

## Head 59 — GOVERNMENT LOGISTICS DEPARTMENT

**Controlling officer:** the Director of Government Logistics will account for expenditure under this Head.

**Estimate 2019–20** ..... **\$568.4m**

**Establishment ceiling 2019–20** (notional annual mid-point salary value) representing an estimated 707 non-directorate posts as at 31 March 2019 rising by 20 posts to 727 posts as at 31 March 2020..... **\$276.4m**

In addition, there will be an estimated seven directorate posts as at 31 March 2019 and as at 31 March 2020.

### Controlling Officer's Report

#### Programmes

<p><b>Programme (1) Procurement</b>  <b>Programme (2) Supplies Management</b>  <b>Programme (3) Land Transport</b>  <b>Programme (4) Printing Services</b></p>	<p>These programmes contribute to Policy Area 27: Intra-Governmental Services (Secretary for Financial Services and the Treasury).</p>
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#### Detail

##### Programme (1): Procurement

	2017–18 (Actual)	2018–19 (Original)	2018–19 (Revised)	<b>2019–20 (Estimate)</b>
Financial provision (\$m)	51.5	55.5	52.2 (–5.9%)	<b>57.4</b> (+10.0%)
				(or +3.4% on 2018–19 Original)

#### Aim

2 The aim is to purchase for government departments goods and services that represent the best value for money.

#### Brief Description

3 The main activities under this programme include the formulation of tendering strategies, preparation of tender documents, invitation of tenders, evaluation of tenders in conjunction with user departments, award of contracts and monitoring of contractors' performance for tenders arranged by the Procurement Division of the Department. Other activities include providing advice to government departments on tendering procedures, expanding and maintaining suppliers' lists, conducting market research to identify new sources of supply and, where appropriate, undertaking negotiations with suppliers to obtain better prices and terms for the Government.

4 The key performance measures in respect of procurement are:

#### Targets

	Target	2017 (Actual)	2018 (Actual)	<b>2019 (Plan)</b>
issuing tender invitations within 12 working days upon receipt of agreed user specifications (%).....	93	100	100	<b>93</b>
processing and referring tenders received to users for evaluation within four working days (%).....	95	100	100	<b>95</b>
submitting tender recommendations to the approving authority within 12 working days upon receipt of completed evaluation reports (%).....	93	100	100	<b>93</b>

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### Indicators

	2017 (Actual)	2018 (Actual)	2019 (Estimate)
value of contracts (\$m).....	4,207.8	4,160.3	5,405.9 $\phi$
contracts handled.....	164	168	120 $\phi$
overall price change in purchases (%).....	-2.6	4.8	N.A.#

$\phi$  The figures for 2019 are estimated on the basis of the forecast returns submitted by other government departments and contract information kept by the Department.

# Not possible to estimate.

### Matters Requiring Special Attention in 2019–20

5 During 2019–20, the Department will:

- adopt a strategic and pro-innovation approach to purchasing to improve the overall value, quality and reliability of goods and services supplied; and
- strengthen the advisory services provided to user departments on procurement strategies, particularly under the new pro-innovation government procurement policy; preparation of tender/quotation documents and marking schemes; and procedures for inviting tenders/quotations.

### Programme (2): Supplies Management

	2017–18 (Actual)	2018–19 (Original)	2018–19 (Revised)	2019–20 (Estimate)
Financial provision (\$m)	87.0	90.1	89.8 (-0.3%)	96.4 (+7.3%)
				(or +7.0% on 2018–19 Original)

### Aim

6 The aim is to supply common-user items required by government departments through allocated term contracts whereby the items will be delivered by suppliers directly to user departments on an as-and-when-required basis, to supply essential and emergency items to government departments in a cost-effective manner, and to assist government departments to manage their supplies activities effectively.

### Brief Description

7 The Department is responsible for arranging the allocated term contracts and monitoring the draw-off rates for common-user items by government departments. It also carries out an inspection programme to assist departments' management of these items.

8 The Department is also responsible for maintaining, storing and distributing essential and emergency items to government departments, and inspecting such goods upon delivery by suppliers.

9 The Department supplies additional and replacement items of quarters furniture for government quarters. It also provides various miscellaneous services, such as the disposal of confiscated, unserviceable, technically obsolete and unclaimed stores.

10 The key performance measures in respect of supplies management are:

### Targets

	Target	2017 (Actual)	2018 (Actual)	2019 (Plan)
responding within seven working days to requests in connection with quarters furniture (excluding orders where delivery is requested on a date more than seven working days ahead) (%).....	95	100	100	95
completing inspection of delivered goods within seven working days (%).....	90	100	100	90
disposing of confiscated, unserviceable, technically obsolete and unclaimed stores by public auction within 21 working days (%).....	95	100	100	95

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### *Indicators*

	2017 (Actual)	2018 (Actual)	2019 (Estimate)
stock turnover rate for essential and emergency items (no. of times the stock flows through in a year) .....	1.6	1.7	<b>1.6</b>
value of purchase of essential and emergency items (\$m).....	13.3	13.7	<b>14.0</b>
average stockholding of essential and emergency items (\$m).....	8.5	8.4	<b>8.6</b>
quarters serviced.....	23 384	23 335	<b>23 335</b>

### *Matters Requiring Special Attention in 2019–20*

**11** During 2019–20, the Department will continue to:

- arrange allocated term contracts for the supply of common-user items so that user departments may place orders with suppliers for direct delivery as and when required, monitor the draw-off rates by user departments and conduct inspections on departments' management of these items;
- look for ways to further improve supply, storage and distribution operations having regard to practices in the private sector;
- review the specifications for common-user items to promote the purchase of environment-friendly products while ensuring value for money of supplies;
- provide logistical support services to government departments in meeting requirements for emergency items during contingencies; and
- conduct compliance checks to ensure that departments follow fully relevant procurement procedures.

### **Programme (3): Land Transport**

	2017–18 (Actual)	2018–19 (Original)	2018–19 (Revised)	2019–20 (Estimate)
Financial provision (\$m)	249.9	195.6	157.3 (–19.6%)	<b>160.1</b> (+1.8%)
				(or –18.1% on 2018–19 Original)

### *Aim*

**12** The aim is to procure vehicles to meet the operational needs of government departments at the best value for money and to provide government departments with transport management advice and support services.

### *Brief Description*

**13** The Department renders advice to government departments on the efficient operation and management of their vehicle fleets. It vets requests for additional and replacement vehicles to ensure that their procurement is justified. The Department procures vehicles, other than specialised vehicles, for government departments and manages the funding through a block vote.

**14** To contribute to Government's policy on environmental protection, the Department implements green measures, including the use of liquefied petroleum gas light buses and exploring the feasibility of using more environment-friendly vehicles in the government fleet. In support of the policy initiative of promoting the wider use of electric vehicles, the Department will continue to keep abreast of the latest technological development of electric vehicles and encourage the use of electric vehicles to replace the retiring ones subject to the availability of suitable models in the market and the performance of the electric vehicles in meeting departments' operational requirements.

**15** The Department operates a transport pool which supplements departmental fleets and provides transport services to government departments with no or insufficient departmental vehicles. It also arranges contract hiring of commercial vehicles to provide services that are not available within the Government, or to cope with seasonal peak demand or short-term transportation needs which do not justify the procurement of additional vehicles.

**16** The Department is responsible for ensuring that government drivers maintain a high standard of driving and road safety through training and tests.

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17 The key performance measures in respect of land transport are:

### *Targets*

	Target	2017 (Actual)	2018 (Actual)	2019 (Plan)
transport pool resources utilisation				
drivers tasked daily (%) .....	90	98	92	90
pool vehicles utilised daily (%).....	88	92	93	88

### *Indicators*

	2017 (Actual)	2018 (Actual)	2019 (Estimate)
vehicles procured			
additional.....	6	26	7
replacement .....	515	465	208
blameworthy accidents per 1 000 000 km.....	0.9	0.9	0.9
officers who have attended driving related training courses			
during the year .....	963	955	950
trainees on driving courses.....	152	154	150

### *Matters Requiring Special Attention in 2019–20*

18 During 2019–20, the Department will continue to:

- monitor the transport needs of government departments with a view to containing the size of the government fleet and identifying savings opportunities;
- give priority to environment-friendly vehicles when replacing vehicles in the government fleet subject to availability of suitable models in the market as well as operational and resources considerations; and
- improve the cost-effectiveness of the pool transport services.

### **Programme (4): Printing Services**

	2017–18 (Actual)	2018–19 (Original)	2018–19 (Revised)	2019–20 (Estimate)
Financial provision (\$m)	231.0	233.4	237.9 (+1.9%)	254.5 (+7.0%)
				(or +9.0% on 2018–19 Original)

### *Aim*

19 The aim is to provide cost-effective and quality printing services to government departments.

### *Brief Description*

20 The Department produces a wide range of printed materials, including publications, government forms and paper stationery. The Department also advises government departments on all matters related to printing, including the use and purchase of printing equipment and accessories.

21 The key performance measures in respect of printing services are:

### *Targets*

	Target	2017 (Actual)	2018 (Actual)	2019 (Plan)
printing and delivering printed				
materials within an agreed				
schedule (%).....	98	99	99	98
providing written technical advice on				
printing within seven working				
days (%).....	98	100	100	98

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### *Indicators*

	2017 (Actual)	2018 (Actual)	2019 (Estimate)
use of available production capacity (%).....	87	89	<b>88</b>
share of security printing work (as a proportion of total sales value) (%) .....	15	15	<b>15</b>

### *Matters Requiring Special Attention in 2019–20*

**22** During 2019–20, the Department will continue to strive for continuous improvement in its printing services.

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### ANALYSIS OF FINANCIAL PROVISION

	2017-18 (Actual) (\$m)	2018-19 (Original) (\$m)	2018-19 (Revised) (\$m)	2019-20 (Estimate) (\$m)
<b>Programme</b>				
(1) Procurement .....	51.5	55.5	52.2	57.4
(2) Supplies Management .....	87.0	90.1	89.8	96.4
(3) Land Transport .....	249.9	195.6	157.3	160.1
(4) Printing Services .....	231.0	233.4	237.9	254.5
	619.4	574.6	537.2 (-6.5%)	568.4 (+5.8%)
				(or -1.1% on 2018-19 Original)

#### Analysis of Financial and Staffing Provision

##### Programme (1)

Provision for 2019-20 is \$5.2 million (10.0%) higher than the revised estimate for 2018-19. This is mainly due to the increased requirement in salaries and allowances as well as personnel related expenses. There will be an increase of six posts in 2019-20.

##### Programme (2)

Provision for 2019-20 is \$6.6 million (7.3%) higher than the revised estimate for 2018-19. This is mainly due to the increased requirement in salaries and allowances as well as personnel related expenses. There will be an increase of ten posts in 2019-20.

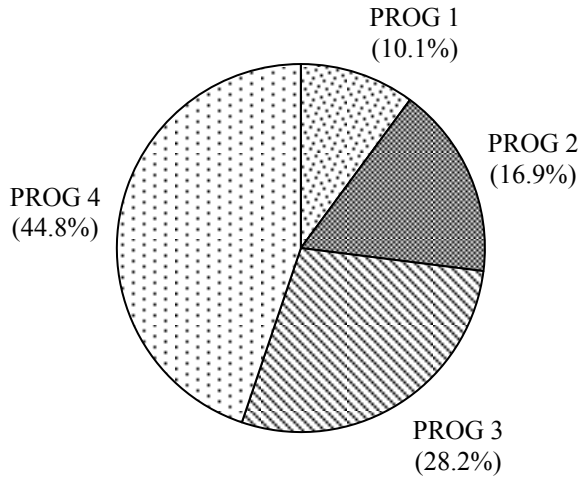
##### Programme (3)

Provision for 2019-20 is \$2.8 million (1.8%) higher than the revised estimate for 2018-19. This is mainly due to the increased requirement in salaries and allowances as well as personnel related expenses, partly offset by the reduced provision for procurement of general purpose vehicles. There will be an increase of four posts in 2019-20.

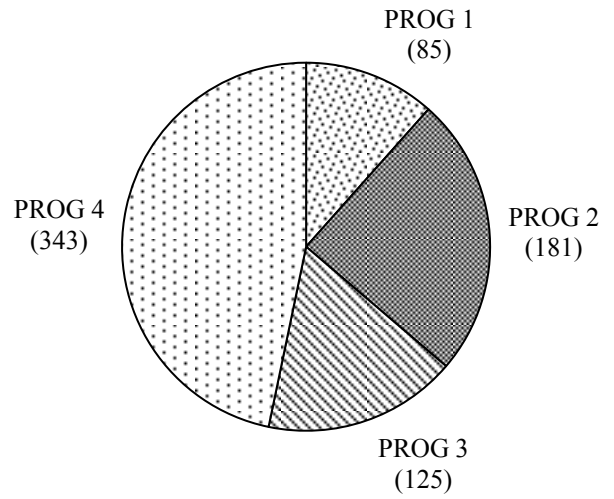
##### Programme (4)

Provision for 2019-20 is \$16.6 million (7.0%) higher than the revised estimate for 2018-19. This is mainly due to the increased requirement in salaries and allowances, personnel related expenses and departmental expenses and the additional provision for replacement of minor plant and equipment.

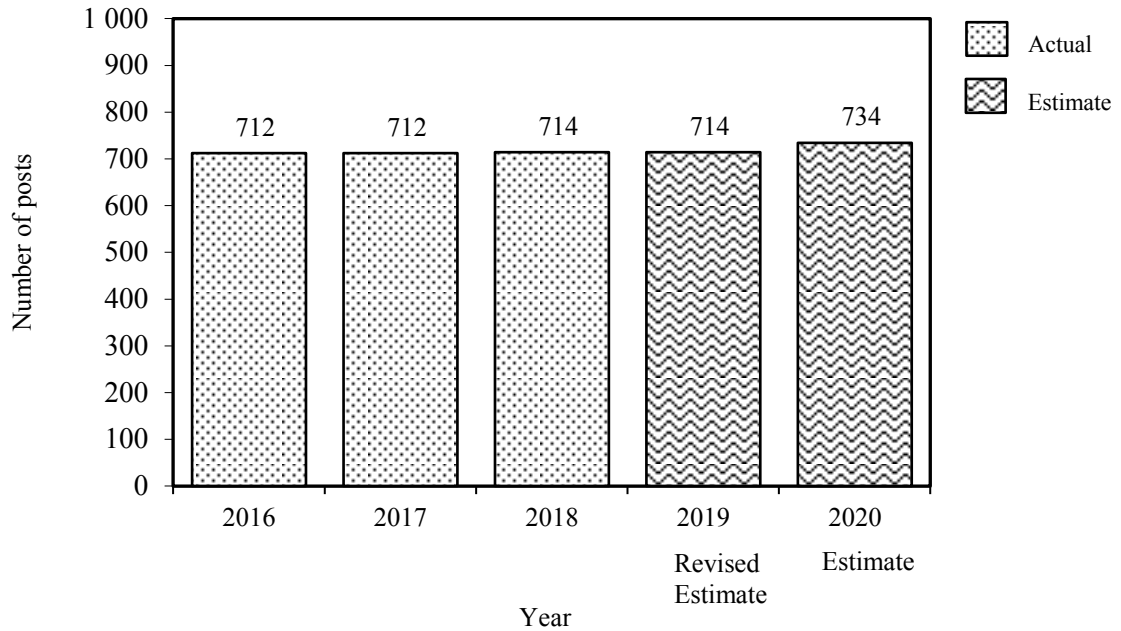
*Allocation of provision to programmes (2019-20)*



*Staff by programme (as at 31 March 2020)*



*Changes in the size of the establishment (as at 31 March)*



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Sub-head (Code)	Actual expenditure 2017-18	Approved estimate 2018-19	Revised estimate 2018-19	<b>Estimate 2019-20</b>	
	\$'000	\$'000	\$'000	\$'000	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	416,182	434,191	433,861	<b>465,284</b>
003	Recoverable salaries and allowances (General).....	16,611			
	<i>Deduct</i> reimbursements ..... <i>Cr. 16,611</i>	—	—	—	—
224	Motor Insurers' Bureau - government contribution .....	82	103	103	<b>103</b>
225	Traffic Accident Victims Assistance Scheme - levies.....	898	942	883	<b>927</b>
226	Allocated stores: local landing charges.....	—	10	10	<b>10</b>
267	Unallocated stores: suspense account adjustment .....	—	1	1	<b>1</b>
	Total, Recurrent.....	417,162	435,247	434,858	<b>466,325</b>
	Total, Operating Account .....	417,162	435,247	434,858	<b>466,325</b>
<b>Capital Account</b>					
Plant, Equipment and Works					
661	Minor plant, vehicles and equipment (block vote).....	11,186	8,388	8,388	<b>9,064</b>
691	General purpose vehicles (block vote).....	191,029	131,000	94,000	<b>93,000</b>
	Total, Plant, Equipment and Works.....	202,215	139,388	102,388	<b>102,064</b>
	Total, Capital Account.....	202,215	139,388	102,388	<b>102,064</b>
	Total Expenditure .....	619,377	574,635	537,246	<b>568,389</b>



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### Details of Expenditure by Subhead

The estimate of the amount required in 2019–20 for the salaries and expenses of the Government Logistics Department is \$568,389,000. This represents an increase of \$31,143,000 over the revised estimate for 2018–19 and a decrease of \$50,988,000 against the actual expenditure in 2017–18.

#### Operating Account

##### Recurrent

**2** Provision of \$465,284,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Government Logistics Department.

**3** The establishment as at 31 March 2019 will be 714 permanent posts. It is expected that there will be a net increase of 20 posts in 2019–20. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2019–20, but the notional annual mid-point salary value of all such posts must not exceed \$276,412,000.

**4** An analysis of the financial provision under *Subhead 000 Operational expenses* is as follows:

	2017–18 (Actual) (\$'000)	2018–19 (Original) (\$'000)	2018–19 (Revised) (\$'000)	2019–20 (Estimate) (\$'000)
Personal Emoluments				
- Salaries.....	244,917	257,063	253,186	<b>268,680</b>
- Allowances.....	9,191	10,056	11,609	<b>12,436</b>
- Job-related allowances.....	1,529	1,431	1,559	<b>1,587</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	1,239	1,519	1,462	<b>1,575</b>
- Civil Service Provident Fund contribution.....	8,570	12,790	12,493	<b>16,570</b>
Departmental Expenses				
- Specialist supplies and equipment.....	81,288	68,519	72,419	<b>84,474</b>
- Contract maintenance.....	1,450	1,045	1,045	<b>1,097</b>
- General departmental expenses.....	67,998	81,768	80,088	<b>78,865</b>
	416,182	434,191	433,861	<b>465,284</b>

**5** Provision of \$16,611,000 under *Subhead 003 Recoverable salaries and allowances (General)* is for the salaries and allowances for a team of civil servants providing supplies services to the Hong Kong Housing Authority (the Authority). The gross provision must not be exceeded without the prior approval of the Secretary for Financial Services and the Treasury. Expenditure under this subhead is reimbursed by the Authority.

**6** Provision of \$103,000 under *Subhead 224 Motor Insurers' Bureau - government contribution* is for the Government's contribution towards the Bureau to assist victims of road accidents who are unable to obtain compensation under third-party insurance.

**7** Provision of \$927,000 under *Subhead 225 Traffic Accident Victims Assistance Scheme - levies* is for statutory payments under the Traffic Accident Victims (Assistance Fund) Ordinance (Cap. 229).

**8** Provision of \$10,000 under *Subhead 226 Allocated stores: local landing charges* is for the payment of port related charges for shipments from places outside Hong Kong.

**9** Provision of \$1,000 under *Subhead 267 Unallocated stores: suspense account adjustment* is a token sum for the accounting treatment of clearing the stock adjustment accounts of the Unallocated Stores Suspense Account at the end of the financial year.

#### Capital Account

##### Plant, Equipment and Works

**10** Provision of \$93 million under *Subhead 691 General purpose vehicles (block vote)* is for procurement of government vehicles which are designed and used primarily for the carriage of passengers and/or goods with a unit cost not exceeding \$10 million.