

Submit Tender

Points to Note

1. All files required to be Digitally Signed are indeed **Digitally Signed in .p7s format** and should not exceed the file number and file size limits. You may compress multiple files into .zip for uploading if necessary.
2. The time for upload is subject to many factors. You should allow sufficient time to upload and submit your tender **well before tender close**.

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

- For Registered Users who have been invited to tender by procuring department, select the radio button <tender Invited> and then click “**View Tender Notice**” → proceed directly to **Step 3**

The screenshot shows the 'My Tender' page with the 'Tenders Invited' radio button selected. Below the radio buttons, there is a 'Points to Note' section. The main content area displays details for a tender: 'Provision of Consultancy Services (Training)', Tender Reference: EMSD_DEMO1, Procuring Bureau/Department: Electrical and Mechanical Services Department, Status: On-going, Tender Closing Date: 26 July 2024 12:00 Noon (Hong Kong Time), and Tender Document Downloaded Date and Time: 20 May 2024 17:19 (Hong Kong Time). A red arrow points to the 'View Tender Notice' button in the bottom right corner.


- For other Registered Users, click “**Tender Notice**” in the menu bar to view all tender notices of Works Tenders published in e-TS(WC)






The screenshot shows the top menu bar of the e-Tendering System. The 'Tender Notice' button is highlighted with a red box and a red arrow. Below the menu bar, the 'My Tender' page is visible with the 'Tenders Invited' radio button selected.

Step 2 – Select and click the relevant tender notice.

- Check that <Yes> appears under the column <Tender Invitation via e-TS(WC)>. This means that tender submission via e-Tendering System (Works Contracts) is available

Tender Notices – Works Tenders

 The closing date and time of some invitations were postponed due to Severe Weather/Special Event. For details, please refer to the relevant Tender Notice.

<div><div><</div><div>1</div><div>/ 2</div><div>></div></div>					[1 - 10 / 12]		
Procuring Bureau/Department	Tender Issue Date	Tender Closing Date	Tender Reference	Subject	Status	Tender Invitation via e-TS(WC)	Tender Submission via e-TS(WC)
<div><div></div></div>	<div>dd mmmm</div> <div></div>	<div>dd mmmm</div> <div></div>	<div></div>	<div></div>	<div>On-going</div> <div></div>	<div></div> <div></div>	<div></div> <div></div>
Water Supplies Department	07 May 2024 (Hong Kong Time)	13 December 2024 12:00 Noon (Hong Kong Time)	20240507_test	20240507_test	On-going	Yes	Yes

Step 3 – Click “**Submit Tender**” to submit your tender.

View Details of Tender Notice

Back to Tender Notices – Works Tenders

Download Tender Document

Send Messages/Tender Queries

Submit Tender

Tender Reference

WSD_TT1

Procuring Bureau/Department

Water Supplies Department

Subject

Provisions of Services

Step 4 – You will then be required to:

- Read the Terms and Conditions
- Tick the checkbox “I/We have read, understood and agreed to all of the above terms and conditions.” to proceed.
- Input the validation characters (CAPTCHA) generated by the System and click “**Next**”.

e-Tendering System (Works Contracts)

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
"e-Tendering System (Works Contracts) Website" or "e-TS(WC) Website"	means https://www.ets.gov.hk
"Government"	means the Government of the Hong Kong Special Administrative Region of the People's Republic of China
"Hong Kong"	means the Hong Kong Special Administrative Region of the People's Republic of China

☒ I/We have read, understood and agreed to all of the above terms and conditions. *

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

7LXM

7 L X M



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

[Back](#)

[Next](#)

- (a) If the Registered User is **not** a contractor on the list / Specialist List, go to → Step 5 → Step 6.1 or 6.2
- (b) If the Registered User is a contractor **on** the list / Specialist List, go directly to → Step 6.1 or 6.2

Step 5 – For Registered User who is **not** a contractor on the List/Specialist List,

- i. Click "**Choose File**" to choose a Recognized Certificate issued under the name of your organization for authentication.
- ii. Input the Digital Certificate PIN and click "**Next**" to proceed.

1

2

3

Step 1: Choose Recognized Certificate¹ for Authentication

Step 2: Upload and Submit Tender

Step 3: Receive Acknowledgment

Points to Note

1. Please select the p12 file of your Recognized Certificate¹ issued under the name of your organization for authentication.
2. p12 file is a digital certificate file in a standard format called PKCS#12. You may contact the Certification Authority which issued your digital certificate for more information.
3. You are required to provide a valid Recognized Certificate¹ issued under the name of your organization for authentication, or else you **cannot proceed** to submit tender.
4. You may choose the p12 file based on following steps:
 1. Insert the storage medium provided by the Certification Authority into an USB port.
 2. Click "Choose File".
 3. Browse the drive of the storage medium, find and choose the file with file extension of ".p12".
 4. Input the PIN of your digital certificate below.
 5. The digital certificate and PIN will not be uploaded to the System.

Choose Recognized Certificate¹ issued under the name of your organization for Authentication

Digital Certificate File *

Choose File

Digital Certificate PIN *

Back


Next

¹ Issued by a recognized certification authority as defined under the Electronic Transactions Ordinance (Cap. 553). Only digital certificate with p12 file is supported for authentication.

Attention:

After uploading a file, it does not mean the file has been submitted to the tender box in the e-Tendering System (Works Contracts). You should click the **"Submit"** button to complete the submission.

Step 6.1 – For tender that adopts **Formula Approach**

- Click **"Upload"** under section **"Upload Tender"** and **"Upload Form of Tender"** to choose file(s) to upload.
- After uploading, click the checkbox to confirm the statement "I confirm the uploaded files are free of computer virus".
- You may delete the uploaded file(s) by clicking the  icon any time.
- Finally, click **"Submit"** to tender submission.

Points to Note

1. Make sure that all files required to be Digitally Signed are indeed Digitally Signed in .p7s format, in accordance with the "Requirements for Tender Submission in Electronic Format".
2. If the tender is submitted in form of unincorporated joint venture, make sure the relevant files (e.g. Form of Tender) are Digitally Signed by all participants of an unincorporated joint venture.

e-Tendering System (Works Contracts)

3. Verify that all the Organisational e-Cert are valid.
4. Under “Upload Form of Tender” section, only one file shall be submitted and the size of the file shall not exceed 100MB.
5. For the “Upload Tender” section:
 - Each file shall not exceed 500MB in size
 - The maximum number of files is 20.
 - The total file size shall not exceed 10GB.
6. Make sure that all files required under the General Conditions of Tender on “Submission of Tender”, particularly those required under the General Conditions of Tender on “Essential Submission”, are uploaded.
7. To ensure the integrity of the uploaded file, make sure that the MD5 checksum displayed next to the uploaded file name is the same as the MD5 checksum of your local file.
8. Uploading files alone does not complete the tender submission process. After uploading, remember to click the “Submit” button and verify that you receive an acknowledgement of your submission.

▼ Upload Form of Tender *

File Name	Status
form_of_tender.pdf.p7s (0.06MB) (MD5 checksum:79744e890253591b18dc93b3acf78614)	Upload Completed

Upload

▼ Upload Tender *

File Name	Status
sch1.pdf.p7s (0.07MB) (MD5 checksum:60a3f4105779673cb24ca4107518b508)	Upload Completed
sch2.pdf.p7s (0.06MB) (MD5 checksum:fcd9ba6f784fb78e8ccb9e24f5c1ff3a)	Upload Completed

Upload

☐ I confirm the uploaded files are free of computer virus. *

Back Submit

Step 6.2 – For tender that adopts **Marking Scheme Approach**

- Click “**Upload**” under section “**Upload Technical Submission**”, “**Upload Tender Price Documents**” and “**Upload Form of Tender**” to choose file(s) to upload.
- After uploading, click the checkbox to confirm the statement “I confirm the uploaded files are free of computer virus”.
- You may delete the uploaded file(s) by clicking the icon any time.
- Finally, click “**Submit**” to tender submission.

Points to Note

1. Make sure that all files required to be Digitally Signed are indeed Digitally Signed in .p7s format, in accordance with the “Requirements for Tender Submission in Electronic Format”.
2. If the tender is submitted in form of unincorporated joint venture, make sure the relevant files (e.g. Form of Tender) are

e-Tendering System (Works Contracts)

Digitally Signed by all participants of an unincorporated joint venture.

3. Verify that all the Organisational e-Cert are valid.
4. Under “Upload Form of Tender” section, only one file shall be submitted and the size of the file shall not exceed 100MB.
5. For the “Upload Tender Price Document” section:
 - Each file shall not exceed 500MB in size.
 - The maximum number of files is 4.
 - The total file size shall not exceed 2GB.
6. For the “Upload Technical Submission” section:
 - Each file shall not exceed 500MB in size.
 - The maximum number of files is 16.
 - The total file size shall not exceed 8GB.
7. Make sure that all files required under the General Conditions of Tender on “Submission of Tender”, particularly those required under the General Conditions of Tender on “Essential Submission”, are uploaded.
8. To ensure the integrity of the uploaded file, make sure that the MD5 checksum displayed next to the uploaded file name is the same as the MD5 checksum of your local file.
9. Uploading files alone does not complete the tender submission process. After uploading, remember to click the “Submit” button and verify that you receive an acknowledgement of your submission.

▼ **Upload Form of Tender** * (Please ensure only Form of Tender is uploaded)

File Name	Status
form_of_tender.pdf.p7s (0.06MB) (MD5 checksum:79744e890253591b18dc93b3acf78614)	Upload Completed

Upload

▼ **Upload Tender Price Documents** * (Please ensure only Tender Price Documents are uploaded)

File Name	Status
price1.pdf.p7s (0.06MB) (MD5 checksum:96610784dd02a4e0d68d76b0924ef558)	Upload Completed

Time Remaining before Tender Close: 1 days 18 hours 46 minutes 38 seconds

Upload

▼ **Upload Technical Submission** * (Please ensure only Technical Submission is uploaded)

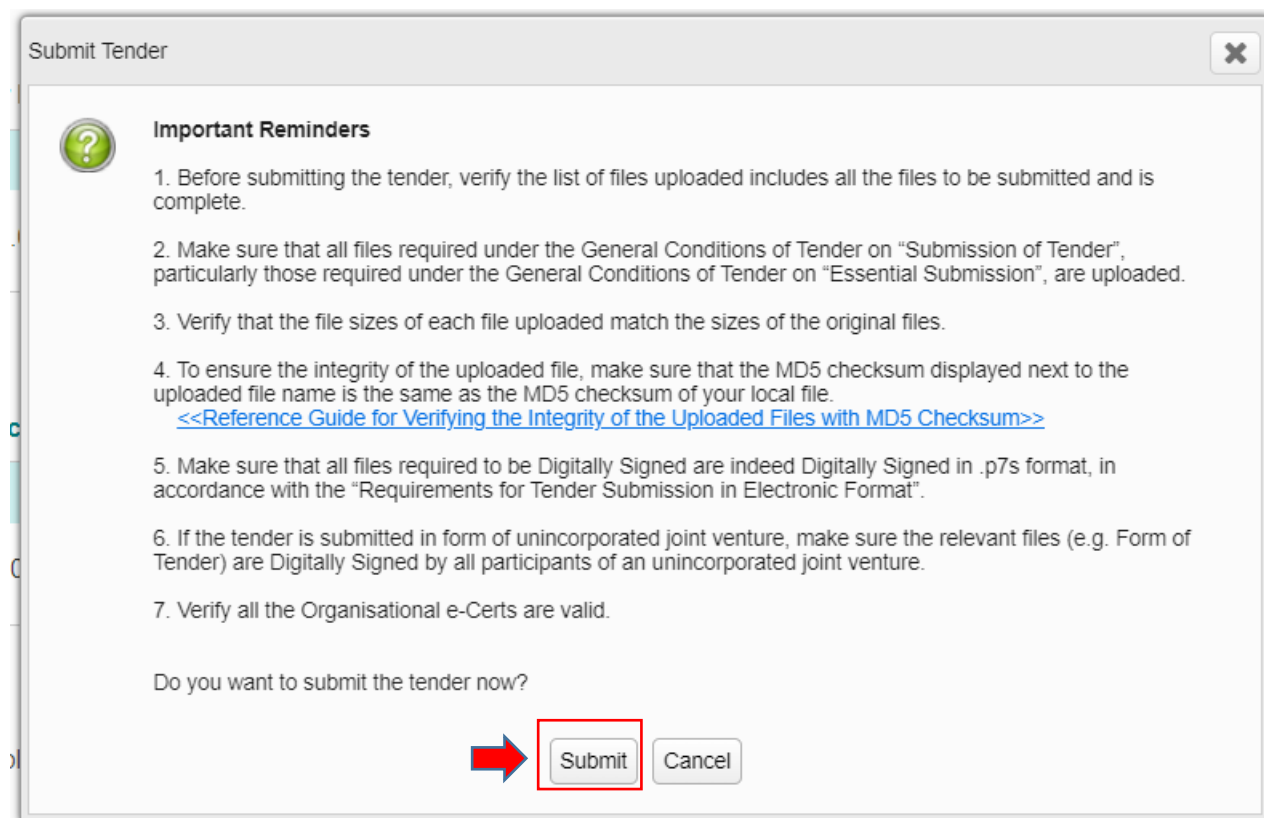
File Name	Status
tech1.pdf.p7s (0.07MB) (MD5 checksum:60c4a3b52bc213101a34899368c8adb2)	Upload Completed

Upload

☒ I confirm the uploaded files are free of computer virus. *

Back Submit

Step 7 – A confirmation dialogue box will appear. Click “Submit” to confirm and proceed.



Step 8 – An acknowledgement page will pop up to indicate successful submission. Click “**Save**” to save the acknowledgement page for record.

Acknowledgement page if the tender adopts **Formula Approach**

Tender Information:

Tender Reference

WSD_TT1

Procuring Bureau/Department

Water Supplies Department

Subject

Provisions of Services

Receipt:

Submission Complete Time

24 July 2024 17:11 (Hong Kong Time)

Registrant Name

(TEST)Contractor 083

Reference Number

2407 2400 0000 2279

File Submitted

Form of Tender

form_of_tender.pdf.p7s (0.06MB)
(MD5 checksum:79744e890253591b18dc93b3acf78614)

Tender

sch1.pdf.p7s (0.07MB)
(MD5 checksum:60a3f4105779673cb24ca4107518b508)

sch2.pdf.p7s (0.06MB)
(MD5 checksum:fcd9ba6f784fb78e8ccb9e24f5c1ff3a)



Save

Back to Tender Notice

Acknowledgement page if the tender adopts **Marking Scheme Approach**

Tender Information:

Tender Reference

EMSD_DEMO1

Procuring Bureau/Department

Electrical and Mechanical Services Department

Subject

Provision of Consultancy Services (Training)

Receipt:

Submission Complete Time

24 July 2024 17:14 (Hong Kong Time)

Registrant Name

(TEST)Contractor 083

Reference Number

2407 2400 0000 2280

File Submitted

Form of Tender

form_of_tender.pdf.p7s (0.06MB)
(MD5 checksum:79744e890253591b18dc93b3acf78614)

Tender Price Document

price1.pdf.p7s (0.06MB)
(MD5 checksum:96610784dd02a4e0d68d76b0924ef558)

Technical Submission

tech1.pdf.p7s (0.07MB)
(MD5 checksum:60c4a3b52bc213101a34899368c8adb2)



Save

Back to Tender Notice