



本署檔號 Our Ref. : () in AF GR CPA 08/1/1 Pt. 5
來函檔號 Your Ref.:
電 話 Tel No.: (852) 2150 6891
電郵地址 E-Mail: kwan_ting_wong@afcd.gov.hk
圖文傳真 Faxline No. : (852) 2199 7044

To: ALL Tenderers

22 December 2020

Dear Sir / Madam,

Tender Addendum

**Tender for Provision of Security Guard Services at Pak Tam Chung
Barrier Gate & Access Road to Yung Shue O, Sai Kung
(Tender Ref.: AFCD/CPR/01/20)**

I refer to the Tender document dated 11 December 2020 on the above subject and wish to inform you that the following amendments in the Appendix I – Marking Scheme as highlighted are required:

Marking Scheme (Sheet 52)

(B) Experience, Certification and Qualification										
(5)	Tenderer's experience in the provision of security and/or cleaning services (See Note 8)	10	2							—
(6)	Experience and qualifications of Contract Manager (See Note 9)	4	1							—
	Sub-total for (B)	14								—

Marking Scheme (Sheets 53-54)

Note 1 : for Assessment Criteria (1) to (98)

Tenderer's proposal, experience and qualification will be rated as follows:

For Assessment Criteria (1), (2) and (3)

Standard score of 5, 4, 3, 2, 1 or 0 will be awarded.

For Assessment Criteria (4a) and (4b)

Standard score of 2, 1, or 0 will be awarded.

For Assessment Criterion (5)

Standard score of 5, 4, 3, 2, 1, or 0 will be awarded.

For Assessment Criteria (6) and (7)

Standard score of 4, 3, 2, 1, or 0 will be awarded.

For Assessment Criterion (78)

See Note 110 below.

For Assessment Criterion (98)

Standard score of 1 or 0 will be awarded.

Marking Scheme (Sheet 59)

Note 8: for Assessment Criterion (5) – Tenderer's experience

- (a) Standard scores will be given to Assessment Criterion (5) in accordance with the following five-grade approach –

5 – An aggregate of (10) years' experience.

4 – An aggregate of eight (8) or more to less than (10) years' experience.

3 – An aggregate of six (6) to less than eight (8) years' experience.

2 – An aggregate of four (4) to less than six (6) years' experience.

1 – An aggregate of two (2) to less than four (4) years' experience.

0 – An aggregate of less than two (2) years' experience,

or

failing to produce documentary proof to support its claim of experience.

Marking Scheme (Sheet 61)

Note **1110**: for Assessment Criterion (7) – Proposed monthly wages for this Contract

Marking Scheme (Sheet 63)

Note **1211**: for Assessment Criterion (8) – Proposed daily maximum working hours

The revised sheets (i.e. Sheet 52-54, 59, 61 and 63) with amendments are attached for your information and necessary action.

The above amendment shall form part of the tender document. Despite the above, all terms and conditions of Tender/ contract shall remain unchanged. Please insert relevant pages by the sheets attached.

You are REMINDED to submit your offer on or before the closing date (i.e. **12:00 noon on 7 January 2021**). Late tender, including tender posted prior to, but received after the closing date will not be considered.

Yours faithfully,



(K. T. WONG)

for Director of Agriculture, Fisheries and Conservation

c.c. Internal SO (Fax: 2735 4516)

Encls.

Assessment Criteria		Maximum Mark	Unit Mark (M)	Standard Score (S) (See Note 1)						Marks Scored (M x S)	Passing Mark
				5	4	3	2	1	0		
(A)	Execution Plan										
(1)	Work Plan (See Notes 2 and 5)	20	4								4
(2)	Organisation and Supervision Plan (See Notes 3 and 5)	15	3								3
(3)	Contingency Plan (See Notes 4 and 5)	10	2								2
(4)	Innovative suggestions										
	(a) Type I – directly relevant to the Services (See Note 6)	8	4								–
	(b) Type II – not directly relevant to the Services but can bring positive values to Government or the public (See Note 7)	4	2								–
	Sub-total for (A)	57									–
(B)	Experience, Certification and Qualification										
(5)	Tenderer’s experience in the provision of security services (See Note 8)	10	2								–
(6)	Experience and qualifications of Contract Manager (See Note 9)	4	1								–
	Sub-total for (B)	14									–
(C)	Labour Benefits										
(7)	Proposed monthly wages (See Note 10)	25	N.A.								–
(8)	Proposed daily maximum working hours (See Note 11)	4	4								–
	Sub-total for (C)	29									–
	Total Technical Mark	100									–

6. A tender which has passed Stage 3 assessment shall be considered as a “conforming tender”. A maximum weighted technical score of 60 will be allocated to the conforming tender with the highest total technical marks, while the weighted technical score for other conforming tenders will be calculated by the following formula –

$$\text{Weighted Technical Score} = 60 \times \frac{\text{Total technical mark of the conforming tender being assessed}}{\text{The highest total technical mark among all conforming tenders}}$$

[Note: The weighted technical score of each tender will be rounded to the nearest 2 decimal places. Figures with the value at the third decimal place larger than or equal to 0.005 will be rounded up by adding 0.01 to the figures and curtailing the third decimal place onward whereas figures with the value at the third decimal place below 0.005 will be rounded down by curtailing the third decimal place onward without changing the value at the second decimal place.]

Explanatory Notes for Stage 3 – Technical Assessment

Note 1 : for Assessment Criteria (1) to (8)

Tenderer’s proposal, experience and qualification will be rated as follows:

For Assessment Criteria (1), (2) and (3)

Standard score of 5, 4, 3, 2, 1 or 0 will be awarded.

For Assessment Criteria (4a) and (4b)

Standard score of 2, 1, or 0 will be awarded.

For Assessment Criterion (5)

Standard score of 5, 4, 3, 2, 1, or 0 will be awarded.

For Assessment Criteria (6)

Standard score of 4, 3, 2, 1, or 0 will be awarded.

For Assessment Criterion (7)

See Note 10 below.

Terms of Tender

For Assessment Criterion (8)

Standard score of 1 or 0 will be awarded.

Note 2: for Assessment Criterion (1) – Work Plan

The Work Plan shall cover the following items:

- (a) a staff deployment plan setting out the distribution and responsibilities of all the staff members of the proposed workforce in meeting the performance requirements of the Contract;
- (b) daily/weekly/monthly work plans in meeting the work schedules and the performance requirements of the Contract in respect of the security services;
- (c) safety measures adopted for the performance of the Contract including handling of incidents, carrying out operations such as access control, and the like;
- (d) details of the arrangement of leave relief to cover staff on leave including the minimum qualification and experience requirement for the leave relief staff; and
- (e) details of the arrangement during transition-in and transition-out periods including implementation plan and timeline in arrangement of taking over/handing over of duties at pre-commencement and upon expiry of the Contract.

Note 3: for Assessment Criterion (2) – Organisation and Supervision Plan

The Organisation and Supervision Plan shall cover the following items:

- (a) an organisation chart showing the line of command and division of labour of the proposed workforce;
- (b) details of the mechanism setting out the monitoring and appraisal system on daily supervision of the workers for ensuring delivery of quality service, dealing with unsatisfactory standard of performance/conduct/discipline of the workers and preventing recurrence of sub-standard services; and
- (c) details of the training programmes provided to staff for the performance of the Contract.

- 1 – **One (1) practicable** innovative suggestion contributing to any of the positive values as listed in (b) of this Note above.
- 0 – **No** practicable innovative suggestion is proposed.

(d) Paragraph (c) of Note 5 and paragraphs (e) to (j) of Note 6 above are also applicable to this Note.

Note 8: for Assessment Criterion (5) – Tenderer's experience

(a) Assessment will be based on the aggregate number of years of experience in providing security services in the **past ten (10) years** immediately preceding the original Tender Closing Date.

(b) Standard scores will be given to Assessment Criterion (5) in accordance with the following five-grade approach –

- 5 – An aggregate of (10) years' experience.
- 4 – An aggregate of eight (8) to less than (10) years' experience.
- 3 – An aggregate of six (6) to less than eight (8) years' experience.
- 2 – An aggregate of four (4) to less than six (6) years' experience.
- 1 – An aggregate of two (2) to less than four (4) years' experience.
- 0 – An aggregate of less than two (2) years' experience,

or

failing to produce documentary proof to support its claim of experience.

(c) A Tenderer shall submit documentary evidence (e.g. a copy of contract) to substantiate its claim of the experience. Experience not substantiated will not be taken into account.

(d) Local and/or outside Hong Kong experience will be counted.

(e) The experience gained by a Tenderer will only be counted where the previous contract(s) was/were entered under the same name of the Tenderer. For the avoidance of doubt, a Tenderer's experience gained in its capacity as a sub-contractor or the experience of a parent company, subsidiary or sub-contractor of the Tenderer shall not be considered. The meanings of "parent company" and "subsidiary" follow the meanings under the

(b) Standard scores will be given to Assessment Criterion (6) in accordance with the following rule –

- 4 – An aggregate of six (6) or more years' experience.
- 3 – An aggregate of five (5) to less than six (6) years' experience.
- 2 – An aggregate of four (4) to less than five (5) years' experience.
- 1 – An aggregate of three (3) to less than four (4) years' experience.
- 0 – An aggregate of less than three (3) years' experience,
or
failing to produce documentary proof to support its claim of experience.

(c) A Tenderer shall submit documentary evidence (e.g. a copy of employment contract/referee's letter) to substantiate its claim of the working experience or qualification. Working experience and qualifications not substantiated will not be taken into account.

(d) Local and/or outside Hong Kong experience will be counted.

(e) The aggregate years of experience will be counted in calendar days. For the purpose of tender evaluation, "an aggregate of not less than six (6) years' working experience" is equivalent to have accumulated 2190 days (i.e. 365 days x 6) of working experience.

(f) It is not necessary for a Contract Manager to have continuous full-time working experience at management or supervisory level in overseeing security service contracts in the past ten (10)-year period immediately preceding the original Tender Closing Date.

(g) The Tenderer should only propose one Contract Manager.

Note 10: for Assessment Criterion (7) – Proposed monthly wages for this Contract

- (b) If H_1 or H_2 is equal to C , no marks will be given for M_1 or M_2 to all Tenderers respectively.
- (c) If a Tenderer fails to indicate any monthly wage or P_1 or P_2 is each less than C , the tender will be evaluated but the respective P_1 or P_2 will be deemed to be equal to C for the purpose of tender evaluation. Such presumption will be revoked immediately if the Tenderer fails to confirm their abidance by the SMW upon request by the Government Representative at any time before the tender exercise is completed. If the Tenderer offers a higher amount than the SMW in subsequent clarification in writing, the tender will only be assessed on the basis that the monthly wage offered by the Tenderer is same as the SMW. However, the higher wage offered by this Tenderer shall become binding if the Contract is subsequently awarded to this Tenderer.
- (d) The marks scored will be rounded to the nearest 2 decimal places according to the rounding method as shown in the Note under para. 6 above.

Note 11: for Assessment Criterion (8) – Proposed daily maximum working hours

Standard scores will be given to Assessment Criterion (8) in accordance with the following rule –

- 1 – Proposed daily maximum working hours for all Security Staff are **ten (10) hours** excluding meal break (i.e. net total) **or less**.
- 0 – Proposed daily maximum working hours for all Security Staff are **more than ten (10) hours** excluding meal break (i.e. net total).

Stage 4 – Price Assessment

7. Failure to submit a Price Proposal in the form of Appendix C with the price information in Sections 2 and 3 duly completed will render a tender invalid and will not be considered further. The price assessment is based on the Estimated Total Contract Value of the tenders which have passed Stage 3 assessment.

8. Tenders that have passed Stage 3 – Technical Assessment will be further evaluated for the Terms of Tender