e-Tendering System (Works Contracts)

Online Training Session (22 August 2024 & 9 September 2024)



Agenda



- 1. Introduction of e-Tendering System (Works Contracts) ("e-TS(WC)")
- 2. Implementation Arrangement

Implementation Programme Prerequisites

- 3. Important Points to Note
- 4. Live Demonstration
- 5. Reminder

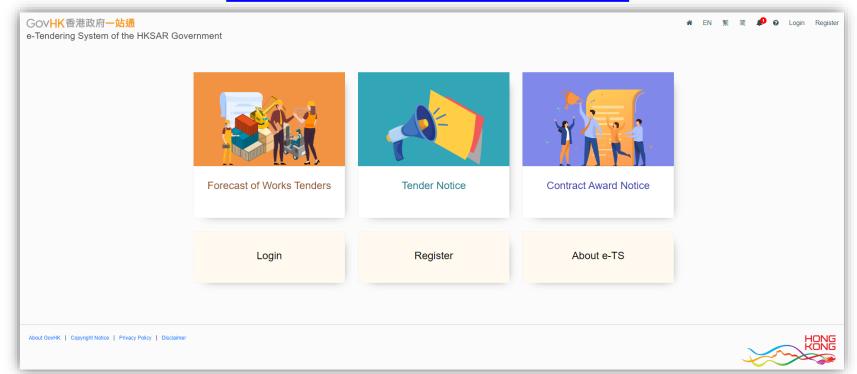
Digital Signing Tool – DSigner Submit Tender Support

6. Q&A

Introduction of e-TS(WC)



https://www.ets.gov.hk



Introduction of e-TS(WC)



GOVHK香港政府一站通



https://www.gov.hk/en/theme/etendering/ets/





View Tender Forecast & Tender Notice



02 Register and Manage e-TS Account



Receive Tender Invitation & Related Notifications



Download Tender Document & Tender Addendum



Send Tender Queries & Receive Response



Make Tender Submission



Receive Clarification Request & Making Response



Receive Tender Award Result

03

04

05

06

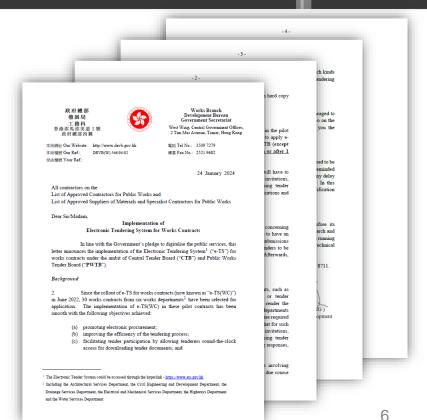






Letter to Contractors

- Dated on 24 January 2024
- To all contractors on the:
 - List of Approved Contractors for Public Works
 - List of Approved Suppliers of Materials and Specialist Contractors for Public Works





Training Sessions to Contractors

- Held on March and April 2024
- Participants included Contractors of
 - The List of Approved Contractors for Public Works
 - The List of Approved Suppliers of Materials and Specialist Contractors for Public Works



Works Contracts

- Pilot Period from June 2022 to June 2024
- Full Implementation starting from 1 July 2024
- ALL works contracts under the ambit of Central Tender Board and Public Works Tender Board
- Works contracts of ALL government departments
- Contracts inviting contractors of ANY group / class contractors in the List and Specialist List

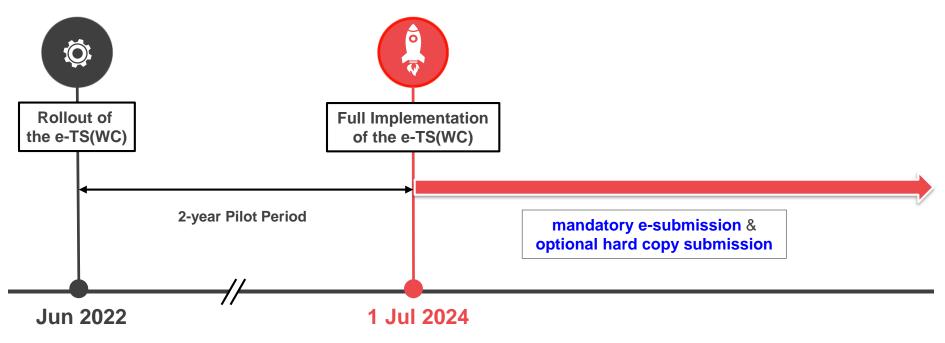


Works Contracts

- Exception
 - those involving special submission requirements (only the process of tender submission is excluded from using e-TS(WC))
 - open tendering (entire process adopts paper-based form)
 - prequalified tendering (entire process adopts paper-based form)



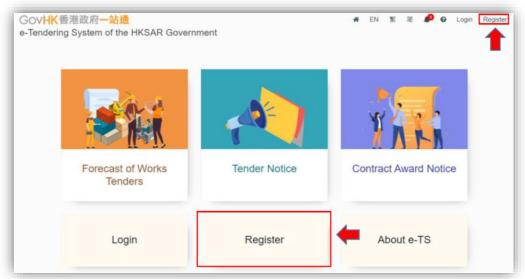
Implementation Programme





Prerequisites

- Registration of the e-TS(WC) account (<u>www.ets.gov.hk</u>)
- Contractors are reminded to <u>register as soon as possible</u>





Prerequisites

 Have a <u>valid</u> Organizational e-Cert (normally 1-month lead time for application / renewal)



- Contractors are reminded to <u>apply for/renew</u> the Organisational e-Cert <u>as early as practicable</u>
- Two Recognized Certification Authorities







Digital Signature

Applying digital signature to electronic files

- If a file is required to be Digitally Signed pursuant to the General Conditions of Tender and Special Conditions of Tender, it must be Digitally Signed, including but not limited to, Form of Tende and Contract Data Part two.
- Tender may not be considered if essential submission, which requires to be digitally signed, is not digitally signed.
- For electronic files of your tender which are required to be digitally signed in .p7s file format, if compression into .zip file format is desired, you should digitally sign these files before compressing.



Digital Signature

Validity of Organisational e-Cert for digital signature

- The Organisational e-Cert corresponding to the Digital Signatures must be valid as at earlier of the date and time on which
 - i. the file is submitted via the e-TS(WC)
 - ii. the file is signed, if such information is generated in the form of a time stamp in the affixed digital signature
- Tender may not be considered if essential submission, which requires to be digitally signed, is digitally signed with the use of an expired Organisational e-Cert.



Digital Signature

Electronic submission by unincorporated joint venture

- For the avoidance of doubt, a file submitted by an unincorporated joint venture must be Digitally Signed <u>by ALL of its participants</u>.
- Without prejudice to other requirements, a file which does not comply with this requirement will be discarded and not be considered.



Electronic Submission

- Good practice
 - Use well-organized and recognizable file names
 - File content matches with file name



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.
 - The additional file must contain a sufficiently clear statement as to which error(s) is to be rectify and /or which specific file(s) or part(s) thereof in the tender is to be replaced or supplemented.
 - The additional file must be submitted via the e-TS before the close of submission, otherwise
 it shall not be considered.
 - If it is unclear to the Client which file(s) or part(s) thereof in the tender is to be rectified, replaced or supplemented, the part(s) of the additional file which is unclear will be discarded and not be considered.

Demonstration



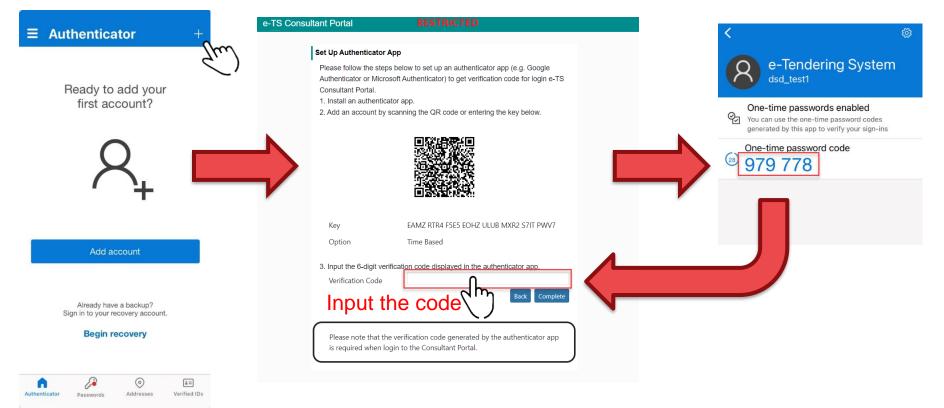


Live Demonstration of e-TS(WC)

Demonstration

Use of Authenticator for Consultant Portal





Digital Signing Tool - DSigner





Tender Document

Points to Note

1. The time required to download is subject to various factors, including but not limited to the bandwidth, the network, the computer performance and the file size etc. The r of concurrent e-TS(WC) users directly. In case a slow download speed is encountered, please check the

To open a file in .p7s extension, you v_{me}.

"DSigner". porting .p7s. You can obtain a suitable software in the market or download, install and use the freeware

Click here to download DSigner (1).



You are required to read and agree to the terms and conditions before downloading tender document.

Read Terms and Conditions

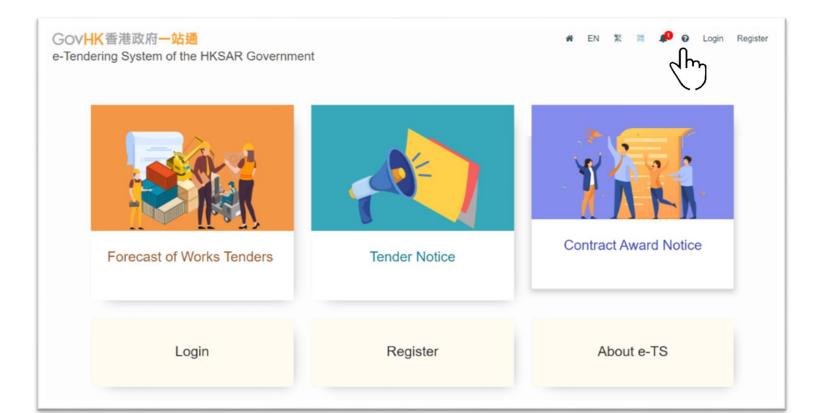
File Name (File Size)

Last Download Date and Time

Digital Signing Tool – DSigner







Digital Signing Tool – DSigner





FAQ

If you have any questions about this website, please visit the FAQ of the e-Tendering System.

Helpdesk Information

Operation Hours

09:00 am - 06:00 pm (Hong Kong Time) Monday to Friday (lunch break 01:00pm - 02:00pm) except public holidays

Hotline

(852)6310 9329[For technical support]

(852)3997 1844[For general enquiry]

Email Address

enquiry@ets.gov.hk

Maintenance Schedule

For the application of system patches and upgrade of the e-Tendering System, maintenance schedule and duration will be arranged on an as-needed basis in the time slot shown below. The e-Tendering services will be subject to short or long interruption and you are advised to avoid accessing the e-Tendering System during the maintenance windows.

Maintenance Window

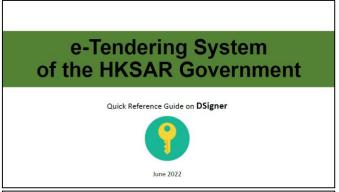
04:00 pm - 11:00 pm (Hong Kong Time) Tuesday *

* Further details will be announced prior to each maintenance window via the announcement page of the e-Tendering System website.

Reference Materials

- User Manual and Teaching Video of the e-Tendering System
- Quick Reference Guide and Teaching Video of DSigner



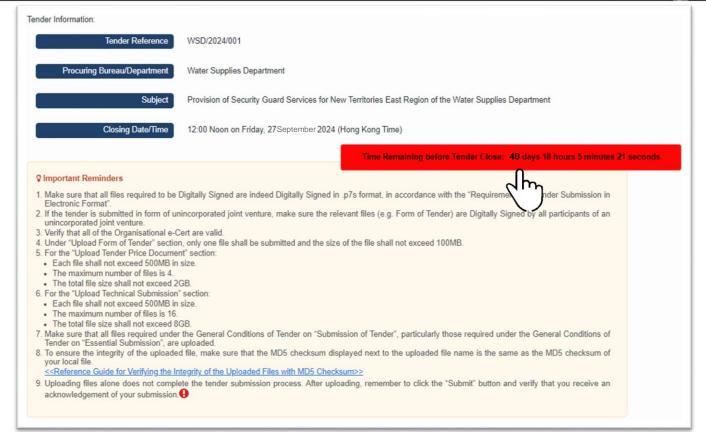


Sign (File) Convert (Signed File) DSigner Help Co Single File : Multiple Files Course Folder: Destination Folder:	
Source Folder:	
Destination Folder:	
○ USB Token ● Digital Certificate:	
Digital Certificate: Certificate Password:	
Introduction and Demonstration	ì

Submit Tender

Submission closing date and time

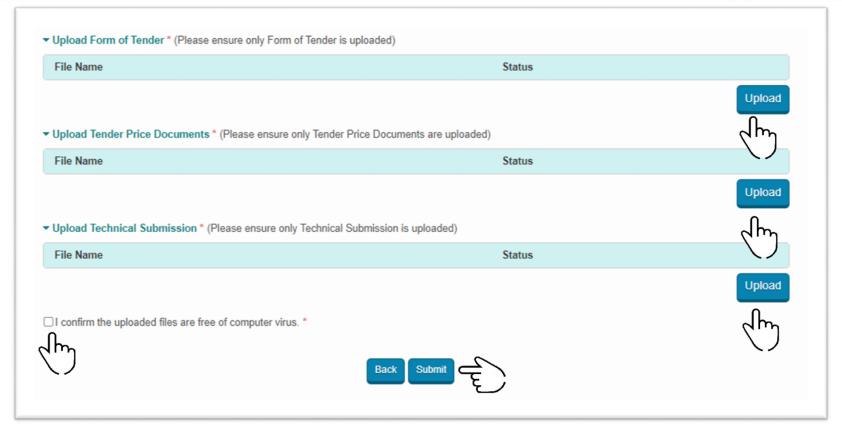




Submit Tender

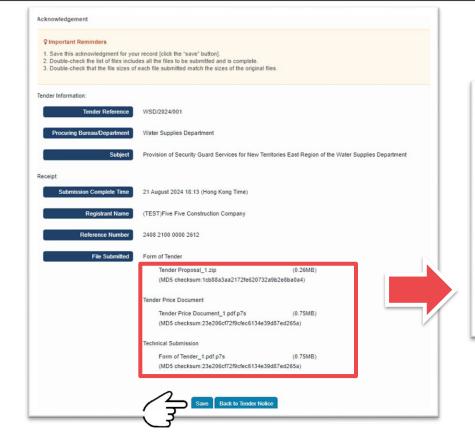
Marking Scheme Approach





Submit Tender

Acknowledgement





Form of Tender

Tender Proposal_1.zip (0.26MB)

(MD5 checksum:1cb88a3aa2172fe620732a9b2e8ba0a4)

Tender Price Document

Tender Price Document_1.pdf.p7s (0.75MB)

(MD5 checksum:23e206cf72f9cfec6134e39d87ed265a)

Technical Submission

Form of Tender_1.pdf.p7s (0.75MB)

(MD5 checksum:23e206cf72f9cfec6134e39d87ed265a)

Support



Training Session



 Two training sessions are organised in August and September 2024 respectively in online mode.

Refresher training sessions will be arranged.

Support





Training Video



User Manual

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



Helpdesk

General enquiry: 3997 1844

Technical Support: 6310 9329

Disclaimer



Tenderer must refer to the tender documents for full details and no reliance shall be placed on these slides.

In case of any discrepancy between these slides and the tender documents, the invitation documents prevail.

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