**Requirements for Submission of T&F Proposals in Hard Copy**

1. **General**
   1. If you wish to be submit hard copy in addition to the electronic submission, you must deposit your T&F Proposals in the respective locations before the close of submission.
   2. You should submit:

* One copy of your **Technical Proposal** in a **sealed envelope** to [*insert post of public officer, project office and department*] at [*insert address of project office*] and
* One copy your **Fee Proposal** in a **sealed envelope** clearly indicating the consultants’ name and project reference to the [EACSB Tender Box] located at [the reception on 15/F, Civil Engineering and Development Building, 101, Princess Margaret Road, Homantin, Kowloon] [*note to project office: amend for AACSB consultancies*] for the attention of the Chairman of [EACSB] [*note to project office: amend for AACSB consultancies*].
* The information below shall be marked on the sealed envelopes:

Chairman, EACSB

Director of Civil Engineering and Development

15/F, Civil Engineering and Development Building

101, Princess Margaret Road

Ho Man Tin, Kowloon

“**EACSB Fee Proposal for Agreement No.** [***insert agreement no. and title***], submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”.

Chairman, AACSB

Director of Architectural Services

35/F, Queensway Government Offices

66 Queensway

Hong Kong

“**AACSB Fee Proposal for Agreement No.** [***insert agreement no. and title***], submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”.

1. **Technical Proposal**
   1. The Technical Proposal should comply with the conditions as stipulated in the **Guidelines on Preparation of Technical Proposal**.
   2. The Technical Proposal including the attachments shall be inexpensively bound and printed on both sides. For non-compliance with any formatting requirements specified in paragraph (10) in Part (C) of the **Guidelines on Preparation of Technical Proposal** (e.g. printing on both sides), [one mark] shall be deducted from the overall technical score.
2. **Fee Proposal**
   1. The Fee Proposal should comply with the conditions as stipulated in the **Guidelines on Preparation of Fee Proposal**.