

Highways Department

List of Approved Suppliers of Materials and Specialist Contractors for Public Works

Guidelines for Applicants in Completing the Questionnaire for Application for Inclusion in the List / Pre-application Vetting

1. Introduction

The questionnaire shall be completed for application for inclusion in the following categories of List of Approved Suppliers of Materials and Specialist Contractors for Public Works for investigation of technical and management capability of the applicant by the Bridges and Structures Division of the Highways Department:

- Design, Manufacture and Installation of Glass (or Fibre) Reinforced Plastic Units for Highway Structures
- Prestressed Concrete Works for Highway Structures*
 - Class I : Supply and Installation of Prestressing Systems*
 - Class II : Supply of Prestressed Concrete Units*
- Specialized Operations for Highway Structures*
 - Class I : Guniting*
 - Class II : Waterproofing of Concrete Surfaces*
 - Class III : Repair of Cracked Concrete by Resin Injection*
 - Class IV : Non-destructive Testing of Welds*
 - Class V : Hot Dip Galvanizing*
- Structural Steelwork*
- Supply and Installation of Bearings for Highway Structures*
 - Class I : Mechanical Bearings*
 - Class II : Elastomeric Bearings*
- Supply and Installation of Expansion Joints for Highway Structures*
- Transparent Panels for Noise Barriers on Highways

The pre-application vetting mechanism stated in Clause 3.3.4 of the Contractor Management Handbook is applicable to the categories marked with asterisk (*). For the application for inclusion in those categories, applicants shall submit the “Questionnaire for Application for Inclusion in the List / Pre-application vetting” with necessary supporting documents and fulfill the minimum technical and management criteria for admission to the satisfaction of the Highways Department 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 Highways Department for the applicant to proceed with submitting the formal application to DEVB.

Companies making application for inclusion in the List of Approved Suppliers of Materials and Specialist Contractors for Public Works are required to have financial resources, local offices, workshops and labour resources of their own adequate for carrying out the works for which they wish to be enlisted.

2. Registered Name of the Company

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

3. Financial Status

Companies on the List are required to have finance adequate for carrying out their contractual obligations and enquiries may be made at any time into their financial status. Inadequate financial support may result in rejection of an application or removal of a company's name from the List.

The Highways Department will only investigate into the technical suitability of the applicant. Financial eligibility will be separately assessed by the Development Bureau.

4. Staff Organization

The organization chart of the company together with name(s), qualifications, experience and length of service with company of all engineering/professional staff assigned to the category or class of works applied for must 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 respective categories under Appendix 3C of the Contractor Management Handbook.

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

5. Safety

(Not applicable to (i) Prestressed Concrete Works for Highway Structures Class II – Supply of Prestressed Concrete Units, and (ii) Transparent Panels for Noise Barriers on Highways)

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.

6. 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.

7. Office, Works Area and Workshop

Layout plans of offices, works areas and workshops with principal dimensions and showing locations of major equipment and facilities must be submitted. For workshops outside Hong Kong, an independent inspection report shall also be submitted.

8. Plant and Equipment

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

9. Technical Information of Products or Proprietary Systems

Full details of the products or proprietary systems under application including type, manufacturer, materials, mechanical properties and proof of compliance with relevant British Standards or equivalent must be provided.

10. Method Statement

A detailed description of the method of carrying out the category of works for which the application is made must be given.

11. Relevant Projects Handled or Being Handled by Applicant

Particulars must be given of works relevant to the category or class applied for completed in the past 3 years and currently being undertaken, including:

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

Site inspections will be carried out by representatives of this Department to assess the workmanship of some of the works.

12. References

References from consulting engineers (architects or clients if there is no consulting engineer) for relevant projects completed by the applicant in the past 3 years must be submitted. The details of the projects including a description of works, dates and the value of works as described in 11(a), (b) and (c) above together with the performance of the applicant and the workmanship of the works MUST be confirmed in the references.

For application for inclusion in the category of Transparent Panels for Noise Barriers on Highways, at least ONE reference complying with the above requirements shall be submitted. For categories other than Transparent Panels for Noise Barriers on Highways, at least THREE references complying with the above requirements shall be submitted.

References from contractors are not acceptable.

13. Site Demonstration/Trial Installation

For some categories, site demonstrations, mock-up installations or trial installations will be required if the information and references submitted are satisfactory.

Regarding the trial installation for “Supply and Installation of Expansion Joints for Highway Structures” category, at least one number of expansion joint should be installed as the trial. The trial installation may be conducted on a private/Government work site which shall be representative of the normal traffic in Hong Kong. The site of trial installation shall be proposed by the applicant to this Department for agreement. Assistance from this Department may be provided as necessary. For trial installation conducted on a Government work site, the trial will be subject to the applicant accepting the liability for replacing the joint with an approved joint should the joint be found unsatisfactory. The assessment period of the trial is 12 months, counting from the completion of installation or when live traffic starts running on the structure at which the expansion joint is installed, whichever is later. During the assessment period, if the performance of the expansion joint is found unsatisfactory, the applicant will be required to rectify the defects and subject to the decision of this Department, (i) the assessment period may be extended after the applicant rectified the defects, (ii) second trial installation of the subject expansion joint may be required, or (iii) the pre-application vetting may be terminated. In general, the pre-application vetting will be terminated if the applicant fails to satisfactorily complete the second trial installation.

14. The Corruption Prevention Advisory Service, Corruption Prevention Department, Independent Commission Against Corruption

All applicants are informed that the Corruption Prevention Advisory Service is a specialised unit in the Corruption Prevention Department of the Independent Commission Against Corruption dedicated to providing professional corruption prevention advice and services to private companies, organizations and individuals. Their services include the following –

(a) advise companies/organizations on risks of corruption and malpractice

characteristic of their respective industries and relevant business functions;

- (b) provide tailor-made advice on how to prevent corruption in a company/organization; and
- (c) provide tailor-made advice on drawing up Code of Conduct and integrity management.

If you consider this service could prove beneficial to your company, you may arrange an initial meeting by contacting the Corruption Prevention Advisory Service at telephone number 2526 6363 or via email: cpas@cpd.icac.org.hk.

15. Submission Methods

- By Post / In Person – The questionnaire together with the relevant documents shall be posted to or submitted in person to the Bridges and Structures Division, Highways Department, 6th Floor, Trade and Industry Tower, 3 Concorde Road, Kowloon, Hong Kong.
- Through Email – Email the questionnaire, with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance, together with the relevant documents, to the Bridges and Structures Division of the Highways Department at specialist.bstr@hyd.gov.hk.

16. Further enquiries

General enquiries can be directed to the Bridges and Structures Division, Highways Department, 6th Floor, Trade and Industry Tower, 3 Concorde Road, Kowloon, Hong Kong.

Telephone Numbers: 3903 6516 (Engr/Gen (NT1), Bridges and Structures Division)
or
3903 6521 (Engr/Gen (Urban 2), Bridges and Structures Division)

Facsimile Number: 2714 5219

Email: specialist.bstr@hyd.gov.hk