

PROCEDURAL MANUAL FOR BIDDERS (FIRST PHASE)

A. General

1. Each Bidder must strictly follow the terms and conditions of the notice dated 18 July 2001 issued by the Authority in exercise of the powers conferred by section 32I of the Ordinance and the Regulation and all other powers enabling him to specify the terms and conditions of the Auction and the payment of the Spectrum Utilization Fees (the “Notice”) and the procedures as set out in this manual (the “Manual”). Unless otherwise stated, words and expressions used in the Manual and by any person in the Auctioneer's room (the “Auction Team”) have the same meanings as those given to them in the Notice unless the context otherwise requires.
2. The Authority has the right to impose Penalties on a Bidder if the Bidder or any of its representatives breaches any of the terms and conditions of the Notice and / or the procedures as set out in the Manual.

B. Bidder Participation Notice

1. Each Bidder must ensure that its principal contacts (as set out in its Application Form according to paragraph 1.3 of the Application Form Instructions) are available for contact at any time by the Authority from 8:00 a.m. on 19 September 2001 in respect of its participation in the First Phase of the Auction. This could be outside normal working hours. The Authority may need to get in touch with the principal contacts of a Bidder urgently and may need to send faxes to them at very short notice. The Authority may also require responses from the principal contacts of a Bidder at very short notice. It is imperative therefore that each principal contact of a Bidder is immediately available and has immediate access to the fax line specified against its name in paragraph 1.3 of the Application Form.
2. The Authority may notify a principal contact of a Bidder (via direct telephone conversation and faxing the Bidder Participation Notice to the fax line specified against its name in paragraph 1.3 of the Application Form) that the Bidder has become a qualified Bidder, and the time at which, and the Auction Location to which, the Bidder's representatives are required to report in order for the Bidder to participate in the First Phase of the Auction.
3. The qualified Bidder's representatives might have to report to the Auction Location within a very short period of time (e.g. 1-2 hours) after the Bidder has received the Bidder Participation Notice. It should be noted that no more than eight of the Bidder's representatives are permitted to enter the Bidding Room. Please note that once the Bidder's representatives have entered the Bidding Room, no further representatives will be permitted to join them, even if the number of representatives in the Bidding Room is less than eight. Accordingly, Bidders should assemble their representatives promptly in accordance with the Bidder Participation Notice before entering into the Bidding Room.

C. Representatives from the Auctioneer

1. Two Auctioneer's Assistants will be present in each Bidding Room until the end of the Final Bidding Round. Their principal responsibilities will be:
 - (a) on request by the Bidder's representatives, to explain the use of the equipment in the Bidding Room;
 - (b) overall observation of the activities inside the Bidding Room until the end of the Final Bidding Round;
 - (c) to collect each Bidding Form (together with the corresponding confirmation printed from the fax machine confirming the transmission of that Bidding Form to the Auctioneer's room) from the Bidder's representatives after the end of each Bidding Round;
 - (d) to liaise with the Bidder's representatives inside the Bidding Room and the support team outside the Bidding Room (see paragraph 2 of this section below), as required; and
 - (e) to pick up and answer initially all incoming telephone calls.

The Auctioneer's Assistants will not answer any questions raised by the Bidder's representatives on the Auction process. All questions must be addressed directly to the Auction Team via the fixed telephone line provided inside the Bidding Room. Please also note that the Auction Team will ask each of the Bidder's representatives to identify himself or herself and to provide the Bidder's password at the beginning of each telephone conversation.

2. A support team will be present outside each Bidding Room comprising:
 - (a) a technician who may (i) enter the Bidding Room as requested by the Auctioneer's Assistants during the bidding process to assist the Bidder's representatives if any technical problems arise with the equipment; and (ii) escort the Bidder's representatives if they want to use the bathroom at any time before the end of the Final Bidding Round; and
 - (b) an Auctioneer's Assistant who will escort the Bidder's representatives if they want to use the bathroom at any time before the end of the Final Bidding Round.

D. Contents of each Bidding Room

1. Each Bidding Room will have the following equipment:
 - (a) an audio reception device which will be linked to the audio broadcast system at the Auctioneer's room. There will be music tones when the Auction Team is not making any announcements. This is intended to let each Bidder know that he is still connected to the audio broadcast system even when announcements are not being made;
 - (b) a fax machine with a pre-set auto-dial function linked to the corresponding fax machine in the Auctioneer's room which must be used by the Bidder's representatives to submit Bidding Forms to the Auctioneer;
 - (c) a fixed line telephone with a pre-set auto-dial function linked to the corresponding telephone in the Auctioneer's room which must be used by the Bidder's representatives for communication with the Auction Team;
 - (d) two mobile telephones for backup communication with the Auctioneer's room. One of them will be held by an Auctioneer's Assistant in the Bidding Room and the other one will be held by a member of the support team outside the Bidding Room;
 - (e) a list of the telephone and fax numbers for use for communication with the Auctioneer's room (in case the auto-dial functions of the telephone and fax machine do not function properly);
 - (f) video recording system;
 - (g) backup telephone lines for the audio reception, the fixed telephone and fax machine; and
 - (h) a clock.

2. The following documents and items will be given to each Bidder by one of the Auctioneer's Assistants:
 - (a) a sealed envelope containing the password of the Bidder which the Bidder will need to use in all communications with the Auctioneer's room. This password must be used by the Bidder when filling in each Bidding Form and when making telephone communications with the Auction Team;
 - (b) a set of pre-printed Bidding Forms (with extra copies), including those for the trial Bidding Round, normal Bidding Rounds and the resolution of tied bids, together with some "blank" forms which can be used in any Bidding Round if the pre-printed Bidding Forms run out;
 - (c) a copy of this Manual; and
 - (d) a copy of the Information Memorandum.

3. If any of the equipment in the Bidding Room fails to function properly, the Bidder's representatives must immediately inform one of the Auctioneer's Assistants in the Bidding Room. If requested by the Bidder's representatives, the Auctioneer's Assistant will seek support from the technician of the support team, as appropriate. In addition, the Bidder's representatives must inform the Auction Team immediately.

4. If the line for the audio broadcast system is disconnected (failure to hear music between announcements would, for example, be an indication of disconnection), the Bidder's representatives must inform the Auction Team immediately, including the time when the line was disconnected. The Bidder's representatives should also seek assistance from an Auctioneer's Assistant to re-connect to the audio broadcast system immediately. Please note that connections to each of the Bidding Rooms will be monitored from time to time by the Auction Team.

E. Bidding process

1. Under normal circumstances, instructions from the Auctioneer to the Bidder's representatives will be given via the audio broadcast system. This will be a single-direction audio broadcast from the Auctioneer's room to the audio reception devices in each of the Bidding Rooms. All announcements will be made in English.
2. Before the first Bidding Round starts, the Auction Team may make a short announcement explaining the bidding process. This will be followed by a trial Bidding Round which will allow the Bidder's representatives to familiarise themselves with the auction equipment. The Bidder's representatives will be required to fill in the Bidding Form for the trial Bidding Round using the trial Bidding Form. The Auctioneer may decide to hold further trial Bidding Rounds, as appropriate.
3. The Auctioneer will then begin the first Bidding Round.
4. Each Bidder will be given approximately 10 minutes in each Bidding Round for preparing and submitting the Bidding Form for the relevant Bidding Round to the Auctioneer. The exact period of time allowed for each Bidding Round will be announced by the Auction Team via the audio broadcast system at or before the start of the corresponding Bidding Round. Each Bidder must ensure that in each Bidding Round the Bidding Form is submitted to the Auctioneer within the time limit imposed. The clock in the Bidding Room is provided for reference only. If there is any discrepancy between the time announced by the Auction Team via the audio broadcast system and the time as shown on the clock inside the Bidding Room, the time as announced by the Auction Team via the audio broadcast system shall be conclusive. The Bidders' representatives are advised to prepare and submit the Bidding Form for each Bidding Round as soon as the specified time for each Bidding Round has commenced.
5. The Auction Team will require some time to review the Bidding Forms received in each Bidding Round, between the end of the specified period of time allowed for submission of Bidding Forms for the relevant Bidding Round and the announcement of the end of that Bidding Round. This period may vary but is likely to last for approximately 10 minutes.
6. A sample announcement process is attached at Annex 1.
7. All activities inside each Bidding Room will be videotape-recorded. All telephone conversations with the Auction Team via the fixed line telephone will be tape-recorded.
8. If a Bidder's representative needs to communicate with the Auction Team, he or she should do so using the fixed line telephone provided in the Bidding Room. All telephone conversations with the Auction Team must be conducted in English.

F. Preparation and submission of Bidding Forms

1. In each Bidding Round, each Bidder must submit a Bidding Form to the Auctioneer via the fax machine in the Bidding Room. The fax machine's auto-dial function will be pre-set to dial to the corresponding fax machine in the Auctioneer's room. A Bidder must not submit more than one Bidding Form for any Bidding Round, unless otherwise instructed by the Auction Team.
2. All Bidding Forms must be prepared in English.
3. A notification to remain in a Bidding Round must include:
 - (a) the correct password of the Bidder; and
 - (b) the correct signatures from two of the Bidder's representatives whose signatures appear in paragraph 2.2 of the Bidder's Application Form.
4. A Final Offer must include:
 - (a) the correct password of the Bidder;
 - (b) the Final Offer percentage (both in numeric form and in words) within the bidding increment for that Bidding Round;
 - (c) the percentage at which the Bidder wishes to withdraw, i.e. the percentage at which the Bidder is not willing to bid (both in numeric form and in words) which must be 0.01% above the Final Offer; and
 - (d) the correct signatures from two of the Bidder's representatives whose signatures appear in paragraph 2.2 of the Bidder's Application Form.
5. Each Bidder must only fill in the relevant part of the Bidding Form for each Bidding Round. If a Bidder wishes to remain in a Bidding Round, the upper section of the relevant Bidding Form must be filled in according to the instructions as set out in paragraph 3 above of this section. If a Bidder wishes to make a Final Offer, the lower section of the relevant Bidding Form must be filled in according to the instructions as set out in paragraph 4 above of this section. A Bidder must not fill in both the upper and lower sections of a Bidding Form.
6. A Bidding Form must:
 - (a) be received by the Auctioneer's room before the end of the period specified for the relevant Bidding Round;
 - (b) be correctly filled out;
 - (c) contain the correct password; and
 - (d) be correctly signed by two of the Bidder's representatives, whose signatures appear in paragraph 2.2 of the Bidder's Application Form.

If a Bidding Form is not received by the Auctioneer's room or does not comply with the terms and conditions of the Notice, the Auctioneer may give the Bidder another opportunity to submit a Bidding Form for that Bidding Round and at the same time may impose a Penalty. Alternatively, the Auctioneer may deem the failure to submit a Bidding Form for that Bidding Round to be a notification by that Bidder to remain in that Bidding Round.

7. In the event of a tied bid, the relevant First Phase Tied Bidders will be informed by the Auction Team via the fixed line telephone provided in the Bidding Room. These First Phase Tied Bidders will then be required to submit their Revised Final Offers by filling in the Bidding Forms for the resolution of tied bids and submitting those Bidding Forms to the Auctioneer in accordance with the instructions given by the Auction Team.
8. The hard copy of each Bidding Form together with the corresponding confirmation printed from the fax machine confirming the transmission of that Bidding Form to the Auctioneer's room must be provided to one of the Auctioneer's Assistants after the end of the relevant Bidding Round. Upon written request by the Bidder to the Authority after the Final Bidding Round, the Bidder will be provided with a copy of the complete set of Bidding Forms and fax confirmations within three Business Days after receipt of such request.
9. A sample Bidding Form for the trial Bidding Round, a sample confirmation, a sample Final Offer and a sample Revised Final Offer are attached at Annexes 2 to 5.

G. Backup bidding

1. If the fax machine in the Bidding Room fails to function or it does not function properly (even after seeking assistance from the technician of the support team) and cannot be used to submit a Bidding Form to the Auctioneer, the Bidder's representatives must report this fact to the Auction Team immediately by telephone using the fixed line telephone in the Bidding Room. The Bidder's representatives may be instructed by the Auction Team to confirm the contents of its Bidding Form for a Bidding Round by telephone conversation with the Auction Team using the fixed line telephone in the Bidding Room. Each telephone confirmation with respect to a Bidding Round must be conducted in English. In addition, the Bidder's representatives must submit the actual Bidding Form for that Bidding Round to one of the Auctioneer's Assistants in the Bidding Room at the end of that Bidding Round. The contents of the Bidding Form confirmed by the Bidder's representatives over the telephone to the Auction Team shall prevail if it is inconsistent with the corresponding Bidding Form provided to one of the Auctioneer's Assistants.
2. If both the fax machine and the fixed line telephone in the Bidding Room fail to function or they do not function properly (even after seeking assistance from the technician of the support team) and cannot be used to submit a Bidding Form to the Auctioneer nor confirm the contents of that Bidding Form to the Auction Team, the Bidder's representatives shall inform one of the Auctioneer's Assistants. One of the Auctioneer's Assistants (after seeking the Auctioneer's consent) will then provide the Bidder's representatives with a mobile phone (together with the telephone number of the Auctioneer's room) which will be used to communicate with the Auction Team for the purposes of confirming the contents of the Bidding Forms for all relevant Bidding Rounds, as appropriate.
3. A sample script for confirming the contents of a Bidding Form over the telephone is attached at Annexes 6 to 7.

H. Emergency situations

1. The Bidder's representatives are only allowed to leave the Bidding Room (other than to visit the bathroom) if it becomes physically unsafe to remain in the Bidding Room (e.g. when there is a fire, etc.). However, the Auctioneer reserves the right to impose a Penalty on, or disqualify, the Bidder if the Auctioneer considers that any of the Bidder's representatives have left the Bidding Room without a good reason.
2. In the case of an emergency, all Bidder's representatives must follow the Auctioneer's Assistant instructions in all reasonable circumstances and shall not communicate or attempt to communicate or make any arrangements to communicate with any person other than the Auctioneer's Assistants, the Auction Team and any other person in their Bidding Room. The Auctioneer reserves the right to impose a Penalty on, or disqualify, the Bidder if the Auctioneer considers that any of the Bidder's representatives have communicated with persons other than the Auctioneer's Assistant, the Auction Team and any other persons in their Bidding Room without good reason.
3. The Bidder's representatives may seek assistance from any of the Auctioneer's Assistants whenever they encounter any problems in using any of the equipment in the Bidding Room. They must also inform the Auction Team about the problem by using the fixed line telephone or backup mobile phone (held by one of the Auctioneer's Assistants) immediately.

I. Food and beverages

1. Water and biscuits will be provided in each Bidding Room until the end of the Final Bidding Round. In addition, the Bidders' representatives are allowed to bring their own food and beverages when they first enter the Bidding Room. No delivery of food and beverages whatsoever will be allowed once they have entered into the Bidding Room. If the Bidding Rounds continue for significantly longer than anticipated, meals and refreshments will be arranged for the Bidders' representatives.

J. Prohibitions

1. The Auctioneer's Assistants will retain in their custody (inside the Bidding Rooms) all communications devices including, without limitation, mobile phones and pagers from the Bidder's representatives when they first enter the Bidding Room and shall not be responsible to any person for its loss or damage whatsoever caused during their retention or custody. None of these devices may be used by the Bidders until the Auction Team has declared the completion of the Final Bidding Round and announced the identities of the Provisional Successful Bidders, the provisional Applicable Royalty Percentage, and the identities of the losing Bidders (as appropriate). The Bidder's representatives will also be requested to sign a confirmation that they are not bringing into the Bidding Room any communications devices other than those which they have already surrendered to the Auctioneer's Assistants (see Annex 8). All such communications devices will be returned to the Bidder's representatives after the end of the Final Bidding Round and the announcement by the Auction Team of the identities of the Provisional Successful Bidders, the provisional Applicable Royalty Percentage, and the identities of the losing Bidders (as appropriate).
2. The Bidder's representatives shall not communicate or attempt to communicate or make any arrangements to communicate with any person other than the Auctioneer's Assistants, the Auction Team and any other persons in their Bidding Room before the end of the Final Bidding Round. This shall extend to any postponed Bidding Round that may be anticipated in Section H.
3. The Bidder's representatives shall remain in the Bidding Room until the time specified by the Auctioneer and shall not leave the Bidding Room unless with the Auctioneer's prior written consent or under the circumstances specified in Section H. This applies even if a bidder has already made his Final Offer.
4. The Bidder's representatives will be allowed to go to the bathroom, one-by-one, escorted by a member of the support team outside the Bidding Room. They will be required to sign in and out of the Bidding Room.
5. The Bidder's representatives shall not send any form of communication to the Auctioneer during the Auction which is, in the opinion of the Auctioneer, vexatious.
6. The Bidder's representatives shall not submit a Bidding Form which is illegible or which is otherwise unclear.
7. The Bidder's representatives shall not submit a Bidding Form to the Auctioneer's room or communicate with the Auction Team other than in accordance with this Manual.
8. The Bidder's representatives shall not destroy or improperly use any of the equipment supplied by the Auctioneer for the Auction.

9. The Bidder's representatives shall not act, without reasonable excuse, in a manner which disrupts or may disrupt the Auction.

K. Announcements to be made by the Auctioneer after the Final Bidding Round

1. The Auctioneer intends to announce the identities of the Provisional Successful Bidders and the provisional Applicable Royalty Percentage. He may also publicise relevant details regarding the corporate structures of, and shareholdings in, the Provisional Successful Bidders at the same time he announces their identities, so as to better assist the public in understanding the identities of those Provisional Successful Bidders. At the Auctioneer's sole discretion, the Auctioneer may also announce the identities of the losing Bidders and those who were not Qualified Bidders.
2. The Bidders' representatives will then be escorted from the Bidding Rooms to the exit after they have collected their own communications devices from the relevant Auctioneer's Assistants.

**Office of the Telecommunications Authority
10 September 2001**

SAMPLE ANNOUNCEMENT PROCESS

1. The Announcer at the Auctioneer's room may make the following announcements:

Time	Nature of announcement
<i><u>Beginning of process</u></i>	
1 st announcement before trial Bidding Round testing and start of the First Phase bidding	General explanatory overview of the bidding process
<i><u>Trial Bidding Round and testing</u></i>	
Before start of trial Bidding Round	Pre-start announcement (e.g. 1-2 minutes before start of the trial Bidding Round testing)
Start of trial Bidding Round	Announcement of start of trial Bidding Round testing which will provide Bidders with the specified period of time allowed for submission of the Bidding Forms for the trial Bidding Round
Before the end of the specified period of time for the trial Bidding Round	Announcement of time remaining for the trial Bidding Round testing allowed for submission of the Bidding Forms for the trial Bidding Round (e.g. 1-2 minutes before end of the specified time)
At the end of the specified period of time for the trial Bidding Round	Announcement of end of the specified period of time allowed for submission of the Bidding Forms for the trial Bidding Round
End of trial Bidding Round	Announcement of completion of the trial Bidding Round testing
<i><u>Start of the First Phase bidding</u></i>	
Before start of Bidding Round 1 of the First Phase	Pre-start announcement (e.g. 1-2 minutes before start of Bidding Round 1)
Start of Bidding Round 1 of the First Phase	Announcement of start of Bidding Round 1 which will provide Bidders with the specified period of time allowed for

	submission of the Bidding Forms for Bidding Round 1
Before the end of the specified period of time for Bidding Round 1	Announcement of time remaining for Bidding Round 1 allowed for submission of the Bidding Forms for Bidding Round 1 (e.g. 1-2 minutes before end of the specified time)
At the end of the specified period of time for Bidding Round 1	Announcement of end of the specified period of time allowed for submission of the Bidding Forms for Bidding Round 1
End of Bidding Round 1	Announcement of completion of Bidding Round 1
<i>All other Bidding Rounds</i>	
For all subsequent Bidding Rounds	Similar set of announcements as Bidding Round 1 will be made for all subsequent Bidding Rounds
<i>Completion of Final Bidding Round</i>	
End of Final Bidding Round	<ul style="list-style-type: none"> • Announcement of completion of Final Bidding Round; • Announcement of the identities of all Provisional Successful Bidders (together with relevant information about the corporate structure of, and shareholdings in, each of the Provisional Successful Bidders as the Auctioneer considers appropriate) and the provisional Applicable Royalty Percentage; • Announcement of the identities of the losing Bidders ; • Announcement of the identities of those who were not Qualified Bidders; and • Instructions for Bidders' representatives to leave the Bidding Rooms

2. The Announcer may make other announcements on the progress of the Auction, as appropriate, from time to time, such as for temporary suspension of the Auction.

Note 1:

For percentages in words, all numbers should be written. For example:

- (a) 15.16% should be written as “One five point one six” but not “Fifteen point one six” or any other variant;*
- (b) 15.10% should be written as “One five point one zero”, not “One five point one” or any other variant; and*
- (c) 15.01% should be written as “One five point zero one” but not any other variant.*

Note 2:

The percentage at which the Bidder withdraws must be 0.01% above the Bidder’s Final Offer

SAMPLE CONFIRMATION

Bidding Form for Bidding Rounds of the First Phase
(please complete in block letters)

Bidding Round:

Bidding increment:

Bidder: BIDDER A

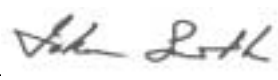
(the "Bidder")


Either:

We confirm that the Bidder will remain in the First Phase in this Bidding Round. We therefore confirm that the Bidder's minimum Final Offer which we may now make is 6.00%.

Password: MCT672DI

Signed:


Representative 1


Representative 2

Or:

We confirm that the Bidder withdraws from the First Phase in this Bidding Round.

We confirm that the Bidder's Final Offer is:

10s Units 1st decimal 2nd decimal
 • %

In words: _____ Per cent. (see note 1)

We confirm the Bidder is not willing to bid at or above (see note 2):

10s Units 1st decimal 2nd decimal
 • % (see note 2)

In words: _____ Per cent. (see note 1)

Password: _____ Signed:

Representative 1

Representative 2

PTO for notes
The Bidding Form is the property of the Government

Note 1:

For percentages in words, all numbers should be written. For example:

- (a) 15.16% should be written as “One five point one six” but not “Fifteen point one six” or any other variant;*
- (b) 15.10% should be written as “One five point one zero”, not “One five point one” or any other variant; and*
- (c) 15.01% should be written as “One five point zero one” but not any other variant.*

Note 2:

The percentage at which the Bidder withdraws must be 0.01% above the Bidder’s Final Offer

SAMPLE FINAL OFFER

Bidding Form for Bidding Rounds of the First Phase

(please complete in block letters)

Bidding Round: **Bidding increment:**

Bidder: BIDDER A (the "Bidder")

Either:

We confirm that the Bidder will remain in the First Phase in this Bidding Round. We therefore confirm that the Bidder's minimum Final Offer which we may now make is 6.00%.

Password: _____
Signed: _____

Representative 1

Representative 2

Or:

We confirm that the Bidder withdraws from the First Phase in this Bidding Round.

We confirm that the Bidder's Final Offer is:

10s	Units	1st decimal	2nd decimal	
<input type="text"/>	<input type="text" value="5"/>	• <input type="text" value="5"/>	<input type="text" value="0"/>	%

FIVE POINT FIVE ZERO

In words: _____ Per cent. (see note 1)

We confirm the Bidder is not willing to bid at or above (see note 2):

10s	Units	1st decimal	2nd decimal	
<input type="text"/>	<input type="text" value="5"/>	• <input type="text" value="5"/>	<input type="text" value="1"/>	% (see note 2)

FIVE POINT FIVE ONE

In words: _____ Per cent. (see note 1)

Password: MCT672DI

Signed: [Signature]

Signed: [Signature]

Representative 1

Representative 2

PTO for notes

The Bidding Form is the property of the Government

Note 1:

For percentages in words, all numbers should be written. For example:

- (a) 15.16% should be written as “One five point one six” but not “Fifteen point one six” or any other variant;*
- (b) 15.10% should be written as “One five point one zero”, not “One five point one” or any other variant; and*
- (c) 15.01% should be written as “One five point zero one” but not any other variant.*

Note 2:

The percentage at which the Bidder withdraws must be 0.01% above the Bidder’s Final Offer

**Bidding Form for Revised Final Offer for resolution of tied bids in the
Tied Bidding Rounds**
(please complete in block letters)

Bidder: BIDDER A (the “Bidder”)

We confirm that the Bidder makes a Revised Final Offer. The Bidder’s Revised Final Offer is:

10s Units 1st decimal 2nd decimal
[] [5] [8] [5] %

In words: FIVE POINT EIGHT FIVE Per cent.
(see note 1)

We confirm the Bidder is not willing to bid at or above (see note 2):

10s Units 1st decimal 2nd decimal
[] [5] [8] [6] %

In words: FIVE POINT EIGHT SIX Per cent.
(see note 1)

Password: MCT672DI

Signed:  
Representative 1 Representative 2

Note 1:

For percentages in words, all numbers should be written. For example:

- (a) *15.16% should be written as “One five point one six” but not “Fifteen point one six” or any other variant;*
- (b) *15.10% should be written as “One five point one zero”, not “One five point one” or any other variant; and*
- (c) *15.01% should be written as “One five point zero one” but not any other variant.*

Note 2:

The percentage at which the Bidder withdraws must be 0.01% above the Bidder’s Final Offer

The Bidding Form is the property of the Government

SAMPLE**Bidding Form: spoken confirmation for First Phase**

“I, JOHN SMITH, confirm that BIDDER A
 will remain in the First Phase for this Bidding Round 1. I
 confirm that the minimum Final Offer that BIDDER A may make in
 the First Phase is SIX POINT ZERO ZERO percent in Round
2. Our password is MCT 672 DI.”

Bidding Form: spoken Final Offer for First Phase

“I, JOHN SMITH, confirm that BIDDER A
 withdraws from the First Phase of the Auction. I confirm that
BIDDER A’s Final Offer to be FIVE POINT EIGHT FIVE
 percent. I confirm that BIDDER A is not willing to bid at or above
FIVE POINT EIGHT SIX percent for the First Phase of the Auction. Our password
 is MCT 672 DI.”

Note: For spoken percentages, the Representative should say each number. For examples:

- (a) 15.16% should be spoken as “One five point one six” but not “Fifteen point one six” or any other variant;
- (b) 15.10% should be spoken as “One five point one zero”, not “One five point one” or any other variant; and
- (c) 15.01% should be spoken as “One five point zero one” but not any other variant.

The Bidding Form is the property of the Government

Bidding Form: spoken Revised Final Offer

(for resolution of tied bids in the First Phase)

“I, JOHN SMITH, confirm that the Revised Final Offer of
BIDDER A for the First Phase of the Auction is
FIVE POINT EIGHT FIVE percent. I confirm that
BIDDER A is not willing to bid at or above
FIVE POINT EIGHT SIX percent for the First Phase of the Auction. Our password
is MCT 672 DI.”

Note: For spoken percentages, the Representative should say each number. For examples:

- (a) 15.16% should be spoken as “One five point one six” but not “Fifteen point one six” or any other variant;*
- (b) 15.10% should be spoken as “One five point one zero”, not “One five point one” or any other variant; and*
- (c) 15.01% should be spoken as “One five point zero one” but not any other variant.*

COMMUNICATION DECLARATION

Bidder : _____ (the "**Bidder**")

We, being the Bidder's representatives with our names set out below, confirm that we have surrendered the items listed below to the Auctioneer's representative and do not have in our possession any mobile phone, pager or other communication device or software (except for those provided by the Auctioneer) which would enable us to communicate with any person outside the Bidding Room during the First Phase of the Auction.

	Name	No. and description of items	Signature
Representative 1	_____	_____	_____
Representative 2	_____	_____	_____
Representative 3	_____	_____	_____
Representative 4	_____	_____	_____
Representative 5	_____	_____	_____
Representative 6	_____	_____	_____
Representative 7	_____	_____	_____
Representative 8	_____	_____	_____

.....
Acknowledgement of receipt

We confirm that the items as set out next to our name above have been returned to us.

	Name	Signature
Representative 1	_____	_____
Representative 2	_____	_____
Representative 3	_____	_____
Representative 4	_____	_____
Representative 5	_____	_____
Representative 6	_____	_____
Representative 7	_____	_____
Representative 8	_____	_____