



## Invitation for Proposals for the Operation of

# Four New Aided Standalone Child Care Centres in Kowloon City, Kwun Tong, Tsuen Wan and Tuen Mun



Family and Child Welfare Branch  
Social Welfare Department  
11 February 2026

# Mandatory Requirements

## *Applicant Organisations*

- **Bona-fide non-profit making organisation** exempted from tax under Section 88 of the Inland Revenue Ordinance;
- Organisation not receiving subvention from the SWD shall demonstrate with documentary proof for meeting objective of providing social welfare services and financial capability to deliver the welfare service as required; and
- Submit **only one set of application** with clear indication of the **service project preferences in order of priority**

*[paragraph 2 of the Specifications]*

# Assessment of Proposals

## Quality Assessment

Quality Aspects		Weightings (%)
<b>i</b>	Relevant Experience and Activities Echoing / Supporting Government Policy	14%
<b>ii</b>	Operation of Service	40%
<b>iii</b>	Management Design	20%
<b>iv</b>	Innovations in Service Delivery and Value-added Items	5%
<b>v</b>	Collaboration and Interfacing Strategies	3%
<b>vi</b>	Premises Design	18%
<b>Total</b>		<b>100%</b>

*[paragraphs 55 to 57 & Annex 7 of the Specifications]*

# Assessment of Proposals

## *Quality Assessment*

- A **passing score** of 65 out of a total of 130 on “**Operation of Service**” has to be attained.
- The proposals which fail to attain the passing score on “Operation of Service” will not be considered further.
- The **overall passing score** is 163 out of a total of 326 scores (i.e. 50%).
- Successful applicants will be awarded for operating CCC project(s) subject to the scores obtained and to the order of priority indicated in their stated preferences.
- Applicants would not be awarded for operating a CCC project not in their preference lists.

*[paragraphs 55 to 57 & Annex 7 of the Specifications]*

# Submission of Proposals

- **Part III of the Prescribed Form for Proposal (PFP)**, shall indicate CCC project preferences (i.e. Kai Tak CCC, Wang Chiu CCC, Wing Shun CCC and Po Tin CCC) in order of priority from 1 to 4 the most

CCC Project	Order of preference * (i.e. 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> / 4 <sup>th</sup> )	Remarks
A (Kai Tak CCC)		Complete Prescribed Form for Implementation Plan of Individual Centre (PFIC) at PFIC 1(a) in Part IV
B (Wang Chiu CCC)		Complete PFIC at PFIC 1(b) in Part IV
C (Wing Shun CCC)		Complete PFIC at PFIC 1(c) in Part IV
D (Po Tin CCC)		Complete PFIC at PFIC 1(d) in Part IV

*[paragraphs 58 and Annex 8 of the Specifications]*

# Submission of Proposals

## *Prescribed Form Requirements*

- Typed and printed on A4 size paper in **English (font size = 12 in normal Times New Roman; line spacing = 1; margins = 2.2)** or in **Chinese (font size = 13 in 新細明體; line spacing = 1.5; margins = 2.2)**
- **Total pages of items (1) to (4) in Part IV of the PFP (i.e. General Information) should be not more than 25 pages** (including textual contents, graphic presentation in appendices and/or any other attachments for illustration)
- **For each CCC project, separate set of information for items (5) to (6) in Part IV of the PFP should be provided in the Prescribed Form for Implementation Plan of Individual Centre (PFIC) at PFIC 1(a) to (d) of Annex 8 respectively with no more than five pages.** The layout plan will **NOT** be counted as part of the total five pages under PFIC.

*[paragraph 59 & 60 and Annex 8 of the Specifications]*

# Submission of Proposals

- Properly indexed, page-numbered and put in a binder according to the headings listed in the PFP with corresponding reference / indexed number marked at the top right corner of the attached documents
- **Not accept** any change in the format and content of the prescribed form
- **Not assess any information beyond the specified page limits, any content in the prescribed form that deviates from the required format, or any submission for which the soft copy in MS Word format has not been provided**
- Missing information / document will not be considered after the submission is made according to the requirements stipulated in paragraph 61 of the Specifications

*[paragraph 59 & 60 and Annex 8 of the Specifications]*

# Submission of Proposals

- Submit the **original** plus **10** hard copies of the completed prescribed form, signed by a person who is authorised to fully represent the organisation and stamped with the organisation chop, and **one soft copy** (in MS Word 2019 for Windows in a USB flash drive) **in a sealed envelope**
- delivered **by hand on or before 5:00 pm on 17 March 2026** to –  
Director of Social Welfare  
[Attn: Senior Social Work Officer (Child Care Services)1]  
Child Welfare Section  
Family and Child Welfare Branch  
Room 2404, 24/F, Southorn Centre  
130 Hennessy Road  
Wan Chai, Hong Kong
- **late submission** or submission **not by hand** will **not be accepted**

*[paragraphs 61 & 62 of the Specifications]*

# Implementation Schedule

Date	Task
4 February 2026	Invitation for proposals
17 March 2026 (5:00 pm)	Closing of submission of proposal
March 2026 to May 2026	Vetting of proposals
June 2026	Announcement of result and meeting with the successful Service Operator
June 2026 to July 2027	Preparation Period <ul style="list-style-type: none"><li>• Taking over the site</li><li>• Appointment of Authorised Person and preparation of tendering</li><li>• F/O works and F&amp;E acquisition</li><li>• Application for Registration of CCC</li></ul>
July 2027	Commencement of service

*[paragraph 63 of the Specifications]*

# Implementation Schedule (cont'd)

- **SWD reserves the right to revoke the accepted offer** for the operation of this CCC in the event that the Service Operator concerned **fails to carry out the required preparatory work** including the possession of the site and arranging F/O works on site which are pre-requisites for proceeding the licensing application for the commencement of the service within the timeframe as agreed upon with SWD.

*[paragraph 64 of the Specifications]*

# Background

- It is the Government's standing policy to support working families in childbearing and to unleash labour force, through a number of measures including among others, the provision of more CCC places.

*[paragraph 3 of the Specifications]*

# Service Capacity & Duration

- **Service Capacity**

**78** (under 2) + **22** (2 to under 3) = **100** places

- **Extended Hours Service (EHS)**

**17** places operated in 10-hour, 12-hour or 17-hour mode

- **Occasional Child Care Service (OCCS)**

**3** places with family support activities

- **Duration**

- time-defined for a period of **5 years**

- target commencement in **July 2027** (to be confirmed in the Funding and Service Agreement)

*[paragraph 4 & 6 of the Specifications]*

# Scope of Services - Objectives

## CCC Service

- to provide **day care** for children in a safe, nurturing, stimulating and learning environment to enhance their growth and development
- to deliver a **balanced programme** to foster the physical, intellectual, language, social and emotional development of the children
- to offer **support for parents** who cannot take care of their young children during daytime because of work or other reasons

*[paragraph 8 of the Specifications]*

# Objectives (Cont'd)

## *EHS*

- support service attached to the CCC as a **safety net** to prevent children from being left unattended and to meet parents' need for longer hours of CCC service arising from contingencies, or their engagement in employment / re-training programmes / job-seeking activities

*[paragraph 9 of the Specifications]*

# Objectives (Cont'd)

## OCCS

- **short-term** child care service provided on a **full-day, half-day or sessional basis** in the CCC and serves as a safety net to provide a safe venue for children whose parents / carers have to stay away from home on occasions due to various personal commitments or sudden engagement
- **family support activities**: for parents / carers of young children of the same age group of the CCC to enhance their awareness and understanding of providing safe and proper care for their children

*[paragraph 10 of the Specifications]*

# Service Nature & Contents

## CCC Service

1. To provide a **balanced and flexibly designed programme** with ongoing objective and systematic report and review of the children's progress and the curriculum

The programme aims -

- to enable children to develop trust in others and to help them build up a sense of security and confidence
- to stimulate children's interest to take part in all kinds of play, exploratory and learning activities

*[paragraph 11 of the Specifications]*

# Service Nature & Contents (Cont'd)

- to promote children's physical development of gross and fine motor skills
- to arouse children's interest and curiosity in their surroundings and to help children learn through imitation and experience
- to develop children's verbal skills, expand their vocabulary, and help them express their feelings
- to develop children's ability of observing routine schedule and help them develop good habits
- to foster children's self-care habits, for example, toilet training, training on self-feeding and dressing, etc.

*[paragraph 11 of the Specifications]*

# Service Nature & Contents (Cont'd)

2. To provide **physical care** appropriate to the age and needs of the children which include diapering/toileting, feeding, cleaning, dressing, etc.
3. To provide **sufficient and varied food** appropriate to the age and needs of the children
4. To arrange **daily health inspection** of children on arrival to the centre and keep health record
5. To arrange appropriate schedule of **sleep and rest**
6. To provide activities that involve **parental participation** to facilitate effective communication with parents for promoting children's learning and development

*[paragraphs 11 & 12 of the Specifications]*

# Service Nature & Contents (Cont'd)

## **EHS**

- ancillary service to the CCC
- provision of basic care be the same as required in the CCC

## **OCCS**

- ancillary service to the CCC
- provided with the same care and activities as arranged under the daily programme in the CCC
- arrange family support activities to parents / carers of children in the form of structured group / programme / community activity

***[paragraph 13 & 14 of the Specifications]***

# Entry and Exit

- parent(s) / carer(s) of children aged under 3 who are in need of CCC service, EHS or OCCS can make **direct application** to the CCC
- service operator is required to have a **clear operational manual and protocol** for handling the entry and exit of service users

*[paragraph 16 of the Specifications]*

# Fee Charging

## CCC Service

- a fee-charging **subsidised** service
- inclusive monthly fee be approved, in writing, by the DSW
- fees other than inclusive monthly fee are prohibited, except obtaining the prior approval by the DSW
- children from **low-income families** receiving full-day child care service **with social needs** can apply for Kindergarten and Child Care Centre Fee Remission Scheme to cover part or whole of service fee from the Student Finance Office of the Working Family and Student Financial Assistance Agency

*[paragraph 17 of the Specifications]*

# Fee Charging (Cont'd)

## *EHS and OCCS*

- fee-charging **subvented services**
- schedule of fee charging: subject to SWD's regular review
- **EHS user fee**: hourly rate of \$13 or monthly basis at \$260 for 5 hours a week and \$520 for 10 hours a week
- **OCCS user fee**: \$16 per two-hour session, \$32 per half-day session, \$64 per full-day session and \$6.5 per meal
- service users with financial hardship and/or social needs may apply for the **fee subsidy of SWD** under the designated scheme administered by the CCC in accordance with the prevailing guidelines as advised by SWD

*[paragraph 18 of the Specifications]*

# Service Performance Standards

- Quarterly reporting of SIS form

## CCC Service

Service Output Standard	Service Output Indicator	Agreed Level
1	Average enrolment rate in a year	80%
2	Number of records on personal care routines of individual child during the day	once per child per session
3	Number of reports and reviews for individual child's developmental progress in a period of six months	once every of six months per child
4	Number of special activities organised to encourage parental participation in a year	2

*[paragraph 21 of the Specifications]*

# Service Performance Standards (Cont'd)

## *EHS (On Organisation-based)*

Service Output Standard	Service Output Indicator	Agreed Level
1	Rate of attendance in a year	80%

## *OCCS*

Service Output Standard	Service Output Indicator	Agreed Level
1	Rate of attendance in a year	50%
2	No. of units of family support activities in the form of structured group/programme/community activity in a year	4

*[paragraph 21 of the Specifications]*

# Service Performance Standards (Cont'd)

## CCC Service

Service Outcome Standard	Service Outcome Indicator	Agreed Level
1	Percentage of parents/carers agreed that the service could provide a safe and sanitary environment and appropriate developmental activities for the children in a year	70%

## EHS

Service Outcome Standard	Service Outcome Indicator	Agreed Level
1	Percentage of parents/carers' satisfaction rate towards the service in providing a safe and sanitary environment and appropriate care service for the children in a year	70%

*[paragraph 21 of the Specifications]*

# Service Performance Standards (Cont'd)

## OCCS

Service Outcome Standard	Service Outcome Indicator	Agreed Level
1	Percentage of parents/carers agreed that the service could provide appropriate care service for the children in a year	70%

*[paragraph 21 of the Specifications]*

# Fitting Out & Furniture & Equipment

## Lotteries Fund

	<b>Fitting-out (F/O) works</b> (including professional fee of Authorised Person, contingencies and lithography)	<b>Furniture and Equipment (F &amp; E)</b>
Kai Tak CCC	<b>≤ \$12.583 million</b>	<b>≤ \$1.795 million</b>
Wang Chiu CCC	<b>≤ \$10.401 million</b>	
Wing Shun CCC	<b>≤ \$12.421 million</b>	
Po Tin CCC	<b>≤ \$11.895 million</b>	

- Standard fittings –
  - Schedule of Accommodation (SoA) (Annex 4)
  - Technical Schedule (TS) (Annexes 5 - 7)

*[paragraphs 27 & 28 of the Specifications]*

# F/O & F&E (Cont'd)

- Equipping the premises
  - by **drawing reference** to the **Reference F&E list** at SWD's website
  - to be completed within the timeframe as specified in the approval letter to be issued by SWD in accordance with Annex 5.4 of the prevailing LF Manual
- Site Hand-over
  - the Service Operator has to take up the premises upon receiving due recommendation from the government representatives for hand-over
- Completion of the F/O works
  - to fit in the service commencement date in accordance with paragraph 3.3 of the prevailing LF Manual
  - in compliance with the registration requirements

***[paragraph 27 & 28 of the Specifications]***

# Tenancy

## The Service Operator –

- **must enter into a tenancy agreement** with and on terms to be specified by the relevant authorities for the use of the premises for operating the CCC as well as comply with all the management, maintenance operation and any other requirements set out in the tenancy agreement
- **manage and maintain the premises** in good and tenantable repair condition to the satisfaction of the DSW and to hand over the premises in such condition upon termination of the tenancy agreement
- Po Tin CCC: on as-is condition

*[paragraph 29 of the Specifications]*

# Maintenance

**The Service Operator is required to –**

- **share the responsibilities for the management and maintenance (M&M) of the common areas and facilities within Government Accommodation (GA) on a proportion share basis through forming and opening a Building Management Committee (BMC) for the GA which comprises representatives from the user agencies / departments within the building**
- **rotate to share the chairmanship among the members of BMC for a fair sharing of management responsibilities**
- **Service Operator / BMC may invite quotations / tenders from M&M companies from providing M&M services or carrying out any alteration, addition and improvement works when necessary**

***[paragraph 30 of the Specifications]***

# Funding

Four types of subsidies will be allocated to the CCC annually-

Subsidy		Estimated Amount (2025/26 school year)
(a)	Child Care Centre Subsidy Scheme (CCCSS)	\$605,580
(b)	Subsidy for Staff Cost (SSC)	\$2,982,832
(c)	Subsidy for Operation Enhancement (SOE)	\$278,414
(d)	Subsidy for Minor Repairs and Maintenance (SMRM)	\$42,746

*[paragraph 31 of the Specifications]*

# Funding (Cont'd)

## EHS and OCCS

- Annual subvention on the Lump Sum Grant (LSG) mode on an NGO basis
- Adjustments in line with the civil service pay adjustment for PE and CCPI for OC
- Based on the 2025-26 price level for PE and 2026-27 price level for OC, funding for new EHS group by different weekly service hours –

<b>Weekly Service Hours</b> <b>Age (Group Size)</b>	<b>10-Hour</b>	<b>12-Hour</b>	<b>17-Hour</b>
0 – under 2 (6 places per group)	\$336,661	\$397,399	\$542,811
2 – under 3 (11 places per group)	\$311,763	\$367,522	\$500,485

- On top of the funding for each EHS group, an amount of **\$123,578** will be allocated to each centre operating EHS for enhancing administrative support

***[paragraphs 33 to 34 of the Specifications]***

# Funding (Cont'd)

## *EHS & OCCS*

- Based on the 2025-26 price level for PE and the 2026-27 price level for OC, the funding for three new places of OCCS with family support activities in Pre-primary Institution is \$419,640
- the actual amount of subventions for the first year of operation of EHS and OCCS will be adjusted in accordance with the date of commencement of services

*[paragraphs 33 & 34 of the Specifications]*

# Payment Arrangement, Internal Control & Financial Reporting Requirements

- Maintain an effective and sound financial management system, including budget planning, projection, accounting, internal control and auditing in accordance with the latest **LSG Subvention Manual** and the latest **Guidelines on Subvention and Subsidies for Aided Standalone Child Care Centres**
- Maintain proper books, records and supporting documents on income and expenditure relating to the services, ensuring that separate records are kept
- Retained the records for at least seven years, and make them available for inspection by the Government representatives

*[paragraph 36 of the Specifications]*

# Payment Arrangement, Internal Control & Financial Reporting Requirements (Cont'd)

## *CCC Service*

- CCCSS will be paid by **two installments in a year** while the SSC, SOE and SMRM will be made on a **yearly basis**
- Submit the audited accounts of the organisation and the Accompanying Financial Statements (AFS), [i.e. Statement 1A (Aided Standalone Child Care Centres Operating Surpluses Account) and Statement 2A (Operating Income and Expenditure Account) for CCC and Annexes thereof]
- If the CCC is permanently closed, the organisation should revert the cumulative-operating surplus as at the date of closure to the Government, subject to the full amount of the subsidies previously granted being the maximum amount recoverable

*[paragraph 37 & 38 of the Specifications]*

# Payment Arrangement, Internal Control & Financial Reporting Requirements (Cont'd)

## *EHS and OCCS*

- monthly payment of LSG subvention upon approval of the application
- submit the Annual Financial Report to SWD, together with the annual financial statements of the organisation as a whole and the auditor's management letter which are reviewed and audited by a certified public accountant and signed by two authorized representatives of the Service Operator

*[paragraph 39 of the Specifications]*

# National Security

**The Government reserves the right to immediately disqualify the applicant organisation / Service Operator or to terminate the FSAs if-**

- the applicant organisation / Service Operator has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- the continued engagement of applicant organisation / Service Operator or the continued performance of the FSA is contrary to the interest of national security; or
- the SWD reasonably believes that any of the events mentioned above is about to occur.

***[paragraph 51 of the Specifications]***



**Site (a)**  
**Kai Tak CCC**

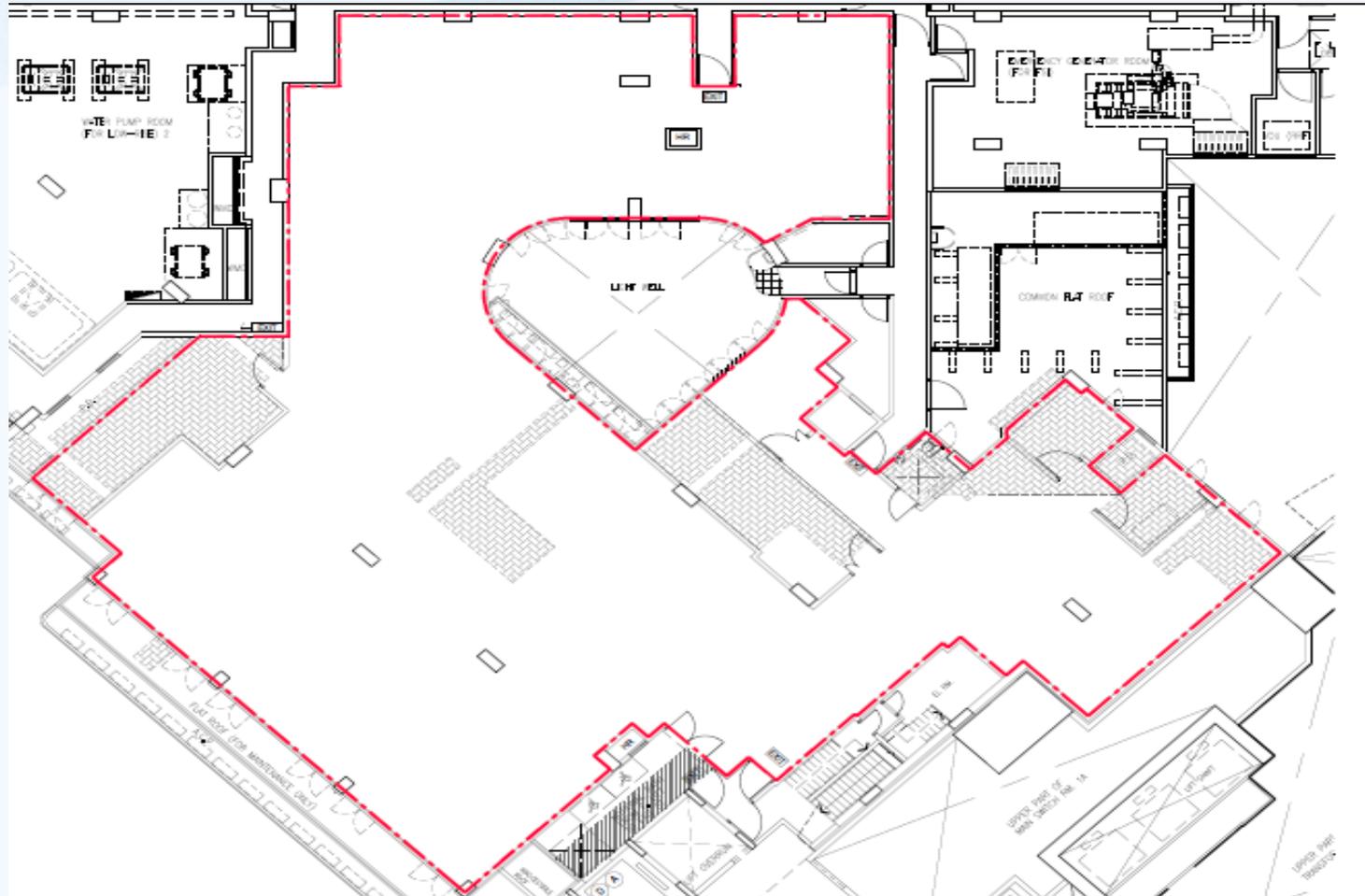
# Location Map

2/F, Podium, KT Marina, 15 Shing Fung Road,  
Kai Tak, Kowloon City, Kowloon



# Layout Plan

Internal Floor Area : about 696 sq.m<sup>2</sup>



\*\* The AutoCAD file on the layout plan of the premises has been uploaded onto the SWD Homepage

***[Annex 2(a) of the Specifications]***

# Accessibility



**Kai Tak MTR : Exit D**

# Accessibility



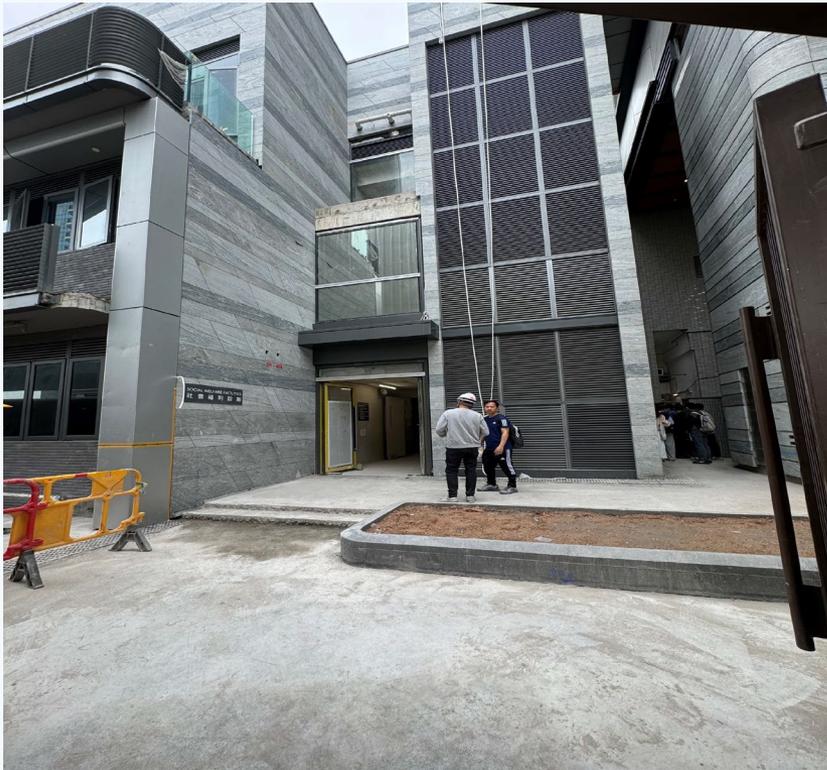
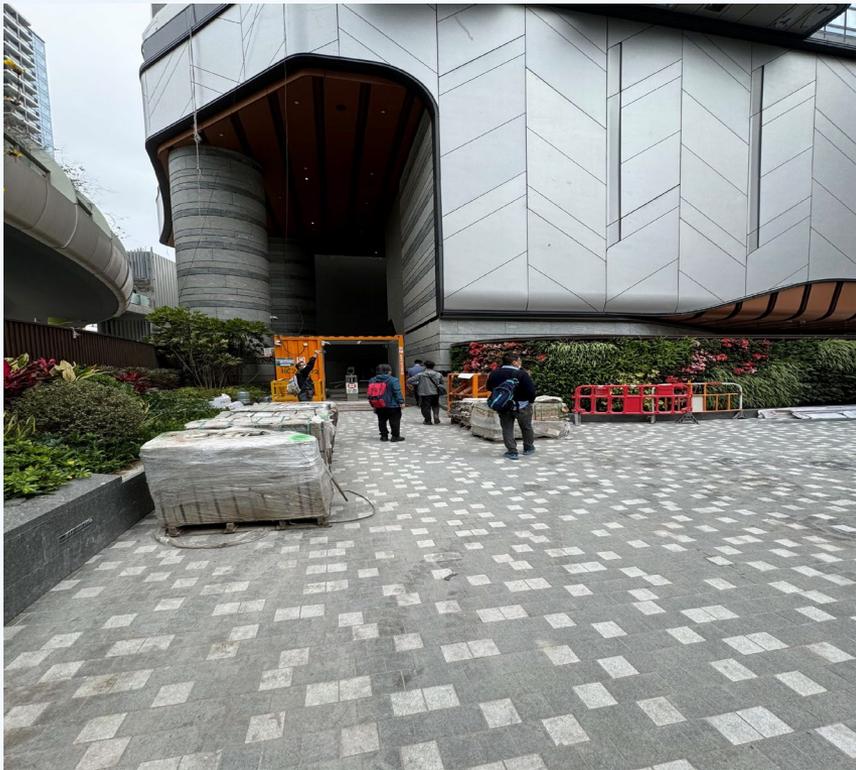
**Sung Wong Toi MTR : Exit D**

# Accessibility

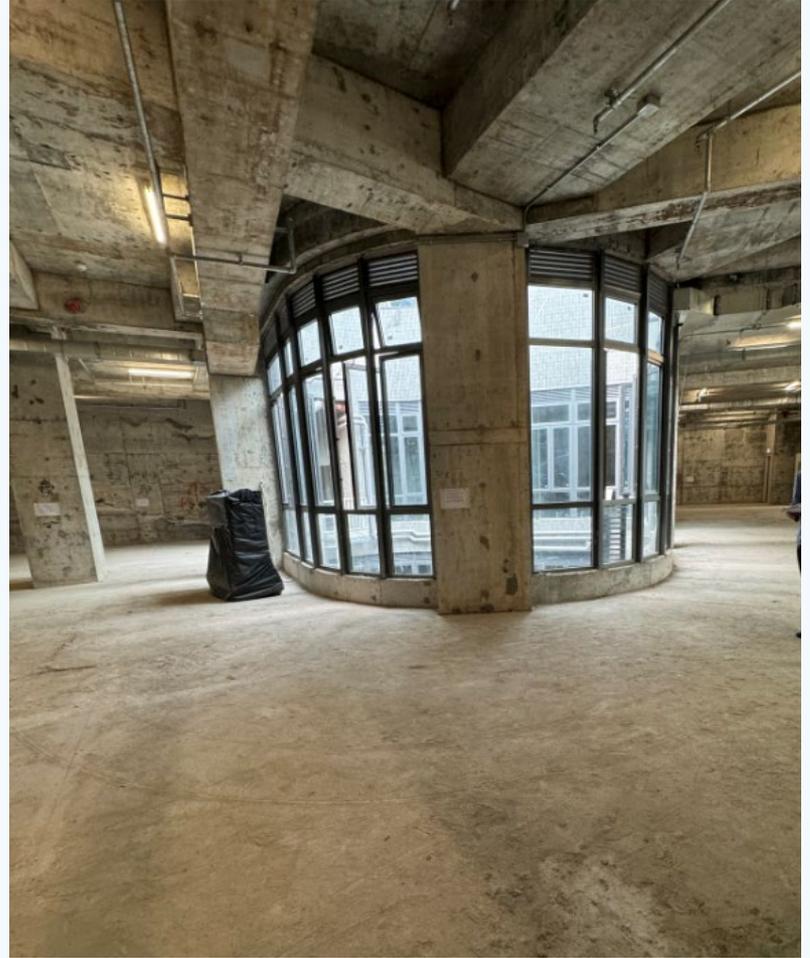
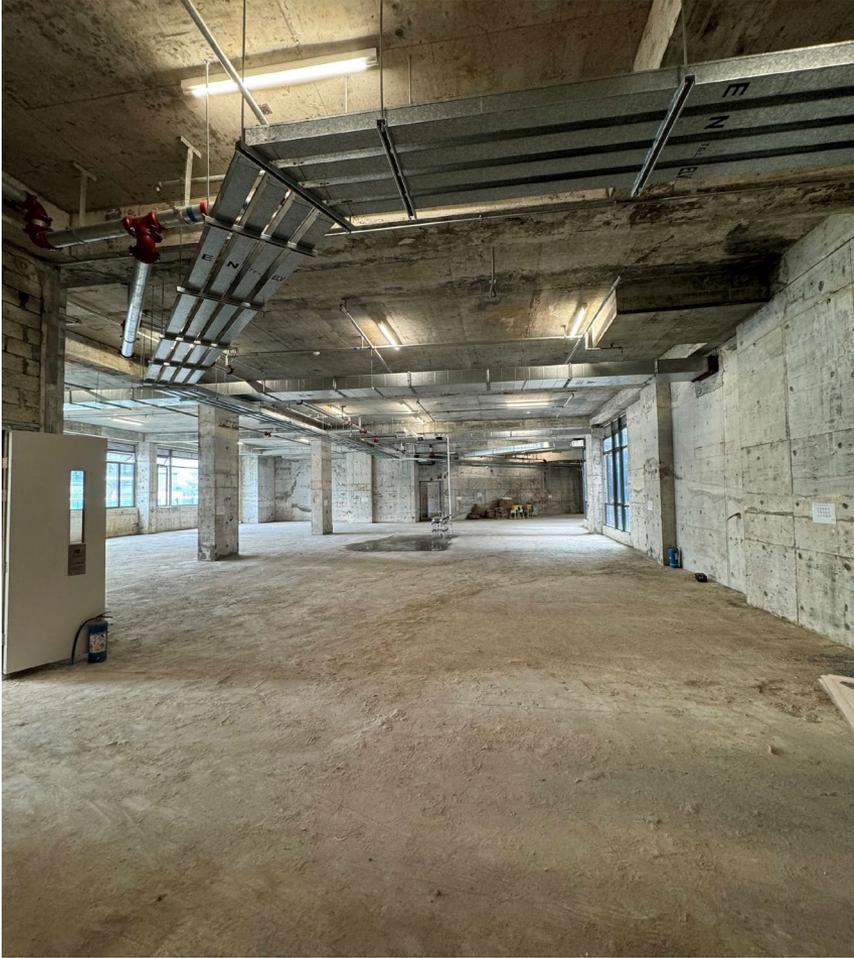


**20A Bus Stop: Twin Vitoria (維港·雙鑽)**

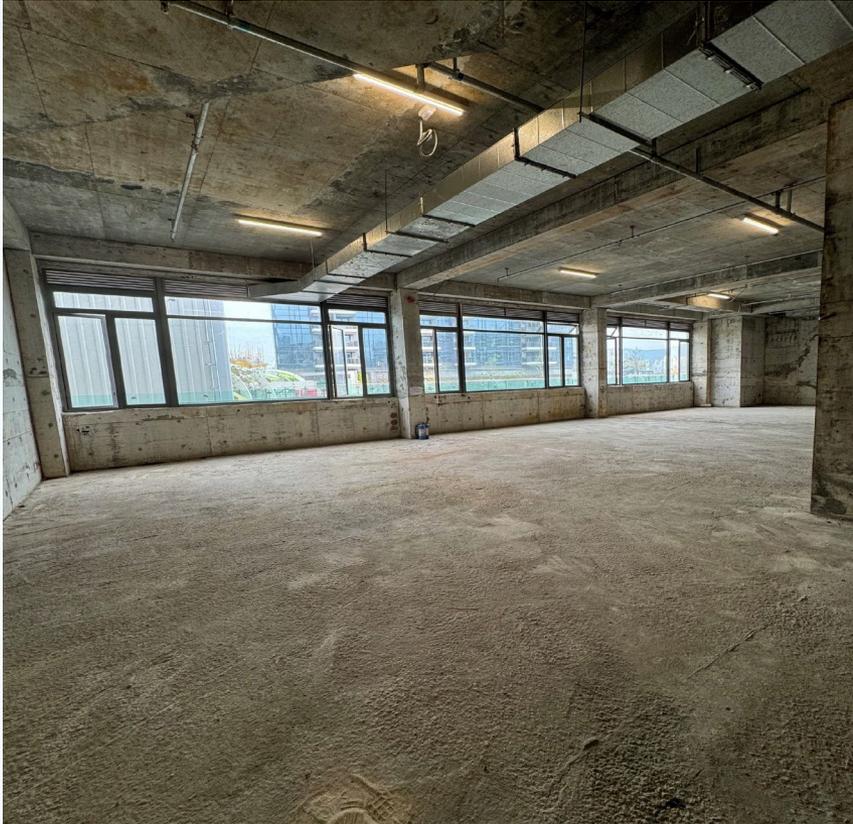
# Entrance



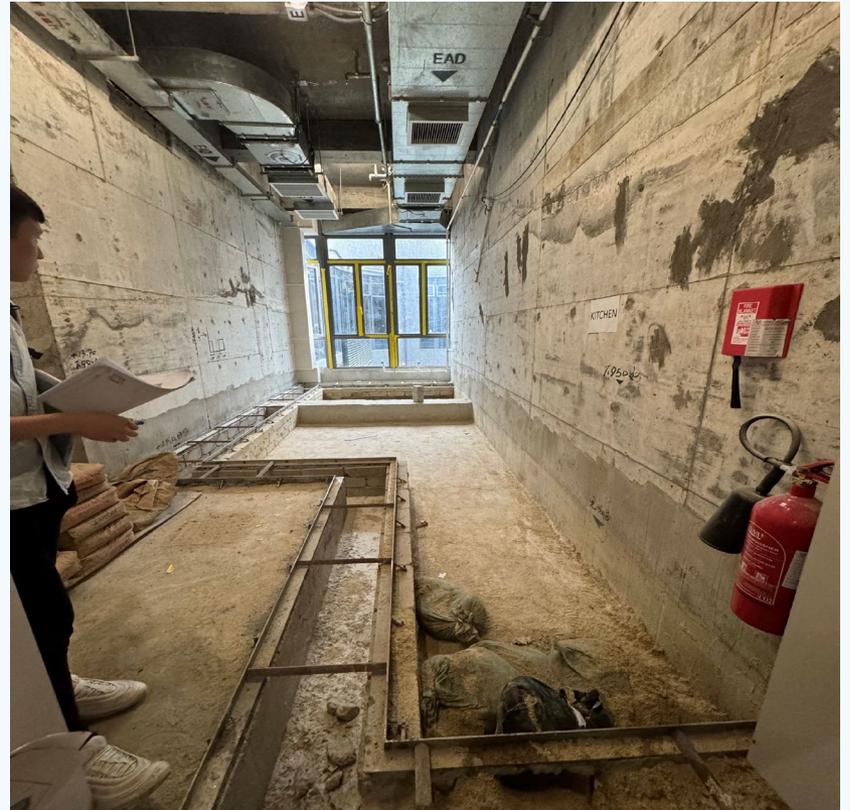
# Site Photos



# Site Photos



# Site Photos

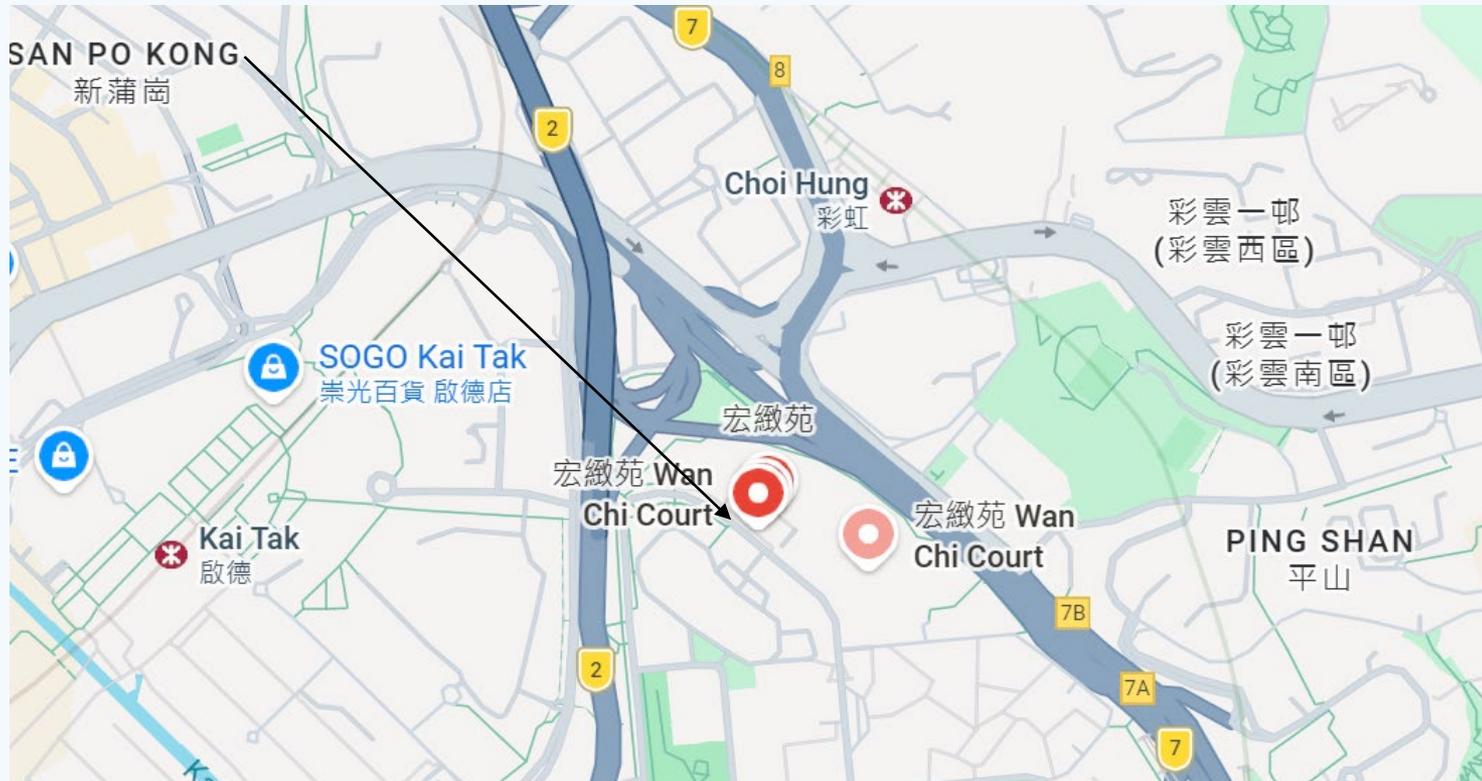




**Site (b)**  
**Wang Chiu CCC**

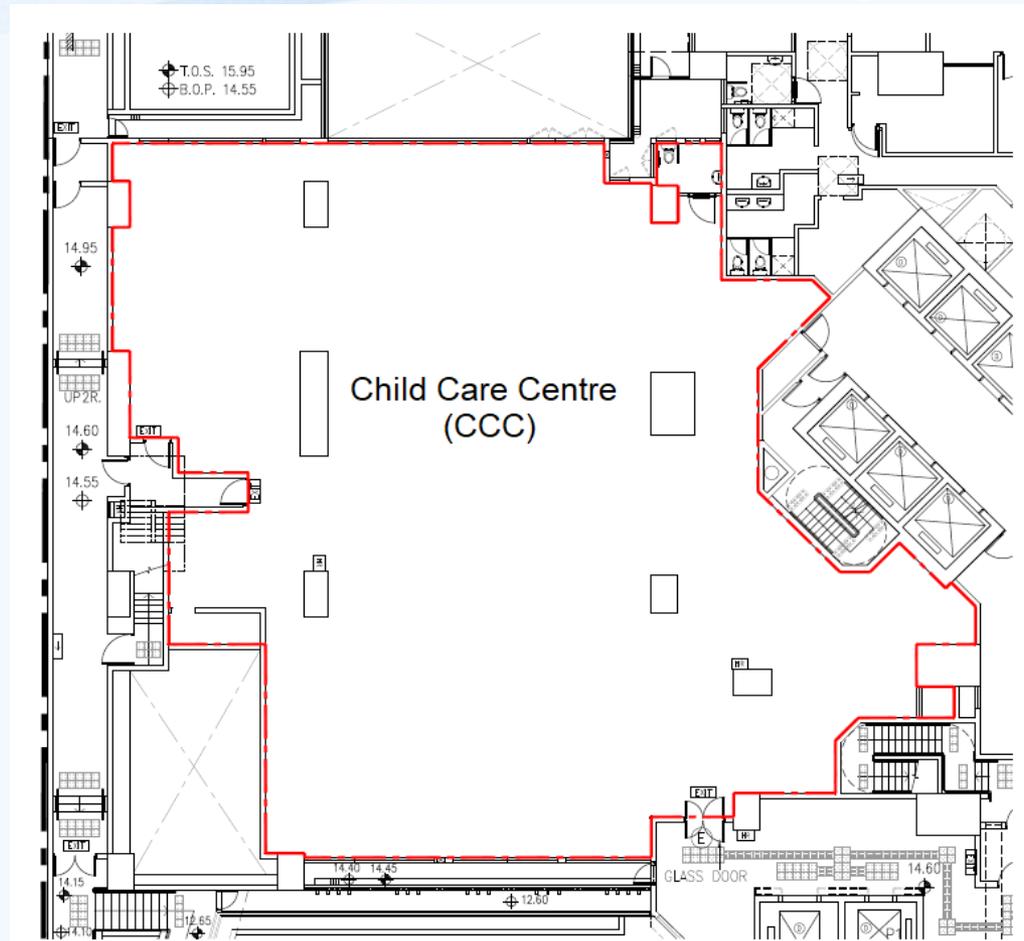
# Location Map

2/F, Wang Chi Court, 7 Wang Chiu Road,  
Kowloon Bay, Kwun Tong, Kowloon



# Layout Plan

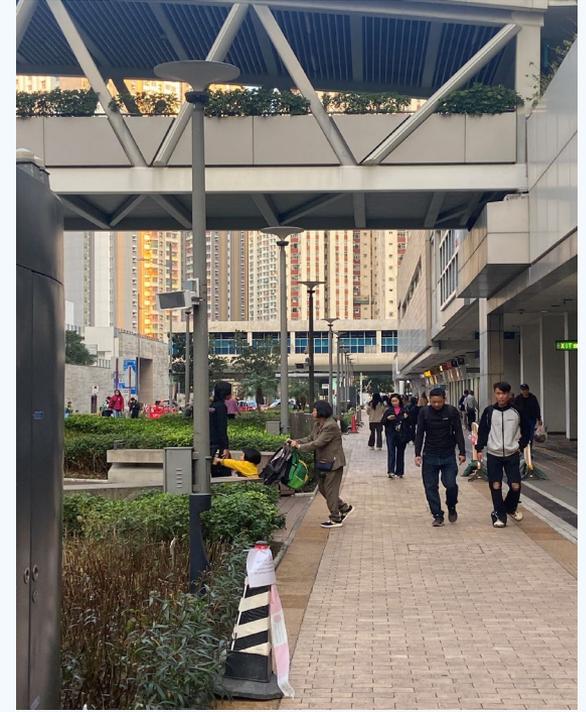
Internal Floor Area : about 618 sq.m<sup>2</sup>



**\*\* The AutoCAD file on the layout plan of the premises has been uploaded onto the SWD Homepage**

***[Annex 2(b) of the Specifications]***

# Accessibility



## Kai Tak MTR : Exit A

# Entrance



# Lift



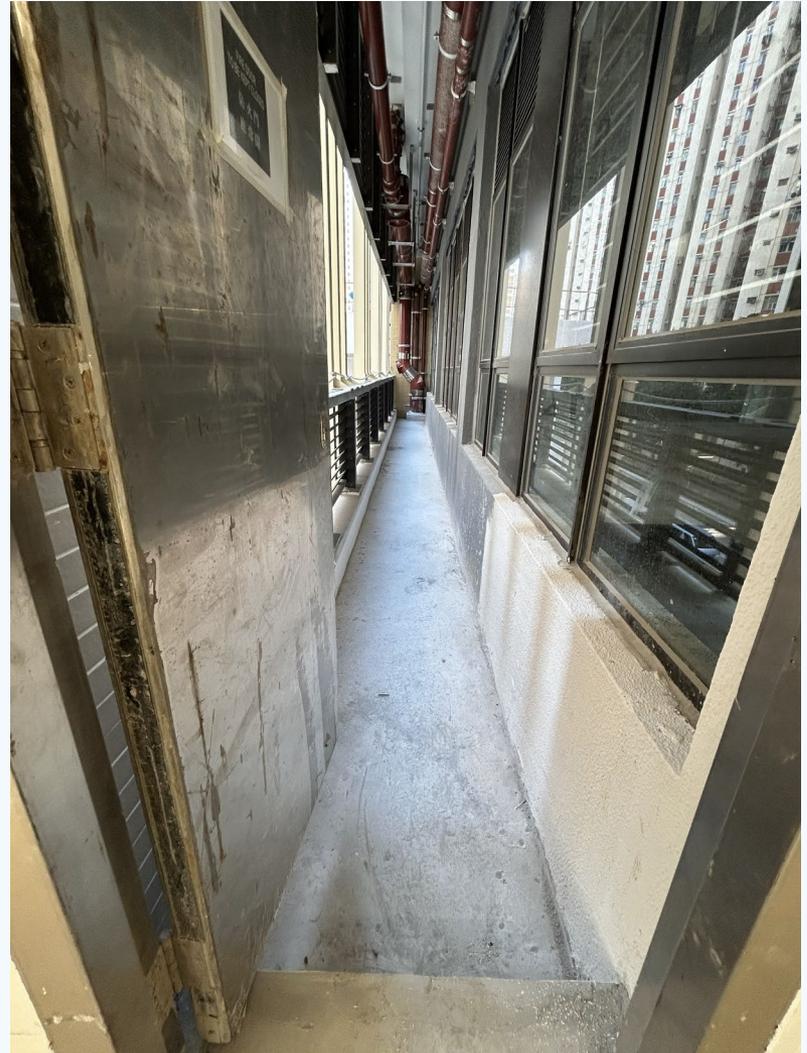
# Site Photos



# Site Photos



# Site Photos





**Site (c)**  
**Wing Shun CCC**

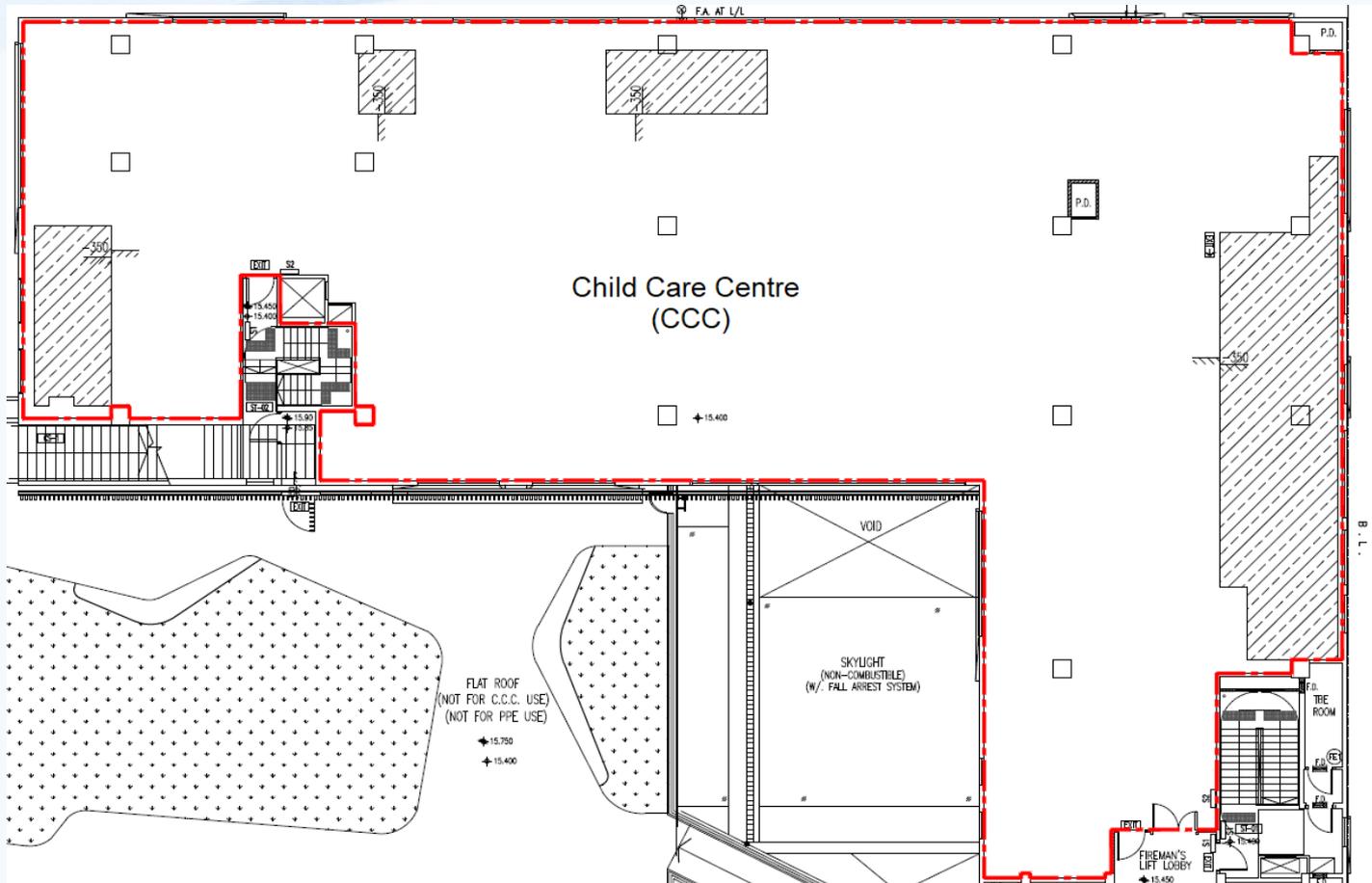
# Location Map

2/F, Joint-user Complex, 65 Wing Shun Street,  
Tsuen Wan, New Territories



# Layout Plan

Internal Floor Area : about 739 sq.m<sup>2</sup>



**\*\* The AutoCAD file on the layout plan of the premises has been uploaded onto the SWD Homepage**

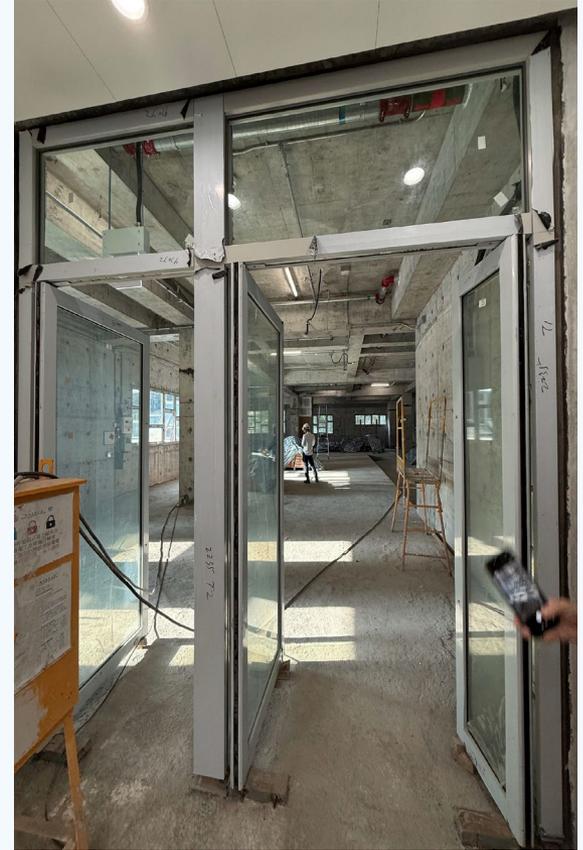
***[Annex 2(c) of the Specifications]***

# Accessibility

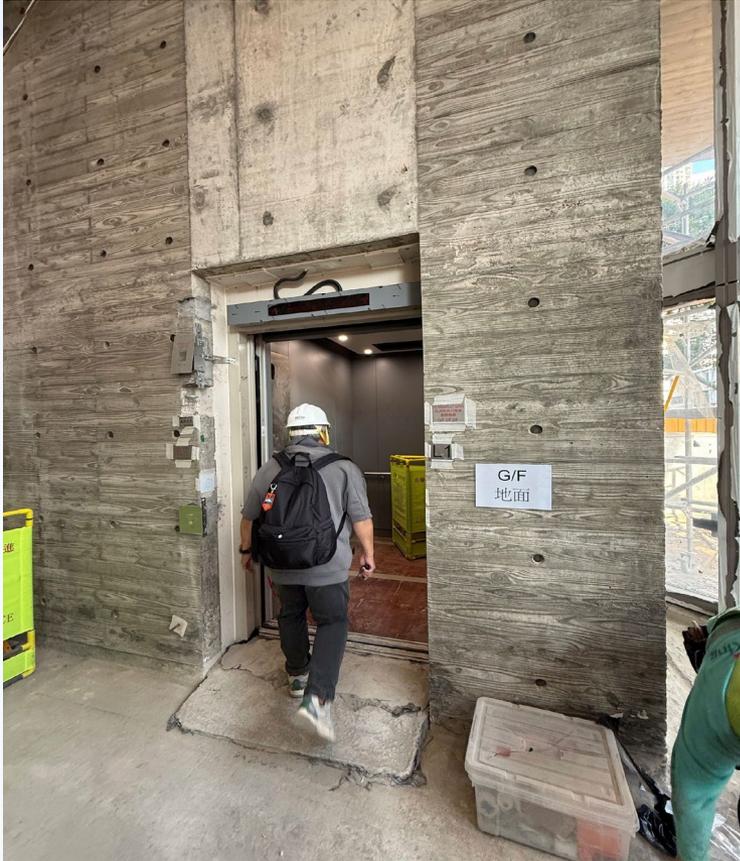


**Tsuen Wan West MTR : Exit E2**

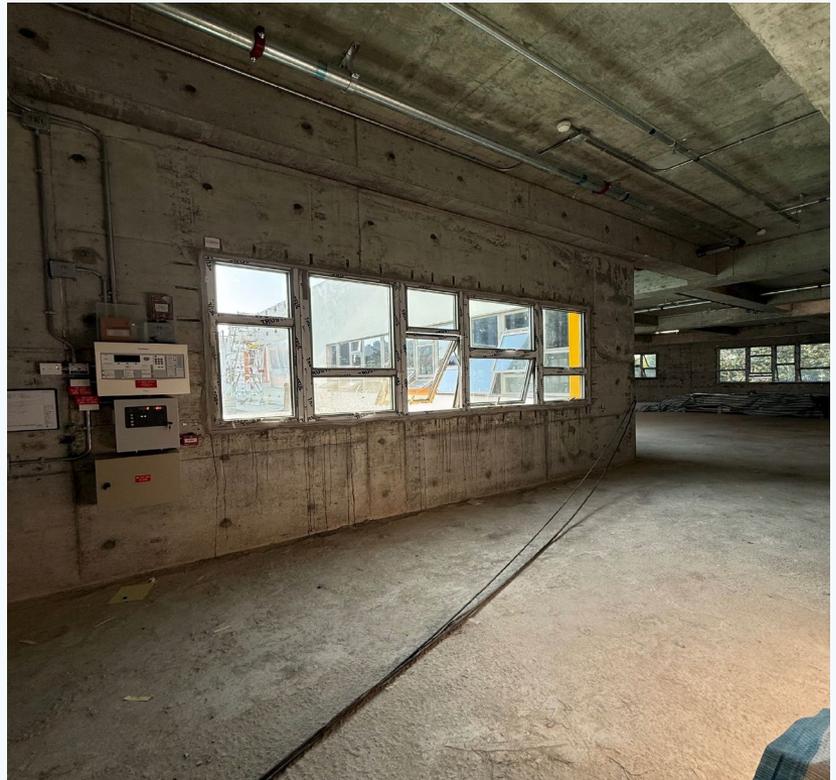
# Entrance



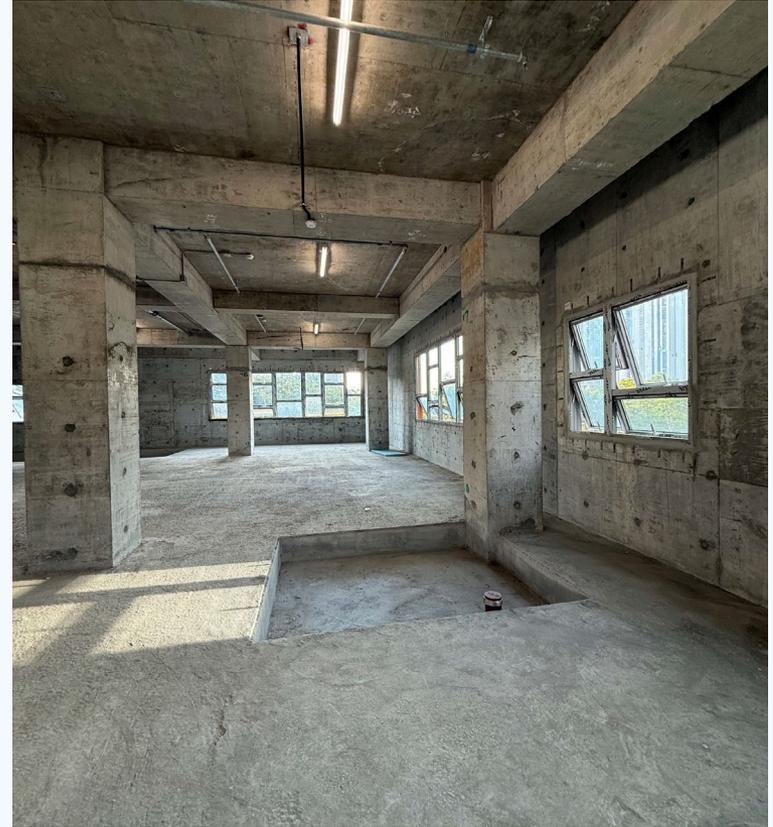
# Lift



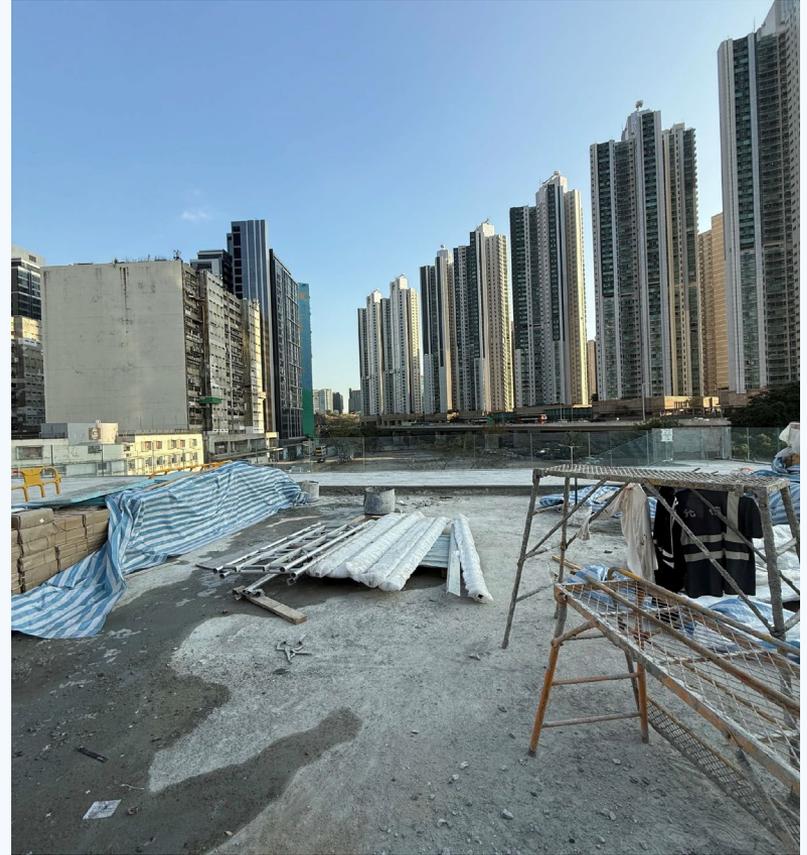
# Site Photos



# Site Photos



# Site Photos





**Site (d)**  
**Po Tin CCC**

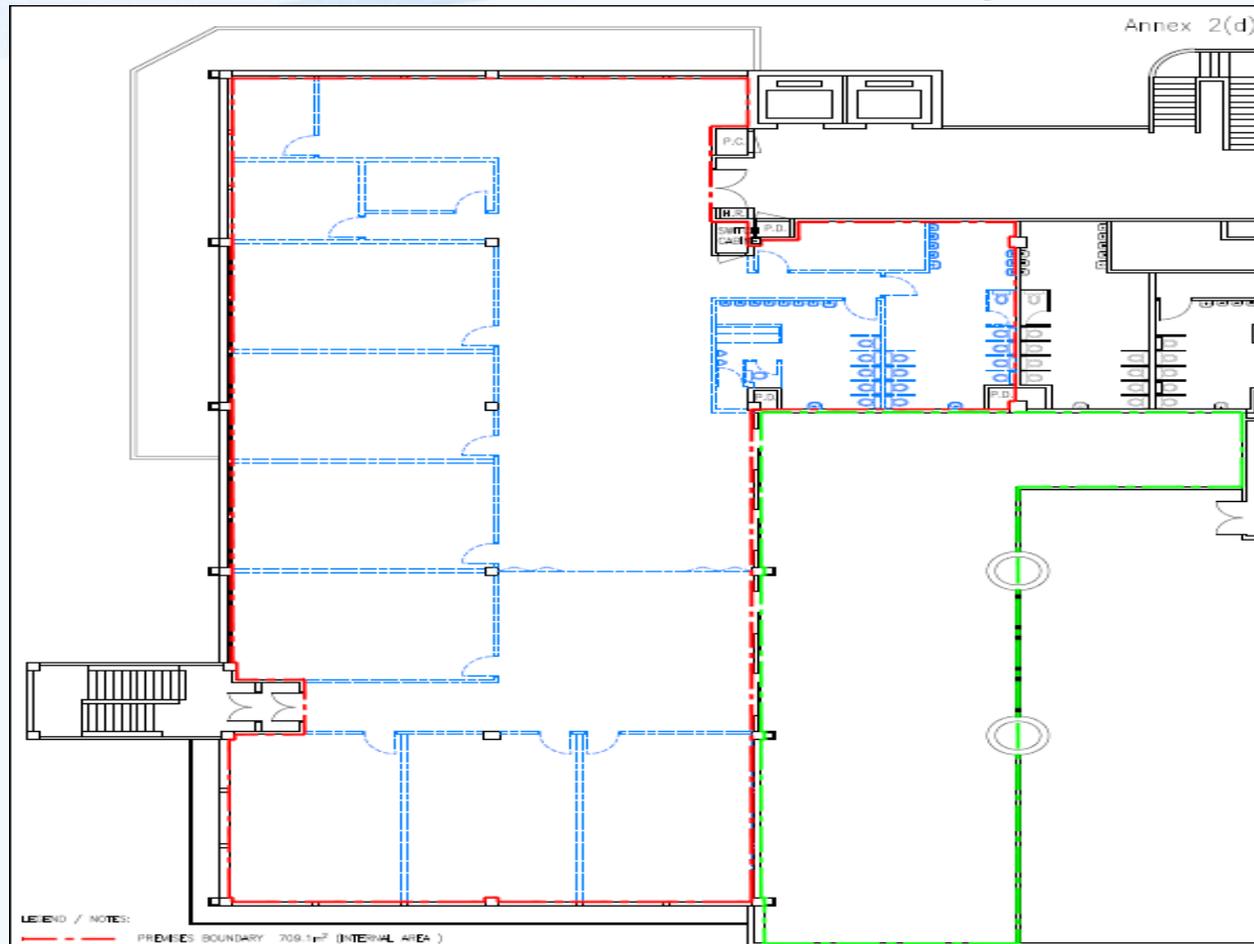
# Location Map

2/F (Shop 201), Po Tin Shopping Centre, Po Tin Estate, 99 Ming Kum Road, Tuen Mun, New Territories (Po Tin CCC)



# Layout Plan

Internal Floor Area : about 709 sq.m<sup>2</sup>



\*\* The AutoCAD file on the layout plan of the premises has been uploaded onto the SWD Homepage

*[Annex 2(d) of the Specifications]*

# Accessibility



**Siu Hong MTR : Exit A**

# Accessibility



**Light Rail Routes: 505, 507, 615, 615P**

# Accessibility



## Bus & Minibus Routes

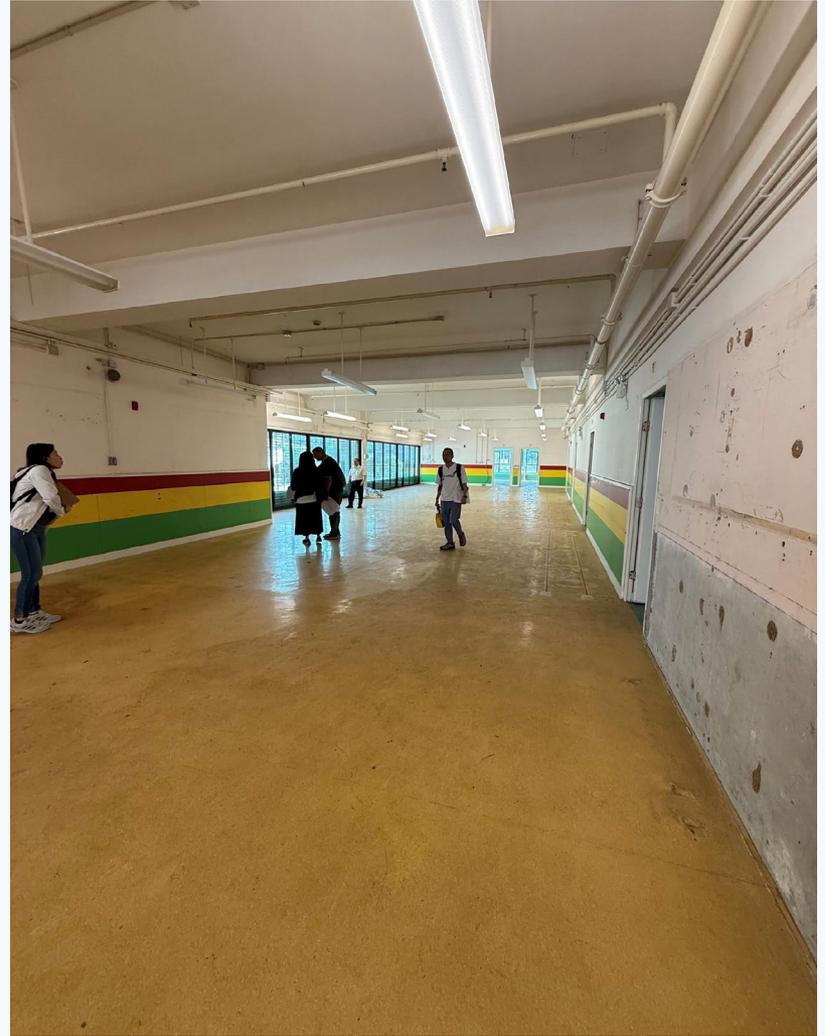
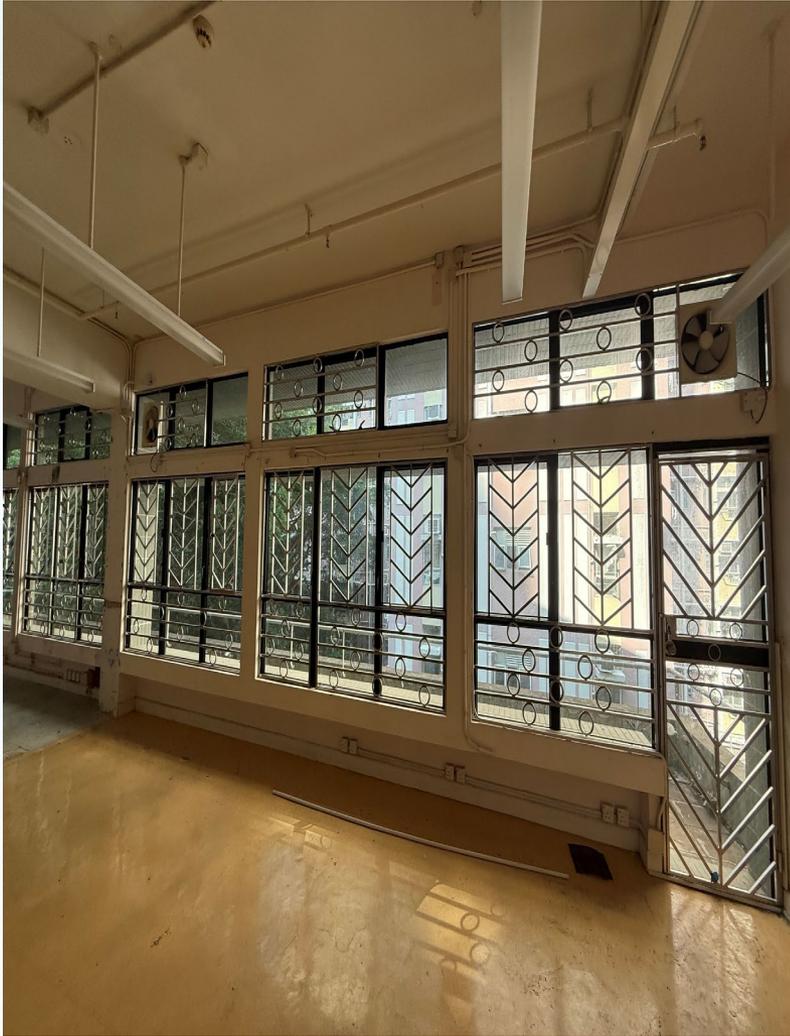
# Lift and Escalator



# Entrance



# Site Photos



# Site Photos



# Site Photos



# Site Photos



# Enquiries

Please visit SWD Homepage for information on the briefing session and invitation for proposals at below links –

- English webpage

[https://www.swd.gov.hk/en/whatsnew/ifpeoi/detail\\_ccc\\_2026/](https://www.swd.gov.hk/en/whatsnew/ifpeoi/detail_ccc_2026/)

- Chinese webpage

[https://www.swd.gov.hk/tc/whatsnew/ifpeoi/detail\\_ccc\\_2026/](https://www.swd.gov.hk/tc/whatsnew/ifpeoi/detail_ccc_2026/)

# Q & A Session

Information and Q&A of the Briefing Session to be uploaded to the “Latest News” of SWD Homepage

- English webpage

<https://www.swd.gov.hk/en/whatsnew/latestnew/>

- Chinese webpage

<https://www.swd.gov.hk/tc/whatsnew/latestnew/>

# Implementation Schedule

Date	Task
4 February 2026	Invitation for proposals
17 March 2026 (5:00 pm)	Closing of submission of proposal
March 2026 to May 2026	Vetting of proposals
June 2026	Announcement of result and meeting with the successful Service Operator
June 2026 to July 2027	Preparation Period <ul style="list-style-type: none"><li>• Taking over the site</li><li>• Appointment of Authorised Person and preparation of tendering</li><li>• F/O works and F&amp;E acquisition</li><li>• Application for Registration of CCC</li></ul>
July 2027	Commencement of service

*[paragraph 63 of the Specifications]*

***Thank You***