



HKFA

AFFILIATED TO FIFA & AFC IN 1954

THE HONG KONG FOOTBALL ASSOCIATION LIMITED  
香港足球總會有限公司

譯本

來函編號：CB4/PAC/R74

本會檔案：PW-0451/20

香港中區

立法會道 1 號

立法會

政府帳目委員會

(經辦人：朱漢儒先生)

朱先生：

政府帳目委員會

考慮《審計署署長第七十四號報告書》第一章  
通過藝術及體育發展基金（體育部分）

2020 年 6 月 8 日的來信收悉，以下是本會的答覆。

**事項 (a)**

會議記錄載於附件 A。

**事項 (b)**

鳳凰計劃和進度報告中，並沒有要求香港足總匯報香港男子代表隊的國際足協排名。  
以下列出香港男子代表隊於國際足協的排名，以供參考：

**\* 委員會秘書附註：附件 A 並無在此隨附。**

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## 香港足球總會有限公司

香港男子代表隊於國際足協之排名如下<sup>1</sup>：

日期	香港隊排名	國家總數
2011年6月	145	208
2012年6月	158	208
2013年6月	147	209
2014年6月	163	209
2015年6月	164	209
2016年6月	143	209
2017年6月	148	211
2018年6月	142	211
2019年6月	141	211

### 事項 (c)

是的。機構管治部門負責閱讀審計報告第 4.13 段及表二十四的內容。香港足總已提交相關的意見予民政局，並添加了第 83 頁的註釋 23（中文第 75 頁）。

### 事項 (d)

已經以 2014 年「採購政策及指引」為藍本，於 2018 年就「採購政策及指引」作出三頁修訂作出以下改善：

1. 訂定更明確的授權和批核制度
2. 訂定更嚴格的招標及報價規定
3. 註明處理例外情況的程序：

第 3 段 — 「若不遵照標準程序，必須註明原因，並須指定一名職級高一等的獲授權人士作出特別批准及以書面述明理由。」

第 4 (c) (vi) 段 — 「所有採購必須依循及遵照上述程序，只是在可接受情況下才可以由指定批核單位／職級高一等的人員特別批准豁免上述程序。任何豁免必須以詳盡的理由支持並在採購記錄妥善記錄。」

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<sup>1</sup>資料來自香港足球總會的官方網站：<https://www.fifa.com/fifa-world-ranking/ranking-table/men/rank/id12883/>



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以上有關豁免的各段適用於規定必須在採購記錄詳細說明理由的單一次報價。

2018年「採購政策及指引」已於2018年10月透過電郵發送給各員工傳閱，隨後每年都會分發給所有員工。香港足總將會提供定期培訓，以提高對採購程序的了解和認識。

附件 B：2018年「採購政策及指引」

附件 C：採購／要求支付表格

## 事項 (e)

「香港足球總會組織規例」。將會提交董事會審議。秘書處將會在董事會批准後負責制定法規。完成和審批的時間表將在今年內公佈。

## 事項 (f)

是的。“召集人”和“主席”的職責已在董事會會議上進行了討論，並獲得了董事會成員的共同同意，但沒有書面記錄。

此致

香港足球總會主席

貝鈞奇

二零二零年六月十九日



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**THE HONG KONG FOOTBALL ASSOCIATION LIMITED**  
**香 港 足 球 總 會 有 限 公 司**

副本送：

民政事務局局长

康樂及文化事務署署長

香港足球總會行政總裁

財經事務及庫務局局长

審計署署長

傳真：2591 5536

傳真：2691 4661

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**Authorisation and Approval**

2. Authorisation or approval should be sought from the following designated approving authority (a) for procurement before inviting suppliers to submit tender/quotations and/or selecting suppliers for tendering/seeking quotations; and (b) for acceptance of offer of tender/quotation:

Values of the Goods to be Procured	Procurement Authorized by	Tender/Quotation Approved by
HK\$200,001 or above	EC/Board of Directors	EC/Board of Directors
HK\$50,001 to HK\$200,000	Responsible Department Head and Chief Executive Officer	Responsible Department Head and Chief Executive Officer
HK\$20,001 to HK\$50,000	Responsible Department Head and Head of Corporate Governance	Responsible Department Head and Head of Corporate Governance
HK\$20,000 or below	Responsible Department Head	Responsible Department Head

Values of the Services to be Procured	Procurement Authorized by	Tender/Quotation Approved by
HK\$500,001 or above	EC/Board of Directors	EC/Board of Directors
HK\$50,001 to HK\$500,000	Responsible Department Head and Chief Executive Officer	Responsible Department Head and Chief Executive Officer
HK\$20,001 to HK\$50,000	Responsible Department Head and Head of Corporate Governance	Responsible Department Head and Head of Corporate Governance
HK\$20,000 or below	Responsible Department Head	Responsible Department Head

3. In case the standard procedures are not followed, the reasons should be recorded and an authorised person at a more senior level should be designated for giving special approval with justifications in writing.

**\* 委員會秘書附註：本文件只備英文本。**

### Types of Procurement

4. The requesting officers should provide specifications and requirements for the procurement to the procurement officer. The request should then be submitted to the designated approving authority as stated in paragraph 2 above for approval to procure and confirmation of funds. For replacement of goods, the requesting officers should make sure the goods to be replaced are beyond economical repair before making the request for procurement. The types of procurement to be adopted should be in accordance with the amounts and nature of the procurement of goods or services:

- (a) Open Tendering (applicable to procurements of goods and services with value exceeding HK\$200,000 and HK\$500,000 respectively)

Notice of tender invitations should be advertised in the press for free response by all interested suppliers or service providers. Tender evaluation report (sample at **Appendix 1**) should be submitted to the Executive Committee for approval of tender (i.e. award of contract).

- (b) Restricted or Single Tendering (applicable to procurements of goods and services with value exceeding HK\$200,000 and HK\$500,000 respectively in which only a limited number of suppliers are available)

This type of tendering is applicable to procurements of goods or services that can only be provided by a limited number of suppliers or suppliers who are sole agents or patented distributors. Therefore, only one or several suppliers or service providers will be invited to submit written tenders. Sufficient justification should be made for prior approval by the Executive Committee before proceeding the tendering exercise. The above information should be clearly recorded in the tender evaluation report (Appendix I) for examination and approval by the Executive Committee.

- (c) General Procurement (applicable to procurements for goods of value HK\$200,000 or below and for services of value of HK\$500,000 or below)

- (i) Written Quotation (applicable to procurements for goods of value above HK\$50,000 up to HK\$200,000 and for services of value above HK\$50,000 up to HK\$500,000) should be sought from **at least five (5)** suppliers, including the successful bidder in the last procurement exercise (whose goods or services meeting the requirements).

(ii) Written Quotation (applicable to procurements of value above HK\$20,000 up to HK\$50,000) should be sought from **at least two (2)** suppliers, including the successful bidder in the last procurement exercise (whose goods or services meeting the requirements)

(iii) The management and invitation to bid for (i) and (ii) above should follow the procedures as set out in Paragraphs 9 and 10. The procurement officer must make a written record of the quotations invited and responses. The lowest quotation meeting the requirements should be accepted unless there are other factors such as the quality of products/services or track records of the bidders that will affect the offer of the quotation. Should the lowest quotation not be accepted, sufficient justifications should be submitted for endorsement by the designated approving authority.

(iv) Verbal Quotation (applicable to procurements of value above HK\$5,001 up to HK\$20,000)

To enhance administrative efficiency, verbal quotations from **not less than two (2)** suppliers or service providers may be used for procurement of miscellaneous item or service. The responsible officer must make a written record of the verbal quotations for verification and approval. The responsible officer should also state the reasons in case the lowest offer is not accepted.

(v) Quotations may be dispensed with (applicable to procurements of value HK\$5,000 or below)

(vi) Exemption

All procurements must follow and comply with the above procedures. Only in acceptable circumstances should exemption from the above procedures be granted with special approval from the designated approving authority/person holding a higher office. Any exemption should be supported by full justifications and properly documented on the procurement records.



# The Hong Kong Football Association Limited

## Purchase / Payment Requisition Form (For purchase amount of more than HK\$500)

No. \_\_\_\_\_

 Requesting Date  Department / Team 

Requesting Item	
Purpose of Purchase	

Description	Quantity	Unit Price	Total
<b>TOTAL</b>			

Quotation Information Required: YES

Remarks: \_\_\_\_\_

Quotation Information			
Supplier / Service Provider	Price Offered	Document Attached	Remarks
1)			
2)			
3)			
Recommended Supplier / Service Provider			
Reason(s) if not the lowest offer			
Budget Code	<input type="text"/>	Budgeted Amount	Remaining Balance after this purchase

Remarks	
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**Applied by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

**Verified by:** \_\_\_\_\_ **Authorized by:** \_\_\_\_\_

Name: Kerry Wong Name: \_\_\_\_\_

Position: Financial Controller Position: \_\_\_\_\_