

### **Tender Evaluation Criteria and Marking Scheme**

A two-envelope approach with a quality to price weighting of **20:80** will be adopted for tender evaluation whereby price assessment will be conducted separately from and subsequent to quality assessment. The tender evaluation will be conducted in accordance with the following procedures and criteria:

#### **(a) Stage 1 - Completeness Check**

Tenders received will be checked to ensure their completeness and compliance with the requirements stipulated in the tender document as summarised below:

- (i) Submission of Offer to be Bound which has been signed by the Tenderer in case of paper-based tendering;
- (ii) Tender samples of the Goods offered are submitted for evaluation;
- (iii) A shorter tender validity period than that stipulated in the tender document is not counter-proposed; and
- (iv) The Statement of Compliance and Particulars of Offer in the tender document are submitted.

**A Tenderer's offer will not be considered further if it fails to satisfy any one of the above requirements.** Those tenders which have passed Stage 1 evaluation will proceed to Stage 2 evaluation.

#### **(b) Stage 2 - Assessment of Compliance with Mandatory Requirements and Tender Specifications**

##### **Part A – Assessment of Compliance with Mandatory Requirements**

Tenders which have passed Stage 1 evaluation will be checked to ensure their compliance with the specifications and all the mandatory requirements stipulated in the tender document as summarised below:

- (i) Confirmation on compliance with the delivery requirements that delivery will be made to various locations within 7 working days (excluding Saturdays, Sundays and public holidays) from the date of order or on the date specified in the order, whichever is the later;
- (ii) Confirmation on compliance with the minimum order value that the minimum order value for each order placed under the Contract will be HK\$250.00 or below for delivery to each location;

- (iii) Confirmation on compliance with the payment terms that ordering and payment of the Goods will be through the use of purchasing cards<sup>1</sup>;
- (iv) Submission of a copy of certificate/report from an independent accredited laboratory/surveyor certifying that the products offered comply with the requirements of the Tender Specifications concerning recovered and postconsumer fibre contents, bleaching agents and surfactants; and
- (v) Submission of a copy of manufacturer's statement confirming that the products offered comply with the requirements in total length and net weight per roll as stipulated in the Tender Specifications.

**Part B – Assessment of Compliance with Tender Specifications**

- (vi) Samples of the products offered of those tenders meeting the requirements in Part A above will be subject to laboratory tests conducted by the Government Laboratory or an independent accredited laboratory appointed by the Government in accordance with the sample evaluation requirements in the tender document to test compliance with the Tender Specifications.

**A tender which fails to meet any one of the mandatory requirements in Stage 2 will not be considered further.** Those tenders which have passed Stages 1 and 2 evaluations will proceed to Stage 3 evaluation.

**(c) Stage 3 – Evaluation of Quality Aspects**

For tenders which have passed Stages 1 and 2 evaluation, their quality aspects will be further evaluated as follows:

	<u>Evaluation Criteria</u>	<u>Maximum Quality Marks</u>
1	Production standard	10
2	Quality accreditation standard	
	(i) For the Tenderer	5
	(ii) For the manufacturer	5
3	Environmental accreditation standard	5
	Total:	25

A tender will be assessed as to whether it complies with each desirable requirement as set out in the following table. Marks will be awarded as set out below. No pass mark is set for these desirable requirements.

<sup>1</sup> Payment shall be made through the Purchasing Card System operated by either Citibank, N.A or The Hong Kong & Shanghai Banking Corporation Limited. All bank charges imposed by banks whether payable by the Government or by the Contractor for effecting payment through the Purchasing Card System for transactions conducted outside Hong Kong shall be borne by the Contractor solely.

<b>(1) Production Standard</b>		
The Tenderer (or its manufacturer) possesses a certificate/report from a government laboratory / independent accredited laboratory certifying that the products offered meet the microbial limits (微生物指標) as stipulated in Table 3 of GB20810-2006 (or latest version) for bathroom tissue paper according to the test method as specified in its Appendix A. The issue date of the certificate/report shall be within 24 months before the Tender Closing Date.	<u>Mark</u>	<u>Maximum Mark</u>
a) Possession of a valid certificate/report	10	10
b) No possession of a valid certificate/report	0	-
<b>(2) Quality Accreditation Standard (Note)</b>		
(i) The Tenderer possesses a valid ISO9001 certificate as at the Tender Closing Date. The scope of certification must be related to the quality aspects of business management of the Tenderer including sales or logistics activities of the products offered. The issue date of the certificate shall be on or before the Tender Closing Date.	<u>Mark</u>	<u>Maximum Mark</u>
a) Possession of a valid certificate	5	5
b) No possession of a valid certificate	0	-
(ii) The manufacturer possesses a valid ISO9001 certificate as at the Tender Closing Date. The scope of certification must be related to the manufacturing of the products offered. The issue date of the certificate shall be on or before the Tender Closing Date.	<u>Mark</u>	<u>Maximum Mark</u>
a) Possession of a valid certificate	5	5
b) No possession of a valid certificate	0	-

<b>(3) Environmental Accreditation Standard</b>		
The manufacturer possesses a valid ISO14001 certificate as at the Tender Closing Date. The scope of certification must be related to the manufacturing of the products offered. The issue date of the certificate shall be on or before the Tender Closing Date.	<u>Mark</u>	<u>Maximum Mark</u>
a) Possession of a valid certificate	5	5
b) No possession of a valid certificate	0	-
<b>Total :</b>		<b>25</b>

Note: In case a Tenderer is also the manufacturer, it will be assessed under criteria 2(i) and (ii) above in its different capacities.

Tenders which have passed Stages 1 and 2 evaluation and completed Stage 3 evaluation will proceed to Stage 4 evaluation.

**(d) Stage 4 – Calculation of Weighted Quality Score**

A maximum weighted quality score of 20 will be allocated to the tender proposal achieving the highest total quality marks. The weighted quality score of other tenders will be worked out in accordance with the following formula:

$$\text{Weighted quality score of a tender that has passed Stages 1 \& 2 and completed Stage 3 evaluation} = 20 \times \frac{\text{Total quality marks attained by the tender being assessed}}{\text{Highest total quality marks among the tenders that have passed Stages 1 \& 2 and completed Stage 3 evaluation}}$$

Note: The weighted quality score of each tender will be rounded to the nearest 2 decimal places<sup>2,3</sup>.

<sup>2</sup> Examples of calculating the weighted quality scores and the rounding arrangements are given as follows:

Assuming there are three offers under Stage 4; Tenderer A gains the highest total mark of 15; Tenderer B gains a total mark of 10; and Tenderer C gains a total mark of 5. The weighted quality scores of the three Tenderers are:

Tenderer A:  $20 \times 15/15 = 20$ ;  
 Tenderer B:  $20 \times 10/15 = 13.3333$ ; and  
 Tenderer C:  $20 \times 5/15 = 6.6666$ .

After they have been rounded to the nearest two decimal places, the weighted quality scores of Tenderers A, B and C will become 20, 13.33 and 6.67 respectively.

<sup>3</sup> The same method of rounding applies to the calculation of the weighted price score under Stage 5.

**(e) Stage 5 – Price Assessment**

A maximum weighted price score of 80 will be allocated to the tender that has passed Stages 1 and 2 evaluation and completed Stage 3 evaluation and that has offered the lowest price. The weighted price score of other tenders that have passed Stages 1 and 2 evaluation and completed Stage 3 evaluation will be worked out in accordance with the following formula:

$$\begin{array}{l} \text{Weighted price score of} \\ \text{a tender that has passed} \\ \text{Stages 1 \& 2 and} \\ \text{completed Stage 3} \\ \text{evaluation} \end{array} = 80 \times \frac{\begin{array}{l} \text{Lowest price among the tenders that have passed} \\ \text{Stages 1 \& 2 and completed Stage 3 evaluation} \end{array}}{\text{Price of the tender being assessed}}$$

**(f) Stage 6 – Calculation of the Combined Score**

(i) The combined score of each tender offer which has passed Stages 1 and 2 evaluation and completed Stages 3 to 5 evaluation will be calculated as follows:

$$\text{Combined score} = \frac{\text{Weighted quality score}}{\text{score}} + \frac{\text{Weighted price score}}{\text{score}}$$

(ii) The Tenderer with the tender offer achieving the highest combined score will normally be recommended for the award of the Contract.