**DEVELOPMENT BUREAU**

**LIBRARY OF**

**STANDARD NOTES TO TENDERERS**

**Important Notes:**

1. This set of Notes to Tenderers (“NTT”) is applicable to contracts using NEC4 TSC (June 2017, with amendments January 2023) form.
2. Project officers should refer to the latest technical circulars/memos on DEVB’s website and Works Group Intranet Portal during their preparation of tender documents.
3. Project officers should use the library with caution and, if any anomalies are found, notify their departmental contract advisors for clarification, and if necessary, seek further clarification with the DEVB subject officer [AS(WP4)8, telephone no. 3509 7308].
4. Double check the correct references are inserted in the relevant spaces.

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| **Index** |  | Last Update | Remarks |
| *[****A: Matters related to tendering*** *(subtitle for internal reference only)]* |  |
|  | Location of tender box | 29.4.2022 |  |
|  | Procedures for opening tenders | 29.4.2022 |  |
|  | Pre-tender meeting  | 29.4.2022 | [*optional clause*] |
|  | Clarifications from *Service Manager* designate | 24.5.2024 |  |
|  | Check list for electronic submission | 12.6.2024 |  |
|  | Check list for optional hard copy submission  | 12.6.2024 |  |
|  | Changes in status of qualifications | 29.4.2022 |  |
|  | Regulating actions on inappropriate conducts | 29.4.2022 |  |
|  | Regulating action (serious incident or conviction for site safety or environmental offences) | 22.4.2024 |  |
|  | Anti-collusion | 29.4.2022 |  |
|  | Formula Approach  | 22.4.2024 | [*optional clause*] |
|  | Marking Scheme Approach  | 22.4.2024 | [*optional clause*] |
|  | Evaluation method for use in tenders which EMSTF may be a potential bidder | 29.4.2022 | [*optional clause*] |
|  | Assessment of EMSTF offer  | 29.4.2022 | [*optional clause*] |
|  | Net present value analysis | 29.4.2022 |  |
|  | Destruction of documents | 29.4.2022 |  |
|  | Bid challenge (WTO GPA)  | 29.4.2022 | [*optional clause*] |
|  | Estimated total expenditure and provisional quantities | 29.4.2022 |  |
|  | Weighting factors in the Schedule of Percentages | 29.4.2022 |  |
|  | Number of term service contracts to be awarded to one single contractor | 29.4.2022 | [*optional clause*] |
|  | JV Proforma | 29.4.2022 |  |
|  | Eligibility to tender and for the award of contracts applicable to confirmed Group B contractors [Effective period from 2 October 2020 to 30 September 2022] | 30.9.2022 |  |
|  | Bonus for joint venture with listed contractor in lower group or with probationary status | 13.9.2023 |  |
|  |  |  |  |
| ***[B: Matters related to the conditions of contract*** *(subtitle for internal reference only)]* |
|  | *Conditions of contract* | 28.9.2023 |  |
|  | Constraints on *Service Manager*’s power  | 29.4.2022 |  |
|  | Contingency sums, provisional sums and forecast total of the Prices / Total Value for Tender Assessment (TVTA) | 29.4.2022 |  |
|  | Defined Cost, Fee, Prices, Price for Service Provided to Date and the *Contractor*’s share | 29.4.2022 |  |
|  | Not used | 29.4.2022 |  |
|  | *Client’s* power to reduce contingency sums for compensation events  | 29.4.2022 | [*optional clause*] |
|  | Not used | 29.4.2022 |  |
|  | Advance payment under term contracts  | 29.4.2022 |  |
|  |  |  |  |
| ***[C: Matters related to the duties of the Contractor*** *(subtitle for internal reference only)****]*** |
|  | Engagement of Subcontractors who are Registered under the Respective Trades and Groups available in the Registered Specialist Trade Contractors Scheme (RSTCS) | 10.4.2024 |  |
|  | Payment for Subcontractor Management Plan | 10.4.2024 |  |
|  | Details of Subcontractor Management Plan | 10.4.2024 |  |
|  | Not used  | 29.4.2022 |  |
|  | Early Warning Register | 29.4.2022 |  |
|  | Not used  | 29.4.2022 |  |
|  | Systematic Risk Management  | 22.4.2024 | [*optional clause*] |
|  | Professional indemnity insurance  | 29.4.2022 | [*optional clause*] |
|  | MTRC indemnity  | 29.4.2022 | [*optional clause*] |
|  | Proof of plant ownership | 29.4.2022 |  |
|  | Not used  | 29.4.2022 |  |
|  | Not used  | 29.4.2022 |  |
|  | Site cleanliness and tidiness – daily cleaning and weekly tidying  | 29.4.2022 | [*optional clause*] |
|  | Site uniform | 29.4.2022 |  |
|  | Mandatory Construction Industry Collaborative Training Schemes (CICTS) | 29.4.2022 |  |
|  | Employment of Graduates of the Enhanced Construction Manpower Training Scheme (ECMTS) | 22.4.2024 |  |
|  | Not used | 29.4.2022 |  |
|  | Tree preservation  | 29.4.2022 | [*optional clause*] |
|  | Tree pruning works  | 29.4.2022 | [*optional clause*] |
|  | Environmental management  | 29.4.2022 | [*optional clause*] |
|  | Not used | 29.4.2022 |  |
|  | Provision of temporary electricity and water supply to Affected Property /Site | 29.4.2022 |  |
|  | Limiting tiers of subcontracting | 29.4.2022 |  |

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[***Remarks****: Please be reminded to check the cross-reference with other parts of the tender and contract documents are correct.* ]