## Submit Proposal

#### **Points to Note**

- 1. All files to be uploaded should be digitally signed in .p7s format and should not exceed the file number and file size limits. You may compress multiple .p7s files into .zip file for uploading if necessary.
- 2. The time for upload is subject to many factors. You should allow sufficient time to upload and submit your proposal well before the closing date and time.

Login to the e-Tendering System (Works Consultancy Services) and launch the <View Details of Invitation Notice> page.

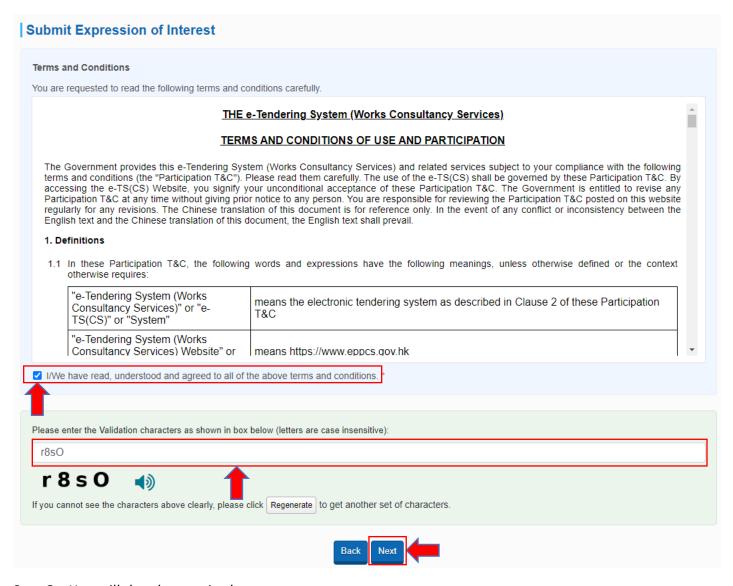
#### For Expression Of Interest (EOI)

**Step 1** – Click "Submit EOI" to submit your EOI.



**Step 2** – You will then be required to:

- i. Read the Terms and Conditions.
- ii. Tick the checkbox "I/We have read, understood and agreed to all of the above terms and conditions."
- iii. Input the validation characters generated by the System and click "Next".



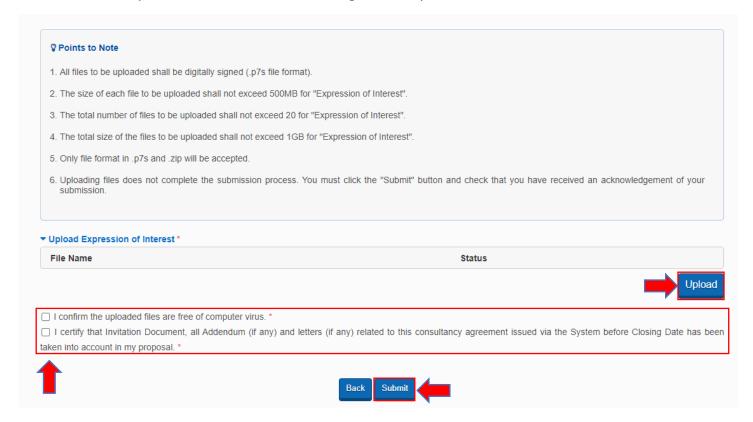
### **Step 3** – You will then be required to:

- i. Click "Upload" to choose file(s) to upload.
- ii. After uploading, click the checkbox to confirm the statement "I confirm the uploaded files are free of computer virus."
- iii. You may delete the uploaded file(s) by clicking the icon at any time.
- iv. Finally, click "Submit" for the submission.

#### **Points to Note**

- 1. All files to be uploaded shall be digitally signed (.p7s file format).
- 2. The size of each file to be uploaded shall not exceed 500MB for "Expression of Interest".
- 3. The total number of files to be uploaded shall not exceed 20 for "Expression of Interest".
- 4. The total size of the files to be uploaded shall not exceed 1GB for "Expression of Interest".

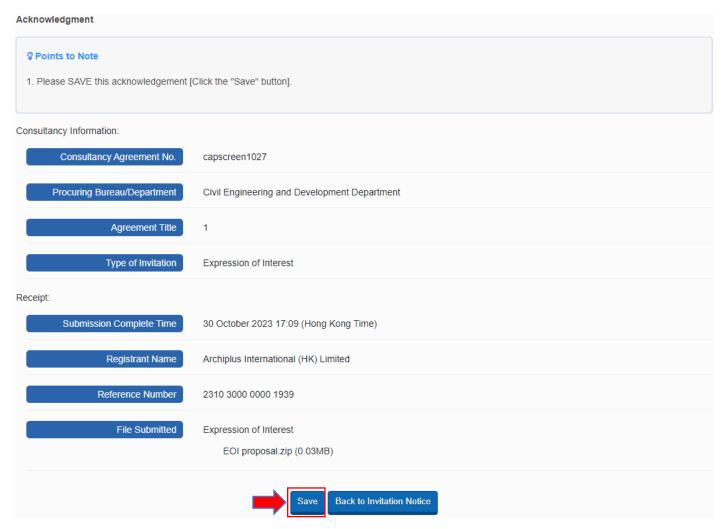
- 5. Only file format in .p7s and .zip will be accepted.
- 6. Uploading files does not complete the submission process. You must click the "Submit" button and check that you have received an acknowledgement of your submission.



Step 4 – A confirmation dialogue box will be prompted. Click "Submit" to confirm and proceed.

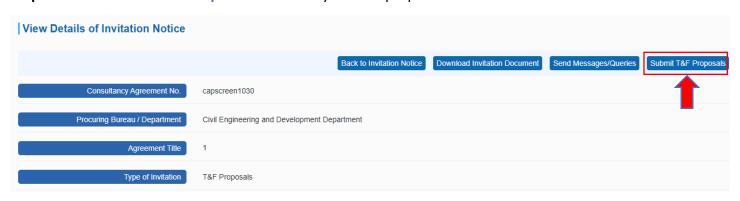


**Step 5** – An acknowledgement page will pop up to indicate successful submission. Click "Save" to save the acknowledgement page for record.



#### For Technical and Fee (T&F) Proposals

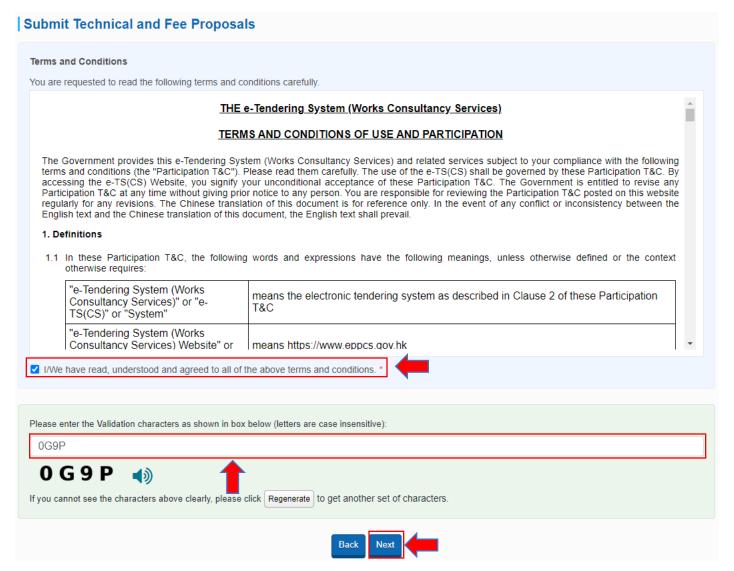
Step 1 – Click "Submit T&F Proposal" to submit your T&F proposal.



**Step 2** – You will then be required to:

i. Read the Terms and Conditions.

- ii. Click the checkbox "I/We have read, understood and agreed to all of the above terms and conditions."
- iii. Input the validation characters generated by the System and click "Next".



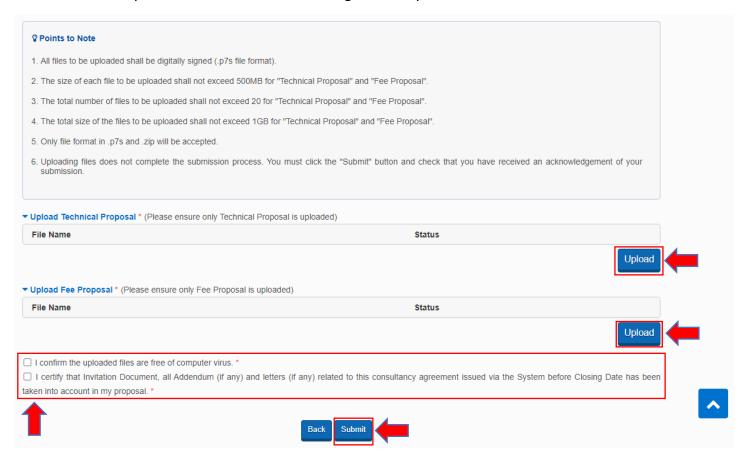
#### **Step 3** – You will then be required to:

- i. Click "Upload" to choose file(s) to upload.
- ii. After uploading, click the checkbox to confirm the statement "I confirm the uploaded files are free of computer virus."
- iii. You may delete the uploaded file(s) by clicking the icon at any time.
- iv. Finally, click "Submit" for the submission.

#### **Points to Note**

1. All files to be uploaded shall be digitally signed (.p7s file format).

- The size of each file to be uploaded shall not exceed 500MB for "Technical Proposal" and "Fee Proposal".
- 3. The total number of files to be uploaded shall not exceed 20 for "Technical Proposal" and "Fee Proposal".
- The total size of the files to be uploaded shall not exceed 1GB for "Technical Proposal" and "Fee Proposal".
- 5. Only file format in .p7s and .zip will be accepted.
- 6. Uploading files does not complete the submission process. You must click the "Submit" button and check that you have received an acknowledgement of your submission.



**Step 4** – A confirmation dialogue box will be prompted. Click "Submit" to confirm and proceed.



**Step 5** – An acknowledgement page will pop up to indicate successful submission. Click "Save" to save the acknowledgement page for record.

