

## Account Registration

**Step 1** - Launch the e-Tendering System (Works Contracts) and click “**Register**”

GovHK 香港政府一站通

e-Tendering System (Works Contracts) of the HKSAR Government

EN 繁 简 Login Register



Forecast of Works Tenders



Tender Notice



Contract Award Notice

Login

Register

About e-TS(WC)

**Step 2** – Read the Teams and Conditions and click the check box for agreement.

**Step 3** – Click “**Next**” to proceed.

## Register Account

### Terms and Conditions

You are requested to read the following terms and conditions carefully.

#### **THE E-TENDERING SYSTEM (WORKS CONTRACTS)**

#### **TERMS AND CONDITIONS OF USE AND PARTICIPATION**

The Government provides this e-Tendering System (Works Contracts) and related services subject to your compliance with the following terms and conditions (the "Participation T&C"). Please read them carefully. The use of the e-TS(WC) shall be governed by these Participation T&C. By accessing the e-TS(WC) Website, you signify your unconditional acceptance of these Participation T&C. The Government is entitled to revise any Participation T&C at any time without giving prior notice to any person. You are responsible for reviewing the Participation T&C posted on this website regularly for any revisions. The Chinese translation of this document is for reference only. In the event of any conflict or inconsistency between the English text and the Chinese translation of this document, the English text shall prevail.

#### **1. Definitions**

- 1.1 In these Participation T&C, the following words and expressions have the following meanings, unless otherwise defined or the context otherwise requires:

"e-Tendering System (Works Contracts)" or "e-TS(WC)" or "System"	means the electronic tendering system as described in Clause 2 of these Participation T&C
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☐ I/We have read, understood and agreed to all of the above terms and conditions. \*

Home

Next

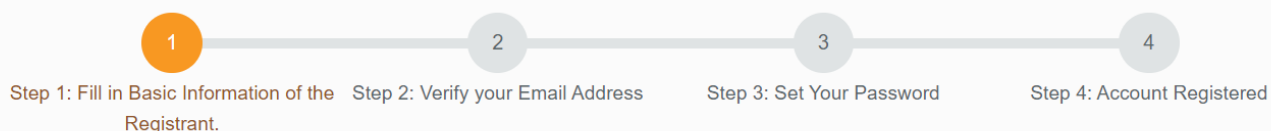
## e-Tendering System (Works Contracts)

**Step 4** – Click radio button to select if the applicant is a contractor/ supplier on [\(i\) the List of Approved Contractors for Public Works \(the List\)](#) and/ or [\(ii\) the List of Approved Suppliers of Materials and Specialist Contractors for Public works \(the Specialist List\)](#) maintained by the Development Bureau.

If “No”, click “**Next**” to proceed → Step 5

If “Yes”, click “**Next**” to proceed → Step 6

### Register Account



Are you a contractor/supplier on [\(i\) the List of Approved Contractors for Public Works \(the List\)](#) and/or [\(ii\) the List of Approved Suppliers of Materials and Specialist Contractors for Public Works \(the Specialist List\)](#) maintained by the Development Bureau? \*

☐ Yes  
☐ No



**Step 5** – Fill in Basic Information of the Registrant who is **NOT** on [\(i\) the List and/ or \(ii\) the Specialist List](#)

#### Step 5.1 – Information required

- ✓ Business carried on by
- ✓ Place of incorporation/ Registered office/ Residence
- ✓ Registrant Name
- ✓ Business Registration Certificate Number
- ✓ Business Email Address (for account login and correspondence purpose)
- ✓ Address Registered Office/ Place of Business
- ✓ Contact Telephone Number
- ✓ Name of Contact Person
- ✓ Post Title of Contact Person

## Register Account

1

2

3

4

Step 1: Fill in Basic Information of the Registrant.

Step 2: Verify your Email Address

Step 3: Set Your Password

Step 4: Account Registered

Business carried on by \*

Place of incorporation / Registered office / Residence \*

☐ Hong Kong ☐ Other jurisdictions

Registrant Name

(in English) \*

(in Traditional Chinese)

(in Simplified Chinese)

Business Registration Number

 -  -  -  - 

**Step 5.2** – Input the validation code generated by the System.

**Step 5.3** – Click “**Next**” to proceed.

Please enter the Validation characters as shown in box below (letters are case insensitive):

**d K S M**



If you cannot see the characters above clearly, please click  to get another set of characters.

Back

Next



## e-Tendering System (Works Contracts)

**Step 5.4** – Input the PIN that the System sent to the Business Email Address inputted in Step 5.1.

**Step 5.5** – Click “**Submit**”.

Note: If you cannot receive the PIN within 10 minutes, please press the “**Resend PIN**” button.

**Register Account**

1 2 3 4

Step 1: Fill in Basic Information of the Registrant. Step 2: Verify your Email Address Step 3: Set Your Password Step 4: Account Registered

The System has sent a PIN to your account email address. Please enter the PIN to proceed and do not disclose it to other persons.

PIN \*

If you cannot receive the PIN within 10 minutes, please press the "Resend PIN" button below. Remaining time: 9:50 minute(s).

Resend PIN Submit

## e-Tendering System (Works Contracts)

**Step 6** – Fill in Basic Information of the Registrant who is on [\(i\) the List and/ or \(ii\) the Specialist List](#)

### Step 6.1 – Information required

- ✓ The E-mail address recorded in [the List / the Specialist List](#) maintained by the Development Bureau (for authentication purpose)
- ✓ Business Email Address (for account login and correspondence purpose)
- ✓ Business Registration Certificate Number
- ✓ Contact Telephone Number
- ✓ Name of Contact Person
- ✓ Post Title of Contact Person

**Register Account**

1

2

3

4

Step 1: Fill in Basic Information of the Registrant.

Step 2: Verify your Email Address

Step 3: Set Your Password

Step 4: Account Registered

**Points to Note**  
Contractors/Suppliers on [\(i\) the List of Approved Contractors for Public Works \(the List\)](#) and/or [\(ii\) the List of Approved Suppliers of Materials and Specialist Contractors for Public Works \(the Specialist List\)](#) maintained by the Development Bureau can access tender information of their respective categories, groups and classes (if applicable) directly. Please provide the following information for verification and registration purpose.

The E-mail address recorded in the List/the Specialist List maintained by the Development Bureau (for authentication purpose) \*

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/the Specialist List.

Business Registration Number \*

**Step 6.2** – Input the validation code generated by the System.

**Step 6.3** – Click “Next” to proceed.

Please enter the Validation characters as shown in box below (letters are case insensitive):

i d E F

If you cannot see the characters above clearly, please click Regenerate to get another set of characters.

Back

Next

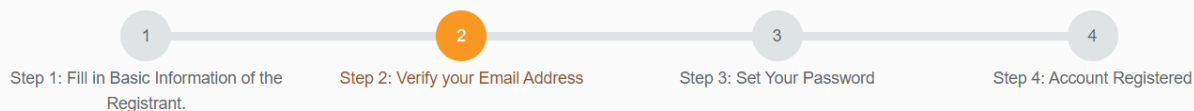
## e-Tendering System (Works Contracts)

**Step 6.4** – Input the PIN that the System sent to the E-mail address recorded in [the List / the Specialist List](#) maintained by the Development Bureau (PIN 1) and Business Email Address (PIN 2) inputted in Step 6.1.

**Step 6.5** – Click “**Submit**”.

Note: If you cannot receive the PIN within 10 minutes, please press the “**Resend PIN**” button.

### Register Account



The System has sent (i)a PIN to the email address recorded in the List/the Specialist List maintained by the Development Bureau and (ii)a separate PIN to the Business email Address. Please enter both PINs to proceed and do not disclose them to other persons.

The E-mail address recorded in the List/the Specialist List maintained by the Development Bureau

PIN 1 \*

Business Email Address

PIN 2 \*

If you cannot receive the PIN within 10 minutes, please press the "Resend PIN" button below. Remaining time: 9:37 minute(s).

Resend PIN

Submit

**Step 7** – Input to set your New Password

**Step 8** – Re-enter to confirm the New Password

**Step 9** – Click “**Submit**” to proceed.

## Register Account

1

Step 1: Fill in Basic Information of the Registrant.

2

Step 2: Verify your Email Address

3

Step 3: Set Your Password

4

Step 4: Account Registered

New Password \*



Re-enter New Password \*



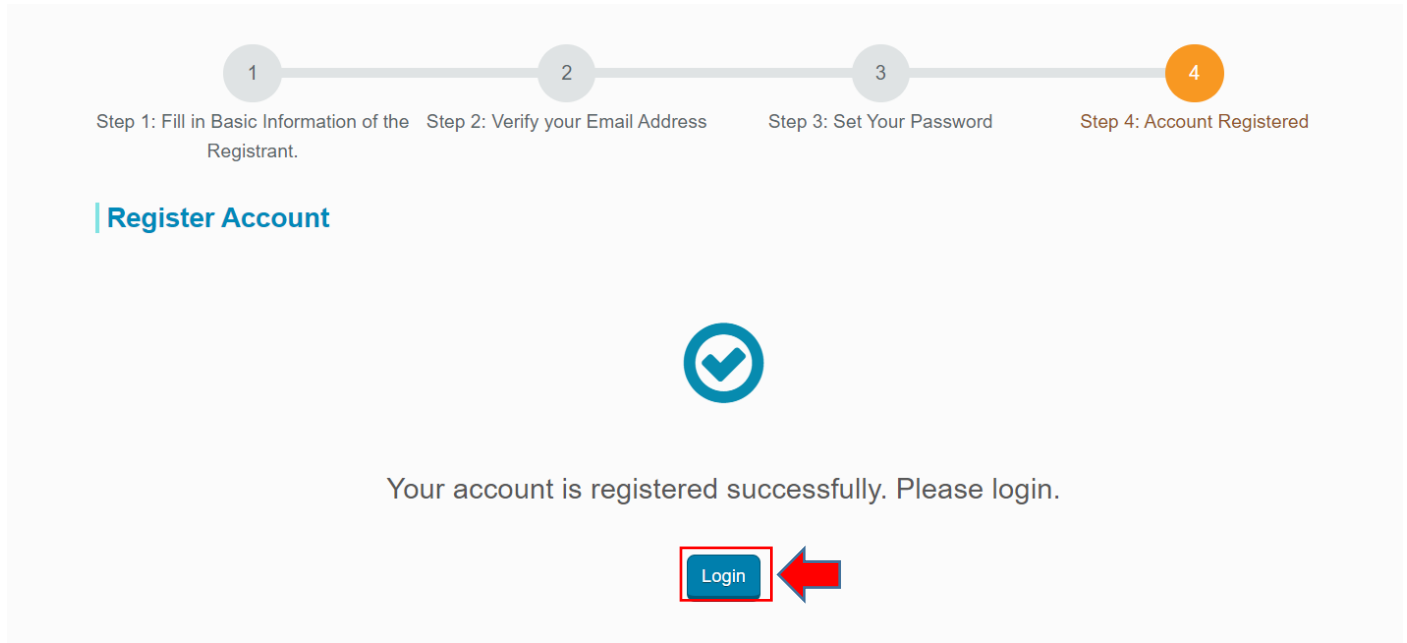
### Points to Note

1. To better protect your account, do not share your password with anyone and never use the same password that you have used previously.
2. For security purposes, your new password must have at least ten characters.
3. The password must contain characters from at least three of the following four criteria:
  - upper case letters: A through Z
  - lower case letters: a through z
  - numbers: 0 through 9
  - non-alphanumeric characters, such as !@#%\$

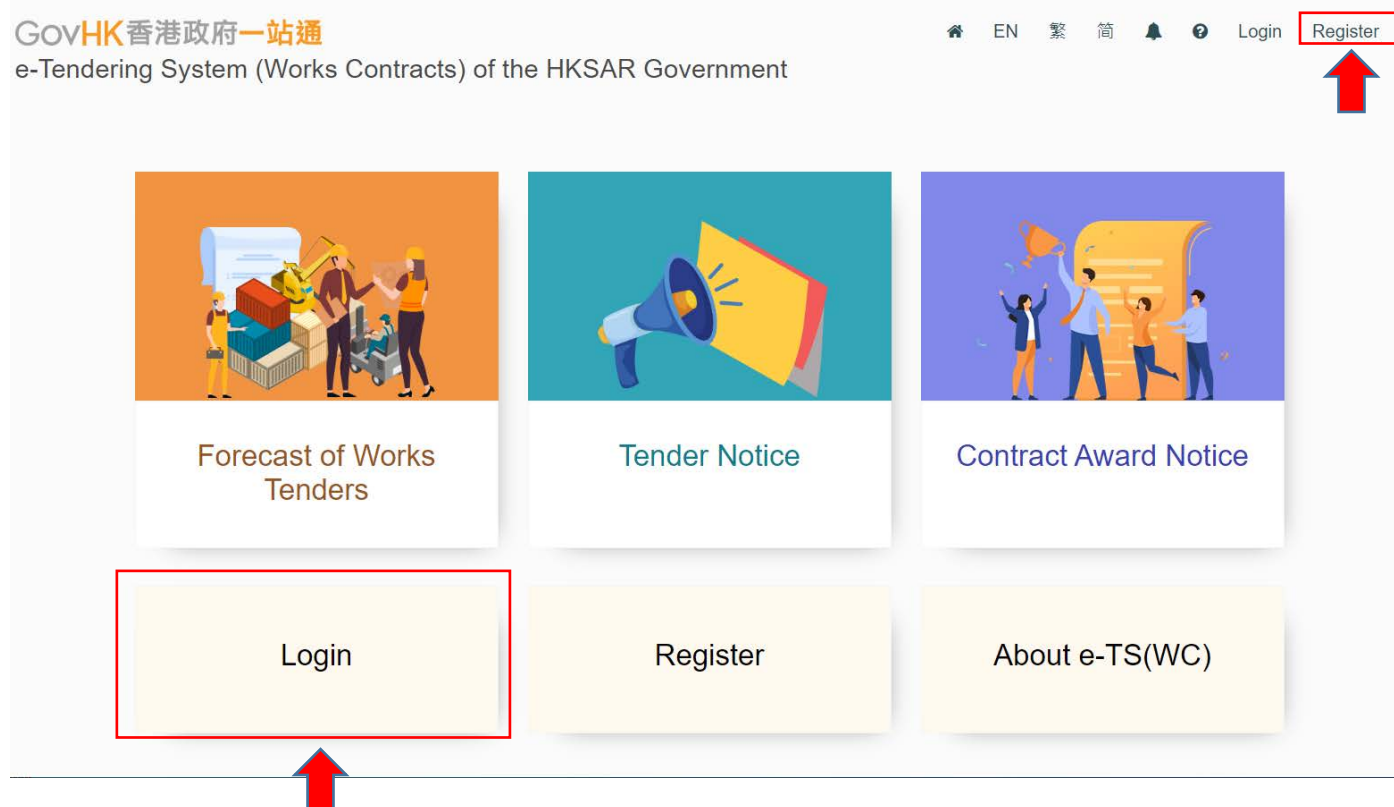
Submit



**Step 10** – Account registration is completed. Click “**Login**” to login the System.



**Step 1** - Launch the e-Tendering System (Works Contracts) and click the “Login”.



**Step 2** – Input Account Email Address (i.e. the Business Email Address provided in registration) and Password

**Step 3** – Input the validation code generated by the System

**Step 4** - Click “Login” to proceed.

## Login

Account Email Address

Password

[Forgot Password?](#)

[Register Account](#)

[Activate Sub-account](#)



Please enter the Validation characters as shown in box below (letters are case insensitive):

**l 0 g z**



If you cannot see the characters above clearly, please click [Regenerate](#) to get another set of characters.

Login



**Step 4** – Login successfully. <My Tender> page will be shown.

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e-Tendering System (Works Contracts) of the HKSAR Government

[My Tender](#)

[Manage Account](#) ▼

[Forecast of Works Tenders](#) ▼

[Tender Notice](#) ▼

[Contract Award Notice](#)

### | My Tender

☒ Tenders Invited   ☐ New Information Issued   ☐ Downloaded/Collected Tender Documents   ☐ Submitted Tenders   ☐ All Tenders

#### 🔔 Points to Note

List of tenders that you have been invited by the procuring bureau/department via e-TS(WC).

*There is no tender invitation at the moment*