

Appendix 3.14 SAMPLE SUMMARIES OF ASSESSMENTS  
(a) expression of interests (EOIs)

**RESTRICTED (CONTRACT)**

Agreement No. CE xx/201y (zz)  
(State Agreement Title)  
Summary of Assessment of EOIs  
(Input and to be submitted to EACSB)

Assessment Criteria	Marks (Total 100%)	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5
		Consultant A					Consultant B					Consultant C					Consultant D					Consultant E				
1. Appreciation of the key requirements and constraints/risks	10%	VG	VG	G			G	G	G			VG	G	G			F	G	G			G	G	VG		
2. Approach and strategy to meet the requirements of the assignment	30%	G	VG	G			VG	G	G			G	G	F			F	F	G			VG	G	VG		
3. Previous relevant experience both in Hong Kong and elsewhere	5%	G	F	F			G	F	F			F	G	F			F	G	G			G	F	G		
4. Knowledge, experience and capability of key staff	35%	G	VG	G			G	F	G			VG	G	G			P	F	F			G	F	F		
5. Past performance of the consultant	15%	13.84	13.84	13.84			13.58	13.58	13.58			13.25	13.25	13.25			12.68	12.68	12.68			13.82	13.82	13.82		
6. Past performance of sub-consultants	5%	4.77	4.77	4.77			4.68	4.68	4.68			4.77	4.77	4.77			4.77	4.77	4.77			5.00	5.00	5.00		
Total	100%	84.61	96.61	81.61	0.00	0.00	88.25	74.25	81.25	0.00	0.00	90.02	82.02	75.02	0.00	0.00	54.95	68.45	74.45	0.00	0.00	88.82	74.82	83.82	0.00	0.00
Avg	100%	87.61					81.25					82.35					65.95					82.48				
Rank		2					9					6					14					5				
		Consultant F					Consultant G					Consultant H					Consultant I					Consultant J				
1. Appreciation of the key requirements and constraints/risks	10%	VG	G	G			G	G	F			F	F	P			G	G	G			G	VG	VG		
2. Approach and strategy to meet the requirements of the assignment	30%	G	G	G			G	F	G			P	F	P			VG	G	G			G	VG	VG		
3. Previous relevant experience both in Hong Kong and elsewhere	5%	VG	G	VG			F	G	G			F	G	F			G	F	G			F	G	F		
4. Knowledge, experience and capability of key staff	35%	F	G	F			VG	G	G			VG	G	G			G	G	F			F	P	F		
5. Past performance of the consultant	15%	13.88	13.88	13.88			14.28	14.28	14.28			9.50	9.50	9.50			13.91	13.91	13.91			14.28	14.28	14.28		
6. Past performance of sub-consultants	5%	4.68	4.68	4.68			4.68	4.68	4.68			3.17	3.17	3.17			4.77	4.77	4.77			4.77	4.77	4.77		
Total	100%	78.56	82.56	76.56	0.00	0.00	88.95	76.95	80.95	0.00	0.00	65.67	68.67	55.67	0.00	0.00	88.68	81.68	75.68	0.00	0.00	75.05	73.55	83.05	0.00	0.00
Avg	100%	79.22					82.29					63.33					82.01					77.21				
Rank		10					7					15					8					12				
		Consultant K					Consultant L					Consultant M					Consultant N					Consultant O				
1. Appreciation of the key requirements and constraints/risks	10%	G	G	G			G	G	G			VG	VG	G			VG	VG	G			G	G	F		
2. Approach and strategy to meet the requirements of the assignment	30%	G	VG	G			VG	G	G			VG	G	G			G	VG	G			G	G	G		
3. Previous relevant experience both in Hong Kong and elsewhere	5%	F	G	G			G	F	F			G	F	F			VG	G	G			G	VG	G		
4. Knowledge, experience and capability of key staff	35%	VG	VG	G			F	P	F			F	G	G			G	G	G			F	G	F		
5. Past performance of the consultant	15%	13.40	13.40	13.40			12.59	12.59	12.59			14.69	14.69	14.69			14.85	14.85	14.85			15.00	15.00	15.00		
6. Past performance of sub-consultants	5%	4.77	4.77	4.77			4.56	4.56	4.56			4.77	4.77	4.77			4.77	4.77	4.77			4.77	4.77	4.77		
Total	100%	88.17	95.17	82.17	0.00	0.00	80.15	62.65	73.15	0.00	0.00	84.46	84.46	82.46	0.00	0.00	86.62	91.62	83.62	0.00	0.00	76.77	84.77	74.77	0.00	0.00
Avg	100%	88.50					71.98					83.80					87.28					78.77				
Rank		1					13					4					3					11				
		Consultant P					Consultant Q					Consultant R					Consultant S					Consultant T				
1. Appreciation of the key requirements and constraints/risks	10%																									
2. Approach and strategy to meet the requirements of the assignment	30%																									
3. Previous relevant experience both in Hong Kong and elsewhere	5%																									
4. Knowledge, experience and capability of key staff	35%																									
5. Past performance of the consultant	15%		0.00	0.00				0.00	0.00				0.00	0.00				0.00	0.00				0.00	0.00		
6. Past performance of sub-consultants	5%		0.00	0.00				0.00	0.00				0.00	0.00				0.00	0.00				0.00	0.00		
Total	100%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Avg	100%	0.00					0.00					0.00					0.00									
Rank		-					-					-					-									

Notes: (1) Weighting of Assessment Panel Members (assume equal weighting)

No. of Members : 5 1/5 each

(2) For criteria 1-2 and 3-4, insert grade (i.e. VG, G, F or P, as the case may be).

(3) For criteria 45 and 56, insert the mark assigned to the consultant [ref. Paragraphs 9 to 14 and Appendix D 31-to-33 in Annex I of DEVB TC(W) No. 3/20164 P

Scores: VG (Very Good) 1.0

G (Good) 0.8

F (Fair) 0.6

P (Poor) 0.3

(Name)

Chairman, Assessment Panel  
Date: 00-Jan-00

**RESTRICTED (CONTRACT)**

Agreement No. CE

(State Agreement Title)

**Summary of Assessment of Technical Proposals**

	Assessment Criteria	Marks (Total 100%)	Consultant A					Consultant B					Consultant C					Consultant D				
			Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5	Member 1	Member 2	Member 3	Member 4	Member 5
1.0	Consultant's Experience	5%	G	VG	VG	VG	VG	G	G	G	G	G	G	G	G	F	G	G	G	G	F	G
(a)	Relevant experience and knowledge	5%	G	VG	VG	VG	VG	G	G	G	G	G	G	G	G	F	G	G	G	G	F	G
2.0	Response to the Brief	10%	G	G	G	VG	G	F	G	G	G	G	G	G	G	F	G	G	G	G	VG	G
(a)	Understanding of objectives	2%	G	G	G	VG	G	F	G	G	G	G	G	G	G	F	G	G	G	G	VG	G
(b)	Identification of key issues	2%	G	VG	VG	VG	VG	F	G	G	G	G	G	G	G	F	G	F	G	G	G	F
(c)	Appreciation of project constraints/risks and special requirements	3%	G	G	G	VG	G	F	G	G	G	F	F	F	F	G	G	F	F	F	G	F
(d)	Presentation of design approach and ideas (in regard to aspects such as general arrangement, layout, functionality, green measures, heritage conservation, aesthetics and overall appearance where appropriate)	3%	F	G	G	G	G	F	G	G	G	F	F	F	F	G	G	F	F	F	G	F
3.0	Approach to Cost-effectiveness and Sustainability	7%																				
(a)	Examples and discussion of past projects to demonstrate the consultant's will, ability and physical measures to produce cost-effective, energy efficient and environmentally friendly solutions which are applicable to the project	3%	G	G	G	VG	G	G	G	G	VG	G	F	F	F	F	G	F	F	F	F	F
(b)	Approach to achieve cost-effectiveness (including life-cycle costs vis-à-vis initial project cost), energy efficiency and environmental friendliness on this project	4%	F	G	G	G	G	G	G	G	G	G	F	F	F	F	F	F	F	F	F	F
4.0	Methodology and Work Programme	25%																				
(a)	Technical approach to enable delivery of the project practicably having regard to the reasonable time required and other technical constraints vis-à-vis the project requirements (including construction methods to facilitate mechanization, prefabrication and other productivity enhancements where appropriate, especially where they can reduce manpower demands of trades of acute labour shortage)	15%	G	VG	VG	VG	VG	G	G	G	G	G	F	G	F	F	G	F	G	F	F	G
(b)	Health & safety and environmental issues to be addressed in delivering the project	3%	G	VG	VG	VG	VG	G	G	G	G	G	F	G	F	G	G	G	F	G	G	F
(c)	Work programme with highlights to demonstrate ways to fast-track the programme where practicable, to deal with programme constraints and interfaces, and to level and reduce the resources peak	4%	G	G	G	G	G	G	G	G	G	G	F	G	G	G	F	F	G	G	G	G
(d)	Arrangement for contract management and site supervision including a proposed system of monitoring site supervision	3%	F	F	G	G	G	F	F	F	F	F	F	F	F	F	G	F	F	F	F	G
5.0	Innovation and Creativity	8%																				
(a)	Particular design aspects/issues/requirements (as identified and specified by the departments)	4%	F	G	G	G	F	G	G	G	G	F	G	VG	G	VG	G	VG	VG	VG	G	G
(b)	Particular construction aspects/issues/requirements (as identified and specified by the departments)	4%	G	G	G	G	F	F	G	G	G	G	G	VG	G	VG	G	G	VG	VG	VG	G
6.0	Staffing	25%																				
(a)	Staff organisation chart with highlights on the efficiency and effectiveness of the organisation	5%	G	VG	VG	VG	VG	F	G	G	VGG	G	G	VG	G	G	VG	F	G	G	G	G
(b)	Relevant experience (including design constructability and risk management where applicable) and qualifications of key staff	5%	G	VG	VG	VG	G	G	G	G	G	G	G	G	G	F	G	G	G	G	F	G
(c)	Responsibilities and degree of involvement of key staff	5%	F	G	G	VG	G	F	G	G	G	VG	G	VG	VG	G	VG	G	G	G	G	G
(d)	Adequacy of professional and technical manpower input	10%	F	F	F	F	F	VG	VG	VG	VG	VG	G	G	G	G	G	VG	VG	VG	VG	VG
7.0	Past Performance	20%																				
(a)	Past performance of the consultant	20%	20.00					19.62					19.15					15.31				
Total :		100%	78.2080	88.4000	89.0088	91.6092	86.4000	80.22	85.02	85.02	86.8562	84.6285	75.5576	83.5584	77.9578	76.3575	83.55	73.7175	79.1180	76.7177	75.5177	77.7179
Average :		100%	86.72					84.3022					79.3987					76.557799				
Rank :			1					2					3					4				

Notes : (1) Weighting of Assessment Panel Members : Members 1 – 5 0.2 each

(2) Scores : VG (Very Good) 1.0  
G (Good) 0.8  
F (Fair) 0.6  
P (Poor) 0.3

AD.  
Chairman, Assessment Panel  
Date : \_\_\_\_\_

(3) Members shall be clearly identified