

**Invitation to Tender**  
**for the Provision of Supervised Exercise Training Service**  
**in**  
**Designated Rehabilitation Centre**  
**for**

**Supporting the Comprehensive Community Rehabilitation (CCR) Programme**

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## **Part I Background Information**

### **Introduction**

The Pneumoconiosis Compensation Fund Board (PCFB) would like to cordially invite Tenderers to submit Tenders for provision of Supervised Exercise Training Service in Designated Rehabilitation Centre(s) to support the Comprehensive Community Rehabilitation (CCR) Programme that has been launched since 21 September 2016, serving the group of Pneumoconiosis and Mesothelioma patients in Hong Kong.

### **Statutory Functions of Pneumoconiosis Compensation Fund Board (PCFB)**

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

- (a) to administer the Fund;
- (b) to make recommendations to the Government with respect to the rate of levy;
- (c) 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;**
- (d) 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
- (e) 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 in Hong Kong and related information**

As at 30 June 2018, there were 1,516 Pneumoconiosis and Mesothelioma patient registered under the Board. The age and residential distribution of patients are shown in Appendix I to let Tenderers understand more the profile of our patients.

## **Part II The Comprehensive Community Rehabilitation (CCR) Programme**

The Comprehensive Community Rehabilitation (CCR) Programme has been operating since 21 September 2016. It extends the rehabilitation service's scope from hospital to community.

The objective of CCR is to provide a life-long, holistic and comprehensive rehabilitation care service to all Pneumoconiosis and Mesothelioma patients registered in PCFB who are in need of rehabilitation service so as to improve or maintain their physical functioning level as well as to improve their quality of life. Under the current programme, patients are broadly divided into the following two categories:

1. Those patients whose physical conditions are fit enough to allow them to have regular exercise training in community centres, and
2. Those patients whose physical conditions restrict them to home level activities (home-bound patients).

While the second group of patients would receive exercise training at home, the first group could have regular exercises in community centres. This invitation is mainly to find centres with safe, comfortable environments and supervision from professional staff to allow our patients to maintain regular exercises so as to improve, or at least to maintain, their functioning level as well as to improve their quality of life.

The CCR is a life-long rehabilitation programme, tailor-made to individual capacity, and operated under a partnership of different professional teams. It adopts a case management approach for each individual patient. The Case Managers of PCFB are the health advocate and they take the core role to coordinate and link up all rehabilitative service units and keep track with the service outcome of each patient. An assessment team was formed by our hospital partner to provide regular health assessments; tailor-made care plan and exercise prescriptions for each individual patient. **To help patients develop a healthy life style and regular exercising habit, PCFB also invites exercise training centers located at different districts to join the programme and provide supervised rehabilitation exercise training (according to exercise prescriptions) in the community.**

Work flow of CCR is shown in Appendix II.

Sample of exercise prescription is attached in Appendix III.

## **Part III Roles of Service Provider (SP) and PCFB**

### **Roles of the SP**

- To encourage patients to develop and maintain a habit of regular exercising;
- 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;
- To guarantee a minimum number of training sessions that the centre could reserve for PCFB's patients;
- To have a registered physiotherapist with at least five years of post-registration experience to monitor the patients for doing exercises following the prescription and to provide appropriate supervision, as necessary;
- To provide a comfortable place for patients to take rest after/during the training;
- To provide a periodical progress report in every three months upon the request of PCFB;
- To recommend the appropriate exercise level of patients for reference of the assessment team;
- To submit a monthly attendance sheet (with patients' signature records) to PCFB;
- To submit a summary of monthly attendance record in excel format for PCFB to input the data in her computer system;
- To have case conference with PCFB's Case Manager and/or others, if necessary (this would not be more than once per three months for each case);
- To keep proper & separate patients' records, and make it available to PCFB upon request.

### **Service Hours**

- It is expected that the centre should be opened to our clients during weekdays from 0900-1800.

### **Additional Services**

- 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.
- PCFB reserves the right to accept all or part of the additional services proposed by the Tenderers.

**Service Period**

- Upon acceptance of the tender, the SP should agree to provide the service starting from 1 January 2019 or a date after 1 January 2019 to be mutually agreed by the SP and PCFB to 31 December 2020.
- In respect of the above, the price proposal submitted to PCFB should be valid during the whole period of 2 years.

**Roles of PCFB**

- To refer suitable patient to particular centre for regular training;
- To pay all fees for our patients according to terms and conditions mutually agreed;
- To assign case manager(s) for working closely with the centre to monitor the progress of patients;
- To launch publicity campaigns to promote the services to the targeted patients;
- To provide advice to the SP, if necessary;
- However, PCFB would not guarantee any minimum use of sessions reserved to her patients. Choice of particular centre rests solely with PCFB and patients;
- 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.

## Part IV Requirements of Rehabilitation Centres

### Specifications:

- The centre should have included but not limited to the equipment listed below for the prescribed exercises, or any other equipment that fits for the exercise items.

	<b>Exercise Item</b>	<b>Content</b>	<b>Equipment</b>
(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
		(a) Chest Press (b) Bicep Curl (c) Scapula back stretches	Multi-gym Machine
		Walking/Stepping	Stepper
(3)	Balance	Balance Exercises	Balance Board

- The above list is the minimum requirement for tenderers 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.
- The availability of proper first aid instrument is essential and the availability of automated external defibrillator would be considered an advantage point.
- A resting area should be provided for patients to rest during/after exercises.
- Supervision/monitoring role following the exercise prescription should be performed by a physiotherapist with a valid practicing certificate and 5-year of post-registration experience. The availability of Occupational Therapist in the centre for provision of service to our clients would be considered an added advantage.
- The duration of each service session should last for 1 to 2 hours but the Tenderers should submit a standard unit charge in the price proposal.
- The service is required mainly on weekdays. Please specify the service days and hours of your centre.
- 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.
- Centre PT should work and communicate closely with the designated Case Manager of PCFB.

- Provide progress report of each patient after completing a cycle of exercises.
- Provide attendance record and summary in accordance with requirement set out by PCFB.
- Undertake to comply with Personal Data (Privacy) Ordinance in collecting or using the patients' personal information.
- Undertake to have sufficient insurance policies for their staff, clients and other visitors.
- The price proposal offered should be valid for two years after the service commencement date.
- PCFB has the right to stop the service with one month notification.

## **Part V Guidelines and Requirements of Technical Proposal**

**Tenderers are advised to read the following notes carefully before they proceed to complete the Technical Proposal –**

- (a) A Tenderer shall prepare the Technical Proposal according to the following requirements and provide information for each item accordingly.
- (b) Tender submission requirement

A Technical Proposal should be submitted to the PCFB with the following information:

- History of the Centre
- Location
- Size
- Service hours
- Public transportation accessible
- No of clients being served currently per month
- Type of clients being served currently
- Maximum number of PCFB's clients that could be served per month
- Any restriction on patients' admission
- Facilities and equipment available (please provide as much details as possible)
- Professional staff available (please provide as much details as possible)
- Policy for Personal Data Protection
- Floor plan
- Others information as considered applicable.

Tenderer should try her best to provide all the above information. Any information missing may lead to deduction in marks grant the technical proposal.



## **Part VI Guidelines and Requirements of Price Proposal**

**Tenderers are advised to read the following notes carefully before they proceed to complete the Price Proposal**

Tenderers should submit **an all-inclusive unit fee** for the provision of the following services:

- A 1-2 hour training session with monitoring/supervision provided by a registered PT with at least five-year of post registration experience;
- Clients should be allowed to stay in the centre before/after the training within the opening hours of the centre;
- A progress report, in format as agreed by the Centre and PCFB in every three-month;
- 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);
- Attendance records, with patients' signature should be submitted to PCFB monthly;
- A separate attendance summary in excel format should be submitted to PCFB monthly;
- If particular centre requires a one off admission/assessment fee, it could be allowed and included separately in the proposal.

### **HOWEVER**

- No cancellation or no show fee should be charged to PCFB, and
- No other charges will be allowable as well.
- The quotation submitted should be valid from the service commencement date for two years.

## **Part VII 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 –
  - (a) 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 Training Centre (Technical)”; and
  - (b) The Price Proposal in TRIPLICATE should be placed and sealed in another envelope marked “Tender Submission: CCR Training Centre (Price)”.
- 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 **15 November 2018, the Tender Closing Date**. Late tenders will NOT be considered. Tenders submitted by post, e-mail or facsimile will also NOT be considered.
- 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.

## **Part VIII Assessment and Tender Award**

### **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**

- A site visit may be required by the Assessment Panel and the Tenderers must arrange the visit within a reasonable time after the Panel notifies the Tenderers about this.

### **Assessment Panel**

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

### **Other Conditions**

- 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.
- PCFB reserves the right to reject any or all of the Tenders.
- 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 scores and comments will be treated confidential.
- 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)

### **Notice of Tender Result**

- PCFB will notify all Tenderers by writing the results latest in December 2018.

### **Enquiries**

Mr. Anthony Chung

Prevention, Rehabilitation and Research Officer

Tel: 3578 8102

E-mail: antchung@pcfb.org.hk

**Age and Residential Distribution of Patients**

**Age distribution**

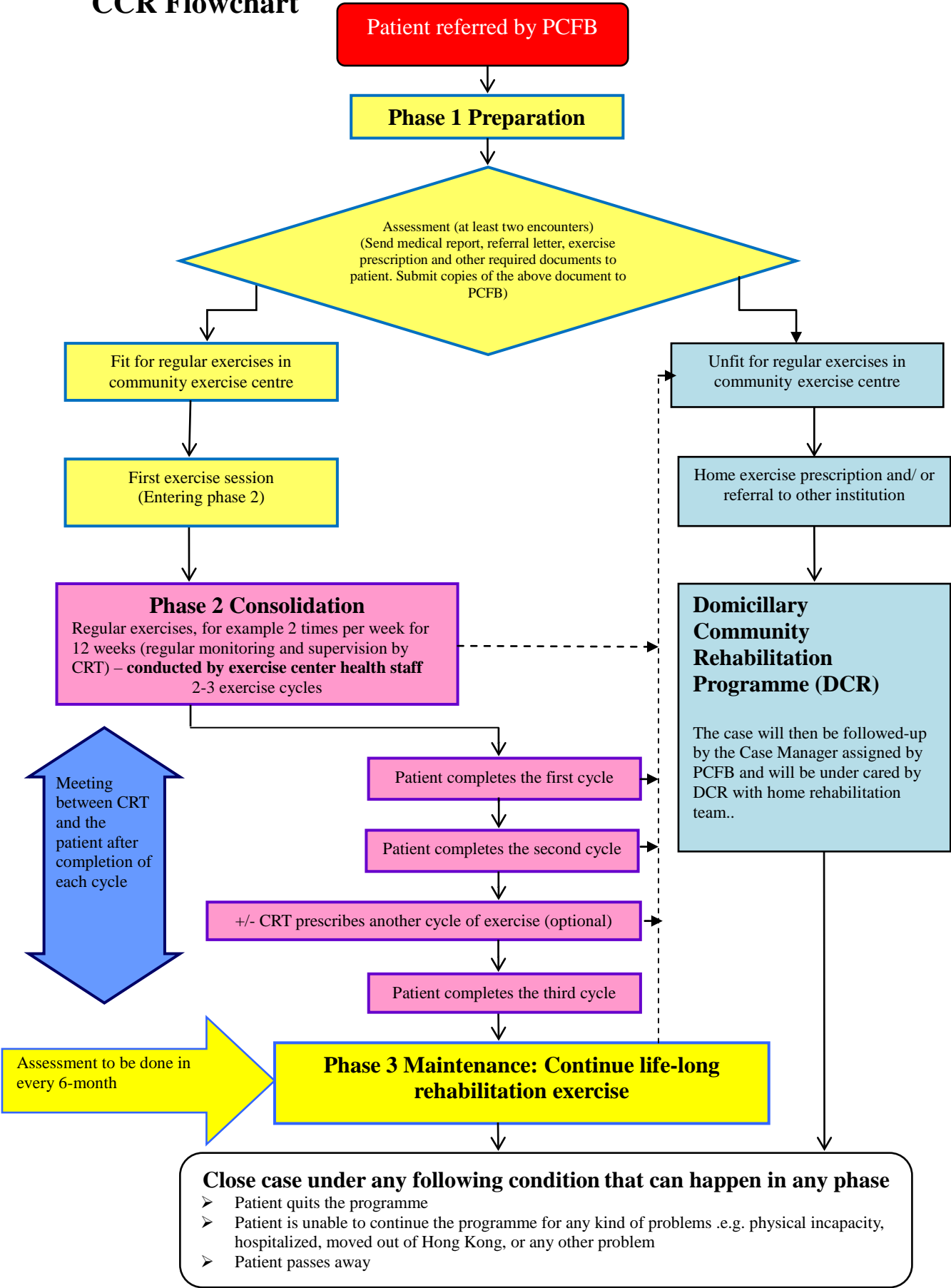
Age range	Count	% Distribution
Below 60	119	8.07%
60-69	658	44.64%
70-79	452	30.67%
80 and above	245)	16.62%
Total	1,474	100%

**Residential distribution**

Region and Cluster	Count	% Distribution
HK Island		
Hong Kong East Cluster	126	8.5%
Hong Kong West Cluster	72	4.9%
Kowloon		
Kowloon East Cluster	388	26.3%
Kowloon Central Cluster	168	11.4%
Kowloon West Cluster	180	12.2%
New Territories		
New Territories East Cluster	356	24.2%
New Territories West Cluster	184	12.5%
Total	1,474	100%

Age and residential distribution information are not available for 42 patients being diagnosed to have the disease before 1980

**CCR Flowchart**



## Sample of Exercise Prescription

## 「肺塵埃沉着病及間皮瘤病人 社區綜合復康計劃」

## 運動處方(第 1 級)

運動項目	內容	日期( )/備註
耐力／帶氧運動	1) 跑步機步行-速度:每小時 1.0- 1.2 公里 (10 分鐘)	
	2) 健身單車 - 第 1 級阻力 (10 分鐘)	
強化／阻力	1) 坐著抬腿 (無負重+/-1 磅)	
	2) 肩膊運動牽引器	
	3) 坐立運動 (黃/紅色彈力帶)	
	4) 上肢運動 - 拉開黃/紅色彈力帶	
	5) 坐著踏步運動 (無負重+/-1 磅)	

伸展／柔軟度	1) 坐式肩膊／胸／ 上背伸展 (每次 15 秒)	
	2) 坐式上肢伸展：三頭肌／二頭肌／手腕伸展 (每次 15 秒)	
	3) 站立下肢伸展：四頭肌／膕繩肌／小腿 (每次 15 秒)	
平衡力	1) 雙臂打開單腳站立(綠色)氣墊上	
	2) 向橫行走；倒後行走	
呼吸	1) 噉唇式呼吸	
	2) 腹式呼吸	