

APPENDIX 3.1 - SAMPLE INVITATION LETTER FOR EXPRESSION OF INTEREST

Date

Dear Sirs,

**Agreement No. CE
XX/XX
(Agreement Title)**

1. I am pleased to inform you that you are invited to express interest in undertaking the above consultancy. The invitation documents, referred to as Electronic Invitation Package (EIP), are sent to you on CD-ROM/DVD-ROM* in accordance with WBTC No. 17/2001.

2. The scope of this assignment, which is to commence in _____, is indicated in the attached copy of the draft Brief given in Annex ____ of the EIP.

3. If you are interested in this assignment, please reply to this Office before 12:00 noon on _____ by submitting ____ sets of documents containing the following information in a maximum of four*(for less complex and technically straight-forward assignments if considered appropriate by the Assessment Panel)/six* A4 pages with a minimum font size of ____:-12 points Times New Roman or equivalent:-

- (a) your broad appreciation of the key requirements and constraints/risks of the assignment and approach and strategy to the problem meet the requirements of the assignment;
- (b) previous relevant commission experience both in Hong Kong and elsewhere;
- (c) an indication of key staff likely to be employed for the assignment (together with attachments showing their curriculum vitae and an organization chart of the study/project team as necessary);
- (d) an indication of sub-consultants to be employed (which should include all individual academic institutions, specialists, advisors, experts and the like proposed to be externally engaged to provide the Services under the Agreement, and all references to “sub-consultants” in this letter should be construed accordingly) and the services to be undertaken by each sub-consultant. For the avoidance of doubt, subject to your confirmation on the employment status, staff seconded from your associated companies (subsidiaries, parent companies or subsidiaries of your parent company) not externally engaged as sub-consultants shall be regarded as your own staff for the purpose of tender assessment, including the overloading checking of manpower input, for this Assignment; and
- (e) your comments on the draft Brief given in Annex ____ of the EIP and the draft Schedule of Fees given in Annex ____ of the EIP.

* Delete as appropriate

4. Please note that no attachments, except attachments for the curriculum vitae of the key staff likely to be employed on the consultancy (limited to 2 pages in A4 size per staff) and the organization chart of the study/project team (limited to 1 page in A3 size) as mentioned above, should be included in your submission. The expression of interest (EOI) submission including the attachments shall be inexpensively bound and printed on both sides. Late submissions or submissions that do not conform to the requirements in respect containing pricing information shall not be considered. For exceedance of the specified number of pages; of EOI submission and attachments or inclusion of attachments other than curriculum vitae and

organization chart, all the page size,exceeded pages shall be discarded prior to the assessment. Also, 1 mark shall be deducted from the overall score for non-compliance with the specified format such as the page size, font size or the attachments shall not be considered., or double-sided printing. Documents submitted in response to paragraphs 9, 10, 13, 14, 17, 19 and undertakings as required in paragraph 18 below are not counted towards the number of pages of the EOI submission.

5. You may make your submission in either electronic format or hard copy format. If part of the submissions is made in both electronic and hard copy formats, the electronic format shall prevail over the corresponding hard copy format. If you elect to make your submission in electronic format, the documents for your proposal shall be prepared and submitted in accordance with Annex ____ - Requirements for Submission of Proposal in Electronic Format. All proposals, whether submitted in electronic format or hard copy format, will be evaluated on an equal basis.

6. The electronic documents for preparing your submission are listed in Schedule 2 to the Licence Conditions for the EIP. You will be deemed to have accepted these conditions if you use the documents listed in Schedule 2.

7. ~~If a black rainstorm warning signal or~~ tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force between 9:00 am and 12:00 noon on the above deadline, the deadline will be extended to 12:00 noon on the following working day. Saturday is not counted as a working day.

8. The assessment criteria and weightings for marking the EOI submitted by consultants and the composition of the Assessment Panel are given in Annex ____ of the EIP.

9. If you are a limited liability company, then you are required to submit documentary proof that the majority of the voting power in meetings of the company shall be held by directors who are consulting engineers (or equivalent professionals of associated professions).

10. You are also required to declare any involvement or interest if it is considered by you to be in real or apparent conflict with the duties to be performed for this consultancy. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process.

11. For information, the Assessment Panel has agreed that for this consultancy, the past performance of sub-consultants will [*or will not*] be assessed in the Technical and Fee Proposal stage.

12. Consultants in Group [number] under the Service Category of [name of Service Category] maintained by EACSB are invited to make Expression of Interest submission for this Assignment. The initial list of qualified consultants approached for this Assignment is given in Annex _____ of the EIP for your information. Joint ventures with participation of local and/or overseas consultants with at least one of the participants or shareholders being on the above initial list are also invited to make submission of Expression of Interest for this Assignment. Based on the response received, normally [four]*/[five]*(the latter for pairing of consultant selection exercises)] suitable firms will be shortlisted for submission of technical and fee proposals. **【Inclusion of Annex B as an Annex to this letter is mandatory.】**

12a. Your attention is drawn to the bidding restrictions set out in Annex _____ to this letter. **【Inclusion of Annex C as an Annex to this letter is mandatory.】**

12b. If you propose to engage sub-consultants for this Assignment to undertake sub-consulting services under any of the listed Service Categories and/or service discipline having a list of consultants maintained and published by the Government shown in Annex _____ to this letter, **【Inclusion of Annex D as an**

Annex to this letter is mandatory.】 you must ensure that the sub-consultants concerned have complied with bidding restrictions as set out in Annex _____ 【Inclusion of this Annex to this letter is mandatory - see Paragraph 12a. above】 . Failure to comply with this requirement will lead to disqualification of your Expression of Interest submission.”

12c. 【Insert if applicable】 The list of sub-consulting firms for undertaking sub-consulting service not under any service discipline having a list of consultants maintained and published by the Government is given in Annex _____ to this letter for your information. 【Inclusion of this Annex to this letter is discretionary - see Section 2.3.1(b)(iii) of the Guidelines】 You may consider teaming up with the sub-consulting firms on the list if required for this Assignment. For the avoidance of doubt, this attached list of sub-consulting firms is non-restrictive and for your information only. You are not obliged to engage the sub-consulting firms on the attached non-restrictive list as sub-consultants for this Assignment. The Expression of Interest submission for this Assignment in respect of sub-consultants will be evaluated on an equal basis, whether the sub-consultants are on the attached non-restrictive list or not. The Government will not be responsible for any liability in respect of your engagement of sub-consulting firms on the attached non-restrictive list. 【Insert Annex E, if applicable】

12d. 【Insert if applicable】 For the avoidance of doubt, you are not obliged to engage only the consulting firms on the lists given in Annex _____ to this letter 【Inclusion of Annex D – see Paragraph 12b. above】 for solely undertaking the following services in this Assignment:

【This paragraph can be inserted (i) when the Assignment comprises services outside the listed Service Categories or disciplines and the procuring department considers that the consultants may propose in the submission to engage sub-consultants for undertaking such services, and/or (ii) when the procuring departments would like the consultants to engage sub-consultants with specialized knowledge, overseas experience and/or providing expert/innovative input, etc. Before inserting this paragraph, the procuring department shall check with the list management departments where appropriate or seek prior approval for deviation from bidding restrictions – See Sections 2.3.1(b) and Section 2.3.4 of the Guidelines】

The Expression of Interest submission for this Assignment in respect of the sub-consultants solely for the above services will be evaluated on an equal basis, whether the sub-consultants are on the lists given in Annex _____ to this letter 【Inclusion of Annex D – see Paragraph 12b. above】 or not.

13. No ~~Consultants~~consultants are permitted to submit more than one bid for the same agreement. For the avoidance of doubt, ~~Consultants~~consultants who submit a bid in their own name and a bid in the name of an un-incorporated joint venture/partnership (with the ~~Consultants~~consultants concerned as a participant/partner) will be considered as having submitted two bids. Consultants (these must be consulting firms to be eligible for being considered for this consultant selection exercise) having linkages to each other, e.g. subsidiaries, parent or sister companies are not allowed to bid on the same agreement. Only one firm among such consultants, as the case may be, should be allowed to submit expression of interest for a consultancy agreement. ~~You~~In your expression of interest submissions, you are thus required to declare any linkage with other consultants on the above list. For the avoidance of doubt, if you have no linkage with any consultants on the above list, you are also required to declare the same in the expression of interest submissions. The existence of a holding-subsidiary relationship shall be determined in accordance with the provisions in Sections 13 to 15 of the Companies Ordinance (Cap 622), “Sister companies” shall mean all companies which are subsidiaries of or otherwise belonging to the same holding company. Consultants having linkages should sort out among themselves before submitting any expression of interest.

14. For the purpose of this “no linkage” requirement, an academic institution and any separate entities/companies formed by the same academic institution or any of its current staff, or any two of such entities/companies (whether formed by the same staff or not), shall be regarded as “linked”. An academic institution, and all such entities/companies formed by it or any of its current staff (whether by the same staff

or not), shall be allowed to submit only one expression of interest for the same consultancy agreement. You are also required to declare any such linkage with other consultants on the above list, if applicable. An entity/company is regarded as formed by the academic institution or its staff if the latter is a partner/shareholder or a director of the former, whether or not the latter is a founding partner/subscriber when the entity/company was formed. However, the “no linkage” rule does not apply to “linked” consulting firms (including academic institutions) who bid as sub-consultants only for any agreement.

15. Failure to observe the requirement stated in paragraphs 13 and 14 shall render all related expression of interest submitted null and void and any such submission shall not be considered.

16. **【Insert if applicable, please refer to the-then SETW’s memo ref (00WNL-02-4) in ETWB(PS) 106/11 dated 6.1.2006 for details:** The consultant appointed in the early stage consultancy is a potential bidder, but all the information which was made available to that consultant and all the advice which the consultant has provided and which is relevant to the procurement of this consultancy will be equally made available to all potential consultants upon request. **】**

~~17. **【This paragraph should be included for small consultancy assignments】** This assignment falls within the criteria for inviting Expression of Interest as a small consultancy assignment as laid down in DEVB TCW No. 3/2013. Accordingly, longlisting will be confined to consulting firms or joint ventures (JV) meeting the requirements as stipulated in Part 1 of Annex _____ to this letter **【see Appendix B of DEVB TCW No. 3/2013】**. As a prerequisite for your submission to be considered, you (hereunder including all the consulting firms in your JV) must satisfy the same requirements. Also you are required to declare the amount of outstanding works in hand by providing a list of all current assignments with the Government and other clients. For each assignment, please provide details on the scope of assignment, name of client, consultancy fees, and percentage of work outstanding. Please complete Part 2 of Annex _____ and returning it to me together with your submission.~~

~~17. If sub-consultants are to be employed, you are required to complete the table in Annex _____ to this letter indicating, if any, the scope of sub-consulting services to be undertaken by each listed and unlisted sub-consultant to be employed, the relevant listed service category or discipline for which each sub-consultant is to be employed and the corresponding list maintained and published by the Government. If your proposed sub-consultant is unlisted but an application for application for inclusion on the List of Consultants of EACSB under the relevant Service Category has been made prior to the date set for close of submission of Expression of Interest, please also indicate on which the date such application is made in the table. Failure to submit the table as required above with the Expression of Interest submission will lead to disqualification of the consultant’s Expression of Interest submission. If you have any enquiry in completing the table on whether the sub-consulting service to be undertaken by a sub-consultant is within the scope of a particular listed service category or discipline and would like to seek clarification, your enquiry must be delivered to me by hand before 12:00 noon, _____ **【the procuring department should specify the exact date here, say at least ten working days before the deadline for submission of EOI】**. The enquiry shall be sufficiently specific to facilitate the preparation of clarification. Late enquiry will not be entertained. **【Inclusion of Annex F as an Annex to this letter is mandatory.】**~~

~~18. You should indicate in your staffing proposal which of the proposed staff are core personnel and the employment status (i.e. fulltime or not) at the time of bidding of each and every core personnel to be deployed by you or your sub-consultants in this Assignment. You should also indicate which core personnel will undertake the designations of the Project Manager, the Project Director and the [three] Team Leader(s) **【the procuring department shall amend it where appropriate to align with the assessment criteria】** as required in the assessment criteria. You should produce undertaking signed by all non-fulltime core personnel (of yourself or your sub-consultants) to confirm their involvement in the event that you are awarded the consultancy.~~

~~19.~~ **【For agreements that are administered by works departments and exceeding the Quotation Limit in SPR 220, this paragraph and inclusion of *Annex A* as an Annex to this letter are mandatory. 】**
The requirements for ISO 9000 certification are set out at Annex __ to this letter.

~~1920.~~ Please note that documents of unsuccessful consulting firms will be destroyed three months after the date the Agreement has been awarded and signed.

~~2021.~~ **【Insert if applicable: Please note that this invitation is made before the necessary funds for the consultancy have been approved. The Government reserves the right to cancel this *consultant* selection exercise for not having the necessary funds approved or for any other reason, in which case you will accordingly be notified. 】** It should be noted that the Government will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.

~~2122.~~ I should be pleased if you would acknowledge receipt of this invitation letter.

~~2223.~~ If you require further details, please contact _____ at telephone _____.

Yours faithfully,

()

cc.

Secretary, EACSB - w/o encl.

【Insert if applicable: Secretary, DCSC - w/o encl. 】

Note - This sample letter should be modified where necessary to suit the circumstances in accordance with the details set out in the relevant Technical Circulars or circular memoranda, e.g. the open invitation for expression of interest, pairing of consultant selection exercises, etc. If it is intended that the past performance of sub-consultants should be one of the assessment criteria in the assessment of Technical Proposals at the next stage, the longlisted and interested consultants should be so informed in this letter, and the relevant practices as set out in Section 3.5.2 of the EACSB Handbook should have been followed prior to this invitation.

**[Annex __] to Invitation Letter for EOI –
Requirements of ISO 9000 Certification**

- (1) The consultant shall submit, together with its expression of interest, a copy of its ISO 9001:~~2008~~2015 certificate acceptable to the Employer showing the scope of certification and a statement either:
 - (A) confirming that no area / aspect in the consultancy agreement which its quality system specifically excludes; or
 - (B) disclosing the areas / aspects in the consultancy agreement which its quality system specifically excludes.
- (2) Subject to the following paragraphs, submissions from consultants who have not obtained ISO 9001:~~2008~~2015 certification on or before the date of this invitation may not be considered.
- (3) If the consultant, due to circumstances beyond its control, has not obtained ISO 9001:~~2008~~2015 certification but a full review of the Quality Manual of its Hong Kong office has been carried out in Hong Kong by a certification body acceptable to the Employer and such Quality Manual has been confirmed by the certification body as being in conformity with the requirements of ISO 9001:~~2008~~2015 standard on or before the date of this invitation, the submission by the consultant will still be considered provided that the consultant shall undertake in writing if it is awarded the consultancy agreement, to book within three months of the award of the consultancy agreement, the date of audit for the ISO 9001:~~2008~~2015 certification with the certification body; with detailed documented quality system procedures ready at the time of booking. The booking of the audit shall be a condition precedent to the consultant's entitlement to any payment or any further payment of fees under the consultancy agreement.
- (4) If the consultant whose scope of certification excludes site activities service which is required to be provided by the consultant under the consultancy agreement, its submission will be considered to be non-conforming in respect of the certification requirements. If the consultant can prove to the satisfaction of **【name of the department concerned】** that such exclusion is due to circumstances beyond its control, the proposal may still be considered to be conforming in respect of the certification requirements provided that the consultant shall undertake in writing that if the consultant is awarded the consultancy agreement, it shall apply within three months of the award of the consultancy agreement to the certification body for revision of its current scope to cover site activities service; with detailed documented quality system procedures ready at the time of applying for revision. The submission of an application for revision of the scope of its ISO 9001:~~2008~~2015 certification to cover site activities service shall be a condition precedent to the consultant's entitlement to any payment or any further payment of fees under the consultancy agreement.
- (5) If the consultant is a joint venture, the consultant shall submit, together with its expression of interest, a statement declaring that it shall implement the quality system of one of its participants or shareholders, and specifying which one. The reference to ISO 9001:~~2008~~2015 certificate, ISO 9001:~~2008~~2015 certification and Quality Manual referred to paragraphs (1) to (4) above shall refer to that of the specified participant or shareholder. The consultant shall also submit a copy of the written notification to the certification body of the specified participant or shareholder that the joint venture shall implement the quality system by the specified participant or shareholders and the written agreement of all participants, or as the case may be, shareholders of the joint venture that the activities of the joint venture shall be subject to the surveillance of the certification body.

INVITATION FOR EXPRESSION OF INTEREST

Consultancy Agreement No. _____
(Agreement Title)

List of Consultants Invited for Expression of Interest

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____

N.B

- (a) Please check for the most updated list of consultants in each Service Category maintained by EACSB on the CEDD’s website.
- (b) Please insert the full name of the consultant.

[Annex] to Invitation Letter for Expression of Interest –
Bidding Restrictions

1. Any Expression of Interest (EOI) submission made by a consultant not eligible for being invited to make EOI submission at the time of invitation will not be considered.
2. If the EOI submission is made by a joint venture, the bidding restrictions stipulated in Section 2.3 of the Guidelines attached to DEVB TC(W) No. 5/2018 (the Guidelines) in respect of engagement of joint venture shall be complied with. Any EOI submission made by a joint venture in the form being not acceptable in accordance with Section 2.3 of the Guidelines will not be considered.
3. (a) If a joint venture is formed by listed consultants with one or more unlisted consultants, the listed consultants in the joint venture shall confirm that each unlisted consultant is technically capable for that part of the consultancy services it undertakes. For unlisted consultants bidding as participants in a joint venture, they shall make application for inclusion on the List of Consultant of EACSB (“the List²”) under the appropriate Service Category on or before the submission of the EOI. Otherwise, the EOI submitted by the concerned joint venture will not be considered.

(b) In the event the scenario in paragraph 3(a) above applies and the joint venture is shortlisted for submission of the Technical and Fee (T&F) Proposal, approval from EACSB for inclusion on the List shall be obtained for all the unlisted consultants on or before the date set for the close of submission of the T&F Proposal, or if this has been extended, the extended date. Otherwise, the T&F Proposal submitted by the concerned joint venture will not be considered.
- 4.1 (a) If the consultant proposes one or more sub-consultants to undertake sub-consulting service under the listed Service Category maintained by EACSB, the bidding restrictions stipulated in Section 2.3.1(b) of the Guidelines in respect of engagement of sub-consultant shall be complied with. In that case, the consultant shall choose to engage sub-consultant(s) with the listed status in Group _____ or lower under the relevant Service Category with three Groups and /or in Group _____ or lower under the relevant Service Category with two Groups maintained by EACSB for the sub-consulting service concerned. **【the procuring department shall input the appropriate Group Number(s) as determined in accordance with Section 2.3.1(b) of the Guidelines.】**

(b) Failure by a consultant to comply with the requirements in paragraph 4.1(a) above will lead to disqualification of the consultant’s EOI submission unless the unlisted sub-consultant proposed has made an application for inclusion on the List under the appropriate Service Category on or before the submission of the EOI.

(c) In the event that the “unless” scenario in paragraph 4.1(b) above applies, the consultant shall ensure that the application for inclusion on the List made by the unlisted sub-consultant is approved by EACSB on or before the date set for the close of submission of T&F Proposal, or this has been extended, the extended date. Otherwise, the consultant, if shortlisted, shall either remove the unlisted sub-consultant or replace the unlisted sub-consultant with a listed sub-consultant and deliver the notification to the project office before the deadline set –“4-for change of sub-consultant as more particularly stated in the invitation letter for T&F Proposal. T&F Proposal which does not comply with the above requirements will not be considered.

4.2 (a) If the consultant proposes one or more sub-consultants to undertake sub-consulting service under the listed service discipline/categories maintained by Architectural and Associated Consultants Selection Board (“AACSB”) **【**and/or (*the procuring department shall add relevant lists to align with the restrictive list provided in the invitation letter*) **】**, the bidding restrictions stipulated in Section 2.3.1(b) of the Guidelines in respect of engagement of sub-consultant shall be complied with. In that case, the consultant shall engage sub-consultant(s) with the listed status for the relevant service discipline/category maintained by AACSB **【**and/or (*the procuring department shall add relevant lists to align with the restrictive list provided*) **】** for the sub-consulting service concerned.

(b) Failure by a consultant to comply with the requirement in paragraph 4.2(a) above will lead to disqualification of the consultant’s EOI submission.

4.3 If the consultant proposes one or more sub-consultants to undertake sub-consulting service not under the listed service discipline/categories as mentioned in paragraphs 4.1 and 4.2 above, the consultant may engage any sub-consultant(s) even if they are not listed under the listed service discipline/categories as mentioned in paragraphs 4.1 and 4.2.

5. Subject to paragraphs 3(a) and 4.1(b) above, the consultant must ensure that at the time of submission of EOI, the consultant itself and its sub-consultants proposed to undertake sub-consulting service under listed Service Category maintained by EACSB or service disciplines under a list of consultants maintained and published by the Government shown in Annex _____ **【**Refer to Annex D to this sample invitation letter**】** to the invitation letter are eligible for bidding under the proposed service category in the relevant list. Failure to comply with this requirement will lead to disqualification of the consultant’s _____ EOI _____ submission.

6. If the consultant becomes ineligible for consideration because of change in listing status during the assessment period of EOI submission, the consultant’s EOI submission will not be considered further. If a consultant who submitted the EOI submission has teamed up with a sub-consultant who is no longer eligible for shortlisting after the closing date for EOI submission, the Assessment Panel may

continue the assessment by referring the listing status as at the closing date for EOI submission.

INVITATION FOR EXPRESSION OF INTEREST

Consultancy Agreement No. _____

(Agreement Title)

Listed Service Category or Service Discipline

having a List of Consultants Maintained and Published by the Government

1 All listed Service Categories maintained by EACSB; [Mandatory to be included]

2 All listed Service Categories maintained by AACSB; [Mandatory to be included]

3 [Procuring departments to add relevant lists which are of restrictive nature];

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

Note:

(a) If you propose to engage one or more sub-consultants for this Assignment, you shall comply with the relevant bidding restrictions stipulated in Section 2.3.1 of the Guidelines attached to DEVB TC(W) No. 5/2018 (the Guidelines).

(b) The consultant must ensure that at the time of submission of EOI, the consultant itself and its sub-consultants proposed to undertake sub-consulting service under listed Service Category maintained by EACSB or service disciplines under a list of consultants maintained and published by the Government shown above are eligible for bidding under the proposed service category in the relevant list. Subject to note (c) below, failure to comply with this requirement will lead to disqualification of the respective EOI submission.

(c) Unlisted consultants are allowed to be engaged as sub-consultants to undertake sub-consulting services under listed Service Category maintained by EACSB subject to prior application for inclusion in the List of Consultants having been made and compliance with the requirements set out in Section 2.3.1 (d) of the Guidelines.

(d) If the consultant has any enquiry on whether the sub-consulting service to be undertaken by a sub-consultant is within the scope of a particular listed service category or discipline, the consultant may

seek clarification from procuring departments as stated in the invitation letter.

N.B

Procuring departments shall add relevant lists above to suit the specific natures of projects where appropriate.

INVITATION FOR EXPRESSION OF INTEREST

Consultancy Agreement No. _____

(Agreement Title)

List of Sub-consulting Firms for Undertaking Sub-consulting Service not under Listed Service Category Maintained by EACSB or any Service Discipline having a List of Consultants Maintained and Published by the Government

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____

Note:

- (a) The list is non-restrictive and for information only. The tenderers are not obliged to engage the sub-consulting firms on the above list as sub-consultants for this Assignment.
- (b) The Government will not be responsible for any liability in respect of tenderers' engagement of sub-consulting firms on the above list.

N.B

Please insert the full name of the consultant.

Table of Listed and Unlisted Sub-Consultants
and Scope of Sub-consulting Services to be undertaken

Consultancy Agreement No. _____
(Agreement Title)

<u>Name of Sub-consultant</u>	<u>Listed Service Category or Discipline</u> <small>(Notes a and b)</small>	<u>Corresponding List maintained and published by the Government</u> <small>(Note b)</small>	<u>Scope of Sub-consulting Services to be undertaken</u> <small>(Notes c to f)</small>
<u>e.g. Company A</u>	<u>Traffic and Transport Category</u>	<u>The Engineering and Associated Consultants Selection Board</u>	<u>Traffic study and planning</u>
	<u>Architectural Category</u>	<u>The Architectural and Associated Consultants Selection Board</u>	<u>Architectural aesthetic design</u>

Note:

- (a) If the proposed sub-consultant is unlisted but an application for inclusion on the List of Consultants of EACSB under the relevant Service Category has been made prior to the date set for close of submission of EOI, please also indicate the date such application is made.
- (b) If the proposed sub-consultant is unlisted without making any application for inclusion on the List of Consultants of EACSB, please mark “Nil”.
- (c) If you propose to engage one or more sub-consultants for this Assignment, you shall comply with the relevant bidding restrictions stipulated in Section 2.3.1 of the Guidelines attached to DEVB TC(W) No. 5/2018 (the Guidelines).
- (d) The consultant must ensure that at the time of submission of EOI, the consultant itself and its sub-consultants proposed to undertake sub-consulting service under listed Service Category maintained by EACSB or service disciplines under a list of consultants maintained and published by the Government shown in Annex _____ **【Refer to Annex D to this sample invitation letter】** to the invitation letter are eligible for bidding under the proposed service category in the relevant list. Subject to note (e) below, failure to comply with this requirement will lead to disqualification of the respective EOI submission.

- (e) Unlisted consultants are allowed to be engaged as sub-consultants to undertake sub-consulting services under listed Service Category maintained by EACSB subject to prior application for inclusion in the List of Consultants having been made and compliance with the requirements set out in Section 2.3.1 (d) of the Guidelines.
- (f) If the consultant has any enquiry on whether the sub-consulting service to be undertaken by a sub-consultant is within the scope of a particular listed service category or discipline, the consultant may seek clarification from procuring departments as stated in the invitation letter.