

Hong Kong Green Building Council

Invitation for Expression of Interest to Tender for the Engagement of Verification Body for the Hong Kong Green Building Council Green Building Product Labelling Scheme in Hong Kong

Introduction

The purpose of this exercise is to invite Verification Body (VB) to express their interest in submitting a proposal on providing the verifying services for the verification process of the Hong Kong Green Building Council (HKGBC) Green Building Product Labelling Scheme in Hong Kong.

Background

Hong Kong is one of the most densely populated cities in the world, which has a high building density. Using green materials and products have become a major focus for environmental improvements in the building sector. This leads to the importance in certifying low environmental impact building materials, products and building services components in line with international best practices. It is encouraged to reduce the environmental impacts of building materials and products, during the building life cycle. A HK based product labelling scheme that assesses the overall environmental performance of materials and products based on a life cycle assessment regime is therefore to be developed.

Objectives of the Project

The project of the HKGBC Green Building Product Labelling Scheme aims to devise a Hong Kong based labelling scheme to certify low environmental impact building material, products and building services components. By providing consumers, industry stakeholders and policy makers a list of robustly assessed and certified green building products, the scheme will help stimulating both the supply and demand of greener building materials and products. The project also aims to devise a strategic roadmap for the launch and future development of the green labelling scheme in the Hong Kong construction industry.

Scope of the Project

Considering the application process of HKGBC Green Building Product Labelling Scheme, and in order to enhance the verification procedure, HKGBC will assign a VB to conduct an assessment for the application process.

The project should include, and the VB is responsible to carry out, the followings:

- Review the applications in respect of the Green Building Product Labelling Scheme in accordance with HKGBC's Green Building Product Labelling Scheme requirement, as may be amended from time to time;
- Review and verify the documents submitted with the application;
- Provide feedback and/or comments regarding the application, the documents submitted and whether any further documents and/or information are required;
- Review and verify any additional documents and/or information submitted;
- Prepare a written verification report with recommendations to HKGBC on whether the application should be approved;
- Answer any questions HKGBC may have in relation to the application, the documents and the written verification report;
- Attend any meetings required by HKGBC, if any; and
- Assist HKGBC in the complaint and appeal process, if any, as may be amended from time to time.

Qualifications Requirement

Qualifications of VB:

- Possess knowledge of the green building product certifications as well as the expertise in accordance to the Green Building Product Labelling Scheme requirements issued by HKGBC to determine whether an applicant's product should be certified or not;
- Preferably certified under Quality/ Environmental Management Systems, i.e. ISO 9000 and ISO 14000;

- With a Hong Kong based office for at least 3 years;
- Maintain not less than USD 3 million coverage of professional indemnity insurance;
- Maintain business registration, accredited under HKCAS as accredited certification body or comply with ISO17021 accreditation; and
- VB would be selected in a sequential order according to the list containing all HKGBC-approved VBs by application

Qualifications of CSV:

- Hold a bachelor degree or above in Science, Engineering, Architecture and/or Surveying awarded by any university in the world; and
- Hold any of the following professional status:
 - International Register of Certificated Auditors (IRCA) certificated auditor;
 - Hong Kong Institution of Certified Auditors (HKICA) registered auditor;
 - Certification personnel of the China Certification and Accreditation Association (CCAA);
 - Fellow of the Hong Kong Institution of Engineers (HKIE);
 - Full member of the Hong Kong Institution of Engineers (HKIE);
 - Fellow of the Hong Kong Institute of Architects (HKIA);
 - Full member of the Hong Kong Institute of Architects (HKIA);
 - Fellow of the Hong Kong Institute of Surveyors (HKIS);
 - Full member of the Hong Kong Institute of Surveyors (HKIS); and
- Possess at least 3 years' experience of being a verifier and/or environmental assessor;

- Attend and complete the corresponding Green Building Product Labelling Scheme trainings, which are conducted by HKGBC and passes the examination of the relevant training; and
- Should not be the Consultant, avoiding Conflict of Interest

Submission

Any parties interested in this project are invited to submit their expression of interest including their company information with details of key personnel and relevant job reference (both local and overseas) in a maximum of four A4 pages (supplementary materials can be supplied as appendices) by hand to the following address **before 6:00pm on 19 June 2015.**

Attention:

**Engagement of Verification Body for
HKGBC Green Building Product Labelling Scheme
Hong Kong Green Building Council Limited
1/F Jockey Club Environmental Building
77 Tat Chee Avenue
Kowloon Tong**

Late submission will not be considered. Parties that are successfully shortlisted after the Expression of Interest, with or without interview, will subsequently be invited to submit detailed proposals.