

Reference Document

[Name of building]

Written Quotation/Tender Schedule Form for Services

FORMULATION OF WATER SAFETY PLAN

Item	Description	Quantity	Unit	Total Amount (HKD)
1	Formulation of Water Safety Plan in accordance with “Drinking Water Safety Plan Template for General Buildings in Hong Kong” (Template) published by Water Supplies Department, including but not limited to: a. assist the applicant in completing the General Description of the Building (Part A of Template); b. investigate the building’s internal plumbing system and complete the Water Supply Flow Diagrams (Part B of Template); c. conduct water safety risk assessment and prepare the Risk Assessment Summary Table (Part C of Template), and identify the suggested rectification works, if necessary; and d. provide the Routine Water Safety Checklist for the Building (Part D and Part E of Template).	1	item	
			Total :	

Notes on using the sample invitation of tenders

1. To be amended by the OC before invitation of tender

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Written Quotation/Tender Schedule Form for Services

FORMULATION OF WATER SAFETY PLAN

Company Chop :

(If applicable)

Name of Company :

(If applicable)

(in block letters)

Name (in block letters) :

Title :

Signature :

Date :

Notes on using the sample invitation of tenders

- 1. To be amended by the OC before invitation of tender*