



本署檔號 Our Ref. : LM (219/2026) in CP KW SSPODIST/2-15/8
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9 October 2026

To whom it may concern,

Tender Ref. :	LM (219/2026) in CP KW SSPODIST/2-15/8
Tender Subject :	Tender for the Provision of Cleansing and Supporting Services to Cheung Sha Wan Police Station and Sham Shui Po Police Station
Document :	Addendum No. 1

I refer to the captioned tender issued on 4 September 2026. Please note the following as an addendum to the Tender Documents. Please refer to the replaced pages revised in track mode attached to this letter for your easy reference:-

(a) Pages 50, 52 and 53 (Annex A of the Terms of Tender) are replaced.

The above addendum shall form part of the Tender Documents, which shall constitute a binding contract. Apart from the above, all other terms and conditions of the Tender Documents shall remain unchanged. **Please replace the relevant pages by the sheets attached.** In case a Tenderer submits its Tender before the specified Tender Closing Time, it is deemed that the above amendments have been duly acknowledged by the Tenderer.

In addition, it is hereby notified that the Closing Date and Time of the subject tender has been extended from 15 October 2026 (12:00 noon) to 2 November 2026 (12:00 noon).

If you have already submitted a Tender and wish to make an amendment, you should do so in accordance with Clause 3.2.5 of the Terms of Tender before the Tender Closing Time.

Thank you for your attention.

Yours faithfully,

(Yvette LO)
for Commissioner of Police

Stage 3 – Evaluation of Technical Proposals by Marking Scheme

- 1.1 The Government will adopt a marking scheme with assessment criteria set out in the table below (each of which is referred to as “Criterion”) in assessing the Tenders which have passed Stage 2 assessment. The maximum technical marks which can be awarded to a Tender is 100. The technical assessment comprises three sections, namely Sections A to C. **There is a passing mark for Criterion (4) of Section B. Tenders which fail to pass Criterion (4) of Section B will not be considered further.**
- 1.2 The Tenderer who has passed the technical assessment at Criterion (4) of Section B and has attained the highest total technical mark would be awarded with a weighted technical score of 50, while the weighted technical score for other Tenderers who have passed the technical assessment at Criterion (4) of Section B would be calculated in accordance with the formula in Clause 1.3 below.
- 1.3 The weighted technical score of a Tenderer who has obtained the passing mark in Criterion (4) of the technical assessment is:
- $$50 \times \frac{\text{Technical mark of the Tender being considered}}{\text{Highest technical mark among all Tenders which have obtained the passing mark in Criterion (4) of the tender assessment}}$$
- 1.4 The weighted technical score of each Tender will be rounded to the nearest two (2) decimal places. Figures with the values at the third decimal place larger than or equal to 0.005 will be rounded up by adding 0.01 to the figures and curtailing the third decimal place onward whereas figures with the values at the third decimal place below 0.005 will be rounded down by curtailing the third decimal place onward without changing the values at the second decimal place.
- 1.5 Technical Assessment

Assessment Criteria [#]		Maximum Mark	Unit Mark (M)	Standard Score (S) (See Remarks)					Marks (M x S) (See Remarks)	Passing Mark	
				4	3	2	1	0			
(A) Wages, working hours & record of Demerit Point(s)											
(1)	Committed monthly wages for: (i) Cleaner (ii)General Worker (See Note 1)	(~~2012~~) (~~513~~)	N.A.								N.A.
(2)	Committed maximum net working hours per day for: (i) Cleaner (ii)General Worker (See Note 2)	(~~74~~) (~~25~~)	(~~74~~) (~~25~~)								N.A.

For Criterion (2)

Standard score of 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

For Criterion (3)

Standard score of 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

For Criterion (4)

Standard score of 4, 3, 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

For Criterion (5a)

Standard score of 3, 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

For Criterion (5b)

Standard score of 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

For Criteria (6) to (7)

Standard score of 3, 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

Notes to the Assessment Criteria**Note 1 (Committed monthly wage)**

(a) The marks to be awarded for Criterion (1) by each Tender passing Criterion (4) of the technical assessment will be determined by the following formula -

$$\text{Marks for Cleaner of a Tender} = \frac{20-12}{H-S} \times \frac{W-S}{H-S}$$

$$\text{Marks for General Worker of a Tender} = \frac{5-13}{G-R} \times \frac{Y-R}{G-R}$$

W = Committed monthly wage for Cleaner of the Tender being considered.

H = Among all the Tenders passing Criterion (4) of the technical assessment, the highest committed monthly wage of the Cleaner.

S = Prevailing "SMW plus paid rest day pay rate" for Cleaner, derived on the basis of 31 days (27 working days plus 4 paid rest days) per month, 8 normal hours of work per day and current minimum hourly wage rate.

- Y = Committed monthly wage for General Worker of the Tender being considered.
- G = Among all the Tenders passing Criterion (4) of the technical assessment, the highest committed monthly wage of the General Worker.
- R = Prevailing “SMW plus rest day pay rate” for General Worker, derived on the basis of 27 days (23 working days plus 4 paid rest days) per month, 9 normal hours of work per day and current minimum hourly wage rate.

Illustrative Example	Marks Scored (Example)
W = \$11,000 H = \$13,000 S = \$10,688.8	Marks scored = $\frac{20-12}{13,000 - 10,688.8} \times \frac{11,000 - 10,688.8}{13,000 - 10,688.8}$ $= 2.6931.616 \text{ (Marks)}$ Rounded to two (2) decimal places → <u>2.691.62</u> marks No mark will be given if the committed monthly wages for Cleaner or General Worker of a Tenderer's Tender is the same as the prevailing “SMW plus rest day pay rate”.

- (b) Tenderers must not propose different committed monthly wages for the same type of worker. If different committed monthly wages are proposed by a Tenderer, the lower/lowest committed monthly wages will be regarded as the committed wages for Cleaner and/or General Worker (as the case may be) in their Tenders for the purpose of tender evaluation.
- (c) In case the Tenderer fails to commit the monthly wage or the monthly wage committed by the Tenderer is less than the SMW plus rest day pay rate, such wage submitted by the Tenderer will be deemed to be not less than the “SMW plus rest day pay rate” for the purpose of tender evaluation. Tenderers shall refer to the details as described in Clause 5.1 of the Terms of Tender.

Note 2 (Committed Maximum Net Working Hours Per Day)

Type of Worker	Committed Maximum Net Working Hours per Day	Standard Score obtainable for Criterion (2)
Cleaner	Ten (10) hours or less, excluding meal break	1
	More than ten (10) hours excluding meal break	0
General Worker	Ten (10) hours or less, excluding meal break	1
	More than ten (10) hours excluding meal break	0