Pre-Tender Briefing

Tender Reference: WMSD20010
Supply of Newly Designed Recycling Bins for Field Trial to the Environmental Protection Department

The subject invitation to tenders **is covered** by the World Trade

Organization Agreement on Government

Procurement (WTO GPA)

Waste Management (Special Duties) Division Environmental Protection Department (EPD) 20 April 2021

Note:

- The contents in this set of PowerPoint slides are for reference only. In case of discrepancies, the full version of the Tender Documents for Tender Ref. WMSD20010 shall prevail.
- Any information given at the briefing shall not be taken as varying the information in the tender documents unless subsequently confirmed in writing.

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- Submission of Tenders
- Tender Evaluation, Marking Scheme and Assessment Criteria
- Price Schedule and Payment Timetable
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Introduction

<u>Introduction</u>

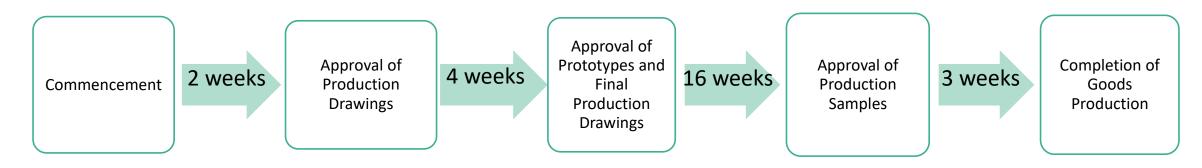
• Objective: To supply newly designed recycling bins for field trial and provide delivery and on-request relocation services.

Bins	Quantity	Illustration
Pedestrian recycling bin	50	金屬 紙張 Paper Botton
Pedestrian specific recycling bin (70L ; for paper, metal and plastic bottles)	30 (10 sets)	Opening Size 150mm 250mm x 70mm 150mm
Pedestrian specific recycling bin (130L; for paper, metal and plastic bottles)	30 (10 sets)	~1100mm ~1100mm ~630mm (130L) / ~540mm (70L)

<u>Introduction</u>

Bins	Quantity	Illustration
Recycling bin for rural areas (240L ; for paper, metal and plastic bottles)	60 (20 sets)	無張 Paper
Recycling bin for rural areas (660L ; for paper, metal and plastic bottles)	120 (40 sets)	無張 Paper

- Contract Period (Clause 1(a) of the Special Conditions of Contract (SCC)):
 - From the Commencement Date until the date of expiry of the Warranty Period of all Goods, both dates inclusive. Tentatively from Quarter 3 2021 for a period of 18 months.
- Production (Clauses 3 and 4(a) to 4(c) of SCC)
- The Contractor shall produce the Goods in procedures shown below:



• The total production lead time of the Goods <u>must be within 25 weeks</u> from the Commencement Date.

- Production (Clauses 3 and 4(a) to 4(c) of SCC)
 - The Contractor shall revise the Prototypes, Production Drawings and/or Production Samples in accordance with the Government's comments and instructions.
 - The Contractor shall present necessary documentary proofs with the Production Samples.
 - Fire safety requirement substantiated by test report(s) issued by an Independent Accredited Laboratory or test centre.
 - Other product requirements (such as anti-ultraviolet rays and use of recycled plastic materials) substantiated by declaration forms, purchase orders, etc.
 - The Contractor shall provide proper and sufficient storage area to accommodate the Goods before the delivery to the designated locations.

- Delivery (Clauses 4(d) to 4(i) of SCC)
 - Goods to be delivered to various locations in Hong Kong in a free-into-store basis within
 weeks upon receipt of the delivery order.
 - A maximum of 10 delivery locations are on outlying islands which are not accessible by land vehicles.
 - Filling base chamber with water in certain Goods.
 - Goods with location-specific QR code stickers shall be delivered to designated locations.

- Relocation Services (Clauses 4(j) to 4(l) of SCC)
 - The Government may, within 12 months after serving an Acceptance Note on the Contractor for a batch of Goods or any Goods, by notice in writing request the Contractor to relocate the Goods to other locations.
 - The Contractor shall provide relocation service for the Goods by assigning a new designated QR code sticker on the Goods.
 - Such locations shall be within Hong Kong, including not more than 10 outlying islands not accessible by land vehicles.
 - Relocation Service shall be completed within 2 weeks upon receipt of an order.

- Warranty Services (Clause 15 of the General Conditions of Contract)
 - The Contractor shall, for a period of 12 months after the date of the Government's acceptance of the Goods provide the warranty and after-sales services free of charge.
 - The Contractor shall upon the demand of the Government during the Warranty Period, make good and remedy to the reasonable satisfaction of the Government all defects or mal-functions or deficiencies in the Goods.

Technical Specifications

Technical Specifications

- •13 different types of bins:
 - Pedestrian recycling bin
 - > Pedestrian specific recycling bin (70L,130L; for paper, metal and plastic bottles)
 - > Recycling bin for rural areas (240L,660L; for paper, metal and plastic bottles)

Pedestrian Recycling Bin

(Annexes A and E to the Technical Specifications)

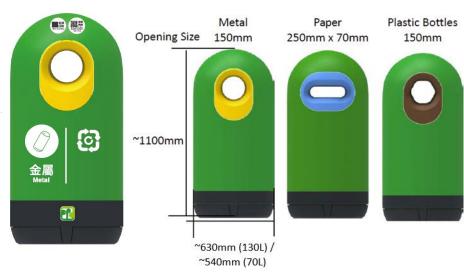
- Comprises 3 compartments for paper, plastic bottles and metal respectively
- Key components:
 - Main body
 - Doors with locks, specific openings and door stands
 - Inner bins with door and latches
 - Base chamber with inlets and drain holes
- Materials:
 - HDPE (with colour masterbatch) for majority parts
 - Stainless steel (Grade 304 or 316) for hinges, nuts, bolts, etc.
 - Rubber strips
 - Nylon wheels
- Communication stickers and location-specific QR code
- Braille embossed on HDPE openings
- At least 20% by weight recycled plastic materials



Pedestrian Specific Recycling Bins (70L/130L)

(Annexes B and F to the Technical Specifications)

- 2 capacity (70L and 130L) x 3 different openings (paper, plastic bottles and metal) = 6 variations
- Key components:
 - Main body
 - Door with lock, specific opening and door stand
 - Inner bin with door and latch
 - Base chamber with inlet and drain hole
- Materials:
 - HDPE (with colour masterbatch) for majority parts
 - Stainless steel (Grade 304 or 316) for hinges, nuts, bolts
 - Rubber strips
- Communication stickers and location-specific QR code
- Braille embossed on HDPE openings
- At least 20% by weight recycled plastic materials



Recycling Bins for Rural Areas (240L/660L)

(Annexes C,D, G and H to the Technical Specifications)

- 2 capacity (240L and 660L), each in set of 3 bins for paper, plastic bottles and metal
- Key components:
 - 240/660 L bottom skip (EN 840-1,2,5,6:2004 or equivalent)
 - Top cover
 - Foot pedal system
- Materials:
 - HDPE (with colour masterbatch) for majority parts
 - Stainless steel (Grade 304 or 316) for hinges, nuts, bolts, shafts, axles, etc.
 - Rubber strips
- Communication stickers and location-specific QR code
- Braille embossed on HDPE openings
- At least 20% by weight recycled plastic materials





240L Bottom Skip

(Annex G to the Technical Specifications)



No area in the form of a recess

Portion which houses the axle of the wheels



Area in the form of recess (Not Acceptable)

Portion which houses the axle of the wheels

Submission of Tenders

Two-envelope System

(Para. 4 and 5 of the Terms of Tender (Supplement) (TTS))

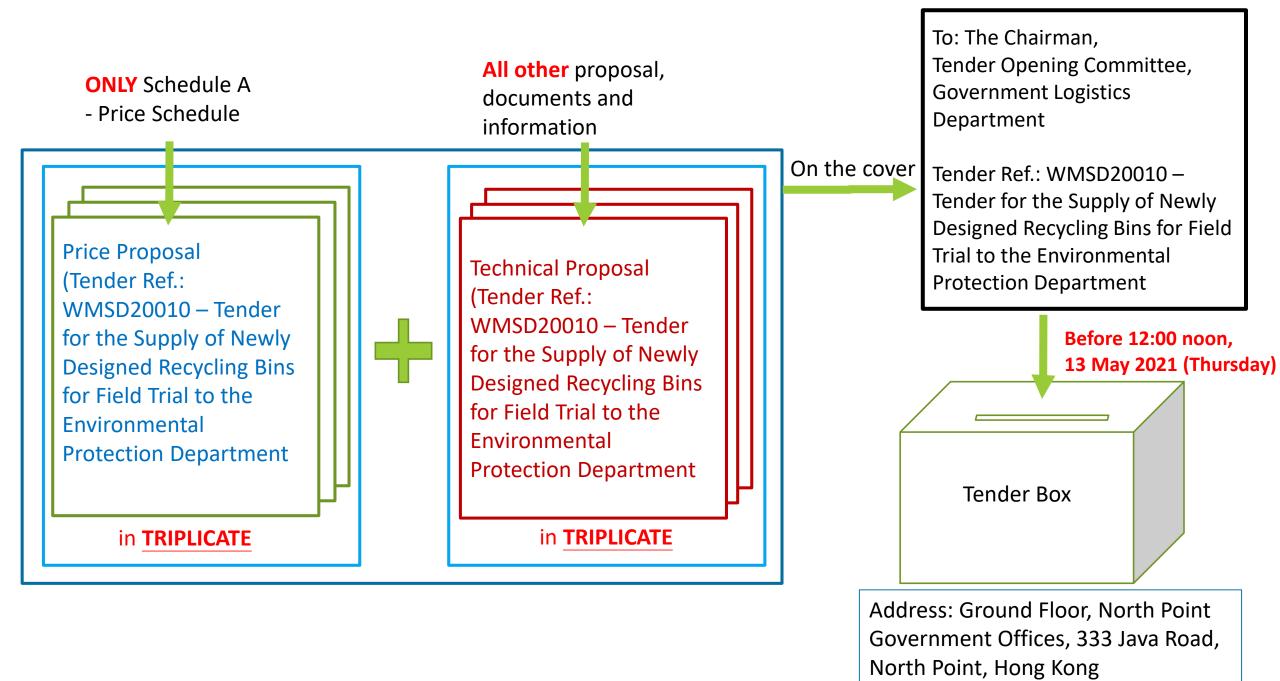
- Submit in <u>two</u> envelopes in <u>TRIPLICATE</u>
 - Price Proposal: ONLY Schedule A (Price Schedule) #
 - > Technical Proposal: All other proposal, documents and information
- Technical Proposal include:
 - 1. the duly signed Part 7 "Offer to be Bound" of the Tender Form; #
 - 2. Schedule B (Particulars of Goods Schedule); #
 - 3. Schedule C (Compliance Schedule);
 - 4. Schedule D (Completeness Check Schedule);
 - Schedule E (Information Schedule) with all information and supporting documents required; #
 - 6. Schedule F (Non-Collusive Tendering Certificate);
 - 7. Schedule G (Production Plan, Delivery Plan and Innovative Suggestions) and its supplementary information and documentary proof(s); #

Note: Failure to submit any of the documents marked "#" above **before the Tender Closing Date** will render a tender not be considered further. Please refer to paragraph 4(a) of TTS for details.

Two-envelope System

(Para. 4 and 5 of the TTS)

- Technical Proposal include: (cont'd)
 - 8. Appendix to the Terms of Tender Contact Details;
 - a copy of valid Business Registration Certificate or any other valid business document of the Tenderer and Manufacturer issued by a competent authority;
 - 10. a copy of the Certificate of Incorporation or the Certificate of Change of Name (if any) or equivalent document or its trading name as shown in the Business Registration Certificate or other valid business documents of the Tenderer and Manufacturer issued by a government or competent authority;
 - 11. a copy of a relevant document showing that the authorised person(s) who sign(s) the "Offer to be Bound" has/have the authority to sign for and on behalf of the Tenderer as required under Paragraph 10.1(j) of the Terms of Tender (if applicable); and
 - 12. any other documents and information not related to the Price Proposal.



Tender Evaluation, Marking Scheme and Assessment Criteria

Assessment Procedure and Criteria (Para. 1 to 3 of Annex II to TTS)

- Technical to price weighting of 50:50
- Assessment panel will be formed. The assessment panel will evaluate the tenders in four stages:
 - ➤ Stage 1 Completeness Check
 - ➤ Stage 2 Technical Assessment
 - ➤ Stage 3 Price Assessment
 - ➤ Stage 4 Calculation of the Combined Score
- Calculations of marks and scores will be rounded to two decimal places during the Tender assessment.

- Stage 1 (Para. 4 of Annex II to TTS)
 - To check whether all the documents and information required in Paragraph 4(a) of TTS have been submitted.
 - Failure to submit any of the documents and information specified in Paragraph 4(a) of TTS before the Tender Closing Time will render a tender not to be considered further.

- Stage 2 (Para. 5 to 7 of Annex II to TTS)
 - > Tenders which have passed Stage 1 evaluation will be further evaluated.
 - The Technical Proposals will be assessed based on the assessment criteria and marking guidelines in Part B of the Annex II to TTS.
 - Any tender which fails to score the passing mark in assessment criterion A1. (Production Plan) or A2. (Delivery Plan) will **not** be considered further.
 - > Tender(s) with the highest score in Stage 2 assessment will be given the maximum weighted technical score of **50**.
 - The remaining Tenders will be given a weighted technical score in accordance with the following formula:
 - $50 imes \frac{total\ technical\ mark\ of\ the\ conforming\ Tender\ being\ assessed}{the\ highest\ total\ technical\ mark\ amongst\ all\ conforming\ Tenders}$

- Stage 3 (Para. 8 to 10 of Annex II to TTS)
 - The price proposals of those Tenders which have passed Stages 1 to 2 assessments will be further evaluated according to the **Total Estimated Contract Price** in Schedule A (Price Schedule).
 - > Tender(s) with the lowest offered price will be given the maximum weighted price score of 50.
 - > The remaining Tenders will be given a weighted price score in accordance with the following formula:

 $50 imes rac{the~lowest~Total~Estimated~Contract~Price~amongst~all~conforming~Tenders}{Total~Estimated~Contract~Price~of~the~Tender~being~assessed}$

- Stage 4 (Para. 11 to 14 of Annex II to TTS)
 - The weighted technical score and weighted price score will be added up to give the combined score.
 - A Tenderer attaining the highest combined score will normally be recommended for the award of the Contract.
 - If more than one Tender attains the highest combined score, preference will be given to the offer with the shortest total production lead time as committed in Paragraph 3 of Schedule C (Compliance Schedule).
 - ➤ If the total production lead time is the same, preference will be given to the offer attaining the highest combined score with the lowest Total Estimated Contract Price.
 - The Government is not bound to accept the Tender with the highest combined technical and price score or any Tender and reserves the right to accept all or any part of any Tender at any time within the Tender Validity Period. (Para. 12(c) of TTS)

Marking Guidelines for Technical Assessment

(Part B of Annex II to TTS)

Assessment Criteria	Maximum Mark	Passing Mark
A. Technical Aspect	85	-
A1. Production Plan	45	11.25
A2. Delivery Plan	20	5
A3. Innovative Suggestions	20	-
B. Experience of Tenderer	15	-
Total technical mark	100	-

- Any tender which fails to score the passing mark of 11.25 in A1. (Production Plan) or passing mark of 5 in A2. (Delivery Plan) will not be considered further.
- Unless otherwise specified, all practical information included in the technical proposal submitted by the successful Tenderer shall form part of the Contract.

Assessment Criterion A1. - Production Plan (Note 1 and 3 of Annex II to TTS)

- Tenderers shall complete and submit the production plan at Part 1 of Schedule G and use extra writing sheet(s) and provide additional information or documentary proof(s) where appropriate.
- The Tenderer shall provide full description of the sub-items under each stage.
- The distribution of maximum mark for each stage of the Assessment Criterion A1.
 (production plan) is as follows:

Stage	Maximum Mark
Stage 1: Review of Designs and Preparation of Production Drawings	15
Stage 2: Production of Prototypes	10
Stage 3: Production of Molds	10
Stage 4: Production of Production Samples and Goods	10
Total	45

Assessment Criterion A1. - Production Plan

(Note 1 and 3 of Annex II to TTS)

• The guidelines for assessing the grade for each stage of the production plan is as follows:

Grade	Description	% of Maximum Mark to be Accorded
Very Good	the proposed plan in a stage is practical with detailed information or proposal for all the 6 sub-items	100
Good	the proposed plan in a stage is practical with detailed information or proposal for 5 sub-items and brief information or proposal on the remaining sub-items	75
Satisfactory	the proposed plan in a stage is practical with detailed information or proposal for 3 or 4 sub-items and brief information or proposal on the remaining sub-items	50
Fair	the proposed plan in a stage is practical with detailed information or proposal for 1 or 2 sub-item(s) and brief information or proposal on the remaining sub-items	25
Poor	the proposed plan in a stage fails to provide information or proposal on any sub-item; or is impracticable	0

Assessment Criterion A2. - Delivery Plan (Note 2 and 3 of Annex II to TTS)

- Tenderers shall complete and submit the delivery plan at Part 2 of Schedule G and use extra writing sheet(s) and provide additional information or documentary proof(s) where appropriate.
- The Tenderer shall provide full description to the requirements of each item.

Assessment Criterion A2. - Delivery Plan

(Note 2 and 3 of Annex II to TTS)

• The guidelines for assessing the grade for each stage of the production plan is as follows:

Grade	Description	% of Maximum Mark to be Accorded
Very Good	the proposed plan is practical with detailed information or proposal for all 4 items	100
Good	the proposed plan is practical with detailed information or proposal for 3 items and brief information or proposal on the remaining item	75
Satisfactory	the proposed plan is practical with detailed information or proposal for 2 items and brief information or proposal on the remaining items	50
Fair	the proposed plan is practical with detailed information or proposal for 1 item and brief information or proposal on the remaining items	25
Poor	the proposed plan fails to provide information or proposal on any item; or is impracticable	0

Schedule G (Production Plan, Delivery Plan and Innovative Suggestions)

Please ensure <u>ALL</u> questions in Part 1 and 2 of Schedule G are responded.

Stage	Content
Stage 1:	1.1 Brief review of the designs of the Goods based on the information in the
Review of	Technical Specifications and its Annexes, identify potential manufacturing
Designs and	constraints where deemed applicable, and provide probable solution without
Preparation	altering the designs and outlook as far as possible.
of Production	
Drawings	
	1.2 Measures in actual production to avoid or minimize common flaws in
	molded products, such as sink marks, burn marks, weld lines, discoloration, etc.
	,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,
	1.3 General principle and views on the technical aspects of the Goods, such as
	the radii around the corner, application of uniform or varied wall thickness, use of
	ribs, etc.
	and the same
	ı

Tender for the Supply of Newly Designed Recycling Bins for Field Trial to the Environmental Protection Department Schedule G - Production Plan. Delivery Plan and Innovative Suggestions (To be completed and returned together with the Tender) 1.4 Manpower arrangement for the review of designs and preparation of drawings, such as their expertise, qualifications, experience, etc. 1.5 Methodology to review the designs and produce the Production Drawings, such as the general flow of the process, use of software and its features. 1.6 Additional content to be present on the production drawings (Please refer to Clause 3(b) of Special Conditions of Contract for the basic requirement.)

Assessment Criterion A3. — Innovative Suggestions (Note 4 of Annex II to TTS)

- Where Tenderers decide to propose Innovative Suggestions, they shall do so by completing and submitting Part 3 of Schedule G.
- The suggestions should preferably involve technological innovation or ideas not conventionally adopted which can bring improvements or benefits to the Government for the Technical Aspect of the Goods.
- An effective Innovative Suggestion which earns marks in this assessment criterion will be binding as part of the Contract.

Assessment Criterion A3. — Innovative Suggestions (Note 4 of Annex II to TTS)

- Marks may be given to effective and practicable innovative suggestions of a tenderer's proposed Goods in terms of:
 - a) economical use of resources, e.g. electricity;
 - b) saving of manpower resources;
 - c) higher durability of the Goods;
 - d) consideration to the occupational health and safety of the Goods;
 - e) improved or greater flexibility to adapt to operational changes; or
 - f) easier maintenance.

Percentage of Maximum Mark	Marking Standard
100	The proposed plan contains three or more effective and practicable innovative suggestions
66	The proposed plan contains two effective and practicable innovative suggestions
33	The proposed plan contains one effective and practicable innovative suggestion
0	The proposed plan does not contain any effective and practicable innovative suggestions

Assessment Criterion A3. — Innovative Suggestions (Note 4 of Annex II to TTS)

- The Tenderer shall indicate which aspect of benefits/improvements the Innovative Suggestions correspond to.
- Tenderers should submit all supporting documents in its tender submission before the Tender Closing Time.
- Failure to deliver Accepted Innovative Suggestions (Clause 8 of SCC)
 - Pay to the Government a sum of money calculated according to the formula set out in Clause 8 of SCC as liquidated damages for each of such Accepted Innovative Suggestions which it fails to deliver.
 - The aggregate amount of liquidated damages payable may not exceed 1 % of the Contract Price.

<u>Assessment Criterion B. – Experience of Tenderer</u> (Note 5 of Annex II to TTS)

- Tenderers shall provide information and documentary proofs of completed contract(s), to substantiate its experience in supplying high-density polyethylene (HDPE) bins for the Government or Public Bodies during the 7 years immediately preceding the Original Tender Closing Date.
- The contract value of each of such contract(s) shall be not less than HK\$ 0.5 million.
- "completed contract": either the delivery of all goods under the contract concerned was completed, or the contract period of the contract concerned was completed.
- The Tenderer should provide such information in Table D of Schedule E.

Assessment Criterion B. — Experience of Tenderer (Note 5 of Annex II to TTS)

 Tenderer's experience will be marked based on the aggregate number of qualified contract(s) as follows:

Marks	Total Number of Qualified Contract	
15 marks	7 or more qualified contracts	
10 marks	5 or 6 qualified contracts	
5 marks	3 or 4 qualified contracts	
0 mark	0, 1 or 2 qualified contract(s)	

Price Schedule and Payment Timetable

Schedule A - Price Schedule

- Fill in all the information required in Part A. Failure to fill in the Unit Rates of all Items in Part A(a) will render the Tender not to be considered further. (Para. 4(a)(ii) of TTS)
- The Total Estimated Contract Price (i.e. the Total Estimated Goods Price + Total Amount for Relocation Service) will be used for price evaluation.
- In view of the significant proportion of the mold cost, Tenderers are required to quote Unit Rates for extra purchases for all Items in column (J) in Part A(c), according to the formula provided.
- A Tenderer's Tender is valid and open for acceptance for a period of not less than 180 days after the Tender Closing Time.
- Schedule A must be submitted in a separate envelope as the Price proposal.

Payment Timetable (Clause 6 of SCC)

Instalment No.	Key Milestones	Percentage of the Total Estimated Goods Price
	Within thirty (30) days after the receipt of the Contractor's invoice which shall be	
	issued by the Contractor to the Government only after:	
1.	(a) the Production Drawings of the Goods are approved and accepted by the Government in writing;	20%
2.	(b) the Prototypes for Molds production and the Final Production Drawings are approved and accepted by the Government in writing;	50%
3.	(c) the Production Samples are approved and accepted by the Government in writing;	10%
4.	(d) Acceptance Notes for all Items of the Goods have been issued by the Government to the Contractor in writing;	17%
5.	(e) the expiry of the 12-month Warranty Period during which all Warranty Services, where applicable, are completed to the Government's satisfaction; and(f) satisfactory completion of all other obligations of the Contractor under the Contract.	3%

Other Points to Note

Contract Deposit (Para. 13 of TTS)

- The successful Tenderer shall pay the Contract Deposit either in cash or by way of banker's guarantee, within 21 days from the date of the Letter of Conditional Acceptance or at such other times directed by the Government.
- The amount of the Contract Deposit is equivalent to 2% of the Total Estimated Contract Price.
- Tenderers are required to elect the method of providing the Contract Deposit in Schedule C. Failure to do so the successful Tenderer will be assumed to pay the Contract Deposit in cash.
- Deposit with cheque is regarded as "in cash".
- The Banker's guarantee must be on the terms set out at Part II of Annex A to the Terms of Tender.

Situations Where Tenders Will Not Be Considered Further

- 1. Partial or incomplete offer. (Para. 3 of TTS)
- 2. Failure to submit the duly signed "Offer to be Bound" of the Tender Form and Schedules A,B,E and G before Tender Closing Time. (Para. 4 of TTS)
- 3. Not using "Offer to be Bound" of the Tender Form from one of the following source: (Para. 5(g) of TTS)
 - a) a hardcopy obtained from the Government; or
 - b) a photocopy of such hardcopy; or
 - c) a printed copy from a softcopy of the Tender Form obtained from the Government or downloaded from the Government's website.

Situations Where Tenders Will Not Be Considered Further

- 4. Quoting different rates for different delivery locations or imposing additional service charges for delivery to any particular location. (Para. 6(h) of TTS)
- 5. Tender with any price variation clause, including one based on foreign exchange market fluctuation. (Para. 6(i) of TTS)
- 6. Indicating in the tender for not able to comply with the production and delivery requirements stipulated in Clauses 3 and 4(a) to 4(c) of SCC. (Para. 10(a) of TTS)
- 7. The alternative total production lead time proposed is later than the production requirements as specified in SCC (i.e. 25 weeks). (Para. 10(a) of TTS)
- 8. Tender with validity period less than 180 days. (Note (ii) of Part A of Schedule A)

Stock Samples (Para. 7 of TTS)

- 1. The Tenderers may, on application to EPD in writing, inspect the Stock Samples for reference and not as a standard for production before the Tender Closing Time.
- 2. Application shall be, by fax, addressed to:

Mr. Andrew KM CHING; Tel No. (852) 3528 0193; Fax No. (852) 2909 9521

- 3. A Stock Sample session is scheduled as detailed below:
 - a) Date: 23 April 2021 (Friday)
 - b) Time: 10:00am
 - c) Location: Tsuen King Circuit Market, 178 Tsuen King Circuit, Tsuen Wan (permanently closed and being used as a storage area)

Tender Closing Date and Adverse Weather Arrangements

(Para. 3.11(b) of Terms of Tender under BD-TERMS-1 (April 2020))

Tender closing date and time: 13 May 2021 (Thu) before 12:00 noon

Tender box venue: Ground Floor, North Point Government Offices, 333 Java Road,

North Point, Hong Kong

Late tenders will **NOT** be accepted

Tender reference: WMSD20010

Address to: the Chairman, Tender Opening Committee, Government Logistics

Department

Note: In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or "extreme conditions after super typhoons" announced by the Government is/are in force for any duration between 0900 and 1200 hours on the date specified in the "Lodging of Tender" section of the Tender Form, the latest date and time before which Tenders are to be deposited in the Specified Tender Box will be extended to 1200 hours on the next working day.

Enquiries (Para. 16 of TTS)

For all matters other than those on the Technical Specifications:

Mr. Jacky CF CHAN

Supplies Section, Environmental Protection Department

5/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong

Tel No. (852) 2963 9460

Fax No. (852) 2856 5587/2904 2710

For Technical Specifications:

Mr. Andrew KM CHING

Waste Management (Special Duties)
Division, Environmental Protection
Department

Room 801-804, 8/F, AIA Tower, 183 Electric Road, North Point, Hong Kong

Tel No. (852) 3528 0193

Fax No. (852) 2909 9521

Q & A Session

Thank You