

## **Admission Criteria for Departmental Contractors List Electronic System Integration (ESI)**

### **1. Expertise**

The contractor shall employ at least one no. of full-time qualified technical staff<sup>[a]</sup> with relevant experience on system integration projects with hardware and software; and employ at least one no. of full-time system analyst/programmer<sup>[b]</sup> with relevant experience on design, coding, testing and maintenance of embedded software.

### **2. Job Experience/Reference**

The contractor shall have relevant job experiences and shall have completed at least two local jobs with proper testing and commissioning records. Each of the completed local jobs shall be of at least HK\$ 0.5M value and completed (warranty expiry) within 5 years from the date of application. Sub-contract will not be considered as relevant job experience/reference.

### **3. Office and Testing Facilities**

The contractor shall possess local office, workshop and storage space of at least 20 sq. metres each. The contractor shall also possess at least two workstations or personal computers with software development facilities.

### **4. Training, Documentation, Spares and Maintenance**

The contractor shall be able to provide necessary training, documentation, software licenses, spares and maintenance works, or suggest satisfactory alternative arrangement that could ensure effective operation and maintenance of the equipment or software supplied.

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[a]- The qualification of the technical staff concerned shall at least possess:-

- a higher diploma or higher certificate of relevant discipline with minimum 5 years relevant experience in HKSAR, or
- a degree from a University of relevant discipline with minimum 3 years relevant experience in HKSAR.

[b] - The qualification of the system analyst/programmer concerned shall at least possess:-

- an ordinary diploma or ordinary certificate of relevant discipline with minimum 5 years relevant experience in HKSAR, or
- a higher diploma or higher certificate of relevant discipline with minimum 3 years relevant experience in HKSAR.

## **Admission Criteria for Departmental Contractors List Private Automatic Branch Exchange (PABX) System**

### **1. Expertise**

The contractor shall employ at least two no. of full-time qualified technical staff with one<sup>[a]</sup> having relevant experience on PABX system design and operation and the other technical staff<sup>[b]</sup> with relevant experience on PABX system installation, testing and commissioning.

### **2. Job Experience/Reference**

The contractor shall have relevant job experiences and shall have completed at least two local jobs with proper testing and commissioning records. Each of the completed local jobs shall be of at least HK\$ 0.3M value and completed (warranty expiry) within 5 years from the date of application. Sub-contract will not be considered as relevant job experience/reference.

### **3. Office and Testing Facilities**

The contractor shall possess local office, workshop and storage space of at least 20 sq. metres each. The contractor shall also possess at least testing tools with valid calibration certificate, if applicable, for cable continuity testing and voltage measurement.

### **4. Training, Documentation, Spares and Maintenance**

The contractor shall be able to provide necessary training, documentation, software licenses, spares and maintenance works, or suggest satisfactory alternative arrangement that could ensure effective operation and maintenance of the equipment or software supplied.

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[a] - The qualification of the technical staff concerned shall at least possess:-

- a higher diploma or higher certificate of relevant discipline with minimum 5 years relevant experience in HKSAR, or
- a degree from a University of relevant discipline with minimum 3 years relevant experience in HKSAR.

[b] - The qualification of the other technical staff concerned shall at least possess:-

- an ordinary diploma or ordinary certificate of relevant discipline with minimum 5 years relevant experience in HKSAR, or
- a higher diploma or higher certificate of relevant discipline with minimum 3 years relevant experience in HKSAR.

## **Admission Criteria for Departmental Contractors List Central Control and Monitoring System (CCMS)**

### **1. Expertise**

The contractor shall employ at least two no. of full-time qualified technical staff<sup>[a]</sup> with relevant experience.

### **2. Job Experience/Reference**

The contractor shall have relevant job experiences in maintenance and/or associated AA&I works and shall have completed at least two local jobs with proper maintenance, testing and commissioning records. Each of the completed local jobs shall be of at least HK\$ 0.5M value and completed (warranty expiry) within 5 years from the date of application. Sub-contract will not be considered as relevant job experience/reference.

### **3. Office and Testing Facilities**

The contractor shall possess local office, workshop and storage space of at least 20 sq. metres each. The contractor shall also possess at least one digital voltage meter (DVM) with valid calibration certificate, one network cable tester with valid calibration certificate and one portable computer with software for system diagnosis and configuration.

### **4. Training, Documentation, Spares and Maintenance**

The contractor shall be able to provide necessary training, documentation, software licenses, spares and maintenance works, or suggest satisfactory alternative arrangement that could ensure effective operation and maintenance of the equipment or software supplied.

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[a]- The qualification of the technical staff concerned shall at least possess:-

- A minimum 3 year adequate working experience; and
- Factory / industrial training pertinent to the equipment type.

# **Admission Criteria for Departmental Contractors List Biomedical Engineering Services**

## **1. Expertise**

The contractor shall employ at least one full-time qualified staff<sup>[a]</sup> with relevant experience.

## **2. Job Experience/Reference**

The contractor shall have adequate experience in maintenance and /or associated AA & I works in the type and size of work of the category, and with satisfactory quality of work compatible with Government standard.

## **3. Office and Testing Facilities**

The contractor shall possess local office, workshop and storage space of at least 20 sq. metres each. The contractor shall also possess at least one Digital Voltage Meter (DVM), one electrical safety test and or other relevant equipment such as specialized test kit.

The contractor shall also provide proof of regular calibration for all instruments required under stated above, e.g. calibration certificates issued by HOKLAS accredited laboratory or equivalent institutions, at least yearly.

## **4. Training, Documentation, Spares and Maintenance**

The contractor shall be able to provide necessary training, documentation, software licenses, spares and maintenance works, or suggest satisfactory alternative arrangement that could ensure effective operation and maintenance of the equipment or software supplied.

## **5. Others**

- i) OH&S  
The contractor shall meet the minimum requirements in HSD Contractor Evaluation Record.
- ii) Authorized Agency  
The contractor shall preferably be an authorized agent in HKSAR for essential equipment. Documentary evidence such as authorized agency agreements shall be available.
- iii) Support from Principal  
For proprietary equipment or systems, the contractor 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.
- iv) Autopay Arrangement  
The contractor 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.
- v) Government's Purchasing Card Programme  
The contractor 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.

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[a]- The qualification of the technical staff concerned shall at least possess:-

- A minimum 3 year adequate working experience and
- A minimum 3 year factory/industrial training pertinent to the equipment type

## **Admission Criteria for Departmental Contractors List Vehicle Engineering Services (Minor Vehicle Modification)**

### **1. Expertise**

The contractor shall employ at least two full-time qualified Vehicle Mechanics<sup>[a]</sup>.

### **2. Job Experience/Reference**

The contractor shall have relevant job experiences and the completed jobs shall be of at least HK\$0.5M value in total and completed (warranty expiry) within 5 years from the date of application. Sub-contract will not be considered as relevant job experience/reference.

### **3. Office and Testing Facilities**

The contractor shall possess local office, workshop and storage space of at least 20 square metres each. The contractor shall also possess at least one welding machine, one lifting equipment and one pneumatic supply equipment.

### **4. Training, Documentation, Spares and Maintenance**

The contractor shall be able to provide necessary training and documentation or suggested alternative arrangement that could ensure the effective operation and maintenance of the equipment in the workshop.

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[a]- The qualification of the Vehicle Mechanic concerned shall:-

- be a Registered Vehicle Mechanic in Electrical and Mechanical Services Department and
- cover at least the registration classifications of Mechanical, Electrical and Specific Services

## **Admission Criteria for Departmental Contractors List Vehicle Engineering Services (Air-Conditioning System)**

### **1. Expertise**

The contractor shall employ at least two full-time qualified Vehicle Mechanics <sup>[a]</sup>.

### **2. Job Experience/Reference**

The contractor shall have relevant job experiences and the completed jobs shall be of at least HK\$0.5M value in total and completed (warranty expiry) within 5 years from the date of application. Sub-contract will not be considered as relevant job experience/reference.

### **3. Office and Testing Facilities**

The contractor shall possess local office, workshop and storage space of at least 20 square metres each. The contractor shall also possess at least one Refrigerant Leak Detector, one Refrigerant Pressure Gauge, one Temperature Gauge, one Humidity Gauge, one Vacuum Pump and one Refrigerant Recycle Machine.

### **4. Training, Documentation, Spares and Maintenance**

The contractor shall be able to provide necessary training and documentation or suggested alternative arrangement that could ensure the effective operation and maintenance of the equipment in the workshop.

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[a]- The qualification of the Vehicle Mechanic concerned shall:-

- be a Registered Vehicle Mechanics in Electrical and Mechanical Services Department and
- cover at least the registration classification of Air-conditioning work of Specific Services

## **Admission Criteria for Departmental Contractors List Vehicle Engineering Services (Body Work)**

### **1. Expertise**

The contractor shall employ at least two full-time qualified Vehicle Mechanics<sup>[a]</sup>.

### **2. Job Experience/Reference**

The contractor shall have relevant job experiences and the completed jobs shall be of at least HK\$0.5M value in total and completed (warranty expiry) within 5 years from the date of application. Sub-contract will not be considered as relevant job experience/reference.

### **3. Office and Testing Facilities**

The contractor shall possess local office, workshop and storage space of at least 20 square metres each. The contractor shall also possess at least one welding machine, one lifting equipment and one pneumatic supply equipment.

### **4. Training, Documentation, Spares and Maintenance**

The contractor shall be able to provide necessary training and documentation or suggested alternative arrangement that could ensure the effective operation and maintenance of the equipment in the workshop.

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[a]- The qualification of the Vehicle Mechanic concerned shall:-

- be a Registered Vehicle Mechanics in Electrical and Mechanical Services Department and
- cover at least the registration classification of Body Services