

**APPENDIX 3.13B SAMPLE FEE PROFORMA
FOR TIME CHARGE ASSIGNMENT**

RESTRICTED (CONTRACT)

ENGINEERING & ASSOCIATED CONSULTANTS SELECTION BOARD

FEE PROPOSAL

for

(Agreement No.)

submitted by

(Name of the Consultant)

Staff Grades (<i>Note i</i>)	(1) Notional Man-hours Input (man-hours)	(2) All-inclusive Charge Rate (HK\$ /man-hour)
Partners/Directors		
Chief Professional Staff		
Expert		
(a) Working in Hong Kong		
(b) Working in home country		
Senior Professional Staff		
Professional Staff		
Assistant Professional Staff		
Technical Staff		

Signed _____
()

Date _____

Notes for department's staff preparing the fee proforma:

- i. The staff grades/categories basically follow those at **Appendix 3.13** with provision for input from experts as necessary, and may be modified as appropriate to suit individual assignments.
- ii. Relevant notes on the preparation of fee proposals may be incorporated with reference to those given at **Appendix 3.13**.

Note: A notional total fee will be calculated by the department by summing up the products of individual all-inclusive charge rates and the corresponding notional man-hours input in this Fee Proposal. This notional total fee will be used in the combined score assessment of Technical and Fee Proposals to be carried out in accordance with **DEVB TC(W) No. 2/2016 and No. 5/2018 and its subsequent updates (if any)**.

Technical/Consultancy Fee/Fee Quality weighting for this consultancy = %/ %/ %

Two signed copies of this Fee Proposal must be delivered **by hand** before 12:00 noon on _____ to:

Chairman, EACSB,
Director of Civil Engineering and Development
15/F, Civil Engineering and Development Building,
101, Princess Margaret Road,
Ho Man Tin, Kowloon.

The Proposal must be in a sealed envelope marked:

“EACSB Fee Proposal for Agreement No. _____ ,
submitted by _____ ”
