

本署檔案  
OUR REF: ( ) in WMSD19015  
來函檔案  
YOUR REF:  
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FAX NO : 2856 5587  
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HOMEPAGE: <http://www.epd.gov.hk>

**Environmental Protection Department  
Accounting Services Group  
Supplies Section**

Rm. 504-505, 5/F., Chinachem Exchange Square  
1 Hoi Wan Street, Quarry Bay, Hong Kong



**環境保護署  
會計部  
物料供應組**  
香港鰂魚涌海灣街一號  
華懋交易廣場五樓  
五〇四至五〇五室

**By Registered Mail**  
9 March 2020

To bidders

Dear Sir/ Madam,

**Tender Addendum No. 1  
Tender Ref: WMSD19015**

**Tender for Provision of Services for Municipal Solid Waste Charging Trial Project  
in Public Rental Housing Estates in Wong Tai Sin  
and the New Territories (except Sai Kung)  
Tender Closing on 7 May 2020 at 12:00 noon (Hong Kong Time)**

Further to the captioned tender notice issued on 28 February 2020, I wish to inform you that addendum has been made to the “Notes for Tenderers”, “Special Conditions of Contract”, “Appendix A of Terms of Tender (Supplement)” and “Annex A (Reply Slip)” as follows:

<b><u>Tender Document</u></b>	<b><u>Original</u></b>	<b><u>Revised</u></b>
Para. (3)(a) and (c) of the “Notes for Tenderers”	(a) A tender briefing session will be held tentatively at 3 p.m. on 16 March 2020 (Monday) at the Hub, 1F Fortune Building, 150-158 Lockhart Road, Wan Chai, Hong Kong or any other time and venue as EPD may announce subsequently. Although attendance at the tender briefing session is not compulsory, prospective Tenderers are encouraged to participate. A prospective Tenderer who wishes to attend the briefing session is requested to complete the reply slip at Annex A and fax it to Environmental	(a) A tender briefing session will be held <del>tentatively</del> at 3 p.m. on 16 March 2020 (Monday) <b>by online video conferencing through the “Zoom” software.</b> Although attendance at the tender briefing session is not compulsory, prospective Tenderers are encouraged to participate. A prospective Tenderer who wishes to attend the briefing session is requested to complete the reply slip at Annex A and fax it to Environmental Protection Department (Attn.: Environmental Protection Officer (Special

<u>Tender Document</u>	<u>Original</u>	<u>Revised</u>
	<p>Protection Department (Attn.: Environmental Protection Officer (Special Duties)11) on (852) 2909 9521 at or before 12:00 noon on 12 March 2020. For planning purposes, the number of representatives of each prospective Tenderer is limited to two. Confirmation of registration will be issued to the prospective Tenderer upon receipt of the signed reply slip. Late registration may not be accepted.</p> <p>(c) In case it is deemed not suitable to conduct the tender briefing session ..... the rescheduled tender briefing in due course.</p> <p>(d) In case Tropical Cyclone Warning Signal No. 8 or above ..... the rescheduled tender briefing.</p> <p>(e) The schedule of the tender briefing session is subject to change at the sole discretion of the Government.</p>	<p>Duties)11) on (852) 2909 9521 at or before <b>5:00 p.m.</b> on 12 March 2020. For <b>meeting facilitation</b>, the number of representatives of each prospective Tenderer is limited to <b>one</b>. <b>The link / Meeting ID and password for joining the online briefing session will be provided on or before 13 March 2020 through email to the prospective Tenderers who have submitted the reply slip. Only the “Zoom” accounts with registered email address provided in the reply slip will be allowed to join the online tender briefing session.</b> Late registration may not be accepted.</p> <p>Sub-paragraph (c) is hereby deleted.</p> <p>(c) In case Tropical Cyclone Warning Signal No. 8 or above ..... the rescheduled tender briefing.</p> <p><b>(d)</b> The schedule of the tender briefing session is subject to change at the sole discretion of the Government.</p>
Para. 2(j) and 2(k) of the “Special Conditions of Contract”	<p>(j) The number of Accepted Innovative Suggestions which the Contractor fails to deliver and upon which liquidated damages are payable under Sub-clause (j) shall not exceed the maximum number of Innovative Suggestions to which marks could be awarded to a tenderer in the tender evaluation process.</p>	<p>(j) The number of Accepted Innovative Suggestions which the Contractor fails to deliver and upon which liquidated damages are payable under Sub-clause <b>(i)</b> shall not exceed the maximum number of Innovative Suggestions to which marks could be awarded to a tenderer in the tender evaluation process.</p>

<b><u>Tender Document</u></b>	<b><u>Original</u></b>	<b><u>Revised</u></b>
	(k) The aggregate amount of liquidated damages payable pursuant to Sub-clause (j) may not exceed eight (8) percent of the Contract Price.	(k) The aggregate amount of liquidated damages payable pursuant to Sub-clause (i) may not exceed eight (8) percent of the Contract Price.
“Appendix A of the Terms of Tender (Supplement)”	The “Appendix A of Terms of Tender (Supplement)”, missing in the original tender document package, is attached back to the tender document in Enclosure C of this letter.	
“Annex A (Reply Slip)”	The amended “Annex A (Reply Slip)” is attached in Enclosure D of this letter.	

2. Regarding the first item of the above Addendum, would interested bidder please note that to be in line with the government’s direction to conduct meetings through the use of electronic communication system as far as possible to reduce social contacts and the risk of the spread of coronavirus in the community, the tender briefing session will be held by online video conferencing. The briefing date and time will remain unchanged (i.e. 3 p.m. on 16 March 2020 (Monday)). A prospective Tenderer who wishes to join the online video conferencing should register through the amended “Annex A – Reply Slip” in Enclosure D of this letter. Only the “Zoom” accounts with registered email address provided in the reply slip will be allowed to join the online tender briefing session. A trial session of the online meeting will be held in the morning between 10 a.m. to 11:00 a.m. on the briefing session date (i.e. 16 March 2020). Prospective Tenderer may make use of the trial session to test the connection to the online meeting and familiarize themselves with the software functions. Please note that the oral information given at the tender briefing session should not be taken as varying the information in the tender documents unless subsequently confirmed in writing.

3. Apart from the above amendments, other terms and conditions (including Tender closing date and time) remain unchanged. Relevant sheets amended are enclosed for your replacements in Enclosure A, Enclosure B, Enclosure C and Enclosure D. This addendum shall form part of the tender document.

4. In case an interested bidder has already submitted a tender but wish to make an amendment, it can do so by submitting a revised offer which shall be accompanied by a covering letter. The revised offer and the covering letter shall be submitted in the same manner as stipulated in the invitation to Tender.

5. Should you have any further enquiries on the above, please contact Mr. Ken Fung at 3528 0434. Thank you for your attention.

Yours faithfully,

( Ms Christine AU )  
for Director of Environmental Protection

c.c. E(SD)11 Fax: 2909 9521

Encl.

Enclosure A – Amended pages for “Notes for Tenderers”

Enclosure B – Amended page for “Special Conditions of Contract”

Enclosure C – Appendix A of Terms of Tender (Supplement)

Enclosure D – Amended “Annex A (Reply Slip)”

## **Enclosure A**

**Amended pages for  
“Notes for Tenderers”**

- (ii) by mail to EPD, 5/F., Chinachem Exchange Square, No. 1 Hoi Wan Street, Quarry Bay, Hong Kong.
- (b) Any enquiries from a prospective Tenderer relating to the Service Specifications or any of the user requirements up to the date of lodging its Tender with the Government shall be made in writing to (and with a copy thereof sent to EPD as set out in Paragraph 2(a) above):

Director of Environmental Protection  
Environmental Protection Department  
Waste Management (Special Duties) Division  
Room 801-804, 8/F,  
AIA Tower, 183 Electric Road,  
North Point, Hong Kong  
(Attn.: Environmental Protection Officer (Special Duties)11)  
Facsimile: (852) 2909 9521

- (c) After lodging a Tender with the Government, a Tenderer shall not attempt to initiate any further contact, whether direct or indirect, with the Government in relation to its Tender or the Tender Document. The Government shall have the sole right to initiate any such further contact and all such contacts and any replies of the Tenderer thereof shall be in writing or formally documented in writing.

### **3. Tender Briefing Session**

- (a) A tender briefing session will be held at 3 p.m. on 16 March 2020 (Monday) by online video conferencing through the “Zoom” software. Although attendance at the tender briefing session is not compulsory, prospective Tenderers are encouraged to participate. A prospective Tenderer who wishes to attend the briefing session is requested to complete the reply slip at Annex A and fax it to Environmental Protection Department (Attn.: Environmental Protection Officer (Special Duties)11) on (852) 2909 9521 at or before 5:00 p.m. on 12 March 2020. For meeting facilitation, the number of representatives of each prospective Tenderer is limited to one. **The link / Meeting ID and password for joining the online briefing session will be provided on or before 13 March 2020 through email to the prospective Tenderers who have submitted the reply slip. Only the “Zoom” accounts with registered email address provided in the reply slip will be allowed to join the online tender briefing session. Late registration may not be accepted.**
- (b) Questions for clarification at the tender briefing session may be submitted in writing to Environmental Protection Department (Attn.: Environmental Protection Officer (Special Duties)11) on facsimile no. (852) 2909 9521 on or before 12:00 noon on 12 March 2020.

- (c) In case Tropical Cyclone Warning Signal No. 8 or above is hoisted or a Black Rainstorm Warning Signal or “extreme conditions after super typhoons” announced by the Government is/are in force for any duration at or after 1:00 p.m. on 16 March 2020, the tender briefing scheduled for that day will be cancelled and the Government will notify prospective Tenderers who have submitted the reply slip the arrangement of the rescheduled tender briefing.
- (d) The schedule of the tender briefing session is subject to change at the sole discretion of the Government.

## **Enclosure B**

**Amended page for  
“Special Conditions of Contract”**



$M(IS)$  = the marks that would be given to one (1) Type I or Type II Innovative Suggestion, as the case may be, in accordance with the marking scheme (regardless of whether marks are actually given to the relevant Accepted Innovative Suggestion that the Contractor fails to deliver) <sup>Note (i)</sup>

$M(TP)$  = the maximum technical marks for the Technical Proposal in the marking scheme

$P$  = length of time expressed in number of days during which the Contractor fails to comply with the relevant Accepted Innovative Suggestion

$CP$  = Contract Period expressed in number of days

Note (i): Where the Innovative Suggestion concerned earned marks for both Type I and Type II during the technical assessment,  $M(IS)$  will be taken as the marks that would be given as a Type I Innovative Suggestion only in calculating liquidated damages.

The amount calculated in accordance with the above formula represents a reasonable sum proportionate to the Government's legitimate interest in the enforcement of the relevant Accepted Innovative Suggestion.

- (j) The number of Accepted Innovative Suggestions which the Contractor fails to deliver and upon which liquidated damages are payable under Sub-clause (i) shall not exceed the maximum number of Innovative Suggestions to which marks could be awarded to a tenderer in the tender evaluation process.
- (k) The aggregate amount of liquidated damages payable pursuant to Sub-clause (i) may not exceed eight (8) percent of the Contract Price.

### **3. Contract Deposit**

Pursuant to Clause 11 of the General Conditions of Contract of BD-TERMS-2 (October 2019), if the Contractor pays the Contract Deposit by way of a banker's guarantee, the banker's guarantee must be on the terms set out at Annex B.

### **4. Government's Directions and Monitoring**

- (a) The Government has the power to give instructions or directions in writing from time to time to the Contractor in respect of matters relating to the Services and the Contractor hereby agrees to comply fully with all such instructions or directions.

## **Enclosure C**

**“Appendix A of Terms of Tender  
(Supplement)”**

**Appendix A**

**Provision of Services for Municipal Solid Waste Charging Trial Project  
in Public Rental Housing Estates in Wong Tai Sin  
and the New Territories (except Sai Kung)**

**Illustrative example of tender acceptance rules****Method**

1. Selection of the tender combination is based on the lowest total cost of the combination to the Government.

**Example**

2. Two contracts are tendered out in this tender exercise through tender ref. WMSD19011 and WMSD19015. The maximum number of contract that may be awarded to a tenderer is one. A marking scheme (with a 30% weighting for price and a 70% weighting for technical assessment) is used for tender evaluation. Three tenderers put in bids. One tenderer (Tenderer A) gains the highest combined technical/price score for both contracts as shown in the score sheet in Table A1.

Table A1. Score sheet

<b>Contract/ Contractor</b>	<b>Tendered Price</b>	<b>Price Score (out of 30)</b>	<b>Technical Score (out of 70)</b>	<b>Combined Technical/ Price Score</b>	
<b>Contract 1</b>					
Tenderer A	\$50	30.00	56.00	86.00	Highest
Tenderer B	\$100	15.00	70.00	85.00	2 <sup>nd</sup> highest
Tenderer C	\$70	21.43	49.00	70.43	
<b>Contract 2</b>					
Tenderer A	\$75	28.00	65.00	93.00	Highest
Tenderer C	\$95	22.11	70.00	92.11	2 <sup>nd</sup> highest
Tenderer B	\$70	30.00	49.00	79.00	

3. Two combinations are possible as shown in Table A2.

Table A2. Selection of tender combination

<b>Combination</b>	<b>Contract 1</b>	<b>Contract 2</b>	<b>Total cost of combination</b>
<b>Combination 1</b> Successful Tenderer (Tendered price)	Tenderer A (\$50)	Tenderer C (\$95)	\$145
<b>Combination 2</b> Successful Tenderer (Tendered price)	Tenderer B (\$100)	Tenderer A (\$75)	\$175

4. The Tenderers in Combination 1 would be selected as it yields the lowest total cost to the Government.

## **Enclosure D**

**Amended “Annex A (Reply Slip)”**

ANNEX A - REPLY SLIP

To: Environmental Protection Department  
Waste Management (Special Duties) Division  
Room 801-804, 8/F,  
AIA Tower, 183 Electric Road,  
North Point, Hong Kong

(Attn.: Environmental Protection Officer (Special Duties)11)  
Facsimile: (852) 2909 9521

Tender Ref.: WMSD19015  
Provision of Services for Municipal Solid Waste Charging Trial Project  
in Public Rental Housing Estates in Wong Tai Sin  
and the New Territories (except Sai Kung)

I/We would like to join the online briefing session\* to be held at 3 p.m. on 16 March 2020 (Monday).

**Full name of Representative**

**Post Title**

Mr/Mrs/Ms/Miss \_\_\_\_\_

Name of Company: \_\_\_\_\_

Signature of Authorised Person: \_\_\_\_\_

Full name (in block letters): \_\_\_\_\_

Contact Person/Post Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_

Email address registered in “Zoom”: \_\_\_\_\_

Notes:

- (a) Prospective Tenderer is required to pre-install the “Zoom” app in their electronic device and create an account in order to join the online briefing session. Only the “Zoom” accounts with registered email address provided in the reply slip will be allowed to join the online tender briefing session.

- (b) Please register at or before 5:00 p.m. on 12 March 2020. Late registration may not be accepted.
- (c) Please provide the email address registered in “Zoom”. The link / Meeting ID and password for joining the online tender briefing session will be sent to the registered email address on or before 13 March 2020 to the prospective Tenderers who have submitted the reply slip at or before the above deadline.
- (d) A trial session of the online meeting will be held in the morning between 10 a.m. to 11 a.m. on the briefing session date (i.e. 16 March 2020). Prospective Tenderer may make use of the trial session to test the connection to the online meeting room and familiarize themselves with the software functions.