

QUOTATION REF.: PLNQ 43/2012

STAGE TWO PUBLIC ENGAGEMENT PROGRAMME OF URBAN RENEWAL PLAN FOR KOWLOON CITY

PART IV

GUIDELINES FOR SUBMISSION OF TECHNICAL AND FEE PROPOSALS

1. Submission of Technical and Fee Proposals

- 1.1 Bidders should submit Technical and Fee Proposals which cover all the deliverables and services as specified in the Assignment Brief at Part III and are in the format as prescribed in these Guidelines at Part IV. Any proposals failing to meet these requirements or with incomplete information will not be considered.
- 1.2 Both Technical and Fee Proposals should be submitted in English. Bidders may supplement (but not replace) any part of their submissions in Chinese at their discretion.
- 1.3 Deadline for the submission of proposals is Hong Kong time **12:00 noon, 19 November 2012 (Monday)**. In case a black rainstorm warning or typhoon signal no. 8 or above is hoisted in Hong Kong between 09:00 hours and 12:00 hours of **19 November 2012**, the valid closing date and time for submission of proposals will be extended to Hong Kong time 12:00 noon on the next weekday (i.e. except Saturday and Sunday) other than public holiday when the office resumes operation.
- 1.4 Bidders should submit **separate** Technical and Fee Proposals for the Assignment. A two-envelope approach is adopted for the submission. Technical and Fee Proposals should be submitted separately as follows :

9 copies of the Technical Proposal **in a sealed envelope** clearly marked “PLNQ 43/2012: Stage 2 Public Engagement Programme of Urban Renewal Plan for Kowloon City – Technical Proposal” and “Restricted (Tender)”; and

2 copies of the Fee Proposal **in another sealed envelope** clearly marked “PLNQ 43/2012: Stage 2 Public Engagement Programme of Urban Renewal Plan for Kowloon City – Fee Proposal” and “Restricted (Tender)”.

- 1.5 Both Technical and Fee Proposals should be submitted to the Planning Department Tender Box at Room 1817, 18/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong. **Proposal must be placed in the Planning Department Tender Box before the deadline for submission of proposals.**
- 1.6 **Submission of proposals by fax or email will not be accepted. Misplaced quotation, late proposal or supplementary submission after the deadline will not be accepted.**

2. Technical Proposal

2.1 The Technical Proposal should include the following information:

(a) Relevant Experience, Knowledge and Qualification of the Bidder

- ◆ Experience in public engagement exercises, particularly those for planning and related studies, including organising public engagement events, public forums, exhibitions, workshops, briefings, and surveys, etc.
- ◆ Knowledge and qualification of the key staff in public relation field, survey, public engagement, report writing and related experiences.
- ◆ Relevant company's project details including date, name and nature of the event, and name of organisations holding the event.

(b) Consulting Team Composition and Strength

- ◆ Composition of staff members to be responsible in the Assignment.
- ◆ Proposed professional and technical man-hour inputs for each staff member to be involved in this Assignment.

(c) Overall Approach, Methodology and Work Programme

- ◆ Project appreciation i.e. understanding the key issues and requirements of the Assignment.
- ◆ Overall approach and methodology proposed for the public engagement exercise under the Assignment.
- ◆ A work programme on how to achieve the objectives and satisfy the requirements of this Assignment.

(d) Appendices

- ◆ Recent relevant completed and / or current projects;
- ◆ Brief curriculum vitae of key staff; and
- ◆ Any other appendices as appropriate.

2.2 The Technical Proposal shall be divided into sections under the main headings given above. Sub-sections shall be generally as described above, with variations to suit the type and nature of this particular assignment. The Technical Proposal shall not exceed 10 pages (A4 size) in length, excluding the appendices. The font size shall not be smaller than 12. Submission not meeting these requirements will be disqualified.

2.3 Bidders are required to complete and return the “*Consent to Disclosure*” form at Annex A of Part I and the “*Anti-Collusion Clauses*” form at Annex A of Part II together with the Technical Proposal.

2.4 In the case of a submission in the joint name of two or more institutions, documentary proof of formal association for the purpose of undertaking the services for the Assignment should be provided at the same time.

2.5 The Technical Proposal should not include any information on fees or charge rates.

3. Fee Proposal

3.1 The Fee Proposal should be provided in the format prescribed at **Annex A**. Incomplete Fee Proposal will not be considered.

3.2 Bidders are reminded of the Government’s policy on competitive tendering. The Fee Proposal submitted should be the bidder’s best price determined without reference to any other bidders.

3.3 In the Fee Proposal, bidders shall specify the following:

- (a) the Lump Sum for the provision of the services as specified in the Assignment Brief;
- (b) the Notional Fee for other ad hoc related additional services as may be instructed by the Director’s Representative; and
- (c) the quotation for the optional tasks.

- 3.4 The Lump Sum is the total charge for the services, expenses and submissions covered in this Contract as specified in the Assignment Brief excluding the optional tasks which the DR is not bound to proceed with. The Notional Fee, which is the product of multiplying the number of notional man-hours with the Average All-inclusive Time Charge Rate specified in **Annex A**, is used to cover other ad hoc related additional services that cannot be defined in advance. Nevertheless, the Government has no obligation whatsoever to order any additional services.
- 3.6 All charges should be denominated in Hong Kong Dollars. Such charges should be inclusive of all expenses and disbursements incidental to the due and proper performance of the Contract. Time spent by the Consultants in preparation of public engagement materials, travelling, meeting and other out-of-pocket expenses for all the additional services shall be deemed to be included in the Average All-inclusive Time Charge Rate.
- 3.7 To avoid ambiguity, if the Total Fee summed up in **Annex A** does not tally with the fee breakdowns for individual tasks (excluding the optional tasks), PlanD will re-calculate the Total Fee based on the breakdowns for various tasks for quotation evaluation.
- 3.8 The remuneration of the Consultants for the performance of the services under the Contract shall be on the basis of the Lump Sum. If the Lump Sum summed up in **Annex A** does not tally with the fee breakdowns for individual tasks (excluding additional services and optional tasks), PlanD will re-calculate the Lump Sum based on the breakdowns for various tasks for remuneration. The schedule of Lump Sum payment is set out in **Annex B**.
- 3.9 Payment for the additional services as instructed by the DR, if any, shall become payable upon Government's satisfaction and acceptance in writing of the additional services undertaken by the Consultants.
- 3.10 All payments payable by the Government under this Contract shall be paid within 21 days after the receipt by the Government of the Consultants' invoice and satisfactory acceptance of the deliverables/services therefor.
- 3.11 The Total Fee for the services will be used for comparison of the bidders' Fee Proposals. The Total Fee is the sum of the Lump Sum and the Notional Fee for the additional services.
- 3.12 The Total Fee will also constitute the original contract value for the purpose of variation to contract.

4 Responses to Government Inquiries

- 4.1 In the event the Government determines that clarification of the proposal is necessary, Government will advise the bidder, indicating whether the bidder should supplement its proposal in writing or through oral commentary. The bidder shall thereafter have such period, as is specified in the request for clarification, to submit the supplement in the form requested and in the event that no period is specified the bidder shall submit the supplement within 2 working days of receiving the request.

5. Selection Criteria

- 5.1 Quotations submitted for the Assignment will be evaluated based on two separate aspects, namely, the technical and price assessments. The pre-determined weights for technical and price assessments are 80% and 20% respectively.
- 5.2 Normally, the proposal with the highest combined score will be recommended for the award of the Contract.
- 5.3 A marking scheme as shown in the following table will be applied in the assessment of the Technical Proposals:

Technical Aspect	Passing Mark	Full Mark
(A) Relevant Experience, Knowledge and Qualification of the Bidder	15%	30%
(B) Consulting Team Composition and Strength	15%	30%
(C) Overall Approach, Methodology and Work Programme	20%	40%
Maximum Full Mark		100%

- 5.4 An assessment panel will be formed to assess the Technical Proposals of the bidders.
- 5.5 The mark for an individual technical aspect is the average of the total marks given by the members of the assessment panel for that technical aspect. Technical Proposals with mark for any individual aspect less than the passing mark of that technical aspect will be disqualified and the concerned proposal will not be considered further.
- 5.6 The marks for individual technical aspects of a Technical Proposal will be summed to arrive at the total mark of the quotation. The Technical Score of the quotation shall be calculated as follows:

$$\text{Technical Score} = \frac{\text{Technical Mark of Individual Quotation}}{\text{Highest Technical Mark}} \times \text{Maximum score of 80}$$

- 5.7 A maximum Fee Score of 20 will be allocated to the lowest bid which has passed the assessment of Technical Proposal while the Fee Scores for other proposals will be calculated based on the following formula:

$$\text{Fee Score} = \frac{\text{Lowest Price}}{\text{Quotation Price of Individual Quotation}} \times \text{Maximum score of 20}$$

6. Disposal of Submitted Documents

- 6.1 All submitted documents will not be returned and those of unsuccessful bidders will be destroyed 3 months after the completion of the selection exercise. For the return of job portfolio, bidders must state this requirement in the proposal when submitting the Technical Proposals. Should no request be received, the job portfolio will be destroyed as other submitted documents.

7. Confidentiality

- 7.1 Bidders shall treat all documents in this Invitation to Quotation, their submission of proposal for Services and any other information made available by the Planning Department either directly or indirectly confidential and shall not make any announcement regarding any of them, disclose any information contained therein, or use any such information for the solicitation of business.

- END -

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FEE PROPOSAL

**Part A
Fee Breakdown**

* I/We, on behalf of _____ (Company/Institution's Name), hereby submit our Fee Proposal of the captioned Assignment as follows:

The Total Fee is equal to the sum of the lump sum quoted for all tasks instructed for the Assignment at the time of appointment and the notional fee for any ad-hoc related additional services but excluding the quotation for the optional tasks (see Note (i) below). The fee breakdowns are:

Tasks	Cost in HK\$
(a) Task 1: Public Engagement Strategy	
(b) Task 2: Public Engagement (bi + bii + biii + biv)	
(bi) Public Engagement Digest and other Public Engagement Materials (Task 2A)	
(bii) Roving/Mobile Exhibitions (Task 2B)	
(biii) Public Forum (Task 2C)	
(biv) Other Public Engagement Activities (Task 2D)	
(c) Task 3: Public Engagement Report	
(d) Handle all public relations matters and attend meetings / briefings as and when required	
(e) Lump Sum = (a) + (b) + (c) + (d)	
Notional Fee for other Ad-hoc Related Additional Services	
(f) Cost for other ad-hoc related additional services as required by the DR for a maximum of 10 notional man-hours (see Note (ii) below)	
Total Fee = (e) + (f)	

Optional Tasks (see Note (i) below)	
(i) Cost for organising the roving exhibition at an additional venue (including transportation, setting up and dismantling of the exhibition panels and other displays)	
(ii) Cost for organising the public forum at an additional venue (including provision of venue set-up, audio-visual equipment, simultaneous interpretation services and insurance)	
(iii) Cost for production of additional publicity materials	
(a) Public Engagement Digest	HK\$ _____ per _____ copies/nos.
(b) Poster	HK\$ _____ per _____ copies/nos.
(c) Leaflet	HK\$ _____ per _____ copies/nos.
(d) Feedback Form	HK\$ _____ per _____ copies/nos.
(e) Street Banner	HK\$ _____ per _____ copies/nos.
(iv) Cost for provision of simultaneous interpretation services from Putonghua to English/Cantonese or vice versa	

Note:

- (i) DR is not bound to proceed with the ad-hoc related additional services and the optional tasks, and the actual payment should be adjusted accordingly.
- (ii) Payments are subject to the actual number of hours of ad-hoc services provided.

Part B
Average All-Inclusive Time Charge/Unit Rate

For any ad-hoc services that may be instructed by the DR as specified in (f) of Part A of this Fee Proposal, the payment shall be remunerated on the total man-hours input times the Average All-Inclusive Time Charge Rate at HK\$ _____[#] per man-hour.

Please enter the rate, which refers to the average of all-inclusive hourly/unit rates of all the professional and technical staff involved in this Assignment including partners/directors, chief professional, senior professional, professional, assistant professional, technical staff and other categories of staff as appropriate.

* I/We hereby confirm that * I/We have read, understood, and agreed to the contents stated at **Parts I to IV**.

Signature(s) : _____

Name and Post of Signatory : _____

Contact Tel. No. _____ Fax No. _____

A valid Company/Institution's Business Registration no. _____ (please attach a photocopy)

Date : _____

** Delete where appropriate*

Company/institution chop

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SCHEDULE OF PAYMENT

The schedule of payment for tasks and deliverables is set out below:

Milestone Events	Charge (Max. 100%) (Subject to tender proposal)
(a) On submission of the draft public engagement strategy for Task 1	5%
(b) On submission of the draft public engagement digest and draft publicity materials for Task 2A	5%
(c) On submission of the proposals for roving/mobile exhibitions and public forum for Tasks 2B and 2C	5%
(d) On submission of the draft exhibition panels/materials for Task 2B	5%
(e) On acceptance in writing by the DR of the public engagement strategy for Task 1	10%
(f) On acceptance in writing by the DR of the public engagement digest and publicity materials for Task 2A, and exhibition panels/materials for Task 2B	20%
(g) On acceptance in writing by the DR of completion of roving/mobile exhibitions for Task 2B	10%
(h) On acceptance in writing by the DR of completion of public forum and other public engagement activities for Tasks 2C and 2D	20%
(i) On submission of the draft Stage 2 public engagement report for Task 3	5%
(j) On acceptance in writing by the DR of the final Stage 2 public engagement report for Task 3	15%
Total :	100%

Note :

All payments should be denominated in Hong Kong Dollars.