

Agreement No. CE 40/2014 (EP)
**Contract supervision for the waste electrical and electronic equipment
treatment and recycling facility – design and construction**

Invitation for Expression of Interest

Interested consultants are invited to express interest in undertaking the above consultancy.

Consultants should fulfil and declare that they have met the following longlisting criteria for their submissions to be considered further:

- (a) The consultants with company registered in Hong Kong and with an office in Hong Kong with resident staff;
- (b) The consultants have obtained the ISO 9000 certification on or before the date on which submission of the expression of interest is invited; and
- (c) The consultants possess local experience and expertise in providing consultancy services in contract management and site supervision, solid waste treatment / recycling, environmental impact assessment, environmental audit / environmental management system service and landscape and visual assessment.

The scope of this Assignment, which is currently expected to commence in September 2014, is indicated in the draft Brief attached at **Annex A** of the Electronic Invitation Package (EIP).

If you are interested in this Assignment, would you please reply to this Office **before 12:00 noon on 25 June 2014** by submitting 6 identical sets of documents, each of which should contain the following information (printed within six A4 pages with a minimum font size of 12 points):

- (a) your broad approach to the problem;
- (b) previous relevant commissions;
- (c) an indication of key staff likely to be employed for the assignment (together with attachments showing their curriculum vitae and an organization chart of the study/project team as necessary);
- (d) an indication of sub-consultants or associated consultants to be employed (which should include all individual academic institutions, specialists, advisors, experts and the like proposed to be externally engaged to provide the Services under the Agreement, and all references to “sub-consultants” in this letter should be

- construed accordingly); and
- (e) your comments on the draft Brief and the draft Schedule of Fees.

Your reply should be forwarded to this Office at the following address:

Waste Management Policy Group
Environmental Protection Department
Room 4522, 45/F Revenue Tower,
5 Gloucester Road,
Wanchai, Hong Kong
(Attention: Mr. Lawrence Cheung, Senior Environmental Protection Officer)

Please note that no attachments, except for the curriculum vitae of the key staff likely to be employed on the consultancy and the organization chart of the study/project team as mentioned above, should be included in your submission. Late submissions or submissions that do not conform to the requirements in respect of the number of pages, the page size, the font size or the attachments will not be considered.

You are required to submit, together with the expression of interest, a copy of the ISO 9001:2008 certificate showing the scope of certification and other confirmation in accordance with the requirements in **Annex B** of the EIP. The requirements for quality management system certification of consultants are more specifically set out in the WBTC No. 13/2001.

You may make your submission in either electronic format or hard copy format. If part of the submission is made in both electronic and hard copy formats, the electronic format shall prevail over the corresponding hard copy format. If you elect to make your submission in electronic format, the documents for your submission shall be prepared and submitted in accordance with the “*Requirements for Submission of Proposal in Electronic Format*” at **Annex C** of the EIP. All expressions of interest, whether submitted in electronic format or in hard copy format, will be evaluated on an equal basis. Notwithstanding paragraph 16 in WBTC No. 31/2001, the Expression of Interest in either format shall be submitted to this Office directly.

The electronic documents for preparing your submission are listed in Schedule 2 to the “*Licence Conditions for Electronic Invitation Packages*” at **Annex D** of the EIP. You will be deemed to have accepted the licence conditions if you use these electronic documents.

If a black rainstorm warning signal or tropical cyclone signal No. 8 or above is hoisted between 9:00 am and 12:00 noon on the above deadline, the deadline will be extended to 12:00

noon on the following working day. Saturday is not counted as a working day.

If you are a limited liability company, then you are required to submit documentary proof that the majority of the voting power in meetings of the company shall be held by directors who are consulting engineers (or equivalent professionals of associated professions).

You are also required to declare any involvement or interest if it is considered by you to be in real or apparent conflict with the duties to be performed for this consultancy. This information will not be counted as part of the six A4 size pages. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the Expression of Interest stage.

The initial list of qualified consultants approached for this Assignment is attached at **Annex E** of the EIP for your information. Based on the response received, normally four suitable consultants will be shortlisted for submission of technical and fee proposals. However, please note that the Government is not bound to invite technical and fee proposals from any of those consultants expressing an interest.

No Consultants are permitted to submit more than one bid for the same agreement. For the avoidance of doubt, Consultants who submit a bid in their own name and a bid in the name of an un-incorporated joint venture/partnership (with the Consultants concerned as a participant/partner) will be considered as having submitted two bids. Consultants (these must be consulting firms to be eligible for being considered for this consultant selection exercise) having linkages to each other, e.g. subsidiaries, parent or sister companies are not allowed to bid on the same agreement. Only one firm among such consultants, as the case may be, should be allowed to submit expression of interest for this agreement. You are required to declare any linkage with other consultants on the above list. The existence of a holding-subsidary relationship shall be determined in accordance with the provisions in Sections 13 to 15 of the Companies Ordinance (Cap 622), “Sister companies” shall mean all companies which are subsidiaries of or otherwise belonging to the same holding company. Consultants having linkages should sort out among themselves before submitting any expression of interest.

For the purpose of this “no linkage” requirement, an academic institution and any separate entities/companies formed by the same academic institution or any of its current staff, or any two of such entities/companies (whether formed by the same staff or not), shall be regarded as “linked”. An academic institution, and all such entities/companies formed by it or any of its current staff (whether by the same staff or not), shall be allowed to submit only one expression of interest for the same consultancy agreement. You are also required to declare any such linkage with other

consultants on the above list, if applicable. An entity/company is regarded as formed by the academic institution or its staff if the latter is a partner/shareholder or a director of the former, whether or not the latter is a founding partner/subscriber when the entity/company was formed.

Failure to observe this requirement shall render all related expression of interest submitted null and void and any such submission shall not be considered.

The assessment criteria and weightings for marking the expression of interest submitted by consultants and the draft Schedule of Fees are given in **Annex F** and **Annex G** of the EIP respectively.

Please also note that documents of unsuccessful consulting firms will be destroyed three months after the date the Agreement has been awarded and signed.

Finally, please note that this invitation is made before the necessary funds for the consultancy have been approved. The Government reserves the right to cancel this selection exercise for not having the necessary funds approved or for any other reason, in which case you will accordingly be notified. It should be noted that the Government will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.

If you require further details, please contact Mr. Matthew WONG at telephone 2594 6220.

Annex A – Draft Brief

Annex B – Quality Management System Certification of Consultants

Annex C – Requirements for Submission of Proposal in Electronic Format

Annex D – Licence Conditions for Electronic Invitation Packages

Annex E – Initial Longlist of Consultants Invited to Submit Expression of Interest

Annex F – Assessment Criteria and Weightings for Marking Expression of Interest Submissions

Annex G – Draft Schedule of Fees