

**Estates Office
The University of Hong Kong**

Notes on the Consultant Application Form

1. General

The Estates Office (EO) of The University of Hong Kong (HKU) has maintained the following Lists of Approved Consultants (the Lists) which will be updated in July every year:

- Architects
- Structural Engineers
- Mechanical and Electrical Engineers
- Quantity Surveyors
- Asbestos Consultants

The Lists are arranged into two groups based on contract value of works and whether or not the consultant is included in the List of Consultants of the Architectural and Associated Consultants Selection Board (AACSB), except for Asbestos Consultants:

Category	Group 1 Consultants: already on AACSB Band 1 or 2 list	Group 2 Consultants: already on AACSB Band 3 list (Architects) or new applicants
Architects	Contract value up to HK\$50 million	Contract value up to HK\$30 million
Structural Engineers		
Mechanical & Electrical Engineers		
Quantity Surveyors		
Asbestos Consultants	On the Register of Asbestos Consultants of the Environmental Protection Department (EPD)	

2. Consultant Eligibility

EO will usually consider an application from a consultant already on the AACSB list (except Asbestos Consultant). For those not on the AACSB list, they will be considered for admission into Group 2.

3. Consultant Application

New applicants will be assessed annually, based on the information submitted. This will include company profile, relevant job experience, qualifications of staff and overall suitability to work on HKU projects.

A consultant wishing to be considered for inclusion into the Lists should read the Notes on the Consultant Application Form carefully before completing the Consultant Application Form. The consultant shall return the form together with all the required documents listed below:

- (i) Copies of Business Registration Certificate and Certificate of Incorporation of the company in Hong Kong;
- (ii) Company profile and an Organization Chart showing the corporate structure with name of employees, positions, line of command, etc.;
- (iii) CVs and copy of the certificates of professional qualifications obtained by all professional employees;
- (iv) A list of full-time employees (professional and technical) in the relevant section with names, HKID card numbers (first four characters, e.g. A123XXX(X)), positions, academic and professional qualifications, date of joining company, etc.; resident principal(s) should be indicated with # after the name(s);
- (v) An information sheet giving the details of appropriate projects, such as project name, location, name of client, scope of services, project value, commencement date, completion date, contract sum, etc.;
- (vi) Relevant job experience including university / institutional projects;
- (vii) A list of computer facilities currently used in the consultant's office including hardware and software for drafting, building information modelling (BIM) and, if appropriate, structural design; and
- (viii) A copy of the ISO 9001 certificate with the scope of certification listed.

4. **Assessment for Inclusion into the Lists**

The information submitted by a consultant will be assessed. Supplementary information will be requested if an application is found to be incomplete. An application will be rejected if no reply is received by the deadline given in a request for supplementary information.

Assessment of an application will be carried out against the following criteria:

- (i) Government registrations
- (ii) Company organization and core personnel
- (iii) Knowledge, experience and capability of core personnel / qualified professionals
- (iv) Relevant experience and overall suitability to work on HKU projects
- (v) Past performance
- (vi) Design awards and testimonials

If considered acceptable, EO will recommend the applicant to the Tenders Board of HKU. If approved, the applicant will be included into Group 1 or Group 2 of the respective categories as appropriate. If an application is not approved, the consultant will be advised accordingly. EO's decision on the consultant application will be final.

5. Personal Data (Privacy) Ordinance (CAP. 486)

(i) Purpose of Personal Information Collection

The personal data provided in the Consultant Application Form and documents will be used by the EO for the following purposes:

- Activities relating to your status in the List maintained by the EO and any possible regulatory actions against you such as downgrading, suspension, or removal from the List; and
- Activities relating to the assessment of the staffing aspect of your technical submissions.

The provision of personal data by means of this Form is obligatory. If you do not provide sufficient information, we cannot determine your status in the List and assess the staffing aspect of your technical submissions.

(ii) Classes of Transferees

The personal data you provide on the Form and documents may be disclosed to Government bureaux and departments for the purpose of assessing your technical submissions or taking regulatory action against you or matters in relation thereto.

(iii) Access of Personal Data

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application.

6. Enquiries

Ms. Rowena Lee, Technical Manager
Tel: 2816 8213
Email: estates@estates.hku.hk

7. Submission of Application

The submission of the Consultant Application Form and any enquiry concerning the same should be addressed to:

Director of Estates
Estates Office, The University of Hong Kong
17/F Kennedy Town Centre
23 Belchers Street
Kennedy Town
Hong Kong

**Estates Office
The University of Hong Kong**

Consultant Application Form

Please read the “Notes on the Consultant Application Form” before completing this form.

To: Director of Estates
Estates Office, The University of Hong Kong
17/F Kennedy Town Centre, 23 Belchers Street, Kennedy Town, Hong Kong

Part 1	Consultant Category
Please “✓” the category of consultant(s) that you wish to apply for inclusion.	
<input type="checkbox"/> Architects	
<input type="checkbox"/> Structural Engineers	
<input type="checkbox"/> Mechanical & Electrical Engineers	
<input type="checkbox"/> Quantity Surveyors	
<input type="checkbox"/> Asbestos Consultants	
Further details of the consultant category being applied for, in particular the professional capabilities of your company:	
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Part 2	Company Details
Consultant Name: _____	
Address: _____	

Telephone No.: _____	
Fax No.: _____	
Email Address: _____	
Contact Person / Post: _____	
Business Registration Certificate No.: _____	
Names of parent / subsidiary / associated company, if any:	

Name of former company, if any, and year established:	

Part 3 Government Approved Consultants

Is your company included in the List of Consultants of the Architectural and Associated Consultants Selection Board (AACSB)? (“✓” as appropriate)

Yes, Category: _____ Band: _____

No

Part 4 Office Organization

	No. of staff <u>with</u> professional qualifications	No. of staff <u>without</u> professional qualifications	Total No.
Architect			
Structural Engineer			
Mech. & Elec. Engineer			
Quantity Surveyor			
Asbestos Consultant			

Please fill in “Self-declaration Statement of Full-time Employment” form.

Part 5 Work Experience

(a) No. of projects completed IN Hong Kong in last 5 years (university / institutional)

	20__	20__	20__	20__	20__
Architect					
Structural Engineer					
Mech. & Elec. Engineer					
Quantity Surveyor					
Asbestos Consultant					

(b) No. of projects completed IN Hong Kong in last 5 years (public / private sectors e.g. 10 / 20)

	20__	20__	20__	20__	20__
Architect	/	/	/	/	/
Structural Engineer	/	/	/	/	/
Mech. & Elec. Engineer	/	/	/	/	/
Quantity Surveyor	/	/	/	/	/
Asbestos Consultant	/	/	/	/	/

(c) No. of projects completed OUTSIDE Hong Kong in last 5 years (all sectors)

	20__	20__	20__	20__	20__
Architect					
Structural Engineer					
Mech. & Elec. Engineer					
Quantity Surveyor					
Asbestos Consultant					

Part 6 Significant events, e.g. design award, public liability claim

Part 7 Conflict of Interest

Please state whether any of your family and other relations and/or close friends are working in the University whereby their loyalty to you may conflict with the interests of the University.

Part 8 Declaration

I/We declare that the information given in this form is true and correct. Should any update or material changes of the company, I/we will inform the University immediately.

Signature: _____ Company Chop:

Name: _____

Post: _____

Date: _____

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Self-declaration Statement of Full-time Employment

1. I, the undersigned, declare the following:
 - (i) I am currently under the full-time employment of the Consultant (name):

 - (ii) My total number of working hours (including vacation and sick leaves) with the Consultant on average is 35 hours or more per week, and
 - (iii) I am not currently under the full-time employment of any other organization or company.
2. I understand that the declared information is used for the purposes of verifying the staffing position of the Consultant who is listed or applying to be listed under the List and is subject to verification checking. I agree that the data provided in this Self-declaration Statement may be disclosed to a third party for the purpose of verification of my employment status.
3. I understand that any misrepresentation in the information that I provide on this Self-declaration Statement may result in the listing position of the Consultant being jeopardized and/or legal consequences against me.

Signature : _____

Name : _____

Identification No
(HKID card or Passport number) : _____
(First five characters)

Employment Status : _____
(Position)

(Effective since mm/yyyy)

Date : _____