

## Annex [K] to the Invitation Letter

### Requirements of ISO 9000 Certification

- (1) The consultant shall submit, together with its technical proposal, a copy of its ISO 9001:2015 certificate acceptable to the *Employer* showing the scope of certification and a statement either:
  - (A) confirming that no area / aspect in this contract which its quality system specifically excludes; or
  - (B) disclosing the areas / aspects in this contract which its quality system specifically excludes.
- (2) Subject to the following paragraphs, submissions from consultants who have not obtained ISO 9001:2015 certification on or before the date of this invitation may not be considered.
- (3) If the consultant, due to circumstances beyond its control, has not obtained ISO 9001:2015 certification but a full review of the Quality Manual of its Hong Kong office has been carried out in Hong Kong by a certification body acceptable to the *Employer* and such Quality Manual has been confirmed by the certification body as being in conformity with the requirements of ISO 9001:2015 standard on or before the date of this invitation, the submission by the consultant will still be considered provided that the consultant shall undertake in writing if it is awarded the consultancy agreement, to book within three months of the award of this contract, the date of audit for the ISO 9001:2015 certification with the certification body; with detailed documented quality system procedures ready at the time of booking. The booking of the audit shall be a condition precedent to the consultant's entitlement to any payment or any further payment of fees under this contract.
- (4) If the consultant whose scope of certification excludes site activities service which is required to be provided by the consultant under this contract, its submission will be considered to be non-conforming in respect of the certification requirements. If the consultant can prove to the satisfaction of *[note to project office: insert name of the department concerned]* that such exclusion is due to circumstances beyond its control, the proposal may still be considered to be conforming in respect of the certification requirements provided that the consultant shall undertake in writing that if the consultant is awarded this contract, it shall apply within three months of the award of this contract to the certification body for revision of its current scope to cover site activities service; with detailed documented quality system procedures ready at the time of applying for revision. The submission of an application for revision of the scope of its ISO 9001:2015 certification to cover site activities service shall be a condition precedent to the consultant's entitlement to any payment or any further payment of fees under this contract.
- (5) If the consultant is a joint venture, the consultant shall submit, together with its technical proposal, a statement declaring that it shall implement the quality system of one of its participants or shareholders, and specifying which one. The reference to ISO 9001:2015 certificate, ISO 9001:2015 certification and Quality Manual referred to

paragraphs (1) to (4) above shall refer to that of the specified participant or shareholder. The consultant shall also submit a copy of the written notification to the certification body of the specified participant or shareholder that the joint venture shall implement the quality system by the specified participant or shareholders and the written agreement of all participants, or as the case may be, shareholders of the joint venture that the activities of the joint venture shall be subject to the surveillance of the certification body.