SECTION M1 - PREPARATION OF CONSULTANCY OFFER

OBJECTIVE

To ensure an appropriate and consistent response to enquiries and the preparation of bids in accordance with rules and guidelines.

RESPONSIBILITIES

The Managing Director or any other Directors is overall responsible for the preparation of bids including any prior application to bid where necessary and project-specific expressions of interest, or he may delegate the preparation task to other senior staff.

PROCEDURES

1. Sources of Enquiry

The Managing Director has assigned the Assist Accounts Manager to scan the relevant business opportunity portal on the Internet weekly for potential new enquiries published by the relevant organization or government agencies.

All receipt of a verbal or written enquiry shall be referred to the Managing Director or in his absence to the appropriate Director in the office for action.

2. Bid Preparation

Before submitting either an Expression of Interest or an actual bid, it is necessary to ensure that the recipient is a satisfactory prospective client.

The following reviews should be done prior to the bid preparation:

(a) Review potential Client's past record and current market feedback.

(b) Review internal manpower/resource required to service the project.

(c) Review other considerations that may benefit the Company (eg. enhancement of track record, etc.)

Upon completion of the above reviews, the Director-in-charge shall decide whether to proceed with the bid submission or decline to bid. The Director-in-charge shall refer to the Managing Director for concurrence if the review shows that the potential Client is not a satisfactory prospective client but the benefits to the Company arising from the other considerations prevail more.

Upon the decision to proceed, the Director-in-Charge will register the enquiry using the Project Enquiry Document Form.

The following guidelines shall be followed in the bid preparation:

(a) Decide best strategy to ensure bid is successful. On major projects, it may be necessary to carry out an assessment of the probable market price for the services.

(b) Where necessary and practicable, prepare cost estimate of fees based upon estimate of manpower input to project, plus expenses. All costing to be undertaken based on rates for use in this purpose.

(c) Unless stated in the letter of enquiry, the letter of offer should contain, among other things, brief description of project scale, scope of services and works, overall time frame, payment schedule and exclusions.

(d) Any client supplied draft form of agreement or draft contract should be vetted by the Director-in-charge and where necessary, sent to the Company's legal advisor for comment.

(e) The Director-in-charge of the bid shall discuss/review the consultancy offer with another Director before submission to the Client.

For overseas project, the following additional criteria shall be reviewed:

(a) those with a tradition of bad or late payment

(b) those where there is political instability

(c) those where the Company has not worked before and has no representation or appropriate commercial contacts

(d) those with unacceptable foreign exchange restrictions

(e) those where involvement may affect the ability to work in other countries for political reasons

3. Bid Negotiation

After submission of the actual bid, if the prospective Client request for fee negotiation or a discount on the fee submitted, the Director-in-charge (other than the Managing Director) shall review the fee proposal and discuss with the Managing Director on the revised fee to be agreed upon.

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REFERENCE

Form M1.A - Project Enquiry Document