

## Points to Note on Preparing Marking Scheme for Tender Evaluation in Procuring Lift/Escalator Maintenance and Repair Contract

Responsible persons for lift/escalator ("responsible persons" hereafter) should note the following points in case a marking scheme is adopted for tender evaluation:

- (a) A marking scheme should be used for purchasing a service or product whose quality is of vital importance. The tenderer's experience, past performance, technical resources and technical proposals, etc. should also be carefully considered in tender evaluation.
- (b) In adopting a marking scheme for tender evaluation, the evaluation process should be divided into two parts – **technical and financial** assessments.
- (c) The weighting for technical and financial assessments, assessment criteria and their relative weighting, or a minimum score (where appropriate); and the formula to be used to calculate the technical and financial scores should be pre-determined, well-defined and approved by the responsible persons or their representatives before tender invitations are being sent out. The setting of passing scores would ensure that only capable contractors with technical proposals submission would be considered for the contract award.
- (d) When determining the relative weighting for technical and financial assessments, responsible persons could adopt the weighting of 40% (or other weighting where appropriate) for technical score, accompanied with a weighting of 60% (or other weighting where appropriate) for financial score to suit their need. If the quality of the service is of utmost importance, responsible persons may consider giving a higher weighting for the technical score.
- (e) The adoption of a marking scheme in tender evaluation and an outline of the evaluation criteria should form part of the tender document. Any other requirements which will be considered in deciding the suitability of tender must also be indicated in the tender document.
- (f) The tender document should require tenderers to submit technical and financial information in **separate** sealed envelopes, with the word "**Technical Document**" and "**Financial Document**" clearly marked on the sealed envelopes.

- (g) A Tender Opening Committee should be established and take appropriate actions when opening tenders by adopting the “two-envelope approach”.
- (h) The Tender Opening Committee should only open the technical proposals, date-stamped with initials on all the tenders received. The Committee should not open the financial proposals. The Committee should then complete a record in duplicate for all tenders received (i.e. the record should include full names of the tenderers). After opening, the Committee should put the technical proposals, together with the tender record for the technical proposals in a sealed envelope clearly marked with **"Tender ref. XXX - Technical Proposals"**. Similarly, the Committee should put all financial proposals (coming in their sealed envelopes) together with the tender record (duplicate) in another sealed envelope clearly marked with **"Tender ref. XXX – Financial Proposals"** with sign. The Committee should pass the original copies of **technical proposals with the tender record** to the appropriate subject owner or his representative for evaluation.
- (i) The envelope containing the financial proposals should only be opened and passed to the appropriate subject owner or his representative for assessment after completion of the technical assessment. Tender with the highest total score will normally be recommended for acceptance.
- (j) A proposed marking scheme format is provided in the attached **Appendix** for responsible persons' quick reference. The proposed format and outline of the evaluation criteria should be stated in the tender document.

[Proposed Format for Marking Scheme – FOR REFERENCE ONLY]

***MARKING SCHEME FOR TENDER EVALUATION***

Responsible persons can use this marking scheme for the assessment of tenders. Weighting of (e.g. 40% and 60%) are assigned to the technical assessment and financial assessment respectively. The marking schemes are by three stages, including:

**(1) Stage I – Technical Criteria Evaluation Stage**

In **Stage I**, the tenders will be assessed against the technical criteria (this item could be determined by making reference to the points in the contractors' performance rating published by EMSD)<sup>Note</sup> relative to the tenderers' quality and experiences. The tenders must attain an overall passing score. Tenders which fail to obtain a passing score in any one of the items will not be considered further. For those tenders that are able to attain passing scores in all items, their technical scores will be calculated by using the following formula:

$$\text{Technical Score} = 40 \times \frac{\text{technical mark}}{\text{highest technical mark among those conforming tenders}}$$

**(2) Stage II – Financial Evaluation Stage**

In **Stage II**, financial proposals of the tenders which have passed Stage I assessment will be assessed. A maximum financial score (e.g. 60) will be allocated to the tender that offers the lowest price. The financial score for each tender will be calculated by using the following formula:

$$\text{Financial Score} = 60 \times \frac{\text{lowest price among those conforming tenders}}{\text{tender price}}$$

### (3) Stage III – Combined Technical and Financial Score Stage

In **Stage III**, based on the technical and financial assessments in Stages I and II, a combined score for a tender will be calculated as follows:

**Combined Score = Technical Score + Financial Score**

#### Note

The following website contains information on the Contractors' Performance Ratings, for reference: [http://www.emsd.gov.hk/emsd/eng/pps/le\\_pub\\_mpr.shtml](http://www.emsd.gov.hk/emsd/eng/pps/le_pub_mpr.shtml)