| Clause | | Remarks/Guidelines |
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| **GCT 4 Submission of tender (Marking Scheme Approach)** | | |
| (1) | The following documents shall be placed in two separate envelopes as specified below and the two envelopes shall then be enclosed in a sealed envelope addressed, endorsed and deposited as required by the Gazette Notification or Letter of Invitation to Tender or the Tender Notice: | Alternative Clause GCT 4 for tenders using a marking scheme for tender evaluation.  Ref. DEVB memos ref. (026NM-01-3) in DEVB(W) 546/17/01 dated 25.6.2010 and DEVB(W) 546/83/01 dated 11.11.2020. |
|  | **In an envelope clearly marked with the tender reference and the words 'Tender Price Documents'** |  |
| (a) | One set of documents referred to in Clause GCT 2(b)\* above with: | \* Delete/Modify as appropriate. |
| (i) | The Form of Tender in hard copy format duly signed. | Note:  1. Not used.  2. All submissions required from tenderers should be stated, quoting where the details of the requirements are given, e.g. Clause SCT 1 of the Special Conditions of Tender.  3. Attach an appendix to the GCT on the prevailing technical requirements for tender submission in electronic format (Appendix 4 to ETWB TCW No. 11/2005)  \* Delete/Modify as appropriate. |
| (ii) | The Contract Data Part two \*(Section 2) in hard copy format duly completed and signed. |
| (iii) | {\*For tenders with a tender price and hence not including the Schedule of Percentages in Contract Data Part two, the Project Office should specify the documents to be priced by tenderers in this sub-clause and amend other provisions involving the Schedule of Percentages accordingly.} |
|  |  |
| (b) | A copy each of the documents submitted under sub-clauses (1)(a)(i), (1)(a)(ii) and \*(1)(a)(iii) of this Clause. |
| (c) | The following submissions that are required by the General Conditions of Tender (GCT) and Special Conditions of Tender (SCT) [See Note 2]: |
|  | (i) ……………… (GCT Clause [ ] )  (ii) ………..………(SCT Clause [ ] ) |  |
|  | **In another envelope clearly marked with the tender reference and the words 'Technical Submission'** |  |
| (d)# | Submissions on tenderer’s experience, technical resources and technical proposals which are the subject of evaluation in accordance with the marking scheme at [Appendix to Notes to Tenderers] \*[and more particularly described in Special Conditions of Tender Clause ], in either hard copy format or electronic format. | \* Delete/Modify as appropriate.  #Where applicable, amend this to (d)(i) and add other items such as “Contract Data Part one (Section 1)” |
| (e) | The following submissions that are required by the General Conditions of Tender (GCT) and Special Conditions of Tender (SCT) [See Note 2]: |  |
|  | (i) ……………… (GCT Clause [ ] )  (ii) ………..………(SCT Clause [ ] ) |  |
| (2) | If a tenderer submitted the documents required under sub-clause (1)(a) of this Clause in electronic format as allowed thereunder but failed to submit the required copy under sub-clause (1)(b) of this Clause, the tender opening team shall make the required copy in electronic format on the tenderer's behalf. The tenderer may be asked to bear the cost of making the copy. The cost of duplication is currently set at $54\*\* per electronic file and the material charge at $1.1\*\* per CD-ROM or $1.3\*\* per 4.7GB DVD+/–R. | \*\* Works Departments should stipulate the prevailing rates which may from time to time be prescribed by DEVB, FSTB and/or PWTB. Ref: DEVB memo ref.(032YD-01-3) in DEVB(W) 511/70/02 dated 3.7.2019, FSTB memo ref. TsyB T ADM/1-135/1/0 Pt. 10 dated 24.12.2018 and PWTB memo ref. (21) in ASD13/95200/ TEN/PTC/1 dated 16.9.2022. [Note: Please check the latest relevant memo. The photocopying charge for tenders opened by the CTB and PWTB are $12.0 per page and $16.2 per page respectively.] |
| (3) | If a tenderer submitted the documents required under sub-clause (1)(a) of this Clause in hard copy format as allowed or required thereunder but failed to submit the required copy under sub-clause (1)(b) of this Clause, the tender opening team shall make the required photocopies on the tenderer's behalf. The tenderer may be asked to bear the cost of making the photocopies. The cost of photocopying is currently set at $12/$16.2\*\* per copied page, which cost also covers material. |
| (4) | If a tenderer elects to submit the Schedule of Percentages in the Contract Data Part two in hard copy format and where a hard copy has been supplied by the *Client*, it should price the Schedule of Percentages on the hard copy supplied by the *Client*. If a tenderer fails to do so, any extra cost incurred by the *Client* in checking whether the printed descriptions or figures of the tender are identical to those in the hard copy supplied by the *Client* is recoverable by the *Client* as a debt. The tenderer whose tender has been so checked shall pay such cost if demanded by the *Client*. |  |
| (5) | Where a document may be submitted in hard copy format or electronic format and if a tenderer makes two submissions for the same document, one in hard copy format and one in electronic format, the submission in hard copy format shall be discarded. |  |
| (6) | All submission in electronic format shall comply with the requirements set out in Appendix [*insert appropriate reference*] to these General Conditions of Tender [See Note 3]. |  |