

APPENDIX 3.7 SAMPLE MEMO TO REQUEST FOR RELEASE OF FEE PROPOSALS

RESTRICTED (CONTRACT)

MEMO

<p><i>From</i> Head of Department</p> <p><i>Ref</i> <i>in</i></p> <p><i>Tel No</i></p> <p><i>Fax No</i></p> <p><i>Date</i></p>	<p><i>To</i> Chairman EACSB 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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Agreement No. CE XX/XX
(Title of Agreement)

(Results of Technical Assessment)

I enclose for your reference the following:-

- (a) a copy of the minutes of the assessment panel meeting for the technical assessment;
- (b) a summary table of the marks given by each assessment panel member for each section of the technical proposal (a sample is given in **Appendix 3.14**); and
- (c) a summary of estimated staff rates for lump sum fee and additional Services, [*as well as RSS on-cost rates].

2. I should be pleased if you would release the consultants' fee proposals (, except the one submitted by _____,) * for my combined assessment. The Assessment Panel considers that all of the shortlisted consultants are capable of undertaking the assignment (except _____ because _____ as detailed in paragraph _____ of the above minutes of meeting).

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* omit as appropriate