

Agreement No. 9OD125
Design and Construction Management for
the Water Resources Education Centre at Tin Shui Wai

Guidelines for the Preparation of Staffing Proposal

Consultants shall complete the standard form attached to this Annex for compliance with the following requirements:

- (a) Consultants shall submit curriculum vitae of the proposed core personnel with the EOI proposal. Those proposed staff without curriculum vitae submitted would normally be disregarded in the assessment of EOI proposals.
- (b) Consultants shall declare the employment status of their proposed fulltime and non-fulltime core personnel / and those of their sub-consultants. For non-fulltime core personnel, consultants shall provide an undertaking signed by the non-fulltime core personnel confirming the percentage of time of their involvement if the Consultancy is awarded to the consultant concerned. Non-fulltime core personnel shall include, but not be limited to:-
 - (1) freelance staff who serve other firms as independent consultants,
 - (2) fulltime staff who occasionally serve other firms as part-time staff, and
 - (3) staff who would be hired if the consultant was awarded the consultancy agreement.
- (c) Consultants shall declare the current work commitment of their proposed core personnel / and the core personnel proposed by their sub-consultants in ongoing AACSB consultancy agreements.
- (d) Consultants shall indicate the specific calendar weeks/months during which their named core personnel will NOT be available for the Consultancy.
- (e) For the purpose of preparing staffing proposal, “core personnel” shall mean those consultant’s staff such as project managers, partners in charge, project directors or specialists.

Consultant's Declaration of Staffing Proposal in Expression of Interest Submission

Consultancy Agreement No. : 9OD125

Title: Design and Construction Management for the Water Resources Education Centre at Tin Shui Wai

(a) We confirm that the following information on our proposed **CORE PERSONNEL** is true:

No.	Name	HKID No.	Post	Fulltime/ Non-fulltime (F/N)	Current Work Commitment in Ongoing AACSB Consultancy Agreements	Calendar Weeks/Months During Which the Staff Will Not be Available	Degree of Involvement (For Non- fulltime Core Personnel ONLY)	
							% of Staff's Overall Working Time	Signature of Staff
1.								
2.								
3.								
4.								
5.								

(Name of the Consultant)

(Signature)

(Name and Post of the Signatory)

(Date).....