



## 校園安裝 智能飲水機先導計劃 Pilot Programme on Installing Smart Water Dispensers in Schools

### Expression of Interest Form

Please read the Guide to Application for Pilot Programme on Installing Smart Water Dispensers in Schools (“Guide to Application”) before completing this form.

This expression of interest (“EOI”) form is for eligible secondary schools and primary schools to express interest in joining Pilot Programme on Installing Smart Water Dispensers in Schools and provide basic information to facilitate the processing of their applications. Whether a smart water dispenser (“WD”) can be installed depends on the specific conditions of the individual sites. During the EOI stage, eligible schools should provide the supporting documents and supplementary information as set out in the EOI form as far as possible, so that their applications can be processed more quickly. Applications without the necessary documents or information in full will still be considered but will be accorded with lower priority.

Interested schools should return the completed EOI forms, supporting documents and supplementary information on or before 30 October 2020 (Friday). Original copy of the completed EOI form should be returned by post. We encourage participating schools to submit other supporting documents and supplementary information through electronic means as far as practicable in order to reduce the use of paper (submission of the relevant documents and information in hard copy will also be accepted). Postal and email addresses are set out below:

Postal address: Section 4, Waste Reduction and Recycling Group, EPD, 5/F,  
Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Hong Kong  
(Please state Pilot Programme on Installing Smart Water Dispensers on the envelop)

Email address: [water\\_dispensers\\_schools@epd.gov.hk](mailto:water_dispensers_schools@epd.gov.hk)  
(Please state the name of participating school)

For enquiry, please contact Section 4, Waste Reduction and Recycling Group of EPD by telephone at 3690 7843 or by email ([water\\_dispensers\\_schools@epd.gov.hk](mailto:water_dispensers_schools@epd.gov.hk)).

For EOI forms submitted by mail, the postmark should be dated on or before the invitation closing date. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case a Black Rainstorm Warning Signal or tropical Cyclone Warning Signal No. 8 or above is in force for any duration between 12:00 noon and 6:00 pm on the invitation closing date, the invitation closing time will be extended to 6:00 pm on the next working day.

Late or incomplete forms, forms not submitted in accordance with the format prescribed above, including EOI form submitted through electronic means, the EOI form is not personally signed by the Head of the eligible school or without an original seal of the eligible school, will not be processed. Besides, electronically scanned signature is not accepted.

**Part A –Particulars of the Eligible School**

**Name of the School :** (English 英文) \_\_\_\_\_

(Chinese 中文) \_\_\_\_\_

**Contact Address :** \_\_\_\_\_

**Finance Type :**  Aided  Caput  Direct Subsidy Scheme  
 Private ( e.g. International Schools)  
 Others, Please specify : \_\_\_\_\_

**Primary / Secondary School Nature \* :**  profit-making  non-profit making

**Name of Head of the School ^ :** \_\_\_\_\_

**Position Held :** \_\_\_\_\_

**Telephone No. :** \_\_\_\_\_ **Fax No. :** \_\_\_\_\_

**Name of Contact Person # :** \_\_\_\_\_

**Position Held :** \_\_\_\_\_

**E-mail Address :** \_\_\_\_\_

**Telephone No. :** \_\_\_\_\_ **Fax No. :** \_\_\_\_\_

^ Upon successful joining the pilot programme, the head of the school shall be responsible for signing an agreement with the Government on the installation of smart WDs, signing the application to Water Supplies Department on installing water pipes, confirming and agreeing on the details and timetable for installing WDs and other terms and conditions of the Government, as well as granting access to school campus to EPD and its Contractor(s) to undertake relevant education and experiential activities, etc.

# Contact person shall be responsible for liaising with EPD and its Contractor(s) on arrangements of feasibility assessment and installation works of WDs in school.

\* Please delete as appropriate

## **Part B – Supporting Documents and Supplementary Information**

*Note: Eligible schools should provide the following supporting documents and supplementary information as far as possible, so as to expedite processing of the submissions. If such information is not available, you may leave the item blank. Submissions without the following documents / information will still be considered but will be accorded with lower priority.*

### Supporting Documents

We hereby submit the following supporting documents with this EOI form (Please check (✓) in the box if such document can be provided) :

- Copy of Certificate of registration of school
  - Copy of documentary proof of non-profit-making organisation (e.g. proof showing the eligible school is exempted from taxes under section 88 of the Inland Revenue Ordinance (Cap.112))
  - School layout plan (a ratio of not less than 1:1000)
  - Copy of **fresh water supply system as-built drawing** on the proposed floor of the smart WD
  - Copy of **electric power system as-built drawing** on the proposed floor of the smart WD
  - Copy of **drainage system as-built drawing** on the proposed floor of the smart WD
  - Copy of **building structure as-built drawing** on the proposed floor of the smart WD
  - Other relevant documents, please specify:
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- Photo(s) and indicative sketch(s)** on the proposed location of the smart WD (Please mark the proposed location of the smart WD, the nearest location for fresh water supply system, drainage system and electric power system)

Supplementary Information

(A) Information about the premises where the smart WD(s) are proposed to be installed

1. No. of students : \_\_\_\_\_
2. No. of staff : \_\_\_\_\_
3. No. of drinking facilities in the premises:

	Drinking Fountains/ Jet Type	Bottle-filling Type
Dispensers directly connected to the water mains		
Carboy water dispensers with pre-packed water bins		

- Tuck shop :
  - Beverage vending machine :
  - Other, please specify: \_\_\_\_\_
4. The premises where the smart WD(s) are proposed to be installed is on a declared monument or graded historic building<sup>1</sup> ?  
 Yes     No     Not sure
  5. Is there any relocation or redevelopment plan within the next three years in respect of the premises where smart WD(s) are proposed to be installed?  
 Yes     No     Not sure

(B) Information about the locations where the smart WD(s) are proposed to be installed

6. Schools should propose locations meeting the following requirements for EPD's contractor(s) to install smart WDs as far as possible. Submissions with suggested installation locations not meeting the requirements in full will still be considered but will be accorded with lower priority:
  - Near tuck shop or beverage automatic vending machines
  - Locating at a covered area
  - With usable floor area no less than 150cm x 150cm
  - Water pipe locating on the same floor within 5-metres from the proposed location
  - Drainage pipe locating on the same floor within 5-metres from the proposed location
  - Electric power system locating on the same floor within 15-metres from the proposed location
  - Nearby a wall

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<sup>1</sup> The list of declared monument or graded historic building can be found from the following websites:  
<https://www.amo.gov.hk/b5/monuments.php>  
<https://www.amo.gov.hk/b5/built2.php>

Please list out four proposed locations for installing a maximum of two smart WDs

List of Proposed Locations for Installing Smart WD(s):

Proposed location for installing smart WD(s) (e.g. Multi-purpose room at 1F)		Does it fulfill the following requirements for installation? *				
		Water pipe locating on the same floor within 5-metres from the proposed location (Yes-✓ / No-✗)	Drainage pipe locating on the same floor within 5-metres from the proposed location (Yes-✓ / No-✗)	Electric power system locating on the same floor within 15-metres from the proposed location (Yes-✓ / No-✗)	Locating a covered area (Yes-✓ / No-✗)	Nearby a wall (Yes-✓ / No-✗)
1.						
2.						
3.						
4.						

(C) Other information

7. Preferred period(s) for carrying out installation works: \_\_\_\_\_

8. Our school has obtained / is applying for alternative funding (e.g. the Environment and Conservation Fund) or subsidy for the purpose of installing smart WD at the school campus concerned.

Yes, please specify: : \_\_\_\_\_

No

## **Part C– Indication of Interest**

We agree and confirm that –

- (a) we have read the Guide to Application and are interested in joining the Pilot Programme on Installing Smart Water Dispensers in Schools ;
- (b) we understand that EPD will base on the information provided in the EOI form, supporting documents and supplementary information (if any) to conduct preliminary assessment at school with good potential of installing smart WD(s) according to the prioritising criteria set out in paragraph 3.1 of the Guide to Application;
- (c) we agree to allow the contractor(s) to be engaged by EPD to conduct site surveys at the school campus to assess the technical feasibility of smart WD installation;
- (d) the participating schools shall conduct a student competition for the exterior artwork of smart WD(s) according to the guidelines issued by EPD, and submit up to two winning designs to EPD within a designated timeframe;
- (e) the intellectual property rights of the winning designs submitted by the participating schools under paragraphs from 7.1 to 7.2 of the Guide to Application shall belong to the participating schools. Participating schools shall grant unconditionally and irrevocably to the Government and its authorised users the right to copy, publish, issue and make available to the public copies of, and make adjustments to the winning designs.
- (f) the operational data collected from smart WD(s) at any time shall belong to EPD;
- (g) the participating schools shall provide fresh water supply and electricity for operating smart WD(s);
- (h) the participating schools shall take up daily management of smart WD(s), including checking of unusual operations, calling the contractor for maintenance services, cleansing of the exteriors of smart WD(s), keeping the surrounding area dry, etc;
- (i) the participating schools shall carry out the education and experiential activities under paragraphs from 8.1 to 8.4 of the Guide to Application;
- (j) the Government and its authorised users shall have the right to use (including copying, issuing and making available to the public copies of, and making adjustments to) this EOI form and its supporting documents and all the related materials submitted by the participating schools;
- (k) the EOI form, supporting documents and all the related materials submitted by the participating schools do not and will not infringe the intellectual property rights of any person; and

- (1) the participating schools shall indemnify the Government against all losses, liabilities, claims and expenses that it may suffer or incur as a result of any allegation of or claim for infringement of the intellectual property rights of any person arising from the Government's use or possession of all the documents and materials submitted by the participating schools.

Signature of Head of the School  
with Official Chop :

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Name of Head of the School :

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Position Held :

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Date :

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## Personal Data Collection Statement

### Purpose of Collection

The personal data and other related information provided by you in the Expression of Interest (“EOI”) form, supporting documents, supplementary information and progress reports will be used by the Environmental Protection Department (“EPD”) for the purpose of processing your application under the “Pilot Programme on Installing Smart Water Dispensers in Schools”. The provision of personal data and other related information in the EOI form, supporting document, supplementary information and progress report is voluntary. However, if you do not provide adequate and accurate data, we may not be able to process your application.

### Disclosure of Information

The EPD may keep your EOI form, supporting documents, supplementary information and progress reports, in the EPD Registry and may include the personal data and other related information you provide in the EOI form, supporting documents, supplementary information and progress reports, in a register / catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by you may also be provided to other bureaux/departments (including the Education Bureau, Water Supplies Department and Architectural Services Department)/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

### *Access to Personal Data*

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the EPD (Attn.: Section 4, Waste Reduction and Recycling Group, EPD, 5/F, Centre Parc, 11 Sheung Yuet Road, Kowloon Bay, Hong Kong).

Signature of Head of the School : \_\_\_\_\_

Name of Head of the School : \_\_\_\_\_

Date : \_\_\_\_\_

#### Note:

Please photocopy this Form if more than one is required.

This Form may be amended by the EPD as and when necessary.