

Annex B

Marking Scheme for Tender Evaluation Tender Evaluation Procedures, Criteria and Marking Scheme

1. Marking Scheme for Tender Evaluation

The Government will use a Marking Scheme in assessing the tenders. The weighted technical score will carry a weight of 30% as against a weight of 70% for weighted price score. The overall passing mark for technical assessment is 50 **before applying the 30% weighting** for the weighted technical score. Tenderers failing to obtain the passing mark of 4 each for criteria 3 to 5, or the passing mark of 3 in criteria 6 and 7, or the overall passing mark will not be considered further. Upon completion of the technical assessment, the price information will be evaluated. Tender with the highest total weighted score combined weighted price score and weighted technical score will normally be recommended for acceptance.

2. Stage 1 Evaluation

- (a). Completeness check of all tender will be conducted by checking whether the Tenderer has submitted all items required for the tender as specified in Clause 3(c) of the Terms of Tender.
- (b). A Tenderer who has failed to submit Schedule 2 or Schedule 3 or Annex F required in Clause 3(h) of the Terms of Tender or failed to comply with Clause 6(b) or Clause 8(a) of the Terms of Tender or Clause 4 of the Notes to Tenderers will not be considered further.

3. Stage 2 Evaluation - Mandatory Requirements

A tender will not be considered further if it does not fulfil any of the following mandatory requirements:

- (a). Tenderers must have at least **TWO (2)** aggregate years of experience in provision of services of ticket selling, fees collection or shroff office operation in the past ten (10) years. The Tender Closing Date will be the cut-off date for calculation of years of experience.
- (b). Each of the two Supervisors nominated by the Tenderer in **Annex F** for provision of Services under this Contract shall possess at least two (2) aggregate years' experience at supervisory level in the services of ticket selling, fees collection or shroff office operation, and completed professional training in accounting, book-keeping or financial management at Certificate level or equivalent; the Tender Closing Date will be the cut-off date for calculation of years of experience.

Notes:

For the purposes of the mandatory requirement set out in 3(a) above:

- (i). Experience will be accepted regardless whether the Tenderer has gained it as a prime contract or sub-contractor.
- (ii). Experience acquired by a Tenderer as party to a joint venture (incorporated or unincorporated) will not be accepted regardless of whether that joint venture was a prime contractor or a sub-contractor.
- (iii). The experience of a shareholder or joint venture party of the Tenderer (if the Tenderer is an incorporated joint venture) will not be accepted. A tender submitted by an unincorporated joint venture will not be accepted.
- (iv). The experience of any sub-contractor proposed to be appointed by the Tenderer for the Contract will not be accepted.

4. Stage 3 Evaluation - Technical Assessment

Assessment Criteria	Maximum Mark	Passing Mark	Unit Mark (M)	Standard Mark (S) (See Remarks 1)					Marks obtained (M x S)	Remarks/ Basis of Assessment
				4	3	2	1	0		
1. Relevant experience in the past ten (10) years prior to the Tender Closing Date	28	Nil	7						-	See Note 1
2. Qualifications and experience of supervisor to be provided	18									See Note 2
3. Management plan	12	4	4	-						See Note 3
4. Work plan	12	4	4	-						See Note 3
5. Contingency plan	12	4	4	-						See Note 3
6. Quality assurance plan	9	3	3	-						See Note 3
7. Transition plan	9	3	3	-						See Note 3
Overall	100	50								
Overall Technical Marks										

Remarks:

- (1). The total technical marks is 100.
- (2). The overall passing mark for technical assessment is 50 before applying 30% weighting for weighted technical score. Tenders failing to obtain the passing mark of 4 each for criteria 3 to 5, or the passing mark of 3 each for criteria 6 and 7, or the overall passing mark will not be considered further.
- (3). The Tender Closing Date will be the cut-off date for calculation of years of experience.
- (4). A maximum score of 30 would be allocated to the Tenderer with the highest technical mark, while the weighted technical score for other Tenderers would be calculated by the following formula-

Mark of the tender offer which is under evaluation
and which attained the pass marks in Stage 3

$$\text{Weighted Technical Score} = 30 \times \frac{\text{Mark of the tender offer which is under evaluation and which attained the pass marks in Stage 3}}{\text{Highest mark attained amongst tender offers which attained the pass marks in Stage 3}}$$

- Note 1 : 4 - Eight (8) aggregate years or more of experience in ticket selling, fees collection or shroff office operation in the past ten (10) years prior to the Tender Closing Date.
- 3 - Six (6) aggregate years to less than eight (8) aggregate years of experience in ticket selling, fees collection or shroff office operation in the past ten (10) years prior to the Tender Closing Date.
- 2 - Four (4) aggregate years to less than six (6) aggregate years of experience in ticket selling, fees collection or shroff office operation in the past ten (10) years prior to the Tender Closing Date.
- 1 - More than Two (2) aggregate years to less than four (4) aggregate years of experience in ticket selling, fees collection or shroff office operation in the past ten (10) years prior to the Tender Closing Date.

Note 2 : Marks of the qualifications and experience of supervisor will be calculated as below:

Aspects	Marks for Supervisor			Marks obtained	
	1	2	3	Sup. 1	Sup. 2
(a) Education Qualification	Graduated in tertiary institutes	Bachelor degree holder	Holder of Higher Degree		
(b) Professional Qualifications in accounting, book-keeping and financial studies	Diploma or equivalent	High Diploma, Advance Diploma, Associated Degree or equivalent	Degree or higher degree		
(c) Working Experience in supervisory level in ticket selling, fees collection or shroff office operation.	2 yrs. to < 5 yrs.	5 yrs. to < 8 yrs.	8 yrs. or more		
Total mark = Sum of marks obtained by the two supervisors (Sup. 1 and Sup. 2) provided by the Contractor in Annex F.					
Remarks: if more than two supervisors are provided by the Contractor, marks of the two supervisors with highest marks scored in the above table will be counted.					

- Note 3 : 3 - Proposed plan is practical and includes information with detailed explanation on all items listed in Schedule 3 and other good suggestions which will enhance the services.
- 2 - Proposed plan is practical and includes information with detailed explanation on all items listed in Schedule 3.
- 1 - Proposed plan is practical and includes information with brief explanation on all items listed in Schedule 3.
- 0 - Proposed plan does not provide any information as listed in Schedule 3.

5. Stage 4 Evaluation - Price Assessment

The calculation of weighted price score is:

$$\text{Weighted Price Score} = 70 \times \frac{\text{Lowest Tender Price of the offer which passed the Stage 3 evaluation}}{\text{Tender Price of the offer which passed the Stage 3 evaluation}}$$

6. Stage 5 Evaluation - Calculation of Combined Score

Combined score : weighted technical score + weighted price score