

**Invitation for Expression of Interest (EOI) for the  
provision of tender opening administrative consultant services under  
Smart Tender by Professional Accountant or Auditors for  
the Urban Renewal Authority**

**Brief notes**

**A. Background**

The Urban Renewal Authority (URA) is a statutory body to undertake, encourage, promote and facilitate urban renewal of Hong Kong, with a view to addressing the problem of urban decay and improving the living conditions of residents in old districts. The “Building Rehabilitation” is one of our core businesses to provide financial subsidies and technical assistance to building owners for promoting and facilitating proper repair and maintenance of buildings.

To mitigate the risk of tender rigging, the URA has launched Smart Tender Scheme (“ST”) since May 2016 with aim at assisting the building owners who prepares for building rehabilitation works.

One of the services provided by ST is assisting the building owners in procuring consultants and contractors through the electronic tendering platform. Additionally, a Professional Accountant (PA) is assigned to assist the building owners in recording the tender price quoted by the consultants or contractors during the Tender Opening Formality (TOF) at the URA’s offices or designated locations.

Approximate 4,400 TOFs are expected to be conducted during the contract period.

**B. Basic scope of services**

- (a) Provide 1 no. of Certified Public Accountant (CPA) together with sufficient assistants as agreed by the URA to conduct the tender opening in presence of the building owners.
- (b) Record the tender prices according to the submissions provided by the tenderers.
- (c) Prepare and endorse a tender opening form, which will then be providing to the building owners for record.
- (d) Conduct a video recording throughout the entire tender opening process and provide a digital record into Universal Serial Bus (USB), Compact Disc (CD) or any storage medium as specified by the URA to the building owner.

**C. Pre-qualification criteria**

The company which indicates interest to submit tenders and fulfills the following pre-qualification criteria:

- (a) The company shall have been established in Hong Kong for not less than 2 years before the closing date of the EOI; and
- (b) The company shall be currently providing the accounting or auditing services in Hong Kong; and
- (c) The company shall have at least 3 directors or partners before the closing date of PQ; and
- (d) The company shall have at least 4 CPAs <sup>Note (1)</sup> before the closing date of the EOI. These CPAs could be either the full-time or part-time in-house staff of the company.

Note (1):

- i. The CPA is a qualified member who has registered with the Hong Kong Institute of Certified Public Accountants (HKICPA) or who has registered with overseas professional bodies recognized by the HKICPA under “Reciprocal membership agreement” or “Mutual recognition agreement”.
- ii. The CPA shall be proficient in both Cantonese and English, and can read and write in Chinese and English.

**D. Pre-qualification form**

Please check it out from the EOI's notice as mentioned.

**E. Briefing session**

Upon conclusion of the EOI exercise, the URA will arrange a briefing session for those who have submitted their EOI. This session is tentatively scheduled in middle of November 2024. Notification will be sent by email accordingly.

**F. Submission of the EOI**

Interested parties should place your submission in an envelope marked “**EOI for the provision of tender opening administrative consultant services under Smart Tender by Professional Accountant or Auditors for the Urban Renewal Authority**” and address the envelope to

**Mr. Alvin Cheng, Senior Manager (Building Rehabilitation)**  
**Urban Renewal Authority**  
**Building Rehabilitation Division**  
**Flat B, G/F, 777-783 Yu Chau West Street, Kowloon**

The expression of interest deadline is **on or before 12:00 noon on 8 November 2024 (Friday)**. Late submission will not be accepted.

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