



**Invitation for Proposals for Operating
a New Day Activity Centre cum
Hostel for Severely Mentally Handicapped Persons
at Hiu Ming Street, Kwun Tong**

**Rehabilitation and Medical Social Services Branch
Social Welfare Department
19 December 2025**

Location

- The New Day Activity Centre cum Hostel for Severely Mentally Handicapped Persons (DAC cum HSMH) is located at **1/F, Ancillary Facilities Block, Hiu Yan Estate, No. 9 Hiu Ming Street, Kwun Tong , Kowloon**

Mandatory Requirements

Applicant organisation must be –

- a **bona-fide non-profit making NGO** with tax exemption status under section 88 of the Inland Revenue Ordinance (Cap. 112)

Service Capacity

Services	Capacity
Day Activity Centre (DAC)	50
Hostel for Severely Mentally Handicapped Persons (HSMH)	50

Note:

- The ratio of **male users** in HSMH is no less than **60%** of the total number of users.
- **2** day respite places
- Residential respite places under **casual vacancy** will be provided.

DAC cum HSMH

- Provides day care and training in **daily living skills** and **simple work skills** for persons with intellectual disabilities who are unable to benefit from vocational training or sheltered employment.
- Provides **group home living** for persons with severe/moderate intellectual disabilities who lack basic self-care skills and require assistance in personal and nursing care.

Allocation of Service Operation

- Each applicant organisation shall only submit **one** Proposal Form
- **One** NGO will be selected to operate the new project

Location Map



Location Map



Site Photo

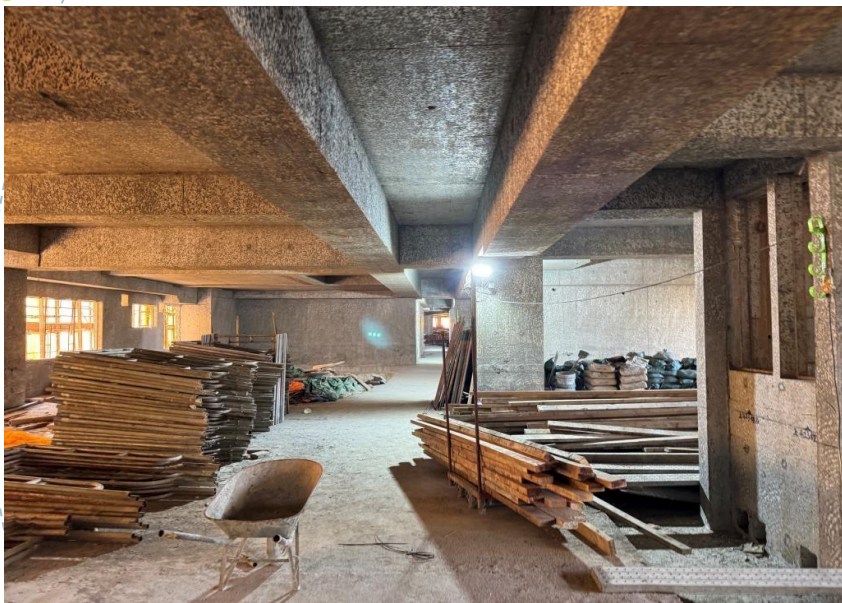


Ancillary Facilities Block
Hiu Yan Estate

Site Photo (Cont'd)



Site Photo (Cont'd)



Annex 3(a)

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Key Features

	DAC	HSMH
Internal Floor Area (m ²)	420.4	984.9
Duration of Service Contract	5 years	

Fitting-out Works

- To make reference to the notional layout plans;
- To fulfill the statutory requirements, Schedule of Accommodation (SoA) and Technical Schedules standards (TS); and
- May go for higher fitting-out standards by carrying out alteration works with its own resources.

Fitting-out Works (Cont'd)

- To comply with the **licensing requirements** as stipulated under the Residential Care Homes (Persons with Disabilities) Ordinance (Cap. 613), its subsidiary legislation and the Code of Practice for Residential Care Homes (Persons with Disabilities)

Fitting-out Works (Cont'd)

Major areas of concern related to licensing requirements:

- Provision of close-circuit television (para. 7.2.2)
- Updated ventilation requirement (para. 4.9)
- Provision of isolation facilities and a designated isolation room as far as possible (para. 13.4.1)
- New requirements under Residential Care Homes Legislation (Miscellaneous Amendments) Ordinance 2023 gazetted on 16 June 2023

Annual Subvention

	DAC cum HSMH
Annual Subvention (at 2025-26 price level)	\$21.11 M
Preparatory Cost	1 staff at the rank of CSWA for 3 months
Rental, Government rent & rates and M&M charges	To be reimbursed on an actual cost basis

Lotteries Fund

	DAC cum HSMH
Fitting-out Works (Grant capped at \$)	\$25,257,000
	(including professional fee, lithography and contingencies)
F&E (Grant capped at \$)	\$2,727,000 (F&E) \$1,139,000 (A private light bus)

Implementation Schedule

Date	Task
11 Dec 2025	<ul style="list-style-type: none">Inviting proposals from NGOs
16 Jan 2026 (by 5:00 pm)	<ul style="list-style-type: none">Closing of submission of proposals
Jan - Mar 2026	<ul style="list-style-type: none">Vetting of proposals
April 2026	<ul style="list-style-type: none">Announcement of resultThe Service Operator to take over the site and approach/ engage Authorised Person to proceed with fitting-out related works
January 2027	<ul style="list-style-type: none">Completion of fitting-out works and F&E acquisitionCommencement of service

Quality Assessment

	Dimensions	Weighting
A	General Operation of Services	42%
B	Management Support, Service Quality Management, Crisis Management and Co-ordination and Interfacing Strategies	22%
C	Echoing/ Supporting Government Policy	10%
D	Implementation and Monitoring of the Project, and Design of Layout Plan	10%
E	Relevant Operation Experience and Past Service Operation Records	7%
F	Innovation in Service Delivery	5%
G	Proposal on Value-added Items	4%
	Total (Passing Score)	100% (60%)

Prescribed Format Requirements

Proposal Form (Part 3 of Annex 11)

- Use of **prescribed form**;
- Typed and printed in **A4 size**; except the scaled layout drawing(s) (mentioned in 3.27) for which one page in A3-size is allowed
- **Normal character spacing (標準字元間距)**; at least **single line spacing**;
- Font size of at least **12 in Times New Roman** in English or at least **12 in 新細明體** in Chinese;
- **NO** mark will be given to diagram/chart/picture/photo/scanned copy/PDF/Excel, etc. inserted to the Proposal Form;
- NOT more than **23 pages** in total, except layout drawings and brief comparison of the Schedule of Accommodation; and
- **Should not amend or delete the format and content** of the proposal form (i.e. width of the boxes and margins)

Prescribed Format Requirements (Cont'd)

Layout Plan

- 1 page in A3-size for the scaled layout drawing(s)
- Descriptions/explanations about the layout design/drawing or the content of the proposal should not be included in the layout plan(s);
- Comparison of the “SWD recommended provision” and “NGO proposed provision” of SoA should be provided on separate page(s) in A4 size other than respective page limits of the proposal.

Documents Required

- The original plus 8 hard copies of the completed Proposal Form;
- A soft copy of the completed Proposal Form (in Microsoft Word 2010 or above version) saved on a compact disc or USB flash drive; and
- Copies of documents to prove compliance with the eligibility criteria

Submission of Proposals

Proposal to be submitted **by hand** in a sealed envelope marked **CONFIDENTIAL – “Application as Service Operator of DAC cum HSMH”** on or before **5:00 pm on 16 January 2026 (Fri)** with details as follows:

Rehabilitation and Medical Social Services Branch
(Cheung Sha Wan Office)
Social Welfare Department
6/F, West Coast International Building
290-296 Un Chau Street, Sham Shui Po, Kowloon
[Attn.: Ms Sally SHAW, SS(RM)2]

Submission of Proposals (Cont'd)

- Failed to use the prescribed Proposal Form or comply with the format requirement will **not** be accepted.
- Late submission, submission by e-mail or facsimile, or submissions of more than one proposal by each applicant organisation will **not** be accepted.
- In case a black rainstorm warning signal or typhoon signal no. 8 or above is hoisted between 2:00 p.m. and 5:00 p.m. on 16 January 2026, the closing time for submission of proposals will be automatically **extended to 5:00 p.m. on the first ensuring working day** without further announcement.



Q & A Session



Information and Q&A of the Briefing Session

To be uploaded to the
“Latest News” of SWD Website

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



Enquiries

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Thank you