

Item 1.5 – Building Management Systems including Hardware and Software

Please name your documents in the following numbering index:-

<u>Items</u>	<u>Index No.</u>
Company profile	
- Company name, their profile and organization chart of all the related companies with the Applicant under the same holding company in accordance with the provisions in Section 13 to 15 of the Companies Ordinance (Cap. 622) of Hong Kong	1
- Year of establishment with supporting documents including copy of Business and Company Registration	2
- Manpower Resources (Direct Staff) for Maintenance or Installation of Building Management System	3
- Inventory and Logistic Control (e.g. storage provision, availability of spare parts, special tools & equipment, inventory and logistic control systems, source of spare parts suppliers)	4
Job reference in the past 10 years (based on Contract commencement date)	
- Proven job reference of maintenance or installation of Building Management System in office, commercial or residential properties Please provide details of client, site location, description of contract works, contract commencement and completion date, location of the system (clubhouse, residential properties, commercial properties, office building), type of the system with number of DDC.	5
Technical Competence	
- Copy of relevant trade of License	6
- Proven experience of maintenance or installation of the following Building Management System installations: a) Client Server / backbone network providing real-time information to workstations on the Distribution network b) High-speed data transmission with peer-to-peer between System DDC controllers and workstations on local area network c) Software modification including LONWORKS, BACNet and Modbus network for seawater cooled chiller and air cooled chiller plant, AHU, PAU and VAV box control, ventilation fans d) Hardware modification for HVAC Control including Sensor, seawater cooled chiller and air cooled chiller plant, AHU, PAU and VAV box control, ventilation fans e) System integration with Electrical Power Distribution Monitoring (EPDM) f) System integration with Automatic Fire Detection System g) System integration with Lift & Escalator System h) System integration with MVAC System (air cooled chillers, fresh water cooled chillers, seawater cooled chillers, AHU, PAU, VAV box, ventilation fans, pumps) i) System integration with Lighting Control j) Qualification of Registered Electrical Contractor and Workers	7
Quality Management	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 (if any)	8

Safety Management	
- Safety Policy/Statement	9
- Safety Management Plan (e.g. Safety organization, health and safety training, in-house safety rule and regulations, program for inspection to hazardous condition, job hazards analysis and control, personal protection programme, accident/dangerous occurrence investigation and reporting, emergency preparedness, safety committee, safety promotion, health assurance programme, evaluation, selection and control of sub-contractors, review of safety management system, safety audit)	10
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	11
Environmental Management	
- Environmental Management Policy/Statement	12
- Environmental Management System with ISO accreditation	13
Prequalification Questionnaire	
- Compliance to Supplier Code of Practice	14
- Integrated Management System Policy	15
- Corporate Responsibility Questionnaire	16
- Environmental Management Questionnaire	17