



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

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

17 July 2020

Outline



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Introduction



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



Statutory functions of PCFB



According to the Pneumoconiosis & Mesothelioma (Compensation) Ordinance, PCFB should have 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]

Number of surviving patients and related information



Age	
Below 60	63
60-69	620
70-79	497
80 & above	246
Total	1,426

Number of surviving patients and related information



DOI		Count	Distribution %
HK Island	HK East Cluster	108	7.6
	HK West Cluster	74	5.2
Kowloon	Kowloon East Cluster	366	25.7
	Kowloon Central Cluster	216	15.1
	Kowloon West Cluster	172	12.1
NT	N.T. East Cluster	306	21.5
	N.T. West Cluster	184	12.8
Total		1,426	100

Objectives of CCR



- a. To provide a **holistic and comprehensive** rehabilitation care service to all Pneumoconiosis and Mesothelioma patients registered in PCFB or HKSAR Labour Department in Hong Kong who are in need of rehabilitation service;
- b. To design a **tailor-made care plan and exercise prescription** for individual patients so as to improve/maintain their physical functioning level as well as to improve their quality of life;
- c. To provide **close supervision and monitoring** to patients so as to ensure that they could get optimal benefit in this programme;

Objectives of CCR (Cont'd)



- d. To **provide regular assessment** to patients so as to let the Community Rehabilitation Team (CRT) and patients understand clearly patients' health status for designing future training/interventions;
- e. To help patients develop a **healthy life style** and **regular exercising habit**;

Programme Structure



CCR runs in three phases as follows:

- Phase 1 – Preparation
- Phase 2 – Consolidation
- Phase 3 – Maintenance

[CCR flowchart](#)

Service period (current tender)



3 years

January 2021 to December 2023

Roles of the SP



- a. To encourage patients to develop and maintain a habit of regular exercising and to keep track of patients' exercise records. The SP should report to PCFB those cases with 1 month or above of no show record, and help follow-up these cases for understanding the reason of absence and encouraging patients to return to exercise centres, if applicable;
- b. To provide an easy-accessible, safe and comfortable environment with a wide range of professional exercise equipment for allowing patients to have exercises in the centre;

Roles of the SP (Cont'd)



- c. To perform an **initial assessment** for patients before formal exercise session;
- d. To guarantee a minimum number of training sessions that the centre could reserve for PCFB's patients;
- e. To have a registered physiotherapist with **at least five years of post-registration experience** to station in the centre while patients are conducting exercises in the centre. This physiotherapist and designated staff (if any) with relevant qualifications or trainings, such as physiotherapy assistant certificate **should monitor the patients for doing exercises following the prescription and to provide appropriate supervision**, as necessary;

Roles of the SP (Cont'd)



- f. To provide a comfortable place for patients to take rest during/after the training;
- g. To provide a **periodical progress report** in every three month or after completion of 12 exercise sessions by patients (whichever is later) upon the request of PCFB;
- h. To recommend **the appropriate exercise level** of patients for reference of the assessment team;
- i. To submit a **monthly attendance sheet** (with patients' signature records) to PCFB;
- j. To submit a summary of monthly attendance record **in excel format** for PCFB to input the data in her computer system;

Roles of the SP (Cont'd)



- k. To have case conference with PCFB's Case Manager and/or others, if necessary (this would not be more than once per three month for each case);
- l. To have no more than 2 **operational meetings** per year with responsible staff of PCFB and other service partners for evaluation of the programme;
- m. To keep proper & separate patients' record, and make it available to PCFB upon request.

Service Period and Hours



(A) Service Period: 1 Jan 2021* – 31 Dec 2023

* a date after 1 January 20121 to be mutually agreed

(B) Service Hours: 0900 – 1800 (weekdays)

Roles of PCFB



- a. To refer suitable patient to particular centre for regular training;
- b. To pay all fees for our patients according to terms and conditions mutually agreed;
- c. To assign case manager(s) for working closely with the centre to monitor the progress of patients;
- d. To provide advice to the SP, if necessary;

Roles of PCFB (Cont'd)



- e. However, PCFB would not guarantee any minimum use of sessions reserved to her patients. Choice of particular centre rests solely with PCFB and patients. PCFB reserves the right to change patients to another centre without giving any explanations to the original centre;
- f. In principle most patients would be recommended to take **exercise 2-3 times** per week but it's solely at the discretion of patients to decide the frequency, **subject to the maximum** frequency in the exercise prescriptions.

Requirements of Rehabilitation Centre



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

(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	Sandbags
		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 Board

Requirements of Rehabilitation Centre (Cont'd)



- b. The above list is the minimum requirement but tenderers could quote other appropriate equipment to perform the same exercise items. Tenderers should submit a complete list in the Technical Proposal for equipment available in the centre;
- c. The availability of **proper first aid instrument and qualified air-aider(s) stationed in the centre are essential and the availability of** automated external defibrillator (AED) would be considered as an advantage point;
- d. A **resting area** should be provided for patients to rest during/after exercises;

Requirements of Rehabilitation Centre (Cont'd)



- e. Supervision/monitoring role following the exercise prescription should be performed by a physiotherapist (PT) with a valid practicing certificate and **5-year of post-registration experience and designated staff** (if any) with relevant qualifications or trainings, such as physiotherapy assistant certificate. The availability of Occupational Therapist in the centre for provision of service to our clients would be considered as an advantage;
- f. The duration of each service session should last for 45 to 90 minutes but the Tenderers should submit a standard 60-minute unit charge in the price proposal;

Requirements of Rehabilitation Centre (Cont'd)



- g. The service is required mainly on weekdays. Please specify the service days and hours of your centre;
- h. Centre PT may be requested to discuss with patients and their carers (if applicable) the care plan and targets and encourage them to comply with the care plan and targets;
- i. Centre PT should work and communicate closely with the designated Case Manager of PCFB. **Non-compliance cases or patients with significant deterioration** in health conditions should be reported to the Case Managers as early as possible;

Requirements of Rehabilitation Centre (Cont'd)



- j. Report to PCFB immediately any incidents patient incurred during the exercise sessions that lead him or her for admissions into hospital;
- k. Provide attendance record and summary on or before the **tenth day** of each month in accordance with requirement set out by PCFB;
- l. Undertake to comply with Personal Data (Privacy) Ordinance in collecting or using the patients' personal information. PCFB reserves the right to perform audit(s) during each year, in which the SP would have responsibilities to help PCFB complete the audit tasks;

Requirements of Rehabilitation Centre (Cont'd)



- m. Policy, training and internal/external audit work related to the compliance of Personal Data (Privacy) Ordinance should be included in the Technical Proposal, and the comprehensiveness, feasibility and reliability of the monitoring shall be one of the technical marking criteria;
- n. Undertake to have sufficient insurance policies for their staff, clients and other visitors;
- o. A quality assurance system should be designed and implemented so as to ensure 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;

Technical Proposal



- Not more than 40 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

Technical Proposal (Cont'd)



- Contain the following information:
 - a) History of the Centre
 - b) Location
 - c) Size
 - d) Service hours
 - e) Public Transportation Accessible
 - f) No. of clients being served currently
 - g) Type of clients being served currently
 - h) Max. no of PCFB's clients can be served per month

Technical Proposal (Cont'd)



- Contain the following information:
 - i) Any restriction on patients' admission
 - j) Facilities and equipment available
 - k) Professional staff available
 - l) Policy for Personal Data Protection (including training and internal/external audit)
 - m) Measures/systems for quality control
 - n) Floor Plan
 - o) Others information as considered applicable

Price Proposal



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

- a. A 45-90 minutes supervised training session;
- b. The SP is required to perform an assessment for patients before the first exercise session or when patients return to centre after 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;

Price Proposal (Cont'd)



- d. Clients should be allowed to stay in the centre before/after the training within the opening hours of the centre;
- e. A progress report should be provided, in format as agreed by the Centre and PCFB in every three-month or completion of 12 sessions of exercises, whichever is later. The progress reports should be submitted within 5 working days after request being raised by PCFB's Case Manager;
- f. A case conference with Case Manager of PCFB should be arranged upon request (this should not be more than once in every three month for each client, and each conference should not last for more than 60 minutes);

Price Proposal (Cont'd)



HOWEVER

- a. No cancellation or no show fee should be charged to PCFB;
- b. No other charges will be allowable;
- c. The quotation submitted should be valid from the service commencement date for 3 years

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 –

- The Technical Proposal with all documents and information required should be submitted in TRIPLICATE together with one softcopy (in Microsoft Word format saved in a compact disc). These should be placed and sealed in one envelope. The envelop should be marked “Tender Submission: CCR Technical”;

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

Requirements for Tender Submission and Tender Closing Date (Cont'd)

- The Price Proposal in TRIPLICATE should be placed and sealed in another envelope marked “Tender Submission: CCR Price”.

Requirements for Tender Submission and Tender Closing Date (Cont'd)

All Tenders must be addressed to

Mr. Ricky Law, Secretary General

and deposited in the **PCFB Secretariat Tender Boxes** before **12:00 noon on 3 August 2020**

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

Assessment



Assessment will be done in two separate parts as below:

- (i) Technical assessment
- (ii) Price assessment

A weighting of **70% : 30%** will be assigned to the Technical Proposal and Price Proposal.

Site visit may be required

Technical Assessment



The following criteria will be considered

- a. Centre's experience and track-record in providing similar services;
- b. Staff's qualification and experience;
- c. Expected quality of services (availability of training and first aid equipment, environment, number of available time slot offered, opening hours, accessible by public transportation, etc.);

Technical Assessment (Cont'd)



- d. Quality control;
- e. Policy for Personal Data Privacy Protection (including training and internal/external audit)

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

Other Conditions



- a. PCFB does not bind herself to accept the lowest price Tender or any Tender, and reserves the right to negotiate with any party before or after the award of this Tender on conditions relating to this Tender including but not limited to price;
- 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;

Other Conditions (Cont'd)



- d. PCFB's decision will be final. All information related to the selection such as scores and comments will be treated confidential;
- e. PCFB reserves the right to grant similar contracts to more than one SP at the same period of time (not necessarily at the same price)

Enquiries



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THANK YOU