

## **Points to Note on Preparing Marking Scheme for Tender Evaluation**

Schools should note the following points in case a marking scheme is used to evaluate tenders:

- (a) A marking scheme should be used for purchasing a service or product whose quality is of vital importance and hence would need to be carefully considered in the tender evaluation (e.g. lunch box).
- (b) In adopting the marking scheme, tender evaluation will be divided into two parts – **technical and price** assessments.
- (c) The weightings for technical and price assessments, the assessment criteria and their relative weightings, passing mark for individual attributes or a minimum score (where appropriate), and the formula to be used to calculate the technical and price scores should be pre-determined, well-defined and approved by the relevant authority (as set out in paragraph 17 of the Guidelines attached to EDBC 15/2007) before tender invitations are sent out. The setting of relevant mandatory requirements and passing marks would ensure that only capable contractors with quality proposals would be considered for the contracts.
- (d) When determining the relative weightings for technical and price assessments, schools should normally adopt a 30%-40% weighting for technical score, as against a weighting of 60%-70% for price score. If the quality of the service or product is of sufficiently high importance, schools may consider giving a heavier weighting for the technical score. A typical example of a relatively high technical score may be the selection of lunch suppliers for which, as recommended by the Department of Health, the factors such as nutritional content, healthy eating promotional efforts and administrative support rendered by the supplier are of great importance. Since this is partly a value judgment of the key stakeholders of the school, a consensus should be reached before the tendering exercise and schools should provide full justification in their submissions to the relevant authority for approval.
- (e) The use of a marking scheme in tender evaluation and an outline of the evaluation criteria shall form part of the tender documents and any other requirements which will be applied in deciding the suitability of tenders must also be indicated in the

tender documents.

- (f) The tender documents should require tenderers to submit technical and price information in **separate** sealed **plain** envelopes with the words “Technical” and “Price” clearly marked on the sealed plain envelopes as appropriate.
  
- (g) In addition to the procedures set out in paragraphs 30 – 38 of the Guidelines attached to EDBC 15/2007, a Tender Opening and Vetting Committee (TOVC) should take appropriate action on opening tenders by adopting the two-envelope approach. The TOVC should open only the technical proposals, date-stamp and initial the tenders received. The TOVC should not open the price proposals. The TOVC should then complete a record (in duplicates) on all tenders received (i.e. a record with full names of the tenderers). After the tender opening action, the TOVC 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**". The TOVC should put all price proposals (coming in their sealed plain envelopes) together with the (duplicate) tender record in another sealed envelope clearly marked with “Tender ref. XXX – Price Proposal” and sign on it. The TOVC should pass the original copies of **only technical proposals with the tender record** to the appropriate subject teacher(s) and administrative staff for evaluation. The envelope containing the price proposals will be opened and passed to the appropriate subject teacher(s) and administrative staff only after completion of the technical assessment.
  
- (h) In tender evaluation, price proposals should only be opened and assessed **after** completion of the technical assessment. Tender with the highest total score will normally be recommended for acceptance.
  
- (i) A proposed format of marking scheme is provided in the attached **Appendix** for schools’ quick reference to prepare the marking scheme applicable to their service requirements. The proposed format and outline of the evaluation criteria shall form part of the tender documents.

[Proposed Format for Marking Scheme – FOR REFERENCE ONLY]

**MARKING SCHEME FOR TENDER EVALUATION  
AND MANDATORY REQUIREMENTS**

Schools can use this marking scheme for the assessment of tenders. Weightings of (e.g. 40% and 60%) are assigned to the quality assessment and the price assessment respectively. The marking scheme will involve four stages including:

**Section A**

**(1) Stage I – Mandatory Requirements Evaluation Stage**

In **Stage I**, tenders will be assessed if they have complied with all the Mandatory Requirements set out below. Tenders will be disqualified and not be allowed to enter into the next stage if they fail to meet any of these Mandatory Requirements.

**(2) Stage II – Quality Criteria Evaluation Stage**

In **Stage II**, the tenders which have passed the Stage I Mandatory Requirements will be assessed against the quality criteria in respect of quality and experiences of the Tenderers. The maximum quality mark is (e.g. 36) and tenders must attain the overall passing mark of (e.g. 16) and the respective passing marks in the quality aspects set out below. Tenders which fail to obtain any of the passing marks will not be considered further. For those tenders that are able to attain all the passing marks, their quality scores will be calculated by using the following formula:

$$\text{Stage II Score} = 40 \times \frac{\text{Aggregate quality mark attained of each tender which has passed Stage II assessment}}{\text{Highest aggregate quality mark among all tenders which have passed Stage II assessment}}$$

**(3) Stage III – Price Evaluation Stage**

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

$$\text{Stage III Score} = 60 \times \frac{\text{Lowest price among all tenders which have passed Stage II assessment}}{\text{Price of each tender which has passed Stage II assessment}}$$

(4) **Stage IV – Combined Quality and Price Score Stage**

In **Stage IV**, based on the quality and price assessments in Stages II and III, Total Score for a tender will be calculated as follows:

**Total Score = Stage II Score + Stage III Score**

Tender with the highest Stage IV Total Score will normally be recommended for acceptance. In the event that two or more tenders score the same Total Score in Stage IV, the school will further assess such tenders based on the Stage III Score and will normally recommend for acceptance of the tender with the highest Stage III Score.

**Section B**

Details of the Stage I and Stage II tender assessments are as follows:

**Stage I –Mandatory Requirements Evaluation Stage**

Tenderer **must comply** with all the following Mandatory Requirements:

- (a) Tenderer **must** have .....
- (b) Tenderer **must** provide .....

**Stage II –Quality Criteria Evaluation Stage**

Tenderers who have fully complied with the Mandatory Requirements will be further evaluated based on the following criteria and marks will be given to tenders in respect

of each criterion<sup>Note</sup> in accordance with the information supplied by the Tenderers.

Note

Schools can visit the website of EatSmart@school.hk Campaign at <http://school.eatsmart.gov.hk/b5/template/index.asp?id=256&pid=253> for example of adoption of marking scheme in tender evaluation (Chinese only).