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FINANCIAL SERVICES AND THE
TREASURY BUREAU
(The Treasury Branch)

Central Government Offices,
Lower Albert Road,
Hong Kong

4 February 2004

Miss Salumi Chan
Clerk to Subcommittee
Legislative Council
Legislative Council Building
8 Jackson Road
Central

Dear Miss Chan,

**Subcommittee on
Proposed Resolution under Section 3(1) of the Loans Ordinance**

I refer to your letter of 29 January 2004 requesting the Administration to elaborate on the “assessment/ evaluation standards and criteria” involved in granting new management contracts.

To enable Members to understand the assessment process, I attach an extract from the “Guidelines and Notes for Tenderers” issued in 2002 by the Transport Department when it tendered out the management contract of the Aberdeen Tunnel for reference. This is the most recent tender for management contract of toll tunnels and bridges conducted by the Government. The original document is in English and the Chinese version is a translated version. Subject to possible changes in future in the light of any change in circumstances at the time (such as market conditions and our procurement policy in general), we intend to broadly follow the attached criteria in future tendering.

Yours sincerely,

(Tommy Yuen)
for Secretary for Financial Services
and the Treasury

**Extract from the Tender Documents for the
Agreement for Management, Operation and Maintenance of Aberdeen Tunnel**

Tender Assessment Criteria

20. Tenderers should submit the management, operation and maintenance proposals, financial bid and other information, the requirements of which are set out in paragraphs 22 to 47 of the Terms of Tender. Assessment of the tender submissions will be conducted under a 5-part assessment scheme.

21. In the first part of the assessment, Tenderers must meet seven mandatory requirements, namely :

- (a) The Tenderer is a company properly incorporated in Hong Kong or outside Hong Kong;
- (b) Provision of information (the information and documents on the Checklist in the Appendix hereto are required to be submitted);
- (c) Gearing-up period required to undertake the Agreement, which must not exceed ninety (90) days;
- (d) Compliance with the minimum manning level and shift arrangements required to manage, operate and maintain the Tunnel;
- (e) Compliance with the minimum qualifications and experience required for the Key Personnel as defined in the Agreement i.e. Tunnel Manager, Chief Operations Controller, Operations Controllers, Chief Engineering Controller, Engineering Controllers and Building Maintenance Officer;
- (f) Compliance with the minimum standards and requirements on operating and emergency procedures and cleansing arrangements in the operation and maintenance of the Tunnel;
- (g) Compliance with the requirements relating to the convictions and offences under the Immigration Ordinance, Employment Ordinance, Factories and Industrial Undertakings Ordinance and Occupational Safety & Health Ordinance.

Tenderers fail to meet any one of the above seven mandatory requirements will not be considered further in the assessment process.

22. The weightings of the “Financial Bid” and the “Management, Operation and Maintenance Proposals and Other Information” will be **70%** and **30%** respectively.

23. In the second part of the assessment, tenders will be assessed in the following aspects:
- (a) Experience of Tenderers in managing, operating and maintaining road tunnels, bridges or tolled roads;
 - (b) Organization structure and manpower proposals covering :
 - (i) proposed organization structure and staff establishment;
 - (ii) number of additional full-time operation and maintenance staff above the minimum manning level specified in Appendices VI and VII to the Terms of Tender;
 - (iii) number of full-time administrative and supporting staff; and
 - (iv) relevant experience and qualifications of the proposed Key Personnel, i.e. Tunnel Manager, Chief Operations Controller, Operations Controllers, Chief Engineering Controller, Engineering Controllers and Building Maintenance Officer (the minimum requirements are stipulated in Appendix IX to the Terms of Tender);
 - (c) Management, operation and maintenance proposals, including :
 - (i) proposals to manage and operate the Tunnel;
 - (ii) proposed emergency procedures; and
 - (iii) proposed cleansing arrangements.
 - (d) Salary proposal for frontline operation and maintenance staff; and
 - (e) Performance of the Tenderer (if applicable) engaged on the management, operation and maintenance contracts of tunnels, bridges or tolled roads of Government of the Hong Kong Special Administrative Region during the 12-month period prior to the Tender Closing Date.

To pass this Part, a Tender must obtain a minimum score of 12. Tenders scoring below 12 will be disqualified and will not be evaluated further. The maximum Quality Score in this part is 30.

24. In the third part of the assessment, the financial bid of individual Tenderer will be evaluated. The Tenderer with the lowest financial bid will be given the highest Financial Score of 70.

25. In the fourth part of the assessment, the total score of individual Tenderer will be worked out by adding the Quality Score and the Financial Score obtained in the second and third parts of the assessment.

26. In the fifth part of the assessment, the financial capability of the Tenderer obtaining the highest score **and** its proposed performance guarantor(s) will be assessed on their capital employed, liquidity position and profitability. Where the Tenderer is not financially strong or is newly formed, Government will consider it passing the financial capability assessment if its proposed performance guarantor possesses sufficient financial resources to fulfil the Tenderer's obligations as well as its performance guarantor role under the Agreement. In the event that the financial capability of the proposed performance guarantor is considered not sufficient, the Tenderer will be required to propose other performance guarantor with sufficient financial capability or provide banker's guarantee with an amount specified by Government in order to meet the minimum requirements for financial capability assessment. The Tenderer meeting the above requirements will be considered for the award of the Agreement.