

RESTRICTED (CONTRACT)

MEMO

From Head of Department	To Chairman EACSB
Ref	(1 copy thro' Secretary EACSB)
Tel No	Your Ref
Fax No	dated
Date	Fax No

Engineering & Associated Consultants Selection Board (EACSB)

(Submission for consideration at meeting on _____)

1. **CONSULTANCY AGREEMENT NO. & TITLE**

Agreement No. CE XX/XX -

2. **AUTHORITY TO EMPLOY CONSULTANTS**

PWP Item No. :

Agreement from (*the Head of Department*) was given on ____ and policy support from (*the relevant Director of Bureau or a public officer authorised by him*) was also obtained on _____, for the employment of consultants.

*Parallel tendering was adopted in accordance with the Financial Circular No. 3/2020. *Approval for exemption from (*or adoption of, where appropriate*) parallel tendering was granted by ____ on _____ in accordance with the Financial Circular No. 3/2020. *Funding approval was given by _____ on _____ (*or*) *The consultancy will be funded by _____ to be created under _____. (** delete as appropriate*)

*Funds approved (*or*) *Funds to be approved: _____ (** delete as appropriate*)

Breakdown of cost (without MOD adjustment)

Estimated fees :

- | | |
|--------------------------------|--|
| (a) Lump sum | _____ |
| (b) Variations | _____ |
| (c) Inflation-related payments | _____ (<i>ref. Handbook Section 5.3.2</i>) |
| (d) RSS on-cost | _____ (<i>if applicable</i>) |

The details on how the staff rates for the six staff categories are derived for estimation of the lump sum, variations and RSS on-cost (*if applicable*) are given in Appendix A.

Notional RSS cost : _____ (if applicable)

Estimated total value of all reimbursable items : _____ (if applicable)

Study period : _____ months

Estimated manpower input :

Directors / Partners:	_____	man-weeks
Chief Professional Staff:	_____	man-weeks
Senior Professional Staff:	_____	man-weeks
Professional Staff:	_____	man-weeks
Assistant Professional Staff:	_____	man-weeks
Technical Staff:	_____	man-weeks

3. **APPROVAL NOW REQUESTED**

The Board's approval is sought to adopt :-

- 3.1 the shortlist of _____ firms/joint ventures of consultants listed below and to invite them to submit technical and fee proposals for the Assignment :-
.....
- 3.2 the marking scheme for the technical proposals, and the technical/consultancy fee/fee quality weighting of _____%/____%/____% to be applied to the overall assessment; and
- 3.3 the Notional Value of \$ _____ for additional Services.

4. **PREVIOUS SUBMISSIONS TO EACSB**

'None' if no previous submissions have been made.

Dept/Office	Date of EACSB/DCSC(if any) meeting, or state "CIRCULATION"	Decision or Approval given	EACSB/DCSC (if any) ref. & date

5. **BACKGROUND/ARGUMENT**

State concisely the background leading to this consultancy agreement and the recommendations for approval. The following are some of the elements that should be mentioned :-

- 5.1 The Assessment Panel comprises _____. The Assessment Panel met on _____ to determine the Service Category and Group(s) of consultants under the List of Consultants of EACSB to be invited to express interest for the Assignment and the complexity of the Assignment. As determined by the Assessment Panel, the Assignment is normal* (or) complex* complexity (* delete as appropriate) according to Appendix 2.3 of

the Guidelines attached to DEVB TCW No. 5/2018 (the Guidelines) as it involves _____ (elaborate the scope of works / reasons for the selection of the complexity for the Assignment). _____ consultants in Group(s) _____ of _____ Service Category, as agreed by the Assessment Panel and listed in Appendix B, were invited to express interest in undertaking the assignment. A notice of inviting expression of interest (EOI) through internet was also posted on the website of this department.

- 5.2 In response to the invitation, amongst the _____ consultants invited, _____ of them expressed interest while _____ did not express interest for reasons given in Appendix B. *(State the assessment of the EOI submissions for compliance with the submission requirements, any exceed pages discarded prior to assessment and any mark deduction due to non-compliance with the format requirements.)*
- 5.3 The issues of SPR 186 have been fully addressed. All members, including the Chairperson and the Secretary, of the Assessment Panel have declared they have no conflict of interest (actual, potential or perceived) in conducting the consultants selection for the agreement. Also, all officers involved in preparing consultancy documentation (including consultancy briefs and marking schemes) and assessment for the shortlisting exercise have declared they have no conflict of interest (actual, potential or perceived).
- 5.4 The Assessment Panel met on _____ to discuss the scores given to the submissions. A summary of the assessment made by the Panel is given in Appendix C. The Assessment Panel also reviewed the latest listing status of the _____ consultants and the eligibility of the sub-consultants proposed by each of the consultant in their EOI submission. The review of the Assessment Panel confirms that the consultants and sub-consultants comply with the bidding restrictions as set out in Section 2.3 of the Guidelines and are eligible for bidding. Summary of the eligibility of the consultants and sub-consultants is attached in Appendix D *(The summary of the eligibility of the sub-consultants should include (i) the names of all consultants and their sub-consultants, (ii) the area of involvement / sub-consulting services provided by the sub-consultants, (iii) whether the area of involvement / sub-consulting services provided by the sub-consultants is under appropriate listed service category and the corresponding listing status of the sub-consultants and (iv) the Assessment Panel's assessment on the eligibility of the sub-consultants. Confirmation from the relevant list management department(s) on whether certain sub-consulting services are within/outside the scope of any particular Service Category(ies) should be provided to support the Assessment Panel's assessment.)*
- 5.5 The key points discussed by the Assessment Panel are highlighted as follows:-
.....
- 5.6 The proposed "Guidelines on Preparation of Technical Proposal" are shown in Appendix E.
- 5.7 The detailed marking scheme which consists of the proposed marks to be allocated to each main section and sub-section, and the weighting to be applied to each panel member are shown in Appendix F.
- 5.8 The Assessment Panel has endorsed the following parameters for the assessment ... *(The justifications for adopting the weighting of staff composition should be stated.)*
- 5.9 A technical/consultancy fee/fee quality weighting of ___%/ ___%/ ___% is proposed due to *(give justification to the weighting proposed).*
- 5.10 The following documents are attached for the Board's examination in principle :
- (a) The draft Consultancy Brief is attached at Appendix G.

- (b) The draft Schedule of Fees which includes the payment schedule is attached at Appendix H.
- (c) The consultants will be required to submit a lump sum fee proposal using the proforma given at Appendix I.

5.11 Details of reimbursable items as at Appendix I will be provided to the consultants. ... *(with deliberation / decision on why the arrangement of reimbursable items is considered more suitable)*

6. ATTENDANCE

State name, post and contact telephone and fax numbers of the officer (D2 or above) who will attend the EACSB meeting when so required by the Board.

7. ATTACHMENTS

- Appendix A - Estimation of the staff rates for the six staff categories for the lump sum, variations and RSS on-cost *(if applicable)*
- Appendix B - List of consultants invited to express interest and reasons for those consultants who did not express interest and consultants not in the longlist that expressed interest.
- Appendix C - Summary of scores for consultants (a sample is given in **Appendix 3.14**) and minutes of the Assessment Panel Meeting for shortlisting of consultants
- Appendix D - Summary on Eligibility of the Consultants and Sub-consultants
- Appendix E - Guidelines on Preparation of Technical Proposals
- Appendix F - Marking Scheme for assessing Technical Proposals
- Appendix G - Draft Consultancy Brief (without appendices except general layout plans)
- Appendix H - Draft Schedule of Fees
- Appendix I - Fee Proposal Proforma
- Appendix J - Details of Reimbursable Items (with cost estimate)

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cc. SFST (Attn. DS(Tsy)3) w/e
SDEV (Attn. DS(W)3)

Notes:

- *This sample memo should be modified where necessary to suit the circumstances.*
- *The estimated variations stated in Section 2 should not be more than 10% of the estimated lump sum unless special circumstances justify (ref. Handbook Section 3.11.2).*
- *The proposed Notional Value in Section 3 should be the same value of the estimated variations in Section 2.*