

**APPENDIX 3.2A SAMPLE MEMO FOR FIRST SUBMISSION TO EACSB BEFORE INVITATION OF TECHNICAL AND FEE PROPOSALS (FOR ONE-STAGE CONSULTANTS SELECTION)**

RESTRICTED (CONTRACT)

**MEMO**

<p><i>From</i> ..... Head of Department</p> <p><i>Ref</i> ..... <i>in</i> .....</p> <p><i>Tel No</i> .....</p> <p><i>Fax No</i> .....</p> <p><i>Date</i> .....</p>	<p><i>To</i> ..... Chairman EACSB</p> <p>(1 copy thro' Secretary EACSB)</p> <p><i>Your Ref</i> ..... <i>in</i> .....</p> <p><i>dated</i> .....</p> <p><i>Fax No</i> .....</p>
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**Engineering & Associated Consultants Selection Board (EACSB)**

(Submission for consideration at meeting on \_\_\_\_\_)

1. **CONSULTANCY AGREEMENT NO. & TITLE**

Agreement No. CE XX/XX -

2. **AUTHORITY TO EMPLOY CONSULTANTS**

PWP Item No. :

Agreement from (*the Head of Department*) was given on \_\_\_\_ and policy support from (*the relevant Director of Bureau or a public officer authorised by him*) was also obtained on \_\_\_\_\_, for the employment of consultants.

Funding approval was given by \_\_\_\_\_ on \_\_\_\_\_

Funds approved : \_\_\_\_\_

Breakdown of cost (without MOD adjustment)

Estimated fees :

- (a) Lump sum \_\_\_\_\_
- (b) Variations \_\_\_\_\_
- (c) Inflation-related payments \_\_\_\_\_ (*ref. Handbook Section 5.3.2*)
- (d) RSS on-cost \_\_\_\_\_ (*if applicable*)

Notional RSS cost : \_\_\_\_\_ (*if applicable*)

Estimated total value of all reimbursable items : \_\_\_\_\_ (*if applicable*)

Study period : \_\_\_\_\_ months

Estimated manpower input :

Directors / Partners:	_____	man-weeks
Chief Professional Staff:	_____	man-weeks
Senior Professional Staff:	_____	man-weeks
Professional Staff:	_____	man-weeks
Assistant Professional Staff:	_____	man-weeks
Technical Staff:	_____	man-weeks

**3. APPROVAL NOW REQUESTED**

The Board's endorsement of the following is sought :-

- 3.1 the selection criteria to select qualified consultants and to invite them to submit Technical and Fee proposals for the Assignment. The selection criteria and the initial list of qualified consultants are listed below :-  
 .....
- 3.2 the marking scheme for the Technical Proposals, together with the technical/consultancy fee/fee quality weighting of \_\_\_%/ \_\_\_%/ \_\_\_% to be applied to the overall assessment; and
- 3.3 the Notional Value of \$ \_\_\_\_\_ for additional Services.

**4. PREVIOUS SUBMISSIONS TO EACSB**

'None' if no previous submissions have been made.

Dept/Office	Date of EACSB meeting, or state "CIRCULATION"	Decision or Approval given	EACSB ref. & date

**5. BACKGROUND/ARGUMENT**

State concisely the background leading to this consultancy agreement and the recommendations for approval. The following are some of the elements that should be mentioned :-

- 5.1 The [Head of Department / Assessment Panel] is satisfied that the one-stage consultant selection process is suitable for the Assignment... *(give justification)*. All reasonably available sources have been used by the Assessment Panel to identify consultants capable of undertaking this assignment based on their relevant expertise. The Assessment Panel comprises \_\_\_\_\_. The Assessment Panel met on \_\_\_\_\_ to determine and establish the selection criteria given in paragraph 3.1, and compiled the initial list of qualified consultants based on all reasonably available sources *(give justification/explanation where fewer than 6 consulting firms are to be invited)*. A notice of inviting submission of Technical and Fee Proposals through internet will also be posted on the website of this department.

- 5.2 The proposed "Guidelines on Preparation of Technical Proposals" are shown at Appendix A. The issues of SPR 186 have been fully addressed. The Chairperson, the Secretary and all members of the Assessment Panel have declared they have no conflict of interest (actual, potential or perceived) in conducting the consultants selection for the agreement.
- 5.3 Also, all officers involved in preparing consultancy documentation (including consultancy briefs and marking schemes) and assessment for the shortlisting exercise have declared they have no conflict of interest (actual, potential or perceived).
- 5.4 The detailed marking scheme which consists of the proposed marks to be allocated to each main section and sub-section, and the weighting to be applied to each panel member are shown in Appendix B.
- 5.5 The Assessment Panel has endorsed the following parameters for the assessment ... *(The justifications for adopting the weighting of staff composition, maximum percentages of work for cross-grade assignment should be stated.)*
- 5.6 A technical/consultancy fee/fee quality weighting of \_\_\_%/\_\_\_%/\_\_\_% is proposed due to ..... *(give justification to the weighting proposed)*. Accordingly, the SPR of ± is proposed.
- 5.7 The following documents are attached for the Board's examination in principle :
- (a) The draft Consultancy Brief is attached at Appendix C.
  - (b) The draft Schedule of Fees which includes the payment schedule is attached at Appendix D.
  - (c) The consultants will be required to submit a lump sum fee proposal using the proforma given at Appendix E.
- 5.8 Details of reimbursable items as at Appendix F will be provided to the consultants. ... *(with deliberation / decision on why the arrangement of reimbursable items is considered more suitable)*

6. **ATTENDANCE**

State name, post and contact telephone and fax numbers of the officer (D2 or above) who will attend the EACSB meeting when so required by the Board.

7. **ATTACHMENTS**

- Appendix A - Guidelines on Preparation of Technical Proposals
- Appendix B - Marking Scheme for assessing Technical Proposals
- Appendix C - Draft Consultancy Brief
- Appendix D - Draft Schedule of Fees
- Appendix E - Fee Proposal Proforma
- Appendix F - Details of Reimbursable Items (with cost estimate)

cc. SFST (Attn. DS(Tsy)3 ) w/e ( )  
 SDEV (Attn. DS(W)2 )

*Notes*

- *This sample memo should be modified where necessary to suit the circumstances.*
- *The estimated variations stated in Section 2 should not be more than 10% of the estimated lump sum unless special circumstances justify (ref. Handbook Section 3.11.3).*

- *The proposed Notional Value in Section 3 should be the same value of the estimated variations in Section 2.*