

Guideline on Tender Assessment of Lift Modernisation and Replacement Works for Self-Engaged Consultant¹ under LIMSS

Requirement for Assessment of Tenders

Upon opening of tenders for lift modernisation and replacement works, the Consultant should conduct assessment for the tenders received. This Guideline sets out the general requirements in relation to tender assessment for the Consultant to follow.

Assessment of Tenders

1. The Consultant should examine tenders against the technical specifications, terms and conditions laid down in the tender documents to determine whether they are fully conforming. In considering a tender for acceptance, the Consultant should check the technical capability and resources of the tenderer in undertaking the contract, which should include their past safety performance ratings and services quality performance ratings, conviction records for safety of lift works, site safety related offences, conviction records for environmental offences, etc.
2. Apart from ensuring that the recommended tender for acceptance complies with the specifications, the Consultant should take into account the time of delivery/completion, quality of components offered, designs/methods proposed, provision of maintenance and spare parts, warranty and/or guarantees, past experience in similar lift works, etc. Any deviation from the specifications and the reasons for recommending a non-complying tender should be clearly spelt out in the tender assessment report and should be highlighted for owners' attention.
3. Where certain tender information is found missing or where a tender contains technical ambiguities, the Consultant will need to consider carefully whether seeking the missing information or clarification from the tenderer. The Consultant should record clearly and in full all such tender clarifications. Most importantly, the Consultant should ensure that such tender clarifications will not give a tenderer any advantage or perceived advantage over other tenderers.
4. Where the provision of certain information is specified as an "essential requirement" in the tender document and where such information is missing or incomplete in a tender, the tender should be considered as non-conforming. The Consultant should not approach the tenderer concerned to correct a non-conforming tender. Such non-conformance is regarded as an "inaccurate or incompetent" tender.
5. Where any missing information or clarification relates to factual information which does not affect compliance with the essential requirements of the tender, and where there is no room for manipulation by a tenderer by virtue of the late clarification or submission of such information, the Consultant may approach the tenderers concerned for such clarification or missing information. In other cases, the Consultant should assess a tender as submitted. If the Consultant is in doubt as to whether or not clarifications should be sought, the Consultant should consult the Standing Term Consultant (STC) as assigned by Urban Renewal Authority.
6. The Consultant should not accept any clarification or information submitted by a tenderer after closing date of tender invitation irrespective of whether or not the clarification or information is submitted at the invitation if such clarification or information would alter the tender in substance or give the tenderer an advantage or perceived advantage over the other tenderers.

¹ Cases with the applicants engaging their own consultants to pursue the lift works.

7. In approaching a tenderer for clarification, the Consultant should not provide any information that may provide an opportunity for the tenderer to improve its tender and result in an advantageous position over the other tenderers.

Tender Qualification by Tenderers

8. Any qualification of the tender may cause the tender to be disqualified and the Consultant may not consider the tender further.
9. A tender may be qualified inadvertently owing to different interpretation of particular statements or remarks made by the tenderer. The Consultant should approach a tenderer in seeking clarification on the purpose or meaning of particular statements or remarks in its tender; reminding the tenderer of possible disqualification of its tender; and seeking an unequivocal withdrawal of any qualifications by a reasonable deadline.
10. Care must be exercised in approaching tenderers for clarification of tender qualifications, with every correspondence properly recorded.

Correction of Tender Errors

11. Normally, tenderers are permitted to correct unintentional errors of form (for instance, clerical errors) as long as the correction does not change the tender in substance or give an advantage or perceived advantage to the tenderer over other tenderers.
12. The opportunities that may be given to tenderers to correct unintentional errors of form should be made equally available to all tenderers and should not be permitted to give rise to any discriminatory practice.
13. Annex 1 provides guidance in regard to the correction of tender errors for compliance.

Evaluation of Exceptionally Low Bids

14. In assessment of tenders, evaluation of exceptionally low bids by the Consultant should take account of the following aspects:
 - (i) Prices, including overall prices and any unit rates for major items, quoted by the tenderers;
 - (ii) Market rates for major items; and
 - (iii) Cost build-up rates including staff rates.
15. In assessment of fees of routine maintenance services, the Consultant should make reference to the “Maintenance Price Figures for Lifts at Private Residential Premises” released by the Electrical and Mechanical Services Department (EMSD) in the Responsible Persons' Corner on the EMSD's website (www.emsd.gov.hk/en/lifts_and_escalators_safety/responsible_persons_corner/index.html). The EMSD will update the figures on a half-yearly basis.
16. Annex II provides the quantitative means for determination of whether or not a bid is exceptionally low. However, each case should be considered on its own merit and professional judgement should be exercised.

Written Confirmation on Irregularities

17. In the case of the tender or tenders warranting closer consideration for recommendation, the nature and amount of errors found requiring rectification or substantially over- or under-priced items, or items not priced at all should be communicated to the relevant tenderer before making a recommendation and the tenderer should be requested to confirm in writing whether the tenderer is to abide by its tender. If the tenderer does not abide by its tender or does not respond, its tender will not be considered further.

Sample of Tender Report

18. A sample of tender report as appended in Annex III (in Chinese only) is for reference only. The Consultant shall submit the tender report in accordance with the requirement of the Consultancy Services Contract² for the proposed Works Contracts with his/her Employer³.

Application

19. This Guideline is applicable to assessment of tenders as handled by the self-engaged consultant under the LIMSS.

Disclaimer

The Guideline sets out in this document is for general reference and not exhaustive. The Consultant should take into account the special circumstances of each case to discharge his/her duties with due diligence to ensure that the tender assessment complies with the requirement of the Consultancy Services Contract for the proposed Works Contracts with his/her Employer.

² Consultancy Services Contract means the agreement of the consultancy services between the applicant and his/her self-engaged consultant.

³ Employer means the applicant who employs his/her self-engaged consultant.

Annex 1

Correction of Tender Errors

Part I : Introduction

1. This Annex is to provide guidance for the Consultant to correct errors that may be found in tenders submitted by the tenderers (i.e. registered lift contractors) for the lift modernisation and replacement including the tender for maintenance services.
2. For the tender assessment, “error” should be construed as any arithmetical error or any form of deviation from a conforming tender including without limitation to omission to provide the required information pursuant to the conditions of tender document.
3. For errors which have been specifically addressed in the conditions of tender document, the errors should be dealt with strictly in accordance with the relevant conditions of tender document.
4. For errors which have not been specifically addressed in the conditions of tender document, the correction rules in Part II should apply. For the purposes of these rules, errors include omissions.
5. Regardless of any or all corrections made in accordance with the rules in Part II below, the grand total of the tender sum shall not be altered.

Part II : Correction of Errors in Pricing Document

6. If there are errors in the Schedule of Rates, they should be corrected as follows:
 - (i) if one or more pages of the Schedule of Rates are found missing, subject to sub-paragraph (ii) below, the rates for all items in the missing page(s) should be marked as zero and the costs should be deemed to have been allowed for in rates entered elsewhere in the Schedule of Rates,
 - (ii) errors in the casting of cash columns should be corrected;
 - (iii) errors in the extension may be amended to agree with the quantity and rate or (dependent on the judgement of the Consultant) the rate may be amended to agree with the quantity and the extension in the cash column but in no case will the alteration of both rate and cash extension be permitted; and
 - (iv) indistinct rates should be clarified to agree with the quantity and the extension in the cash column.
7. Where no extension amount and no rate has been made against any item or quantity in the Schedule of Rates, it should be deemed that the cost of the item or quantity has been allowed for in rates entered elsewhere in the Schedule of Rates and the rate should therefore be marked as zero.
8. Should there be a tender addendum introducing changes to the Schedule of Rates but the changes have not been incorporated into the Schedule of Rates by a tenderer, the Consultant should issue the clarification to the tenderer to request the confirmation that such changes under the tender addendum were included in the offered tender price.

Annex II

Evaluation of Exceptionally Low Bids

Part I : Introduction

1. This Annex is to provide guidance for the Consultant in evaluating exceptionally low bid (“ELB”) in the tenders submitted by the tenderers (i.e. registered lift contractors) for lift modernisation and replacement under LIMSS.
2. A 4-step approach for evaluating any identified ELB as described in Part II of this Annex below (“ELB Test”) should apply to all tenders submitted under LIMSS for lift modernisation and replacement irrespective of the amount of pre-tender cost estimate for each case.
3. Any unusual case should be considered on its own merits and professional judgement should be exercised if the Consultant:
 - (i) has alternative ELB assessment criteria which in its opinion is more suitable for the case concerned; or
 - (ii) considers such other situations warranted.

Part II : 4-Step Approach

4. The approach consists of the following 4 steps:

- (i) Step 1 - Checking

For assessment of Fees of Lift Works, the Consultant should conduct the market test upon opening of tenders. It is considered to be a potential ELB if the tender sum is lower than 20% of the mean of the lowest three conforming tender sums.

For assessment of Fees of Routine Maintenance Services, the Consultant should:

- (a) Check the latest updated on appropriate category of Maintenance Price Figures for Lifts at Private Residential Premises” released by the Electrical and Mechanical Services Department (EMSD);
- (b) determine an upper limit and a lower limit as described in sub-paragraphs (c) and (d) below;
- (c) consider that fees at 60% above the “Average Monthly Maintenance Fee” as listed in the Maintenance Price Figures for Lifts at Private Residential Premises are considered exceptionally high bid (“EHB”);
- (d) consider that fees at 60% below the “Average Monthly Maintenance Fee” as listed in the Maintenance Price Figures for Lifts at Private Residential Premises are exceptionally low bid (“ELB”).

Should there be ELB observed, the Consultant should not disqualify the tenderer whose tender sum is considered a potential ELB without seeking a clarification. The Consultant should conduct further ELB assessment on those tender sums in Step 2. Should there be EHB observed, the Consultant should draw the owners’ attention to it.

- (ii) Step 2 - Clarification:

The Consultant should seek justifications from the tenderer(s) concerned and clarify the tender sums including but not limited to the following:

- (a) any detailed cost breakdown (in terms of overheads, materials, manpower input and staff costs, etc.);
- (b) understanding of the scope of lift works;

- (c) capability to complete the tasks; and
 - (d) methodology, materials and staff to be provided/ deployed at the quoted price, etc.
- (iii) Step 3 - Verification:
The Consultant should:
- (a) check the reply from the tenderer concerned to determine whether the tenderer has fully answered the query raised by the Consultant.
 - (b) verify all information received against the terms and conditions set out in the tender documents to ensure that the submission(s) are conforming, and determine whether the tender sum is reasonable to complete the tasks required by the tenderer concerned.
- (iv) Step 4 - Conclusion:
- (a) If the tenderer can justify its costs or capabilities to complete the lift works, the Consultant should:
 - treat the tender sum as conforming; and
 - include the said tender in the assessment of tender process.
 - (b) If the tenderer cannot justify its costs or capabilities to complete the lift works, the Consultant should:
 - treat the said tender sum as non-conforming; and
 - recommend to reject the tender.

Annex III– Sample of Tender Report

標書評估報告 顧問報告編號 XXXXXXX

工程合約標題 : 優化升降機資助計劃 - 升降機工程
工程合約編號 : XXXXXX

(一)現有升降機詳情：

IBRAS 申請編號 : IBRAS-0XXX
樓宇/屋苑名稱 : XXXXXX
地址 : XXXXXXXXXX

機電署升降機 地點編號/ 升降機編號	安裝年份	品牌及型號	額定負載/ 乘客人數 (公斤/人數)	額定速度 (米/秒)
XXXXXXX-XXXX	XXXX	XXXXXXXXXX	XXXXXXkg /XX	XX m/s

(二)擬議合約簡述

此為第一節所述升降機的工程合約，合約期為 XX 個 *月/年以及一年的保固期。

工程合約投標設兩個投標選項，即如下所述的選項甲及選項乙，以配合樓宇業主的需要。在兩個投標選項中，樓宇業主可任擇其一。

選項甲： 升降機優化工程
選項乙： 升降機更換工程

此外，投標提供一項自選的升降機維修服務，為期三、四或五年，由樓宇業主決定。樓宇業主可選擇由完成升降機工程的同一中標者提供維修服務，取決於其是否獲批有關升降機更換或升降機優化合約。

(三)招標詳情

招標按如下程序詳情進行：

招標邀請對象： (如屬其他情況，請說明原因及詳情)	市區重建局電子招標平台下註冊升降機承辦商 投標者完整列表。		
招標日期：	XXXX 年 XX 月 XX 日		
截標日期：	XXXX 年 XX 月 XX 日	*原定/延長	
投標有效期(日)/到期日：	XXXX 年 XX 月 XX 日	*原定/延長	

(四)開標程序

開標按下述程序詳情執行：

開標地點：	XXXXXXXXXXXX
開標日期：	XXXX 年 XX 月 XX 日
	開標參與者
樓宇業主／業主立案法團代表：	姓名及職位：XXXX(主席),XXX(委員), XXX(委員)

(五)投標詳情

收到的標書的詳情如下：

收到的標書數目：	XX
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選項甲：升降機優化工程

業主選擇了為升降機優化工程進行招標, 結果如下:-

投標者	優化工程投標金額 (港元) (不包括自選項目 A.01-4)	是否符合招標要求	如不符合要求, 請說明原因
XXX Company Ltd	HK\$X,XXX,XXX	是	

符合招標要求的投標者	按優化工程投標金額價值由低至高排列 (不包括自選項目 A.01-4)	A.01 供應和安裝對講機	A.02 供應和安裝閉路電視系統	A.03 供應和安裝障礙開關掣	A.04 供應和安裝自動拯救裝置	全套優化工程的總價 (包括自選項目 A.01-4)
XXX Company Ltd	HK\$X,XXX,XXX	HK\$XXX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$X,XXX,XXX

選項乙：升降機更換工程

業主選擇了為升降機更換工程進行招標, 結果如下:-

投標者	更換工程投標金額 港元 (不包括自選項目 B.01-4)	是否符合招標要求 (是或否)	如不符合要求, 請說明原因
XXX Company Ltd	HK\$X,XXX,XXX	是	

符合招標要求的投標者	按更換工程投標金額由低至高排列（不包括自選項目 B.O1- 4） (A)	B.O1 不鏽鋼機廂及不鏽鋼人字板地台 (B)	選取 B.O1 的更換工程總價 (A) + (B)	B.O2 不鏽鋼機廂及花崗石磚/雲石地板 (C)	選取 B.O2 的更換工程總價 (A)+ (C)	B.O3 不鏽鋼機廂及過底磚/橡膠地板 (D)	選取 B.O3 的更換工程總價 (A)+ (D)
XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

(六)符合招標要求的標書分析

由於樓宇業主*已經確認 / 未確認 *選項甲 / 選項乙 用於採購升降機工程，因此將對所選選項進行投標分析。

收到的標書已就以下方面進行查核及分析（請在方格內加上剔號 ✓ 以確認已採取查核及分析），標書分析的詳情載於附件 I。

- 選項甲升降機優化工程的有及沒有更正任何單價、價格及投標金額。
- 選項乙升降機更換工程的有及沒有更正任何單價、價格及投標金額。
- 完成升降機優化或升降機更換工程後，升降機維修服務的有及沒有更正任何單價、價格及費用
- 任何特別過低或過高的投標價
- 投標者過去十二個月的承辦商表現評級
- 投標者過去三年的升降機相關工程項目的經驗及記錄
- 投標者的人力資源、質量保證計劃及技術支援
- 執行升降機工程的施工方法綱領
- 升降機工程的初步工程計劃
- 投標者的任何串通投標、關連公司投標，以及被控或定罪的不誠實行為相關罪行；及
- 請註明任何其他項目：_____

(七) 整體備註及評語

以下為對符合招標要求標書分析的整體備註及評語，以供樓宇業主考慮及挑選適合其具體需要及利益的投標：

(i) 升降機工程投標金額及比較

- a) 就選項甲升降機優化工程及選項乙升降機更換工程，列出符合招標要求索價最低的投標者的名稱，以及投標金額。

選項甲升降機優化工程：XXX Company Ltd, HK\$XXXXXXXXXX

選項乙升降機更換工程：YYY Company Ltd, HK\$XXXXXXXXXX

- b) 按投標金額價值由低至高排列及列明所有符合招標要求的投標者的名稱及其投標金額。

選項甲升降機優化工程：

符合招標要求的投標者	投標金額 (港元) (按投標金額價值由低至高排列)	是否有特別過低或不合理的投標金額
XXX Company Ltd	HK\$XX,XXX	沒有

選項乙升降機更換工程：

符合招標要求的投標者	投標金額 (港元) (按投標金額價值由低至高排列)	是否有特別過低或不合理的投標金額
XXX Company Ltd	HK\$XX,XXX	沒有

- c) 確認是否有特別過低或過高的單價、價格或投標金額，並根據「升降機優化工程及更換工程的標書評估指引」，提供有需要的理據。

選項甲升降機優化工程：(e.g.) 沒有特別過低的投標金額。

選項乙升降機更換工程：(e.g.) XXXXXXXX，因此被認為是特別過低的投標金額。標書澄清已於XXXX年XX月XX日發出，投標者確應已遵從招標文件內的所有內容。

- d) 確認投標金額是否公平合理，並提供有需要的理據。

選項甲升降機優化工程：XXXXXXXXXXXXXXXXXX。

選項乙升降機更換工程：XXXXXXXXXXXXXXXXXX。

- e) 比較選項甲及選項乙的優點及缺點，包括成本及可靠性。

選項甲升降機優化工程：XXXXXXXXXXXXXXXXXX。

選項乙升降機更換工程：XXXXXXXXXXXXXXXXXX。

(ii) 投標者承接升降機工程的能力及表現

- a) 按機電工程署實行的「註冊承辦商表現評級」制度由高至低排列及列明投標者的表現評級。

選項甲升降機優化工程：

投標者	安全表現評級	服務質素表現評級
XXX Company Ltd	★	★★★★★
	★	★★★★★
	★	★★★★★
	★	★★★
	★	★★★

選項乙升降機更換工程:

投標者	安全表現評級	服務質素表現評級
XXX Company Ltd	★	★★★★★
	★	★★★★★
	★	★★★★★
	★	★★★★★
	★	★★★
	★	★★★

b) 述明在過去 12 個月，投標者是否有根據第 618 章被定罪的記錄或需接受任何紀律行動。

(e.g.) 機電工程處曾發給註冊升降機承辦商警告信清單 (2021 年 X 月至 2021 年 X 月)已列出, 警告信內容摘要如下:-

.....

其餘符合招標要求的投標者在過去 12 個月均沒有根據第 618 章被定罪的記錄或需接受任何紀律行動。

c) 就投標者承接升降機工程的能力，考慮其背景、質量保證、技術支援、人力資源及工程經驗。

(e.g) 全部投標者均有足夠能力和經驗承接本工程。

d) 鑑於就表現、定罪／紀律行動、背景及經驗等理據，述明投標者是否有能力滿意地完成升降機工程。

(e.g) 全部投標者均有能力滿意地完成升降機工程。

(iii) 有關不誠實行為、串通及關連公司投標的定罪

a) 查核及述明有關投標者不誠實行為、串通叫價及關連公司投標的任何定罪記錄，以及相關須向樓宇業主披露的任何其他定罪記錄。

(e.g) 全部投標者均沒有相關定罪記錄。

b) 鑑於有關不誠實行為、串通及關連公司投標以及任何其他罪行的定罪，確認是否向樓宇業主舉薦投標者供其挑選以進行升降機工程，並提供有需要的理據。

(e.g) 全部投標者均沒有相關定罪記錄。

(iv) 初步工程計劃及施工方法綱領

a) 在考慮盡量減少中斷升降機服務的情況下，述明初步工程計劃是否能達到準時完成升降機工程。

(e.g) 就所有收到的初步工程計劃，未有發現未能準時完成升降機工程的情況。

b) 查核及述明任何關鍵的活動及有需要的緩解措施，以盡量減低升降機工程由於任何可預見事件而發生任何延誤的風險。

(e.g) 就所有投標者提出的關鍵活動，未有發現延誤的風險。

c) 查核及述明施工方法綱領是否可行、安全及切實。

(e.g) 就所有收到的施工方法綱領，未有發現不可行、不安全及不切實的地方。

d) 述明投標者會否採納任何創新設計或施工建議以提高效率。

(e.g) 就所有收到的投標文件，未有發現任何提高效率的創新設計或施工建議。

(v) 例行維修服務費用

a) 述明符合招標要求而索價最低的投標的名稱以及其三、四及五年期的費用。

選項甲升降機優化工程：XXX Company Ltd、每月費用：三年期：\$XXXX，四年期：\$XXXXXXXX及五年期：\$XXXX。首3年期(以每部機計)共\$XXX,XXX。

選項乙升降機更換工程：YYY Company Ltd、每月費用：三年期：\$XXXX，四年期：\$XXXXXXXX及五年期：\$XXXX。首3年期(以每部機計)共\$XXX,XXX。

- b) 按所有符合招標要求的投標三個服務期的費用價值由低至高排列及列明投標者的名稱及金額。
 選項甲升降機優化工程：

選項甲升降機優化工程 (所有升降機總計)

符合招標要求的投標者 (按首 3 年維修服務費用 金額價值由低至高排 列)	首 3 年每月保養費 (港元)	第 4 年每月保養 費(港元)	第 5 年每月保養 費(港元)	是否有特別過低 或不合理的投標 金額
XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	沒有

*每月保養費包括項目 M1.1 至 M1.4

選項乙升降機更換工程(所有升降機總計)

符合招標要求的投標者 (按首 3 年維修服務費 用金額價值由低至高排 列)	首 3 年每月保養費 (港元)	第 4 年每月保養 費(港元)	第 5 年每月保養 費(港元)	是否有特別過低 或不合理的投標 金額
XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	沒有

*每月保養費包括項目 M2.1 至 M2.4

- c) 確認是否有特別過低或過高的費用，並根據「升降機優化工程及更換工程的標書評估指引」，
 提供有需要的理據。

機電署私人住宅樓宇升降機的參考保養價格：HK\$XXXXXX

選項甲升降機優化工程：(e.g.) XXXXXX 的投標保養費用比機電署私人商業樓宇升降機的參考
 保養價格高超過 60%，因此被認為是特別過高的保養價格。

選項乙升降機更換工程：投標者提供的費用均公平合理。

- d) 確認所有費用是否公平合理，並提供有需要的理據。

選項甲升降機優化工程：XXX 對於閉路電視和對講機系統、障礙開關掣及自動拯救裝置的額外保養
 服務費用過高。其餘投標者提供的費用均公平合理。

選項乙升降機更換工程：投標者提供的費用均公平合理。

(vi) 假設新承辦商於簽定升降機工程合約同日接手所有升降機的保養工作，工程總費用概括:-

a) 選項甲升降機優化工程(以下表列以採用 3 年期保養服務的總工程價排序)：

工程總費用以及三年期保養費的總工程價(總工程價包括閉路電視和對講機系統、障礙開關掣及自動拯救裝置):-

排名	符合招標要求的投標者	投標金額 (港元)	進行升降機工程前的保養費用*(以每部升降機每月計)(港元)	3 年期保養費共:- (港元)	優化工程連首 3 年保養費用共:- (港元)
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

工程總費用以及四年期保養費的總工程價(總工程價包括閉路電視和對講機系統、障礙開關掣及自動拯救裝置):-

排名	符合招標要求的投標者	投標金額 (港元)	進行升降機工程前的保養費用*(以每部升降機每月計)(港元)	4 年期保養費共:- (港元)	優化工程連首 4 年保養費用共:- (港元)
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

工程總費用以及五年期保養費的總工程價(總工程價包括閉路電視和對講機系統、障礙開關掣及自動拯救裝置):-

排名	符合招標要求的投標者	投標金額 (港元)	進行升降機工程前的保養費用*(以每部升降機每月計)(港元)	5 年期保養費共:- (港元)	優化工程連首 5 年保養費用共:- (港元)
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

備註 *假設新承辦商於簽定升降機工程合約同日接手所有升降機的保養工作, 而進行升降機工程前的保養費用並不會計算在總價上。

b) 選項乙升降機更換工程(以下表列以採用 3 年期保養服務的總工程價排序)：

工程總費用以及三至五年期保養費(包括閉路電視和對講機系統，以及障礙開關掣)的總工程價:-

排名	符合招標要求的投標者	投標金額 (工程價已有包括自選項目 B.01) (港元)	進行升降機工程前的保養費用*(以每部升降機每月計)(港元)	更換工程連首 3 年保養費用 (港元)	更換工程連首 4 年保養費用 (港元)	更換工程連首 5 年保養費用 (港元)
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

排名	符合招標要求的投標者	投標金額 (工程價已有包括自選項目 B.02) (港元)	進行升降機工程前的保養費用*(港元)	更換工程連首 3 年保養費用 (港元)	更換工程連首 4 年保養費用 (港元)	更換工程連首 5 年保養費用 (港元)

		(港元)				
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

排名	符合招標要求的投標者	投標金額 (工程價已有包括自選項目 B.03) (港元)	進行升降機工程前的保養費用* (港元)	更換工程連首3年保養費用 (港元)	更換工程連首4年保養費用 (港元)	更換工程連首5年保養費用 (港元)
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

工程總費用以及三至五年期保養費(包括閉路電視和對講機系統、障礙開關掣及自動拯救裝置)的總工程價:-

排名	符合招標要求的投標者	投標金額 (工程價已有包括自選項目 B.01 及 B.04) (港元)	進行升降機工程前的保養費用* (港元)	更換工程連首3年保養費用 (港元)	更換工程連首4年保養費用 (港元)	更換工程連首5年保養費用 (港元)
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

排名	符合招標要求的投標者	投標金額 (工程價已有包括自選項目 B.02 及 B.04) (港元)	進行升降機工程前的保養費用* (港元)	更換工程連首3年保養費用 (港元)	更換工程連首4年保養費用 (港元)	更換工程連首5年保養費用 (港元)
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

排名	符合招標要求的投標者	投標金額 (工程價已有包括自選項目 B.03 及 B.04) (港元)	進行升降機工程前的保養費用* (港元)	更換工程連首3年保養費用 (港元)	更換工程連首4年保養費養費用 (港元)	更換工程連首5年保養費用 (港元)
1	XXX Company Ltd	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX	HK\$XX,XXX

備註 *假設新承辦商於簽定升降機工程合約同日接手所有升降機的保養工作，而進行升降機工程前的保養費用並不會計算在總價上。

(八)利益衝突申報

涉及或參與本標書的擬備或分析的以下人員應在下方聲明申報其利益衝突。

申報聲明(個案 1)：

本人聲明，本人在本標書的擬備或分析中並無利益衝突。

姓名及職位：XXXXXXXXXXXXX

簽署：

日期：dd-mmm-yyyy

申報聲明(個案 2)：

本人聲明，本人在本標書的擬備或分析中並無利益衝突。

姓名及職位：YYYYYYYYYYYYY

簽署：

日期：dd-mmm-yyyy

(九)批註確認及舉薦

我們，XXXXXXXXXX(顧問名稱)，確認

所收到的標書已經查核及分析，以確認是否有任何不符招標要求的標書、任何特別過低或過高的標價、投標者的承辦商表現評級，以及第六節所述的其他方面；

符合要求的投標均完全符合招標文件的條款及細則；

符合要求的投標者均有能力完成升降機優化工程/ 升降機更換工程及例行維修服務（如樓宇業主選擇）；

以下投標的投標金額被認為屬公平合理（如適用請加上剔號及填上名稱）

所有符合招標要求的投標者，或

僅以下列名的符合招標要求的投標者：

優化工程

更換工程

- XXXXXXXXXXX
- XXXXXXXXXXX
- XXXXXXXXXXX
-
-

- XXXXXXXXXXX
- XXXXXXXXXXX
- XXXXXXXXXXX
- XXXXXXXXXXX
- XXXXXXXXXXX

以下投標的升降機維修服務費用金額被認為屬公平合理（如適用請加上剔號及填上名稱）

所有符合招標要求的投標者，或

僅以下列名的符合招標要求的投標者：

優化工程

更換工程

- XXXXXXXXXXXX
- XXXXXXXXXXXX
-
-
-

- XXXXXXXXXXXX
- XXXXXXXXXXXX
- XXXXXXXXXXXX
- XXXXXXXXXXXX
- XXXXXXXXXXXX

備註如下（如有）_____

XXXXXXXXXXXXX

項目經理姓名及簽署

顧問名稱

日期：dd-mmm-yyyy

備註：

1. 請在空格□內加上剔號√（如適用）
2. * 請刪除不適用者

SAMPLE