

Training Session on e-Tendering System (Works Consultancy Services)

21 August 2024 & 4 September 2024



Development Bureau

Agenda

1. Introduction
2. Functions
3. Points to Note

Invitation to Submit EOI / T&F Proposals
Account Registration

4. Requirements on Submission
5. Live Demo
6. Support
7. Questions and Answers



Introduction



Benefit of e-Tendering System e-TS(CS)

- Adoption of technologies to enhance operational efficiency
- 2022 Policy Address: Turn all government services online in two years
- Meet international trend of electronic procurement
- An extension of electronic tendering services



Introduction



Benefit of e-TS(CS)

- One-stop shop
- 24 x 7 operation
- Time saving
- Secure
- Environmental friendly



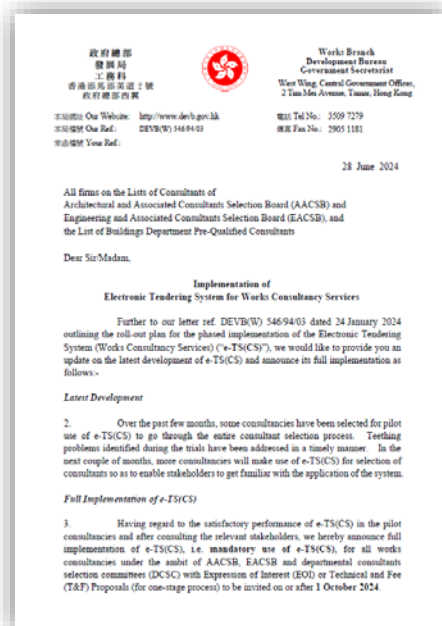
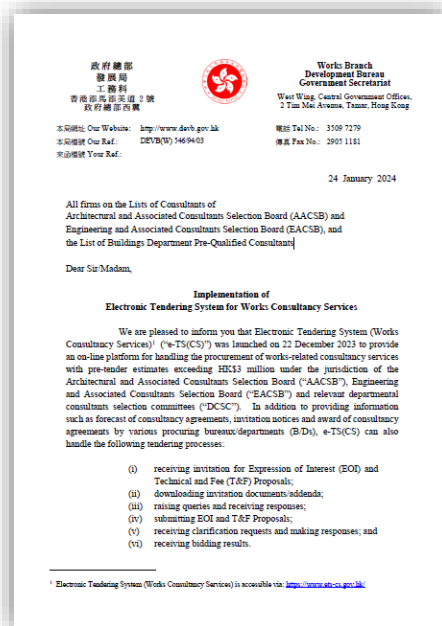
Introduction

Rollout of e-TS(CS)



Letter to Consultants

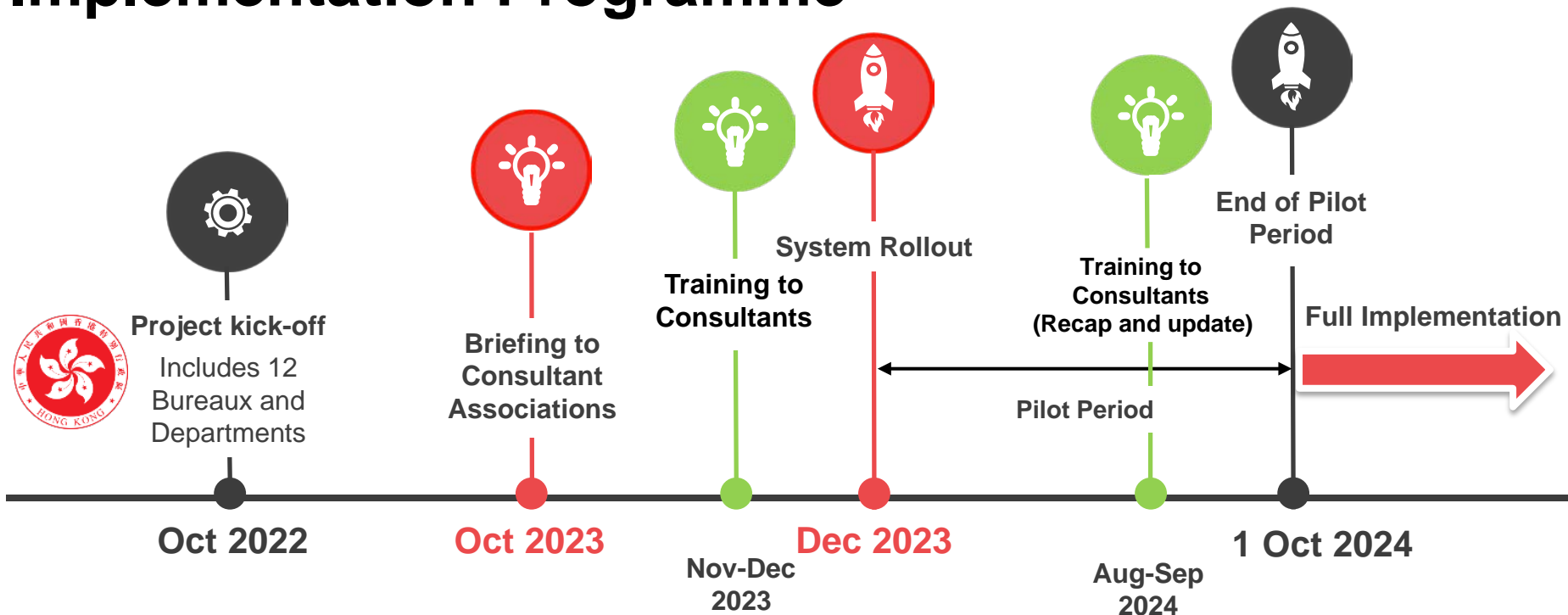
- Letters dated **24 January 2024** and **28 June 2024**
- All firms on the Lists of Consultants of
 - Architectural and Associated Consultants Selection Board (AACSB);
 - Engineering and Associated Consultants Selection Board (EACSB); and
 - the List of Buildings Department Pre-Qualified Consultants



Introduction



Implementation Programme



Introduction



Scopes

- Architectural and Associated Consultants Selection Board (AACSB)
- Engineering and Associated Consultants Selection Board (EACSB)
- Departmental Consultants Selection Committees (DCSC)
- One-stage and two-stage selections
- 12 participating departments during pilot period



ArchSD



BD



CEDD



DSD



EMSD



EPD



HAD



HyD



PlanD



TD



WSD



EDB

- All government departments on or after 1 Oct 2024

Functions

01

View Forecast of Consultancies

02

Register and Manage e-TS(CS)
Account

03

Receive Invitation Notice & Related Notifications

04

Download Invitation Document & Addendum

05

Send Messages/ Queries & Receive
Responses

06

Submit EOI/ T&F Proposals

07

Receive Clarification Request & Making Response

08

Receive Award Result



Points to Note



Invitation to Submit EOI / T&F Proposals

e-TS(CS) of the HKSARG: Invitation for Consultancy Agreement for Consultancy Agreement No.: X ☰ ☑
CE 103/2023 (WS) (Invitation Closing on 31 Jan 2024 at 12:00 Noon (Hong Kong Time)) Inbox x



ets-cs@eqismail.gov.hk

to me ▼

Nov 23, 2023, 7:40 PM (20 hours ago)



Dear ABC Company 184,

It is pleased to notify you that a Invitation for Consultancy Agreement (Consultancy Agreement No.: CE 103/2023 (WS)) has been issued by the Water Supplies Department.

For details, please refer to [the invitation notice](#) published in the e-TS(CS) which provides an internet-based means for you to obtain the latest information of selected consultancies from participating departments.

If you wish to download the invitation letter and/or the invitation document, please login to [e-TS\(CS\)](#) to proceed. In case you do not have an account at the moment, please register an account of e-TS(CS) at https://ets-cs.gov.hk/eppcs_ext/views/register.zul.

Please do not reply to this email. If you have any questions, please contact enquiry-cs@ets.gov.hk or 3997 1844.

Yours sincerely,

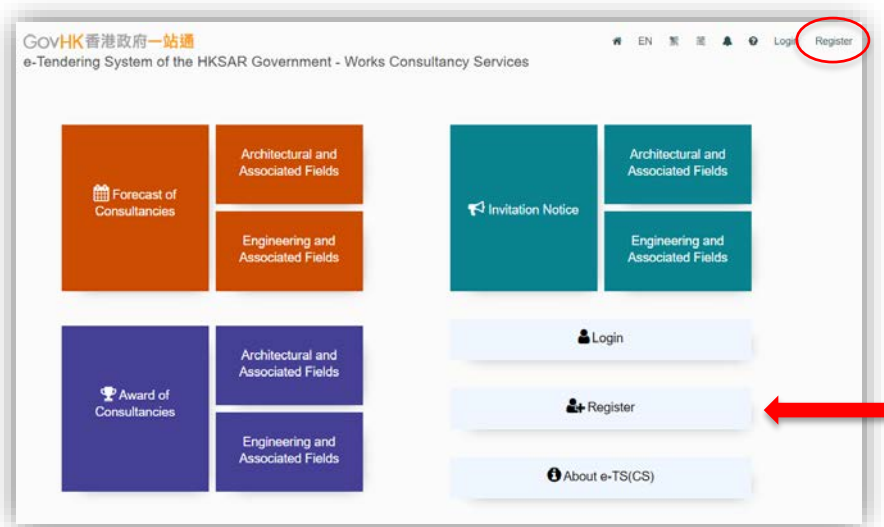
e-Tendering System (Works Consultancy Services) of the HKSAR Government

Points to Note



Prerequisites

- Registration of the e-TS(CS) account (www.ets-cs.gov.hk)
- You are reminded to **register as soon as possible**



Points to Note



Prerequisites

- Have a valid Organizational e-Cert (normally 1-month lead time for application / renewal)
- Consultants are reminded to apply for / renew the Organisational e-Cert as early as practicable
- Two Recognized Certification Authorities



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



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

Points to Note



Account Registration

Consultants in

- the List of Consultants of AACSB
- the List of Consultants of EACSB
- the List of Buildings Department Pre-Qualified Consultants

Eligibility

A consultant is eligible for submitting EOI / T&F Proposals via e-TS(CS) only if

- 1) the consultant has registered an account in e-TS(CS) ; and
- 2) the consultant is being invited (**Except open invitation**)

Register e-TS(CS) Account



Account Registration

Points to Note

If you have included in (i) the List of Consultants of the Architectural and Associated Consultants Selection Board ("AACSB") and/or (ii) the List of Consultants of the Engineering and Associated Consultants Selection Board ("EACSB") and/or (iii) the List of Buildings Department ("BD") Pre-qualified Consultants, please provide the e-mail address recorded in the List of Consultants of AACSB and/or EACSB and/or the List of BD Pre-qualified Consultants for verification and registration purpose.

The E-mail address recorded in the List of Consultants of AACSB and/or EACSB and/or the List of BD Pre-qualified Consultants (for authentication purpose) *

☐ Register for Consultant in the List of Consultants of AACSB

☐ Register for Consultant in the List of Consultants of EACSB

☐ Register for Consultant in the List of BD Pre-qualified Consultants

Business Email Address (for account login and correspondence purpose) *

Points to Note

Business Email Address can be different to the Email Address recorded in the List of Consultants of AACSB / List of Consultants of EACSB / List of BD Pre-Qualified Consultants.

Business Registration Certificate Number *

Contact Telephone Number *

Name of Contact Person *

Email address for authentication purpose

Business email address for login and correspondence

BR No.

Register e-TS(CS) Account



Account Registration (Sub-Account)

EN 繁體 簡 12 October 2023 17:56:45 (Hong Kong Time)

GovHK 香港政府一站通
e-Tendering System of the HKSAR Government - Consultancy Services

My Invitation Manage Account Forecast of Consultancies Invitation Notice Award of Consultancies

My Invitation

- > Account Details
- > Sub-account
- > Carbon Copy (cc) Email Address

☒ EOI/T&F Invited ☐ New Information Issued ☐ Downloaded/Collected Documents ☐ Submitted Proposals ☐ All Invitation Notices

Points to Note
List of Invitations that you have been invited by the procuring bureau/department via e-TS(CS).

[the subject of the consultancy agreement]
Consultancy Agreement No.: CE 02/20XX (CE)
Procuring Bureau/Department: Civil Engineering and Development Department
EOI/T&F: EOI

Closing Date: 24 November 2023 12:00 Noon (Hong Kong Time)
Document Downloaded Date and Time: Not Applicable
Status: On-going

[View Tender Notice](#)

Register e-TS(CS) Account



Account Registration (Sub-Account)

(For different category of consultancies)

Post Title of Contact Person

(in English) *

(in Traditional Chinese)

(in Simplified Chinese)

Contact Telephone Number

Assign to Category ¹

Consultants of the Architectural and Associated Consultants Selection Board ("AACSB")

☐ Building Surveying

Consultants of the Engineering and Associated Consultants Selection Board ("EACSB")

☐ Traffic and Transport

☐ Civil Infrastructure and Development

☐ Road and Associated Structures

☐ Geotechnical and Slope

☐ Drainage and Sewerage

☐ Town Planning

[Points to Note](#)

1. Only relevant category(-ies) under the List of Consultants of AACSB/EACSB of your company are shown

2. At submit, the System will send a OTP to the Business Email Address for account activation

Cancel Submit

Requirements on Submission



Submission of Expression of Interest (EOI) / Technical & Fee (T&F) Proposals

- You **must submit** your EOI / T&F Proposals in **electronic format via e-TS(CS)**.
- In addition to your electronic submission, you may opt to submit the EOI / T&F Proposals in hard copy as well. **Submission in hard copy is optional.**
- The hard copy submission will not be opened or used except in the following circumstances:
 - (i) a file submitted via the e-TS(CS) cannot be opened; or
 - (ii) a file submitted via the e-TS(CS) is contaminated with computer virus.
- Once a file in the hard copy is opened and used, the relevant file submitted in e-TS(CS) will be discarded and not be considered.

Requirements on Submission



Digital Signature

- Documents that are required to be Digitally Signed are specified in the invitation letter.
- Digitally Signed files shall be in **.p7s format** for submission via the e-TS(CS).
- Please read paragraph 4 of the **Requirements for Submission in Electronic Format** for the detailed requirements on “Digitally Signed”.

Electronic submission by unincorporated joint venture

- A file submitted by an unincorporated joint venture must be Digitally Signed by **all of its participants**.

Requirements on Submission



Digital Signature

Validity of Organisational e-Cert for digital signature

- The Organisational e-Cert must remain valid as at the earlier of
 - (i) the date and time on which the file is submitted via the e-TS(CS);
or
 - (ii) the date and time on which the file is signed, if such information is generated in the form of a **time stamp** in the affixed digital signature.

Requirements on Submission



Submission, Replacement and Supplement

Submission

- Bidders should upload **all** files comprising the EOI, Technical Proposal or Fee Proposal **in one go** rather than in batches, because subsequent uploads will replace the earlier one.
- Submission of **EOI and Technical Proposal**
 - Each file size 500MB
 - maximum of **10 files** is allowed
 - Maximum file size 1GB
 - Compressed file in .zip format is acceptable.
 - For the avoidance of doubt, **EACH** file that requires to be Digitally Signed must be Digitally Signed in .p7s format before being included in the .zip file.
- Submission of **Fee Proposal**
 - **only one file** is allowed and .zip file is **NOT** acceptable.
 - Maximum file size 500MB
 - bidder must submit a **single Digitally Signed .pdf** file under the "Upload Fee Proposal" Section.

Requirements on Submission



Submission, Replacement and Supplement

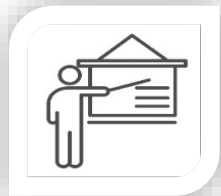
Replacement and Supplement

- To replace or supplement any file or a part of a file in your submitted EOI, Technical Proposal or Fee Proposal, you must do so by re-submitting the **entire** EOI, Technical Proposal or Fee Proposal.
- In case there are more than one submission of EOI, Technical Proposal or Fee Proposal, the latest submission shall prevail and all previous submissions will not be opened or considered.



Live Demo

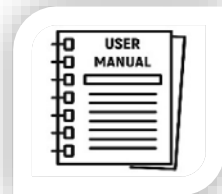
Support



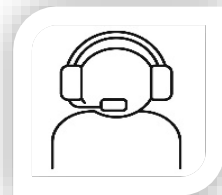
Training Sessions



Training Video



User Manual



Helpdesk



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

GovHK 香港政府一站通

Residents Business & Trade Non-R

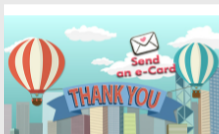
FAQs

Terms and Conditions

User Manual

Search on e-TS

Contact Us



|| < >

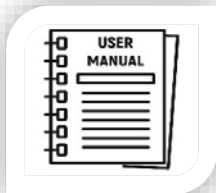
e-Tendering System (Works Consultancy Services) ("e-TS(CS)")

User Manual

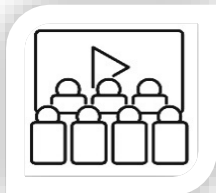
- > Account Registration and Login
- > View and Update Account and Contact Details
- > Change Account Email and Reset Account Password
- > Manage Sub-Account
- > View Forecast of Consultants
- > View Invitation and Download Invitation Document
- > Send Messages / Tender Queries to Procuring Department
- > Download and Acknowledge of Addendum
- > Submit Proposal
- > Respond to Clarification
- > Notification of Invitation Result
- > View Award of Consultancy
- > Reference Guide for verifying the integrity of the uploaded files with MD5 checksum

Teaching Video

- > Account Registration and Login
- > Set Up Sub-Account
- > Download Invitation Document and Addendum
- > Submit Proposal(EOI)
- > Submit Proposal(T&F)



User Manual



Training Video

Support



Hotline and Kiosk

Operating Hours

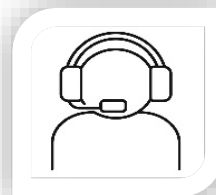
Hotline

3997 1844

9am to 6pm
Monday to Friday
exclude public holidays

Kiosk (one day
advance appointment
required)

9am-12 noon
on the
submission closing date



Helpdesk

Disclaimer



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

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

The Government and its agent give no express or implied warranty to the accuracy of the information provided in these slides, and accept no responsibility and liability for any loss or damage whatsoever arising in contract, tort or any cause whatsoever in connection with these slides.

A close-up, slightly blurred photograph of a person's hands typing on a laptop keyboard. The hands have light-colored nail polish. A semi-transparent white circle is centered over the text. To the right of the text, there are three red circles of varying sizes, with the largest one being a solid red circle and the two smaller ones being semi-transparent. The background is a soft, out-of-focus light color.

Questions and Answers