

Admission Criteria for Contractor List for Solar Energy Generation (SEG) Installation (Contract up to HKD \$2.3 million)

1. Expertise

The contractor shall be a Registered Electrical Contractor and employ at least two nos. of full-time qualified technical staff with one ¹ having relevant experience on SEG system design and operation and the other staff ² with relevant experience on SEG system installation, testing and commissioning.

2. Job Experience/ Reference

The contractor shall have at least 3 years' relevant job experience in SEG installation and completed at least either:

- (a) five local installations with each of total generation capacity of at least 7 kW, or
- (b) one local project with aggregated generation capacity of at least 50 kW.

All installations / projects shall be grid connected or joined the Feed-in Tariff Scheme with proper evidences and testing and commissioning records and completed in the past 3 years at the time of application. Among them, at least one conducted and successfully completed the whole process of statutory submissions (such as statutory submissions under Minor Works Control System) to the Buildings Department. The contractor shall have maintenance experience and is executing or has completed at least 3 maintenance contracts in the past 3 years at the time of application. Each maintenance contract shall be with total generation capacity of at least 7 kW and contract period of not shorter than 1 year. Sub-contracts will not be considered as relevant job experience / reference.

3. Office and Testing Facilities

The contractor shall possess local office, workshop and storage space of at least 20 sq. metres each. The contractor shall also possess at least testing and measuring tools with valid calibration certifications issued by recognized institutions or accredited laboratories for anti-islanding test, total harmonic current distortion measurement, insulation test, RCD functional test and measurement, earth fault loop impedance measurement, cable continuity test and

¹ The qualification of the technical staff concerned shall at least possess:-

- A higher diploma or a higher certificate in building services or electrical discipline with minimum 3 years relevant experience in the Hong Kong Special Administrative Region of the People's Republic of China (HKSAR), or
- A degree from a University in building services or electrical discipline with minimum 2 years relevant experience in HKSAR

² The qualification of the other technical staff concerned shall at least possess:-

- An ordinary diploma or an ordinary certificate in building services or electrical discipline with minimum 3 years relevant experience in HKSAR, or
- A higher diploma or a higher certificate in building services or electrical discipline with minimum 2 years relevant experience in HKSAR.

voltage measurement.

4. Training, Documentation, Spare Parts and Maintenance

The contractor shall be able to provide the EMSD with necessary training, documentation, software licenses (if application), spare parts and maintenance works, or suggest satisfactory alternative arrangement that could ensure effective operation and maintenance of the system, equipment or software supplied and installed.

5. Statutory Obligations and Other Requirements

The contractor shall carry out the works in compliance with the statutory requirements and the following technical guidelines, guidance notes and design, operation and maintenance handbook issued by the EMSD:

- (a) Technical Guidelines on Grid Connection of Renewable Energy Power Systems;
- (b) Guidance Notes for Solar Photovoltaic (PV) System Installation; and
- (c) Handbook on Design, Operation and Maintenance of Solar Photovoltaic Systems.

6. Declaration of Convictions for Offences

The contractor shall declare that his/her company has not been convicted of any offence(s) in the Electricity Ordinance and the Buildings Ordinance and their legislation and regulations in relation to SEG installations in the past 2 years at the time of application. Without this declaration, the application will be assessed as "Fail".

The contractor is obliged to report to the EMSD immediately when his/her company is convicted of any offence(s) in the Electricity Ordinance and the Buildings Ordinance and their legislation and regulations in relation to SEG installations in the future. The EMSD will remove the contractor from the subject Contractor List in the event of conviction.

7. Declaration of Unauthorised Building Works

The contractor shall declare that his/ her company has not involved in or promoted which implies, encourages, persuades or assists to carry out any SEG installation works violating Buildings Ordinance or Buildings Ordinance (Application to the New Territories) Ordinance (e.g. UBW or illegal building elements). Once any installation work or promotion materials of the contractor violating Buildings Ordinance or Buildings Ordinance (Application to the New Territories) Ordinance is identified, the EMSD will suspend or remove the contractor from the subject Contractor List.