**DEVELOPMENT BUREAU**

**LIBRARY OF**

**STANDARD NOTES TO TENDERERS**

**Important Notes:**

1. This set of Notes to Tenderers (“NTT”) is applicable to contracts using NEC4 ECC (June 2017, with amendments January 2023) form.
2. Project officers should refer to the latest technical circulars/memos on DEVB’s website and Works Group Intranet Portal during their preparation of tender documents.
3. Project officers should use the library with caution and, if any anomalies are found, notify their departmental contract advisors for clarification and, if necessary, seek further clarification with the DEVB subject officer [AS(WP4)8, telephone no. 3509 7308].
4. Double check the correct references are inserted in the relevant spaces.

| Index | | Last Update | Remarks |
| --- | --- | --- | --- |
| *[A: Matters related to tendering (subtitle for internal reference only)]* | | | |
|  | Location of tender box | 4.10.2021 |  |
|  | Procedures for opening tenders | 4.10.2021 |  |
|  | Pre-tender meeting | 4.10.2021 | [*optional clause*] |
|  | Clarifications from \**Project Manager*/ \**Supervisor* designate | 4.10.2021 |  |
|  | Check list for tenders deposited in the tender box | 28.9.2023 |  |
|  | Electronic submission | 30.6.2022 |  |
|  | Changes in status of qualifications | 4.10.2021 |  |
|  | Regulating actions on inappropriate conducts | 4.10.2021 |  |
|  | Regulating action (serious incident or conviction for site safety or environmental offences) | 22.4.2024 |  |
|  | Anti-collusion | 4.10.2021 |  |
|  | Formula Approach | 22.4.2024 | [*optional clause*] |
|  | Marking Scheme Approach | 22.4.2024 | [*optional clause*] |
|  | Evaluation method for use in tenders which EMSTF may be a potential bidder | 24.1.2022 | [*optional clause*] |
|  | Assessment of EMSTF offer | 4.10.2021 | [*optional clause*] |
|  | Net present value analysis | 4.10.2021 |  |
|  | Destruction of documents | 4.10.2021 |  |
|  | Bid challenge (WTO GPA) | 4.10.2021 | [*optional clause*] |
|  | JV Proforma | 4.10.2021 |  |
|  | Pre-bid arrangement under Target Contract | 20.3.2023 | [*optional clause*] |
|  | Eligibility to Tender and for the Award of Contracts Applicable to Confirmed Group [B] Contractors | 30.9.2022 |  |
|  | Estimates for Tender Price Index | 10.11.2021 |  |
|  | Bonus for joint venture with listed contractor in lower group or with probationary status | 13.9.2023 |  |
|  |  |  |  |
| ***[B: Matters related to the conditions of contract*** *(subtitle for internal reference only)]* | | | |
|  | *Conditions of contract* | 28.9.2023 |  |
|  | Constraints on *Project Manager*’s power | 4.10.2021 |  |
|  | Contingency sums, provisional sums and forecast total of the Prices | 4.10.2021 |  |
|  | Defined Cost, Fee, Prices, Prices for Work Done to Date and the *Contractor*’s share | 4.10.2021 |  |
|  | Assessment of Section Subject to Excision | 4.10.2021 | [*optional clause*] |
|  | *Client*’s power to reduce contingency sums for compensation events | 4.10.2021 | [*optional clause*] |
|  | Not used | 4.10.2021 |  |
|  | Advance Payment under Capital Works Contracts | 4.10.2021 |  |
|  |  |  |  |
| ***[C: Matters related to the duties of the Contractor*** *(subtitle for internal reference only)****]*** | | | |
|  | Engagement of Subcontractors who are Registered under the Respective Trades and Groups available in the Registered Specialist Trade Contractors Scheme (RSTCS) | 10.4.2024 |  |
|  | Payment for Subcontractor Management Plan | 10.4.2024 |  |
|  | Details of Subcontractor Management Plan | 10.4.2024 |  |
|  | Not used | 4.10.2021 |  |
|  | Early Warning Register | 30.6.2022 |  |
|  | Dispute Resolution Advisor system | 4.10.2021 | [*optional clause*] |
|  | Systematic Risk Management | 22.4.2024 | [*optional clause*] |
|  | Professional indemnity insurance | 30.6.2022 | [*optional clause*] |
|  | MTRC indemnity | 30.6.2022 | [*optional clause*] |
|  | Proof of plant ownership | 4.10.2021 |  |
|  | Employing Site Workers for this contract and payment of Site Workers’ wages | 4.10.2021 |  |
|  | Reimbursement of actual payment made by the *Contractor* to Assistant Clerical Officer (Labour Relations) | 4.10.2021 | [*optional clause*] |
|  | Site cleanliness and tidiness – daily cleaning and weekly tidying | 30.6.2022 | [*optional clause*] |
|  | Site uniform | 4.10.2021 |  |
|  | Mandatory Construction Industry Collaborative Training Scheme (CICTS) | 4.10.2021 |  |
|  | Employment of Graduates of the Enhanced Construction Manpower Training Scheme (ECMTS) | 22.4.2024 |  |
|  | Pay for Safety Performance Merit Scheme | 4.10.2021 | [*optional clause*] |
|  | Tree preservation | 4.10.2021 | [*optional clause*] |
|  | Tree pruning works | 4.10.2021 | [*optional clause*] |
|  | Environmental management | 4.10.2021 | [*optional clause*] |
|  | Use of non-road mobile machinery approved under the Air Pollution Control (Non-road Mobile Machinery) (Emission) Regulation | 4.10.2021 | [*optional clause*] |
|  | Provision of temporary electricity and water supply to Working Areas/Site | 4.10.2021 |  |
|  | Limiting tiers of subcontracting | 4.10.2021 |  |

[***Remarks****: Please be reminded to check the cross-reference with other parts of the tender and contract documents are correct.* ]