

APPENDIX 3.2A SAMPLE MEMO FOR FIRST SUBMISSION TO EACSB BEFORE INVITATION OF TECHNICAL AND FEE PROPOSALS (FOR ONE-STAGE CONSULTANTS SELECTION)

RESTRICTED (CONTRACT)

MEMO

<p><i>From</i> Head of Department</p> <p><i>Ref</i> <i>in</i></p> <p><i>Te1 No</i></p> <p><i>Fax No</i></p> <p><i>Date</i></p>	<p><i>To</i> Chairman EACSB</p> <p>(1 copy thro' Secretary EACSB)</p> <p><i>Your Ref</i> <i>in</i></p> <p><i>dated</i></p> <p><i>Fax No</i></p>
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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 _____ (*ref. Handbook Section 5.3.2*)
- (d) RSS on-cost _____ (*if applicable*)

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*) is 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 endorsement of the following is sought :-

- 3.1 consultants selection would follow one-stage selection process;
- 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 meeting, or state "CIRCULATION"	Decision or Approval given	EACSB 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 [Head of Department / Assessment Panel] is satisfied that the one-stage consultant selection process is suitable for the Assignment... (give justification). 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 submit Technical and Fee Proposals 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 for the Implementation of the New Policy on Selection, Appointment and Management of Consultants under the purview of the Engineering and Associated Consultants Selection Board" (the Guidelines) attached to DEVB TC(W) No. 5/2018 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 will be invited to submit Technical and Fee Proposals. A notice of inviting

submission of Technical and Fee Proposals through internet will also be posted on the website of this department.

- 5.2 The proposed "Guidelines on Preparation of Technical Proposals" are shown at Appendix B. The issues of SPR 186 have been fully addressed. The Chairperson, the Secretary and all members of the Assessment Panel have declared they have no conflict of interest (actual, potential or perceived) in conducting the consultants selection for the agreement.
- 5.3 Also, all officers involved in preparing consultancy documentation (including consultancy briefs and marking schemes) and assessment for the selection exercise have declared they have no conflict of interest (actual, potential or perceived).
- 5.4 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 C.
- 5.5 The Assessment Panel has endorsed the following parameters for the assessment ... *(The justifications for adopting the weighting of staff composition should be stated.)*
- 5.6 A technical/consultancy fee/fee quality weighting of ___%/ ___%/ ___% is proposed due to *(give justification to the weighting proposed).*
- 5.7 The following documents are attached for the Board's examination in principle :
 - (a) The draft Consultancy Brief is attached at Appendix D.
 - (b) The draft Schedule of Fees which includes the payment schedule is attached at Appendix E.
 - (c) The consultants will be required to submit a lump sum fee proposal using the proforma given at Appendix F.
- 5.8 Details of reimbursable items as at Appendix G 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 - Guidelines on Preparation of Technical Proposals
- Appendix C - Marking Scheme for assessing Technical Proposals
- Appendix D - Draft Consultancy Brief (without appendices except general layout plans)
- Appendix E - Draft Schedule of Fees
- Appendix F - Fee Proposal Proforma
- Appendix G - Details of Reimbursable Items (with cost estimate)

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

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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.*