

Task Force On Electronic Tendering

Discussion Paper No. 1/99 – Proposed Structure

1. Purpose

This paper serves to outline the proposed structure for the Task Force on Electronic Tendering on how the work for implementation of e-tendering can be carried forward.

2. Definition

In this paper, unless the context otherwise requires-

- (a) "Task Force" means the Task Force on Electronic Tendering;
- (b) "Sub-group" means the sub-group under the Task Force to deliver the tasks assigned under the terms of reference; and
- (c) "Assignment" means the tasks assigned to the Task Force under its terms of reference.

3. Background Information

3.1. The Contract Committee (CC) of the Construction Advisory Board approved the formation of the Task Force during its meeting on 2 July 1999. The terms of reference of the Task Force, subject to further deliberation and agreement among the Task Force members, are as follows-

- (a) to evaluate the business justifications for electronic tendering;
- (b) to assess the feasibility of electronic tendering;
- (c) to make recommendations to the Contracts Committee on whether electronic tendering should be implemented; and
- (d) if implementation is recommended, to map the implementation strategy and determine programme for consideration of the Contracts Committee.

3.2. Works Bureau (WB) recommended and the CC approved that the Task Force should submit a report to the CC within 6 months after its formation. The report is therefore due for submission in March 2000.

4. Proposed Structure

4.1. Outline

4.1.1. For the purpose of conducting the Assignment effectively, we propose to implement a management structure consisting of the following entities-

- (a) Plenary Meeting of the Task Force;
- (b) Sub-Groups for the following disciplines-
 - (i) Building discipline;
 - (ii) Civil discipline; and
 - (iii) Electrical and mechanical discipline;
- (c) Infrastructure Facilities Sub-Group; and
- (d) Task Force Secretariat

4.1.2. The proposed management structure is depicted in Annex 1. The functions of the entities are described in the following paragraphs.

4.1.3. The Task Force may modify the management arrangement as the work progresses.

4.2. Plenary Meeting

4.2.1. The Task Force will play a steering role in the Assignment and will be responsible for-

- (a) monitoring the progress of the Assignment;
- (b) giving advice and directions on major issues;
- (c) considering and approving the deliverables of the study (except the Final Report which will be approved by the CC); and
- (d) where the sub-group encounters any technical issues or problems, passing the issues and problems to the Sub-group on Infrastructure Facilities for study, deliberation and advice.

4.2.2. The steering functions of the Task Force will be exercised through Plenary Meetings of the Task Force.

4.3. Sub-Groups

4.3.1. Sub-Groups for various disciplines

4.3.1.1. The Task Force will cover the works contracts under WB's purview. These contracts belong mainly to the following disciplines-

- (a) Buildings;
- (b) Civil works; and
- (c) Electrical and mechanical works.

4.3.1.2. We propose to form Sub-Groups on the basis of disciplines. As the nature of the contracts for each discipline is different, it will be more effective to deal with them separately in the Sub-Groups.

4.3.2. Infrastructure Facilities Sub-Group

4.3.2.1. For the purpose of providing specialist advice, we propose a Sub-Group on Infrastructure Facilities to deal with technical and legal issues referred by the Plenary Meeting and the Sub-Groups for the various disciplines.

4.3.3. Administration of Sub-Groups

4.3.3.1. Members may join one or more of the four Sub-Groups. They may also nominate their representatives to take part in the deliberation of these Sub-Groups. Each Sub-group would nominate, among its members, their Chair and Vice Chair.

4.3.3.2. Each Sub-Group would determine the programme and the scope of work in accordance with the framework set out in Discussion Paper No. 2/99 – Scope of Work and Working Programme.

4.4. Task Force Secretariat

4.4.1. The Task Force Secretariat to be staffed by WB will play an executive role in the Assignment. The responsibilities of the secretariat includes-

- (a) day-to-day tasks for the Assignment;
- (b) providing secretarial service for the Plenary Meeting and Sub-Groups;
- (c) support in producing the deliverables for the assignment including printing and distribution;

- (d) drafting the Final Report for the Task Force (see Discussion Paper No. 2/99); and
- (e) other duties assigned by the Plenary Meeting and the Sub-Groups.

5. Schedule of Plenary Meetings

- 5.1. Subject to members' agreement on the programme in Annex 1 of Discussion Paper No. 2/99, the schedule of Plenary Meetings is as follows-

Approximate Date	Deliverable to be considered
Dec. 1999	Working Paper No. 2 – Business Case for Electronic Tendering
Mar. 2000	Working Paper No. 3 – Electronic Distribution of Tender Documents
May 2000	Working Paper No. 4 – Electronic Submission of Tender Returns
Jun. 2000	Draft Final Report of Sub-Group
Jul. 2000	Final Report of Task Force

- 5.2. Subject to members' agreement, Working Paper No. 1 - Methodology for Survey on the Business Case for Electronic Tendering will be endorsed by circulation.

6. Recommendations

This paper is submitted to the members for discussion, and agreement.

Works Bureau
21 September 1999