

APPENDIX 3.20M SAMPLE REPORT OF OVERLOADING SITUATION DETAILS FOR TENDER ASSESSMENT

(to be updated from time to time)

RESTRICTED

Report Title: TEN-DEPT-02 Overloading Situation Details For Tender Assessment
 Review Completion Date: 08/05/2018

Selection criteria:
 Department: THB
 Agreement no.: CE 02/2018 (TEST)
 Staff: All
 Tenderer: THB Non-Listed Consultant 1
 Agreement Title: CE 02/2018 (TEST) title
 Tender closing Date: 01/03/2018
 Anticipated Commencement Date: 20/03/2018
 Anticipated Completion Date: 10/02/2019
 Endorsement Status: Endorsed

Name	Staff Category	Consultant Name	Agreement No.	Agreement Status	No. of Bidders	Paired Tender	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018
Fiona Tam	Partners/Directors	THB Non-Listed Consultant 1	CE 02/2018 (TEST)	This Tender	N/A	N/A	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Reetu Chan	Chief Professional	THB Non-Listed Consultant 1	CE 02/2018 (TEST)	This Tender	N/A	N/A	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Chief Professional	THB Non-Listed Consultant 2	CE 04/2018 (T)	Implemented	N/A	N/A	1.50	1.50	1.50	1.50	1.50	1.50	1.50
David Wong	Chief Professional	THB Non-Listed Consultant 1	CE 02/2018 (TEST)	This Tender	N/A	N/A	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Chief Professional	THB Non-Listed Consultant 1	CE 01/2018 (SNPS)	Implemented	N/A	N/A	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Partners/Directors	THB Listed Consultant 1	CE 02/2018 (DM)	Implemented	N/A	N/A	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Other Technical Staff	THB Non-Listed Consultant 2	CE 04/2018 (T)	Implemented	N/A	N/A	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Partners/Directors	THB Listed Consultant 1	CE 05/2018 (DM)	Implemented	N/A	N/A	2.00	2.00	2.00	2.00	2.00	2.00	2.00

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TEN-RPT-02 Overloading Situation Details For Tender Assessment

Report Title: TEN-RPT-02 Overloading Situation Details For Tender Assessment
 Report Generation Date: 08/05/2018
 Selection criteria:
 Department: THB
 Agreement no.: CE 02/2018 (TEST)
 Staff: All
 Tender: THB Non-Listed Consultant 1
 Agreement Title: THB Non-Listed Consultant 1
 Tender closing Date: CE 02/2018 (TEST) title
 Tender opening Date: 08/27/2018
 Anticipated Completion Date: 20/03/2018
 Endorsement Status: 10/02/2019
 Endorsed

Name	Staff Category	Consultant Name	Agreement No.	Agreement Status	No. of Bidders	Paired Tender	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Weighting	Manpower Input Total (man-week)	Overloaded Manpower Input (man-week)
Fiona Tam	Partners/Directors	THB Non-Listed Consultant 1	CE 02/2018 (TEST)	This Tender	N/A	N/A	1.00	1.00	1.00	1.00	1.00	0.40	12.00	0.00
Resta Chan	Chief Professional	THB Non-Listed Consultant 1	TEST	This Tender	N/A	N/A	2.00	2.00	2.00	2.00	2.00	0.40	24.00	0.00
David Wong	Chief Professional	THB Non-Listed Consultant 2	CE 04/2018 (T)	Implemented	N/A	N/A	1.50	1.50	1.50	1.50	1.50	0.40	24.00	15.70
	Chief Professional	THB Non-Listed Consultant 1	TEST	This Tender	N/A	N/A	2.00	2.00	2.00	2.00	2.00	0.40	24.00	0.00
	Chief Professional	THB Non-Listed Consultant 1	CE 01/2018 (SNFS)	Implemented	N/A	N/A	2.00	2.00	2.00	2.00	2.00	0.40	24.00	0.00
	Partners/Directors	THB Listed Consultant 1	CE 02/2018 (DM)	Implemented	N/A	N/A	2.00	2.00	2.00	2.00	2.00	0.40	24.00	0.00
	Other Technical Staff	THB Non-Listed Consultant 2	CE 04/2018 (T)	Implemented	N/A	N/A	2.00	2.00	2.00	2.00	2.00	0.40	24.00	0.00
	Partners/Directors	THB Listed Consultant 1	CE 05/2018 (DM)	Implemented	N/A	N/A	2.00	2.00	2.00	2.00	2.00	0.40	24.00	0.00
Weighted Total:													21.00	6.28
Overall Overload %: 26.17%														

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