

ENGINEERING & ASSOCIATED  
CONSULTANTS SELECTION BOARD

# **EACSB HANDBOOK**

HANDBOOK ON SELECTION,  
APPOINTMENT AND ADMINISTRATION  
of ENGINEERING and  
ASSOCIATED CONSULTANTS

EACSB Secretariat

Revision No.16 (December 2020)

## **FOREWORD**

This Handbook is issued by the Engineering & Associated Consultants Selection Board (EACSB) specifically for use with consultancy agreements which come within the jurisdiction of the Board. It provides guidance on matters relating to the selection and appointment of consultants, their terms and conditions of employment, and their management throughout an agreement.

The current system for the selection and remuneration of engineering and associated consultants provides an element of fee competition in the selection process and aims as far as possible to base the remuneration of consultants on a fixed lump sum fee independent of the cost of the works project. The current system facilitates managing departments to employ the most suitable consultants at fair and reasonable fees; and provides the capable consultants with a level playing field for the bidding of consultancy assignments.

The Handbook will be reviewed and updated where necessary to ensure continuing suitability and effectiveness.

**The parts of the Handbook shown in green should only be updated by Works Branch of Development Bureau.**

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## ISSUE OF HANDBOOK AND REVISIONS

This Handbook is accessible through Internet under the Civil Engineering and Development Department (CEDD) Home Page (under the section “Publications”) at [http://www.cedd.gov.hk/eng/publications/handbook\\_circulars/index.htm](http://www.cedd.gov.hk/eng/publications/handbook_circulars/index.htm). The version of the Handbook on the internet is always of the latest version and should be read together with relevant Development Bureau Technical Circulars (Works), Financial Circulars and EACSB Circulars, if any, issued after the last Revision of this Handbook.

Anyone wishing to enquire about downloading of this Handbook may contact the EACSB Secretariat at telephone number 2762 5173.

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Note :

1. Relevant Circulars (e.g. Development Bureau Technical Circulars, Financial Circulars etc.) issued before 31 October 2011 have been suitably incorporated or referenced.