



## Building Maintenance Smart Tips

This pamphlet provides Owners Corporation (OC) members and building owners a quick grasp of the key measures recommended for preventing corruption and malpractices in building maintenance projects.

### ▶ Integrity Management

#### *Management of Conflict of Interest*

- ☑ require OC members to avoid and, if unavoidable, declare any actual or perceived conflict of interest;
- ☑ properly record any conflict of interest declared and the decisions as well as actions taken;

#### *Probity Requirements for OC Members, Consultant and Contractor*

- ☑ prohibit OC members, consultant and contractor from soliciting or accepting any advantage on account of handling the OC's business;
- ☑ lay down the probity requirements for OC members in a code of conduct, and require the consultant and contractor to issue probity guidelines to their employees and agents involved in the building maintenance project;

### ▶ Appointing Consultant and Contractor

#### *Drawing up Scope of Consultancy Services/ Maintenance Works and Inviting Tenders*

- ☑ determine and clearly specify in the tender documents the essential services/ works items required;
- ☑ adopt open tendering to minimise the risks of tender collusion, and include probity and anti-collusion clauses in the tender invitation documents;

#### *Evaluating Tenders and Conducting Tender Negotiation*

- ☑ lay down the tender evaluation criteria before tender opening, and justify and document the reasons if the best offer is not recommended;
- ☑ avoid conducting tender negotiation to minimise the risk of corruption and malpractices, and if it is considered necessary, conduct tender negotiation only with the tenderer with the best offer;

### ▶ Supervising Maintenance Works and Managing Contracts

#### *Progress Monitoring and Quality Checks*

- ☑ require the consultant to submit a site supervision plan and report on a regular basis on the progress and quality of work done;
- ☑ require the contractor to submit measurement records and site photos for hidden works;

#### *Contract Payments and Variations*

- ☑ require the contractor to submit invoices with photos and details on the actual quantities of work done in its payment claims;
- ☑ require the consultant to justify the need for and provide cost estimate of any variations requested, and for major/ costly contract variations, consider engaging an independent consultant to provide cost advice;

### ▶ Knocking on the Right Door

- ☑ know the scope of services and technical support provided by various government departments and public organisations, so as to seek direct assistance and timely advice from them for better managing the projects and preventing corruption and malpractices.

Up-to-date and detailed ICAC services and educational and reference materials pertaining to building maintenance, including relevant anti-bribery law, corruption-prone areas, and procedural safeguards are available in our website: [www.bm.icac.hk](http://www.bm.icac.hk). For enquiries, please call **2929 4555**. To report corruption, please call **25 266 366** (24-hour) direct.



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**BUILDING  
MAINTENANCE  
CORRUPTION  
PREVENTION**

**Smart Tips**



## 樓宇維修提提你

本單張為大廈業主立案法團（法團）成員及業主簡介有關樓宇維修工程的重要防貪措施。

### 誠信管理

#### 處理利益衝突

- ☑ 要求法團成員避免任何實際或被視為有利益衝突的情況；如果不能避免，應向法團作出申報；
- ☑ 妥為記錄任何有關利益衝突的申報及法團所採取的跟進行動；

#### 對法團成員、顧問及承建商的誠信要求

- ☑ 禁止法團成員、工程顧問（顧問）及承建商利用處理法團事務而索取和收受任何利益；
- ☑ 為法團成員制訂包含誠信要求的行為守則，並要求顧問和承建商向參與相關大廈維修工程的員工及代理人發出誠信指引；

### 聘任顧問和承建商

#### 制訂顧問服務和維修工程的範圍及進行招標

- ☑ 擬訂顧問服務 / 維修工程項目，並於招標文件中清晰列明；
- ☑ 採用公開招標以減低圍標的風險，並於招標文件中加入誠信及反圍標條款；

#### 評標及議價

- ☑ 開標前預先擬訂好評標準則，如根據評標準則被評定為最佳的標書不獲推薦，須有合理原因，並將原因記錄在案；
- ☑ 儘量避免進行議價以減少貪污舞弊風險；如經法團考慮後決定需要議價，應只與獲評為最佳的投標者進行議價；

### 監督維修工程及管理合約

#### 進度監督和質量檢查

- ☑ 要求顧問提交一份工程監督計劃書及定期匯報維修工程的進度和質量；
- ☑ 要求承建商提交有關隱蔽工程的施工測量記錄和施工相片；

#### 付款及工程更改

- ☑ 要求承建商申請款項時提交附有施工相片的發票，而該申請亦應詳細記錄已完工的進度記錄；
- ☑ 若有工程更改，要求顧問解釋所需更改的原因和評估涉及的費用；若涉及重大 / 金額較高的更改，可考慮聘請獨立顧問提供費用估算和建議；

### 求助有門

- ☑ 清楚掌握不同政府部門和公共機構所提供的各項服務和技術支援的範疇，以便就樓宇維修工程及預防貪污舞弊等不同需要，可快速地向適當的政府部門或公共機構尋求適時的意見和協助。

如有興趣知道廉政公署有關樓宇維修最新的服務詳情及教育和參考資訊，包括反貪法例、較易滋生貪污問題的程序和防範措施等，歡迎瀏覽我們的網站 ([www.bm.icac.hk](http://www.bm.icac.hk))。如有查詢，可致電 **2929 4555**。若要舉報貪污，請致電 **25 266 366** (24 小時)。



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