

**APPENDIX 3.20H      SAMPLE      LETTER      TO      TENDERER      SEEKING  
CLARIFICATION      ON      SUBMISSION      OF      MANNING  
SCHEDULE**

Dear Sirs,

Agreement No.

Agreement Title

I refer to your Technical and Fee Proposals submitted for the captioned Consultancy Agreement dated DD/MM/YYYY.

According to our records as at end of MM/YYYY [*procuring department shall input the end month of the reporting quarter as at which the manpower input is as captured in the final snapshot taken immediately before the tender closing date of the tender under assessment*], the following situation(s) is/are identified:

- (a) \*You failed to provide the first manpower input updating for the existing consultancy agreement No. \_\_\_\_\_; and/or
- (b) \*You failed to provide the manning schedule in accordance with the requirements stated in the invitation letter for the tendering exercise for consultancy agreement No. \_\_\_\_\_.

Please confirm by DD/MM/YYYY whether you have provided the first manpower input updating and/or submitted the manning schedule in accordance with the relevant requirements for the above agreement(s). If affirmative, please advise the date and means of your submission. Please do not submit the first manpower input updating and/or the manning schedule in response to this letter. If we do not receive your reply and the date and means of submission by the above due date, we would consider that you have failed to provide the first manpower input updating and /or submit the manning schedule and would proceed with the tender assessment in accordance with the relevant provisions in the Guidelines for Preparation of Technical Proposal accordingly.

In your reply, you are only allowed to provide factual information about the submission status of the manning schedule(s) concerned. You are not allowed to replace the proposed staff member(s) by other staff member(s), and/or change the time input of the proposed staff member(s) in the manning schedule of your Technical and Fee Proposal.

Please note that this letter should NOT be counted as you are being selected for the award of this assignment.

Yours faithfully,

( )

\* Delete where appropriate

*Note: 【This notes in italics are only for reference of the departments' staff】*

- *Procuring department shall download the checking report Nos. TEN-RPT-04 and TEN-RPT-05 for the final snapshot taken immediately before the tender closing date of the tender under assessment from the PWCRAR to respectively check for any outstanding first manpower input updating in the existing consultancies and/or outstanding submission of manning schedules in concurrent tenders as captured in the final snapshot used for tender assessment.*
- *The procuring department shall seek clarifications from the consultant under the following circumstances:*
  - a. *The consultant (including any of its participant(s) in case of joint venture) or any of its proposed sub-consultant(s) is observed in the checking report No. TEN-RPT-04; and/or*
  - b. *The consultant is observed as the same bidder for any of the concurrent tenders in the checking report No. TEN-RPT-05.*