



Pneumoconiosis  
Compensation Fund Board  
肺塵埃沉着病補償基金委員會

**Medical Surveillance Programme  
for  
construction workers in Hong Kong**

**Tender Briefing Session  
5 July 2019**

**Trophy Mak  
Prevention and Rehabilitation Manager**

# *Outline*



1. Introduction and Background Information
2. Medical Surveillance Programme – New Tender Requirements
3. Tender submission requirements and deadline
4. Q / A

# *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 the PCFB*



- 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**
- 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
- to perform other duties as are imposed on it by the Pneumoconiosis and Mesothelioma (Compensation) Ordinance

# Medical Surveillance Programme (MSP)



- One of the largest scale programmes of this kind in Hong Kong targeted at a single industry
  - The programme is offered free to construction personnel
  - Started to launch in November 2011
  - Over 30,000\* workers have completed the examinations since 2011
  - 49 confirmed cases of Pneumoconiosis / Mesothelioma
- 
- According to recent statistics, about 110,000 workers were working in the construction sites daily





# *Objectives*



Heighten awareness of lung health and Pneumoconiosis concern among the construction site workers; and

Assist the construction site workers to have early detection of Pneumoconiosis;

# *Service Targets*



Any persons who...

engage in the construction industry or renovation works with proven employment evidence, and

has solid employment history (years of service/ length of exposure) regardless of past or present; and falls into the specific age group (at present 30 and above)



# *Roles of the Service Provider (SP)*



- to conduct the health screening service
- To provide adequate manpower for assisting the workers to complete the whole examination, for example it would be desirable if a designated staff could be assigned to help workers complete the questionnaire upon request / if necessary.
- To provide established medical centres or set up new centre(s) for running such programme throughout the year and provide adequate booking timeslots/ service sessions to fulfill the service needs of the service recipients

# *Roles of the Service Provider (SP)*



To assist PCFB in making bookings / rebookings. In particular, the SP should perform the following tasks:

- Contact no-show workers and arrange re-bookings, if necessary. Monthly reports should be submitted to PCFB
- Contact those workers having completed the examinations three years ago and arrange for re-examination. Monthly statistics should be submitted to PCFB. (SP should be able to complete 1,000 follow-up a year.)

(The above contacts should be made outside normal office hours, say 1230-1400 or 1700-1900.)

# *Roles of the Service Provider (SP)*



- to keep a set of separate records of workers' examination results, and make it in a form easily transferrable to PCFB or another party, if necessary

# *Roles of the Service Provider (SP)(2)*



- to ensure the workers having completed the examinations to take back own X-ray films immediately after the examination, and to keep a copy until PCFB's approval for destroy.
- to submit monthly statistics and annual reports to PCFB according to the format provided by the Board
- to allow and provide assistance to PCFB's designated personnel for carrying out the performance audit (if applicable)

# *Roles of the Service Provider (SP)(3)*



- To provide clinical statistics and analysis of the health data obtained from the health screening results.
- To safeguard all procedures of handling of personal data in accordance to Personal Data (Privacy data) Ordinance (PDPO).
- To assist or facilitate PCFB to launch publicity campaigns to promote the services to the targeted clients.

# *Additional Services*



- It would be desirable if the Tenderers could provide an optional online booking service which PCFB's staff could directly make the booking online.
- The SP can provide additional services to enrich the quality of the programme which is subject to own resource availability. It is not a compulsory role but will be considered and accepted by PCFB
- It could be offered free or at extra cost. If cost is required, it should be quoted clearly in the price proposal separately under the Additional Service Category. The price, however, will not be taken into consideration when calculating the price score..

# *Additional Services*



- The Additional Service to be accepted by PCFB will lead the Tenderers to get extra score in the technical proposal.
- PCFB reserves the right to accept all or part of the additional services proposed by the Tenderers.

# *Roles of PCFB*



- to provide full financial support to the programme
- to monitor the progress of the programme
- to recruit suitable personnel and refer them to the SP
- To assign designated officer for working closely with the SP to monitor the progress of work, data management and PDPO matters
- to launch publicity campaigns to promote the services to the targeted clients
- to provide advice to the SP, if necessary



# *Services Contents and Arrangements*

## *(Medical centres)*



- The SP is preferably to have own medical centres for running this programme. The centres should have already been established in Hong Kong (or be able to start operation in January 2020) and best be situated at prominent locations that are easily accessible by public transportation.
- It would be more desirable if all examination items could be conducted in a single location

# *Services Contents and Arrangements*

## *(Medical centres) (2)*



- Preference will be given to those SPs who could have centres operated in different districts in Hong Kong
- It would also be an advantage if a centre could be offered in the New Territories such as Tuen Mun / Yuen Long / Tin Shui Wai/ Tsuen Wan, and Kowloon region where a lot of workers are living in these districts

# *Services Contents and Arrangements*

## *(Service hours)*



- The SP should guarantee that a minimum number of booking slots per month be reserved for PCFBs clients during weekdays from 18:30 afterwards, on Sundays before 17:00 and public holidays (preferred). Preference will be given to those SPs who can guarantee a higher quota
- Services must be available in evenings up to 21:00 during some of the weekdays
- Services must be provided on at least 90% of Sundays except public holidays during the year.

# *Screening Package and Professional Requirement*



- Questionnaire for history of dust exposure / protective measures; chest symptoms especially cough and shortness of breath and etc
- The questionnaire should be designed by the SP and approved by PCFB
- The results must be read and interpreted by a designated doctor<sup>#</sup>

# *Screening Package and Professional Requirement (2)*



- General medical examination
- This part must be done by a designated doctor<sup>#</sup>
- The SP must specify the items to be included under this section

# *Screening Package and Professional Requirement (3)*



- Chest X-ray
- All films must be read with reference to the ILO (International Labour Organisation) International Classification of Radiographs of Pneumoconiosis (2011 Edition)
- All films must be reviewed and interpreted by a designated doctor<sup>#</sup>

# *Screening Package and Professional Requirement (4)*



## Lung function test (FVC, FEV)

- The test must be done following the ATS or ERS standards
- The spirometry results must be analysed by a designated doctor<sup>#</sup>

# *Screening Package and Professional Requirement (5)*



- The personal consultation (on all normal and abnormal case) must be done by a designated doctor\*. It could be done face-to-face on the same day or in other form like telephone call on the same day / other days. In this respect, the SP should design the most appropriate format of these consultations.
- The SP should guarantee that the whole examination process should be completed within 90 minutes (the shorter the better) and statistics on this should be provided to PCFB monthly.



# *Screening Package and Professional Requirement (6)*



Designated doctors (any one of the following three groups:

1. Specialists in Occupational and Environmental Medicine  
or
2. Specialists in Respiratory Medicine  
or
3. Specialists in Family Medicine<sup>^</sup> or Specialists in  
Advanced Internal Medicine<sup>^</sup>

<sup>^</sup> The X-ray film must be reviewed by a radiologist and reported to the physician

# *Screening Package and Professional Requirement (7)*



- Clinical experience or higher qualifications in respiratory medicine or occupational medicine are favourable attributes
- All CXR requires reporting by radiologist. Specialists in respiratory medicine or occupational and environmental medicine may choose to compile the reports themselves

# *Medical Records*



- The awarded SP should establish a separate system (hard copies and/or electronic files) with proper back-up and security control to store all clients' records including X-ray films
- PCFB should be the data owner of the above information.
- The SP should agree to send the whole set of records either to PCFB or her designated organization, after the termination of the service contract. Transfer of such data should be completed within 2 months after the termination of contract

# *Medical Records*



- In all circumstances the SP should strictly comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) to ensure that personal data kept are accurate, securely kept and used only for the purpose for which they have been collected. Any person that controls the collection, holding, processing or use of personal data such as the Personal Records should take extra precaution to ensure that the relevant laws on personal data (privacy) and all the codes and guidelines issued by the Privacy Commissioner for Personal Data from time to time are complied with and that effective security measures are adopted to protect personal and sensitive data.

# *Medical Records*



- All medical records should be kept by the SP during the service period. Destruction / transfer of any medical record without the approval of PCFB is not allowed during or after the contract period.

# *Follow-up Actions*



- All clients should receive a medical report / summary (in Chinese) **within 21 days (the shorter the better)** after completion of all examination items
- The designated doctor should, in the personal consultation, explain to the client clearly in case s/he is diagnosed to have any health problem
- If a client is suspected to contract Silicosis, and subject to the agreement of the client, s/he should be referred to the Department of Health Chest Clinics for follow-up. S/he should also be encouraged to leave those dusty work processes
- If a client is diagnosed to have other lung diseases or health problems, and subject to the agreement of the client, the SP should refer him/her to a suitable medical institution for follow-up. However, the client should be reminded that s/he would need to pay all the related fees

# *No of targeted clients to be served each year*



- About 5,000 clients per year and all referrals would be made through PCFB, however PCFB would not guarantee the minimum number of clients to be referred to the SP each year

# *Quality Assurance*



- A quality assurance system should be designed and implemented so as to ensure high quality of service offered to our clients. Details should be included in the proposal, and the comprehensiveness, feasibility and reliability of the monitoring shall be part of the technical marking criteria.
- For the lung function laboratory, quality assurance includes the operator competence, the equipment accuracy and standardized operating procedures.
- Abnormal findings in general examination, CXRs and lung function tests should be managed or referred accordingly. Clinical audits and statistical analyses should form part of the quality assurance



# *Budget*



- The SP should work out a budget for the whole project period (3 years) based on the unit cost of each examination
- The unit cost should be a lump-sum figure inclusive of all service as described in **Part IV: Service Contents and Arrangements**
- The unit cost should be calculated on every 1,000 examination, i.e from 1-1,000 cases, 1,001-2,000 cases, etc up to 5,000 cases per year and above

# *Budget (2)*



- PCFB would only pay for those cases who have completed the whole examination, and not for those cases who have only completed part of the examination (eg taking the X-ray only)
- PCFB would not accept any ‘no-show’ fee to be charged by the SP

# *Subcontracting*



- Preference will be given to those Tenderers who could manage to handle all tasks in the programme without sub-contracting any to a third party. However, subcontracting services, like radiology reporting, record management or other services are not prohibited in this Tender
- If the Tenderer needs to subcontract any service, she should include the followings information in her Technical Proposal:
- Items / services to be subcontracted;
  - ◆ Name and detailed information of the subcontractor (s);
  - ◆ Years of cooperation between the Tenderer and the subcontractor(s);
  - ◆ Justifications for choosing the subcontractor(s); 9
  - ◆ Quality control mechanisms; and
  - ◆ Other information as considered appropriate by the Tenderer

# *Subcontracting (2)*



- Approval of subcontracting and specific subcontractor(s) is at sole discretion of PCFB
- Although PCFB will not enter any contractual relationship with subcontractors, she reserves the right to request the Tenderer to do performance and operational audit for the subcontractors. PCFB also reserve the right to arrange audit checks herself to subcontractor(s).
- During the contract period, if targets to have additional subcontractor(s), SP should seek PCFB approval with justifications prior proceeding. Result subjects to PCFB's final approval.

# *General Requirement*



- A Tenderer shall prepare the Technical Proposal according to the following requirements and provide information and proposal for each item accordingly.
- The tender proposal shall not be more than 30 pages in A4 size paper for the main body (with margin not less than 25mm and character font size not less than 12). Pages not in the prescribed format may, at the PCFB's sole discretion, not be considered. Pages after the first 30 pages will be disregarded and the content thereof will not be considered in the tender assessment. Other information, including the related annexes and documentary proof, will not be subject to the specified page limit.

# *General Requirement*



- A one or two page executive summary for the proposal;
- An introduction about the Tenderer and its experience in related services;
- Name and CV of the responsible physician (limited to a maximum of 2-page each)

# *Specific Requirement*



- Proposed programme details, including but not limited to the followings:
  - Proposed assessment package(s) to be used;
  - Proposed location(s) for doing the medical examinations
  - Detailed descriptions of various parts in the whole programme such as
    - A detailed Flow chart showing work flows and actions taken in each phase;
    - Proposed job duties of all participating parties;
    - Proposed operational procedures e.g., consultation mode; estimated time for completion of examination; equipment for examination, service days and hours, number of cases can be handled in terms of full day/ only after 18:00/ Sunday and public holidays, etc.

# *Specific Requirement (2)*



- Proposed subcontracting item(s) and agents(s) (if applicable);
- Data record and protection measures;
- Quality assurance measures; and
- Others information as considered applicable.
- Appendices to be included (optional)
- Specifications of the assessment items;
- Specifications / copy of other assessment tools, for example questionnaire;
- Suggested report format (for different reports) to be provided to patient;
- and
- Details of the value-added services and additional fee, if applicable.



# *Compliance with the Personal Data Privacy Ordinance (PDPO)*



- For inclusion of any personal data in the technical proposal, for example the CVs of the responsible physician, the Tenderers must ensure that the concerned personnel have explicitly given consents allowing transfer of the personal data from the Tenderer to PCFB.
- PCFB will not hold any responsibility of breaching PDPO during the Tender process.

# *Submissions*



- Tenderers should submit an all-inclusive package cost for ALL the services provided for each client.
- Unit cost per 1,000 clients up to 5,000 per year and above.
- The quotation should be made valid during the whole contract period (3 years)

# *Note*



- The above descriptions just provide a general guideline to the Tenderer. In the price proposal, Tenderers should include details of each package together with an all-inclusive package cost. Breakdown cost could be supplemented if the Tenders find it useful

# *Tender submission requirements*



- A technical proposal and a price proposal must be submitted **SEPARATELY** to PCFB
- 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 envelope should be marked “Tender Submission: **MSP Technical**”; and
- The Price Proposal in **TRIPLICATE** should be placed and sealed in another envelope marked “Tender Submission: **MSP Price**”.

# *Tender submission requirements (2)*



- 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.
- All Tenders must be addressed to Mr. Ricky Law, Secretary General and deposited in the PCFB Secretariat Tender Box situated on 15/F, Nam Wo Hong Building, 148 Wing Lok Street, Sheung Wan, Hong Kong before **12:00 noon on 2 August 2019**, the Tender Closing Date. Late tenders will NOT be considered. Tenders submitted by post, e-mail or facsimile will also NOT be considered.
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# *Tender submission requirements (3)*



- In case a black rainstorm warning signal or tropical cyclone warning signal No. 8 or above is hoisted at any time between 9:00 am and 12:00 noon on the Tender Closing Date, the tender closing time will be postponed to 12:00 noon on the first Working Day after the black rainstorm warning signal has ceased to be in effect or the tropical cyclone warning signal No. 8 is lowered.
- In the event of a Tenderer discovering an error in its Tender after it has been submitted, an amendment to the Tender may be submitted provided that the amendment is submitted before the Tender Closing Date.
- All Tender documents will not be returned to the Tenderers.

# *Assessment*



70 % technical score  
30% price score

## **Assessment Panel**

This Tender exercise is steered and assessed by the Assessment Panel of PCFB.

# Technical score



The technical assessment will be based on the following criteria:

- Background / track record including accreditations received of the institution and the designated staff
- Set-up of the proposed medical centre(s) and the laboratory support
  - Number and location of medical centres and number of available slots, in particular on Sundays and after 19:00 on weekdays
- The expected operation efficiency of the proposed workflow
- Others (eg. quality control system including accreditations, data privacy protection system etc)



# *Other conditions*



- PCFB does not bind itself to accept the lowest tender or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer
- PCFB reserves the right to reject any or all of the proposals
- PCFB will not disclose the fee or any information to a third party
- PCFB's decision will be final. All information related to the selection such as marks, scores and comments will be treated confidential and not be disclosed to any body other than staff and Board members of the Fund Board
- 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)

# *Submission Deadline*



**1200**

**02 August 2019 (Friday)**

# *Supplementary Information*



**Please refer to the tender  
document**

# *Enquiries*



Mr Anthony Chung  
Officer, Prevention, Rehabilitation  
Tel: 3578 8102  
Email: [antchung@pcfb.org.hk](mailto:antchung@pcfb.org.hk)



**Thank you**