

EV-charging at Home Subsidy Scheme (the “EHSS”)

Workshop for Contractors

(December 2022)





1. Background information of the EV-charging at Home Subsidy Scheme (“EHSS”)
2. Installation works of EV charging-enabling infrastructure (“EVCEI”)
3. Minimum requirements of contractors under the EHSS
4. Application for inclusion in the consultants / contractors list & tendering process
5. Tasks of contractors
6. Payment to contractor by EHSS applicant
7. Experience sharing on the completed installation works of EVCEI
8. Resource materials of the EHSS
9. Q&A

1. Background information of the EHSS



- The EV-charging at Home Subsidy Scheme (“EHSS”) is well received after its launch in October 2020. In order to meet the public demand, the Government has further injected an additional funding of \$1.5 billion to the original \$2 billion EHSS in the 2022-23 Budget, to extend the EHSS for four years to the 2027-28 financial year.
- It is anticipated that the entire \$3.5 billion EHSS will be able to support installation of EV charging-enabling infrastructure (“EVCEI”) for some [140,000 parking spaces in about 700 car parks of the existing private residential buildings.](#)

Number of EHSS applications received	> 650 (involving about 130,000 parking spaces)
Number of EHSS applications approved	~310 (involving about 70,000 parking spaces)
Number of EHSS applications to be approved	~ 342 (involving about 60,000 parking spaces)
Number of consultant contracts awarded	~ 260
Number of contractor contracts awarded	~ 10
No. of installation works completed	~ 2

* *The information above are for reference only*

(Up to 13 December 2022)

1. Background information of the EHSS



- As at 13th December 2022, Environmental Protection Department (“EPD”) have approved 310 applications for the successful applicants to employ consultants to design the EVCEI. The distribution of car parks and parking spaces are shown in the table below -

Range of parking spaces	Number of car parks / applications approved
0-199	189
200-399	66
400-599	31
600-799	11
800-999	6
1000-1199	3
1200-1999	3
~ 2800	1
Total	310

** The information above are for reference only*

1. Background information of the EHSS



- About 342 applications would be approved before mid-2024. The distribution of car parks and parking spaces are shown in the table below -

Range of parking spaces	Number of car parks / applications to be approved before mid-2024
0-199	249
200-399	50
400-599	24
600-799	10
800-999	2
1000-1199	5
1200-1999	2
Total	342

** The information above are for reference only*

2. Installation works of EV charging-enabling infrastructure (“EVCEI”)



- A total of about 700 car parks, roughly 140,000 parking spaces, will be completed with the installation works of EVCEI from 2022 to 2027.
- The EVCEI covers installation and upgrading of cable containment / trays / trunking, protection devices, distribution boards, conduits, switches, cables / wirings, isolators, alteration and addition to switchgear, meter boards for installation of electric meters, fireman’s emergency switch, fire detection system (if wanted), associated builder’s works required, and modification to the existing charging facilities to integrate with the EVCEI under the EHSS.
- Contractors will be required to carry out the installation works which are designed by the consultants employed by the EHSS applicants according to the EPD’s Design Guidelines.
(Note: According to the Design Guidelines, the design of power supply should be able to support simultaneous medium charging, i.e. the power supply capacity should be able to support 1-phase 32A medium electric vehicle charging at all parking spaces together at any time. In case the power supply capacity cannot support simultaneous medium charging, as a minimum, the design of power supply should be able to support simultaneous medium charging for 50% (half) of all parking spaces under the EHSS, and implementation of either (a) Zoning of power supply to parking spaces, (b) Reduced Charging Current, or (c) Load Management System (“LMS”). Other designs which deviate from the Design Guidelines would not be accepted by the EPD.)
- We expect on average, there will be about 80 – 160 installation works contracts of various scales per year awarded by the EHSS applicants to contractors from 2023 to 2027.

3. Minimum requirements of contractors under the EHSS



The qualifications of a contractor are specified in the [“Guidance on Preparation of Specifications for Employment of Consultants and Contractors for Installation Works under the EHSS”](#), as follows -

- a) be a Registered Electrical Contractor;
- b) have completed at least two projects related to fixed electrical installations or EV charging facilities within the past 5 years;
- c) possess a minimum positive working capital value that meets the below financial criteria –
 - HK\$0.57M for the contract up to HK\$5.7M, or
 - HK\$3.4M for the contract above HK\$5.7M;
- d) have a local Hong Kong office;
- e) in case the A&A works for which approval and consent from the Building Authority are required, have obtained the qualifications of or engaged a Registered General Building Contractor (“RGBC”);
- f) in case the A&A works classified as minor works are required, have obtained the qualifications of or engaged a Registered Minor Works Contractor (“RMWC”); and
- g) in case Fire Service Installations is required, have obtained the qualifications of or engaged a Registered Fire Services Contractor.

4. Application for inclusion in the consultants / contractors list & tendering process



- Interested tenderers can register their particulars, and submit Business Registration Certificate and Certificate of Registration of Electrical Contractor to the [EHSS Open E-tendering Platform](#) administered by the **Urban Renewal Authority** (“URA”)

The image shows two overlapping web browser screenshots. The left screenshot displays the 'The EV-charging at Home Subsidy Scheme' website, which includes a navigation menu with options like 'The EV-charging at Home Subsidy Scheme', 'Key steps to participate in the EHSS', 'News and Events', 'Resource Materials', 'Successful Applications', and 'Open E-Tendering Platform'. A hand cursor is pointing to the 'Consultant / Contractor Login' button. The right screenshot shows the 'Open E-tendering Platform' website, which features a navigation menu with 'Account Activation', 'Forgot Password / Reset Password', and 'Click here to login'. The 'Account Activation' section includes a link to 'Click here to activate account' and the 'Forgot Password / Reset Password' section includes a link to 'Click here to reset the password'.

4. Application for inclusion in the consultants / contractors list & tendering process



- All registered tenderers will be notified by URA's email if a new tender is issued

致 投標者
現誠邀閣下對以下招標項目 蔚鬱閣-根據「EV屋苑充電易資助計劃」聘請承辦商安裝基礎設施 作出投標。如欲了解更多訊息，請登入以下電子招標平台查閱 (<https://openet.brplatform.org.hk>)。

招標通告

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招標項目名稱: [REDACTED]-根據「EV屋苑充電易資助計劃」聘請承辦商安裝基礎設施
樓宇名稱: [REDACTED]
招標日期: 2022/12/01 HK T (GMT+08:00)
截標日期及時間: 2023/01/09 12:00 HK T (GMT+08:00)
招聘: 「EV屋苑充電易資助計劃」(EHSS) - 招聘承辦商

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此致 市區重建局

此電子郵件由系統自動發送。請不要回覆此郵件。

免責聲明: 發送者將不會承擔因此電郵內容的錯誤或遺漏而可能出現的責任。雖然發送者已盡力及合理地確保此電郵和其附件不含任何電腦病毒, 收件人卻有責任檢查此電郵有否存有電腦病毒, 而發送者亦不會承擔因這封電郵或其附件可能存有電腦病毒而引起的任何損失或損害。

保密: 此電郵和其附件均是保密。如果您不是此電郵的收件人, 請不要將其內容向任何人士發放或透露其內容, 使用其內容以作任何目的, 存儲、複製或將全部或部分內容以任何方式向其他媒體發放或透露, 或根據其內容採取任何行動。如屬此情況, 請立即通知發件人及將此電郵內容刪除。

Dear tenderers,
You are cordially invited to Tender for the 蔚鬱閣-根據「EV屋苑充電易資助計劃」聘請承辦商安裝基礎設施 detailed below. For more information, please log onto the following website:

Web : <https://openet.brplatform.org.hk>

Tender Notice

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Tender Subject: [REDACTED]-根據「EV屋苑充電易資助計劃」聘請承辦商安裝基礎設施
Building Name: [REDACTED]
Tender Issue Date: 2022/12/01 HK T (GMT+08:00)
Tender Closing Date & Time: 2023/01/09 12:00 HK T (GMT+08:00)
Tender for: EV-charging at Home Subsidy Scheme (EHSS) - Contractors

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Sample

4. Application for inclusion in the consultants / contractors list & tendering process



- Interested tenderers can view active tenders on the EHSS website

A screenshot of the Environmental Protection Department's website for the EV-charging at Home Subsidy Scheme. The page features a navigation menu with options like 'The EV-charging at Home Subsidy Scheme', 'Key steps to participate in the EHSS', 'News and Events', 'Resource Materials', 'Applications', and 'Open E-Tendering Platform'. A central banner states 'The EV-charging at Home Subsidy Scheme is currently accepting application'. A sidebar on the right contains links for 'Applicant Login', 'Consultant / Contractor Login', 'Access to Information', and 'Tender Notices (Contractors)'. A hand cursor is pointing at the 'Tender Notices (Contractors)' link.

A screenshot of the Smart Tender E-Tendering System interface. It shows a progress bar with steps: Tender Notice, Account Login, Tender Document, Tender Query, Get Unique Code, and Completion. Below the progress bar, a table lists active tenders with columns for Project Code, Building Name and Address, Tender Issue Date And Time, and Tender Closing Date & Time. A hand cursor is pointing at the table.

Project Code	Building Name and Address	Tender Issue Date And Time	Tender Closing Date & Time
Contractor for installation of	Fairlane Tower 2B Bowen Road, Mid-Level, Central	2022/12/12 (Mon) 00:00	2023/01/18 (Wed) 17:00
Contractor	Serene Court 8 Kotewall Road, West Mid Levels	2022/12/05 (Mon) 00:00	2023/01/05 (Thu) 12:00
EV屋苑充電易資助計劃, 聘請承建商	Peakville Court 74 Robinson Road Mid-Levels Hong Kong	2022/12/01 (Thu) 00:00	2023/01/09 (Mon) 12:00
EV屋苑充電易資助計劃, 提供及安裝電動車充電	Peridot Court Management Services Office UG/F, Club House Peridot Court, No.9 Yu Chui Street., 17.5 Mile Stone, Castle Peak Road, Tuen Mun, N.T.	2022/11/23 (Wed) 00:00	2022/12/22 (Thu) 17:00
EV屋苑充電易資助計劃, 聘請承建商安裝電動車充電基礎設施	Forest Hill No. 31 Lo Fai Road, Tai Po, New Territories	2022/11/16 (Wed) 00:00	2022/12/15 (Thu) 17:00

4. Application for inclusion in the consultants / contractors list & tendering process



- A consultant and its associates **cannot** be engaged as the contractor or supplier of any goods or services for the same installation works.

Note:

- “associate” in relation to any person means (i) a relative or partner of that person; or (ii) a company one or more of whose directors is in common with one or more of the directors of that person.
- “associated company” means a company in which another company has a stake.
- “director” means any person occupying the position of a director by whatever name called and includes a de facto or shadow director.
- “relative” means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent and a step child to be a child of both the natural parents and the step parent.
- For details, please refer to Annex 2 of the [Application Notes of the EHSS](#)

關聯公司確認書

致：公開電子招標平台的賬戶管理人

敬啟者：

公司的名稱^(註一)：_____ (中文)

_____ (英文)

本人現代表上述公司向賬戶管理人作出以下陳述：

根據「EV屋苑充電易資助計劃 - 申請須知」附錄二第(1)條的相關者和相關的公司的定義和規範，本人確認上述公司：
(請在以下適當方格內填上「✓」號。)

沒有和列於公開電子招標平台顧問名冊或承建商名冊內的公司或服務提供者有任何關係。

有和列於公開電子招標平台顧問名冊或承建商名冊內的公司或服務提供者存有關係，以及有關係的公司資料如下：

	公司名稱(中文)	公司名稱(英文)	關係類別 (註二)
例子	XXXXX 工程有限公司	XXXXX Engineering Co. Ltd.	(1)
1)			
2)			
3)			
4)			
5)			

[公司授權代表姓名及職銜]

[公司授權代表簽署及公司蓋章]

[聯絡電話]

[日期]

*註一：中英文名稱必須與商業登記證書之登記資料完全相同。

*註二：與其他公司存有的關係類別：

- (1) 「相關者」，即(1)就任何個人而言，是該人的親屬或合夥人；或(ii)就任何公司/人而言，與該公司/人有一名或多於一名相同的董事。「董事」指任何身居董事職位的人(不論其職銜為何)，包括事實董事或影子董事；而「親屬」指有關人士的配偶、父母、子女、兄弟或姊妹，而在推斷該等關係時，被領養的子女必須當作親生父母的亦是其領養父母的子女，而繼子女亦必須當作親生父母的亦是其繼父母的子女。
- (2) 「相關的公司」，即通過擁有或被擁有，與該公司相互關聯。

(2020.12)

4. Application for inclusion in the consultants / contractors list & tendering process



Each tender will be evaluated and selected by the EHSS applicant and the tendering exercise shall comply with –

1. the Building Management Ordinance (Cap. 344) (“BMO”)
2. the “Code of Practice on Procurement of Supplies, Goods and Services”(“Code of Practice”) issued by the Secretary for Home Affairs under the BMO
3. the “[Best Practice Checklist – Management of Works Consultancies](#)” and “[Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook](#)” (“Guidebook”) published by the Independent Commission Against Corruption, including but not limited to adopting the sample probity clauses detailed in Appendices 3 to 5 of the Guidebook

廉政公署防貪教育服務

👉 樓宇維修政府資助計劃 - 防貪教育資訊專題網頁
(<http://www.bm.icac.hk/obb-2-0>)

👉 誠信樓宇管理諮詢熱線：2929 4555

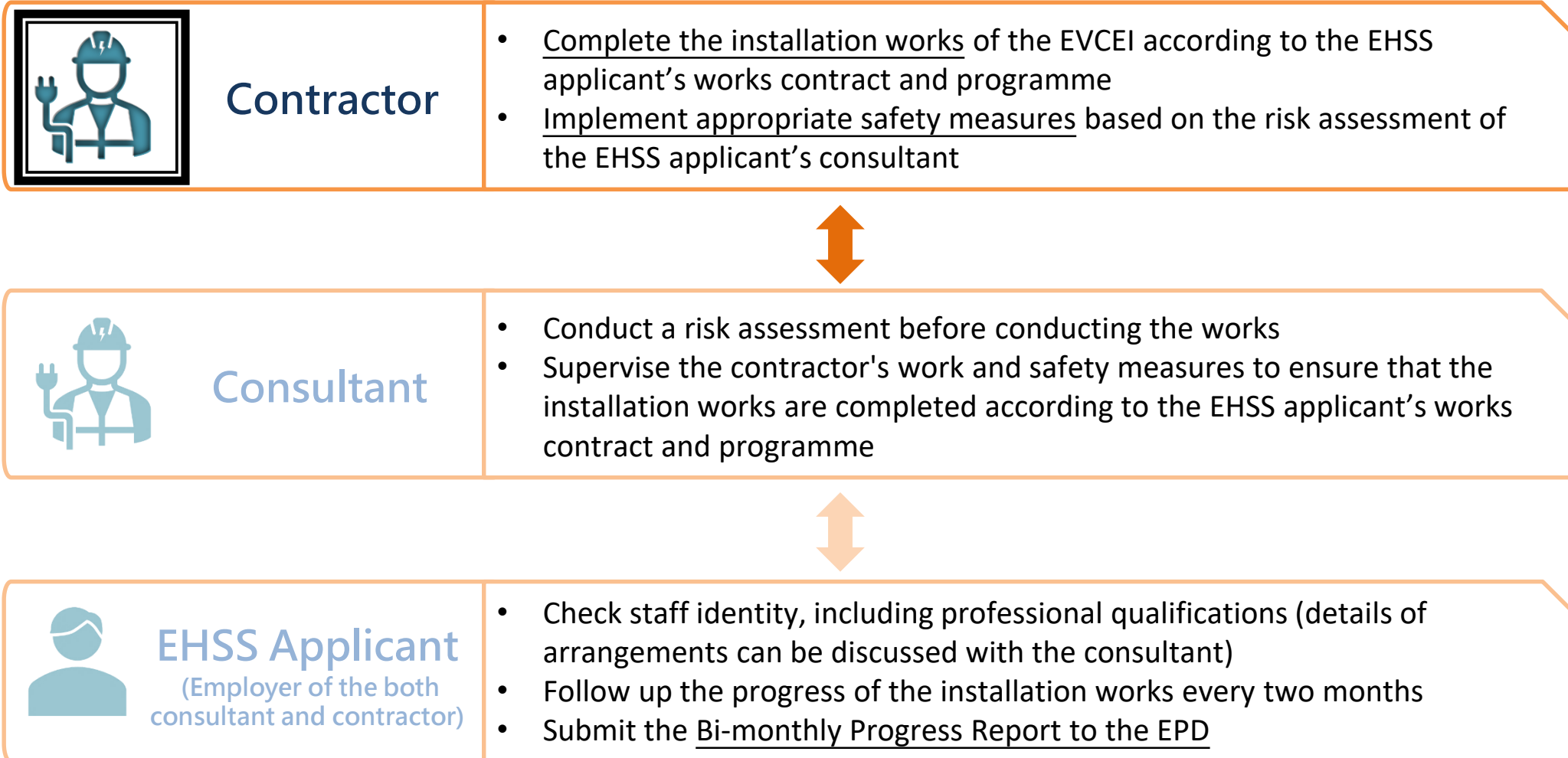
👉 24小時舉報貪污熱線：25 266 366



5. Tasks of contractors



Role and responsibility of different parties -



5. Tasks of contractors



The contractor shall carry out the installation works, including but not limited to the following tasks –

Task	Description
1	Deliver materials to the designated storage area of the EHSS applicant's building
2	Complete the installation works which shall be accepted by the consultant, the EHSS applicant and the EPD
3	Complete and submit the required certificates, test reports, O&M manuals, Form WR1, etc. to the EHSS applicant
4	Complete the design and build of the fire detection system ("FDS"), submit fire service installation plans (FSI/314A) to Fire Services Department ("FSD") before proceeding with the installation works, and issue the Certificate of Fire Service Installation and Equipment (FS251) to FSD after completion of the FDS (if installed)
5	Rectify defects which shall be accepted by the consultant and the EHSS applicant before end of the defects liability period ("DLP")

For details, please refer to ["Guidance on Preparation of Specifications for Employment of Consultants and Contractors for Installation Works under the EV-charging at Home Subsidy Scheme"](#)

6. Payment to contractor by EHSS applicant



In general, the contractor will receive payments from the EHSS applicants according to the payment schedule specified in the works contract with the EHSS applicant as follows -

1. Initial Payment

20% of the relevant contract sum after signing of the contract between the EHSS applicant and the contractor and signing of the further subsidy agreement between the EHSS applicant and the Government;

2. Interim Payment Optional

not more than 40% of the contract sum in case the EHSS applicant has specified in the payment schedule to pay the contractor an interim payment before completion of the installation works;

3. Substantial Completion Payment

the balance of the contract sum excluded retention after confirmation and acceptance of satisfactory completion of installation works by the EHSS applicant; and

4. Retention

the remaining contract sum after confirmation and acceptance of defect rectification works by the EHSS applicant.

6. Payment to contractor by EHSS applicant



- 1. Time to pay Initial Payment by the EHSS applicant**
Might take **3 to 4 months** from award of the Contract and receipt of contractor's invoice by the EHSS applicant
- 2. Time to pay Interim Payment / Substantial Completion Payment by the EHSS applicant**
Might take **about 2 months** from receipt of contractor's invoice by the EHSS applicant

Note:

The time required to pay the contractor is subject to the time needed for -

- *the EHSS applicant to process the payment to the contractor;*
- *the EHSS applicant and the Government to sign the further subsidy agreement; and*
- *the Government to process the EHSS applicant 's claim for release of the subsidy (the Government would normally release the subsidy not later than one month upon receipt of the claim for release of the subsidy from the EHSS applicant).*

- 3. Time to pay remaining payment by the EHSS applicant after completion of DLP**
Subject to the confirmation and acceptance of satisfactory completion of defect rectification works by the EHSS applicant and the consultant
(Note: The Government has already give all subsidy to the EHSS applicant)

7. Experience sharing on the completed installation works of EVCEI



7. Experience sharing on the completed installation works of EVCEI



Installation of cable containments in the car park

7. Experience sharing on the completed installation works of EVCEI



Meter boards for power company's electric meters

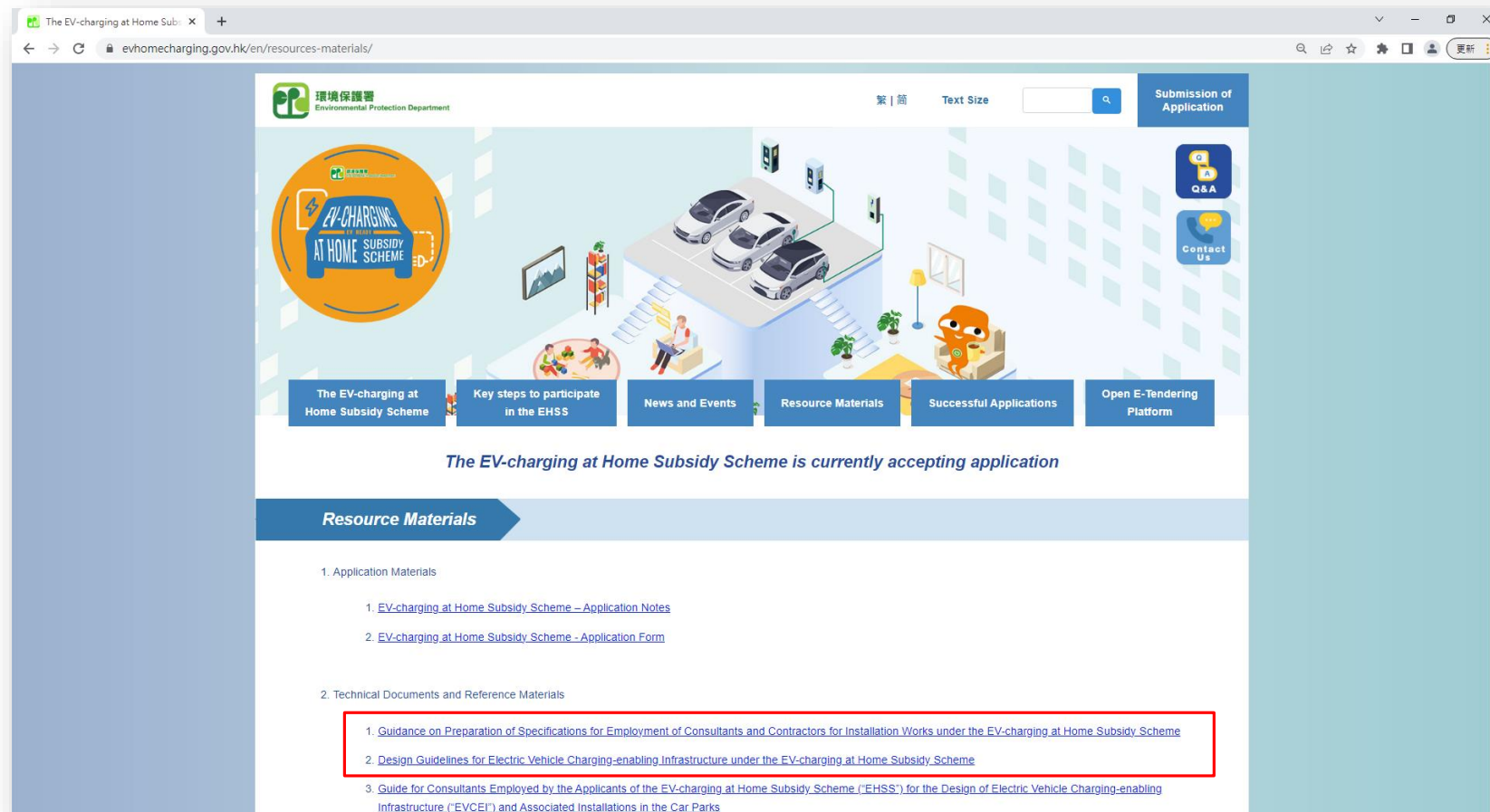


Meter board for power company's Tariff Meter Communication (TMC) Infrastructure

8. Resource materials of the EHSS



Design Guidelines and Guidance on Preparation of Specifications for Employment of Consultants and Contractors can be downloaded from the EHSS website:
<https://www.evhomecharging.gov.hk>



9. Q&A

