

I. Procurement of goods/services

Organisations should exercise utmost prudence and uphold the principles of openness, fairness, competitiveness and value for money in making procurement with the approved grant from the Council of the Queen Elizabeth Foundation for the Mentally Handicapped (the Council). In particular, they should strictly observe the following quotation requirements in making procurement with the approved grant and accept the lowest conforming offer:

Value of a single procurement / service contract	Quotation requirement
(a) Not exceeding \$5,000	Quotations may be dispensed with.
(b) Exceeding \$5,000 and not exceeding \$20,000	Obtain verbal quotations from at least two suppliers. All verbal quotations should be properly documented or confirmed in writing.
(c) Exceeding \$20,000 and not exceeding \$50,000	Obtain written quotations from at least two suppliers.
(d) Exceeding \$50,000 and not exceeding \$500,000	Obtain written quotations from at least five suppliers.

2. Quotations obtained (where applicable) in accordance with the above procurement procedures should be retained for at least seven years for subsequent inspection/auditing by representative(s) of the Council or Audit Commission of the Hong Kong Special Administrative Region (HKSAR) Government should such needs arise.

3. Organisations and their staff should declare their interests in relation to the procurement of goods and services, and be prohibited from making profit, soliciting, accepting or offering advantages in relation to the activities/project.

4. To promote employment of persons with disabilities, organisations are encouraged to use goods or services provided by rehabilitation social enterprises and workshops, suppliers employing persons with disabilities, or self-employed persons with disabilities.

II. Asset Management

Organisations are responsible for managing the assets funded by the Queen Elizabeth Foundation for the Mentally Handicapped (the QEFMH) in a judicious manner, in order to maximize the benefits to persons with intellectual disabilities. Each organisation is required to maintain a separate register of assets (i.e. items not to be consumed/expensed within one calendar year, such as personal computers, rehabilitation equipment, training tools, etc.), which are procured with grants from the QEFMH. This asset register should form part of the final report as a separate attachment in the format of the Appendix for the Council's record. The asset register should be retained for at least seven years for subsequent inspection by representative(s) of the Council or Audit Commission of the HKSAR Government should such needs arise.