

**APPENDIX 3.20I      SAMPLE LETTER – NUMBER OF TECHNICAL AND FEE PROPOSALS RECEIVED**

Dear Sirs,

Agreement No.

Agreement Title

I refer to your letter dated DD/MM/YYYY enquiring the total number of Technical and Fee Proposals received for the captioned Consultancy Agreement.

According to our records, we received a total of [number] numbers of Technical and Fee Proposals for the captioned Consultancy Agreement by the tender closing date on DD/MM/YYYY.

Please note that the above information is disclosed to you for the purpose of facilitating your preparation of Technical and Fee Proposals for other consultant selection exercises procured under the purview of EACSB in accordance with DEVB TC(W) No. 5/2018

Yours faithfully,

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

*The procuring department shall check if the consultant who submits the enquiry is one of the bidders (i.e. the lead consultant or any participant of a joint venture) who have submitted Technical and Fee Proposals for the agreement concerned. If negative, the procuring department shall handle the enquiry with reference to the Code on Access to Information accordingly.*