

**APPENDIX 3.20G SAMPLE LETTER TO TENDERER SEEKING
CLARIFICATION ON OVERLOADING SITUATION**

Dear Sirs,

Agreement No.

Agreement Title

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

According to our records as at end of MM/YYYY *[the procuring department shall input the end month of the reporting quarter as at which the manpower input is as captured in the final snapshot taken immediately before the tender closing date of the tender under assessment]*, there is/are staff member(s) in your Technical and Fee Proposal who is/are identified to be working under an overloading situation as shown in the attached checking report *[the procuring department shall attach Report No. TEN-RPT-01 downloaded from the PWCRAR to this letter]* after taking into account their manpower input deployed or to be deployed in other consultancies and/or concurrent tenders. Please confirm by DD/MM/YYYY whether there is or will be an overloading situation of the staff member(s) concerned as reflected in the attached checking report. If there is not, please provide your clarifications as to the intended workload of the staff member(s) concerned by the above due date for our consideration. If we do not receive your reply by the above due date, we would proceed with the tender assessment based on the overloading situation as shown in the attached checking report accordingly.

In your reply, you are only allowed to provide factual information about the involvement of the proposed staff member(s) in other consultancies and concurrent tenders and are not allowed to replace the proposed staff member(s) by other staff member(s), and/or change the time input of the proposed staff member(s) in the manning schedule of your Technical and Fee Proposal.

For the avoidance of doubt, in the performance of the assignment, if awarded to you, you are bound to provide the manpower input under each relevant staff category in accordance with your proposal. If any proposed staff member(s) is to work under an overloading situation, you are deemed to agree to rectify the overloading situation at your

cost by making appropriate replacement with other staff member(s), redistributing workload to other staff member(s), and/or providing additional staff member(s) with equal or better qualifications and experience than the proposed staff member(s). The re-deployment of staff member(s) in this regard shall be subject to the approval procedures as if there is a change of core personnel under the assignment.

Please note that this letter should NOT be counted as you are being selected for the award of this assignment.

Yours faithfully,

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RESTRICTED									
TEN-RPT-01 Overloading Situation Summary For Tender Assessment 08/05/2018 THB CE 02/2018 (TEST) OverLoaded THB Non-Listed Consultant I CE 02/2018 (TEST) title 01/03/2018 20/03/2018									
Report Title:									
Report Generation Date:									
Selection criteria:									
Department:									
Agreement no.:									
Staff:									
Tenderer:									
Agreement Title:									
Tender closing Date:									
Anticipated Commencement Date:									
		Figure in tender (cumulative with on-going agreements, cumulative with on-going agreement and submitted tender) (man-week)							
Name	Staff Category	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	
David Wong	Chief Professional	2.00(7.00,7.00]	2.00(7.10,7.10]	2.00(7.20,7.20]	2.00(5.60,5.60]	2.00(4.60,4.60]	2.00(4.60,4.60]	2.00(4.60,4.60]	