

APPENDICES TO NOTES TO TENDERERS

APPENDIX 'NTT.A'

**Checklist for Tenders Deposited in
The Government Secretariat Tender Box**

NOTES TO TENDERERS

**(The notes are for the tenderer's information and guidance only
and shall not form part of the Contract.)**

Appendix 'NTT.A' to
Notes to Tenderers

CHECKLIST FOR TENDERS DEPOSITED IN THE GOVERNMENT SECRETARIAT TENDER BOX

1. Before the tender is sealed and delivered to the Government Secretariat Tender Box, please check the following:
 - (a) The tender has been properly signed and the signature witnessed.
 - (b) All the documents issued with or requested in the tender such as acknowledgements of receipt of corrigenda or addenda, are properly completed and attached to the tender.
 - (c) The envelope or cover holding the tender does not bear the name of the tenderer but the tender reference or contract number and the closing date should be shown on the cover.

2. Tenderers should also note the following:
 - (a) Unless otherwise indicated, plans and drawings issued with the tender documents shall not be returned and deposited in the Government Secretariat Tender Box, such drawings are to be returned to the issuing office after submission of the tender.
 - (b) Samples, if called for, should be submitted separately to the issuing office inviting the tenders with the tender reference or contract number indicated clearly on the cover, and should not be deposited in the Government Secretariat Tender Box.
 - (c) Tenders that are bulky should be wrapped properly with strong paper which is unlikely to break when the tender is being deposited in the Tender Box. Tenders with a size exceeding 0.1m² and a thickness of more than 30cm should be separated into smaller parcels, each parcel to be properly labelled.
 - (d) For tender submission in electronic format, the tender opening team will make copies of the required documents on behalf of tenderers who have failed to submit the required duplicate in electronic format. The tenderer may be asked to bear the cost of making the duplicate at a charge of \$41 per electronic file and a material charge of \$1.0 per CD-ROM.
 - (e) If the tenderers fail to submit copies of documents in hard copy format as required by the tender conditions, the tender opening team will make copies of such documents on behalf of tenderers who have failed to submit copies of such documents and a charge of \$7.0 will be levied for each page so copied.

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3. Please allow adequate time for your tender to be delivered to the Government Secretariat Tender Box. The Tender Box is closed on the tender closing day, which will be a Friday, as soon as the 12:00 noon time signal is broadcast by a local radio channel and the staff of the Central Tender Board are under strict instruction not to accept tenders that are delivered after the closing time. However, if a black rainstorm warning signal or a typhoon signal No. 8 or above is hoisted between 9 a.m. and 12 noon on the tender closing day, the tender closing time will be extended to 12 noon on the first working day of the following week. An announcement of the extension of the tender closing time will be made through the radio (by the Financial Services and the Treasury Bureau) immediately after 9 a.m. or immediately after the signal/warning has been hoisted. In order to ensure that your tender is deposited in the Tender Box well before the closing time, you should as far as possible arrange for the tender to be deposited before the closing date.

Tenderers may rest assured that no person is allowed access to the tenders that have been deposited in the Government Secretariat Tender Box until after the closing time when they will be removed by authorized personnel.

APPENDIX 'NTT.B'

Formula Approach in Tender Evaluation

NOTES TO TENDERERS

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Appendix 'NTT.B' to
Notes to Tenderers

FORMULA APPROACH IN TENDER EVALUATION

(1) **The formula**

The formula approach to tender evaluation will only take into account the tender price and the tenderer's past performance. With respect to each conforming tender, a combined price and performance (overall) score will be determined in accordance with the formula below. Normally, the tender with the highest overall score should be recommended for acceptance, subject to the usual requirement that the department is satisfied that the recommended tenderer is fully capable (including technically, commercially and financially) of undertaking the contract.

$$60* \frac{\text{the lowest tender price among those conforming tenders}}{\text{the tender price of the tenderer}} + 40* \frac{\text{the tenderer's performance rating}}{\text{the highest performance rating among those conforming tenders}}$$

(2) **Notes:**

- (i) For the purpose of calculation using the formulae above, a conforming tender means a tender which
- (a) conforms to the essential requirements of the tender documentation; and
 - (b) is submitted by a tenderer which complies with the conditions of participation.

A conforming tender with abnormally low or high tender price or tender value or is considered unsuitable for recommendation for the award of the contract (such as financially, commercially or technically incompetent) remains to be a conforming tender.

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- (ii) The performance rating means the performance rating held in the DEVB's Contractors' Performance Index System (CMIS) on the original date set for the return of tenders or, if this has been extended, the extended date. (With effect from 3.5.2004, if a tenderer has been enlisted by way of substitution, the performance rating of this tenderer as recorded in the CMIS would have taken into account the past performance of the old contractor.) If a tenderer does not have a rating on that date, he shall be assigned an average rating based on the ratings of the other tenderers who have submitted a conforming tender as defined in Note (i) above. For joint venture tenderers, the performance rating shall be the weighted average of the performance ratings of the participants or the shareholders in accordance with their shares of work by value. If no performance records are available to a participant/shareholder of a joint venture, the rating of this joint venture shall be taken as the rating of the other participant/shareholder. If there are more than one other participant/shareholder in this joint venture, the performance rating of this joint venture shall be the weighted average of the performance ratings of these other participants/shareholders in accordance with their shares of work by value.
- (iii) For tenders with a tender price, if the tendered sums or the overall scores of those top few tenders are very close (usually the three with the highest overall score), the Employer shall discount future payments to obtain the present value and use the present value to substitute the tender price in determining the overall scores. This exercise shall only apply to those top few tenders.

(3) **Sample calculations**

Only those conforming tenders will be taken into the calculation. See Part (2) above for the meaning of conforming tender applicable to the formula.

Sample Calculation (for tenders with a tender price)

Tender	Tender Price (\$M)	Performance Rating	The Overall Score
A	120 (lowest tender price)	65	$60 \times \frac{120}{120} + 40 \times \frac{65}{80} = 92.50$
B	125	75	$60 \times \frac{120}{125} + 40 \times \frac{75}{80} = 95.10$
C	130	80 (highest performance rating)	$60 \times \frac{120}{130} + 40 \times \frac{80}{80} = 95.38$

APPENDIX 'NTT.C'

Programme for Net Present Value Analysis

NOTES TO TENDERERS

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Appendix 'NTT.C' to
Notes to Tenderers

Programme for Net Present Value Analysis

The following programme shall be used for the purpose of conducting a net present value analysis for evaluating the effect of incident of payment in accordance with Notes (h) and (t) of the Notes to Tenderers and will not form part of the Contract: -

Schedule Nr.	The Works
Specification Preliminaries	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. 1 (Section A)	---
Schedule Nr. 1.1 (Site Formation Works)	100% of Schedule total shall be equally spread from month 1 to month 8
Schedule Nr. 1.2 (Lift Tower and Link Bridge)	100% of Schedule total shall be equally spread from month 1 to month 13
Schedule Nr. 2 (Section B)	---
Schedule Nr. 2.1 (Services Block)	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. 2.2 (Plumbing and Drainage Installation)	100% of Schedule total shall be equally spread from month 5 to month 15
Schedule Nr. 2.3 (External Works)	100% of Schedule total shall be equally spread from month 11 to month 15
Schedule Nr. 3 (Prime cost, Provisional and Contingency Sums)	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. SPQ1 (Site Safety and Environmental Management (All Provisional))	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. SPQ2 (Environmental Measures (All Provisional))	100% of Schedule total shall be equally spread from month 1 to month 15

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Appendix 'NTT.C' to
Notes to Tenderers

Programme for Net Present Value Analysis (Cont'd)

The following programme shall be used for the purpose of conducting a net present value analysis for evaluating the effect of incident of payment in accordance with Notes (h) and (t) of the Notes to Tenderers and will not form part of the Contract: - (Cont'd)

Schedule Nr.	The Works
Schedule Nr. SPQ3 (Site Cleanliness and Tidiness (All Provisional))	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. SPQ4 (Trip Ticket System Management (All Provisional))	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. SPQ5 (Monitoring Payment of Wages (All Provisional))	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. SPQ6 (Implementation of Sub-contractor Management Plan (All Provisional))	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. SPQ7 The Works (other than Site Safety and Environmental Management, Environmental Measures, Site Cleanliness and Tidiness, Trip Ticket System Management, Monitoring Payment of Wages and Implementation of Sub-contractor Management Plan (All Provisional))	100% of Schedule total shall be equally spread from month 1 to month 15
Schedule Nr. SPQ8 (Delayed Possession of Portions of the Site (All Provisional))	100% of Schedule total shall be equally spread from month 1 to month 13