

Requirements for Submission of T&F Proposals in Hard Copy

1. General

1.1. If you wish to submit a hard copy in addition to the electronic submission, you must deposit your T&F Proposals in the respective locations before the close of submission.

1.2. You should submit:

- One copy of your **Technical Proposal** in a **sealed envelope** to [*insert post of public officer, project office and department*] at [*insert address of project office*] and
- One copy of your **Fee Proposal** in a **sealed envelope** clearly indicating the consultants' name and project reference to the [*EACSB Tender Box*] located at [*the reception on 15/F, Civil Engineering and Development Building, 101, Princess Margaret Road, Homantin, Kowloon*] [*note to project office: amend for AACSB consultancies*] for the attention of the Chairman of [*EACSB*] [*note to project office: amend for AACSB consultancies*].
- The information below shall be marked on the sealed envelope for Technical Proposal:

[*insert post of public officer, project office and department*]
[*insert address of project office*]

“**Technical Proposal for Agreement No.** [*insert agreement no. and title*], submitted by _____”.

- The information below shall be marked on the sealed envelope for Fee Proposal:

Chairman, EACSB
Director of Civil Engineering and Development
15/F, Civil Engineering and Development Building
101, Princess Margaret Road
Ho Man Tin, Kowloon

“**EACSB Fee Proposal for Agreement No.** [*insert agreement no. and title*], submitted by _____”.

Chairman, AACSB
Director of Architectural Services
35/F, Queensway Government Offices
66 Queensway
Hong Kong

“AACSB Fee Proposal for Agreement No. [*insert agreement no. and title*], submitted by _____”.

2. Technical Proposal

2.1. The Technical Proposal should comply with the conditions as stipulated in the **Guidelines on Preparation of Technical Proposal**.

2.2. The Technical Proposal including the attachments shall be inexpensively bound and printed on both sides. For non-compliance with any formatting requirements specified in paragraph (10) in Part (C) of the **Guidelines on Preparation of Technical Proposal** (e.g. font size and paper size), [one mark] shall be deducted from the overall technical score.

3. Fee Proposal

3.1. The Fee Proposal should comply with the conditions as stipulated in the **Guidelines on Preparation of Fee Proposal**.