

**Q&A in the Briefing Session
Invitation for Proposals
to Operate Three New Neighbourhood Elderly Centre (NEC)
(22 July 2026)**

Q1:	Are there any restrictions on the Schedule of Accommodation (SoA) of the layout plan?
A1:	Different function rooms are allowed to have +/-10% from the required Operational Floor Area (NOFA), while the total NOFA should be kept within +/-5% of the required area.
Q2:	We observed a chilled water pipe in the premises at Kai Tak Area 4A2. What type of air-conditioning system (AC) is used at the site? How does the ventilation work?
A2:	No chilled water pipe is provided for the premises. A dedicated outdoor space at G/F is reserved for future installation of outdoor units of AC for the premises.
Q3:	Who will be responsible for managing the lift supervision panel at Kai Tak Area 4A2?
A3:	The premises are defined as Government Accommodation. Therefore, all welfare service unit within the block will form a Building Management Committee (BMC) and will be responsible for the lift supervision panel inside the premises.
Q4:	Do we need to include all seating plans for the “Office” in the layout plan? According to the standard SoA of NEC, how many staff have been provided for the “office” area?
A4:	For the layout plan, please refer to technical schedule and SoA requirements. According to the existing SoA, the notional staffing is 10.25.
Q5:	Would you consider forming the Strategic Alliances in other districts?
A5:	The Strategic Alliance identified at Part B of the Prescribed Form for Proposal should be within the serving district. However, the applicant organisations are welcome to form alliance with other NGOs or stakeholders in other districts if such alliance will benefit the services provision.
Q6:	Would the service units operated by the applicant’s organisation be regarded as a Strategic Alliance?
A6:	Service unit(s) operated by the applicant’s organisation will be considered as collaborative stakeholders under Strategic Alliance, subject to the provision of supporting documents.

Q7:	Is it necessary to provide original copies of the supporting documents from collaborating stakeholders under Strategic Alliance when submitting the proposal?
A7:	Written supporting documents from collaborating stakeholders under Strategic Alliance should be submitted in original copy for verification purpose.
Q8:	Is it possible that one non-key applicant to submit joint applications with more than one key applicant at the same site?
A8:	An applicant organisation, whether a key applicant or a joint applicant, can submit only one application for each site.
Q9:	Is the annual subvention of around \$5.656 million inclusive of the reduction under the Productivity Enhancement Programme (PEP)?
A9:	The subvention amount already includes a reduction of the notional sum at 2026-27 price level under PEP.
Q10:	For a joint application, do we need to describe in details the division of work between the Key Applicant Organisation and the Joint Applicant Organisation in details?
A10:	Yes. NGOs are encouraged to provide a concrete description of the division of work between the Key Applicant Organisation and the Joint Applicant Organisation, including but not limited to administration, management, centre operation and service provision. Please refer to Annex 3.
Q11:	If the applicant submits proposals for all the sites, how many NECs could be awarded?
A11:	Applicant organisations submitting proposals for the three NECs are required to indicate their priority for operating these centres. Each successful applicant organisation as a Key Applicant will be allocated only one of the three new NECs.
Q12:	Can activities conducted by either the key applicants or joint applicant can be included in Part H (Echo/Support Government's Policy)?
A12:	Yes. Activities conducted by both key and joint applicants can be included in (H) Echo/Support Government's Policy. The applicants are reminded to submit relevant evidence, such as leaflets or photos, and clearly indicate their roles in the event / programmes.
Q13:	Do we need to complete Part B under Strategic Alliance and Service Collaboration of Prescribed Form for Proposal (PFP)?
A13:	The applicants are required to provide briefly information on Part B under Strategic Alliance and Service Collaboration and complete Annex I of the PFP.

Elderly Branch
Social Welfare Department
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