

Highways Department
Research and Development Division

**List of Approved Suppliers of Materials and
Specialist Contractors for Public Works under
Road Marking Category**

**Guidelines for Applicants in
Completing the Questionnaire for Pre-application Vetting**

1. Introduction

The questionnaire shall be completed for application for inclusion in the following category of the List of Approved Suppliers of Materials and Specialist Contractors for Public Works (Specialist List) for assessment of technical and management capability of the application by Research and Development Division of Highways Department (HyD):

- Road Marking

The pre-application vetting mechanism stated in Clause 3.3.4 of the Contractor Management Handbook is applicable to the “Road Marking” category of the Specialist List. For application for inclusion in this category, applicants shall submit all the requirements in the concerned “Application for Inclusion in the List – Questionnaire for Pre-application Vetting” with necessary supporting documents and fulfill the minimum technical and management criteria for admission to the satisfaction of HyD prior to submitting the application formally to Development Bureau. Upon satisfactory completion of the pre-application vetting, a letter showing the result of the “pre-application vetting” will be issued by the HyD for the applicant to proceed with submitting the formal application to DEVB.

2. Registered Name of Company

This is the name of the company appearing on the Business Registration Certificate. A photocopy of the Business Registration Certificate shall be attached.

In the case of an incorporated company, a copy of the Certificate of Incorporation and a copy of the Memorandum and Articles of Association shall be attached.

3. Staff Organization

The organization chart of the company together with name(s), qualifications, experience and length of service of all professional/technical staff assigned to the category of works applied for shall be submitted.

A copy of the curriculum vitae of each member of the Top Management, Technical Staff member and Qualified Safety Personnel, if applicable, shall be submitted. Details of local experience must be clearly stated in the curriculum vitae. For minimum number and qualification of the Top Management, Technical Staff member and Qualified Safety Personnel, please refer to “Road Marking” category under Appendix 3C of the Contractor Management Handbook.

Directly employed work force by trade and number and qualifications and experience of skilled workers employed shall be given.

4. Safety

Details on the safety criteria are given in General Notes (1), Item IV in Appendix 3C of the Contractor Management Handbook. The applicant shall employ at least one person who is qualified to be a safety supervisor and shall declare for compliance with the assessment sub-criteria on “Performance in compliance with safety legislations” as stipulated in the aforesaid General Notes. A declaration for compliance with the safety criteria shall be submitted by the applicant and supporting documents shall be provided upon request.

5. Integrity

The applicant shall maintain an integrity policy covering at least the contents set out in the Sample Integrity Management Policy at Annex 3 of Appendix 2A of the Contractor Management Handbook.

6. Office, Works Area and Workshop

Layout plans of office(s), works area(s) and workshop(s) with principal dimensions and showing locations of major equipment and facilities shall be submitted.

7. Plant and Equipment

Details of plant and equipment owned by the company, which will be utilised in executing the category of works applied for, shall be given. Details of hire and agreement of any plant and equipment not owned by the company shall be submitted. An album of properly labelled photographs of the plant and equipment shall also be submitted.

8. Technical Information of Products or Proprietary Systems

Full details of the products or proprietary systems offered including type, manufacturer, materials, mechanical properties and proof of compliance with relevant British Standards or equivalent shall be provided. Tests shown in test reports on road marking materials including thermoplastic materials and glass beads shall be conducted by laboratories which have no affiliation with the applicant and the manufacturer of the raw materials. To this, declarations showing no affiliation between (1) the laboratories

and the applicant & (2) the laboratories and the manufacturers of raw materials shall be submitted.

9. Method Statement

Detailed description of the method for laying road markings shall be given.

10. Relevant Projects Completed or Being Undertaken

Particulars of works/projects relevant to the category applied for completed in the past 3 years and currently being undertaken shall be given, including:

- a. Project Title and Contract Number, if any;
- b. dates of commencement and completion of works;
- c. description, value and quantity of works; and
- d. name and address of consulting engineer (architect or client if there is no consulting engineer).

Site inspections may be carried out by representatives of HyD to assess the workmanship of some relevant works currently being undertaken by the applicant.

11. References

References from consulting engineer (architect or client if there is no consulting engineer) for relevant projects completed by the applicant in the past 3 years shall be submitted. The details of the projects including a description of works, concerned dates and the value/quantity of works as described in 10(a), (b) and (c) above together with the performance of the applicant and the workmanship of the works shall be confirmed in the references.

References from contractors are not acceptable and will not be counted.

12. Site Demonstration

Site demonstrations will be required if the information and references submitted are satisfactory. For detailed requirements on the technical aspects of the site demonstration, please refer to Annex A.

13. Advisory Services Group, Corruption Prevention Department, ICAC

All applicants are informed that Corruption Prevention Department of Independent Commission Against Corruption (ICAC) provides an advisory service to private companies on ways to reduce potential opportunities for corruption. Recommendations made through this service do not carry the force of law and need to be implemented only insofar as they are compatible with the other aims of the company.

If the applicant considers this service could prove beneficial to the company, the applicant may arrange an initial meeting by calling the Advisory Services Group of ICAC at telephone number 2526 6363.

14. Time limit for Submission

The applicant shall satisfactorily submit all the required information / documents for the assessment within 3 months from the date of application. Otherwise, the application will be terminated.

15. Further enquiries

General enquiries can be directed to Research and Development Division, Highways Department, 4/F, Homantin Government Offices, 88 Chung Hau Street, Homantin, Kowloon.

Telephone Number: 2762 4956

Facsimile Number: 2714 5290

Annex A

Detailed Requirements on Technical Aspects of Site Demonstration

In performing the site demonstration, the applicant shall comply with the following requirements:

1.1 Site selection

The site demonstration shall be carried out at locations proposed by the applicant, subject to the agreement of HyD.

1.2 Road pavement types

Road markings shall be laid on both bituminous and concrete road pavements.

1.3 Provision of lighting, signing & guarding

Proper lighting, signing and guarding shall be provided by the applicant in the site demonstration, if required. The applicant's workforce shall take proper precautions for carrying out works on public roads.

1.4 Road marking types

Various types of road markings shall be laid to demonstrate the applicant's all-round competency in carrying out road marking works. The types of road markings shall include those listed below:

Road marking material	Laying technique	Road marking types
Thermoplastic	By hand screeding	<p><u>Lines</u></p> <ul style="list-style-type: none"> • RM 1041 (no stopping, part-time – yellow) of 4m long; and • RM 1104 (warning line – white) of 4m long <p><u>Arrows</u></p> <ul style="list-style-type: none"> • RM 1019 or RM 1020 (turn left arrow – white) or RM 1021 or RM 1022 (turn right arrow – white); and • RM 1025 or RM 1026 (straight ahead & turn right arrow – white) or RM 1027 or RM 1028 (straight ahead & turn left arrow – white) or RM 1029 or RM 1030 (straight ahead, turn left & turn right arrow – white) <p><u>Symbols</u></p> <ul style="list-style-type: none"> • RM 1033 (bus lane – white) or RM 1047 (bus stop – white) or RM 1050 (rail stop – white) or RM 1137 (end of bus lane – white); and • RM 1138 or RM 1139 (stop – white) or RM 1141 or RM 1142 (slow – white)

Road marking material	Laying technique	Road marking types
		The above listed markings shall be laid on both bituminous <i>AND</i> concrete pavement.
Thermoplastic	By screeding machine	<u>Lines</u> <ul style="list-style-type: none"> • RM 1041 (no stopping, part-time – yellow) of 4m long; and • RM 1104 (warning line – white) of 4m long <p>The above listed markings shall be laid on both bituminous <i>AND</i> concrete pavement.</p>

1.5 Compliance tests

The road marking works carried out by the applicant shall comply with the requirements of the current General Specification for Civil Engineering Works - Section 12.

1.6 Maximum Number of Trials for Each Road Marking Type

The maximum number of trials for each road marking type is 3. If the applicant cannot pass the compliance tests for any road marking type after carrying out 3 trials, the application will be terminated. For example, if the applicant cannot pass the compliance tests for Road Marking Type RM 1041 (no stopping, part-time – yellow) on bituminous pavement after carrying out 3 trials, the application will be terminated.

1.7 Time limit for Site Demonstration

The maximum allowable time for the applicant to carry out the site demonstration is 6 months from the date of the first site demonstration. If the applicant cannot satisfactorily complete the site demonstration within 6 months from the date of first site demonstration, the application will be terminated.