

Application Notes
(AN-ST)



Smart Tender
Building Rehabilitation
Facilitating Services

Enquiry
3188 1188



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“Smart Tender” Building Rehabilitation Facilitating Services (“**the Scheme**”) is a fee-based service scheme with a view to offering assistance to owners’ organisations (“**the Applicant**”) in building rehabilitation works, with an electronic tendering platform to facilitate procurement of Authorised Person (“**AP**”)/Registered Inspector (“**RI**”) (or the consultancy firms that can provide relevant services) and qualified registered contractors to carry out maintenance works for the common parts of the building.

1. Eligibility Criteria

All private residential or composite (for both commercial and residential uses) buildings (including those owned by Civil Servants’ Co-operative Building Societies (“**CBS**”)) not in single ownership, except buildings of three storeys or less and New Territories Exempted Houses. The use of building as stated on Occupation Permit shall be treated as conclusive.

2. Other Requirements

2.1 Requirements for the Applicant

2.1.1 If an owners’ corporation (“**OC**”) has been formed, the OC shall be the Applicant submitting the application to the Urban Renewal Authority (“**URA**”).

2.1.2 For buildings without an OC (including those held by CBS), all owners collectively or CBS (as the case maybe) shall be the Applicant submitting the application to URA. Please read the “Application Notes for building without Owners’ Corporation” in Annex I to the Integrated Building Rehabilitation Assistance Scheme (“**IBRAS**”) Application Form for the application requirement and details.

2.2 The AP/RI shall be engaged to carry out inspection and organisation of maintenance works, but application for the Scheme must be submitted before such person is engaged ^{Note 1};

2.3 The Scheme aims at assisting owners in handling maintenance works for the common parts of the building; However, the Scheme is not applicable for the maintenance works solely limited to the following works items:

- (i) Repair retaining wall or slope;
- (ii) Repair or replace recreational facilities;
- (iii) Replace, upgrade or repair electrical installation, power system; or
- (iv) Replace, upgrade or repair lift installation.

2.4 No **partial service arrangements** will be accepted under the Scheme, for example when an AP/RI have already been engaged by the Applicant before submission of the application form; or that the maintenance works has proceeded to the stage where the procurement of qualified registered contractor is underway and the Applicant only wish to perform the said procurement through the electronic tendering platform provided by URA.

Note 1 : If the prescribed inspection under the Statutory Notice on Mandatory Building Inspection Scheme has been completed by a RI appointed by the Applicant before submission of the application form, and the Applicant intend to appoint the same RI to handle the subsequent prescribed repair works, then the Applicant must submit relevant documentary proofs to prove that the aforementioned procurement procedures have complied with the relevant laws and through open tendering. URA will decide whether to accept the application or not after reviewing the information.

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3. Joint Applications with More Than One Applicant (If applicable)

- 3.1 The following situations may apply to a joint application:
- 3.1.1 Multiple owners' organisations have been formed for the same building and intend to carry out maintenance works jointly; or
 - 3.1.2 Multiple owners' organisations have been formed for the same estate (comprising multiple buildings) and intend to carry out maintenance works jointly.
- 3.2 Each of the Applicant involved in a joint application must have all their authorisations resolved at an Owners' Meeting. For details, please refer to the requirements listed in Paragraph 4.2.3 of this Application Notes.
- 3.3 All Applicants under a joint application shall engage the same AP/RI under the same tender, to organise maintenance works and the same qualified registered contractor, to carry out maintenance works for the common parts of the building.

4. Submission of Application Form and Supporting Documents

- 4.1 The application may be submitted to URA by any of the following methods:
- (i) Online application:
Website: <https://www.brplatform.org.hk/e-application>
 - (ii) Submission by post or in person to the office of the URA which address can be found in Annex II to the Application Form of the "Integrated Building Rehabilitation Assistance Scheme"
- 4.2 The Applicant who have met the aforementioned criteria and requirements must complete the IBRAS application form ("**Application Form**") in block letters and obtain the signatures of authorised representative with stamps of all owners' organisations (if applicable), and submit the Application Form with copies of the following documents:
- 4.2.1 A copy of notice on mandatory building inspection, or statutory order or advisory letter (if applicable) issued by government departments with a view to improve building safety for common parts of the building;
 - 4.2.2 Registration documents for all owners' organisations covered in an application, e.g. Certificate of Registration of OC/Certificate of Registration of a Society/Certificate of Registration and by-laws of CBS; and
 - 4.2.3 The Applicant must pass the following resolutions ^{Note 2} at Owners' Meeting/CBS General Meeting before submission of the Application Form and the relevant meeting notices and minutes shall be submitted:

Note 2 : The aforementioned resolutions required to be passed by the Applicant (i.e. those mentioned in Paragraph 4.2.3 of this Application Notes) may change depending on the situation of different buildings.

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- (i) To resolve on joining “Smart Tender” Building Rehabilitation Facilitating Services administered by URA with a fee payable in Hong Kong Dollar [*please refer to Appendix II of IBRAS for the exact amount of the service fee*], which includes the procurement of designated company, arranged by URA, as an independent professional under Smart Tender for [*name of building or estate*];
- (ii) To authorise the OC to be the Applicant, and at least two committee members of the Management Committee or the Managers appointed in accordance with with the Deed of Mutual Covenant of the building (“DMC”) as the Applicant’s Representative ^{Note 3} to sign the relevant documents with such independent professional and URA for and on behalf of [*name of building or estate*];
- (iii) To appoint URA to act as the agent of [*name of building or estate*] in the procurement of the following persons or companies for provision of relevant services:
 - a) An electronic tendering platform service offered by designated service provider to carry out tendering procedures for the procurement of AP/RI (or the consultancy firms that can provide relevant services) and qualified registered contractor;
 - b) Tender opening administrative services for item 4.2.3(iii)(a) above by independent professional or professional accountant;
- (iv) In addition to the aforementioned resolutions, in the case of joint application made by multiple Applicants, resolutions must be passed at an Owners’ Meeting of each of the Applicant for the carrying out of building maintenance works and making application for the Scheme jointly, and jointly procuring the same AP/RI and the same qualified registered contractor, under the same tender, for maintenance works at the building (the actual work items may varies according to the situation of individual building).

4.3 Other supporting documents to be submitted:

4.3.1 Applicable to buildings/ estates where an OC has been formed

Copies of meeting notice and minutes of Owners’ Meeting at which resolutions listed in Paragraph 4.2.3 above shall be passed in accordance with Building Management Ordinance (Cap.344).

4.3.2 Applicable to buildings/ estates where no OCs have been formed

Copies of meeting notice and minutes of Owners’ Meeting at which resolutions listed in Paragraph 4.2.3 above shall be passed in accordance with DMC (for CBS buildings, the resolutions listed in Paragraph 4.2.3 above shall be passed at CBS General Meeting in compliance with the requirements stipulated in Co-operative Societies Rules and by-laws) (Please also refer to the “Application Notes for building without Owners’ Corporation” in Annex I to the Application Form);

4.4 In the case where there are more than one OC/DMC for the same building/ estate which has the intention to jointly organise maintenance works and make application for the Scheme, each of the OC/Applicant may opt for a joint application by filling in a separate Application

Note 3 : For definitions and requirements of Applicant and Applicant’s Representative for buildings without OCs, please refer to Paragraph 1 in “Application Notes for building without Owners’ Corporation”, in Annex I to the Application Form.

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Form and submitting collectively. URA has the right to determine the definition of “a building/ estate” and reserves the right to accept any joint application or not.

5 Procedures and Requirements for Approval

- 5.1 A “Notification Letter” will be issued by URA to the successful Applicant, and such the Applicant will be requested to sign two service agreements with URA as well as the independent professional engaged by URA for defining the responsibilities of each party and the scope of services to be provided.
- 5.2 Unless otherwise specified, the successful Applicant shall, after the service agreements are signed, pay the relevant service fee as specified in such agreements. The services will be provided by URA upon receipt of the service fee.
- 5.3 The successful Applicant must carry out procurement procedures to engage AP/RI and qualified registered contractor in accordance with the relevant guidelines and laws, and demand compliance with the requirements listed in “DIY Tool-kits” of the Scheme (please refer to 6.1.1 for more details) and guidelines of URA by such persons. If URA notes any non-compliance to the guidelines or that the Applicant fail to meet the tendering milestones stipulated in “Notification Letter” without reasonable justification or remedy measures after related notices has been received, URA will consider the termination of provision of related services and no paid service fees for the Services already commenced under the Scheme shall be refunded.
- 5.4 The successful Applicant must meet the milestones with regard to the selection of contractor at an Owners’ Meeting to be convened within the specified date (**21 months** in general) stated in the “Service Agreement”.
- 5.5 URA reserves the right to reject the application at any stage without disclosure of reasons or liabilities of any nature to any person. URA reserves the right of final decision on the interpretation of all application terms.

6 Scope of Services and Fees

6.1 Scope of Services

The key services offered by URA include:

- 6.1.1 To provide “DIY Tool-kits” and “Building Rehabilitation Guidebook” to the successful Applicant, which include standard templates and recommendations/mandatory terms and conditions for the procurement of AP/RI and qualified registered contractor, as well as relevant guidelines and points to note in organising building rehabilitation works ^{Note 4};
- 6.1.2 To engage independent professional to offer professional and technical advices on general building maintenance issues at various stages and cost estimations of relevant work items for the successful Applicant;

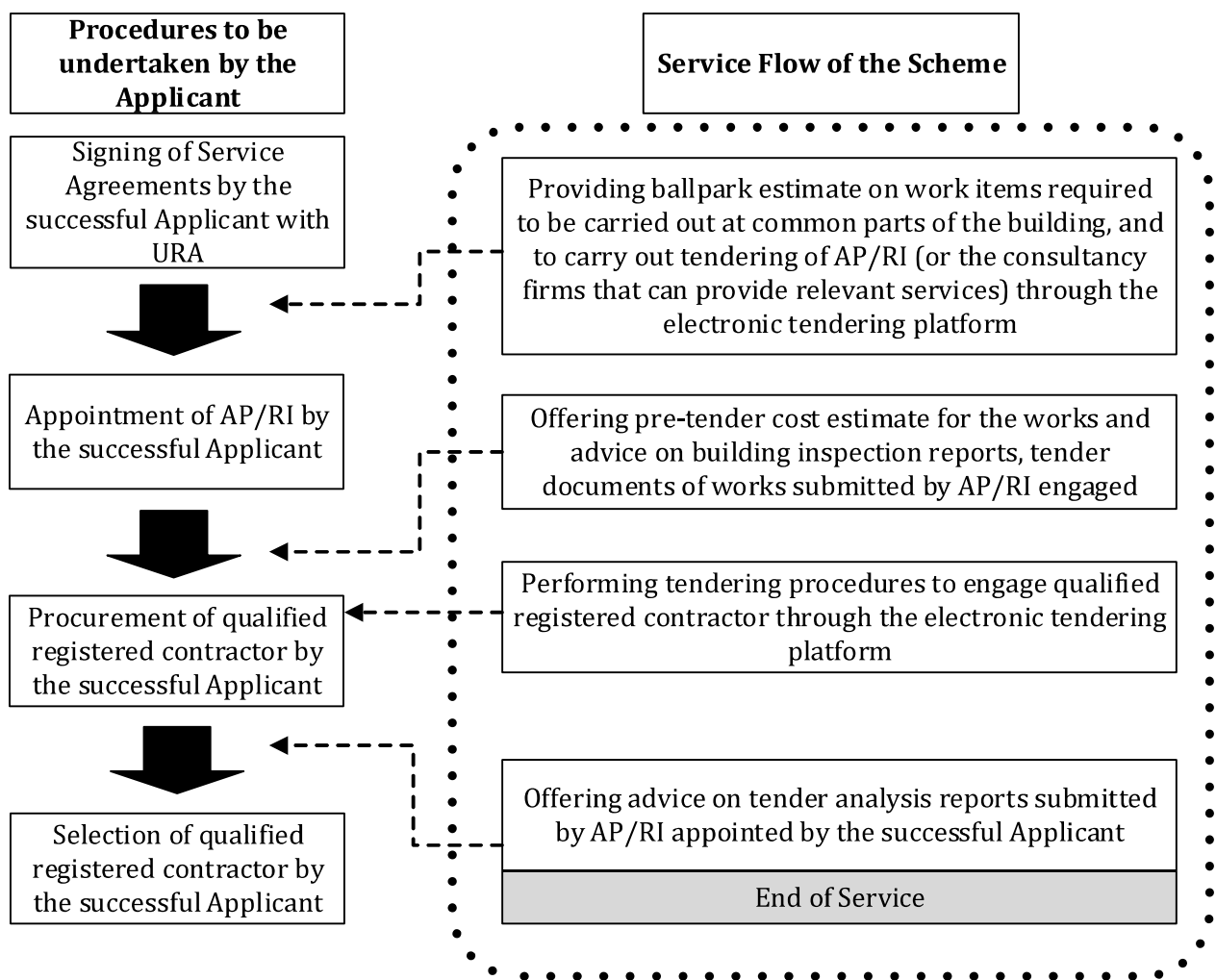
Note 4 : The standard templates and recommendations/mandatory terms and conditions for the procurement of AP/RI and qualified registered contractor as well as relevant guidelines and points to note in organizing building rehabilitation works are retrieved from “Building Rehabilitation Platform” (<https://brplatform.org.hk/tc/sample-documents-and-guidebook/building-rehabilitation-guidebook>)

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- 6.1.3 To engage independent professional to review and offer advices on inspection reports, tender documents, cost estimates of works and tender analysis reports prepared by AP/RI for the successful Applicant;
- 6.1.4 To act as an agent to provide an electronic tendering platform for the successful Applicant to procure AP/RI and qualified registered contractor;
- 6.1.5 To act as an agent of the successful Applicant to engage professional Accountant (or independent professional) to administer tender opening procedures.

6.2 Service Flow

The service flow of the Scheme is as follows:



6.3 Service Charges

- 6.3.1 The Scheme is a **fee-based service** with a view to recovering operation costs. The Applicant may refer to Appendix II of IBRAS for details of charges.

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7. Points to Note

- 7.1 The services provided by URA are (i) to arrange for the appointing of independent professional for the successful Applicant; (ii) to act as an agent and engage service provider of electronic tendering platform and professional accountant (or independent professional) for the successful Applicant; and (iii) to offer technical assistance and professional advice for the successful Applicant without prejudice to the roles and responsibilities of AP/RI appointed by the successful Applicant.
- 7.2 URA will not interfere or intervene with the selection decisions of AP/RI and qualified registered contractor made by the owners, and the owners may select the most suitable ones according to their preferences. The owners shall report any suspected criminal offence or unfair incidents to related government departments or dedicated institutions.
- 7.3 URA reserves the right to modify the eligibility criteria requirements and other details of the Scheme without further prior notice. The latest information will be uploaded to the website of “Building Rehabilitation Platform” (www.brplatform.org.hk).
- 7.4 This Application Notes does not constitute any commitment or guarantee by URA to the Applicant, and the gist of all aforementioned content does not represent the comprehensive information of Smart Tender. The terms and conditions stipulated in approval documents of URA and the two service agreements mentioned in Paragraph 5.1 of this Application Notes shall prevail.

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List of Abbreviations

Application Notes for Building (Applicable to Owners' Corporation / Owners' Organisation / Representatives of all owners)

Abbreviation	Application Notes
AN-CAS	Application Notes for Common Area Repair Works Subsidy
AN-LIMSS(2)	Application Notes for Second Round Lift Modernisation Subsidy Scheme
AN-OB2.0(Bldg)2	Application Notes for Second Round Operation Building Bright 2.0 (Applicable to Owners' Organisation of Category 1 Building)
AN-FSWS	Application Notes for New Round Fire Safety Improvement Works Subsidy Scheme
AN-ST	Application Notes for Smart Tender Building Rehabilitation Facilitating Services
AN-MBISS	Application Notes for Mandatory Building Inspection Subsidy Scheme

Application Notes for Individual Flat Owner

Abbreviation	Application Notes
AN- OBB2.0(OO)	Application Notes for Operation Building Bright 2.0 (Applicable to Owner- Occupier)
AN-LIMSS(2)(EOO)	Application Notes for Second Round Lift Modernisation Subsidy Scheme (Applicable to Elderly Owner- Occupier)
AN-HRIL	Application Notes for Home Renovation Interest-free Loan
AN-BSLS	Application Notes for Building Safety Loan Scheme
AN-BMGSNO	Application Notes for Building Maintenance Grant Scheme for Needy Owners