

**Summary of information on assessment criteria  
regarding wage rates and working hours for marking schemes  
adopted by major procuring departments**

**Food and Environmental Hygiene Department (FEHD)**

FEHD has prescribed the statutory minimum wage rate (SMW rate) plus the rest day pay rate as the minimum requirement for the assessment of wage rates, and the successful tenderer is required to pay their non-skilled workers at not less than the relevant rates. When evaluating tenders, if a tenderer proposes wage rates which are equivalent to the minimum requirement, its tender will receive no mark under the relevant assessment criterion. The tender with the highest proposed wage rates will get the full mark under the criterion, and the remaining tenders will get marks which are proportional to their proposed wage rates.

FEHD has not set any minimum requirement or passing mark for the working hours of non-skilled workers. If the working hours proposed by a tenderer are equivalent to those specified in the tender documents, the full mark will be given. If the proposed working hours are higher than those specified in the tender documents, no mark will be given. If a tenderer fails to obtain the **overall passing mark** in the technical assessment, its tender will not be considered.

**Leisure and Cultural Services Department (LCSD)**

LCSD will prescribe different marks for different levels of wage rates and working hours in its marking schemes. When LCSD evaluates tenders, it will give marks to tenderers corresponding to what prescribed level the proposed wage rates and working hours have attained. In brief, if the wage rates proposed by a tenderer attain a higher level, its tender will obtain a higher mark under that assessment criterion. If the working hours proposed by a tenderer attain the level required in the tender documents, its tender will also obtain a mark for that assessment criterion.

LCSD requires tenderers to propose wages at not less than the SMW rate plus the rest day pay rate and meet the working hour requirements as stated in the tender documents. If the wage rates proposed by a tenderer do not meet the

minimum requirements, its tender will not be considered. If the working hours proposed by a tenderer fail to meet the relevant level, no mark will be given under that assessment criterion. If a tenderer fails to obtain the **overall passing mark** in the technical assessment, its tender will not be considered.

### **Government Property Agency (GPA)**

GPA's property management services contracts (PMSCs) require contractors to pay their non-skilled workers at not less than the SMW rate (plus paid rest days). The PMSCs also stipulate the daily working hours for non-skilled workers and the shift hours for security guards. For tenders which meet the relevant essential requirements, those proposing higher monthly wage rates for non-skilled workers and lower maximum working hours for cleansing workers will be given higher marks in these two assessment criteria. No passing marks are set for these two assessment items. If a tenderer fails to obtain the **overall passing mark** in the technical assessment, its tender will not be considered.

### **Housing Department (HD)**

HD adopts marking schemes to evaluate tenders for property services/cleansing service/security service contracts. In the relevant tender documents, HD sets the SMW rate (plus paid rest days) as the minimum requirement for the assessment of wage rates. HD also sets the maximum daily working hours for cleansing workers. In giving scores, the best performers in these two aspects will be awarded the highest mark in the respective items while the remaining tenderers will get lower marks commensurate with their performance. All tenderers are required to meet the minimum requirements for wage rates and working hours stipulated in the tender documents. Tenders which do not meet the minimum requirements will not be considered.

Moreover, in some property management contracts, HD will prescribe different marks for different levels of wage rates for cleansing/security workers. Tenderers will obtain the corresponding marks when their proposed wage rates attain the relevant prescribed levels. All tenderers are required to meet the minimum requirements for wage rates and working hours stipulated in the tender documents. Tenders which do not meet the minimum requirements will not be considered.