

RESTRICTED (CONTRACT)

**MEMO**

<p><i>From</i> <u>Head of Department</u></p> <p><i>Ref.</i> <u>( )</u> <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> <u>Chairman EACSB</u> <u>thro' Secretary EACSB</u></p> <p><i>(Attn.:</i> _____ <i>)</i></p> <p><i>Your Ref.</i> _____ <i>in</i> _____</p> <p><i>dated</i> _____ <i>Fax. No.</i> _____</p> <p><i>Total Pages</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. :

*\*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)

Notional value of 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 appoint \_\_\_\_\_ to undertake the assignment at a lump sum of \$ \_\_\_\_\_ and the RSS on-cost rates submitted in the fee proposal (*if applicable*) plus a fee ceiling of \$ \_\_\_\_\_ for additional Services (*mention "subject to availability of funds" if applicable*).

4. **PREVIOUS SUBMISSIONS TO EACSB**

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

5. **BACKGROUND/ARGUMENT**

5.1 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).

5.2 Approval for invitation of the Technical and Fee Proposals from \_\_\_ shortlisted consultants was given by EACSB at the \_\_\_ meeting on \_\_\_\_\_. The shortlisted consultants to submit the Technical and Fee Proposals on \_\_\_\_\_.

5.3 A pre-submission meeting with the shortlisted consultants was held on \_\_\_\_\_. The shortlisted consultants had no comment / comment(s) (*summarize the comment(s)*) on the documents enclosed in the invitation letter. The documents enclosed in the invitation letter were finalised without any/with amendment on \_\_\_\_\_. The notes of pre-submission meeting were also issued to the shortlisted consultants on \_\_\_\_\_.

5.4 By the deadline of \_\_\_\_\_ for notification of the change of sub-consultants, \_\_\_\_\_ (*state any proposed changes of the sub-consultants received and the Assessment Panel's review on the effect on the shortlist status brought by the proposed changes.*) An updated list of consultants and sub-consultants was issued to all shortlisted consultants on \_\_\_\_\_. (*if applicable*)

5.5 \_\_\_ shortlisted consultants submitted their Technical Proposals by the deadline of \_\_\_\_\_. (*State the assessment of the Technical Proposals for compliance with the submission requirements, any exceed pages discarded prior to assessment and any mark deduction due to non-compliance with the format requirement.*)

5.6 The Assessment Panel reviewed the latest listing status of the \_\_\_ shortlisted consultants and the eligibility of the sub-consultants proposed by each of the consultant. The consultants and sub-consultants comply with the bidding restrictions as set out in Section 2.3 of the Guidelines

attached to DEVB TCW No. 5/2018 and are eligible for bidding. Summary of the eligibility of the consultants and sub-consultants is attached in Appendix A *(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.)*

- 5.7 State concisely the result of the combined score assessment and the arguments leading to the recommendation of a consultant for the Assignment. The detailed combined score assessment is enclosed.
- 5.8 Rejection of consultants, if any, shall be fully substantiated in the submission.
- 5.9 An assessment on the reasonableness of fees and rates against the items set out in paragraph 7 of ETWB TCW No. 8/2003 should be carried out and the details of the assessment should be presented in the submission to the Board. As the case may be, the department should draw the attention of the Board on fees and rates which are considered substantially over or under-priced.
- 5.10 Checking of compliance with linkage requirements of Consultants' staff rates has been conducted in accordance with DEVB TC(W) No. 2/2016. The percentage differences between the "staff rates for additional Services" and staff rates in lump sum fee" for all consultants do not exceed the "Specified Percentage Range".
- 5.11 I confirm that sufficient funding is available for the award of the Agreement as the fee of the recommended bid has exceeded our estimated fee. *(if applicable)*

6. **ATTENDANCE**

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

7. **ATTACHMENTS**

- Appendix A - Summary on Eligibility of the Consultants and Sub-consultants
- Appendix B - Minutes of the assessment panel meeting for the technical assessment, including a summary table of the marks given by each assessment panel member for each section of the technical proposal (ref. **Appendix 3.14**)
- Appendix C - Combined score assessment of the consultants' Technical and Fee Proposals
- Appendix D - Soft copy of any previous DCSC submissions, following the requirements in Section 3.12(g) *(if applicable)*

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c.c. SFST (Attn : DS(Tsy)3 )  
 SDEV (Attn : DS(W)3 )

w/e