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 (AACSBB) except for Asbestos Consultants:

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Group 1: already on ArchSD Band 1 or 2 list</th>
<th>Group 2: new applicants*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architects</td>
<td>Contract value up to HK$50 million</td>
<td>Contract value up to HK$30 million</td>
</tr>
<tr>
<td>Structural Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical &amp; Electrical Engineers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity Surveyors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos Consultants</td>
<td>Consultants listed in the EPD register of Asbestos Consultants</td>
<td></td>
</tr>
</tbody>
</table>

* For Architects, including those already on ArchSD Band 3 list

2. **Consultant Eligibility**

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

3. **Consultant Application**

New applicants will be assessed technically based on the information they submitted. This will include company profile, qualifications of staff, relevant job experience and overall suitability to work on HKU/institutional projects, etc.
A consultant wishing to be considered for inclusion into the Lists should read this 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, qualifications, line of command etc.;

(iii) A list of full-time employees (all professional and technical employees) in the relevant section with names, HKID card / Passport numbers (first five characters, e.g. A1234XX(X)), positions, academic and professional qualifications, date of joining company, etc. Please also indicate the resident principal(s) of your company with # after the name(s);

(iv) Copies of the diploma / certificates of professional qualifications obtained by all professional employees;

(v) CVs of all professional employees;

(vi) An information sheet giving the details of appropriate projects. This should include project name, location, name of client, scope of service, project value, commencement date, completion date, contract sum etc.;

(vii) A list of computer facilities currently used in the company office including hardware and software for drafting and, if appropriate, structural design; and

(viii) A copy of the ISO 9001 certificate with the scope of certification clearly listed.

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

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

If considered acceptable, EO will recommend the applicant to the Tenders Board of HKU. When approved, the applicant will be included into Groups 1 or 2 of the respective disciplines as appropriate. If an application is not approved, the consultant will be advised accordingly. Our decision on the consultant application will be final.
5. **Technical Assessment**

Technical 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  
(iv) Relevant experience and overall suitability to work on HKU projects  
(v) Past performance

6. **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.

7. **Enquiries**

Ms. Rowena Lee, Technical Manager  
Tel: 2816 8213  
Email: estates@estates.hku.hk
8. **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

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