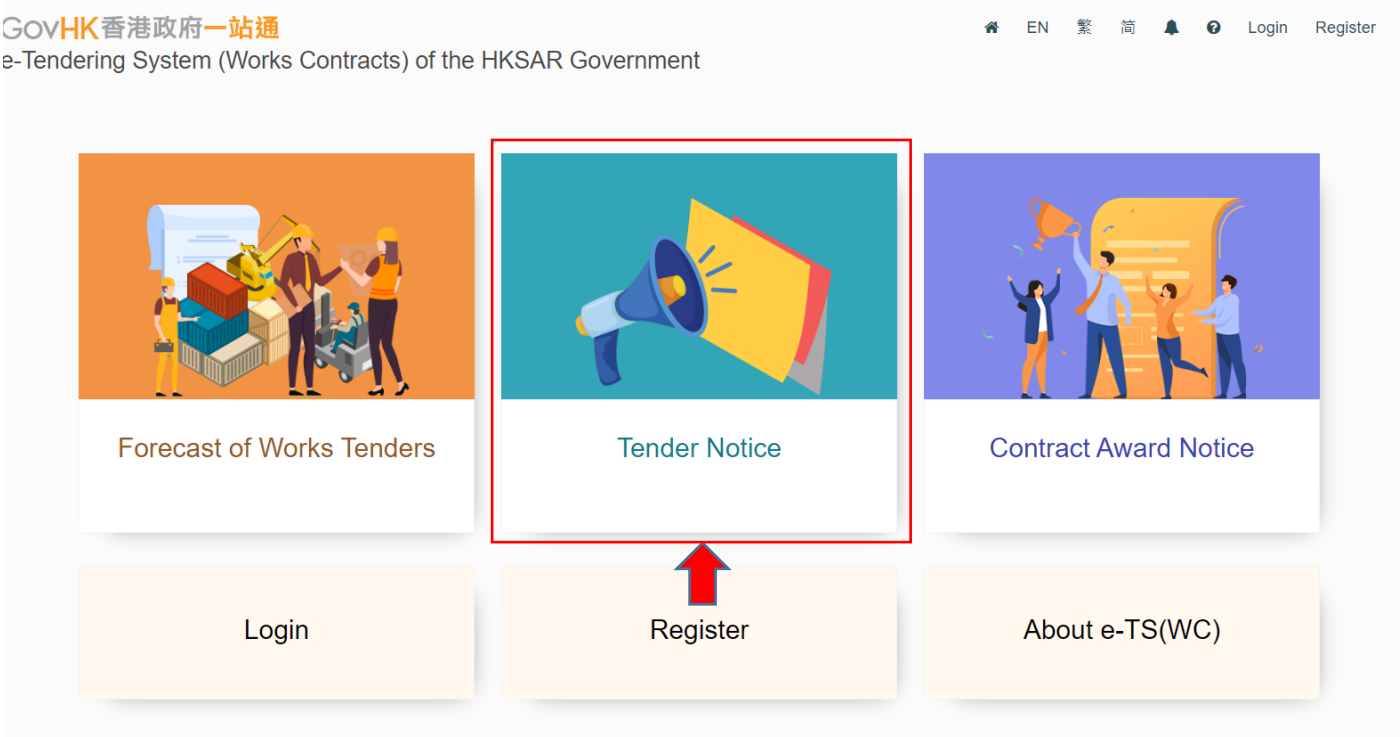
View Tender Notice

For non-registered users

Step 1 – Launch the e-Tendering System (Works Contracts) and click "**Tender Notice**"



Step 2 – All Tender Notices of Works Tenders published in e-TS(WC) will be listed

Step 3 – Click the row to select the tender.

- If the status in column <Tender Invitation via e-TS(WC)> is <Yes>, <View Details of Tender Notice> page will be shown → **Step 4**
- If the status in column < Tender Invitation via e-TS(WC)> is <No>, it will be re-directed to the webpages of corresponding procuring departments for details

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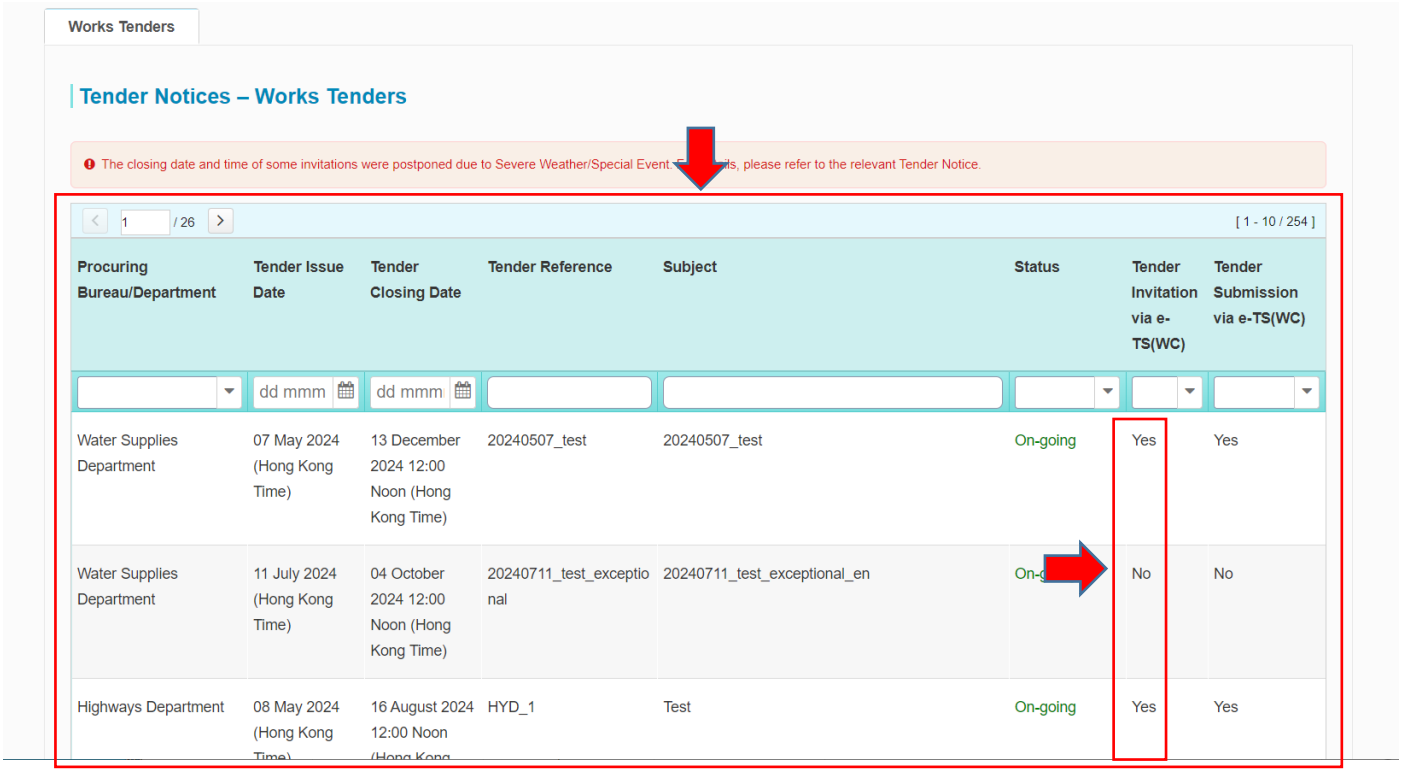
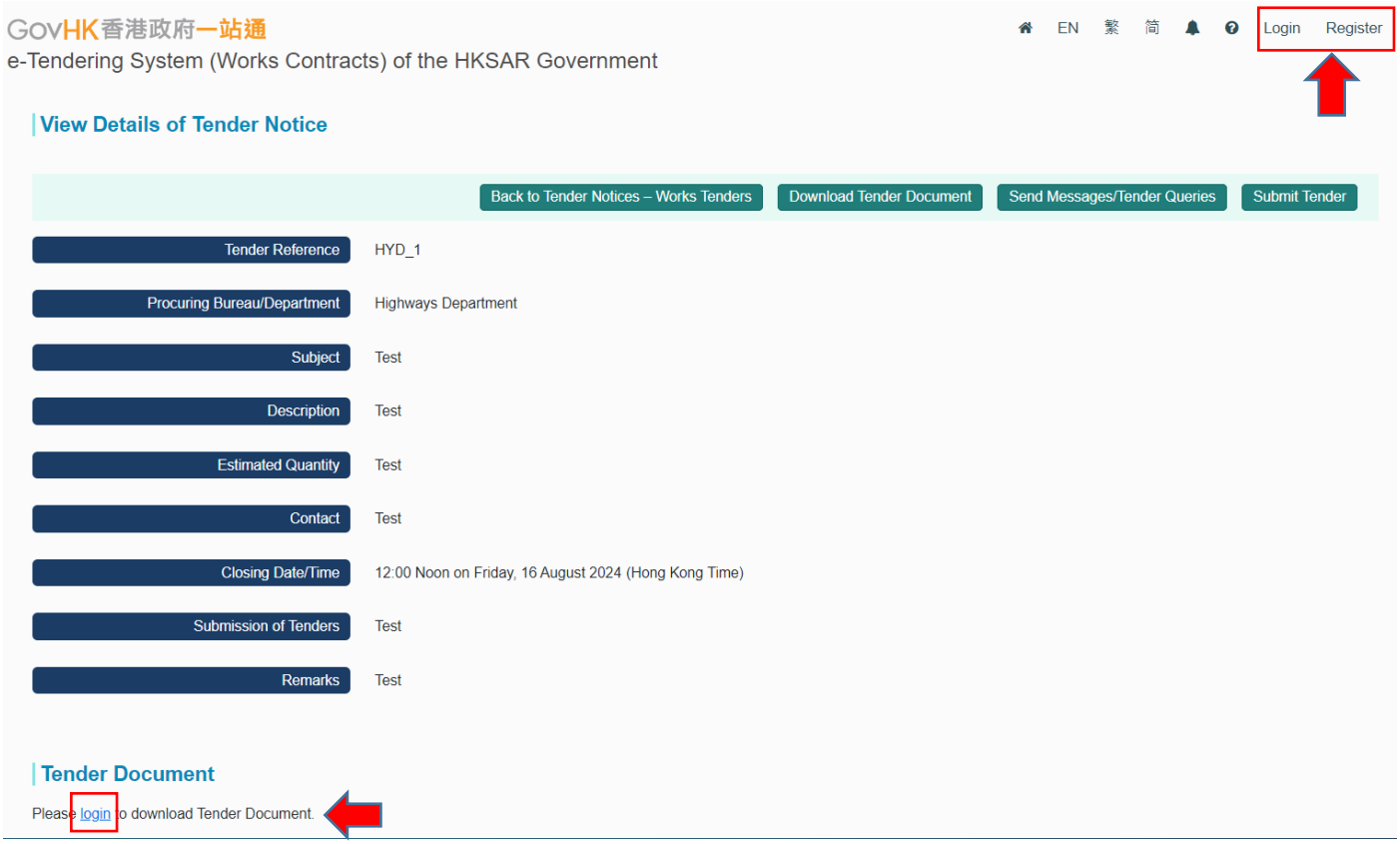


Step 4 – <View Details of Tender Notice> page is shown

Step 5 – Click "**Login**" or "**Register**" to proceed further if user would like to download tender document



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For Registered Users

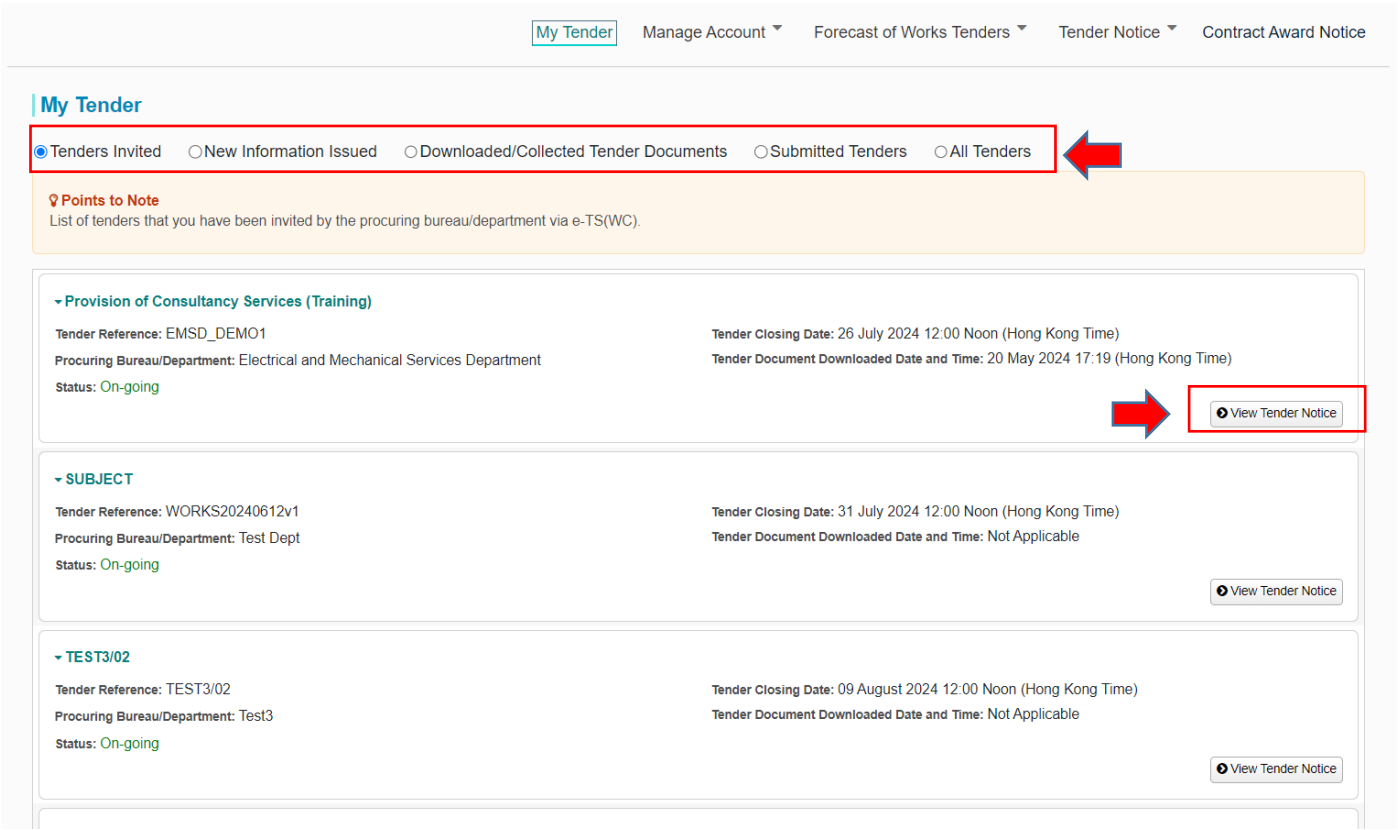
Step 1 – Log in to e-Tendering System (Works Contracts). <My Tender> page will be shown

Step 2 – View List of Tender Notice and Details of Tender Notice

Step 2.1 – Click radio buttons [Note 1] to view

a) the list of tenders that the registered user has been invited
b) new information issued by procuring departments
c) tender documents that the registered user has downloaded or collected
d) the list of closed tenders that the registered user has submitted tender
e) all tenders listed above

Step 2.2 – Click "**View Tender Notice**", <View Details of Tender Notice> page of the concerned tender will be shown → **Step 3**



Step 2.3 – Click "**Tender Notice**" in the menu bar to view ALL Tender Notices of Works Tenders published in e-TS(WC)

Step 2.4 – All Tender Notices of Works Tenders published in e-TS(WC) will be listed

Step 2.5 – Click the row to select the tender.

- If the status in column < Tender Invitation via e-TS(WC)> is <Yes>, <View Details of Tender Notice> page will be shown → **Step 3**
- If the status in column < Tender Invitation via e-TS(WC)> is <No>, it will be re-directed to the webpages of corresponding procuring departments for details

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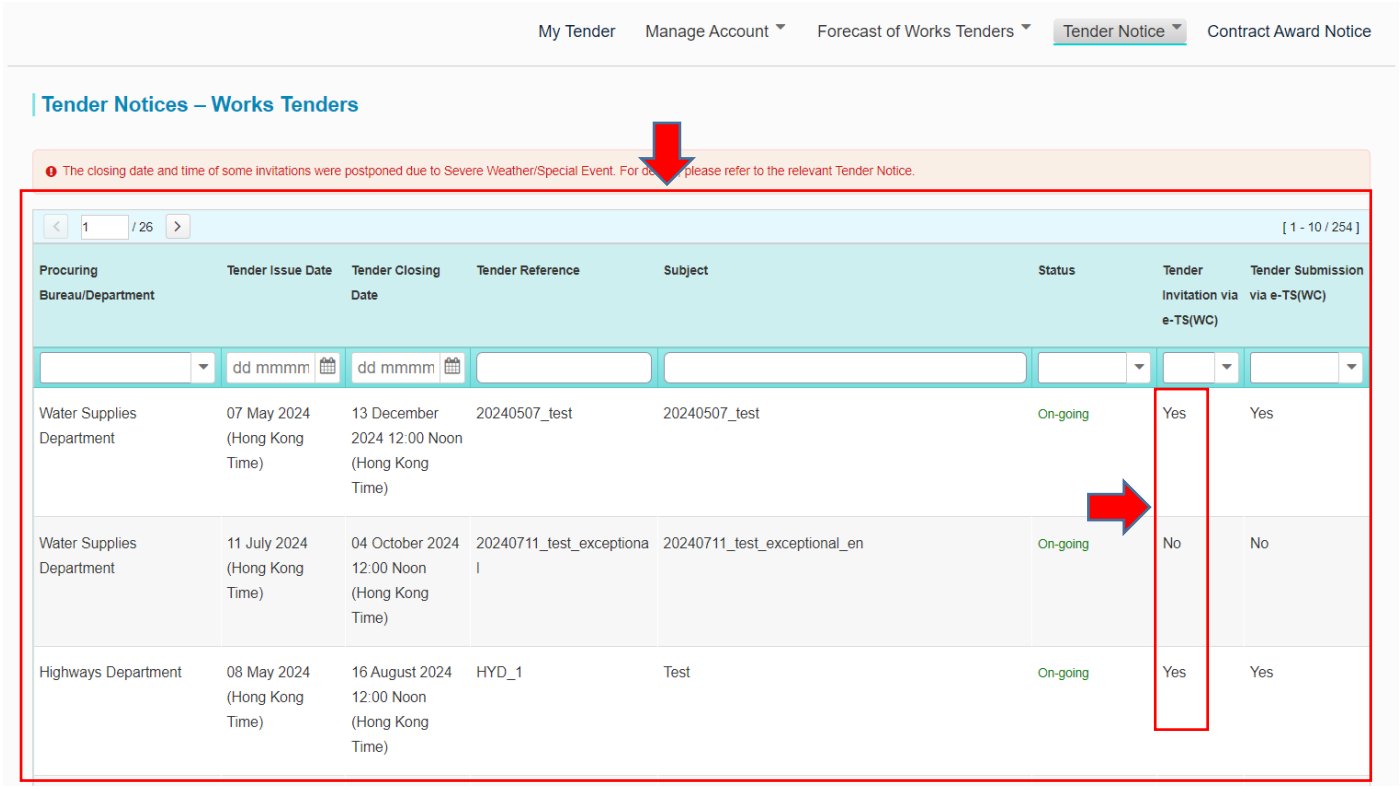
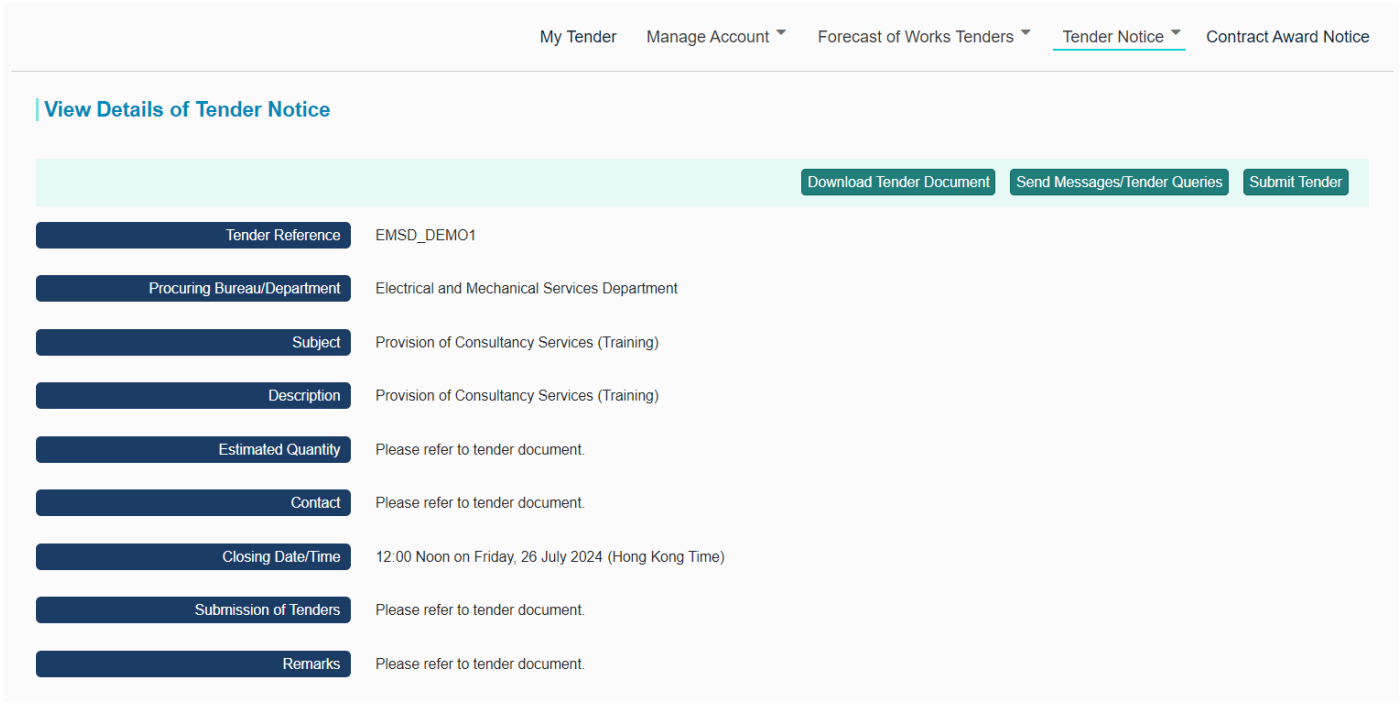


Step 3 – <View Details of Tender Notice> page is shown



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e-Tendering System (Works Contracts)

Note 1

Filter	Description
Tenders invited	● The list of tenders that the users have been invited via the e-TS(WC) ● Tenders in any status (i.e. On-going / Closed / Invitation Cancelled) will be included
New Information Issued	● This function only applies to the Register Users who are on the List and/ or the Specialist List. For other Register Users, you may select "All tenders" for details ● New information issued by the procuring departments that have not been read by the users ● Only tenders in on-going status will be displayed
Downloaded/Collected Tender Documents*	● Tender documents that the users have downloaded/ collected* ● Tenders in any status (i.e. On-going / Closed / Invitation Cancelled) will be included * not apply to works tenders
Submitted Tenders	● The list of closed tenders that users have submitted tender ● For confidentiality, the submitted tender will not be shown in this page if the tender period is still open
All Tenders	● Al tender cases in the above lists will be displayed

Download Tender Document

Points to Note

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 time required to download would also be affected by the number of concurrent e-TS(WC) users directly. In case a slow download speed is encountered, please check the computer settings or consider to perform the download at later time.

For Registered Users

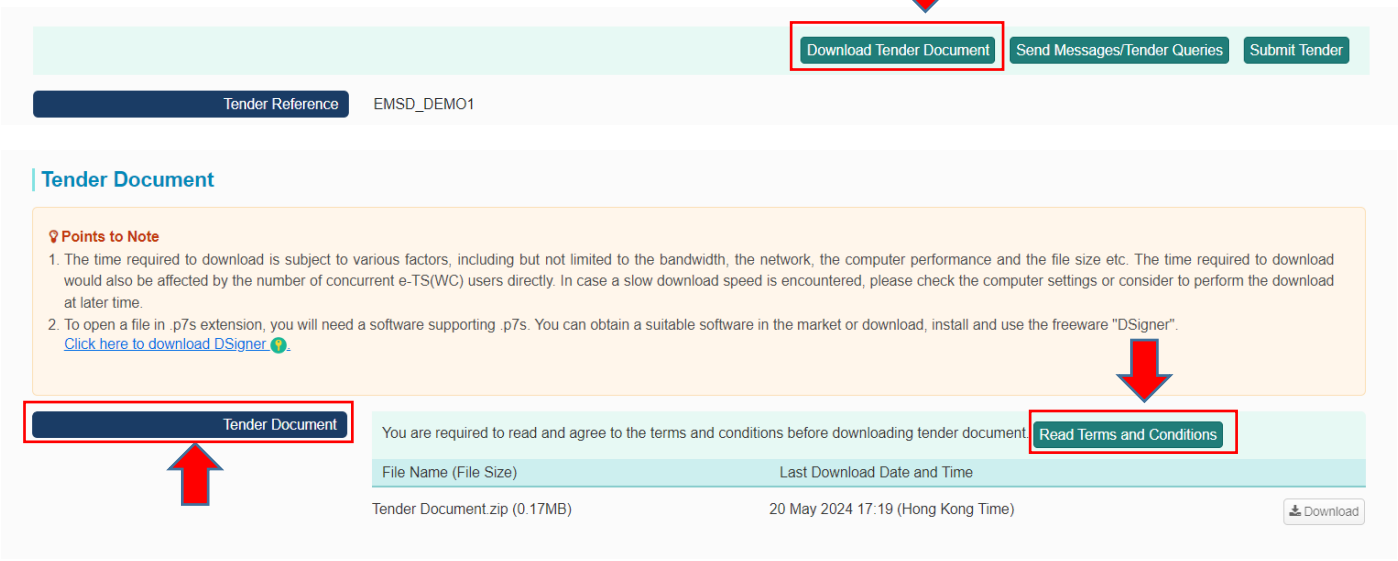
Only Registered Users can download documents

Log in to the e-Tendering System (Works Contracts) and launch <View Details of Tender Notice> page

(I) If the Registered Users have been invited for a particular tender by procuring department,

Step 1 – Click <Download Tender Document> at the top of the page of <View Details of Tender Notice> or scroll down to the section <Tender Document> or

Step 2 – Click "**Read Terms and Conditions**" and a dialog will pop up



Step 3 – 3 steps are included in the dialog

- Read Terms and Conditions (Note: You have already accepted the same set of terms and conditions during account registration)
- Download Licence Conditions
- Agree to Licence Conditions/ Exit (Note: Only those users who agree to the Licence Conditions can download tender document)

Step 4 – Read Terms and Conditions

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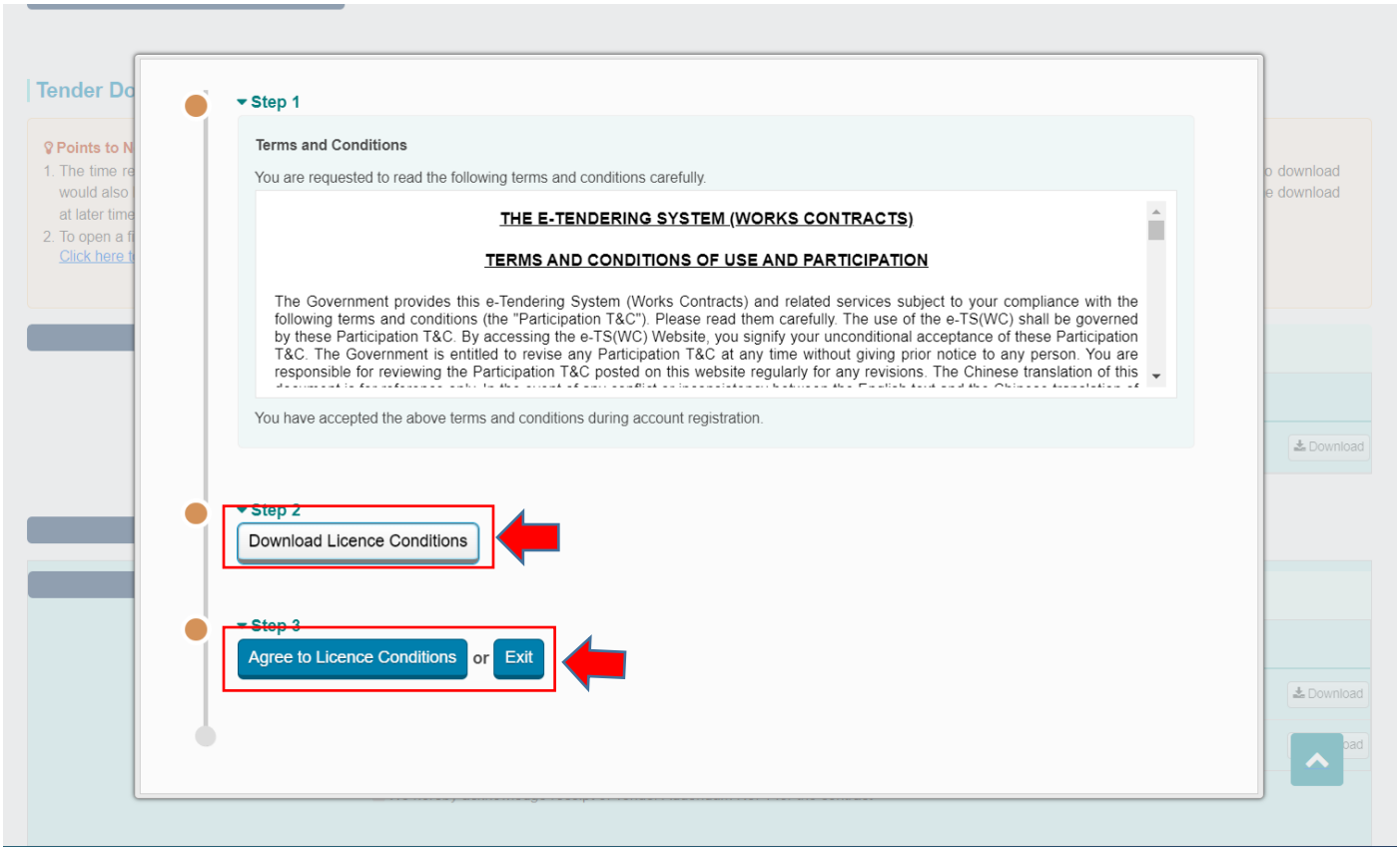
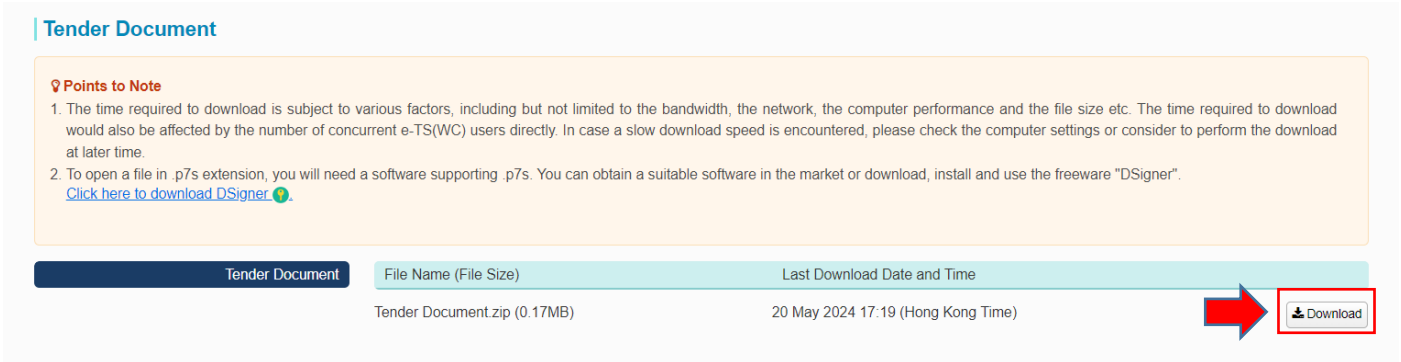
Step 5 – Click "**Download Licence Conditions**" to download and read Licence Conditions

Step 6 – Agree to Licence Conditions/ Exit

- If the user agrees to the Licence Conditions, click "**Agree to Licence Conditions**" to proceed → **Step 7**
- If the user DOES NOT agree to the Licence Conditions, click "**Exit**"



Step 7 – Click "**Download**" to download Tender Documents, Tender Addendum, Response to Tender Queries, Letter of Extension of Tender Period, if any



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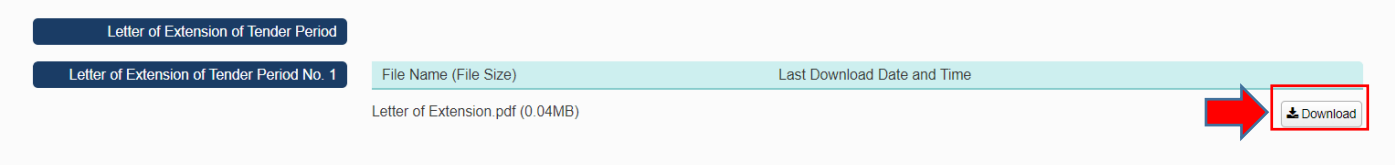
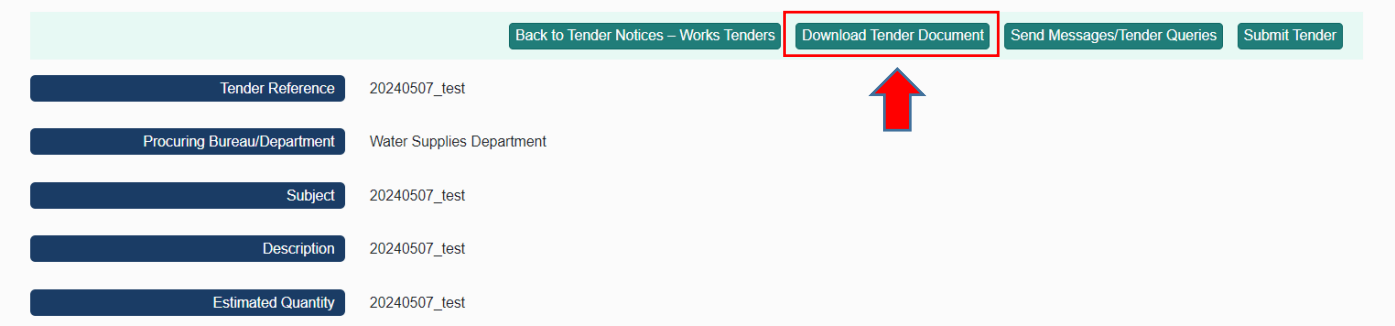


(II) If the Registered Users have **NOT** been invited for a particular tender,

Step 1 – Click "**Download Tender Document**"

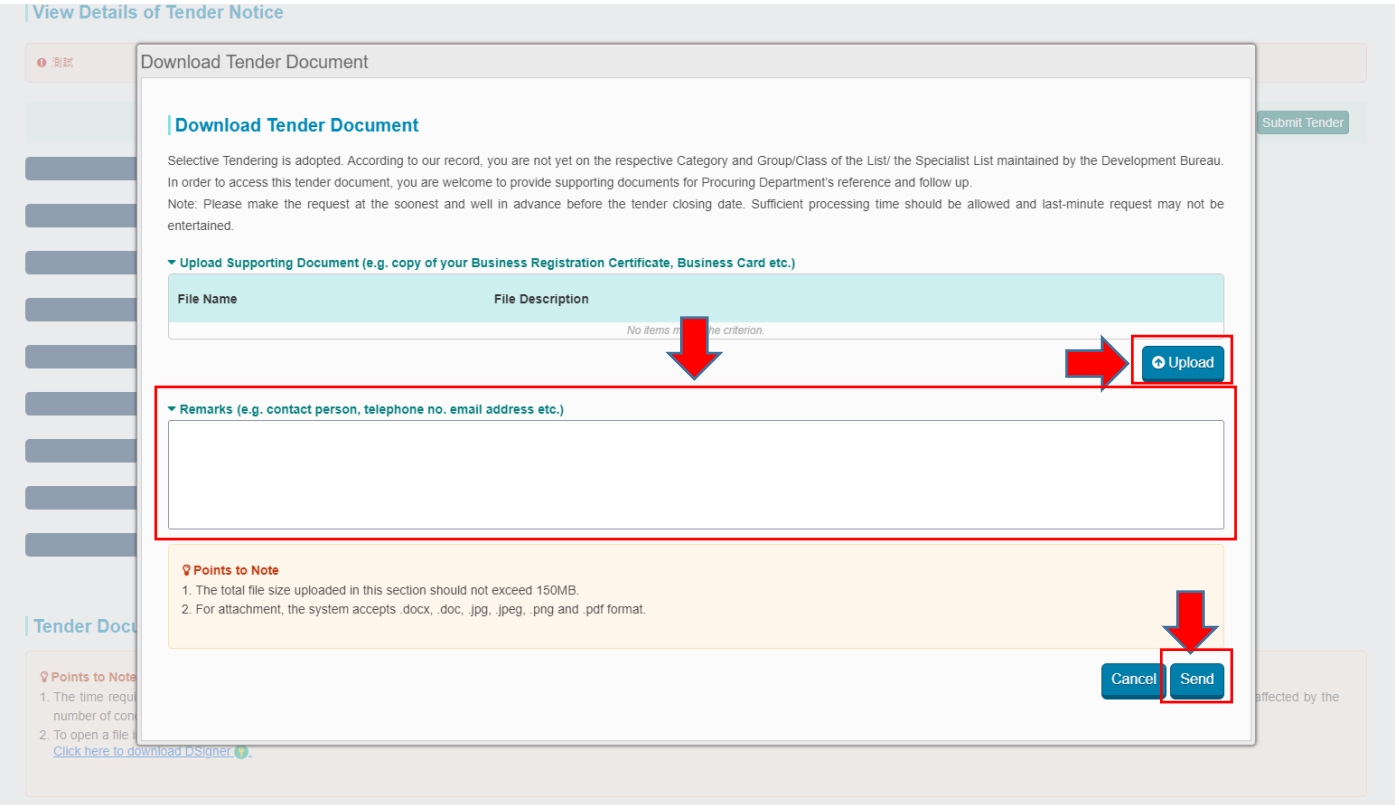


Step 2 – <Download Tender Document> dialog will pop up.

Step 3 – Click "**Upload**" to upload supporting documents and input remarks

Step 4 – Click "**Send**" and the message will be sent to procuring department for processing

Step 5 – A notification email will be sent to user after the procuring department responded to the message. User can follow steps 1 to 7 of (I) If the Registered Users have been invited for a particular tender by procuring department to download documents



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