



Briefing Session on Invitation for Proposals for Day Care Centre for the Elderly (60 places)

**G/F, Government Accommodation,
18 Shing Fung Road, Kai Tak**

**Elderly Branch
Community Care and Support Services Section
10 July 2026**



★ Agenda

1. Introduction
2. Government Policy in Elderly Care
3. Project Details
4. Service Users
5. Applicant
6. Service Scope
7. Operational Requirements



8. Set-up Costs
9. Premises & Site Photos
10. Funding
11. Service Performance Standards
12. Submission of Proposal
13. Q&A

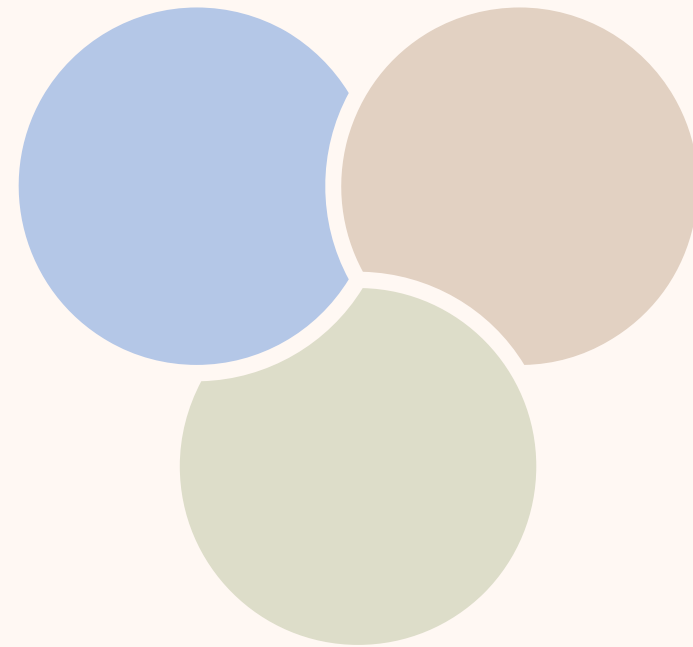


Government Policy in Elderly Care

Continue to adhere to the principle of promoting

“ageing in place as a core, with institutional care as back-up”

(The Chief Executive's 2025 Policy Address - para. 279)

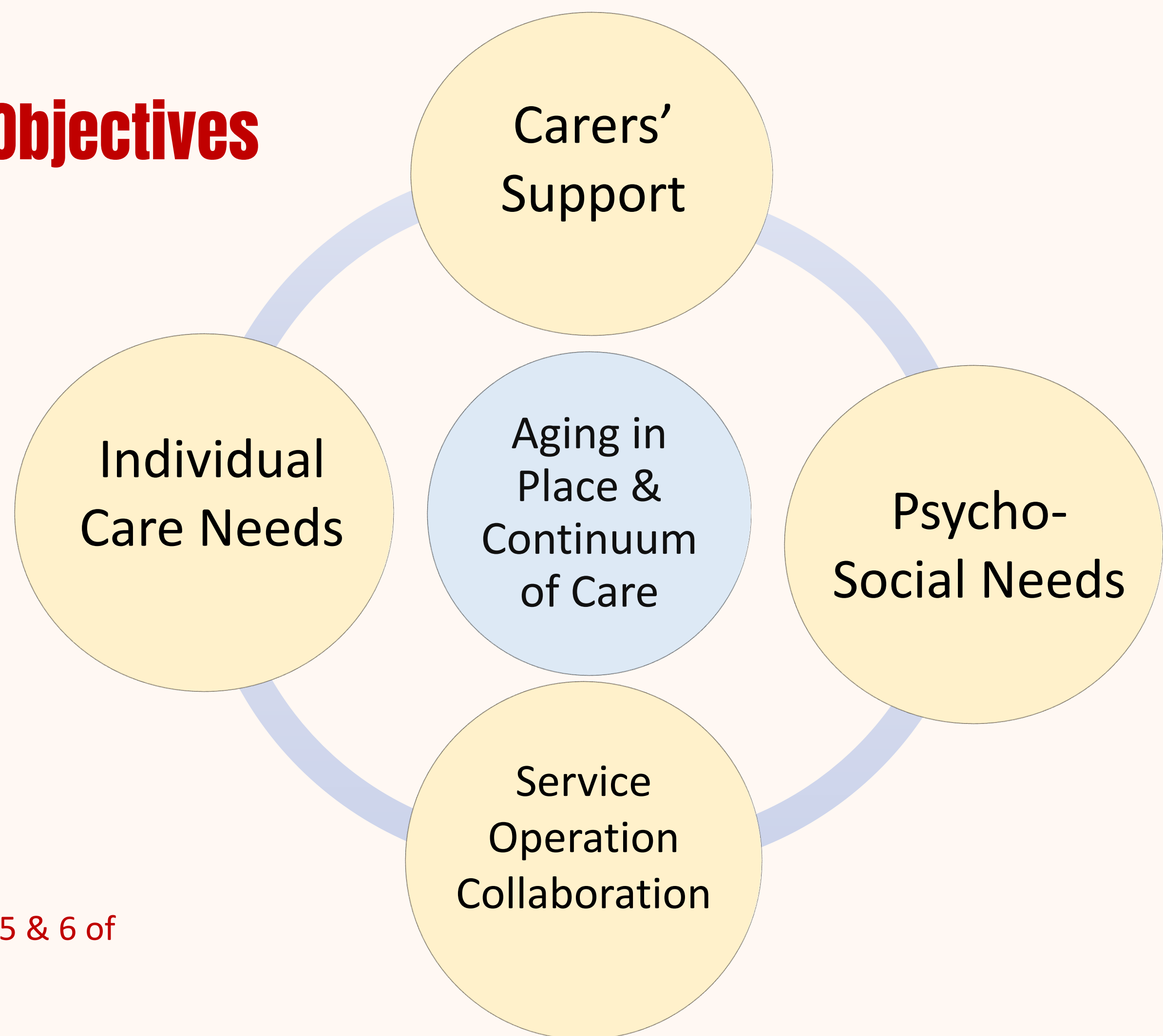


Centre-based Community Care Services Day Care Centres for the Elderly

中心為本
社區照顧服務
長者日間護理中心



Purpose and Objectives



For details, please refer para. 5 & 6 of Service Specifications.

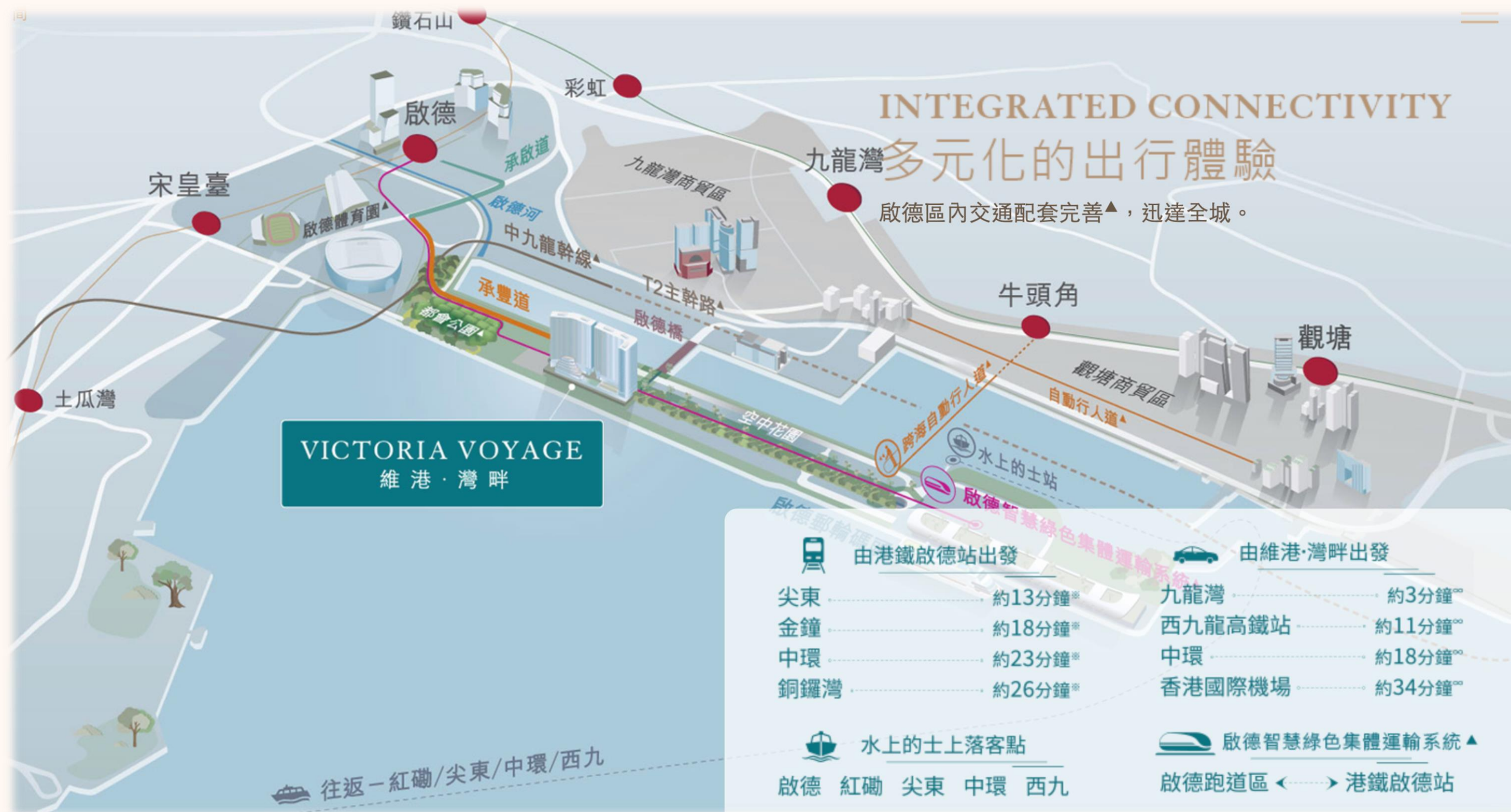
Project Details



Kai Tak - Victoria Voyage (啟德 - 維港 • 灣畔)



Location



Service Capacity

- Serving District: Kowloon City
- Capacity:
 - 60 Day Care Places
 - 5 Designated Day Respite Places





Service Users



★ Service Users (Full Time / Part Time)

- aged 60 or above living in the community and not receiving residential care;
- assessed and recommended for community care services or residential care services under Standardised Care Need Assessment Mechanism for Elderly Services (SCNAMES);
- physically and mentally suitable for communal living; and
- carers of the Service Users.





Applicant





Applicant

Non-governmental organisations (NGOs)

- Applicant must be a **bona fide non-profit making charitable organisation** exempted from tax **under section 88** of the Inland Revenue Ordinance (Cap. 112) as at the date of submission of proposal to submit proposal of the Service.
- Joint application from **not more than three NGOs** is allowed.
- NGOs participating in joint ventures have to identify a key applicant to liaise with the SWD and to sign a Funding and Service Agreements (FSAs) if selected to operate the service. The key NGO applicant is to be accountable for all funding and service matters specified in the FSAs.
- For the NGOs that are not included in the list of NGOs receiving recurrent subvention from SWD, the applicant shall provide documentary proofs as specified in para. 3 of the Service Specifications.

For details, please refer para. 2 & 3 of Service Specifications.

Service Scope



Service Scope

- ✓ Personal care
- ✓ Nursing care
- ✓ Training and rehabilitative activities
- ✓ Meal service
- ✓ Health education
- ✓ Social and recreational activities
- ✓ Carer support services
- ✓ Counselling and referral services



For details, please refer para. 14 and Annex 1 of Service Specifications.

Day Respite Service

Objectives

- to provide short-term day care for elderly persons whose carers are in imminent need of support and temporary relief.
- to encourage and help elderly persons continue living in the community as long as possible.

For details, please refer para. 16-19 of Service Specifications.

Day Respite Service

The Service Operator is required:

- to provide Day Respite Service from 8:00 a.m. to 6:00 p.m. from Mondays to Saturdays (excluding Public Holidays) by utilising
 - (i) the **5 designated day respite places** in addition to the 60 day care places; and
 - (ii) the **casual vacancies** of the DE



Day Respite Service



Admission Requirements

- aged 60 or above living in the community and not receiving residential care services;
- in need of general personal care and / or limited nursing care service;
- physically and mentally suitable for communal living; and
- the health condition and self-care ability meet the level of personal and nursing care rendered by the centres / units / residential homes that provide day respite service.

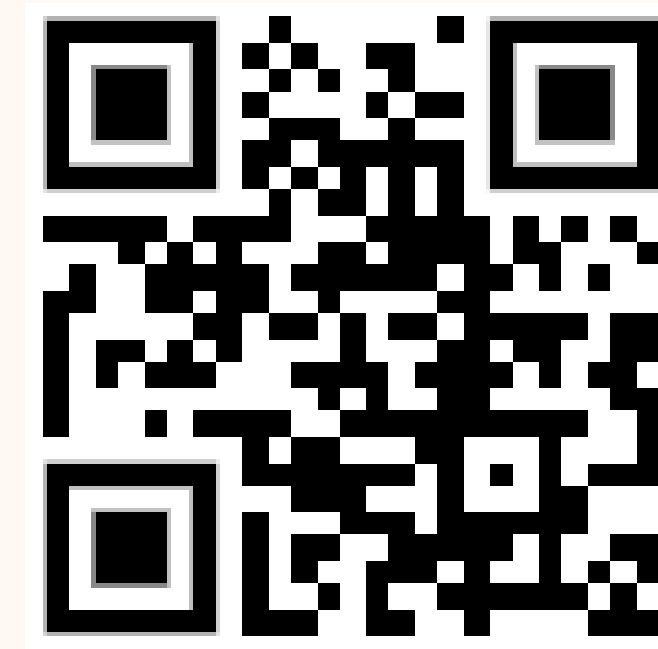
Day Respite Service

- Users are **not required** to be assessed under the SCNAMES, nor to undergo medical examination prior to admission.
- Users of Day Respite Service **may reside in other districts.**
- Operator should take **all necessary measures** to facilitate the provision of Day Respite Service.
- Operator should **proactively make optimal use of available casual vacancies** to provide Day Respite Service when all designated day respite places are fully occupied.
- **Case intake and admission** should be completed within the same day or as soon as possible without any delay of the service delivery.

Day Respite Service

Vacancy Enquiry System for Respite Services / Emergency Placement (VES)

- The Service Operator shall assign designated staff to regularly update the “**Vacancy Enquiry System for Respite Services / Emergency Placement (VES)**” to ensure the public is informed of the latest information regarding the available day respite places.



For details, please refer para. 20 of Service Specifications.

★ Extended Hours Service (EHS)

- The DE shall provide EHS to service users **on a need basis**.
- **No additional charges** should be made for service users for this service.



For details, please refer para. 21 of Service Specifications.

Individual Care Plan (ICP)

- The Service Operator shall conduct an inter-disciplinary assessment of the care needs of the service users which includes professional inputs from nurses, allied health professionals and social workers.
- The assessed needs of the service users and how these needs are to be met shall be clearly stated in ICP.
- ICP shall be formulated within one month of the service users' admission and reviewed at least once a year.
- Services shall be provided according to the changing care needs of the service users.

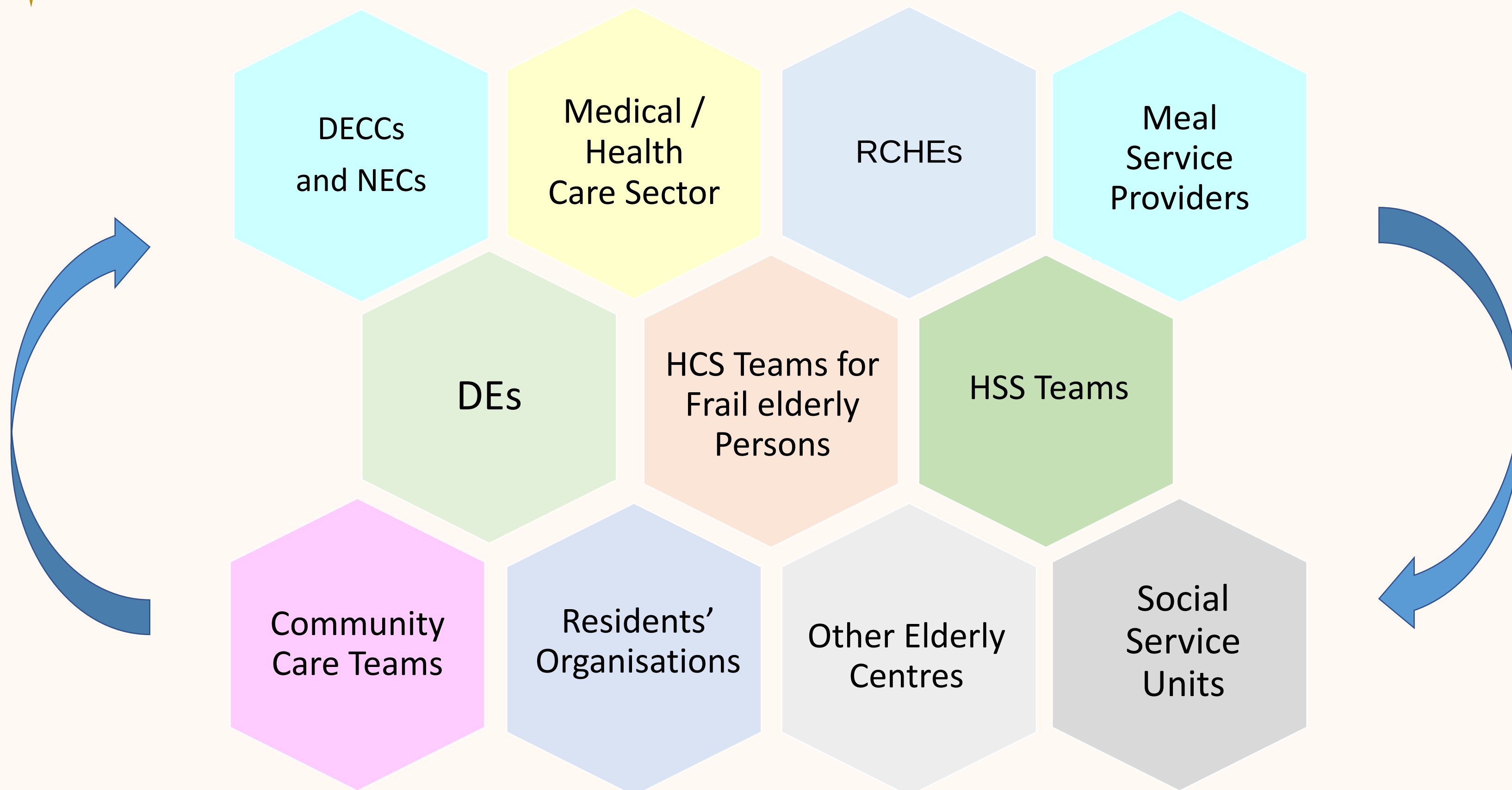
For details, please refer para. 22 and Annex 2 of Service Specifications.

Discharge

- a) the service user is **deceased**;
- b) the service user decides to **leave the DE or moves to another district**;
- c) the service user is **away from** the Day Care Services for **more than 30 days**, e.g. away from Hong Kong, staying in hospital, etc.;
- d) the service user is **admitted to Residential Care Services** or other community care services for elderly persons; or
- e) the service user is **no longer in need of Day Care Services** due to improved health condition, self-care ability, supportive network or environmental condition. This has to be ascertained through the SCNAMES whenever required.

For details, please refer para. 23-26 of Service Specifications.

★ Strategic Alliance



For details, please refer para. 27 of Service Specifications.

Avoid Using Restraint

The Service Operator should adopt “**Avoid Using Restraint**” policy, which should include, but not limited to –

- a) use of alternatives to restraints;
- b) training for staff and education for service users, and their carers on the principles and practices;
- c) a mechanism to monitor staff compliance; and
- d) designated of suitable staff to implement and monitor the policy.

For details, please refer para. 28-29 of Service Specifications.

Set-up Costs from Lotteries Fund



Lotteries Fund

Three lump sum grants from the Lotteries Fund (LF) will be provided by reimbursement:

- Fitting-out works (F/O) ≤ **\$8,562,000**
- 3 Private Light Buses (PLBs) ≤ **3,340,000**
- Furniture and Equipment (F&E) ≤ **1,076,000***

*This is an estimated amount at 2026 price level, the SWD will submit the application to the LF for the purchase of F&E, which will be processed at the nearest stage of the fitting-out works.

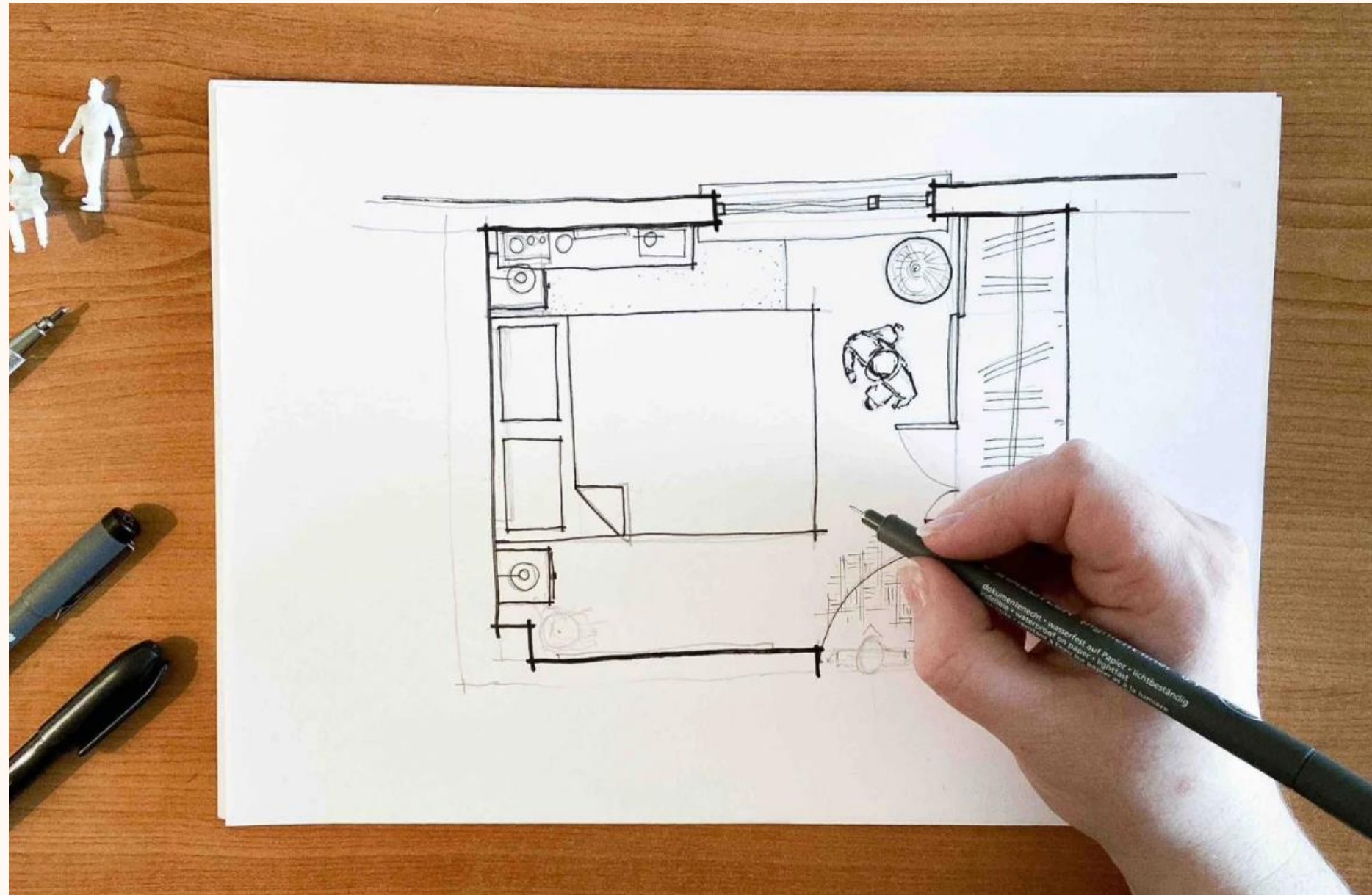
For details, please refer para. 33-40 of Service Specifications.

Furniture & Equipment (F&E)

8 Prescribed F&E Items (Annex 6 of Service Specifications)

- Medication Trolley
- Automated External Defibrillator
- Reclining Geriatric Chair
- Industrial Electric Food Processor
- Equipment and Accessories for Multi-sensory Therapy
- Smart phones
- Anti-wandering System
- Private Light Buses with tail lifts

Premises and Site Photos



Premises

- Location: G/F
- Internal Floor Area: 463.1sq.m.
- Parking Spaces for Private Light Buses: 3 (B/F)
- Shared Loading / Unloading Bay: 1 (G/F)

★ **Fitting Out Works**

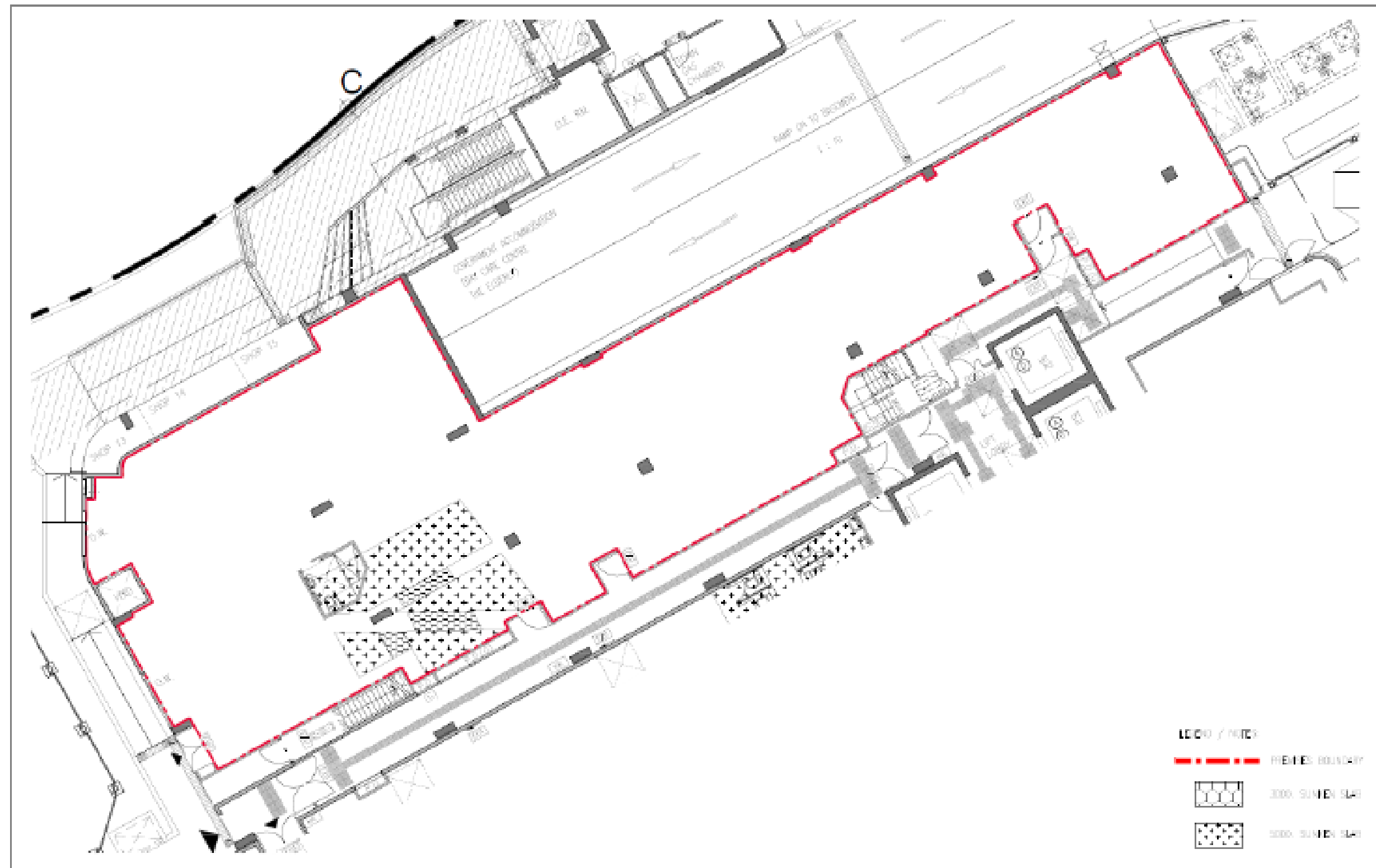
Minimum Standards and Requirements are specified in:

- Schedule of Accommodation (SoA)
(Annex 4 of Service Specifications)
- Technical Schedule (TS)
(Annex 5 of Service Specifications)





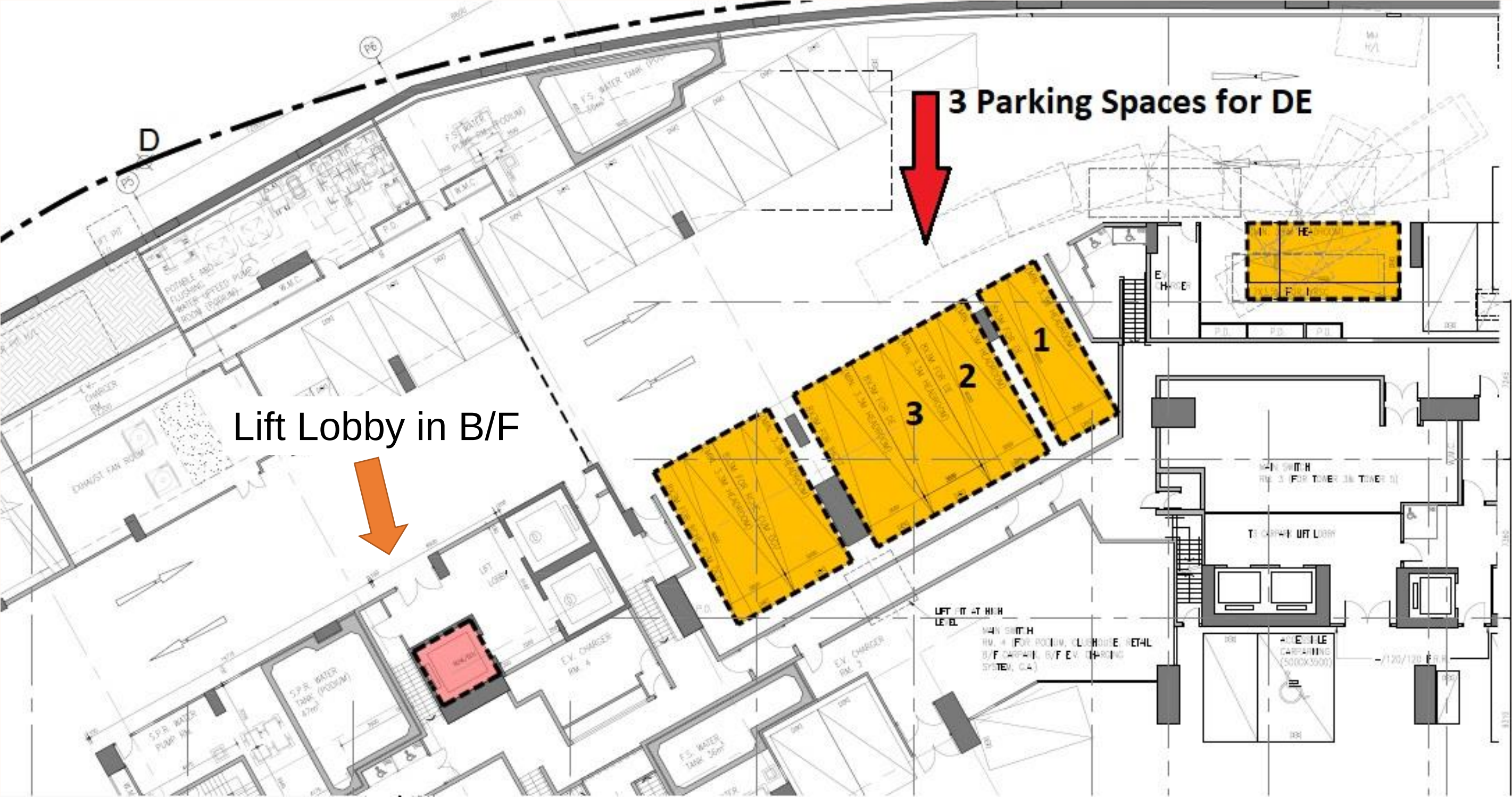
Layout Plan (G/F)



DRAWING TITLE
DAY CARE CENTRE FOR THE ELDERLY (DE (NON-KITCHEN BASED)) AT
GROUND FLOOR, KAI TAK AREA 4A2, NEW KOWLOON INLAND

SCALE
1:200 (A4)
0 1m 2m 3m 4m 5m
DRAWING TITLE
EXISTING LAYOUT PLAN

Layout Plan (B/F)



Management and Maintenance Duty



The Service Operator

- shall manage and maintain the premises, service, facilities, installations, furniture, equipment, fitting and fixtures that exclusively serving DE, and
- shall share the management and maintenance (M&M) responsibilities in respect of the common areas or facilities of Government Accommodation (GA) with all other user agencies of on a proportional sharing basis.

For details, please refer para. 41-42 of Service Specifications.

Site Photo



Shared Loading / Unloading Bay



Parking Spaces

Site Video



Q & A (Premises-related)



Funding



Subventions

- An annual subventions for 60 places for 2026-27 of approximately 8.370 million (excluding site specific costs) with incorporation of 7% cut under PEP reflected.
- Rates and Management and Maintenance Fees in respect of the common areas or facilities, recognized by the SWD, will be reimbursed separately on an actual costs.
- LSG adjustments in line with the civil service pay adjustments and Composite Consumer Price Index.



For details, please refer para. 43 and footnote 4 of Service Specifications.

主頁 > 非政府機構資料室 > 津貼 > 津貼撥款 > 社會福利服務整筆撥款津助手冊及通告

社會福利服務整筆撥款津助手冊及通告

社會福利服務整筆撥款津助手冊

社會福利服務整筆撥款津助手冊 (2024年10月)

(2026年4月更新)

- 內容 (第一章至第九章)
- 附件及辭彙

醒目貼士 (2024年10月)

(2026年4月更新)

- 醒目貼士

其他文件

- 成本分攤「常見問題」(更新日期:2026年4月23日)
- 免除成本分攤的政府基金 / 資助計劃名單 (更新日期:2026年4月1日)
- 整筆撥款 / 整筆撥款儲備認可及非認可的成本項目參考清單 (2025年4月28日)





Notional Staff Establishment



- Registered Nurse
- Enrolled Nurse
- Occupational Therapist I / Physiotherapist I
- Occupational Therapist II / Physiotherapist II
- Personal Care Worker
- Social Work Officer
- Speech Therapist
- Clerical Assistant
- Workman
- Motor Driver



- The notional staffing establishment is devised by SWD as a reference for calculating subvention and should not be used for benchmarking the manpower and staff mix.
- NGOs which are held accountable for the use of public funds, may flexibly deploy staff according to operational needs and their human resources management policies, subject to compliance with FSA and the relevant statutory requirements (if applicable).

For details, please refer para.44 and footnote 7 of Service Specifications.

Funding and Service Agreement



A Time-defined 5 years

For details, please refer para.62 - 63 of Service Specifications.

Service Performance Standards



For details, please refer para.56 - 58 of Service Specifications.

★ Service Output and Outcome Indicators



Service Output Indicators

Service Output Standard	Service Output Indicator	Minimum Attainment Level
1	Average enrolment rate in a year	105%
2	Average daily attendance rate in a year	92%
3	Rate of formulation of ICPs for new service users within one month after admission in a year	90%

Service Output Indicators (Con't)

Service Output Standard	Service Output indicator	Minimum attainment Level
4	Rate of ICPs reviewed in a year	90%
5	Percentage of part-time users by headcount in a year	20%
6	Total number of programmes / sessions on mental health services (including dementia care services) provided in a year	39

Service Outcome Indicators

Service Outcome Standard	Service Outcome indicator	Minimum attainment Level
1	Percentage of the service users indicating satisfaction with the overall services in a year	80%

Essential Service Requirements



- The DE shall operate **12 sessions** per week from **8:00 a.m. to 6:00 p.m., Mondays to Saturdays**, excluding Public Holidays.
- The DE shall provide EHS on a need basis.
- There shall be **at least one professional staff** (i.e. enrolled or registered nurse, physiotherapist, occupational therapist or registered social worker) **to supervise** the provision of the DE service **at all times** during the service hours.
- For professional services provided by speech therapist, the Service Operator **may hire services from qualified professional organisations.**

For details, please refer para.59 of Service Specifications.

16 Service Quality Standards (SQSs)

SWD will monitor the quality of service in accordance with the **SQSs** and the Service Operator's compliance with the proposal, the Service Specifications and the FSA.



★ **New Clauses in Service Specifications**

Safeguarding National Security in Hong Kong

For details, please refer paras. 2, 68 & 70
of Service Specifications



Assessment of Application

- A Vetting Committee will be set up.
- Quality assessment of the proposals submitted.

For detail, please refer to “Guidelines Proposal on Day Care Centre for the Elderly (60 day care places)”
(Annex 7)



Marking Scheme

	Quality Aspects	Scores
A	Service Provision and Operational Plan	132
B	Strategic Alliance and Planning of Service Commencement	64
C	Service Performance Management	20
D	Human Resource Management	20
E	Detailed Description of Enhanced and Achievable Initiative(s)	34
F	Echoing / Supporting Government Policy	30
	Total Scores	300

For details, please refer Annex 7 – Guidelines for Proposal on Day Care Centre for the Elderly

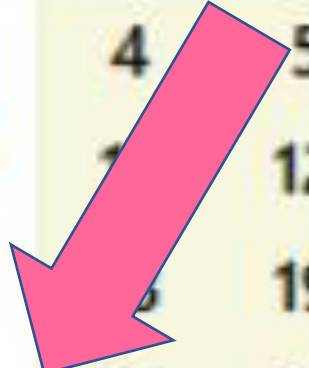
Assessment Criteria

- Passing criteria: **50%** (150 marks) **of the total scores** (300 marks)
- In the event that **two or more proposals obtain the same highest total score**, the proposal will be ranked higher in the following descending order:
 - the proposal obtains **higher score in Quality Aspect (A)** (i.e. Service Provision and Operational Plan);
 - the proposal obtains **higher score in Quality Aspect (B)** (i.e. Strategic Alliance and Planning of Service Commencement).

Implementation Schedule

Schedule	
29 June 2026	Invitation for Proposals
10 July 2026	Briefing Session
31 July 2026	Closing of Submission
November 2026	Announcement of Result
December 2026	Site Handover
July 2027	Commencement of Service

July 2026						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Submission of Proposal



★ Submission of Proposal



We expect the proposal...

- To clearly articulate the **service scope, detailed service plans, delivery methodology** and **expected outcomes** to be seen; and
- To demonstrate a **strong customer-centric approach** and exhibit **flexibility** to respond changing needs of elderly service users.

★ Submission of Proposal (con't)

Each applicant (including joint applicants) is allowed to submit **only ONE proposal** (including the supporting document of strategic alliance) under seal in:

- **1 original copy;**
- **6 hard copies; and**
- **2 CD-ROMs**



Each with the completed **Prescribed Form for Proposal (PFP)** in MS Word 2000 or above format.

Submission of Proposal (con't)

Completed PFP should:

- **NOT exceed 24 pages** (A4 size) in total as applicable to the whole of Section 3 of PFP (including textual content, tables and / or charts in whatever presentation but readable format plus annexes and attachments to substantiate / supplement, if any), unless specified otherwise.

Submission of Proposal (con't)

Completed PFP should:

- In addition to the maximum 24 pages, **one SEPARATE PAGE (A3 size) for layout plan** under the quality aspect of B2; and
- **One SEPARATE page (A3 or A4 size) for the organisation chart** showing the number of staff and levels of accountability with job descriptions under the quality aspect of D1.

Submission of Proposal (con't)

- The applicant shall submit the **typed** proposal in English or Chinese using the PFP.
- The applicant shall strictly follow the **Guidelines for Proposal (Annex 7)** and provide the required information in accordance with the sections specified in the PFP.
- SWD **will not make cross-references** to content provided under other sections of the PFP.
- Any information **exceeding the prescribed 24-page limit will not be considered** for assessment.
- Information **copied directly from the Service Specifications** without further elaboration will not be awarded any score.



Submission of Proposal (con't)

Supporting documents for the strategic alliance

- The applicant **is not required** to enter information in **B1 of Section 3** of the PFP. Written supporting documents related to the strategic alliance **are excluded** from the 24-page proposal limit and should be **submitted separately** from the PFP.
- The applicant **must complete Annex 1** of the PFP and provide documentary proof of collaboration with each relevant party (**except service units operated by the applicant's same organisation**). Such proof may include supporting letters from collaborative stakeholders, specifying details of strategic alliance and the nature of collaboration with each party in achieving the objectives set out in **B1.1, B.1.2 and B.1.3** in Section 3 of the PFP.
- Self-certified document(s) provided by the NGO applicant **would not be accepted** as the supporting documents.



Submission of Proposal (con't)

Activities / programmes supporting the government's policy

- The applicant **is not required** to enter information in **F1 of Section 3** of the PFP. Written supporting documents related to the activities / programmes organised and conducted in support of the government's policy **are excluded** from the 24-page proposal limit and should be **submitted separately** from the PFP.
- The applicant **must complete Annex 2** of the PFP and provide documentary proof such as leaflets / pamphlets or other relevant information on **a maximum of 30 activities / programmes** organised and conducted in support of the government's policy in the past three years counted from the close of application for this invitation for proposals (i.e. 31 July 2026).



Special Highlights



Your Proposal **will NOT** be considered if you fail to

		Related Areas
*	submit the required copies and CD-ROMs.	Part B of Annex 7
*	follow the prescribed format, including font type, size, margins and spacing.	Section 3
*	provide the supporting proofs / documents as required in case the applicant NGO is not currently receiving subventions.	Section 2
*	arrange the page numbers from 1 onwards and ensure Section 3 of the PFP does not exceed 24 pages.	Section 3 of PFP
*	properly index the documentary proofs in corresponding to the Annex 1 and Annex 2, as well as place it in a binder as stated.	Part B and Part F of PFP
*	submit the proposal signed by the Head of the applicant	Section 5

★ Submission of Proposal (con't)

Before 5:00 p.m. on 31 July 2026 (Friday) to :

Director of Social Welfare
[Attn.: Ms. CHOW Siu-wai. Jackie / Senior Social Work Officer (Elderly)8]
CCSSS / Elderly Branch
Social Welfare Department
Room 2361, 23/F, Wu Chung House,
213 Queen's Road East,
Wan Chai, Hong Kong

The application in a sealed envelope marked **CONFIDENTIAL** –

“Application as Operator of Day Care Centre for the Elderly (60 subvented places) at G/F, Government Accommodation, 18 Shing Fung Road, Kai Tak”

Late submission, submission by email or facsimile will NOT be considered

★ Q & A



**Thank
You**

