

香港特別行政區政府
The Government of the Hong Kong Special Administrative Region

工務局
香港花園道美利大廈



WORKS BUREAU
MURRAY BUILDING, GARDEN ROAD,
HONG KONG

Ref : WB(PS)106/11
Group : 6

28 March 2002

Works Bureau Technical Circular No. 8/2002

Invitation for Expression of Interest

Scope

This Circular introduces measures to adopt a more open approach in the selection of consultants for consultancies under the jurisdiction of the Engineering and Associated Consultants Selection Board (EACSB). The provisions in paragraphs 11 and 12 shall also be applicable to consultancies under the jurisdiction of the Architectural and Associated Consultants Selection Board (AACSB).

Effective Date

2. This Circular shall take effect from 1 May 2002.

Effect on Existing Circulars

3. This Circular should be read in conjunction with WBTC No. 16/95, WBTC No. 16/95A and the Handbook on Selection, Appointment and Administration of Engineering and Associated Consultants (the EACSB Handbook). This Circular should also be read in conjunction with WBTC No. 5/2002 for engineering and associated consultancies with estimated consultancy fees not exceeding \$4 million.

4. The provisions of WBTC No. 16/95, WBTC No. 16/95A, WBTC No. 5/2002 and the EACSB Handbook shall apply insofar as they are not incompatible with the provisions of this Circular.

Background

5. At present, consultants for engineering and associated consultancies are normally selected by going through a two-stage process, i.e. longlisting and shortlisting. The Assessment Panel will consider consultants from available sources in drawing up a longlist of qualified consultants. Usually 15 to 20 consultants are longlisted depending on the nature of the work involved. An invitation letter is sent to those consultants on the longlist requesting them to express their interest in the consultancy. A shortlist of normally four suitable consultants is then prepared based on the results of the comparative assessment carried out by the Assessment Panel.

Policy

6. It is considered that a more open approach should be adopted for inviting consultants to submit Expression of Interest.

7. In addition to the current arrangement of inviting Expression of Interest from longlisted consultants, a Notice of Inviting Expression of Interest through Internet should also be posted on the website of the relevant departments. The Notice should contain the original invitation letter for Expression of Interest with the first two paragraphs of the letter replaced by the statements given at Appendix to this Circular. The Notice should be posted on the website by the time invitation letters are sent to the longlisted consultants. Under this arrangement, other potential consultants can also submit Expression of Interest if they wish.

8. Any amendment made during the Expression of Interest period should be notified to the longlisted consultants as well as posted on the website as soon as possible.

9. The Assessment Panel should screen out those consultants not meeting the longlisting criteria prior to assessing the Expression of Interest received.

10. The procedures promulgated in WBTC No. 16/95, WBTC No. 16/95A and WBTC No. 28/2001 shall then be followed for the subsequent shortlisting and consultant selection stages.

11. As a further step to enhance the transparency of Government procurement, departments shall publish the award of consultancies on their websites, after a formal consultancy agreement is signed. The information should be updated on a regular basis, preferably not less than once every month. Notice of award of a consultancy should remain on the website for a reasonable period of not shorter than six months.

12. Information on award of consultancies to be published should include:

- ◆ Agreement number

- ◆ Agreement title
- ◆ Name of successful consultant(s)
- ◆ Lump sum fee (or estimated fee if remuneration is not based on lump sum)
- ◆ Commencement date and estimated completion date

Implementation

13. The requirement of inviting Expression of Interest through Internet shall be applied to consultancies for which invitation letters for Expression of Interest will be sent to longlisted consultants on or after 1 May 2002.

14. The publishing of award of consultancies on the departments' websites shall be applied to consultancies signed on or after 1 May 2002.

(W. S. Chan)
Deputy Secretary (Works Policy)

Sample Notice of Inviting Expression of Interest through Internet

**Statements to replace the first two paragraphs of
the invitation letter for Expression of Interest through normal longlisting**

Interested consultants are invited to express their interest in undertaking the above consultancy.

Consultants should fulfil and declare that they have met the following longlisting criteria for their submissions to be considered further:

[longlisting criteria to be inserted]

#This consultancy is invited under the "small consultancy category" as defined in Works Bureau Technical Circular No. 5/2002 *[to be hyperlinked]*. Consultants should include in their submission a written statement confirming that they meet the requirements of "small consultancy firm", together with a list of current assignments being handled by their firms.

The scope of this consultancy, which is to commence on _____, is indicated in the draft Brief. *[to be hyperlinked]* *[This can be modified to indicate alternative means for the interested consultants to obtain the electronic invitation package if the size of the package is too large to be posted on the website.]*

This paragraph should be deleted as appropriate.

Note. This sample Notice may be modified where necessary to suit the circumstances.