



**Request Form for Purchasing Specification Library (DVD-ROM)** **2012 Edition**  
**2014 Edition**

**PART A** (To be completed by applicant)

To: **Development & Standards Section**  
(Attn: STO/ST - Fax No: 3152 2053)

I request \_\_\_\_\_ copy / copies \*\* of the Specification Library (DVD-ROM) for the following purpose: \_\_\_\_\_

☐ **Specification Library 2012 Edition** (Original Version) \_\_\_\_\_ copy / copies \*\* \$165 x \_\_\_\_\_ = \$ \_\_\_\_\_

☐ **Specification Library 2014 Edition** (Oct 2014 Original Version) \_\_\_\_\_ copy / copies \*\* \$165 x \_\_\_\_\_ = \$ \_\_\_\_\_

☐ **Specification Library 2014 Edition** (July 2017 Updated Version) \_\_\_\_\_ copy / copies \*\* \$165 x \_\_\_\_\_ = \$ \_\_\_\_\_

Total: \_\_\_\_\_ copy / copies \*\* = \$ \_\_\_\_\_

Name of Contractor / Consultant / Institute \*\*: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_ Contact Tel. : \_\_\_\_\_

Date: \_\_\_\_\_ Fax No. : \_\_\_\_\_

Email : \_\_\_\_\_

**PART B** (To be completed by Development & Standards Section)

To: \_\_\_\_\_ Ref. No. : \_\_\_\_\_ Fax : \_\_\_\_\_

Your request is approved / not approved \*\*. Please prepare a cheque / cash \*\* in the sum of HK\$ \_\_\_\_\_ for the above.

Business Activity: **C00**  
Cost Centre Code **212000**  
Account Code: **565 5652**

Development & Standards Section  
Contact Tel. : \_\_\_\_\_  
Date: \_\_\_\_\_

**PART C** (To be completed by Receipts & Disbursement Team)

A cheque payable to the Hong Kong Housing Authority / Cash \*\* of HK\$ \_\_\_\_\_ has been received, and the sum has been credited to the above account code.

Receipt No. : \_\_\_\_\_

Receipts & Disbursement Team  
Date: \_\_\_\_\_

**PART D** (To be completed by applicant on receipt of DVD-ROM)

I acknowledge receipt of Specification Library (DVD-ROM):

- ☐ **Specification Library 2012 Edition** (Original Version) \_\_\_\_\_ copy / copies \*\*  
☐ **Specification Library 2014 Edition** (Oct 2014 Original Version) \_\_\_\_\_ copy / copies \*\*  
☐ **Specification Library 2014 Edition** (July 2017 Updated Version) \_\_\_\_\_ copy / copies \*\*

Name of Contractor / Consultant / Institute \*\*: \_\_\_\_\_

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_

(Note: Applicant must bring along with the company stamp or identification when collecting the DVD-ROM.)

\*\* Please delete as appropriate

☐ Please put a "✓" in the box as appropriate

## **Details of Purchase**

Specification Library 2012 Edition (SL2012) was promulgated in November 2012 and had been used in the Housing Authority's new development contracts tendered out in the period November 2012 to September 2014.

Specification Library 2014 Edition (SL2014) original version was promulgated in October 2014 and is used in the Housing Authority's new development contracts tendered out from October 2014. The updated version was issued in July 2017.

Any contractor, consultant or institute who are related to the construction industry may apply for purchase of the SL2012 DVD-ROM and / or SL2014 DVD-ROM at a price of HK\$165 per piece through the following procedures:

### **1. Purchase Request**

Complete Part A of the Form stating the edition and no. of copies of DVD-ROM requested and fax it to the following number : **3152 2053**

Completed Request Form will be approved by the Development & Standards Section of Housing Department and returned via fax to applicant for honouring the payment.

### **2. Payment Methods**

- **Payment by Mail:** Mail the approved Request Form with a cheque (payable to "Hong Kong Housing Authority") to the address of the payment location; or
- **Payment In Person:** Present the approved Request Form and pay in cash or by cheque (payable to "Hong Kong Housing Authority") in the payment location:

**Payment location:**

Receipts & Disbursement Team,  
G/F, Block 2, Hong Kong Housing Authority Headquarters,  
33 Fat Kwong Street,  
Ho Man Tin, Kowloon,

**Payment Hours:**

Monday – Friday :        9:15 am to 12:30 pm  
                                     2:00 pm to 4:30 pm  
(Closed on Saturday, Sunday & Public Holiday)

### **3. Collection of DVD-ROM**

- **Paid via Mail:** Upon notification by the Development & Standards Section via telephone, bring the company / institute stamp or identification to collect the DVD-ROM from Development & Standards Section, or
- **Paid in Person:** Bring the company / institute stamp or identification, along with the approved Request Form and the receipt issued by the Receipts & Disbursement Team to collect the DVD-ROM from Development & Standards Section.

**Location for Collection of DVD-ROM:**

Development & Standards Section,  
13/F, Block 3, Hong Kong Housing Authority Headquarters,  
80 Fat Kwong Street,  
Ho Man Tin, Kowloon,

**Collection Hours:**

Monday – Friday :        9:00 am to 12:00 pm  
                                     1:30 pm to 5:00 pm  
(Closed on Saturday, Sunday & Public Holiday)