

Guidance Notes on Application for Admission

This guidance notes provides a step-by-step instruction to guide the applicant to complete the electronic application form for admission to the GITP.

Step 1: Introduction

1.1 Applicant should read the information given in the introduction carefully.

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

Digital Policy Office
Government Procurement of IT Products (GITP) Support Team
Hotline: 2231-5422 / 2231-4095
Email: gitp_admin@digitalpolicy.gov.hk

[General FAQs](#)

Digital Policy Office
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@digitalpolicy.gov.hk.

Documents Required

- 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.
- 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.
- 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.
- 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 downloaded via this [link](#).

Further Information

Interested parties can visit [here](#) for further information.

(The English version shall prevail whenever there is a discrepancy between the English and the Chinese versions.)

Personal Information Collection Statement (in pursuance of the Personal Data (Privacy) Ordinance, Cap. 486) Statement

- Purpose of Collection**
 - The personal data provided by means of this form will be used by the Digital Policy Office for the following purposes:
 - processing your application; and
 - such other purposes as specified in paragraph 13.3 of the GITP Scheme Participation Terms and Conditions.

If you do not provide sufficient information, we may not be able to process your application.
- Class of Transferees**
 - The personal data you provide by means of this form will be passed to the Digital Policy Office for the purpose of processing your application. Such data may also be disclosed to other government bureaux and departments for the purposes mentioned in paragraph 1 above.
- Access to Personal Data**
 - You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
- Enquiries**
 - Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Systems Manager (Common Services and Sourcing)234
Digital Policy Office
6/F North Point Government Offices,
333 Java Road,
North Point, Hong Kong
- Privacy Policy**
 - Further information on the Privacy Policy can be assessed at the following link:
<https://www.gov.hk/en/about/privacy.htm>

By submitting this e-Form, the applicant has read, understood and agreed with all GITP Scheme Participation Terms and Conditions and all provisions set out in this e-Form including those above.*

I Want To Start Filling in a New Form Fill in a Saved Form

Click here to start a new application.

Check this box after the applicant has read, understood and agreed with GITP Scheme Participation Terms and Conditions and the above information.

Government Procurement of IT Products (GITP) Scheme

- 1.2 Applicant can also retrieve its application with a *Saved Form*. Information being filled in (if any) will be replaced. Details on how to create a *Saved Form* are described in Step 2.6.



Government Procurement of IT Products (GITP) Scheme

Step 2: Applicant Details

2.1 Applicant should enter its information such as name, business nature, etc.

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

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Hotline: 2231-5422 / 2231-4095
Email: gitp_admin@digitalpolicy.gov.hk
General FAQs

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) *
ABC Co., Ltd.

Name of the applicant (In Chinese, if applicable)
XXX有限公司

Address of the applicant (In English) *
Flat A, 1/F, XXX Building,
68 XXX Street
Wan Chai, Hong Kong

Address of the applicant (In Chinese, if applicable)
香港灣仔XXX街XXX大廈一樓A座

Business carried on by *
 Body Corporate
 Individual
 Partnership
 Others

Place of Incorporation *
 Hong Kong
 Mainland China
 Others

Tel. No. *
852 11112222

Email Address *
enquiries@abc.com

Applicant Website
www.XXX.com

Number of employees *
50

Length of business experience (In years) *
20

Business Registration Certificate or Equivalent Documents

Select any one of the following document to upload: *

a valid Business Registration Certificate (BRC)
 a document showing that exemption of business registration is granted under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong)

Business Registration Number *
87654321-321-21-21-1

Business Registration Certificate Expiry Date *
2025-07-08

Upload valid Business Registration Certificate *
br_upload.pdf (98.2 KB)

* Mandatory fields

Save Back Next

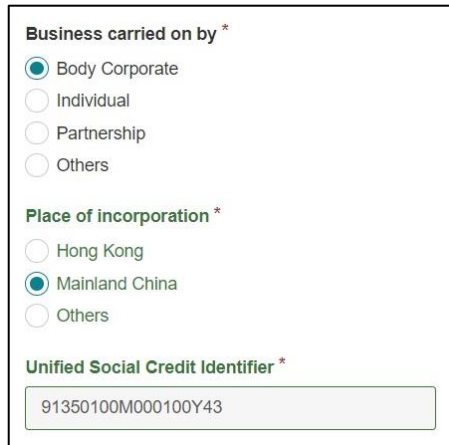
Click here to upload the supporting document. In this example, a scan copy of Business Registration Certificate has already been uploaded.

Click Save if the applicant wants to save the application for later submission.

When all details are entered, click Next to continue.

Government Procurement of IT Products (GITP) Scheme

- 2.2 For the field “Business carried on by”, if “Body Corporate” is selected, the input field “Place of incorporation” with 3 options will be displayed. If “Mainland China” is selected, another input field “Unified Social Credit Identifier” will be displayed for input.

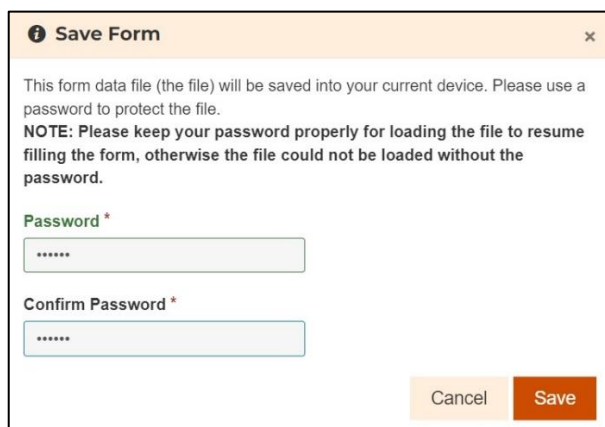


The screenshot shows a form with three sections:

- Business carried on by ***
 - Body Corporate
 - Individual
 - Partnership
 - Others
- Place of incorporation ***
 - Hong Kong
 - Mainland China
 - Others
- Unified Social Credit Identifier ***

- 2.3 For the field “Number of employees”, the applicant will be regarded as “Small and Medium Enterprise” if the number of employees is fewer than 50 persons.
- 2.4 For the field “Length of business experience (in years)”, please input the number of complete year that the applicant is in the business of providing IT products for commercial use.
- 2.5 For the scan copy of the Business Registration Certificate or equivalent document to be uploaded, an image resolution of at least 96 dpi is recommended and the image size should not exceed 3 MB.
- 2.6 During the course of filling the electronic application, the applicant can save its application by clicking the Save button and the entered data will be saved into the applicant’s device. A password will be used to protect the *Saved Form*.

Government Procurement of IT Products (GTP) Scheme



Save Form

This form data file (the file) will be saved into your current device. Please use a password to protect the file.

NOTE: Please keep your password properly for loading the file to resume filling the form, otherwise the file could not be loaded without the password.

Password *

Confirm Password *

Cancel Save

With the *Saved Form*, the applicant can retrieve its application later, as described in Step 1.2, to continue to filling in the application form.

Government Procurement of IT Products (GITP) Scheme

Step 3 Contact Person (Responsible for this application)

3.1 Applicant should enter the information for the contact person.

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

You can either use Form filling with iAM Smart e-ME or type in your personal information

[Form Filling with iAM Smart e-ME](#) Use iAM Smart to automatically fill in the English and Chinese name, email address and contact number.

[More Info](#)

Part II - Contact Person (for submission of the application)

Name (in English) * Chan Tai Man **Name (in Chinese, if applicable)** 陳太文

Post Title * 總經理 **Email Address *** gm@abc.com

Contact Tel. No. * 852 22221212

* Mandatory fields

Save Back **Next**

Last Updated

Digital Policy Office
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Email: gitp_admin@digitalpolicy.gov.hk

General FAQs

Government Procurement of IT Products (GITP) Scheme

Step 4 Product Category

4.1 Applicant should check the sub-category(ies) in which the IT product can be provided to the Government.

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

1) Introduction ✓
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General FAQs ↗

Part III - IT Product Categories

Sample IT Products
The applicant may apply for admission to the GITP providers list under one or more sub-categories. In respect of each sub-category of each of the major categories A, B and C (as set out below) that the applicant wishes to be enlisted as the GITP Provider, please provide details of at least one sample model for each IT product with the designation "requisite for admission" as specified in "Admission Requirements on IT Products". The proposed model shall comply with the [reference technical requirements](#).
The details of each proposed model shall be set out in the "Details of Sample IT Products" and the "Specifications for Sample IT Products".

A: Network Products and Infrastructure Equipment

- A1: Network Router and Switch
- A2: Wireless Network Equipment
- A3: Network Load Balancer
- A4: Network and Infrastructure Security Equipment
- A5: Network Software
- A6: Power Equipment
- A7: Cabinet
- A8: Network Cable

B: Server Systems

- B1: Server Computer
- B2: Storage System
- B3: Server System Software
- B4: Server Application Software

C: Microcomputer Equipment

- C1: Desktop Computer
- C2: Notebook Computer
- C3: Mobile Computing Device
- C4: Printer
- C5: PC Software

* Mandatory fields

Save Back **Next**

Check the product sub categories in which the IT product can be provided to the Government.

Click Next to continue.

Government Procurement of IT Products (GITP) Scheme

Step 5 Support Staff

5.1 Applicant should enter the details of the support staff and upload the supporting documents:

(i) Programme Manager

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

Part IV - Support Staff

Staff Qualification
The applicant shall nominate:

(1) one Programme Manager to act as the contact point of the applicant and to oversee matters related to the contracts between the applicant and BIDs awarded under the GITP. Please note that a Programme Manager may serve more than one major category; and

(2) at least one Technical Staff who meets the qualification and experience requirements to ensure that the applicant is capable of providing services relevant to IT products of each of the major category(ies) being applied for. Please note that a Technical Staff may serve more than one major category.

Please note that the role of Programme Manager and the role of Technical Staff cannot be taken up by the same person regardless of the number of major category(ies) being applied for. They shall be the employees of the applicant and shall continue to act as such for so long as the applicant has become a GITP provider and remains as such.

Please refer to the document [Admission Requirements on Support Staff](#) and the notes in the form [Details of Nominated Support Staff](#).

(a) Programme Manager

Does the Contact Person in Part II also play the role of Programme Manager? *

Yes No

IT Product Category *

A: Network Products and Infrastructure Equipment
 B: Server Systems
 C: Microcomputer Equipment

Any other nominees for Programme Manager? *

Yes No

| # | |
|---|----------------------------------|
| 1 | |
| Please fill the details for the Programme Manager | |
| Name (in English) * | Name (in Chinese, if applicable) |
| SHEUNG HOI SUM | |
| Office Tel. No. * | |
| 852 22221111 | |
| Email Address * | |
| hssheung@abc.com | |
| IT Product Category * | |
| <input type="checkbox"/> A: Network Products and Infrastructure Equipment <input checked="" type="checkbox"/> B: Server Systems <input type="checkbox"/> C: Microcomputer Equipment | |

[Add Line](#)

A Programme Manager can serve more than one Category.

Click Yes and the details of the Contact person given in Part II will be used for processing.

Enter the details for other Programme Manager.

Click Add Line for adding another Programme Manager.

Government Procurement of IT Products (GITP) Scheme

(ii) Technical Staff

(b) Technical Staff

1

Please fill the details for the Technical Staff

Name (in English) * Name (in Chinese, if applicable)

Office Tel. No. *

Email Address *

IT Product Category *

A: Network Products and Infrastructure Equipment

B: Server Systems

C: Microcomputer Equipment

Select a recognised professional qualification from the drop down list:
Qualifications for Category A *

Select a recognised professional qualification from the drop down list:
Qualifications for Category B / C *

A Technical Staff can serve more than one Category.

Enter the details for the Technical Staff.

Click Add Line for adding another Technical Staff.

Government Procurement of IT Products (GITP) Scheme

(iii) Uploading supporting documents


For the scan copy(ies) of the certificate(s) to be uploaded, an image resolution of at least 96 dpi is recommended and the total image size should not exceed 4 MB.

Application Details Upload
Upload Completed Details of Sample IT Products and Specifications for Sample IT Products
Details of Sample IT Products.xlsx (162.4 KB)


Remarks: In case the file size of your Specifications for Sample IT products is too large and the please send the relevant documents by email to gitp_admin@ogcio.gov.hk. Please indicate your contact information and your application reference number in your email. We will follow up with you afterwards.

Application Details Upload
Upload Completed Details of Nominated Support Staff
Details of nominated Support Staff.xlsx (282.9 KB)

Application Details Upload
Upload Certificate of the Recognised Professional Qualification for the Technical Staff
HCIP.png (195.5 KB)



Application Details Upload
RHCE.PNG (139.2 KB)



Choose files or drag them here
Accept file format: JPG, JPEG, PNG, GIF, PDF
Total size up to 3.7 MB
(Could choose multiple files)

* Mandatory fields

Save Back **Next**

Upload completed "Details of Sample IT Products" and "Details of nominated Support Staff".

Click here to upload the scan copy of Technical Staff's recognised certificates as per the selection in Step 5(ii).

Click Next to continue.

Government Procurement of IT Products (GITP) Scheme

Step 6 Review and Confirm

6.1 Applicant should check the entered information before submission and go back to revise if necessary.

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

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Government Procurement of IT Products (GITP) Support Team
Hotline: 2231-5422 / 2231-4095
Email: gitp_admin@digitalpolicy.gov.hk

General FAQs

Please check the following information before submission. You may go back to make changes as needed.

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)

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Documents Required

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- 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.
- 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 downloaded via this [link](#).

Further Information

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- such other purposes as specified in paragraph 13.3 of the GITP Scheme Participation Terms and Conditions.

If you do not provide sufficient information, we may not be able to process your application.

• Class of Transferees

2. The personal data you provide by means of this form will be passed to the Digital Policy Office for the purpose of processing your application. Such data may also be disclosed to other government bureaux and departments for the purposes mentioned in paragraph 1 above.

• Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

• Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Systems Manager (Common Services and Sourcing)234
Digital Policy Office
6/F North Point Government Offices,
333 Java Road,
North Point, Hong Kong

• Privacy Policy

5. Further information on the Privacy Policy can be assessed at the following link:
<https://www.gov.hk/en/about/privacy.htm>

By submitting this e-Form, the applicant has read, understood and agreed with all GITP Scheme Participation Terms and Conditions and all provisions set out in this e-Form including those above.

Government Procurement of IT Products (GITP) Scheme

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) | | |
| ABC Co. LTD | ABC有限公司 | | |
| Address of the applicant (in English) | Address of the applicant (in Chinese, if applicable) | | |
| Flat A, 1/F, XXX Building 88 XXX Street, Wanchai, Hong Kong | 香港灣仔XXX街88號XXX大廈一樓A室 | | |
| Business carried on by | Body Corporate | | |
| Place of Incorporation | Hong Kong | | |
| Tel. No. | 852 | 22221111 | Email Address enquiries@abc.com |
| | | | Applicant Website www.***.com |
| Number of employees | 50 | | |
| Length of business experience (in years) | 20 | | |


Business Registration Certificate or Equivalent Documents

Select any one of the following document to upload:

a valid Business Registration Certificate (BRC)

| | |
|------------------------------|---|
| Business Registration Number | Business Registration Certificate Expiry Date |
| 87654321-321-21-21-1 | 2023-12-31 |

Upload valid Business Registration Certificate

 br_upload.pdf (311.0 KB)

Part II - Contact Person (for submission of this application)

| | | | |
|-------------------|----------------------------------|----------|--|
| Name (in English) | Name (in Chinese, if applicable) | | |
| Chan Tai Man | 陳太文 | | |
| Post Title | Email Address | | |
| 總經理 | gm@abc.com | | |
| Contact Tel. No. | 852 | 22221212 | |

Part III - IT Product Categories

Sample IT Products

The applicant may apply for admission to the GITP providers list under one or more sub-categories. In respect of each sub-category of each of the major categories A, B and C (as set out below) that the applicant wishes to be enlisted as the GITP Provider, please provide details of at least one sample model for each IT product with the designation "requisite for admission" as specified in "Admission Requirements on IT Products". The proposed model shall comply with the [reference technical requirements](#).

The details of each proposed model shall be set out in the "[Details of Sample IT Products](#)" and the "[Specifications for Sample IT Products](#)".

A: Network Products and Infrastructure Equipment

A1: Network Router and Switch

A2: Wireless Network Equipment

B: Server Systems

B1: Server Computer

C: Microcomputer Equipment

Guidance Notes
Version 1.0

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Government Procurement of IT Products (GITP) Scheme

Part IV - Support Staff

Staff Qualification

The applicant shall nominate:

(1) one Programme Manager to act as the contact point of the applicant and to oversee matters related to the contracts between the applicant and B/Ds awarded under the GITP. Please note that a Programme Manager may serve more than one major category; and



(2) at least one Technical Staff who meets the qualification and experience requirements to ensure that the applicant is capable of providing services relevant to IT products of each of the major category(ies) being applied for. Please note that a Technical Staff may serve more than one major category.

Please note that the role of Programme Manager and the role of Technical Staff cannot be taken up by the same person regardless of the number of major category(ies) being applied for. They shall be the employees of the applicant and shall continue to act as such for so long as the applicant has become a GITP provider and remains as such.

Please refer to the document [Admission Requirements on Support Staff](#) and the notes in the form [Details of Nominated Support Staff](#).

(a) Programme Manager

Does the Contact Person in Part II also play the role of Programme Manager?

Yes

IT Product Category

A: Network Products and Infrastructure Equipment

Any other nominees for Programme Manager?

Yes

#

1

Please fill the details for the Programme Manager

Name (in English)

SHEUNG HOI SUM

Name (in Chinese, if applicable)

常顯心

Office Tel. No.

852

22221122

Email Address

hshseung@abc.com

IT Product Category

B: Server Systems

(b) Technical Staff

#

1

Please fill the details for the Technical Staff

Name (in English)

YEE MOON CHUK

Name (in Chinese, if applicable)

易滿足

Office Tel. No.

852

22221123

Email Address

mcyee@abc.com

IT Product Category

A: Network Products and Infrastructure Equipment

B: Server Systems

Select a recognised professional qualification from the drop down list:

Qualifications for Category A

(xx) Huawei Certified ICT Professional (HCIP)

Select a recognised professional qualification from the drop down list:

Qualifications for Category B / C

(x) Red Hat Certified Engineer (RHCE)


Government Procurement of IT Products (GTP) Scheme

Application Details Upload
Upload Completed Details of Sample IT Products and Specifications for Sample IT Products
[Details of Sample IT Products.xlsx \(162.4 KB\)](#)


Remarks: In case the file size of your Specifications for Sample IT products is too large and the documents cannot be uploaded, please send the relevant documents by email to gtp_admin@ogcio.gov.hk. Please indicate your company name, your contact information and your application reference number in your email. We will follow up with you afterwards.

Application Details Upload
Upload Completed Details of Nominated Support Staff
[Details of nominated Support Staff.xlsx \(282.9 KB\)](#)

Application Details Upload
Upload Certificate of the Recognised Professional Qualification for the Technical Staff
[HCIP.png \(195.5 KB\)](#)



[RHCE.PNG \(139.2 KB\)](#)



Submission Acknowledgement
Please provide your email address to receive acknowledgement email for future reference:
Email *

Filed Form Record
After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:
Password

Confirm Password

* Mandatory fields

The email address of the Contact Person in Part II is prefilled here. Applicant may change it if necessary.

Click Save if the applicant wants to save the application for later submission.

Click Submit to continue.

Government Procurement of IT Products (GITP) Scheme

6.2 If the applicant clicks the submit button, a confirmation dialog box will be appeared. Click OK to confirm the submission.



And enter the captcha to continue.



Government Procurement of IT Products (GITP) Scheme

Step 7 Acknowledgement

7.1 After the submission, an acknowledgement with Transaction Reference Number would be shown. An acknowledgement email will also be sent to the email address as provided in Step 6.

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

Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

[Print / Download Submitted Form](#)

Submission Date and Time (YYYY-MM-DD HH:MM)
2017-07-01 11:11

Transaction Reference Number
1LCS0060010606133045001A

Applicant should quote this transaction reference number for future communication.

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Hotline: 2231-5422 / 2231-4095
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[General FAQs](#)