

## Minimum Admission Criteria for Health Sector Divisional Contractors Lists - Biomedical & Electronics Engineering Services

### 1. Job Experience

- 1.1 The company shall have adequate experience in the type and size of work of the category, with satisfactory quality of work compatible with Government standard.
- 1.2 For equipment type of Central Control and Monitoring System, the company shall offer at least one completed projects within the past 3 years for site inspection to demonstrate its ability to satisfy the requirement of 1.1 above.

### 2. Technical Staff

The company shall employ at least one no. of full time technician with a minimum 3 year adequate working experience and factory / industrial training pertinent to the equipment type.

### 3. Equipment & Tools

- 3.1 The minimum requirements for equipment and tools are stipulated as follows:

Item	Description	Minimum Quantity
1.	Digital Voltage Meter (DVM)	1
2.	Electrical Safety Tester*	1
3.	Others (such as specialized test kit)	As relevant

\* Applicable to all biomedical equipment types

- 3.2 The company shall provide proof of regular calibration (for instrument only), e.g. calibration certificates issued by HOKLAS accredited laboratory or equivalent institutions, at least yearly and as requested when the instrument is in doubt

### 4. Office/ Workshop Facilities

Local office/ workshop in Hong Kong is required which shall be reasonably sized, suitably furnished. Documentary evidence (e. g. purchase/ lease agreement) to prove right of use shall be produced.

5. **OH&S**

The company shall meet the minimum requirements in HSD Contractor Evaluation Record.

6. **Authorized Agency**

The company shall preferably be an authorized agent in HKSAR for essential equipment. Documentary evidence such as authorized agency agreements shall be available.

7. **Support from Principal**

For proprietary equipment or systems, the company shall provide documentary proof of access to technical support (such as installation / maintenance instructions, spare parts supply, specialized training) from the equipment manufacturer(s) or principal(s) of relevant agency.

8. **Autopay Arrangement**

The company shall have already been using the autopay payment settlement method with EMSTF, or the company shall fill in the "AUTHORITY FOR PAYMENT TO A BANK" Form (GF179A) for such arrangement.

9. **Government's Purchasing Card Programme**

The company shall have joined the government's Purchasing Card Programme by applying to at least one of the government's Purchasing Card Service Providers as Purchasing Card Merchants, such that EMSTF's procurements and payments to the Contractor can be made, when desired by EMSTF, through government's Purchasing Cards to expedite the payment settlement process time.