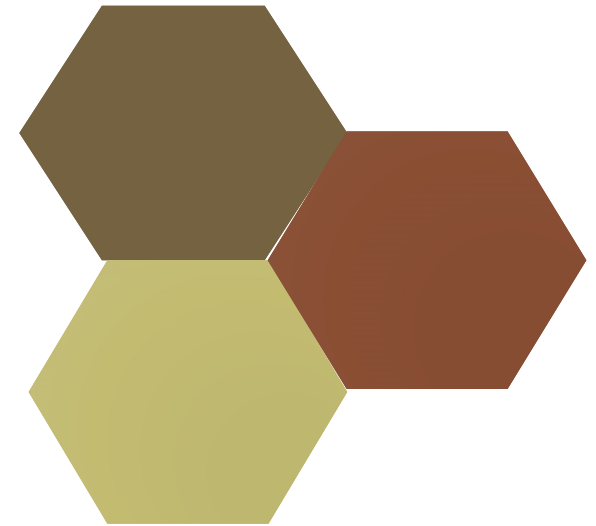

Listing arrangement for government procurement of IT products (GITP)

Briefing session

22 August 2023



GITP briefing rundown

1. Overview
2. Admission requirement
3. Application procedure
4. Implementation schedule
5. Q&A



1. Overview



What does the GITP cover?

The GITP covers :

- (a) Supply of IT products
- (b) Provision of support services
- (c) Provision of maintenance services
- (d) Provision of trade-in services





How does the GITP work?

- Digital Policy Office (DPO) (or the then OGCIO) maintains a list of registered IT suppliers (referred as GITP providers) under **each sub-category of GITP** for procurement of IT products by government bureaux and departments (B/Ds).
- Each GITP provider under each sub-category can provide a list of offered products as sample products for reference by B/Ds.

How does the GITP work? (cont'd)

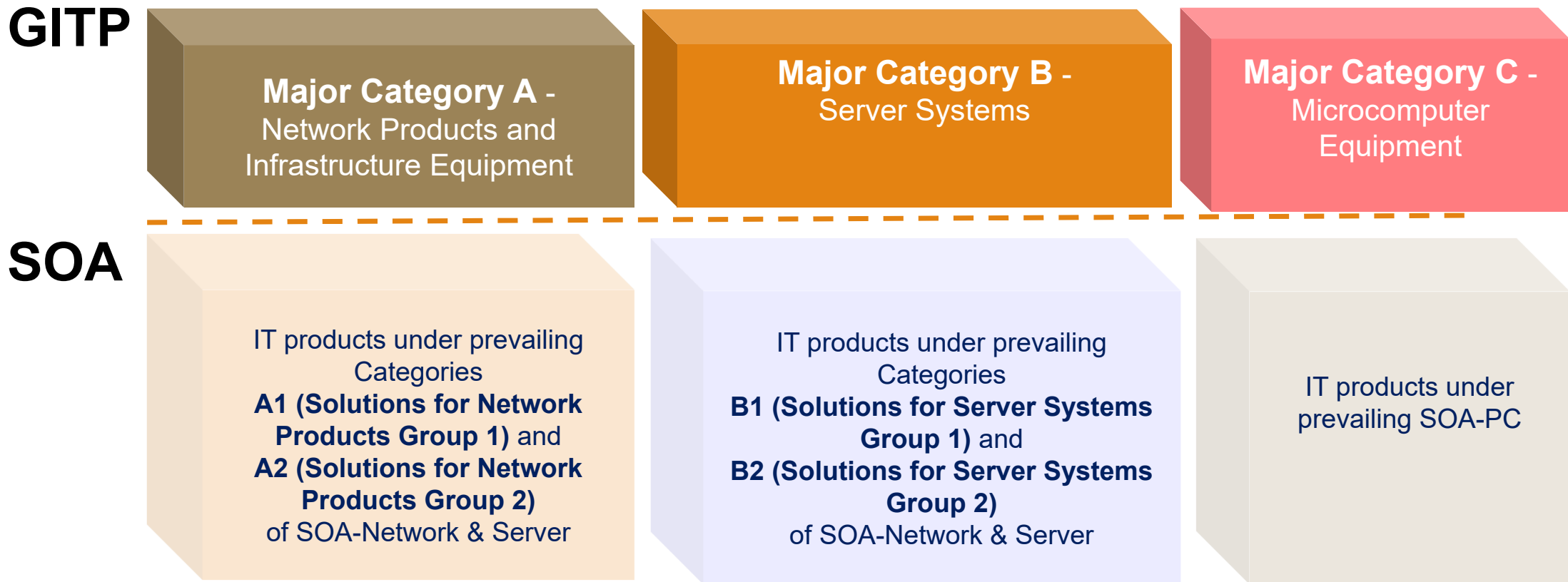
- All B/Ds can invite GITP providers under a sub-category for proposals for their required IT products and related services. For each invitation, B/Ds are required to invite all GITP providers under the sub-category through the e-Procurement System of DPO.



GITP vs Standing Offer Agreement (SOA)

	GITP	SOA
(a) Participation by new suppliers	Anytime	Every 3 years
(b) Entrance requirements	Offer at least one model for each IT product item designated as “requisite for admission” of the sub-category	Must offer all products of the category
(c) Addition of new products	Yes, as long as within the scope of the sub-category	Only better products can be added through Contract Variation (CV)
(d) Maximum price of IT products and minimum value of trade-in products	No	Yes
(e) Contract deposit	No	Require deposit at SOA level

GITP vs SOA : Categories



GITP Sub-categories

**Major Category A -
Network Products and
Infrastructure Equipment**

Sub-category	Relevant IT products
A1: Network Router and Switch	<ul style="list-style-type: none">• Network Router• Network Switch
A2: Wireless Network Equipment	<ul style="list-style-type: none">• Wireless Controller• Wireless Access Point• Wireless Router
A3: Network Load Balancer	<ul style="list-style-type: none">• Load Balancer
A4: Network and Infrastructure Security Equipment	<ul style="list-style-type: none">• Firewall• Security Appliance



GITP Sub-categories (cont'd)

**Major Category A -
Network Products and
Infrastructure Equipment**

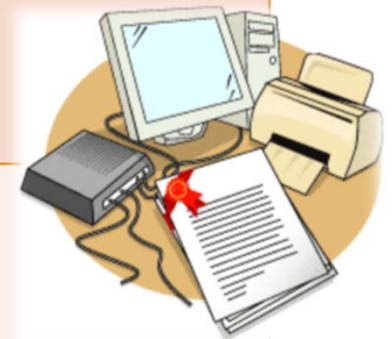
Sub-category	Relevant IT products
A5: Network Software	<ul style="list-style-type: none">• Network Management Software• Network Monitoring Software• Network Virtual Security Appliance
A6: Power Equipment	<ul style="list-style-type: none">• Uninterruptible Power Supply (UPS)• Automatic Transfer Switch
A7: Cabinet	<ul style="list-style-type: none">• Rack Cabinet• LCD KVM Console
A8: Network Cable	<ul style="list-style-type: none">• Network Cable



GITP Sub-categories

Major Category B - Server Systems

Sub-category	Relevant IT products
B1: Server Computer	<ul style="list-style-type: none">• Server Computer
B2: Storage System	<ul style="list-style-type: none">• Disk Storage System• Network Attached Storage System• Tape Storage Device
B3: Server System Software	<ul style="list-style-type: none">• Server Operating System• Backup Software• Virtualisation Software• Electronic Mail Software
B4: Server Application Software	<ul style="list-style-type: none">• Database Software• Application Server Software• Application Development Tool• Reporting Software• Content Management Software



GITP Sub-categories

Major Category C –
Microcomputer Equipment

Sub-category	Relevant IT products
C1: Desktop Computer	Desktop Computer
C2: Notebook Computer	Notebook Computer
C3: Mobile Computing Device	Tablet Computer
C4: Printer	Monochrome Laser / LED Printer Colour Laser / LED Printer
C5: PC Software	Desktop Operating System Office Automation Software



Application as GITP providers by IT suppliers



IT products suppliers

Application for admission as GTP providers



E-Forms on GovHK

The screenshot shows the 'Application for Admission to the List of Providers for Government Procurement of IT Products (GTP)' form. It includes a navigation menu on the left and a main content area with the following sections:

Part I - Applicant Details

(Note: The applicant can be sole proprietor, partnership, company or statutory corporation. The sole proprietor or a partner of a partnership must be over the age of 18.)

Name of the applicant (in English)* Name of the applicant (in Chinese, if applicable)

Address of the applicant (in English)* Address of the applicant (in Chinese, if applicable)

Business carried on by*

Body Corporate
 Individual
 Partnership
 Other

Tel. No.* Tel. No. Email Address*

Applicant Website Number of employees*

Length of business experience (in years)*

Business Registration Certificate or Equivalent Documents

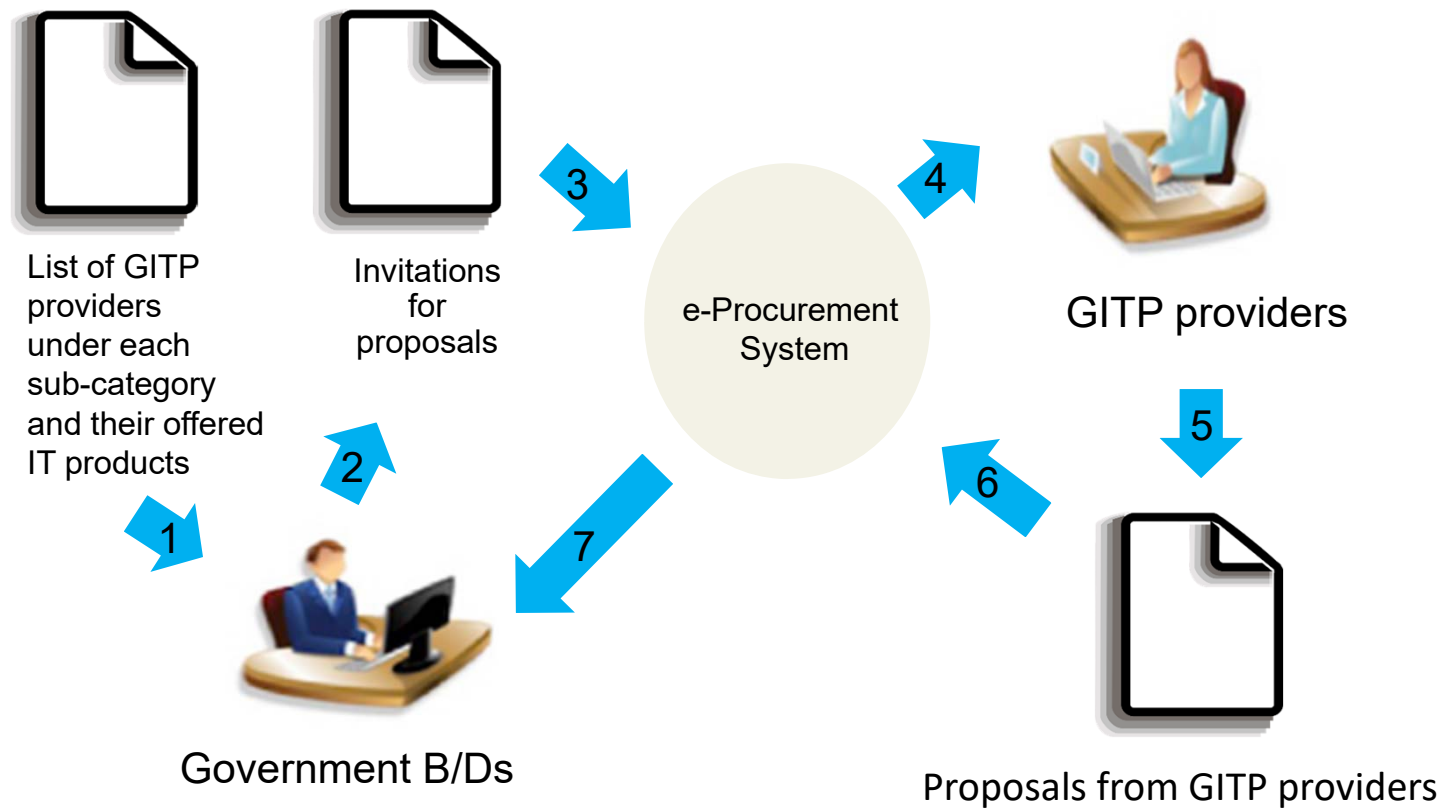
Select any one of the following document to upload.*

If valid Business Registration Certificate (BRC)
 A document showing that acquisition of business registration is granted under the Business Registration Ordinance (Chapter 315 of the Laws of Hong Kong).

Save Back Next

GTP page on DPO Homepage

Acquisition of IT products by B/Ds through GITP

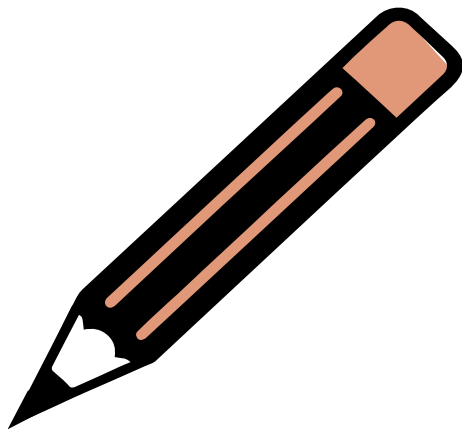


Individual procurement by B/Ds under GITP

- A maximum value of \$1.4 million ## per each acquisition (## revised to \$1.36 million in 2024)
- B/D can tailor/add technical specification of items within the scope of the sub-category
- B/D are required to invite all GITP providers under one sub-category
- Bidding by GITP providers is not compulsory; GITP providers can propose products not on their product list
- Award to conforming proposal of the lowest offer (if marking scheme is not used) or the highest combined score (if marking scheme is used)



Reference technical requirements



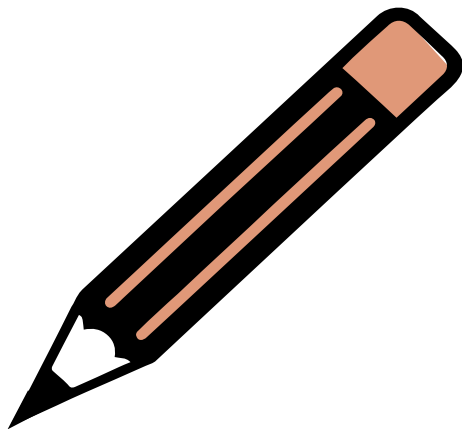
**Reference technical
requirements
for
IT products**

Requirements on Sample
IT Products

**Reference
maintenance service
requirements
for
IT Products**

Sample maintenance
services requirements of IT
products

Conditions of contract and contract schedules



Conditions of Contract for **Individual Procurement**

A set of common conditions of contract for individual procurement under GITP

Contract Schedules for **Individual Procurement**

A set of contract schedules for individual procurement under GITP

Monitoring of GITP providers' performance

➤ Two independent review committees:

1. **Reporting Review Committee (RRC)**

- To review the performance of the GITP providers and determine the delisting actions on GITP providers;
- To escalate any complaint/appeal to the MRC for further review

2. **Management Review Committee (MRC)**

- to review the complaint/appeal escalated from RRC and determine the final decision

- ◆ Details are given in the “**Regulating and Monitoring Mechanism of GITP**” on the GITP theme page.

Monitoring of GITP providers' performance (Cont.)

➤ **Contractor Performance Appraisal Report (CPAR)**

- B/Ds are required to submit CPARs at completion (or termination) of individual contract to evaluate the performance of the GITP providers
- An adverse CPAR is a CPAR rated as “Not satisfactory”

➤ **Counting adverse CPAR**

- During a rolling period of 180 calendar days, if the accumulated number of adverse CPARs is more than 10, RRC will further review and investigate the case
- A GITP provider may be removed from the list for 90 calendar days subject to the decision by the RRC
- Any complaint/appeal cases will be escalated to the MRC for further review and final decision

Retention of GITP providers

GITP providers are required to :

- verify and update their company information at a **two-year interval** upon request from DPO
- submit a duly signed declaration form confirming their compliance with the retention requirements and provide updated company information within one month



2. Admission requirements



Requirements on the applicant

- Valid Business Registration Certificate (BRC)
- Or exemption document under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong)



Requirements on IT Products



- may apply for inclusion in one or more sub-categories of one or more major categories
- must propose at least one model for each IT product item designated as “requisite for admission” which shall be compliant with the reference technical requirements of the sub-category

Notes:

- (1) an IT product will be classified into one sub-category only;
- (2) please refer to the reference technical requirements of IT products for detailed technical requirements of IT products.

Items “requisite for admission”

- Those are **marked with an asterisk** in reference technical requirements of IT products
- Must propose **at least one** model for such item



1.1 Sub-category A1 - Network Router and Switch

1.1.1 Router [Item No. 11000] *

Network Interface	■ Provide at least two (2) GbE optical or electrical interfaces
Routing Protocol	■ Able to run OSPFv3 or multiprotocol BGP
High Availability	■ Able to handle VRRP
Form Factor	■ Rack mount
Others	■ Bundled with all necessary cables and accessories including rack mount kit
Green Features	■ Shall comply with mandatory requirement of Green Product Code D03

1.1.2 Router Accessory 1 [Item No. 11011]

Feature	■ One (1) power supply unit
Compatibility	■ Compatible with the proposed router [Item No. 11000]

Items “requisite for admission” for sub-category B4

- For sub-category B4 (Server Application Software), IT suppliers can propose **any** one of the server application software within the sub-category.

Note: For admission to GITP, the proposed software must include the main application software running on the computer server (i.e. Just the client/device access license of the server application software only is not acceptable).



Requirements on Support Staff



- One Programme Manager
- At least one technical staff
 - Category A: Network System Engineer
 - Category B & C: Computer Hardware Engineer/ Computer Software Engineer

Programme Manager	At least 4 years of IT experience, including at least 2 years of IT project management experience
Technical Staff	At least 3 years of IT experience, including at least 2 years of experience in the relevant function/speciality with valid and recognised professional qualification(s)



3. Application procedure



Steps for applying as GITP provider



- (a) Submit application by IT supplier
- (b) Approve application by DPO
- (c) Sign the document “Request for Inclusion” by IT supplier
- (d) Register to the e-Procurement System of DPO by IT supplier

(a) Submit application by IT supplier: DPO Homepage

Home > Our Work > Business & Industry Development > Government IT Business Windows
 (https://www.digitalpolicy.gov.hk/en/our_work/digital_infrastructure/industry_development/suppliers/gitp)

The screenshot displays the DPO website's 'Supply of IT Products for Government Bureaux and Departments Under the GITP Scheme' page. The page includes a navigation bar, a breadcrumb trail, and a main heading. Below the heading is a 'Description of the GITP Scheme' section, followed by a list of major categories (A, B, and C) and a list of related documents. The 'Related documents' table is shown below.

Related documents	
Name of documents	Last Update Date
1. Listing arrangement for Government procurement of IT products (GITP)	
(a) Overview of GITP <ul style="list-style-type: none"> Overview of GITP Admission Requirements on IT Products Admission Requirements on Support Staff 	8 August 2023
(b) GITP Scheme Participation Terms and Conditions <ul style="list-style-type: none"> GITP Scheme Participation Terms and Conditions 	8 August 2023
(c) Reference Technical Requirements for IT Products <ul style="list-style-type: none"> Reference Technical Requirements for IT Products (Category A) Reference Technical Requirements for IT Products (Category B) Reference Technical Requirements for IT Products (Category C) 	8 August 2023
(d) Reference Maintenance Service Requirements for IT Products <ul style="list-style-type: none"> Reference Maintenance Service Requirements for IT Products 	8 August 2023
(e) Conditions of Contract for Individual Procurement (or "Conditions of Contract")	To be provided
(f) Contract Schedules for Individual Procurement (or "Contract Schedules")	To be provided
(g) Regulating and Monitoring Mechanism of GITP <ul style="list-style-type: none"> Regulating and Monitoring Mechanism of GITP 	8 August 2023
2. Application for Admission to GITP	
(a) Application e-Form & Guidance Notes <ul style="list-style-type: none"> Guidance Notes 	8 August 2023
(b) Details of Sample IT Products and Specifications for Sample IT Products <ul style="list-style-type: none"> Details of Sample IT Products Specifications for Sample IT Products (Category A) Specifications for Sample IT Products (Category B) Specifications for Sample IT Products (Category C) 	8 August 2023
(c) Details of Nominated Support Staff <ul style="list-style-type: none"> Details of Nominated Support Staff 	8 August 2023
(d) Request for Invitation to GITP	8 August 2023

GovHK - Online Services (Business & Trade)

Home > Business & Trade > Online Services > Online Services (Business & Trade)
(<https://www.gov.hk/en/business/onlineservices/>)

The screenshot displays the GovHK website interface for 'Online Services (Business & Trade)'. The page includes a navigation menu at the top with 'Residents', 'Business & Trade', and 'Non-Residents'. A breadcrumb trail shows the path: Home > Business & Trade > Online Services > Online Services (Business & Trade). On the left, there are tabs for 'For Residents users', 'For Business & Trade users', and 'For Non-Residents users'. A 'NEW' banner highlights 'FAQs on Online Payment for Government Services'. The main content area features a search bar, 'Hot Searches' (Business Registration, Tax, Recruitment, Permit, Licence, SME Service), and a list of requirements for services (Online Payment, Digital Certificate, Password or Digital Certificate, Scanning, Printing, and IAM Smart). A section titled 'Doing Business with the Government' contains a list of services, with 'Apply for Admission to the List of Providers for Government Procurement of IT Products (GITP)' highlighted by a red box. Other services listed include 'Access General Management Consultancy (GMC) Services Portal', 'Access Electronic General Demand Note (e-GDN) Enquiry via MyGovHK', and 'Access Electronic General Demand Note (e-GDN) Enquiry via Treasury Website'.


Application form for admission to GITP

<https://eform.cefs.gov.hk/form/ogc019/en/>

GovHK 香港政府一站通 SC-605-3-OGC019-001 | Text Size | 繁體

Application for Admission to the List of Providers for Government Procurement of IT Products (GITP)

- 1) Introduction
- 2) Applicant Details
- 3) Contact Person
- 4) IT Product Categories
- 5) Support Staff
- 6) Review & Confirm
- 7) Acknowledgement



Office of the Government Chief Information Officer
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Notes to Applicant

Please read the [Guidance Notes](#) on Application for Admission to the List of Providers for Government Procurement of IT Products (GITP) and make ready the supporting documents as listed in the following paragraph (Documents Required). (The total size of all uploaded files should not exceed 10MB)

If you have already submitted the application and would like to update information or provide supplementary information, please contact us by email (with transaction reference number indicated) to gitp_admin@ogcio.gov.hk.

Documents Required

1. The scan copy of current Business Registration Certificate of the applicant or documentary evidence showing that the applicant has been granted exemption of business registration under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong) or equivalent in the format of JPG, PNG, GIF or PDF.
2. The completed form ("Details of Sample IT Products" and "Specifications for Sample IT Products") for the sample IT products to be included to GITP for reference by government bureaux and departments.
3. The completed form ("Details of Nominated Support Staff") for the nominated staff to the key roles (i.e. Programme Manager and technical staff) who meet the specified qualifications and experience requirements in respect of the major categories being applied for admission.
4. The scan copy of the certificate of the recognised professional qualification for the nominated technical staff in the format of JPG, PNG, GIF or PDF.

The blank forms "Details of Sample IT Products", "Specifications for Sample IT Products" and "Details of Nominated Support Staff" can be

OGCIO Government Procurement of IT Products (GITP) Support Team

Hotline: 2231-5487 / 2231-5403

Details of Sample IT Products

https://www.digitalpolicy.gov.hk/en/our_work/digital_infrastructure/industry_development/suppliers/gitp/doc/Details_of_Sample_IT_Products.xlsx

Sample IT Product List for Major Category A - Network Products and Infrastructure Equipment																	
Name of Applicant:																	
Requisite for admission (Y/N/NA/A)	Product Subcategory	Product Item	Item No.	Product/Model No.	Product Description	Manufacturer	Place of Manufacture	Reference Unit Price (HK\$)	Reference Unit Annual Maintenance Charge M1 (HK\$)	Reference Unit Annual Maintenance Charge M2 (HK\$)	Reference Unit Annual Maintenance Charge M3 (HK\$)	Reference Unit Annual Maintenance Charge for Software L0 (HK\$)	Reference Unit Annual Maintenance Charge for Software L1 (HK\$)	Reference Unit Annual Maintenance Charge for Software L2 (HK\$)	Reference Unit Annual Maintenance Charge for Software L3 (HK\$)	Warranty Period (Months)	Product Specification
Y	A1: Network Router and Switch	Router	11000														Please supplement the details in Section 1.1.1 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 1	11011														Please supplement the details in Section 1.1.2 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 2	11012														Please supplement the details in Section 1.1.3 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 3	11013														Please supplement the details in Section 1.1.4 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 4	11014														Please supplement the details in Section 1.1.5 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 5	11015														Please supplement the details in Section 1.1.6 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 6	11016														Please supplement the details in Section 1.1.7 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 7	11017														Please supplement the details in Section 1.1.8 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 8	11018														Please supplement the details in Section 1.1.9 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 9	11019														Please supplement the details in Section 1.1.10 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 10	11020														Please supplement the details in Section 1.1.11 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Router Accessory 11	11021														Please supplement the details in Section 1.1.12 of "Specification for Sample IT Products (Category A).docx"
Y	A1: Network Router and Switch	Switch	11001														Please supplement the details in Section 1.1.13 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Switch Accessory 1	11051														Please supplement the details in Section 1.1.14 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Switch Accessory 2	11052														Please supplement the details in Section 1.1.15 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Switch Accessory 3	11053														Please supplement the details in Section 1.1.16 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Switch Accessory 4	11054														Please supplement the details in Section 1.1.17 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Switch Accessory 5	11055														Please supplement the details in Section 1.1.18 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Switch Accessory 6	11056														Please supplement the details in Section 1.1.19 of "Specification for Sample IT Products (Category A).docx"
N	A1: Network Router and Switch	Switch Accessory 7	11057														Please supplement the details in Section 1.1.20 of "Specification for Sample IT Products (Category A).docx"

Details of Nominated Support Staff

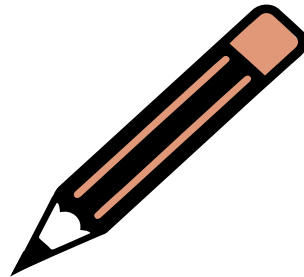
https://www.digitalpolicy.gov.hk/en/our_work/digital_infrastructure/industry_development/suppliers/gitp/doc/Details_of_Nominated_Support_Staff.xlsx

	A	B	C	D	E	F	G	H
1	Nominated Support Staff Record Form							
2								
3	Date of application (dd.mm.yyyy) :	21.08.2023						
4	Name of Nominee :	Chan Tai Man						
5	Role of Nominee :	Programme Manager						
6	Product Category :	<input checked="" type="checkbox"/> A: Network Products and Infrastructure <input checked="" type="checkbox"/> B: Server Systems <input type="checkbox"/> C: Microcomputer Equipment						
7								
8	IT experience (in complete years)	12	(Requirement : at least 4 years of IT experience)					
9	Relevant experience (in complete years)	12	(Requirement : at least 2 years of IT project management experience)					
10								
11	History of Working Experience :							
12	Item #	Employer name	Project Name	Job Title & Responsibility	Period Start (dd.mm.yyyy)	Period End (dd.mm.yyyy)	IT experience? (Y/N)	Relevant experience? (Y/N)
14	1	ABC Co.		Project Manager	01.01.2011	21.08.2023	Y	Y
15	2							
16	3							
17	4							
18	5							
19	6							
20	7							
21	8							

(b) Approve application by DPO

- The application submitted by IT supplier will be processed by the DPO.
- IT supplier may be requested to provide further information where necessary.
- The estimated processing time for each application is around two weeks.

(c) Sign the document “Request for Inclusion”



After the application is approved, the IT supplier is required to sign an undertaking to confirm its agreement to the GITP Scheme Participation Terms and Conditions.

**Request for
Inclusion in
GITP**

**GITP Scheme
Participation
Terms and
Conditions**

(d) Registration in the e-Procurement system

- GITP provider will be provided with an account in the e-Procurement system (e-PS) of the DPO for receiving invitations from B/Ds and submitting proposals to B/Ds.
- GITP providers which are prevailing SOA/GLD contractors can use their existing e-PS accounts.



4. Implementation schedule



Implementation schedule

Application for admission by IT suppliers	Any time starting from 8 August 2023
Acquisition of IT products by government B/D through GITP	3 October 2023



Enquiries

Telephone	Assistant Systems Manager (CSS)234 2231 5403 / 2231 4095
Email Address	gitp_admin@digitalpolicy.gov.hk



5. Q&A



Thank you