



Tender
**Provision of Supervised Exercise Training
Service in Rehabilitation Centre for
the Comprehensive Community Rehabilitation
(CCR) Programme**

22 October 2026



肺塵埃沉着病補償基金委員會
PNEUMOCONIOSIS COMPENSATION FUND BOARD

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1. Introduction



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PNEUMOCONIOSIS COMPENSATION FUND BOARD

1.1 PCFB

The Pneumoconiosis Compensation Fund Board (PCFB) is a statutory body established in 1980 under the former Pneumoconiosis (Compensation) Ordinance [now known as the Pneumoconiosis and Mesothelioma (Compensation) Ordinance]





1.2 Statutory Functions of PCFB

According to the Pneumoconiosis & Mesothelioma (Compensation) Ordinance, PCFB has the following functions:

- To administer the Fund;
- To make recommendations to the Government with respect to the rate of levy;
- to conduct and finance educational, publicity, research and other programmes to prevent pneumoconiosis and mesothelioma and;
- to conduct and finance programmes for the rehabilitation of persons suffering from the above diseases;
- to administer funds received from the Government and designated by the Government as ex gratia payments to persons diagnosed before 1 January 1981 to be suffering from pneumoconiosis; and
- To perform such other duties as are imposed on it by this Ordinance.

[Section 26, Cap 360, Pneumoconiosis and Mesothelioma (Compensation) Ordinance]



1.3 Number of registered patients in Hong Kong

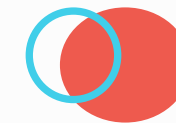


Age	No. of patients
Below 60	29
60-69	403
70-79	712
80 & above	260
Total	1 404

As at 31 July 2026



1.3 Number of registered patients in Hong Kong



	Region	Count	Distribution
HK Island	HK Island	160	11.4%
Kowloon	Kowloon East Cluster	326	23.2%
	Kowloon Central Cluster	181	12.9%
	Kowloon West Cluster	252	18.0%
NT	N.T. East Cluster	320	22.8%
	N.T. West Cluster	159	11.3%
	Non-Hong Kong	6	0.4%
	Total	1 404	100%

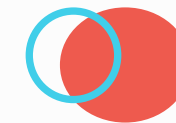


2. Comprehensive Community Rehabilitation (CCR) Programme



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2. Comprehensive Community Rehabilitation (CCR) Programme



The Programme consists of two parts:

- Health Assessment
- Supervised Exercise Training Services

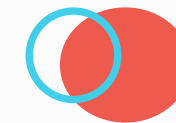


A. Objectives of CCR

- To provide a holistic and comprehensive rehabilitation service for patients with pneumoconiosis and/or mesothelioma, who require rehabilitation support; and
- To improve or maintain their physical functioning level and overall quality of life



2. Comprehensive Community Rehabilitation (CCR) Programme



B. Targets

- Patients whose physical conditions permit participation in regular exercise training at a rehabilitation centre

C. Service Period

- The service will span 4 years, from 1 July 2027 to 30 June 2031

D. Programme Structure

- Flowchart of CCR Programme is shown in Appendix II
- Samples of exercise prescriptions are stated in Appendix III



3. Roles of Service Provider(s) (SP) and Roles of PCFB



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3.1 Roles of Service Provider(s) (SP)



A. Service provision

- Provide the supervised exercise training services

B. Records, data submission, and reporting

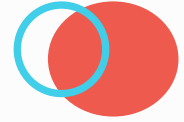
- To keep proper patients' records, and make them available to PCFB upon request
- Monthly attendance report and summary with patients' signatures, monthly no-show and follow-up actions summary within 10 days of the following month
- Progress report: within 1 month of a request from Case Managers of PCFB

C. Monitoring, audit, and service review

- Allow and facilitate monitoring, control, and auditing of the Programme
- Attend meetings with Case Managers and other staff of PCFB



3.1 Roles of Service Provider(s) (SP)



D. Personal data privacy and retention

- Safeguard all procedures for handling personal data in accordance with the Personal Data (Privacy) Ordinance (PDPO)
- All data should be retained within the service period with secure data protection measures, and **without PCFB's approval, shall not be destroyed or transferred within the service period**

E. Publicity support

- Assist and facilitate PCFB to launch publicity campaigns to promote the service to patients

F. Subcontracting

- If tenderers will subcontract any service, they should include the information below in their Technical Proposal



3.2 Roles of PCFB



- A. **Monitor the Programme**, ensuring that all services are delivered effectively and align with the objectives
- B. Provide **full financial support** for the services
- C. **Recruit suitable patients** and refer to the SP
- D. **No minimum utilisation guaranteed**: PCFB does not guarantee any minimum number of attendances or utilisation of the session quota reserved for PCFB patients
- E. **Assign a Case Manager** from PCFB working closely with the SP to monitor and control the progress of work, data management, PDPO audit and any other relevant matters



3.2 Roles of PCFB



- F. Launch publicity campaigns to promote the service to patients
- G. Provide advice to the SP and conduct regular checks on the SP's services to ensure service quality
- H. Centre selection and transfer:
 - The selection of centre(s) is determined solely by PCFB. PCFB may, at its discretion, re-allocate or transfer patients to other centre(s) at any time without being required to provide reasons to the original centre(s)

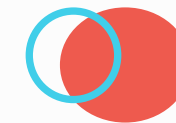


4. Requirements of Rehabilitation Centre



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4. Requirements of Rehabilitation Centre



A. Equipment listed below (included but not limited to);

	Exercise Item	Content	Necessary Equipment (or equivalent)
(1)	Endurance/ Aerobic Exercises	Walking	Treadmill
		Cycling	Bike
(2)	Strengthening/ Resistance	(a) Leg-lifting on chair (b) Push forward with both hands (c) Walking on the spot	(a) Sandbags/ankle weights (b) Theraband/resistance putty (c) Space for functional training/weighted options as appropriate
		Shoulder Exercises	Pulley Set
		Breathing Exercises	Theraband/Putty
		Chest Press/Bicep Curl/Scapula Back	Multi-gym Machine
		Walking/Stepping	Stepper
(3)	Balance	Balance Exercises	Balance Disc



4. Requirements of Rehabilitation Centre



B. Service Days and Capacity

- Services are required mainly on **weekdays**
- The SP should specify both a **maximum** number of sessions and a **minimum** guaranteed number of sessions for PCFB patients during weekdays per week and per month

C. First Aid, Safety and Patient Support Facilities

- The centre must maintain adequate on-site first-aid readiness
- Provision of an Automated External Defibrillator (AED) is strongly preferred and will be considered an advantage
- A resting area must be available for patients to rest during and/or after exercise
- **A waiting area for carers is encouraged to be provided**



4. Requirements of Rehabilitation Centre



D. Staffing, Qualifications & Roles

- The SP is required to ensure that at least one physiotherapist (PT) with a valid practising certificate issued by the Physiotherapists Board of Hong Kong involved in the Programme for supervision and/or monitoring, holds a valid practising certificate, and has at least 5 years of post-registration experience in relevant physiotherapy practice

E. Coordination, Reporting and Incident Management

- The Centre PT must work in close coordination with, and maintain regular communication with, the Case Manager
- Any non-compliance or clinically significant deterioration in a patient's condition must be escalated to the Case Manager at the earliest opportunity
- Any incident occurring during an exercise session that results in hospital admission must be reported to PCFB immediately



4. Requirements of Rehabilitation Centre



F. Insurance Requirements

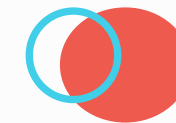
- The SP must maintain [adequate insurance coverage](#) for their staff, PCFB patients, other relevant visitors, and the Programme

G. Recommended Exercise Frequency

- Up to [a maximum of 3 sessions per week](#) for patients
- A patient's actual attendance frequency is determined by the patient, subject to the maximum frequency specified in the exercise prescription



4. Requirements of Rehabilitation Centre



H. Patient Records

- The SP shall send the whole set of records and transfer all related data to PCFB or its designated organisations within two weeks of termination of the service contract. Upon such submission, the SP shall immediately cease using the records and related data
- The SP should strictly comply with the requirements of the Personal Data (Privacy) Ordinance (PDPO)(Cap. 486)
- All patient records should be kept by the SP during the service period, and without PCFB's approval, shall not be destroyed or transferred within the service period.

I. Quality Assurance

- A quality assurance system should be designed and implemented so as to ensure the high quality of service offered to patients
- Details should be included in the Technical Proposal, and the comprehensiveness, feasibility and reliability of the monitoring shall be one of the technical marking criteria



5. Compliance



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5. Compliance



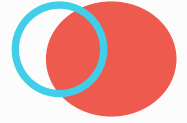
- A. Prevention of Bribery
- B. Anti-collusion
- C. Prohibition of Anti-Competitive Conduct
- D. Safeguarding National Security in Hong Kong
- E. Personal Data (Privacy) Ordinance (PDPO)



6. Guidelines and Requirements of Technical Proposal



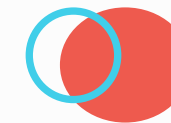
6. Guidelines and Requirements of Technical Proposal



- Not more than 50 pages in A4 size
- Margin not less than 25 mm
- Font size not less than 12
- Annexes and documentary proof will not be subject to the specified page limit
- Prepare the Technical Proposal Form



6. Guidelines and Requirements of Technical Proposal



- **Contain the following information:**
 - a) Executive summary (1-2 pages)
 - b) Tenderer's introduction and its experience
 - c) Key personnel's name and CVs
 - d) Centre(s)'s information:

(a) Background	(b) Experience in related services
(c) Location	(d) Accessible public transportation
(e) Centre size	(f) Floor plan
(g) Facilities and equipment	(h) Service days and hours
(i) Service capacity	(j) Maximum and minimum sessions
(k) Information of professional staff	(l) Personal data protection
(m) Quality assurance measures	(n) Risk management
(o) Other applicable information	



7. Guidelines and Requirements of Price Proposal



7. Guidelines and Requirements of Price Proposal

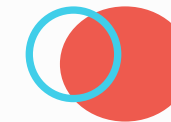


Tenders should submit **an ALL-INCLUSIVE unit fee** for the following services:

- a) A supervised training session (45-90 minutes). Payment will be based on a standard 60-minute unit charge
- b) The SP is required to perform an assessment for patients before the first exercise session or when patients return to centre after the suspension of exercises for 3 months or more. However, the fee charged for this session should be the same as the unit fee charged above
- c) Unless under special circumstances and with pre-approval by the Board, patients are allowed to take a maximum of 3 exercise sessions per week, PCFB will not pay for those sessions exceeding this limit
- d) **Payment to the SP will be made on a monthly basis, subject to the submission of all required supporting documents and information to PCFB's satisfaction**



7. Guidelines and Requirements of Price Proposal



HOWEVER

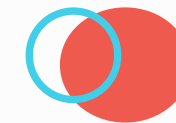
- a) No payment will be made for incomplete services
- b) No cancellation or no-show fee should be charged to PCFB
- c) No other charges will be allowable
- d) The quotation submitted should be valid for the full duration of the contract



8. Requirements for Tender Submission and Tender Closing Date



8. Requirements for Tender Submission and Tender Closing Date



Each completed Tender with all documents and information required, must be submitted in the following manner; and be placed and sealed in two separate envelopes in which –

- 3 copies of the Technical Proposal with all documents and information required should be submitted together with one softcopy (in Microsoft Word format saved in a compact disc or a USB drive). These should be placed and sealed in one envelope.

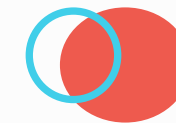
The envelope should be marked:

“Tender submission: Provision of Supervised Exercise Training Service in Rehabilitation Centre for CCR Programme - Technical Proposal”

Important note: No price information of any kind should be included in the Technical Proposal or be attached to it, otherwise the Tenderer would be disqualified



8. Requirements for Tender Submission and Tender Closing Date



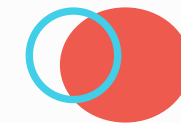
- 3 copies of the Price Proposal should be placed and sealed in another envelope marked:

Tender submission: Provision of Supervised Exercise Training Service in Rehabilitation Centre for CCR Programme - Price Proposal”

- In the event of any discrepancy between the soft copy and the hard copy of any tender submission, unless the PCFB wishes to seek clarification, the hard copy will prevail.



8. Requirements for Tender Submission and Tender Closing Date



All tenders must be addressed to

Dr. Jovi Lam, Executive Director

and deposited in the Tender Boxes at PCFB's office

before 12:00 noon on 16 November 2026 (Monday)

Late submission will NOT be considered.

Tenders submitted by post, e-mail or facsimile will NOT be considered.



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PNEUMOCONIOSIS COMPENSATION FUND BOARD

9. Assessment



9. Assessment



Assessment will be done in two separate parts:

A. Technical assessment

- 70% will be assigned to the Technical Proposal
- Site visit(s) may be required

B. Price assessment

- 30% will be assigned to the Price Proposal

Remark: Individual proposal that does not meet the passing mark, i.e. 50% of the total technical score, will be disqualified and the price proposal will not be considered



9.1 Technical Assessment

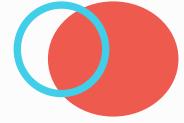


The following criteria will be considered:

- a) The overall design, quality, coverage, capacity of the centre, sessions offered to PCFB patients and comprehensiveness of the proposed services based on the tender requirements
- b) The qualifications, and relevant experience of key personnel responsible for providing the services
- c) The suitability and accessibility of the proposed facilities and equipment
- d) The quality assurance arrangements and approach to monitoring performance and outcomes
- f) A reliable system for personal data recording, protection, and reporting
- g) The safety, risk management, and safeguarding arrangements for PCFB patients



9.2 Other Conditions



- a) PCFB may not accept the lowest-priced tender or any tender, and reserves the right to negotiate with any awarded tenderer(s) about the terms of the offer
- b) PCFB reserves the right to reject any or all of the tenders
- c) PCFB will not disclose the fee or any information to a third party
- d) PCFB's decision will be final. All information related to the selection such as scores and comments will be treated as confidential
- e) PCFB reserves the right to grant similar contracts to more than one tenderer at any time (not necessarily at the same price)



Enquiries

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