

**Guide to Procurement of Services of Consultants and Contractors for  
Installation of Electric Vehicle Charging-enabling Infrastructure under  
the EV-charging at Home Subsidy Scheme**

- (a) Each successful applicant shall devise the contract specifications for engaging the services of a consultant and a contractor for the installation works under the EV-charging at Home Subsidy Scheme (“EHSS”) by making reference to “Guidance on Preparation of Specifications for Employment of Consultants and Contractors for Installation Works under the EV-charging at Home Subsidy Scheme” (“Guidance on Preparation of Specifications”) issued by the EPD.
- (b) Announcements of invitation for tenders and any communications with interested tenderers for engagement of a consultant and a contractor under the EHSS shall be done openly on the e-tendering platform under Smart Tender administered by the Urban Renewal Authority.
- (c) The tendering exercise for engagement of a consultant and a contractor shall comply with –
- (i) the BMO; and
  - (ii) the “Code of Practice on Procurement of Supplies, Goods and Services” (“Code of Practice”) issued by the Secretary for Home Affairs under the BMO.
- (d) Each applicant shall comply with, among others, the relevant requirements on declaration of interest and the prohibition from soliciting or accepting advantages as stipulated in the Code of Practice.
- (e) Interested tenderers for either of the contracts must meet the qualifications set out in the “Guidance on Preparation of Specifications” before submitting tenders, and they may register their particulars in the designated web platform so that they will receive notifications of invitation for tenders when new tenders are invited for any new installation works. For engagement of consultants and contractors for installation works, each applicant should follow, as far as practicable, the good practices as set out in the “Best Practice Checklist – Management of Works Consultancies”
- [[https://cpas.icac.hk/UploadImages/InfoFile/cate\\_43/2016/51f362a1-7f20-4c4d-846f-0de7fcaa411c.pdf](https://cpas.icac.hk/UploadImages/InfoFile/cate_43/2016/51f362a1-7f20-4c4d-846f-0de7fcaa411c.pdf)] and “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” (“Guidebook”) [[https://cpas.icac.hk/UploadImages/InfoFile/cate\\_43/2017/43903a1c-f8c9-4bac-b4f8-e7ed80b9a004.pdf](https://cpas.icac.hk/UploadImages/InfoFile/cate_43/2017/43903a1c-f8c9-4bac-b4f8-e7ed80b9a004.pdf)] 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.

- (f) The period allowed for the submission of tenders should normally be set at one month and should in no case be less than three weeks or more than six weeks, depending on the scale and scope of installation works. During the tendering period, any interested tenderer will be assigned with a unique code when submitting enquiry about the tendering exercise at the designated web platform. The applicant and / or its consultant (in case of tendering for engagement of a contractor) will then communicate with an interested tenderer on any enquiries about the tendering exercise using the unique code assigned and the name of the interested tenderer will remain anonymous throughout the tendering period, and all the communications will be shown on the designated web platform openly.
- (g) All tenders must be deposited into a designated strong double locked tender box located in a prominent place of the applicant's building before the tender closing time (to be specified).
- (h) The applicant must open the tenders not later than two weeks after the close of tenders. All parties, including the applicant and its authorised representatives, the consultant (if engaged) and the EPD's advisor involved in the opening of the tenders must not disclose any information included in all the tenders received to any other parties -
  - (i) insofar as the engagement of a consultant is concerned, representatives of the applicant and the EPD's advisor will open the tenders together according to the requirements of the Code of Practice;
  - (ii) insofar as the engagement of a contractor is concerned, representatives of the applicant, the engaged consultant and the EPD's advisor will open the tenders together according to the requirements of the Code of Practice. The estimated market price which has been submitted by the EPD's advisor (not in the form of tender) will be opened together with the tenders submitted at the same time. The estimated market price will be adopted by EPD as reference for computing the subsidy to be granted if the proposed contract sum by the selected contractor is higher.
- (i) The selection of tenderers shall comply with all the applicable requirements in the BMO and the Code of Practice. The engaged consultant may provide technical advice to the applicant in the selection of a contractor.
- (j) The applicant should publicly display the results of the invitation for tenders in a prominent place of applicant' building(s) / car park(s) for one week before signing the contract with the selected consultant / contractor. The contract concerned

should be signed within two months after the applicant has selected the successful tenderer.

- (k) The installation works by the employed contractor must commence within two months after the relevant contract is signed, otherwise the application will be considered abandoned, which shall entitle the Government to deduct or withhold any amount of subsidy to be released to the applicant as the EPD considers appropriate.
- (l) A consultant and its associates cannot be engaged as the contractor or supplier of any goods or services for the same installation works. Also, all tenderers are required to undertake that their associated companies will not submit / have not submitted any tender in the same procurement exercise for engagement of a consultant or a contractor. All tenderers in breach of this requirement must be disqualified and any awarded contract must be terminated forthwith with no compensation.

[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.]