

SPORTS FEDERATION &
OLYMPIC COMMITTEE OF HONG KONG, CHINA

(39) in SFOC/ADM/2020/GC/GOVT/OTHERS

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*OFFICER
(ATHLETES COMMITTEE REPRESENTATIVE)*

Ms. Stephanie H.S. AU

9 June 2020

Mr. Anthony CHU
Clerk to the Public Accounts Committee
Legislative Council

Dear Mr. CHU

**Re: Public Accounts Committee
Consideration of Chapter 2 of the
Director of Audit's Report No. 74****Sports Federation & Olympic Committee of Hong Kong, China**

In response to your letter dated 2 June 2020, I now enclose the required information and documents to facilitate the Public Accounts Committee's consideration of Chapter 2 of the Director of Audit's Report No. 74.

Thank you for your attention.

Yours sincerely

Ronnie M.C. WONG, BBS, JP
Hon. Secretary General of SF&OC

c.c. Mr. Timothy FOK, GBS, JP, President of SF&OC
Secretary for Home Affairs (fax no. 2591 5536)
Secretary for Financial Services and the Treasury (fax no. 2147 5239)
Director of Audit (fax no. 2583 9063)

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Yuet-ngor GBM, GBS
Chief Executive
Hong Kong Special Administrative Region
People's Republic of China

*VICE-PATRON*The Hon. TSUI Ying Wai, Caspar JP
Secretary for Home Affairs
HKSAR Government
People's Republic of China

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Mr. Victor C.F. HUI GBS, JP

*HON. ADVISORS*Mr. PANG Chung SBS
Prof. LEUNG Mee Lee MH

HON. MEDICAL ADVISOR

Dr. Julian W. CHANG BBS

HON. LEGAL ADVISOR

Mr. Peter BROWN

(a)

In the past 3 years (July 2017 to June 2020), the Hong Kong Athletes Career and Education Programme (HKACEP) Committee conducted 10 committee meetings. Pursuant to the previous committee meetings, HKACEP Committee members had discussed and reviewed the support measures for the further development of serving or retired athletes regularly. Subsequently, a number of initiatives relating to the assistance offered by SF&OC are implemented as follows:

i) Education Support

Enhancement of HKACEP Education Scholarship Programmes -- extending the eligible subsidised course to Master Degree Courses; and relaxing the eligible sports achievements; for the purpose of encouraging more devoted athletes to join the programme;

Ontario eSchool Athlete Scholarship Program – launching a new scholarship programme for serving and retired athletes to obtain a recognised secondary school qualification via online study without time and venue constraints, and allows athletes to continue their tertiary education in Hong Kong and Worldwide;

Test of English for International Communication (TOEIC) -- launching a new scholarship programme for serving and retired athletes to obtain a recognised international accredited certificate on English language proficiency.

ii) Life Skills Training

“Stars to Shine” Mentorship Programme – a new programme which aims at providing newly retired HK athletes (mentees) with an additional avenue of learning through experience sharing and interaction with seasoned retired famous HK athletes who have successfully developed their second career and gained a wealth of working experience (mentors).

In accordance with the latest feedbacks from athlete members’ preferences on the life skills training courses, the HKACEP Office will organise a series of new and practical courses which can be conducive for athletes’ integration into the main stream society, and for their future career development or transformation. In addition, new team building activity will be introduced to sharpen athletes’ positive mindset and interpersonal skills to meet challenges ahead. Through the activity, it can enhance HKACEP’s bonding with the

existing athlete members and attract new athlete members to join the Life Skills Training programme.

iii) Career Support

“Athletepreneur Incubation Programme” – a new programme which aims to support HKACEP athlete members’ project initiatives in establishing their own Startup business by offering the Investment and Incubation funding scheme; and a series of entrepreneurship training workshops.

Management Trainee Programme – an enhanced management trainee programme which aims to provide career development opportunities for athletes who are interested in corporate management in banking and finance industry.

(b)

HKACEP Office will keep track on this situation and has offered appropriate assistance to the athlete participants accordingly, as well as consultation by HKACEP staff or liaising with EF to re-assign appropriate level of English online course, offer private tutorial lessons and face-to-face workshop, once the athlete participant encountered difficulties in the learning.

Following the recent HKACEP Committee meeting, a new regulation has been imposed that all applicants have to advance one level in four years, (i) after the successful enrollment or (ii) advancement of one level. In this connection, the applicants will be requested to drop out once they fail to meet with the regulation.

(c)

(i) Following the recent HKACEP Committee meeting, a new regulation has been imposed that all applicants have to submit and follow their reimbursement schedule in the undertaking form and make the first reimbursement within 24 months from the date of approval. In this connection, the approved scholarship will be cancelled once they fail to meet with the regulation.

(ii) The unclaimed scholarships will be pooled back to the HKACEP Education Scholarship Reserve Fund and to be granted to other new eligible applications.

(d)

	Job title	Major duties
1.	Head of Office	<ul style="list-style-type: none">- To contribute proactively to the development of effective strategies in promoting a drug free sport in Hong Kong;- To plan and implement the HKADC anti-doping programmes according to the Anti-Doping Rules of SF&OC & HKADC;- To ensure that work and practice of the HKADC comply with the World Anti-Doping Agency (WADA) guidelines;- To be responsible for the human resources management of staff members in the HKADC Office.
2.	Deputy Manager	<ul style="list-style-type: none">- To coordinate major events of HKADC;- To assist and coordinate meetings of HKADC and its related Panels;- To assist the Result Management process for doping cases;- To supervise the performances of the subordinates in the HKADC Office and the pool of part time Doping Control Officers.
3.	Assistant Manager (Testing)	<ul style="list-style-type: none">- To plan and coordinate testing;- To manage the HKADC Testing Pool;- To conduct drug testing and supervise the pool of part time Doping Control Officers.
4.	Assistant Manager (Education)	<ul style="list-style-type: none">- To develop and execute target group specific education / information programme on Anti-Doping;- To publish quarterly newsletter and other printed education materials;- To develop and execute publicity plans to promote the education programme.
5.	Assistant Manager (Liaison)	<ul style="list-style-type: none">- To coordinate with National Sports Associations on various aspects of the anti-doping programmes;- To develop and execute of target group specific education / information programmes on anti-doping;- To develop and execute publicity plans to promote HKADC and the anti-doping programme;

6.	Officer (Program)	<ul style="list-style-type: none"> - To assist in the testing programme; - To assist in the education and promotion programmes; - To assist in the collection of whereabouts from Testing Pools athletes;
7.	Assistant Officer	<ul style="list-style-type: none"> - To provide general administrative support to the HKADC office; - To provide support to the testing and education programmes; - To assist in preparing and handling office procurements, payments and contracts renewal;

(e)

Recruitment advertisement of Doping Control Officers (DCOs) will be publicly posted on the website on the Hong Kong Anti-Doping Committee when vacancy arises and also will be forwarded to some organizations such as the Auxiliary Medical Service. Certified DCOs are remunerated for their services at \$880 for out-of-competition test and at \$220 per hour for in-competition test. Newly recruited persons must attend mandatory basic trainings and examinations for certification. After certification, DCOs must attend annual training and a recertification examination every 2 years. There are 23 part-time Doping Control Officers (including certified and trainee) and around 44% of them are serving civil servants. All certified DCOs who are serving civil servants have declared that they have obtained permission to take up the part-time work.

(f)

(i) Disciplinary action such as ineligible to participate in competition would be taken if an athlete accumulated a certain number of whereabouts failures record within a certain period. The number of whereabouts failures recorded is 24 times in the past five years, but no athlete has accumulated up to the limit to trigger any disciplinary action. For all the whereabouts failures to be recorded, notices had been issued to the athletes.

(ii) For each whereabouts failure record, athlete could request for an administrative review of the case which would be conducted by the Doping Control Panel. The Doping Control Panel currently consist of a Chair and four other members. In the past five years, the Panel handled 2 administrative review cases through circulation and their decisions were to uphold the whereabouts failure records.

(g)

(i) The World Anti-Doping Agency (WADA) published statistical reports only on Testing Figures but there is no information on unsuccessful attempts. Therefore, the requested information on unsuccessful attempts is not available.

(ii) WADA has guidelines on the management of unsuccessful attempts on top tier athletes only but none for lower tier athletes. According to the WADA guidelines for unsuccessful attempts on top tier athletes, notice has to be issued to the athlete and request for explanations.

(h)

(i) In order for the Office of HKADC to conduct doping test without advance notice, athletes are required to submit their expected whereabouts information on an online system on a quarterly basis and update anytime when required during the quarter. Based on the submitted whereabouts, the Office then deploy the task to Doping Control Officers (DCOs) within a specified period before the day of collection of samples.

As improvement measures to address the issue, an internal guideline would be implemented so in case the athlete subsequently updated their whereabouts before the task after the deployment of DCOs, the Office would be alerted of the change and immediately inform corresponding DCO as far as practicable. It is not feasible for the Office to always provide the updated whereabouts of athletes to DCOs since athletes may update their whereabouts anytime during non-office hours (e.g. mid-night, early morning, weekends, public holidays) after the deployment of DCOs. Therefore, it can only be done as far as practicable.

(ii) The World Anti-Doping Agency has guidelines on the management of unsuccessful attempt on top tier athletes only. The six athletes who had not been asked to provide explanations were from a lower tier and therefore was misunderstood that it was not applicable to ask these athletes to provide explanations. However, the Office of HKADC actually has guidelines on the management of unsuccessful attempts on lower tier athletes.

(iii) No doping test had been subsequently conducted for Athletes E and G because sometimes doping tests were conducted on a random basis selected from the pool of athletes in each sport.

(iv) As improvement measures, an enhanced internal workflow would be implemented by the Office of HKADC and a more senior staff of the office would be assigned to follow up on the cases.

(i)

(i) The office spaces allocated for each tenant NSA was based on the number and the rank of staff members of each tenant NSA by the ex-Hong Kong Sports Development Board. After SF&OC's taking over the building in 2004, the development of Hong Kong sports has been growing tremendously, along with surging number of staff of tenants. As a result, the "Average gross floor area per staff" was various amongst tenants.

(ii) The MCOHL will review the office spaces on the basis of the existing staff number of each tenant and reallocate the office space of tenants after consulting HAB to solve the over-crowded situation in the short term.

(j)

Regarding the low utilization rate of meeting facilities, the MCOHL will strengthen the promotion towards the general public. Meanwhile, after reviewing the existing staff number of each tenant and the possibility of reallocating offices, the MCOHL will liaise with HAB to study the feasibility of converting some meeting rooms into office spaces. The initial proposal would be completed in the current fiscal year.

(k)

The SF&OC has reflected the over-crowded situation of the Olympic House to HAB since 2011. In 2013, the SF&OC has also expressed to use some of the office building in the Kai Tak Sports Park (KTSP) as the office accommodation of the NSAs. In 2015, the SF&OC has issued a questionnaire in order to understand the needs of the NSAs towards the KTSP. In 2018, the Olympic House redevelopment project was raised in the 2018 Financial Budget, the HAB started to carry out the technical feasibility study and discussed with SF&OC regularly. During the period of 2018-2020, HAB and SF&OC collected the statistics about the five-year plan and manpower forecast of each NSA so as to facilitate the office space allocation in the future Olympic House. The SF&OC hopes the redevelopment project would be endorsed and rolled out in the near future.

(l)

(i)

19 Purchases with single quotation				
	Purchase item	Amount in HK\$	Reason for single quotation	Follow up actions
SF&OC Secretariat				
1	Event Promotion (Production and publishing of the promotion material)	30,000	The relevant procurement was discussed in the event organising committee meeting in which the Committee Members agreed to select a particular channel for event promotion. The relevant supplier was the sole supplier for that selected channel.	SF&OC will record the discussion in the Committee meeting with more details. The Procurement Requisition Form will list out all other channels / suppliers which have been discussed at the Committee Meeting, so as to provide sufficient quotations for comparison.
2	International Multi-sports Games (Rental of photographic equipment)	82,740	Previous supplier was chosen for this procurement.	Correction was made after 2016. Sufficient quotations will be obtained in relevant procurements.
HKACEP Office				
3	Design of promotion material	20,000	As the mission of HKACEP is to help athletes to equip themselves with knowledge and skills for their easy integration into the society, the relevant staff had only asked an athlete with design knowledge to provide quotation in that procurement.	It is noted that seeking one quotation only from an athlete was not appropriate; that was only an individual case. Correction was made after 2017, subsequent relevant procurement did not only ask for quotation from athletes and would obtain sufficient quotations.

4	Cooperation with a TV programme (July 2017 to March 2019) (Production and broadcasting)	20,000	It was invited by a television broadcaster for a collaboration project for the production and broadcasting a programme about retired athletes. Therefore, procurement policy has not been followed to obtain sufficient quotations.	In future, the procurement policy will be enhanced. It is proposed that if there are collaboration project invited by external parties, prior approval from at least two elected Officers should be obtained, and will also try to find quotations from other parties for comparison (if applicable). In addition, the amount must be approved by proper approving authority in accordance with the procurement policy.
5	Media promotion	17,000	For each of these procurements, the relevant staff only approached the most popular media for quotation.	Although different suppliers were used each time, they did not meet the procurement policy. Relevant staff have been informed to obtain sufficient quotations in subsequent purchases.
6	Media promotion	30,000		
7	Media promotion	68,000		
8	Media promotion	31,000		
9	Website domain charge and website update services	5,660	The procurement only drew reference to the supplier adopted by another division, and no another quotation was obtained for comparison.	In future, other division's suppliers will be used as a reference only. Sufficient quotations in accordance with the purchasing amount should be obtained for comparison.
HKADC Office				
10	Testing Kits	36,472	Drawn reference to overseas anti-doping organizations and International Multi Sports Games, same overseas supplier was used.	Future procurements will try to obtain direct quotations from other overseas suppliers for comparison.
11	Testing Kits	38,014		
12	Testing Kits	33,331		
13	Testing Kits	28,817		
14	Testing Kits	48,285		
15	Testing Kits	46,048		

16	Replacement of firewall of computer system	12,650	The purchase only drew reference to the supplier adopted by another division, and no another quotation was obtained for comparison.	In future, suppliers adopted by other division will be used as a reference only. Sufficient quotations in accordance with the purchasing amount should be obtained for comparison.
17	Online backup storage plan (renewal)	14,280	As additional cost might be incurred for data transfer after the service expired, it was decided to renew the services with existing supplier and did not consider obtaining another quotation for comparison.	When considering renewal the services, the existing supplier cannot be the sole supplier. In future, when the service expired, proper procurement procedures should be carried out and sufficient quotations should be obtained for comparison.
18	Online backup storage plan (renewal)	16,320		
MCOHL				
19	Backup web server services (renewal)	12,000	As above	As above

(ii) Please refer to Appendix I_ii (English version only).

(iii) Please refer to Appendix I_iii (English version only).

HKACEP Office				
20	Portable Speaker Set		The purchase only drew reference to the supplier adopted by another division, as this portable speaker set would fit in existing in-house facilities, thus no other quotation was obtained for comparison.	In future, suppliers adopted by other division will be used as a reference only. Sufficient quotations in accordance with the purchasing amount should be obtained for comparison.
	- Wireless Portable PA System	4,618		
	- Wireless handheld Microphones	1656		
	- MP3/SD/USB Player Module	400		
	Total:	6,674		

***Note by Clerk, PAC:** Appendix I_iii not attached.

(iv) The Director of Audit's Report mentioned that there were 20 procurements obtained single quotation. SF&OC has reviewed those procurements. SF&OC has already corrected the practice for certain similar procurements, while the other procurements will be corrected in the next occasion to ensure that all procurements are following the procurement requirements by obtaining the required numbers of written quotations and seeking the relevant approving authorities before purchase.

In addition, SF&OC has provided familiarization programme for new employees about the procurement requirements. SF&OC has formed an internal working group to review the procurement policies and principles and its recommendations and proposed amendments will be submitted for approval. If the procurement policies and principles are revised, SF&OC will explain them to the staff to ensure their compliance with the newly revised procurement requirements and to ensure that even if only a single quotation is obtained under exceptional circumstances in future, the staff shall provide sufficient justification with proper record.

(m)

(i) Taking one of the sports competed in 18th Asian Games in Jakarta as an example, SF&OC received a request from a few athletes and coaches that they were required to travel to other cities for another competition right after the 18th Asian Games and the NSA requested SF&OC to approve the NSA/athletes concerned to arrange their own air tickets and to reimburse the air fares accordingly. The request was submitted to Hon. Secretary General for consideration and a maximum reimbursable amount was suggested according to the average economy class round trip air fare of other Hong Kong, China Delegation members (i.e. air fare mentioned in the sponsorship agreement), such amount was lower than the amount approved by Home Affairs Bureau. After approved by Hon. Secretary General, the NSA concerned was informed such arrangement and was requested to present the original invoices within one month after the conclusion of the 18th Asian Games as a supporting document for reimbursement.

(ii) To set a maximum reimbursable amount for air fare, SF&OC would make reference to most of the economy class round trip air fare of other Hong Kong, China Delegation members to fit the situation of different Games.

SF&OC will try our best to formulate guidelines on reimbursement of fees before the Games, and emphasize the importance of following the guidelines to NSAs.

(iii) SF&OC will review the existing procurement policies and guidelines to improve its details and formulate guidelines on reimbursement of fees.

(n)

(i) Such sponsorship agreement and facilitation were set with two different airlines. The following details were confidential and shall be used as restricted reference only.

[Redacted content]

[Redacted content]

[Redacted content]

(ii) Usually, the Organizing Committee will conduct a Chef de Mission Seminar one year or half years before the Games. After the seminar, SF&OC will decide the route for Hong Kong, China Delegation members to the Games cities by considering factors including the real situation as given by the participants of CDM Seminar and information provided by the Organizing Committee (e.g. port of entry, etc), as well as to evaluate the shortest route between Hong Kong and the Games cities (including waiting time in transit port), the frequency of flights, the possibility to have baggage direct transit, etc. After that, as required by the HAB Subvention approval letter, SF&OC will approach airline of that route for sponsorship to provide discounted air fare, excess baggage allowance, facilitation in transit etc. If no airline can provide such arrangement, SF&OC will follow the Procurement Guideline to re-arrange. If it can be arranged, further details on the sponsorship agreement and facilitation will be discussed with the airline. The sponsorship agreement will be reviewed by Hon. Secretary General and then submitted to President for checking and signature. Then, SF&OC will engage the airline according to the exemption mentioned in the Procurement Guideline.

(iii) Since the related sponsorship agreement was vetted by different levels, including several levels of staff and Directors, the risk level was reduced to minimum. To further improve, SF&OC will review the existing procurement policies and guidelines to improve its details and, according to Audit Report, to set up guidelines for exemption procedure and to obtain quotation from other airlines which can provide the same service requirements.

(o)

According to the Audit Report 2.59(d), the procurement item was the maintenance service of the lift in Olympic House. The responsible staff members were at fault for asking two instead of three service providers to provide quotations for the approval of two elected Officers, and not seeking approval of the President via a Director as set in the procurement guidelines. Staff members were reminded to be cautious when doing procurement and make sure to obtain sufficient quotations for comparison.

Part 3: Government funding and monitoring

(p)

The members of the Olympic House Management Committee are all SF&OC's Directors (except the representative of HAB). Though there was no meeting held during the period of 30 March 2017 to 31 December 2019, MCOHL has submitted reports at every SF&OC Board Meeting. SF&OC Directors discussed important issues of the Olympic House such as the redevelopment project and other improvement works in the meetings. MCOHL also reported to the HAB through the quarterly reports.

(q)

The composition of MCOHL Board of Directors and its tenure is at Appendix q (Chinese and English version).

(r)

(i) The SF&OC Sports Legacy Company Limited (SLCL) was setup in 2015 and registered as a charitable organization under section 88 of the Inland Revenue Ordinance in March 2016, which promotes sports and blends character and career development for students in underprivileged schools and retired/retiring athlete coaches. The scope of its services has been extended to better serve the needs of the community (page 6, 1.6 of the Report). The background of setting up the SLCL was fully endorsed by HAB in 2015, even though the charging of subvented rates has not been fully discussed and explicitly agreed.

(ii) It was agreed that the undercharged management fees for SLCL between 2015-2016 and 2018-2019 would be settled by SF&OC. While the future charging of management fee needs to be further discussed with the landlord (i.e. HAB) and necessary measures will be taken to avoid the reoccurrence on the cross-subsidisation between subvented programme with non-subvented programme.

(s)

(i) The performance indicator on the attendance to international conference or training courses was not met due to the position of the Head of Office in 2014-15 was vacant for about 4 months at that time. In view of the reduced number of staff in the office, one of international conference or training courses was not attended.

(ii) Annual reports on anti-doping activities summarized the statistics and information for each National Sports Association's reference in terms of their participation in the testing programme and education programme.

(iii) In view of past years of not achieving certain performance indicators, SF&OC had already established more realistic indicators since 2018-19 and they had been achieved in 2018-19 and 2019-20.

(t)

(i) According to the best practices mentioned in Table 21, SF&OC will implement according to the following timetable:

Best practice category	Best practices pending implementation	Arrangement
Board governance (e.g. accountability and transparency of the executive board)	1. Establish an Audit Committee to oversee all internal and external auditing activities	The Board will discuss in its meeting in June 2020 and follow up accordingly. It is expected to complete within a year.
	2. Appoint an independent Board member, who is neither the chairman of the Board nor other functional committee, as the chairperson of the Audit Committee	
	3. Appoint at least one person with expertise in the accounting or auditing profession as a member of the Audit Committee	
	4. Stipulate the requirements, if any, for members of various functional committees, e.g. finance or accounting background for finance committee	The Board will discuss in its meeting in June 2020, arrangement will be made in the next appointment of committees.
	5. Lay down the channels by which an eligible Board member may express his interest of participation and any restriction on the maximum number of functional committees a Board member may be appointed as a member	
	6. Lay down the role, term of appointment, expertise requirement for co-opt members of various committee (under normal circumstances, no voting right is attached to a co-opt member), and	

	restriction (e.g. desirable tenure of service)	
	7. Stipulate the proportion or maximum number of co-opt members in a functional committee	
	8. Formulate the nomination and appointment mechanism for co-opt members, including the authority for nomination and appointment	
	9. Conduct self-evaluation of the level of compliance with good governance practices, provide justifications for not being able to comply with the good practices and alternative measures adopted, if any, to address the concerns	The Board will discuss in its meeting in June 2020 and will follow up accordingly.
Integrity management (e.g. demonstration of commitment to integrity management, issue of code of conduct)	1. Conduct capacity building sessions for newly appointed Board members (including functional committee members and co-opt members) and staff to familiarize them with the code and related legislations on anti-corruption. The ICAC stands ready to provide assistance.	Some of the arrangement have been implemented and the remaining will be made in the next appointment.
Administration of membership (e.g. laid-down admission and termination of membership system)	1. Determine and publicize the modes of admission for various membership categories, e.g. open application, and/or nomination by incumbent members	To be completed in June 2020.
	2. Publicize the admission requirements for various membership categories, e.g. age for individual applicant, minimum membership in an applicant club, observation period, and fees (which should have taken into account, among other considerations, affordability of members of the general public and reasonableness from the public's perspective)	Information has been placed on website in June 2020.
	3. Establish and publicize the time pledge for processing requests for membership admission	The Membership Affairs Committee will discuss in its next

		meeting and it is expected to complete in half a year.
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(ii) According to the Olympic Charter Bye-law to Rules 27 & 28 para 1.2, "An NOC shall not recognize more than one national federation for each sport governed by an IF."

(u)

After the minutes of Board Meeting is confirmed, SF&OC will provide a copy of the relevant paragraphs in the minutes to the Public Accounts Committee as soon as possible.

**Sports Federation & Olympic Committee of Hong Kong, China
Procurement Requisition Form**

For item valued HK\$1,000 or below

To: * Manager (SF&OC) / Head (HKACEP/HKADC)

I. Items or Services to be procured with full descriptions:

Justification for the Procurement:

II. Source of budget

- Home Affairs Bureau: * Office expenses / Multi-sports Games / Others _____
- Leisure & Cultural Services Department: * Annual Events / Others _____
- Others: _____

Note: * Delete the inappropriate

III. Quotation Summary (Original Quotations and Design layout from Suppliers should be attached)

- At least one written quotation

Service-provider 1							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider 1							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

**Sports Federation & Olympic Committee of Hong Kong, China
Procurement Requisition Form**

For item valued HK\$1,001-HK\$10,000

To: Executive Director (SF&OC)
via: * Manager (SF&OC) / Head (HKACEP/HKADC)

I. Items or Services to be procured with full descriptions:

Justification for the Procurement:

II. Source of budget

- Home Affairs Bureau: * Office expenses / Multi-sports Games / Others _____
- Leisure & Cultural Services Department: * Annual Events / Others _____
- Others: _____

Note: * Delete the inappropriate

III. Quotation Summary (Original Quotations and Design layout from Suppliers should be attached)

- For item valued below HK\$5,000: at least one written quotation
- For item valued HK\$5,001 - HK\$10,000: at least two written quotations

Service-provider 1						Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5
	Qty.					
	Unit Rate					
	Sub-Total					
Remarks:						

Service-provider 2						Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5
	Qty.					
	Unit Rate					
	Sub-Total					
Remarks:						

Ref No.

**Sports Federation & Olympic Committee of Hong Kong, China
Procurement Requisition Form**

For item valued HK\$10,001-HK\$50,000

To: * Hon. Secretary General / Hon. Deputy Secretary General / Hon. Treasurer of SF&OC
via: Executive Director of SF&OC

I. Items or Services to be procured with full descriptions:

Justification for the Procurement:

II. Source of budget

- Home Affairs Bureau: * Office expenses / Multi-sports Games / Others _____
- Leisure & Cultural Services Department: * Annual Events / Others _____
- Others: _____

Note: * Delete the inappropriate

III. Quotation Summary (Original Quotations and Design layout from Suppliers should be attached)
- At least two written quotations

Service-provider 1							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider 2							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider 3						Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5
	Qty.					
	Unit Rate					
	Sub-Total					
Remarks:						

IV. Recommendations

I solemnly declare that I do not have any personal connection with the following bidders. Neither am I aware that my spouse (if any) nor any of my close relatives has any personal dealing with one or more of the aforesaid bidders. I confirm that there is no conflict of interest for me to take part in this quotation exercise.

Recommendation: I recommend Supplier / Service-provider: _____ * 1 / 2 / 3

Reason(s): * Lowest Offer / Others: _____

Submitted by

Name / Signature / Post: _____ / _____ / _____ Date: _____

Supported by:

Name / Signature / Post: _____ / _____ / _____ Date: _____

Vetted by:

Name / Signature / Post: _____ / _____ / ED Date: _____

Note: * Delete the inappropriate

V. Approved by one of the following Elected Officers of SF&OC (Hon. Secretary General / Hon. Deputy Secretaries General / Hon. Treasurer)

Signature: _____

Name: _____

Post: _____

Date: _____

Remark: The items or services are to be procured or purchased only after the procurement requisition is approved.

Ref No.

**Sports Federation & Olympic Committee of Hong Kong, China
Procurement Requisition Form**

For item valued HK\$50,001 to HK\$130,000

To: * President / Hon. Secretary General / Hon. Deputy Secretaries General / Hon. Treasurer of SF&OC
via: Executive Director of SF&OC

I. Items or Services to be procured with full descriptions:

Justification for the Procurement:

II. Source of budget

- Home Affairs Bureau: * Office expenses / Multi-sports Games / Others _____
- Leisure & Cultural Services Department: * Annual Events / Others _____
- Others: _____

Note: * Delete the inappropriate

III. Quotation Summary (Original Quotations and Design layout from Suppliers should be attached)

- At least three written quotations

Service-provider <u>1</u>							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider <u>2</u>							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider 3							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider 4							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

IV. Recommendations

I solemnly declare that I do not have any personal connection with the following bidders. Neither am I aware that my spouse (if any) nor any of my close relatives has any personal dealing with one or more of the aforesaid bidders. I confirm that there is no conflict of interest for me to take part in this quotation exercise.

Recommendation: I recommend Supplier / Service-provider: * 1 / 2 / 3 / 4

Reason(s): * Lowest Offer / Others:

Submitted by:

Name / Signature / Post: _____ / _____ / _____ Date: _____

Supported by:

Name / Signature / Post: _____ / _____ / _____ Date: _____

Vetted by:

Name / Signature / Post: _____ / _____ / ED Date: _____

Note: * Delete the inappropriate

V. Approved by President or two of the following Elected Officers of SF&OC (Hon. Secretary General / Hon. Deputy Secretaries General / Hon. Treasurer)

Signature: _____	Signature: _____
Name: _____	Name: _____
Post: _____	Post: _____
Date: _____	Date: _____

Remark: The items or services are to be procured or purchased only after the procurement requisition is approved.

Ref No.

**Sports Federation & Olympic Committee of Hong Kong, China
Procurement Requisition Form**

For item valued HK\$130,001 to HK\$1,300,000

To: President of SF&OC

via * Hon. Secretary General / Hon. Deputy Secretaries General / Hon. Treasurer of SF&OC

via: Executive Director of SF&OC

I. Items or Services to be procured with full descriptions:

Justification for the Procurement:

II. Source of budget

- Home Affairs Bureau: * Office expenses / Multi-sports Games / Others _____
- Leisure & Cultural Services Department: * Annual Events / Others _____
- Others: _____

Note: * Delete the inappropriate

III. Quotation Summary (Original Quotations and Design layout from Suppliers should be attached)

- At least three written quotations

Service-provider <u>1</u>							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider <u>2</u>							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider 3							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

Service-provider 4							Total (HK\$) (if applicable)
Details of Offer	Item	1	2	3	4	5	
	Qty.						
	Unit Rate						
	Sub-Total						
Remarks:							

IV. Recommendations

I solemnly declare that I do not have any personal connection with the following bidders. Neither am I aware that my spouse (if any) nor any of my close relatives has any personal dealing with one or more of the aforesaid bidders. I confirm that there is no conflict of interest for me to take part in this quotation exercise.

Recommendation: I recommend Supplier / Service-provider: * 1 / 2 / 3 / 4

Reason(s): * Lowest Offer / Others:

Submitted by:
Name / Signature / Post: / / Date:

Supported by:
Name / Signature / Post: / / Date:

Checked by:
Name / Signature / Post: / / ED Date:

Note: * Delete the inappropriate

V. Vetted by one of the following Elected Officers of SF&OC (Hon. Secretary General / Hon. Deputy Secretaries General / Hon. Treasurer)

I solemnly declare that I do not have any personal connection with the above bidders. Neither am I aware that my spouse (if any) nor any of my close relatives has any personal dealing with one or more of the aforesaid bidders. I confirm that there is no conflict of interest for me to vet this quotation exercise.

Signature: _____

Name: _____

Post: _____

Date: _____

VI. Approved by President of SF&OC

Approved by: _____

Date: _____

Timothy T. T. FOK, President

Remark: The items or services are to be procured or purchased only after the procurement requisition is approved.

Board of Directors of MCOHL

Tenure: up to 2020 AGM of MCOHL

Membership Composition:

Director & Chairman	:	Mr. Timothy T. T. FOK
Director & Secretary	:	Mr. Ronnie M. C. WONG
Director & Treasurer	:	Mr. Derrick L. W. WONG
Directors	:	Ms. Vivien C. C. LAU Mr. TONG Wai Lun Mr. Edgar J. T. YANG Mr. WONG Po Kee Ms. Fay K. F. HO Dr. Karl C. KWOK
Secretary	:	Ms. Felen CHAN, Manager (MCOHL)