

Social Welfare Department

Questions & Answers

Briefing Session on Invitation for Proposals
for Operating a New Day Care Centre for the Elderly (DE) at
G/F, Government Accommodation, 18 Shing Fung Road, Kai Tak
(10 July 2026)

A. Architectural Perspectives

Q1	Are there any windows in DE premises?
A1	Given that windows are only provided along the left side and adjacent to the yard area, the service operator shall make full use of windows to optimize ventilation and lighting.
Q2	Where is the proper location to install the air-conditioning units (A/C units)?
A2	The A/C outdoor units can be arranged to install on the flat roof located on the second floor.
Q3	What is the height from the structural floor to the ceiling slab and is suspended ceiling required?
A3	The floor-to-floor height within the premises is approximately 4.8m. For the provision of suspended ceiling, please refer to the service specifications.
Q4	Is the size of the functional rooms be changed?
A4	Functional rooms are required to be designed according to the Schedule of Accommodation (SoA). All individual items should remain within the allowed deviation ceiling of 10%, while the overall deviation must not exceed the acceptable limit of 5%.
Q5	Is there any drainage system for laundry area?
A5	Draining provision is reserved at sunken area within the premises.
Q6	Any key points for the project specific requirements such as Schedule of Accommodation?
A6	When you are going to work out the layout design, certain requirements including Schedule of Accommodation (SoA) and Technical Schedule (TS) shall be observed. In addition, a comparison table include all individual functional area should be provided.
Q7	Is it possible to change the location of the accessible toilet or alter the exterior walls of the premises?
A7	The service operator is reminded to submit all necessary prescribed works to Building Department for approval. The service operator is also reminded that the associated costs related to relocation of accessible toilet and/or alter of exterior walls are not included in the Fitting-out cost. Alteration works involving the exterior walls are not recommended, as they adjoin the common area and prior approval from Building Management Office should be obtained.

B. Service Perspectives

Q1	Do the “services” mentioned in E2.2 under Section 3 of the Prescribed Form for Proposal (PFP) include night-time hours, home care services and/or other types of services?
A1	Applicants may propose any type of services that meet the needs of service users and their carers, with a detailed description of how the proposed services will ensure service continuity.
Q2	Is it required to have a professional staff on duty in the DE during the Extended Hours Service?
A2	The service operator shall ensure that 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, including during the operating hours of Extended Hours Service.
Q3	Can we source physiotherapy or occupational therapy services from a relevant company instead of hiring direct staff for the DE?
A3	To ensure the provision of professional, comprehensive and continuous care for DE service users, it is recommended that stable and qualified physiotherapists and occupational therapists be employed on a long-term basis, except for temporary arrangement during the absence of such staff pending further recruitment. For speech therapy, the Service Operator may consider engaging qualified professional organisations to deliver the services.
Q4	Are the written supporting documents for the strategic alliance required in original copies? Are there any restrictions regarding the elaboration in Annex 1 of the PFP?
A4	The applicant is not required to enter information in B1 of Section 3 of the PFP. Except font styles and font sizes, there are no page limitations on the elaboration in Annex 1. 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. The separate written documents should include the original copies, be properly indexed with clear categorization, and corresponded to the content mentioned under the quality aspect of B1 in Section 3 of the PFP. Self-certified document(s) provided by the NGO applicant would not be accepted as supporting documents.

Q5	Would you consider forming the strategic alliances with the DECC(s) / NEC(s) in other districts?
A5	The Strategic Alliance identified in B1 of PFP should be within the serving district of the DE. Should you propose forming strategic alliance in other districts, rather in serving district, please justify the proposal and explain how meaningful and synergy would be achieved through cross-district partnership.
Q6	Would the service units operated by the applicant's organization be regarded as a Strategic Alliance?
A6	Service unit(s) operated by the applicant's same organisation will not be regarded as collaborative stakeholders under Strategic Alliance.
Q7	Are the written supporting documents for the Activities / Programmes Supporting the Government's Policy required in original copies? Are there any restrictions regarding the elaboration in Annex 2 of the PFP?
A7	The applicant is not required to enter information in F1 of Section 3 of the PFP. Except font styles and font sizes, there are no page limitations on the elaboration of Annex 2, which are excluded from the 24-page proposal limit. The applicant must complete Annex 2 of the PFP and may, optionally, 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 counting from the close of application for this invitation for proposals (i.e. 31 July 2026).
Q8	Are there any time restrictions of using the shared Loading / Unloading Bay or the parking spaces for the service users to get off the private light bus?
A8	As the shared Loading / Unloading Bay located near the DE, it is preferable for DE service users to alight from the private light bus at this location rather than at the parking spaces which are on the basement floor. A detailed time schedule and operational arrangement will be discussed and coordinated with other service operators in the Government Accommodation upon selection of service operator.
Q9	We noted that the annual subvention for this project (i.e. 8.370 million) is lower than the previous project in Sheung Shui (i.e. 9.211 million), even though both projects have same service capacity?
A9	The annual subvention of this project excludes site-specific costs, whereas the subvention for another DE in Sheung Shui includes site specific costs. The overall annual subvention for these DE is comparable. For details, please refer to paragraph 43 and footnote 6.
Q10	Are there any specific font style and font size requirements for Annex 1 and Annex 2 of PFP?
A10	Yes. The contents of PFP, including text, table(s), chart(s), annex(es) shall be presented in a 13-point in font size in "Times New Roman" or "新細明體". Please refer to the "Key Points to Note" outlined in part D of Annex 7.