

**APPENDIX 3.17 SAMPLE LETTER TO BIDDERS WITH UNREASONABLY LOW BIDS**

Dear Sirs,

Agreement No. CE /

(Agreement Title)

I refer to your Technical and Fee Proposals submitted for the captioned Consultancy Agreement dated *DD/MM/YYYY*.

2 Upon a preliminary vetting of your Fee Proposal, it appears that your proposed fee is unreasonably low. Thus, it raises doubts as to whether you are capable of fulfilling the terms of the Consultancy. *[Procuring departments shall also cite the prices or unit rates of any major items which are considered as unreasonably low, or other specific issues in relation to the proposed fee that the procuring department considers relevant in casting doubt on the consultant's capability.]*

3 To address our concern on this issue, you are requested to provide clarification or justification or any information which may be helpful in explaining why the proposed fee *[and the prices or unit rates of any major items mentioned in the above paragraph]* is/are not unreasonably low and how you are able to fulfil the consultancy at such a low price on or before *DD/MM/YYYY*.

4 Please note that only clarification or justification or any information provided in response to the third paragraph above can be submitted and considered by the Assessment Panel. You are not allowed to introduce any change to the Technical and Fee Proposals.

5 Please be reminded that this letter shall not be construed as either an acceptance or a rejection of your Technical and Fee Proposals. All bids are still under consideration and the Government of the Hong Kong Special Administration Region does not bind itself to accept any bid irrespective of whether the bid is the lowest or, where the assessment of the bids is based on a marking scheme or formula approach, the bid has the highest overall mark.

Yours faithfully,

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