

Standard Lists of Furniture and Equipment

(as at April 2011)

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Standard List of Furniture and Equipment
for Social Centre for the Elderly and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--------------------------------------|-----------------|
| A | Office | |
| 1 | Office Desk and Chair | 3 |
| 2 | Typewriter (Desk) | 1 |
| 3 | Typing Stand and Chair | 1 |
| 4 | Filing Cabinet with Safe (4 Drawers) | 1 |
| 5 | Filing Cabinet (4 Drawers) | 1 |
| 6 | Electric Clock | 1 |
| 7 | Cabinet with Index Unit (2 Drawers) | 1 |
| 8 | Stationery | Sum at \$775 |
| 9 | Calculator with Printer | 1 |
| 10 | Litter Bin | 3 |
| 11 | Tea Set | 1 |
| 12 | Counter Chair | 1 |
| 13 | Key Box | 1 |
| 14 | Paper Cutting Guillotine | 1 |
| 15 | White Board | 1 |
| 16 | Letter Box | 1 |
| 17 | Form Rack | 1 |
| 18 | Stamp Pads, Chops | Sum at \$620 |
| 19 | Trays | 3 |
| 20 | Foam Cutter | 1 |
| 21 | Radio | 1 |
| 22 | Thermo Flask | 1 |
| 23 | Laminator | 1 |
| 24 | Facsimile Machine | 1 |
| 25 | Facsimile Line Installation | 1 |
| 26 | Storage Cabinet | 1 |
| 27 | Photocopier | 1 |
| 28 | Automated External Defibrillator | 1 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|----------------------------------|-----------------|
| B | Interviewing Room | |
| 1 | Sofa (Single) | 2 |
| 2 | Coffee Table | 1 |
| C | Common Room | |
| 1 | Colour TV Set (37") with Antenna | 1 |
| 2 | Hi-Fi System | 1 |
| 3 | Newspaper Rack/Stand | 1 |
| 4 | Bookshelf | 1 |
| 5 | Settee | 2 |
| 6 | Electric Clock | 1 |
| 7 | Umbrella Stand | 1 |
| 8 | Litter Bin | 2 |
| 9 | Magazine Rack | 1 |
| 10 | Magazine and Reference Books | Sum at \$1,500 |
| 11 | Cupboard for Hi-Fi System | 1 |
| D | Activities Room | |
| 1 | Folding Table | 8 |
| 2 | Chair (Folding/Stackable) | 150 |
| 3 | Cupboard | 1 |
| 4 | Display Cupboard | 2 |
| 5 | Electric Clock | 2 |
| 6 | Litter Bin | 2 |
| 7 | White Board | 2 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| E | Pantry | |
| 1 | Refrigerator (210 Litre) | 1 |
| 2 | Tea Urn | 1 |
| 3 | Electric Kettle | 1 |
| 4 | Hot Ring | 1 |
| 5 | Plastic Bucket and Washing Basin | Sum at \$145 |
| 6 | Thermo Flask | 4 |
| 7 | Litter Bin | 2 |
| 8 | Hot/Cold Water Dispenser | 1 |
| 9 | Cups | 100 |
| F | Store Room | |
| | Ladder | 1 |
| G | Toilet | |
| 1 | Plastic Bucket | 2 |
| 2 | Litter Bin | 2 |
| H | Others | |
| 1 | Telephone Installation (1 Line & 2 Exts.) | 1 |
| 2 | First Aid Box with Materials | 1 |
| 3 | Cleaning Materials | Sum at \$475 |
| 4 | Tool Box with Tools | 1 |
| 5 | Fire Extinguisher | 2 |
| 6 | Cart | 1 |
| 7 | Vacuum Cleaner | 1 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| I | Recreational Equipment | |
| | Recreational Equipment (including Fish Tank, Flower, Pots, Bird Cage, Chess, Tapes and Records) | Sum at \$2,200 |
| J | Physical Exercise Equipment | |
| | Physical Exercise Equipment (including 2 Portable Cycle Exercisers, Gymnastic Mat, Bean Bags, etc.) | Sum at \$3,100 |
| K | Educational Programme | |
| 1 | LCD Projector and Screen | 1 |
| 2 | White Board - movable | 1 |
| 3 | Video Cassette Recorder/DVD Video Recorder | 1 |
| 4 | Movable TV Cabinet | 1 |
| 5 | Colour TV Set (37") | 1 |
| L | Health Check-up | |
| 1 | Weighing Machine | 1 |
| 2 | Blood Pressure Meter and Stethoscope | 1 |
| M | Outings | |
| 1 | Digital Camera with Flash | 1 |
| 2 | Portable First Aid Box with Material | 1 |
| 3 | Radio/ Cassette Recorder | 1 |
| 4 | Loud Hailers | 2 |

Standard List of Furniture and Equipment
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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| N | Domestic Group | |
| 1 | Cooking Utensils (including Rice Cooker, Pots, Pans, Ladles, Shovels, Choppers, etc.) | Sum at \$1,200 |
| 2 | Dining Utensils (including Bowls, Plates, etc.) | Sum at \$1,300 |
| 3 | Microwave Oven | 1 |
| 4 | Trolley | 1 |
| O | Handicraft Group | |
| 1 | Sewing Machine | 1 |
| 2 | Sewing Kit (including Scissors, Needles, Threads, Rulers, etc.) | Sum at \$250 |
| 3 | Steam Iron and Table | 1 |
| P | Calligraphy and Literacy Group | |
| 1 | Chinese Brush and Ink | Sum at \$465 |
| 2 | Book and Magazine | Sum at \$740 |
| Q | Computer for Administrative Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer | 1 |
| 3 | Computer Software | Sum at \$1,500 |
| 4 | Computer Desk | 1 |
| 5 | Computer Chair | 1 |
| 6 | Data Line Installation for Computer | 1 |

Standard List of Furniture and Equipment

For Kindergarten-cum-Child Care Centre for full-day children aged 2 to 6 (for 100 Places) and its Cost
(April 2011)

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--------------------------------------|-----------------|
| A | Essential Items | |
| 1 | Office Desk and Chair | 2 |
| 2 | Filing Cabinet with Safe (4 Drawers) | 1 |
| 3 | Storage Cabinet (Steel) | 1 |
| 4 | Chair (Folding/Stackable) | 12 |
| 5 | Litter Bin | 2 |
| 6 | Locker (4 Doors) | 3 |
| 7 | Typewriter, Manual, Portable | 1 |
| 8 | Calculator | 1 |
| 9 | Sofa | 1 |
| 10 | Telephone (1 Direct Line & 1 Ext.) | 1 |
| 11 | Coffee Table | 1 |
| 12 | Work Table (Conference) | 1 |
| 13 | Storage Cabinet | 3 |
| 14 | Key Box | 1 |
| 15 | Loud Hailer | 1 |
| 16 | Form Rack | 1 |
| 17 | White Board - wall hung | 2 |
| | - movable | 2 |
| 18 | Facsimile Machine | 1 |
| 19 | Facsimile Line Installation | 1 |
| B | Furniture for Children | |
| 1 | Rectangular Table (4' x 2') | 27 |
| 2 | Semi-circular Table | 8 |
| 3 | Chair | 137 |
| 4 | Attendance Board | 1 |
| 5 | Movable Easels | 4 |
| 6 | Weighing Machine with Height Measure | 1 |
| 7 | Litter Bin | 8 |
| 8 | Shelves for Various Purposes | 20 |

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 (April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|-------------------------------------|-----------------|
| C | Bedding and Clothings | |
| 1 | Nylon Beds | 103 |
| 2 | Steel Nylon Beds Carriers | 5 |
| 3 | Nylon Quilts (Single) | 101 |
| 4 | Quilt Cover | 101 |
| 5 | Blankets, Woolen | 101 |
| 6 | Blankets, Cover | 101 |
| 7 | Large Towel | 101 |
| 8 | Towel | 300 |
| 9 | Plastic Aprons | 20 |
| 10 | Thin Mattress | 101 |
| 11 | Apron for Children | 200 |
| D | Kitchen Appliances/ Utensils | |
| 1 | Refrigerator (310 Litres) | 1 |
| 2 | Rice Cooker, electric (16 Persons) | 1 |
| 3 | Rice Cookers, gas | 2 |
| 4 | Tea Urn | 1 |
| 5 | Trolley | 3 |
| 6 | Mincer (Heavy Duty) | 1 |
| 7 | Blender/Juicer | 1 |
| 8 | Long Table for Cooking | 1 |
| 9 | Garbage Can | 1 |
| 10 | Dining Utensils | Sum at \$3,200 |
| 11 | Cooking Utensils including Stove | Sum at \$6,050 |
| 12 | Other Kitchen Utensils | Sum at \$975 |
| 13 | Oven | 1 |
| 14 | Ladder | 1 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| E | Electrical Appliances | |
| 1 | Washing Machine (13 Lb./5.9Kg) | 1 |
| 2 | Clock (wall hung) | 3 |
| 3 | Iron | 1 |
| 4 | Dryer | 1 |
| 5 | Vacuum Cleaner | 1 |
| F | Programme Equipment | |
| 1 | Big Muscle Play Equipment | Sum at \$30,700 |
| 2 | Imaginative Play Equipment | Sum at \$8,600 |
| 3 | Constructional Play Equipment | Sum at \$11,800 |
| 4 | Didactic Play Equipment | Sum at \$8,850 |
| 5 | Musical Instrument | Sum at \$1,700 |
| 6 | Arts and Craft Equipment | Sum at \$1,550 |
| 7 | Teaching Aids: | |
| a | Piano | 1 |
| b | Radio Cassette | 2 |
| c | Cassette Tape | Sum at \$260 |
| d | Camera with Flash/Digital Camera | 1 |
| e | Slide Projector with Screen/Multi-media Projector with Screen | 1 |
| f | Staff Reference Books | Sum at \$615 |
| g | Children Story Books | Sum at \$860 |
| h | Laminating Machine | 1 |
| 8 | Mosaic Pads in Big Muscle Play Area | 150 |
| 9 | Carpet for Each Play Room | 3 |
| 10 | Wendy House | 3 |
| 11 | Colour TV Set with Antenna | 1 |
| 12 | Video Cassette Recorder and Tapes/DVD Video Recorder | 1 |
| 13 | Cupboard for TV and DVD Video Recorder | 1 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| G | Cleaning Equipment | |
| | Cleaning Equipment | Sum at \$2,650 |
| H | Stationery | |
| | Stationery | Sum at \$1,350 |
| I | Miscellaneous | |
| 1 | Staff Working Gowns | Sum at \$3,455 |
| 2 | Aquarium Set | 1 |
| 3 | Bird Cage | 1 |
| 4 | Indoor Plants | Sum at \$205 |
| 5 | First Aid Box with Materials | Sum at \$205 |
| 6 | Towel Hook | 120 |
| 7 | Ironing Board | 1 |
| 8 | Plastic Tray | 40 |
| 9 | Thermometer | 1 |
| 10 | Plastic Bucket | 2 |
| 11 | Foam Cutter | 1 |
| 12 | Duplicating Machine/ Photocopier | 1 |
| 13 | Plastic Toy Containers | Sum at \$125 |
| 14 | Combs for Children | Sum at \$120 |
| 15 | Matts | Sum at \$555 |
| 16 | Tool Box for Repairing | Sum at \$320 |
| 17 | Kindergarten-com-child care centre I.D. Rack | 1 |
| 18 | Tea Set | Sum at \$95 |
| 19 | Paper Cutting Guillotine | 1 |
| 20 | Umbrella Stand | 1 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| 21 | Minor Staff Uniform | 8 |
| 22 | Hand Truck | 1 |
| 23 | Printing Materials and Papers | Sum at \$1,350 |
| 24 | Sound System | 1 |
| J | Computer for Administrative Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer | 1 |
| 3 | Computer Software | Sum at \$1,500 |
| 4 | Computer Desk | 1 |
| 5 | Computer Chair | 1 |
| K | Computer Facilities for Training Use | |
| 1 | Computer Hardware | 2 |
| 2 | Printer | 2 |
| 3 | Scanner | 2 |
| 4 | Computer Software | Sum at \$3,000 |
| 5 | Computer Desk | 2 |
| 6 | Computer Chair | 2 |
| 7 | Installation of dedicated telephone line | 2 |

Note **Nursery with outdoor playground will be provided with an additional amount of \$9,850 for big muscle play equipment.**

Standard List of Furniture and Equipment
for Children and Youth Centre and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| A | Office | |
| 1 | Office Desk and Chair | 6 |
| 2 | Filing Cabinet (4 Drawers) | 3 |
| 3 | Filing Cabinet with Safe (4 Drawers) | 1 |
| 4 | Storage Cabinet (Steel) | 3 |
| 5 | Cabinet with Index Unit (2 Drawers) | 2 |
| 6 | White Board - movable | 1 |
| 7 | Racks for Forms, Notices, etc. | 2 |
| 8 | Key Box | 1 |
| 9 | Side Table | 2 |
| 10 | Electric Clock | 1 |
| 11 | Tea Set | 1 |
| 12 | Thermo Flask | 2 |
| 13 | Calculator | 1 |
| 14 | Trays | 12 |
| 15 | Radio | 1 |
| 16 | Counter Chair | 2 |
| 17 | Stationery | Sum at \$775 |
| 18 | Litter Bin | 6 |
| 19 | Magazine Box | 4 |
| 20 | Laminating Machine | 1 |
| 21 | Multifunction Machine (B/W copier/fax/colour scanner/printer) | 1 |
| 22 | Facsimile Line Installation | 1 |
| B | Interviewing Room | |
| 1 | Sofa (Single) | 2 |
| 2 | Coffee Table | 1 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|-----------------------------------|-----------------|
| C | Common Room | |
| 1 | Locker for Club Groups (15 Doors) | 1 |
| 2 | Toy Shelf | 1 |
| 3 | Magazine Rack | 2 |
| 4 | Electric Clock | 2 |
| 5 | Umbrella Stand | 2 |
| 6 | Sofa Set | 2 |
| 7 | Coffee Table | 2 |
| 8 | Litter Bin | 2 |
| 9 | Newspaper Rack/Stand | 2 |
| D | Conference Room | |
| 1 | Conference Table | 1 |
| 2 | Chair (Stackable) | 20 |
| 3 | White Board - movable | 1 |
| 4 | Electric Clock | 1 |
| E | Activity Room | |
| 1 | Stackable Children's Chair | 30 |
| 2 | Table (Long Folding) | 25 |
| 3 | Chair (Folding/Stackable) | 180 |
| 4 | Folding Table for Children | 5 |
| 5 | Storage Cupboard | 4 |
| 6 | White Board - movable | 3 |
| 7 | Stage Curtain | Sum at \$2,900 |
| 8 | Litter Bin | 6 |
| 9 | Exhibition Board | 10 |

Standard List of Furniture and Equipment
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(April 2011)

| <i>Item no</i> | <i>Description</i> | <i>Quantity</i> |
|----------------|-------------------------------------|-----------------|
| F | Small Group Counselling Room | |
| 1 | Stools | 15 |
| 2 | Coffee table | 1 |
| G | Kitchen/Pantry | |
| 1 | Electric Clock | 1 |
| 2 | White Board - movable | 1 |
| 3 | Tea Urn | 1 |
| 4 | Electric Kettle | 1 |
| 5 | Thermo Flask | 2 |
| 6 | Plastic Bucket, Washing Basin | Sum at \$145 |
| 7 | Litter Bin | 1 |
| 8 | Working Table | 1 |
| H | Store Room | |
| | Ladder | 1 |
| I | Toilet | |
| 1 | Plastic Bucket | 2 |
| 2 | Litter Bin | 2 |

Standard List of Furniture and Equipment
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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|------------------------|--|------------------------|
| J | Others | |
| 1 | Telephone Installation (2 Lines & 2 Ext.) | Sum at \$1,350 |
| 2 | Paper Cutting Guillotine | 1 |
| 3 | Foam Plastic Cutter | 1 |
| 4 | First Aid Kit Set with Materials | 2 |
| 5 | Cleaning Material | Sum at \$475 |
| 6 | Fire Extinguisher | 2 |
| 7 | Tool Box | 1 |
| 8 | Handcart | 1 |
| 9 | Walkie-talkie | 2 |
| K | Audio-Visual Equipment | |
| 1 | Full HD LCD TV (32") | 1 |
| 2 | Cupboard for TV & DVD Video Recorder | 1 |
| 3 | Cupboard for PA System | 1 |
| 4 | Digital Camera | 1 |
| 5 | Hi-Fi System | 1 |
| 6 | PA System plus Installation | 1 |
| 7 | Loud Hailer | 2 |
| 8 | Portable Radio/Cassette Recorder/CD Player | 1 |
| 9 | Mike and Mike Stand | 1 |
| 10 | Mike Mixer | 1 |
| 11 | Amplifier with wireless microphones | 1 |
| 12 | Karaoke VCDs/DVDs | 25 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| 13 | DVD Player & Recorder with Hard-Disk Drive | 1 |
| 14 | Desktop Visualizer | 1 |
| 15 | Video Camcorder with Hard Disk Drive & Stand | 1 |
| 16 | Multimedia Projector with 70" screen | 1 |
| L | Camping Equipment | |
| | Camping Equipment | Sum at \$7,400 |
| M | Cooking Class Equipment | |
| 1 | Simple Cooking Utensil | Sum at \$1,500 |
| 2 | Stove (Single Burner)* | 3 |
| 3 | Oven (Electric) | 1 |
| 4 | Refrigerator (170 Litre) | 1 |
| N | Recreational Equipment | |
| | Recreational Equipment | Sum at \$7,400 |
| O | Playroom for Children and Parents | |
| | Play equipment (Note 1) | Sum at \$5,050 |
| P | Equipment for Art and Craft | |
| | Equipment for Art and Craft | Sum at \$4,450 |

Standard List of Furniture and Equipment
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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| Q | Musical Instrument | |
| | Musical Instrument | Sum at \$19,800 |
| R | Athletic and Sports Equipment | |
| | Ball Games and Other Sport Equipment | Sum at \$23,050 |
| S | Computer for Administrative Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer/Multi-function Printer | 1 |
| 3 | Computer Software | Sum at \$1,500 |
| 4 | Computer Desk | 1 |
| 5 | Computer Chair | 1 |
| T | Computer for Programmes Use | |
| 1 | Notebook with DVD Burner | 2 |
| 2 | Computer Desk | 2 |
| 3 | Computer Chair | 2 |
| 4 | Printer/fax/scanner/copier all-in-one | 2 |
| 5 | Computer Software (Note 2) | Sum at \$16,800 |
| 6 | Installation of a dedicated telephone line | 2 |

Standard List of Furniture and Equipment
for Children and Youth Centre and its Cost
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Notes:

- 1** Play equipment may include the following or other suitable items of constructional and educational play equipment:
 - All together
 - play house climber
 - kitchen centre
 - activity gym
 - log cabin
 - ball tunnel
 - puppet stage
 - door house
 - tent & tunnel
 - family board games etc.

- 2** Computer software may include the following or others suitable for children & youth:
 - arts
 - encyclopedia/ atlas
 - games
 - learning softwares for languages, physics, chemistry, biology, maths, etc.
 - music
 - science
 - sports
 - story playtoons / stories

Remarks:

***Single-hob induction cooker (@\$485) may be installed instead of single burner gas cooking stove depending on the operational need of the NGO.**

Standard List of Furniture and Equipment
for Children Centre and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| A | Office | |
| 1 | Office Desk and Chair | 4 |
| 2 | Filing Cabinet (4 Drawers) | 1 |
| 3 | Filing Cabinet with Safe (4 Drawers) | 1 |
| 4 | Storage Cabinet | 1 |
| 5 | Cabinet with Index Unit (2 Drawers) | 2 |
| 6 | White Board - movable | 1 |
| 7 | Racks for Forms, Notices, etc. | 1 |
| 8 | Key Box | 1 |
| 9 | Side Table | 1 |
| 10 | Electric Clock | 1 |
| 11 | Tea Set | 1 |
| 12 | Thermo Flask | 1 |
| 13 | Calculator | 1 |
| 14 | Trays | 8 |
| 15 | Radio | 1 |
| 16 | Counter Chair | 2 |
| 17 | Stationery | Sum at \$775 |
| 18 | Litter Bin | 4 |
| 19 | Magazine Box | 2 |
| 20 | Laminating Machine | 1 |
| 21 | Multifunction Machine (B/W copier/fax/colour scanner/printer) | 1 |
| 22 | Facsimile Line Installation | 1 |
| B | Interviewing Room | |
| 1 | Sofa (Single) | 2 |
| 2 | Coffee Table | 1 |

Standard List of Furniture and Equipment
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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|-----------------------------------|-----------------|
| C | Common Room | |
| 1 | Locker for Club Groups (15 Doors) | 1 |
| 2 | Toy Shelf | 1 |
| 3 | Magazine Rack | 1 |
| 4 | Electric Clock | 1 |
| 5 | Umbrella Stand | 1 |
| 6 | Sofa Set | 1 |
| 7 | Coffee Table | 1 |
| 8 | Litter Bin | 1 |
| 9 | Newspaper Rack | 1 |
| D | Conference Room | |
| 1 | Conference Table | 1 |
| 2 | Chair (Stackable) | 20 |
| 3 | White Board - movable | 1 |
| 4 | Electric Clock | 1 |
| E | Activity Room | |
| 1 | Stackable Children's Chair | 30 |
| 2 | Table (Long Folding) | 10 |
| 3 | Chair (Folding/Stackable) | 60 |
| 4 | Folding Table for Children | 5 |
| 5 | Storage Cupboard | 2 |
| 6 | White Board - movable | 2 |
| 7 | Stage Curtain | Sum at \$2,900 |
| 8 | Litter Bin | 2 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| F | Kitchen/Pantry | |
| 1 | Electric Clock | 1 |
| 2 | White Board - movable | 1 |
| 3 | Tea Urn | 1 |
| 4 | Electric Kettle | 1 |
| 5 | Thermo Flask | 2 |
| 6 | Plastic Bucket, Washing Basin | Sum at \$145 |
| 7 | Litter Bin | 1 |
| 8 | Working Table | 1 |
| G | Store Room | |
| | Ladder | 1 |
| H | Toilet | |
| 1 | Plastic Bucket | 2 |
| 2 | Litter Bin | 2 |
| I | Others | |
| 1 | Telephone Installation (1 Line & 1 Ext.) | Sum at \$675 |
| 2 | Paper Cutting Guillotine | 1 |
| 3 | Foam Plastic Cutter | 1 |
| 4 | First Aid Kit Set with Materials | 1 |
| 5 | Cleaning Materials | Sum at \$475 |
| 6 | Fire Extinguisher | 2 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| 7 | Tool Box | 1 |
| 8 | Handcart | 1 |
| 9 | Walkie-talkie | 2 |
| 10 | Play equipment (Note 1) | Sum at \$5,050 |
| J | Audio-Visual Equipment | |
| 1 | Full HD LCD TV (32") | 1 |
| 2 | Cupboard for TV & DVD Video Recorder | 1 |
| 3 | Cupboard for PA System | 1 |
| 4 | Digital Camera | 1 |
| 5 | Hi-Fi System | 1 |
| 6 | PA System plus Installation | 1 |
| 7 | Loudhailer | 2 |
| 8 | DVD Player and Recorder with Hard-Disk Drive | 1 |
| 9 | Portable Radio/Cassette Recorder/CD Player | 1 |
| 10 | Mike and Mike Stand | 1 |
| 11 | Mike Mixer | 1 |
| 12 | Amplifier with wireless microphones | 1 |
| 13 | Desktop Visualizer | 1 |
| 14 | Video Camcorder with Hard Disk Drive & Stand | 1 |
| K | Camping Equipment | |
| | Camping Equipment | Sum at \$5,900 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| L | Cooking Class Equipment | |
| 1 | Simple Cooking Utensil | Sum at \$1,200 |
| 2 | Stove (Single Burner)* | 2 |
| 3 | Oven (Electric) | 1 |
| 4 | Refrigerator (170 Litre) | 1 |
| M | Recreational Equipment | |
| | Recreational Equipment | Sum at \$5,900 |
| N | Equipment for Art and Craft | |
| | Equipment for Art and Craft | Sum at \$4,450 |
| O | Musical Instrument | |
| | Musical Instrument | Sum at \$19,800 |
| P | Athletic and Sports Equipment | |
| | Ball Games and Other Sport Equipment | Sum at \$3,100 |
| Q | Computer for Administrative Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer/Multi-function Printer | 1 |
| 3 | Computer Software | Sum at \$1,500 |
| 4 | Computer Desk | 1 |
| 5 | Computer Chair | 1 |

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| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| R | Computer for Programmes Use | |
| 1 | Notebook with DVD Burner | 2 |
| 2 | Computer Desk | 2 |
| 3 | Computer Chair | 2 |
| 4 | Printer/fax/scanner/copier all-in-one | 2 |
| 5 | Computer Software (Note 2) | Sum at \$16,800 |
| 6 | Installation of a dedicated telephone line | 2 |

Notes:

- 1 **Play equipment may include the following or other suitable items of constructional and educational play equipment:**
 - All together
 - play house climber
 - kitchen centre
 - activity gym
 - log cabin
 - ball tunnel
 - puppet stage
 - door house
 - tent & tunnel
 - family board games etc.

- 2 **Computer software may include the following or others suitable for children & youth:**
 - arts
 - encyclopedia/ atlas
 - games
 - learning softwares for languages, physics, chemistry, biology, maths, etc.
 - music
 - science
 - sports
 - story playtoons / stories

Remarks:

***Single-hob induction cooker (@\$485) may be installed instead of single burner gas cooking stove depending on the operational need of the NGO.**

Standard List of Furniture and Equipment
for Youth Centre and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| A | Office | |
| 1 | Office Desk and Chair | 4 |
| 2 | Filing Cabinet (4 Drawers) | 2 |
| 3 | Filing Cabinet with Safe | 1 |
| 4 | Storage Cabinet | 2 |
| 5 | Cabinet with Index Unit (2 Drawers) | 2 |
| 6 | White Board - movable | 1 |
| 7 | Racks for Forms, Notices, etc. | 1 |
| 8 | Key Box | 1 |
| 9 | Side Table | 1 |
| 10 | Electric Clock | 1 |
| 11 | Tea Set | 1 |
| 12 | Thermo Flask | 1 |
| 13 | Calculator | 1 |
| 14 | Trays | 8 |
| 15 | Radio | 1 |
| 16 | Counter Chair | 2 |
| 17 | Stationery | Sum at \$775 |
| 18 | Litter Bin | 4 |
| 19 | Magazine Box | 2 |
| 20 | Laminating Machine | 1 |
| 21 | Multifunction Machine (B/W copier/fax/colour scanner/printer) | 1 |
| 22 | Facsimile Line Installation | 1 |
| B | Interviewing Room | |
| 1 | Sofa (Single) | 2 |
| 2 | Coffee Table | 1 |

Standard List of Furniture and Equipment
for Youth Centre and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|-----------------------------------|-----------------|
| C | Common Room | |
| 1 | Locker for Club Groups (15 Doors) | 1 |
| 2 | Magazine Rack | 1 |
| 3 | Electric Clock | 1 |
| 4 | Umbrella Stand | 1 |
| 5 | Sofa Set | 1 |
| 6 | Coffee Table | 1 |
| 7 | Litter Bin | 1 |
| 8 | Newspaper Rack/Stand | 1 |
| D | Conference Room | |
| 1 | Conference Table | 1 |
| 2 | Chair (Stackable) | 20 |
| 3 | White Board - movable | 1 |
| 4 | Electric Clock | 1 |
| E | Activity Room | |
| 1 | Table (Long Folding) | 20 |
| 2 | Chair (Folding/Stackable) | 150 |
| 3 | Storage Cupboard | 2 |
| 4 | White Board - movable | 2 |
| 5 | Stage Curtain | Sum at \$2,900 |
| 6 | Litter Bin | 2 |
| 7 | Exhibition Board | 10 |

Standard List of Furniture and Equipment
for Youth Centre and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| F | Kitchen/Pantry | |
| 1 | Electric Clock | 1 |
| 2 | White Board - movable | 1 |
| 3 | Tea Urn | 1 |
| 4 | Electric Kettle | 1 |
| 5 | Thermo Flask | 2 |
| 6 | Plastic Bucket, Washing Basin | Sum at \$145 |
| 7 | Litter Bin | 1 |
| 8 | Working Table | 1 |
| G | Store Room | |
| | Ladder | 1 |
| H | Toilet | |
| 1 | Plastic Bucket | 2 |
| 2 | Litter Bin | 2 |
| I | Others | |
| 1 | Telephone Installation (1 Line & 1 Ext.) | Sum at \$675 |
| 2 | Paper Cutting Guillotine | 1 |
| 3 | Foam Plastic Cutter | 1 |
| 4 | First Aid Kit Set with Materials | 1 |
| 5 | Cleaning Materials | Sum at \$475 |
| 6 | Fire Extinguisher | 2 |
| 7 | Tool Box | 1 |
| 8 | Handcart | 1 |
| 9 | Walkie-talkie | 2 |

Standard List of Furniture and Equipment
for Youth Centre and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| J | Audio-Visual Equipment | |
| 1 | Full HD LCD TV (32") | 1 |
| 2 | Cupboard for TV & DVD Video Recorder | 1 |
| 3 | Cupboard for PA System | 1 |
| 4 | Digital Camera | 1 |
| 5 | Hi-Fi System | 1 |
| 6 | PA System plus Installation | 1 |
| 7 | Loud Hailer | 2 |
| 8 | Portable Radio/Cassette Recorder/CD Player | 1 |
| 9 | Mike and Mike Stand | 1 |
| 10 | Mike Mixer | 1 |
| 11 | Amplifier with wireless microphones | 1 |
| 12 | Karaoke VCDs/DVDs | 25 |
| 13 | DVD Player & Recorder with Hard-Disk Drive | 1 |
| 14 | Desktop Visualizer | 1 |
| 15 | Video Camcorder with Hard Disk Drive & Stand | 1 |
| 16 | Multimedia Projector with 70" Screen | 1 |
| K | Camping Equipment | |
| | Camping Equipment | Sum at \$5,900 |
| L | Cooking Class Equipment | |
| 1 | Simple Cooking Utensil | Sum at \$1,200 |
| 2 | Stove (Single Burner)* | 2 |
| 3 | Oven (Electric) | 1 |
| 4 | Refrigerator (170 Litre) | 1 |

Standard List of Furniture and Equipment
for Youth Centre and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| M | Recreational Equipment | |
| | Recreational Equipment | Sum at \$5,900 |
| N | Equipment for Art and Craft | |
| | Equipment for Art and Craft | Sum at \$4,450 |
| O | Musical Instrument | |
| | Musical Instrument | Sum at \$19,800 |
| P | Athletic and Sports Equipment | |
| | Ball Games and Other Sport Equipment | Sum at \$9,300 |
| Q | Computer for Administrative Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer/Multi-function Printer | 1 |
| 3 | Computer Software | Sum at \$1,500 |
| 4 | Computer Desk | 1 |
| 5 | Computer Chair | 1 |
| R | Computer for Programmes Use | |
| 1 | Notebook with DVD Burner | 2 |
| 2 | Computer Desk | 2 |
| 3 | Computer Chair | 2 |
| 4 | Printer/fax/scanner/copier all-in-one | 2 |
| 5 | Computer Software (Note 1) | Sum at \$16,800 |
| 6 | Installation of a dedicated telephone line | 2 |

Standard List of Furniture and Equipment
for Youth Centre and its Cost
(April 2011)

Page 6 of 6

Notes:

- 1** **Computer software may include the following or others suitable for children & youth:**
- **arts**
 - **encyclopedia/ atlas**
 - **games**
 - **learning softwares for languages, physics, chemistry, biology, maths, etc.**
 - **music**
 - **science**
 - **sports**
 - **story playtoons / stories**

Remarks:

***Single-hob induction cooker (@\$485) may be installed instead of single burner gas cooking stove depending on the operational need of the NGO.**

Standard List of Furniture and Equipment
for Study and Reading Room and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| A | Office | |
| 1 | Office Desk and Chair | 3 |
| 2 | Filing Cabinet (4 Drawers) | 1 |
| 3 | Storage Cabinet (Steel) | 1 |
| 4 | Cabinet with Index Unit | 1 |
| 5 | Catalogue Cabinet | 2 |
| 6 | Trolley (Stainless Steel) - books | 2 |
| 7 | Telephone Installation (1 Line) | Sum at \$475 |
| 8 | White Board - movable | 1 |
| 9 | Calculator | 1 |
| 10 | Trays | 8 |
| 11 | Racks for Forms, Stationery and Notices, etc. | 1 |
| 12 | Electric Clock | 1 |
| 13 | Counter Chair | 2 |
| 14 | Thermo Flask | 2 |
| 15 | Litter Bin | 3 |
| 16 | Stationery | Sum at \$775 |
| B | Study/ Reading Area | |
| 1 | Reading Table - Adult | 12 |
| 2 | Reading Table - Junior | 4 |
| 3 | Chair (Stackable) - Adult | 72 |
| 4 | Chair (Stackable) - Junior | 16 |
| 5 | Bookshelf for Junior Books | 10 |
| 6 | Bookshelf for Adult Books | 10 |
| 7 | Magazine Rack/Stand | 1 |
| 8 | Newspaper Rack/Stand | 1 |
| 9 | Trays (Books) | 20 |

Standard List of Furniture and Equipment
for Study and Reading Room and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| 10 | Dictionary Stand | 1 |
| 11 | New Book Display Rack | 1 |
| 12 | Electric Clock | 1 |
| 13 | Step Stool | 1 |
| 14 | Bookends | 150 |
| 15 | Magazine Box | 10 |
| 16 | Charging Tray | 1 |
| C | Books | |
| 1 | Adult Recreational, Adult Subject, Junior | Sum at \$88,400 |
| 2 | Lamination and Cataloguing for Books | Sum at \$6,450 |
| 3 | Plastic Signs for Book Shelves | Sum at \$725 |
| D | Computer and related accessories | |
| 1 | Computer with CD ROM and modem | 1 |
| 2 | Computer Desk | 1 |
| 3 | Computer Chair | 1 |
| 4 | Printer | 1 |
| 5 | Computer Software (Note 1) | Sum at \$8,400 |
| 6 | Scanner | 1 |
| 7 | Installation of a dedicated telephone line | 1 |

Notes:

1 Computer software may include the following or others suitable for children & youth:

- arts
- encyclopedia/ atlas
- games
- learning softwares for languages, physics, chemistry, biology, maths, etc.
- music
- science
- sports
- story playtoons / stories

Standard List of Furniture and Equipment
for Halfway House (40 Places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| A | General Office and Reception | |
| 1 | Office Desk and Chair (in set) | 5 |
| 2 | Typewriter | 1 |
| 3 | Typing Stand and Chair (in set) | 1 |
| 4 | Filing Cabinet with Safe (4 Drawers) | 1 |
| 5 | Filing Cabinet (4 Drawers) | 2 |
| 6 | Stationery Cabinet | 1 |
| 7 | Card Cabinet | 1 |
| 8 | Key Cabinet | 1 |
| 9 | In/Out Tray | 5 |
| 10 | White Board | 1 |
| 11 | First Aid Box with Materials | 1 |
| 12 | Clock | 1 |
| 13 | Rubbish Bin | 4 |
| 14 | Nursing Appliances | Sum at \$2,600 |
| 15 | Stationery | Sum at \$775 |
| 16 | Calculator | 1 |
| 17 | Calculator with Printer | 1 |
| 18 | Sofa/Guest Chairs | Sum at \$1,080 |
| 19 | Coffee Table | 1 |
| 20 | Telephone Installation (2 Lines each with 1 Ext.) | Sum at \$1,350 |
| 21 | Umbrella Stand with Tray | 1 |
| 22 | Facsimile Machine | 1 |
| 23 | Facsimile Line Installation | 1 |
| B | Officer-in-charge Room | |
| 1 | Office Desk and Chair (in set) | 1 |
| 2 | Guest Chair | 2 |
| 3 | Side Board/Book Shelf | 1 |

Standard List of Furniture and Equipment
for Halfway House (40 Places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| 4 | Filing Cabinet (4 Drawers) | 1 |
| 5 | File Tray | 2 |
| 6 | Window Curtain/Venetian Blind | Sum at \$585 |
| 7 | White Board | 1 |
| C | Living Unit for Residents | |
| 1 | Bed (Single or Double Bunk) for 40 Residents | 40 |
| 2 | Mattress | 40 |
| 3 | Bed Sheet | 80 |
| 4 | Pillow | 40 |
| 5 | Pillow Case | 80 |
| 6 | Blanket | 40 |
| 7 | Blanket Cover | 50 |
| 8 | Bed Cover | 40 |
| 9 | Cotton Quilt | 40 |
| 10 | Quilt Cover | 40 |
| 11 | Summer Blanket | 40 |
| 12 | Bedside Cupboard | 40 |
| 13 | Shower Curtain | Sum at \$460 |
| 14 | Hair Dryer | 10 |
| 15 | Writing Table with Chair (in set) | 6 |
| 16 | Closet/Wardrobe | 40 |
| 17 | Book Shelf | 6 |
| 18 | Dining Table with 4 Chairs for Pre-discharged Unit (in set) | 2 |
| 19 | High Cabinet for Pre-discharged Unit | 2 |
| 20 | Clock | 6 |
| 21 | Rubbish Bin | 6 |
| 22 | Window Curtain | Sum at \$3,200 |
| 23 | Table Lamp | 6 |
| 24 | Sofa Set for Living Unit | 6 |

Standard List of Furniture and Equipment
for Halfway House (40 Places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|-----------------------|-----------------|
| D | Common Room | |
| 1 | Sofa Set (8 Seats) | 1 |
| 2 | Coffee Table | 1 |
| 3 | Hi-Fi (in set) | 1 |
| 4 | Colour TV with Stand | 1 |
| 5 | Clock | 1 |
| 6 | Newspaper Rack/Stand | 1 |
| 7 | Magazine Rack/Stand | 1 |
| 8 | Window Curtain | Sum at \$905 |
| 9 | Ash Tray | 2 |
| 10 | Rubbish Bin | 2 |
| E | Interview Room | |
| 1 | Sofa Set (2-3 Seats) | 1 |
| 2 | End Table | 1 |
| 3 | Ash Tray | 1 |
| 4 | Window Curtain | Sum at \$455 |
| F | Dining Hall | |
| 1 | Dining Table | 6 |
| 2 | Chair (Stackable) | 50 |
| 3 | Rubbish Bin | 4 |
| 4 | Ash Tray | 6 |
| 5 | Window Curtain | Sum at \$905 |
| 6 | Clock | 1 |
| 7 | Side Board | 1 |

Standard List of Furniture and Equipment
for Halfway House (40 Places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| G | Kitchen | |
| 1 | Cooking Utensils | Sum at \$3,600 |
| 2 | Dining Utensils | Sum at \$2,550 |
| 3 | Rice Cooker | 2 |
| 4 | Electric Kettle | 2 |
| 5 | Trolley | 2 |
| 6 | Garbage Can with Lid | 2 |
| 7 | Fire Fighting Equipment | Sum at \$700 |
| 8 | Toaster | 2 |
| 9 | Clock | 1 |
| H | Pantry | |
| 1 | Refrigerator (142 Litre) | 1 |
| 2 | Hot and Cold Water Dispenser | 1 |
| 3 | Tea/Urn Thermo Flask and Vessel | Sum at \$1,500 |
| I | Kitchen for Pre-discharged Unit | |
| 1 | Kitchen Utensils | Sum at \$1,250 |
| 2 | Rice Cooker | 2 |
| 3 | Refrigerator (103 Litre) | 1 |
| 4 | Gas Stove (2 stoves)** | 2 |
| J | Staff Quarter for Staff on Call | |
| 1 | Bed (Single or Double Bunk) for 4 Staff | 1x4 |
| 2 | Closet/Wardrobe | 2 |
| 3 | Mattress | 4 |
| 4 | Bed Sheet | 8 |

Standard List of Furniture and Equipment
for Halfway House (40 Places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---------------------------------------|-----------------|
| 5 | Pillow | 4 |
| 6 | Pillow Case | 8 |
| 7 | Cotton Quilt | 4 |
| 8 | Quilt Cover | 4 |
| 9 | Blanket | 4 |
| 10 | Blanket Cover | 4 |
| 11 | Summer Blanket | 4 |
| 12 | Bed Cover | 4 |
| 13 | Shower Curtain | Sum at \$710 |
| 14 | Window Curtain | Sum at \$455 |
| 15 | Clock with Alarm | 2 |
| 16 | Locker | 2 |
| K | Store Room | |
| 1 | Ladder | 1 |
| 2 | Cleaning Equipment | Sum at \$400 |
| 3 | Cleaning Material | Sum at \$400 |
| 4 | Tool Box with Tools | Sum at \$320 |
| 5 | Vacuum Cleaner | 1 |
| L | Laundry | |
| 1 | Iron | 1 |
| 2 | Ironing Board | 1 |
| 3 | Basket, Hangers, Slips, Sprayer, etc. | Sum at \$305 |
| M | Small Group Activity Room | |
| 1 | Sofa Set (4-5 Seats) | 1 |
| 2 | Folding Table | 2 |
| 3 | Chair (Folding/Stackable) | 10 |

Standard List of Furniture and Equipment
for Halfway House (40 Places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| 4 | Clock | 1 |
| 5 | Window Curtain | Sum at \$455 |
| 6 | White Board | 1 |
| 7 | Rubbish Bin | 1 |
| 8 | Colour TV with Stand | 1 |
| N | Recreational Equipment | |
| 1 | Sports and Recreational Equipment | Sum at \$1,850 |
| 2 | Video DVD Player | 1 |
| 3 | Video Cassette Recorder/DVD Video Recorder | 1 |
| 4 | Digital Camera | 1 |
| 5 | Portable Cassette Deck with Radio | 1 |
| 6 | Loud Hailer | 1 |
| O | Miscellaneous Items | |
| 1 | Dehumidifier for Store Room | 1 |
| 2 | Rattan Matting | 40 |
| 3 | Burglar Alarm for Emergency Exits | Sum at \$1,550 |
| P | Laundry Room Equipment (to be provided only if these items have not been included in fitting-out works) | |
| 1 | Industrial Washing Machine | 1 |
| 2 | Industrial Dryer (30 lb.) | 1 |
| 3 | Linen Cabinet in Laundry Store Room | 1 |
| Q | Computer for Administrative Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer | 1 |
| 3 | Computer Software | Sum at \$1,500 |

Standard List of Furniture and Equipment
for Halfway House (40 Places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| 4 | Computer Desk | 1 |
| 5 | Computer Chair | 1 |
| R | Computer Facilities for Training Use | |
| 1 | Computer Hardware | 2 |
| 2 | Printer | 2 |
| 3 | Scanner | 2 |
| 4 | Computer Software | Sum at \$3,000 |
| 5 | Computer Desk | 2 |
| 6 | Computer Chair | 2 |
| 7 | Installation of dedicated telephone line | 2 |

Remarks:

****Double-hob induction cooker (@\$4,350) may be installed instead of twin burners gas cooking stove depending on the operational need of the NGO.**

Standard List of Furniture and Equipment
for Outreaching Social Work Team and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|------------------|
| A | Office | |
| 1 | Office Desk and Chair Set | 14 |
| 2 | Filing Cabinet (4 Drawers) (1 no. with safe) | 1 |
| 3 | Filing Cabinet (4 Drawers) (5 no.) | 5 |
| 4 | Steel Storage Cabinet | 2 |
| 5 | Index Card Cabinet | 2 |
| 6 | Bookend Set | 10 |
| 7 | Bookcase with Glazed Door | 1 |
| 8 | Typing Stand and Chair Set | 1 |
| 9 | Typewriter | 1 |
| 10 | Portable Typewriter | 1 |
| 11 | White Board (6' x 4') | 3 |
| 12 | Telephone (5 lines & 5 exts) | 5 lines & 5 exts |
| 13 | Clock | 1 |
| 14 | Calculator | 1 |
| 15 | In/Out Tray (in Set) | 13 |
| 16 | Side Table for Tray | 2 |
| 17 | Litter Bin | 11 |
| 18 | Key Box | 1 |
| 19 | Photocopying Machine | 1 |
| 20 | Paper Cutting Guillotine | 1 |
| 21 | Facsimile Machine | 1 |
| 22 | Facsimile Line Installation | 1 |
| B | Interview Room (2 nos.) | |
| | Sofa with Coffee Table (in Set) | 2 |

Standard List of Furniture and Equipment
for Outreaching Social Work Team and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| C | Multi-purpose Activity Room | |
| 1 | Folding/Stackable Chair | 50 |
| 2 | Folding Tables (3' x 6') | 6 |
| 3 | Exhibition Board (mobile) | 6 |
| 4 | White Board (mobile) | 1 |
| 5 | Clock | 1 |
| 6 | Magazine Rack | 1 |
| 7 | Newspaper Rack | 1 |
| 8 | Portable Fan | 1 |
| D | Others | |
| 1 | First Aid Box | 1 |
| 2 | Tea Pot/Vacuum Flask | 2 |
| 3 | Tea Set | 2 |
| 4 | Water Filter | 1 |
| 5 | Electric Kettle | 1 |
| 6 | Plastic Cup/Glass | 50 |
| 7 | Refrigerator (142 Litre) | 1 |
| 8 | Ladder | 1 |
| 9 | Umbrella Stand | 1 |
| 10 | Sofa Bench for Reception Area | 1 |
| E | Programme Equipment | |
| 1 | Audio-visual Equipment | |
| 1.1 | Colour TV Set with Antenna | 1 |
| 1.2 | DVD Recorder with hard disk drive | 1 |
| 1.4 | Portable Radio/Cassette Recorder/CD Player | 2 |
| 1.5 | Portable Hi Fi System with Microphones and Floor Stand | 1 |
| 1.6 | Digital Camera | 2 |

Standard List of Furniture and Equipment
for Outreaching Social Work Team and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| 1.7 | Loudhailer/Megaphone | 2 |
| 1.8 | Movable Cupboard for TV and DVD Video Recorder | 1 |
| 2 | Camping Equipment e.g. tents, cooking set, sleeping bag, gas stove, compass, fluorescent tube and first aid kit set, etc. | Sum at \$9,850 |
| 3 | Recreational Equipment e.g. table tennis table and net, football, basketball, volleyball, badminton, etc. | Sum at \$7,400 |
| F | Computer for Administrative Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer | 1 |
| 3 | Computer Software | Sum at \$1,500 |
| 4 | Computer Desk | 1 |
| 5 | Computer Chair | 1 |

Standard List of Furniture and Equipment
for Small Group Home (8 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| A | Dormitory (Boys/Girls Bedroom) | |
| 1 | Double Bunk with Drawers | 4 |
| 2 | Mattress | 8 |
| 3 | Bed Cover (with 2 spare nos.) | 10 |
| 4 | Wool Blanket (with 1 spare no.) | 9 |
| 5 | Bed Sheet | 16 |
| 6 | Quilt (with 1 spare no.) | 9 |
| 7 | Towel Blanket (with 1 spare no.) | 9 |
| 8 | Pillow | 8 |
| 9 | Pillow Case | 16 |
| 10 | Quilt Cover | 10 |
| 11 | Wooden Study Desk (with Bookshelf and Lamp) and Chair | 8 |
| 12 | Litter Bin | 2 |
| 13 | Curtain | Sum at \$3,100 |
| B | Houseparent's Bedroom | |
| 1 | Double Bed with Drawers | 1 |
| 2 | Mattress (for Double Bed) | 1 |
| 3 | Bed Cover | 1 |
| 4 | Wool Blanket | 1 |
| 5 | Bed Sheet (for Double Bed) | 2 |
| 6 | Quilt (for Couple) | 1 |
| 7 | Towel Blanket (for Couple) | 1 |
| 8 | Pillow | 2 |
| 9 | Pillow Case | 4 |
| 10 | Quilt Coverlet | 2 |
| 11 | Table Lamp | 1 |
| 12 | Dressing Table and Stool | 1 |
| 13 | Bedside Table | 1 |
| 14 | Litter Bin | 1 |
| 15 | Curtain | Sum at \$765 |

Standard List of Furniture and Equipment
for Small Group Home (8 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| C | Relief Houseparent's/ Houseparents' Children Bedroom | |
| 1 | Single Bed with Drawers | 1 |
| 2 | Double Bunk with Drawers for Houseparents' Children | 1 |
| 3 | Mattress for Single Bed | 1 |
| 4 | Mattress for Double Bunk | 2 |
| 5 | Bed Cover | 3 |
| 6 | Wool Blanket | 3 |
| 7 | Bed Sheet | 6 |
| 8 | Quilt | 3 |
| 9 | Towel Blanket | 3 |
| 10 | Pillow | 3 |
| 11 | Pillow Case | 6 |
| 12 | Quilt Cover | 4 |
| 13 | Wooden Study Desk (with Bookshelf and Lamp) and Chair | 2 |
| 14 | Litter Bin | 1 |
| 15 | Curtain | Sum at \$765 |
| D | Sitting/ Dining Room | |
| 1 | Television Set (26") | 1 |
| 2 | Mini Hi-fi (with Radio Cassette Recorder, CD Player and Amplifier) | 1 |
| 3 | Video Cassette Recorder/DVD Video Recorder | 1 |
| 4 | Clock | 1 |
| 5 | Sofa Set (5-Seaters) | 1 |
| 6 | Coffee Table | 1 |
| 7 | Dining Table | 1 |
| 8 | TV Shelf with Cupboard | 1 |
| 9 | Shelves (for Multi-purpose) | 1 |

Standard List of Furniture and Equipment
for Small Group Home (8 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|------------------------------------|-----------------|
| 10 | Stackable Chair | 14 |
| 11 | Folding Table | 1 |
| 12 | Book Shelf | 1 |
| 13 | Litter Bin | 1 |
| 14 | Magazine Rack (Domestic) | 1 |
| 15 | Curtain | Sum at \$1,900 |
| E | Kitchen | |
| 1 | Refrigerator (250 Litres) | 1 |
| 2 | Washing Machine (5 Kg/6 Kg) | 1 |
| 3 | Dryer (5 Kg) | 1 |
| 4 | Rice Cooker (12 persons) | 1 |
| 5 | Toaster | 1 |
| 6 | Gas Stove with 2 burners ** | 1 |
| 7 | Microwave Oven | 1 |
| 8 | Water Filter | 1 |
| 9 | Large Litter Bin | 1 |
| 10 | Kitchen, Dining & Cooking Utensils | Sum at \$5,150 |
| 11 | Food Scale | 1 |
| 12 | Electric Food Processor | 1 |
| F | Toilet/ Bathroom | |
| 1 | Weighter | 1 |
| 2 | Shower Curtain | 3 |
| 3 | Laundry Basket | 2 |
| 4 | Hair Dryer | 2 |
| 5 | Litter Bin | 3 |
| 6 | Plastic Shelf with Castors | 2 |
| 7 | Bathroom Utensils | Sum at \$620 |

Standard List of Furniture and Equipment
for Small Group Home (8 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| G | Miscellaneous | |
| 1 | Iron | 1 |
| 2 | Ironing Board | 1 |
| 3 | Ladder | 1 |
| 4 | Shopping Trolley | 1 |
| 5 | Camera with Flash/Digital Camera | 1 |
| 6 | Sewing Machine | 1 |
| 7 | Toys and Books | Sum at \$2,100 |
| 8 | Vacuum Cleaner | 1 |
| 9 | Cleaning Material | Sum at \$560 |
| 10 | Drying Rack | 2 |
| 11 | First Aid Box with Materials | Sum at \$205 |
| 12 | Office Desk and Chair (for social worker/houseparents) | 1 |
| 13 | Filing Cabinet (for social worker/ houseparents) | 1 |
| 14 | Key Box | 1 |
| 15 | Tuckboard | 1 |
| 16 | Calculator | 1 |
| 17 | Tool Box with Tools | 1 |
| 18 | Standing Fan | 2 |
| 19 | Dehumidifier | 1 |
| 20 | Facsimile Machine | 1 |
| 21 | Facsimile Line Installation | 1 |
| H | Computer Facilities for Training Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer | 1 |
| 3 | Scanner | 1 |
| 4 | Computer Software | Sum at \$1,500 |
| 5 | Computer Desk | 1 |
| 6 | Computer Chair | 1 |
| 7 | Installation of dedicated telephone line | 1 |

Standard List of Furniture and Equipment
for Small Group Home (8 places) and its Cost
(April 2011)

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Notes:

- I** **Curtain rail for window, wall fan, exhaust fan, rangehood, water heater, instant water heater, storage cupboard, wardrobe and kitchen cabinet, towel rail and mirror in toilet are included in fitting-out works.**

Remarks:

****Double-hob induction cooker (@\$4,350) may be installed instead of twin burners gas cooking stove depending on the operational need of the NGO.**

Standard List of Furniture and Equipment
for Day Creche (60 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| A | Office and Staff Room | |
| 1 | Office Desk and Chair (for Supervisor and 1 Child Care Worker's Desk Work Duties) | 2 |
| 2 | Filing Cabinet with Safe (4 Drawers) | 1 |
| 3 | Form Rack | 1 |
| 4 | Sofa for Reception (3-Seaters) | 1 |
| 5 | Coffee Table | 1 |
| 6 | Working Table (Conference) | 1 |
| 7 | Stacking Chair with Back | 13 |
| 8 | Litter Bin | 2 |
| 9 | Locker (4 Doors) | 3 |
| 10 | Typewriter (Electronic) | 1 |
| 11 | Telephone Line (1 Line & 1 Ext.) Installation | Sum at \$675 |
| 12 | Calculator | 1 |
| 13 | Calculator with Printer | 1 |
| 14 | Key Box | 1 |
| 15 | Umbrella Rack | 1 |
| 16 | Stationery and Chop | Sum at \$2,250 |
| 17 | Clock | 1 |
| 18 | Staff Uniform for 11 Staff (in Suit) | 44 |
| 19 | Staff Reference Book | Sum at \$1,050 |
| 20 | Laminating Machine | 1 |
| 21 | Foam Cutter | 1 |
| 22 | Photocopier | 1 |
| 23 | Photocopier Stand | 1 |
| 24 | Paper Cutting Guillotine | 1 |
| 25 | Storage Cabinet | 1 |
| 26 | High Chair for Counter | 1 |
| 27 | Movable Nursing Cabinet (Stainless Steel Top) | 1 |
| 28 | Facsimile Machine | 1 |
| 29 | Facsimile Line Installation | 1 |

Standard List of Furniture and Equipment
for Day Creche (60 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| B | Furniture for Children | |
| 1 | Cot (Wooden) | 62 |
| 2 | Cot Mattress with PVC covering | 62 |
| 3 | Rectangular Table (Stainless Steel Stand) | 6 |
| 4 | Semi-circular Table (Stainless Steel Stand) | 4 |
| 5 | Chair | 40 |
| 6 | Attendance Board | 1 |
| 7 | I.D. Rack | 3 |
| 8 | Litter Bin | 4 |
| 9 | Toy Shelf | 8 |
| 10 | Book Shelf | 1 |
| 11 | Clock | 1 |
| 12 | Mattress for Changing Bench with PVC Covering | 6 |
| 13 | Clothes Hanging Rack | 1 |
| C | Bedding and Clothing | |
| 1 | Quilt | 62 |
| 2 | Quilt Cover | 62 |
| 3 | Wool Blanket | 62 |
| 4 | Blanket Cover | 62 |
| 5 | Towel Blanket | 62 |
| 6 | Bed Sheet | 124 |
| 7 | Nappy (in doz.) | 80 |
| 8 | Plastic Nappy Wrap (in doz.) | 15 |
| 9 | Towel - large | 60 |
| 10 | Towel - small | 120 |
| 11 | Apron for Children | 60 |
| 12 | Plastic Bib | 30 |

Standard List of Furniture and Equipment
for Day Creche (60 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| D | Children's Toilet | |
| 1 | Wooden Rack for Potties | 4 |
| 2 | Potty | 25 |
| 3 | Seat Belt and Buckle | 25 |
| 4 | Mattress for Changing Bench with PVC Covering | 2 |
| 5 | Towel Hook | 30 |
| 6 | Litter Bin | 1 |
| E | Kitchen Appliances/ Utensils | |
| 1 | Refrigerator (310 Litres) | 1 |
| 2 | Rice Cooker, electric (16 persons) | 2 |
| 3 | Gas Stove (2 burners) and installation** | 2 |
| 4 | Tea Urn | 1 |
| 5 | Mincer (Heavy Duty) | 1 |
| 6 | Blender/Juicer | 1 |
| 7 | Water Filter | 1 |
| 8 | Trolley (Stainless Steel) | 1 |
| 9 | White Board (6' x 4') | 1 |
| 10 | Food Scale | 1 |
| 11 | Work-table (Stainless Steel Stand) | 1 |
| 12 | Garbage Bin | 1 |
| 13 | Dining Utensils | Sum at \$3,750 |
| 14 | Kitchen Utensils | Sum at \$2,100 |
| 15 | Cooking Utensils | Sum at \$2,100 |
| 16 | Guest Tea Set | 1 |
| 17 | Microwave Oven | 1 |

Standard List of Furniture and Equipment
for Day Creche (60 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|---|-----------------|
| F | Milk Room Appliances/ Utensils | |
| 1 | Refrigerator (366 Litres) | 1 |
| 2 | Water Filter | 1 |
| 3 | White Board (6' x 4') | 1 |
| 4 | Attendance Board with 60 Tags | 1 |
| 5 | Tag for Milk Bottle (in doz.) | 20 |
| 6 | Aluminium Container | 4 |
| 7 | Milk Bottle | 240 |
| 8 | Nipple | 240 |
| 9 | Tea Urn | 2 |
| 10 | Trolley (Stainless Steel) | 1 |
| 11 | Hot and Cold Water Pot | 6 |
| 12 | Milk Preparation Utensils (Hand Mixer, Sieve, Measuring Cup, etc.) | Sum at \$490 |
| 13 | Litter Bin | 1 |
| G | Laundry | |
| 1 | Aluminium Ladder (8 Steps) | 1 |
| 2 | Iron with Ironing Board | 1 |
| 3 | Laundry Basket | 2 |
| 4 | Vacuum Cleaner | 1 |
| 5 | Litter Bin | 1 |
| 6 | Sundries (Hanger, Basket) | Sum at \$210 |
| 7 | Large Plastic Bucket | 2 |
| H | Big Muscle Play Equipment | |
| 1 | Big Muscle Play Equipment (including Balance and Seesaw, Play Tunnel, Sand and Water Tray with Stand, Slide, Swing, etc.) | Sum at \$20,850 |
| 2 | Floor Mat for Play Pen, Big Muscle Area and Activity Area | 350 |

Standard List of Furniture and Equipment
for Day Creche (60 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| 3 | Push Car and Tricycle | 10 |
| 4 | Baby Walker | 8 |
| 5 | Baby Rocking Chair | 8 |
| 6 | High Chair | 6 |
| 7 | Wendy House | 1 |
| 8 | Table Toy (including Pop Up Toy, Sorting Box, etc.) | Sum at \$5,250 |
| 9 | Constructional Play Equipment (including Big Soft Block, Duplo Construction Block, etc.) | Sum at \$5,250 |
| 10 | Crib Hanger and Toy (including Activity Board & Activity Gym. etc.) | Sum at \$5,250 |
| 11 | Musical Instrument (including Hand Drum, Cymbal, etc.) | Sum at \$2,400 |
| 12 | Baby Play Mat | 6 |
| 13 | Arts and Craft Equipment | Sum at \$520 |
| 14 | White Board (8' x 4') -movable | 1 |
| 15 | Colour Television (26") | 1 |
| 16 | Video Cassette Recorder/DVD Video Recorder | 1 |
| 17 | Movable Cupboard for TV and DVD Video Recorder (with Locks) | 1 |
| 18 | Cassette Recorder with Radio | 3 |
| 19 | Story Book | Sum at \$2,100 |
| 20 | Stationery | Sum at \$225 |
| 21 | Teaching Aid | Sum at \$520 |
| 22 | Cassette Tape | Sum at \$410 |
| 23 | Video Tape | Sum at \$510 |
| 24 | Camera with Flash/Digital Camera | 1 |
| 25 | Toys Container | Sum at \$510 |
| 26 | Sound System with Installation | 1 |
| I | Medical Equipment | |
| 1 | Baby Scale | 1 |
| 2 | Height Measure | 1 |
| 3 | First Aid Box with Materials | 1 |
| 4 | Thermometer | 48 |
| 5 | Misc. (Cotton Wool, Vaseline) | Sum at \$115 |

Standard List of Furniture and Equipment
for Day Creche (60 places) and its Cost
(April 2011)

| <i>Item no.</i> | <i>Description</i> | <i>Quantity</i> |
|-----------------|--|-----------------|
| J | Cleaning Materials | |
| | Cleaning Equipment and Materials | Sum at \$1,700 |
| K | Miscellaneous Equipment | |
| 1 | Tool Box with Tools for Repair | 1 |
| 2 | Uniform for 3 Minor Staff (in Suit) | 12 |
| 3 | Fire Services Equipment: | |
| a | Fire Blanket | 1 |
| b | Fire Extinguisher | 4 |
| 4 | Cloth Scissors | 1 |
| L | Computer for Administrative Use | |
| 1 | Computer Hardware | 1 |
| 2 | Printer | 1 |
| 3 | Computer Software | Sum at \$1,500 |
| 4 | Computer Desk | 1 |
| 5 | Computer Chair | 1 |

Notes:

- I** Industrial washing machine, industrial dryer, plastic sign for main entrance, air-conditioners for office and staff room, blinds for windows, storage cupboards and mirrors in toilets are to be included in fitting-out works. For details, please refer to the fitting-out schedule.

Remarks:

****Double-hob induction cooker (@\$4,350) may be installed instead of twin burners gas cooking stove depending on the operational need of the NGO.**