

Wider Implementation of e-Tendering System (Works Contract)

21 December 2023



Development Bureau

Agenda



1. Arrangement During Pilot Period
2. Wider Implementation
 - Implementation Programme
 - Prerequisites
3. Important Points to Note

Arrangement During Pilot Period



Pilot Works Contracts

- Selected works contract under the ambit of Central Tender Board and Public Works Tender Board (current threshold is \$55M which would be updated from time to time)
- Works contracts of the six works departments (ArchSD, CEDD, DSD, EMSD, HyD and WSD)
- Only those inviting Group C contractors in the List or highest group / class contractors in the Specialist List
- Mandatory submission of both soft copy via the e-TS and hard copy to tender box

Arrangement During Pilot Period



Pilot Works Contracts

As at 15 Dec 2023, 26 pilot works tenders have adopted the e-TS.

Category	No. of Pilot Contracts
Buildings (Group C)	4
Roads and Drainage (Group C)	8
Site Formation (Group C)	1
Air Conditioning Installation (Group II)	2
Electrical and Mechanical Installation for Sewage Treatment and Screening Plant	2
Industrial Type Electrical Installation	3
Landslip Preventive / Remedial Works to Slopes / Retaining Walls	6

Wider Implementation



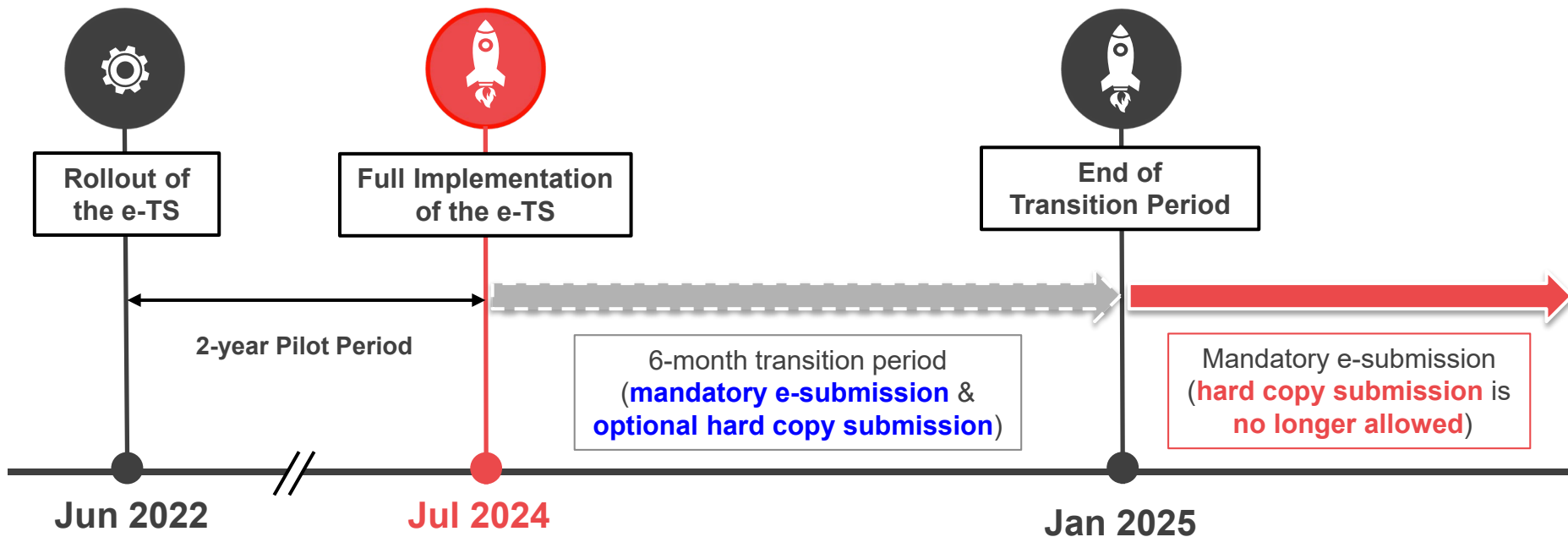
Works Contracts

- Starting from **July 2024**
- **ALL** works contracts under the ambit of Central Tender Board and Public Works Tender Board (current threshold is \$55M which would be updated from time to time) except for those involving special submission requirements
- Works contracts of the **ALL** government departments
- Contracts inviting contractors of **ANY** group / class contractors in the List and Specialist List

Wider Implementation



Implementation Programme

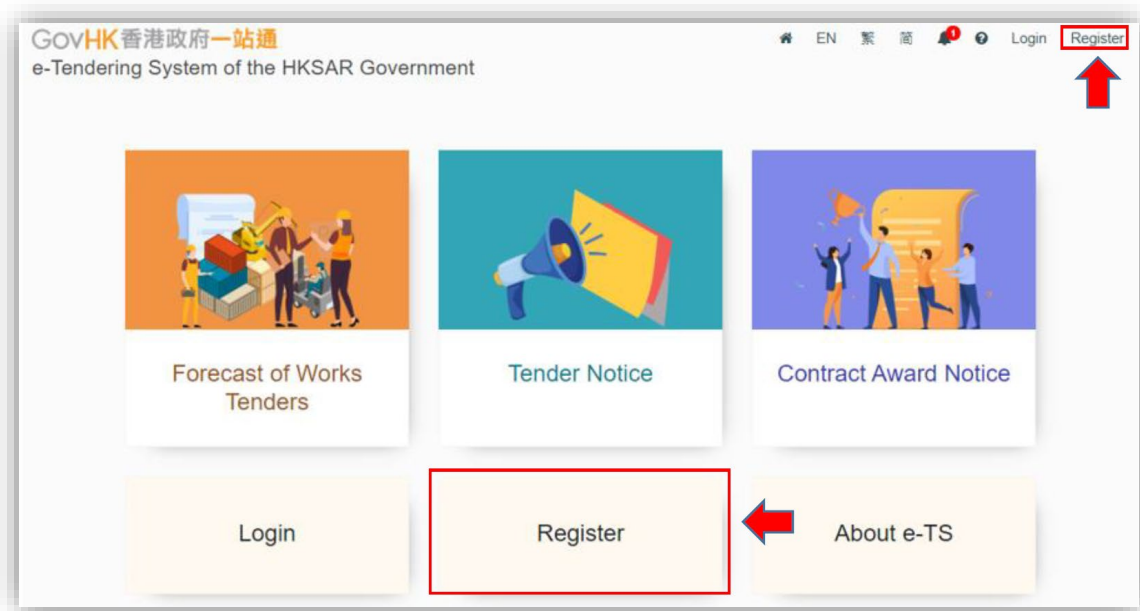


Wider Implementation



Prerequisites

- Registration of the e-TS account (www.ets.gov.hk)



Wider Implementation



Prerequisites

- Have a valid Organizational e-Cert (normally 1-month lead time for application / renewal)
- Two Recognized Certification Authorities



Website: <https://www.hongkongpost.gov.hk/index.html>



Website: <https://www.dg-sign.com/eng/index.htm>

Important Points to Note



Electronic Submission

- Good practice
 - Use well-organized and recognizable file names
 - File content matches with file name
- Particular attention should be drawn to the essential submission. Tender may not be considered if there is complication in any essential submission.

Important Points to Note



Electronic Submission

● Multiple submissions

- Tenderer may submit additional files to replace and/or supplement any electronic file(s) or any part(s) of an electronic file submitted to the e-TS before the close of submission.
- Tenderer should indicate clearly in the document the specific electronic file(s) and/or the specific part(s) of an electronic file are to be replaced and/or supplemented.
- The additional file must be submitted via the e-TS before the close of submission, otherwise it shall not be considered.
- If the information regarding which electronic file(s) and/or which part(s) of an electronic file intended to be replaced or supplemented is ambiguous, the additional files may not be considered.

Important Points to Note



Digital Signature

Applying digital signature to electronic files

- Pilot Period
 - All individual electronic files shall be digitally signed.

File Format for Submission of Tender

- ✓ Digitally signed files shall be in .p7s format for submission via the e-TS
- ✓ Compressed file in .zip format is also acceptable, but all files packed in the .zip file must be digitally signed in .p7s format

Important Points to Note



Digital Signature

Applying digital signature to electronic files

- **Starting from July 2024**

- Only for those documents that shall be signed (e.g. Form of Tender, Contract Data Part 2), the corresponding electronic files shall be digitally signed.

- Tender may not be considered if essential submission is not digitally signed.

Important Points to Note



Digital Signature

Validity of Organisational e-Cert for digital signature

- Pilot Period
 - The Organisational e-Cert corresponding to the digital signature must be valid as at the **Tender Closing Date**.
- **Starting from July 2024**
 - The Organisational e-Cert corresponding to the digital signature must be valid as at the **date of submission**.
- Tender may not be considered if essential submission is digital signed with the use of an expired Organisational e-Cert.

Important Points to Note



Digital Signature

Electronic submission by Joint Venture

- **ALL** participants shall digitally sign the electronic submission.
- Tender may not be considered if essential submission is not digitally signed by all participants.

Important Points to Note



Damaged or Infected Electronic Files

- Pilot Period
 - Open hard copy submission for evaluation
- Transition Period
 - Scenario 1: If hard copy is submitted in addition to electronic submission, the hard copy may be opened for evaluation.
 - Scenario 2: If hard copy is not submitted and there is no hard copy as fallback, affected files shall not be considered in tender evaluation.
- After Transition Period (starting from Jan 2025)
 - **NO** hard copy submission is allowed and therefore no hard copy as fallback.
 - Affected files shall not be considered in tender evaluation.

Important Points to Note



System Failure or Breakdown

● Pilot Period

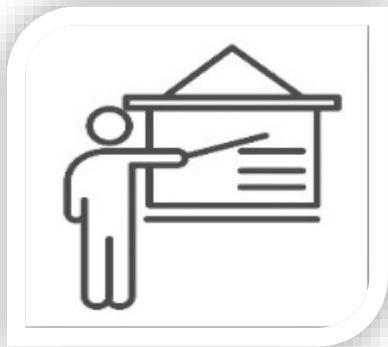
- Tenderer shall communicate with the Project Manager or his designate to confirm that it shall submit its tender in hard copy format only prior to the tender closing date.
- Tenderer has provided sufficient evidence of reasonable attempts to submit his tender via the e-TS prior to the tender closing date (e.g. a screen capture(s), photo(s), image(s) and etc. showing the failure, interruption, breakdown, malfunction, slow processing, error, limitation of the e-TS or any other defect or default in the e-TS that the tenderer has encountered) within two working days after the tender closing date.

● Starting from July 2024

- If system failure or interruption happens between 9:00 am and 12:00 noon on the tender closing date, the Project Manager has the discretion to extend the tender closing date. The extended tender closing date will be announced at the earliest possible time.



Training Session

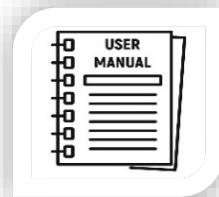


- Two live briefing cum training sessions will be organised in **March** and **April 2023** respectively in online mode. They will also be recorded and posted on GovHK website for future reference by contractors.
- After full implementation, regular training sessions will be arranged. Contractors may enroll any session as necessary.

Support

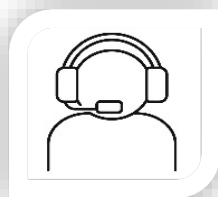


Training Video



User Manual

Please visit <https://www.gov.hk/en/theme/etendering/usermanual/>



Helpdesk

General enquiry : 3997 1844

Technical Support : 6310 9329



Discussion