Overview of GITP

1. Scope

1.1 To facilitate the acquisition of IT products by government bureaux and departments (B/Ds) in a convenient and effective manner, DPO maintains a list of providers for Government Procurement of IT Products (GITP), together with their offered IT products, for all B/Ds to invite proposals for their required IT products and related services.

1.2 The GITP arrangement will cover the supply of IT products and provision of related services to Government B/Ds, including:

(a) Supply of IT Products

The GITP Provider will supply computer hardware and software products to Government B/Ds as required.

(b) Provision of Support Services

The GITP Provider will provide IT products related support services, including but not limited to "Support Staff Service", "System Configuration Service", "Network Cabling Service", "Network Configuration Service" and "Data Erasing Service", to Government B/Ds as required.

(c) Provision of Maintenance Services

The GITP Provider will provide maintenance services for the IT products procured by Government B/Ds as required.

(d) Provision of Trade-in Services

The GITP Provider will provide trade-in services to Government B/Ds as required.

1.3 The GITP covers three major categories:

- Category A – Network Products and Infrastructure Equipment;
- Category B – Server Systems; and
- Category C – Microcomputer Equipment.

Each major category is further divided into a number of sub-categories as follows:

Category	Sub-category
(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 B5: AI Server Equipment
(C) Microcomputer Equipment	C1: Desktop Computer C2: Notebook Computer C3: Mobile Computing Device C4: Printer C5: PC Software C6: AI PC Equipment

2. Admission Requirements

2.1 Interested suppliers of IT products can apply for admission to one or more sub-categories of one or more major categories at any time by submitting the application e-Form, together with the required supporting documents and information, to DPO for processing.

2.2 For admission to the GITP arrangement, the applicant shall undertake that it will comply with the GITP Scheme Participation Terms and Conditions specified in the following document:

- "GITP Scheme Participation Terms and Conditions"

2.3 Details of the admission requirements for GITP are summarised in the following paragraphs:

(a) Requirements on the Applicant

The applicant must possess a valid Business Registration Certificate (BRC) or documentary evidence showing that exemption of business registration is granted under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong).

(b) Requirements on Sample IT Products

The applicant may apply for admission to the GITP providers list under one or more sub-categories of one or more major categories. Each sub-category under GITP will comprise one or more IT products items requisite for the admission (i.e. the applicant must propose at least one model for each such IT product which shall be compliant with the reference technical requirements) and a number of associated product items. Please refer to the following documents for more details:

The IT product item(s) requisite for admission under each sub-category are specified in the following document:

- "Admission Requirements on IT Products"

The reference technical requirements of relevant IT products of each sub-category are provided in the following documents:

- "Reference Technical Requirements of IT Products (Category A)"
- "Reference Technical Requirements of IT Products (Category B)"
- "Reference Technical Requirements of IT Products (Category C)"

(c) Requirements on Support Staff

The applicant shall setup a programme management office comprising one (1) Programmer Manager and at least one (1) Technical Support Staff for handling the activities related to the GITP arrangement and individual contracts awarded by Government B/Ds under the GITP arrangement. The applicant shall nominate a Programme Manager to act as the contact point of the applicant and shall be authorised to oversee matters related to the contracts between the company and B/Ds awarded under the GITP, for all product categories. The applicant shall also nominate at least one (1) technical staff member who meets the qualification and experience requirements specific to each major

category, to ensure that all GITP providers are capable of providing the related services relevant to the acquisition of the required IT products. Detailed requirements on support staff are provided in the following document:

- "Admission Requirements on Support Staff"

3. Supply of IT Products and Related Services to Government B/Ds

3.1 Government B/Ds can at any time invite quotations for acquisition of their required IT products and related services from the listed GITP providers and place purchase orders in accordance with the prevalent quotation procedures [1] at the quotation limit as stipulated in the Stores and Procurement Regulations 220(a) per purchase order. In response to the invitation of proposals by B/Ds issued through the GITP, GITP providers can propose any latest products in the market that can meet B/Ds' requirements specified in each invitation. The bidding by the listed GITP providers is non-compulsory.

3.2 B/Ds will submit their invitation to quotation (i.e. the Brief) through the e-Procurement System (e-PS) of DPO. GITP Providers will be required to submit their proposals, if any, to Government B/Ds through the same e-PS.

3.3 A set of common contract terms and conditions is prepared for adoption by Government B/Ds as the basis for establishing contracts with the GITP providers. Details are given in the following document:

- "Conditions of Contract for Individual Procurement"

3.4 The sample IT products offered by GITP Providers will be consolidated as the reference lists of IT products under the GITP Providers and published to the ITG InfoStation and the e-Procurement System of DPO for reference by Government B/Ds.

4. Regulating and Monitoring Mechanism

4.1 The performance of GITP Providers will be monitored based on their performance in individual contracts and assessed through the Contractor Performance Appraisal Report (abbreviated as CPAR) to be completed by

[1] With minor modification approved by the Central Tender Board

Government B/Ds for individual procurement. Without prejudice to the rights of the Government in relation to any breach of the individual contract, if a GITP provider has, over a rolling period of 180 calendar days, accumulated exceeding a total number of ten (10) adverse CPARs from one or more B/Ds, the adverse CPARs of the GITP provider will be submitted to the Reporting Review Committee (RRC) of the DPO for review and further investigations. Subject to the findings and decision of the RRC, the GTIP provider may be removed from the GITP providers list for 90 calendar days from the date determined by RRC.

4.2 GITP providers are also required to verify and update its company information at a two-year interval upon notification from DPO. Within one month upon receipt of such notification, a GITP provider shall submit a duly signed declaration form confirming its compliance with the retention requirements as specified in "Regulating and Monitoring Mechanism of GITP" and provide updated information. If considered necessary, DPO will request a GITP provider to provide supporting documents for review. Failure to meet the prevailing retention requirements, failure to submit the declaration or the support documents, or provision of incorrect or false declaration and/or information may lead to removal from the GITP providers list.

4.3 Details are given in the following document:

- "Regulating and Monitoring Mechanism of GITP"

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