue Design 4.4.3 Process Module
5. Selected Technical System Option	● Specify design objectives (e.g., performance fallback, storage, etc.) as applicable; ● Specify the hardware and software strategy and estimate the requirements (supported by the sizing model); ● Suggest the implementation approach and give implementation schedule with cost and resource implications (substantiated by Function Point calculation, etc.); ● Explain the effects of BIM adoption in FSD on the user environment.	5.1 Sizing Model 5.2 Technical System Architecture 5.3 Data Retention and Archive 5.4 Impact Analysis 5.5 Implementation Plan 5.6 Conversion Plan 5.7 Cost/Benefit Analysis 5.8 Reasons for Selection 5.9 Design Objectives

ANNEX 2 – SOA CONTRACTOR’S EXPERIENCE AND PROJECT TEAM COMPOSITION

a. SOA Contractor’s Experience in delivering IT Project:

<u>Area</u>	<u>Number of IT Projects that match with both Business and Technology Areas with completion date fell within 5 years preceding the Proposal Closing Date, regardless of whether the date has been extended subsequently</u>
Business Area: IT projects related to BIM or GIS for the HKSARG	
Technology Area: Setting up BIM CDE for the HKSARG Or Development of BIM compliance checking system for the HKSARG	

b. The proposed team members to be deployed for the delivery of the required services (including the Innovative Suggestions in the proposed plan) for this Work Assignment are:

<u>Staff Name</u>	<u>Staff Category</u>	<u>Role</u> ^{Note}	<u>Responsible Areas and Duties with respect to the Work Assignment</u>

Note: Should match with the role(s) defined in Clause 4.4.2.1.

Nominees for key roles

<u>Key Roles</u>	<u>Names of the nominees</u>
Subject Matter Expert (BSE/MEP Engineer/Fire Engineer/AP)	
Subject Matter Expert (BIM)	
Project Manager	
Systems Analyst	
Analyst Programmer 1	
Analyst Programmer 2	

c. Details of Proposed Team Members:

Staff Name:

Professional qualifications/Skills/Experiences:

Name of certification of professional qualification obtained/ skill	Number of years of experience with the qualification/ skill

Subject Matter Expert (BSE/MEP Engineer/Fire Engineer/AP)

[Non-Resident]

<u>Requirements</u>	<u>Description</u>	<u>Evidence attached</u>
Bachelor's degree from a university in HKSAR, or equivalent, in construction, engineering, surveying, IT, BIM, GIS or a related discipline;		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website, academic transcript
Corporate Member of Hong Kong Institution of Architects (MHKIA), Hong Kong Institution of Engineers (MHKIE) or Hong Kong Institution of Surveyors (MHKIS);		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website
Building Services Engineer (BSE) or Mechanical, Electrical and Plumbing (MEP) Engineer or Fire Engineer or Authorised Person (AP);		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website
At least eleven (11) years of experience in handling GBP submission; and	- Employer name - Customer name - Post - From, To, Day, Net Day (exclusion of overlapped time) - Job descriptions	Documentary proof, e.g. employment letter, reference letter with contact point

Specialty experience: At least handling three (3) GBP submission prepared in BIM during past 20 years.	- Employer name - Customer name - Post - From, To, Day, Net Day (exclusion of overlapped time) - Job descriptions - Plan no.	- Documentary proof, e.g. employment letter, reference letter with contact point - Contact point of the Project Owner or Internal Project Manager of B/D
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Subject Matter Expert (BIM)

[Non-Resident]

<u>Requirements</u>	<u>Description</u>	<u>Evidence attached</u>
Bachelor's degree from a university in HKSAR, or equivalent, in construction, engineering, surveying, IT, BIM, GIS or a related discipline;		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website, academic transcript
CIC Certified BIM Manager (CCBM);		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website, academic transcript
At least eleven (11) years of experience in BIM; and	- Employer name - Customer name - Post - From, To, Day, Net Day (exclusion of overlapped time) - Job descriptions	Documentary proof, e.g. employment letter, reference letter with contact point
Specialty experience: At least three (3) HKSARG IT projects in formulating (i) BIM standard and specifications, (ii) adopting of openBIM, (iii) setting up of BIM CDE; or (iv) BIM compliance checking system during past 20 years.	- Employer name - Customer name - IT project name - HKSARG IT contract reference no. - Contract sum - Post - From, To, Day, Net Day (exclusion of overlapped time) - Job descriptions	- Documentary proof e.g. project deliverables, meeting notes, reference letter from the B/D with contact point - Contact point of the Project Owner or Internal Project Manager of B/D

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Project Manager

[Non-Resident]

<u>Requirements</u>	<u>Description</u>	<u>Evidence attached</u>
Bachelor's degree from a university in HKSAR, or equivalent, in construction, engineering, surveying, IT, BIM, GIS or a related discipline;		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website, academic transcript
Project Management Professional (PMP);		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website, academic transcript
At least eight (8) years of IT experience;		Documentary proof, e.g. employment letter, reference letter with contact point
Specialty experience: At least four (4) years of experience in delivering SOA-QPS Category A (i) System Implementation and System Integration or (ii) Combined System Development project(s) for BIM or GIS in Systems Analyst role or above in the HKSARG during past 20 years.	- Employer name - Customer name - IT project name - HKSARG SOA-QPS Category A contract reference no. - Contract sum - Post - From, To, Day, Net Day (exclusion of overlapped time) - Job descriptions	- Documentary proof e.g. project deliverables, meeting notes, reference letter from the B/D with contact point - Contact point of the Project Owner or Internal Project Manager of B/D

Systems Analyst

[Non-Resident]

<u>Requirements</u>	<u>Description</u>	<u>Evidence attached</u>
Bachelor's degree from a university in HKSAR, or equivalent, in construction, engineering, surveying,		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation

IT, BIM, GIS or a related discipline;		website, academic transcript
At least five (5) years of IT experience; and		Documentary proof, e.g. employment letter, reference letter with contact point
Specialty experience: At least four (4) years of experience in delivering SOA-QPS Category A (i) System Implementation and System Integration or (ii) Combined System Development project(s) for BIM or GIS in Analyst Programmer role or above in the HKSARG during past 20 years.	- Employer name - Customer name - IT project name - HKSARG SOA-QPS Category A contract reference no. - Contract sum - Post - From, To, Day, Net Day (exclusion of overlapped time) - Job descriptions	- Documentary proof e.g. project deliverables, meeting notes, reference letter from the B/D with contact point - Contact point of the Project Owner or Internal Project Manager of B/D

Analyst Programmer (1)

[Non-Resident]

<u>Requirements</u>	<u>Description</u>	<u>Evidence attached</u>
Associate Degree or Higher Diploma from an institute in Hong Kong, or equivalent, in construction, engineering, surveying, IT, BIM, GIS or a related discipline; and		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website, academic transcript
At least two (2) years of experience in web application, BIM software and BIM in IFC format related development.	- Employer name - Customer name - IT project name - Post - From, To, Day, Net Day (exclusion of overlapped time) - Job descriptions	Documentary proof, e.g. employment letter, reference letter with contact point

Analyst Programmer (2)

[Non-Resident]

<u>Requirements</u>	<u>Description</u>	<u>Evidence attached</u>
Associate Degree or Higher Diploma from an institute in Hong Kong, or equivalent, in construction, engineering, surveying, IT, BIM, GIS or a related discipline; and		- Certified true copy of the certificate - Certification validation proof e.g. relevant certification validation website, academic transcript
At least two (2) years of experience in web application, BIM software and BIM in IFC format related development.	- Employer name - Customer name - IT project name - Post - From, To, Day, Net Day (exclusion of overlapped time) - Job descriptions	Documentary proof, e.g. employment letter, reference letter with contact point

ANNEX 3 – STATEMENT OF COMPLIANCE

It is acknowledged that I/we, the undersigned/the limited company hereunder mentioned do hereby confirm that the Proposal submitted is in accordance with the terms, conditions and other matters referred to in the following documents:-

- (i) Part III – Conditions of Standing Offer Agreement of the SOA including all the Annexes;
- (ii) Part IV – Conditions of Individual Contract of the SOA including all the Annexes;
- (iii) Part V – Project Specifications of the SOA including all the Annexes and Appendices; and
- (iv) Brief of Work Assignment (in particular Clauses 4.1 - 4.8 and Clause 9).
- (v) Requirement on Debarment as specified under Clause 4.7.5.

Name of the SOA Contractor:	
Signature :	
Full Name & Title:	
Date:	

ANNEX 4 – STATEMENT OF INDEPENDENT BID

It is acknowledged that I/we, the undersigned/the limited company hereunder mentioned do hereby confirm that I/we have not made any agreement in respect of this contract with other contractors which were invited to bid for this contract and that the SOA Contractor made the price bid for this contract without disclosing it to or consulting other contractors which were invited to bid for this contract.

Name of the SOA Contractor:	
Signature :	
Full Name & Title:	
Date:	

ANNEX 5 – CONTACT DETAILS

For the purpose of conducting site visit(s) under Clause 9.5 of this Brief, the contact details of the SOA Contractor shall be specified at (1) below. For the purpose of conducting site visit(s) at the premises of the Sub-contractor(s), the contact details of the Sub-contractor(s) shall be specified at (2) below.

(1)

Name of the SOA Contractor :	
Address :	
Attention :	
Telephone Number :	
Email Address :	

(2)

Name of the Sub-contractor :	
Address :	
Attention :	
Telephone Number :	
Email Address :	