

7.3 Opening of Bids

7.3.1 After the deadline of bid submission, the CSAS will validate the bids received and filter out unqualified bid(s) which involve(s) -

- (a) a candidate who does not meet the essential requirements stipulated in the service request;
- (b) higher individual rate(s) for the same candidate proposed by more than one T-contractor for the same service request;
- (c) a candidate who is participating in another second-tier bidding or interview process;
- (d) a serving T-contract staff whose current contract will not expire within two months' time counting from the deadline for bid submission;
- (e) a serving T-contract staff, whose current contract will expire within two months' time counting from the deadline for bid submission, applying for a T-contract position with the same job assignment in the same B/D through a different T-contractor;
- (f) a former T-contract staff, with the deadline for bid submission falling within two months counting from the service end date of his former contract, applying for a T-contract position with the same job assignment in the same B/D as his former contract through a different T-contractor;
- (g) a serving T-contract staff who has tendered resignation, with the deadline for bid submission falling within (i) the three months' period counting from the effective date of his resignation, or (ii) the period between the effective date of his resignation and the original end date of his current contract, whichever is shorter;
- (h) a former T-contract staff who has resigned, with the deadline for bid submission falling within (i) three months counting from effective date of his resignation, or (ii) the period between the effective date of his resignation and the original end date of his former contract, whichever is shorter;
- (i) a candidate who has declined offers of service engagement three times consecutively, with the deadline for bid submission falling within three months counting from the date of the last selection process in which this candidate was involved;

Extracted from the T26 Administrative Procedures

- (j) a candidate who has failed to report for duty for a contract (say Contract A), with the deadline for bid submission falling within (i) three months counting from the planned start date of Contract A, or (ii) the period between the planned start date and the original end date of Contract A, whichever is shorter; and
- (k) a former T-contract staff, with the deadline of bid submission falling within the six months' period counting from the date when his former contract was terminated due to poor performance.

7.3.2 After the bids are opened, only candidates fulfilling the essential requirements stipulated in the service request and validated as qualified bids according to Section 7.3.1 above will be shortlisted. The CSAS administrative user should generate a list from the CSAS showing all shortlisted candidates in ascending order of the individual service rates (i.e. the order of priority adopted by the CSAS). For the sake of fairness, the essential requirements stipulated in the service request cannot be changed after the deadline of bid submission.

7.3.3 If B/D considers it necessary to cancel the second-tier bidding process before the deadline of bid submission (e.g. due to change of service requirements) or after the opening of bids (e.g. due to inadequate number of qualified bids for further processing), the approval of the supervisor of the requesting officer (as defined in Section 6.5 above) must be sought and the full justifications for the cancellation must be recorded properly. Once the second-tier bidding process is cancelled, a notification e-mail will be sent to each T-contractor for information by the CSAS.

7.3.4 Unless otherwise specified, Section 7.3.1 above is applicable during periods of extension of this Contract/transitions between Contracts preceding or succeeding this Contract, if any.