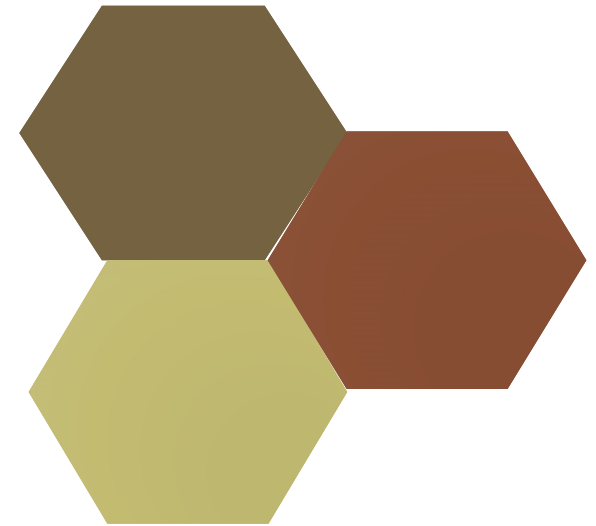# Listing arrangement for government procurement of IT products (GITP)

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.
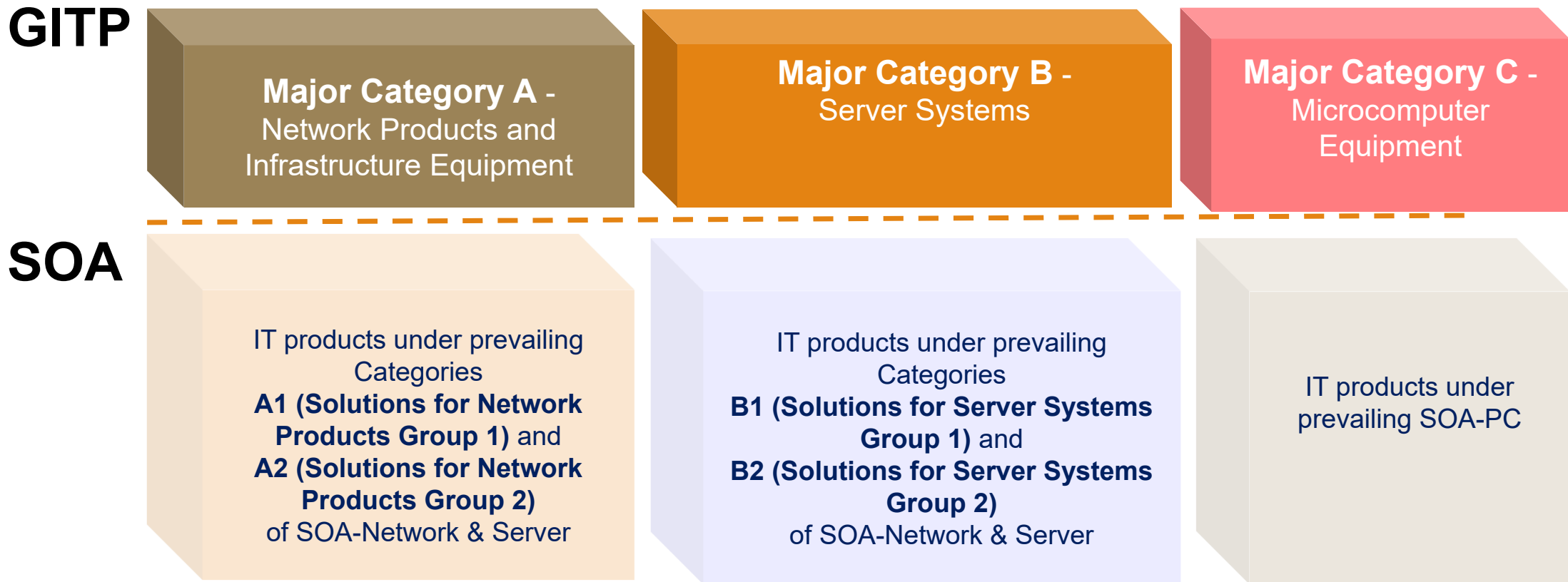
How does the GITP work? (cont'd)

- 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

| Major Category A - Network Products and Infrastructure Equipment | Major Category B - Server Systems | Major Category C - Microcomputer Equipment |

SOA

IT products under prevailing Categories **A1 (Solutions for Network Products Group 1)** and **A2 (Solutions for Network Products Group 2)** of SOA-Network & Server

IT products under prevailing Categories **B1 (Solutions for Server Systems Group 1)** and **B2 (Solutions for Server Systems Group 2)** of SOA-Network & Server

IT products under prevailing SOA-PC

GITP Sub-categories

Sub-category	Relevant IT products
A1: Network Router and Switch	• Network Router • Network Switch
A2: Wireless Network Equipment	• Wireless Controller • Wireless Access Point • Wireless Router
A3: Network Load Balancer	• Load Balancer
A4: Network and Infrastructure Security Equipment	• Firewall • Security Appliance

GITP Sub-categories (cont'd)
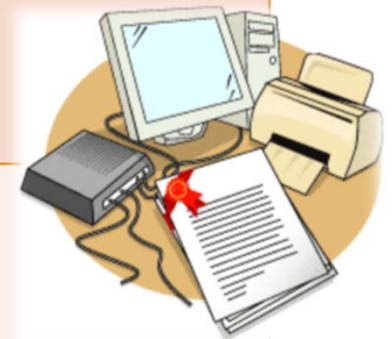
Major Category A - Network Products and Infrastructure Equipment

Sub-category	Relevant IT products
A5: Network Software	• Network Management Software • Network Monitoring Software • Network Virtual Security Appliance
A6: Power Equipment	• Uninterruptible Power Supply (UPS) • Automatic Transfer Switch
A7: Cabinet	• Rack Cabinet • LCD KVM Console
A8: Network Cable	• Network Cable

GITP Sub-categories

Sub-category	Relevant IT products
B1: Server Computer	• Server Computer
B2: Storage System	• Disk Storage System • Network Attached Storage System • Tape Storage Device
B3: Server System Software	• Server Operating System • Backup Software • Virtualisation Software • Electronic Mail Software
B4: Server Application Software	• Database Software • Application Server Software • Application Development Tool • Reporting Software • Content Management Software

GITP Sub-categories

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

Application for admission as GITP providers

E-Forms on GovHK

IT products suppliers

GITP page on DPO Homepage

Acquisition of IT products by B/Ds through GITP

List of GITP providers under each sub-category and their offered IT products

Invitations for proposals

e-Procurement System

GITP providers

Proposals from GITP providers

Government B/Ds
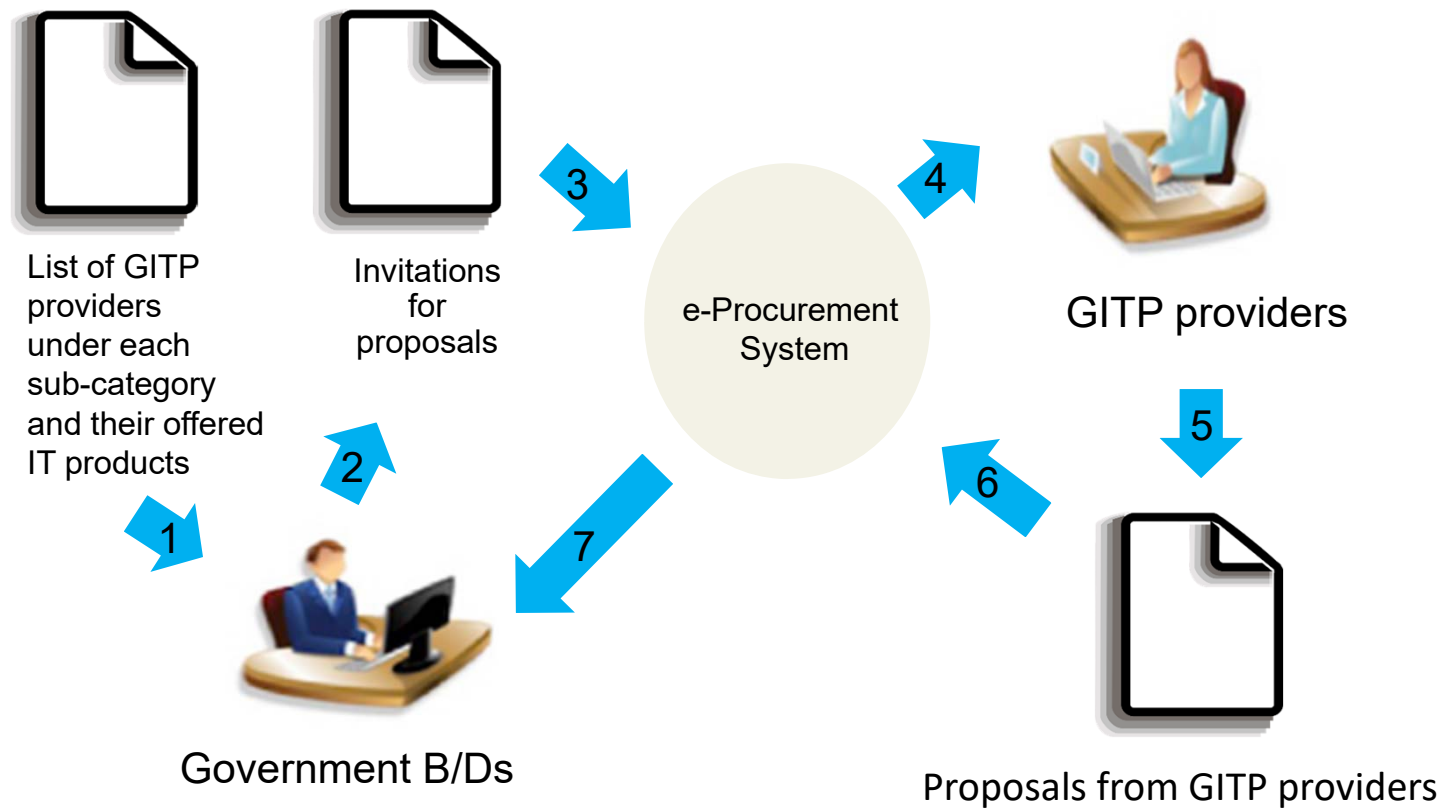
Individual procurement by B/Ds under GITP

➢ 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)
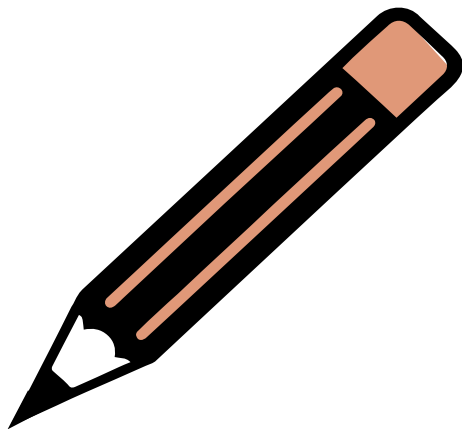
Reference technical requirements
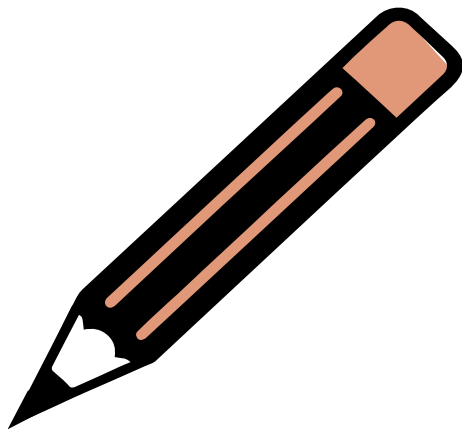
Reference technical requirements for **IT products**

Reference maintenance service requirements for **IT Products**

Requirements on Sample 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

Must be the staff of the GITP provider

- 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)

GovHK - Online Services (Business & Trade)

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

Application form for admission to GITP

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

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

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

Nominated Support Staff Record Form

Date of application (dd.mm.yyyy) :	21.08.2023
Name of Nominee :	Chan Tai Man
Role of Nominee :	Programme Manager
Product Category :	☑ A: Network Products and Infrastructure ☑ B: Server Systems ☐ C: Microcomputer Equipment

| IT experience (in complete years) | 12 | (Requirement : at least 4 years of IT experience) |
| Relevant experience (in complete years) | 12 | (Requirement : at least 2 years of IT project management experience) |

History of Working Experience :

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)
1	ABC Co.		Project Manager	01.01.2011	21.08.2023	Y	Y
2							
3							
4							
5							
6							
7							
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"
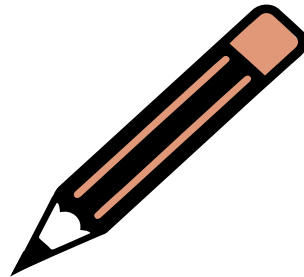
After the application is approved, the IT supplier is required to sign an undertaking to confirm its agreement to the GITP Scheme Participation Terms and Conditions.

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