

## **APPENDIX 1.1 SUPPLEMENTARY PROCEDURES FOR SELECTION, APPOINTMENT AND ADMINISTRATION OF ENGINEERING AND ASSOCIATED CONSULTANTS APPROVED / TO BE CONSIDERED BY DCSCs**

The following supplementary procedures should be followed for consultancy agreements approved / to be considered by Departmental Consultants Selection Committees (DCSCs).

### **General**

Submissions for approval of the list of consulting firms for inviting consultancy proposals, consultancy briefs, marking schemes for assessing consultancy proposals, pre-contract negotiations, appointment of consultants and cancellation of consultants selection exercises should be sent to the Chairman, DCSC and copied to the Members of the DCSC.

The Secretary, EACSB's general administration duties, including allocation of agreement numbers, maintenance of List of Consultants of EACSB Directory, processing requests for change of company name, up-keeping the List as described in Section 3.11.5, remain unchanged. Copies of relevant records of the commencement, termination and completion of an agreement should be sent to Secretary, EACSB.

### **Opening of Fee Proposals**

The minutes of Assessment Panel meeting with proper recording of the deliberations made as requested in Section 3.10 of the EACSB Handbook should be sent to the Chairman, DCSC for endorsement using a memo similar in format to Appendix 3.7. Upon endorsement, the Chairman, DCSC should send a summary of the assessment results of the technical proposals together with the minutes of Assessment Panel meeting to the Secretary, EACSB requesting for releasing of the fee proposals. All the fee proposals received by the EACSB will then be sent, as appropriate, to the Chairman, DCSC for opening in the presence of appropriate witnesses. The Secretary, DCSC should send one copy of the fee proposals to the Chairman of the Assessment Panel and the other copy of the fee proposals should be kept by the Chairman, DCSC.

After combined score assessment, the procuring department should prepare a return with the information on technical marks, fees and manpower input in the format shown at Appendix 3.11 to the Secretary, EACSB for record. Upon appointment of the consultants for the agreement, the Chairman, DCSC should send the copy of fee proposal of the winning consultants kept by him to the Secretary, EACSB for compiling records of approved consultancy agreements and retention.

If, after the technical assessment, the Assessment Panel considers that any consulting firms are unacceptable on technical or other appropriate grounds and shall not be considered further, the recommendation and justifications should be properly recorded in the meeting minutes. Upon endorsement of the recommendation by the Chairman, DCSC, the fee proposals submitted by those consulting firms whose technical proposals

are considered unacceptable should not be opened and upon appointment of the consultants for the agreement, the procuring department should return the unopened fee proposals to those consulting firms.