

ENVIRONMENTAL PROTECTION DEPARTMENT

CONSULTANT'S PROFILE

AUTHORISATION

I hereby authorise the Environmental Protection Department (EPD) to use the information

*I /my Company have provided in my Consultant's profile proforma, and any other information

*I /my Company have provided to the EPD for the purposes of updating the EPD's Directory of Environmental Consultants (the Directory) which will be used, amongst other purposes, as a source of information for longlisting or shortlisting of consultants for EPD's projects ^{Note 1}.

Signed for and on behalf of: _____

Signatory, Name & Position: _____

Date: _____

Company Chop

This proforma should be returned to :

Environmental Protection Department
4/F, East Wing
88 Victoria Road
Kennedy Town
Hong Kong
(Attn: AE(TD)14)

Tel: (852)2872 1890

Fax: (852) 2872 0501

* Delete as appropriate.

Please refer to the notes at Annex for completing this proforma. Please inform the Environmental Protection Department for updating the Directory of Environmental Consultants as soon as possible if there is any change of information contained in this proforma.

1. **NAME OF FIRM/COMPANY**

2. **CONTACT INFORMATION**

Address :

Tel. No:

Fax No.:

Email Address ^{Note 3}:

Internet Homepage Address :

3. **RESIDENT PARTNER(S) / REPRESENTATIVE(S): (Max. 3)**

Name:

Title:

Name:

Title:

Name:

Title:

4. **BUSINESS REGISTRATION NUMBER:** ^{#Please provide a copy of BR Certificate}

5. **NAME & ADDRESS OF PARENT AND/OR ASSOCIATE COMPANY**

Name:

*Parent/ Associate

Address:

Name:

*Parent/ Associate

Address:

Name:

*Parent/ Associate

Address:

* Delete as appropriate.

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6. **DO YOU HAVE ISO 9001 CERTIFICATION ?** ^{Note 4} Yes / No *

If 'Yes', please provide a copy of the Certificate and the information below.

Certificate Number:	
Date of Issue:	
Date of Expiry:	

7. **DO YOU HAVE ISO 14001 CERTIFICATION ?** ^{Note 5} Yes / No *

If 'Yes', please provide a copy of the Certificate and the information below.

Certificate Number:	
Date of Issue:	
Date of Expiry:	

* Delete as appropriate.

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8. **SERVICES AVAILABLE AND ASSOCIATED STAFF RESOURCES** ^{Note 6}

Please provide staff resources with respect to number of Professional Staff under each category of services in the following table. Please note that information provided below will be also used to determine whether the consultant satisfies the requirement of “small consulting firm” as stipulated in DEVB Technical Circular (Works) No. 3/2013 “Procedures in the Selection of Consultants for Small Consultancy Assignment” ^{Note 7}. Please ensure that the provided information is correct. For definition of the data requested and the purpose of collecting the information, please refer to *Note 6*:

Category of Services	Service is Available (Y/N)	No. of Prof. Staff in HK <small>Note 6(a)&(b)</small>	No. of Prof. Staff Overseas <small>Note 6(a)&(b)</small>
S1. Air Pollution		()	()
S2. Chemical Waste		()	()
S3. Energy Management		()	()
S4. Environmental Audit/Environmental Management System Service		()	()
S5. Environmental Impact Assessment		()	()
S6. Environmental Noise		()	()
S7. Greenhouse Gas Management Services		()	()
S8. Hazard Assessment		()	()
S9. Laboratory Services		()	()
S10. Landscape and Visual Assessment		()	()
S11. Liquid Waste		()	()
S12. Procurement/Contract Strategy		()	()
S13. Solid Waste		()	()
S14. Urban & Regional Planning and Design		()	()
S15. Other Services Related to Environmental Work (Please list)			
a)		a) ()	a) ()
b)		b) ()	b) ()
c)		c) ()	c) ()
(Please use additional page(s) as necessary)			
Total Number of Professional Staff <small>Note 6(a)</small>			
(S1 to S15, but may not be a simple summation of S1 – S15)			
Total Number of Technical Staff <small>Note 6(c)</small>			

* Delete as appropriate.

Please refer to the notes at Annex for completing this proforma. Please inform the Environmental Protection Department for updating the Directory of Environmental Consultants as soon as possible if there is any change of information contained in this proforma.

9. BRIEF DESCRIPTION OF SERVICES AVAILABLE

For each category of services available, please give, in no more than 150 words, a brief description of consulting service offered and areas of special expertise available. Please use additional pages and attach to this proforma if the space provided below is not sufficient.

* Delete as appropriate.

Please refer to the notes at Annex for completing this proforma. Please inform the Environmental Protection Department for updating the Directory of Environmental Consultants as soon as possible if there is any change of information contained in this proforma.

10. CONSENT TO RELEASE OF INFORMATION

We would* / would not* like to give consent to Environmental Protection Department to release the information below in respect of the following arrangements: (a) uploading the information onto EPD's Internet Homepage for access by any Internet user; (b) extending authorization to release information to any government department and quasi-government organization for the purpose of environmental consultant selection and (c) releasing the below information to organization, company or general public upon request.

- Name of Firm/ Company;
- Telephone Number;
- Fax Number;
- Address;
- Email Address;
- Internet Homepage Address;
- Categories of Services Offered;
- Brief Summaries of Services Offered (for enquiry only, not to be posted on EPD's Internet Homepage).

- End of Proforma -

* Delete as appropriate.

Please refer to the notes at Annex for completing this proforma. Please inform the Environmental Protection Department for updating the Directory of Environmental Consultants as soon as possible if there is any change of information contained in this proforma.

Notes to EPD's Consultant's Profile Proforma

1. The information collected by this proforma will be used for the purpose of updating the EPD's Directory of Environmental Consultants (the Directory) which will be used as a source of information for longlisting or shortlisting of consultants for EPD's projects. The Directory will also be used for other purposes, such as policy consultation or distributing EPD's information etc., as deemed appropriate by EPD. For those consultants who have given written consent to EPD under Item 10, the contact information will also be posted on EPD's Internet Homepage or released to any Government department/ organization/ company/general public upon request. It should be noted, however, that the inclusion of any consultants into the Directory does not in any way imply recommendation or approval by the HKSAR Government and the non-inclusion of any consultants should not be construed as disapproval by the HKSAR Government.
2. Please inform the Environmental Protection Department for updating the Directory as soon as possible if there is any change of information.
3. For consultancies under the purview of the Engineering and Associated Consultants Selection Board (EACSB), documents for inviting expressions of interest with a total file size not exceeding 4MB will be sent to the e-mail addresses of the invited consultants through Internet. For details, please refer to the Works Bureau Technical Circular No. 17/2001 at <http://www.devb.gov.hk/filemanager/technicalcirculares/en/upload/155/1/wb1701.pdf>.
4. Subject to paragraphs 9 to 14 of the Works Bureau Technical Circular No. 13/2001 (accessible through <http://www.devb.gov.hk/filemanager/technicalcirculares/en/upload/158/1/wb1301.pdf>), the consultants for consultancy agreements approved by the EACSB are required to have obtained ISO 9001 certification.
5. ISO14001 certification is currently not a mandatory requirement for securing projects with EPD.
6. The information on staff resources requested in Item 8 of this proforma is in line with the EACSB's Consultant's Profile Proforma in Appendix 2.1 of the EACSB Handbook (accessible through http://www.cedd.gov.hk/eng/publications/handbook_circulars/index.htm except that the categories of services available are specific to environmental work. The information will be referred, amongst others, in selection of consultants for small consultancy agreement. For details, please refer to DEVB Technical Circular (Works) No. 3/2013 - Procedures in the Selection of Consultants for Small Consultancy Assignments at <http://www.devb.gov.hk/filemanager/technicalcirculares/en/upload/323/1/C-2013-03-0-1.pdf>.
For completing the table, please note the followings:
 - (a) A professional staff member is defined as a person who is a corporate member/possesses the qualification and experience required for acquiring the corporate membership of an institution relevant to his/her particular field of expertise.
 - (b) The same staff may be shown against more than one Service. Where this is the case please indicate both the number of staff qualified for the particular Service and (in brackets) the number who have also been included against other Services.

* Delete as appropriate.

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e.g. Environmental Impact Assessment 10(8) means 10 professional staff are suitably qualified to undertake Environmental Impact Assessment and 8 of these are also qualified to undertake other services.

- (c) A technical staff member is defined as a person who has a degree, a diploma or similar qualifications relevant to his/ her particular field of expertise.
7. DEVB Technical Circular (Works) No.3/2013 "Procedures in the Selection of Consultants for Small Consultancy Assignments" has stipulated the requirement of "small consulting firm". (accessible through <http://www.devb.gov.hk/filemanager/technicalcirculars/en/upload/323/1/C-2013-03-0-1.pdf>):
- (a) A consulting firm will be considered for the assignment if the total number of its works-related professional staff, for example, engineers, architects, surveyors, planners and landscape architects, does not exceed 10 [or 15 as determined according to paragraph 13 of DEVB TCW No. 3/2013]. At least half of the professional staff must be Hong Kong-registered professionals or corporate members of Hong Kong professional institutions in the appropriate disciplines. For a joint venture, it will be considered for the assignment if the total number of works-related professional staff in the joint venture does not exceed 10 [15 or 20, as determined according to paragraphs 11 to 13 of DEVB TCW No. 3/2013] and the number of works-related professional staff in each of the individual participant/shareholder does not exceed 10 [or 15 as determined according to paragraph 13 of DEVB TCW No. 3/2013].
- (b) The consulting firm shall be registered and maintain an active office in Hong Kong.
8. With effect from 19 June 1997, the Air Pollution Control Ordinance requires that only asbestos professionals registered under the Ordinance can carry out works involving asbestos. The duty of the registered asbestos professional is to ensure that asbestos work is carried out conforming to the requirements and procedures described in the code of practice published under the law. For details regarding the registration as asbestos professionals under the Ordinance, please contact:

Asbestos Management & Control Section
Environmental Protection Department
24/F, Southorn Centre
130 Hennessy Road
Wan Chai
Hong Kong
Tel: (852) 2835 1875 Fax: (852) 2834 9960

* Delete as appropriate.

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