

Submit Tender

(IMPORTANT: This manual is only applicable to specific contracts which invite tenders via the e-Tendering System after 14 June 2022.)

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 tender **well before tender close**.

Step 1 – Log in to e-Tendering System, <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' tab selected. Below the tabs, there is a 'Points to Note' section. The main content area displays details for a tender: 'Site Formation and Infrastructure Works', Tender Reference: CV/20YY/XX, Procuring Bureau/Department: Civil Engineering and Development Department, Status: On-going, Tender Closing Date: 29 July 2022 12:00 Noon (Hong Kong Time), and Tender Document Downloaded Date and Time: Not Applicable. A 'View Tender Notice' button is highlighted with a red box and a red arrow.

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

The screenshot shows the 'My Tender' page with the 'Tender Notice' menu item selected in the top navigation bar. A red arrow points to the '> Works Tenders' link. The rest of the page content is identical to the previous screenshot.

Step 2 – Select and click the relevant tender notice.

- Check that <Yes> appears under the column <e-Service>. This means that tender submission via e-Tendering System is available.

Tender Notices – Works Tenders

Points to Note
The System publishes tender notices of works contracts of [works departments](#). For works contracts of other departments, please visit the corresponding websites of the departments.

Procuring Bureau/Department	Tender Issue Date	Tender Closing Date	Tender Reference	Subject	Status	e-Service
Civil Engineering and Development Department	17 June 2022 (Hong Kong Time)	29 July 2022 12:00 Noon (Hong Kong Time)	Contract No.: GE/20YY/XX	Landslip Prevention and Mitigation Programme, 20YY, Package AA, Landslip Prevention and Mitigation Works	On-going	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 Contract No.: GE/20YY/XX

Procuring Bureau/Department Civil Engineering and Development Department

Subject Landslip Prevention and Mitigation Programme, 20YY, Package AA, Landslip Prevention and Mitigation Works

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”.

Terms and Conditions

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

THE E-TENDERING SYSTEM

TERMS AND CONDITIONS OF USE AND PARTICIPATION

The Government provides this e-Tendering System 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 shall be governed by these Participation T&C. By accessing the e-TS 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" or "e-TS" or "System"	means the electronic tendering system as described in Clause 2 of these Participation T&C
"e-Tendering System Website" or "e-TS 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):

Y i x x 

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.

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 *

Digital Certificate PIN *

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. 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”** for tender 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 **“Tender”**.

e-Tendering System

3. The size of the file to be uploaded shall not exceed 100MB for “**Form of Tender**”.
4. The total number of files to be uploaded shall not exceed 20 for “**Tender**” and 1 for “**Form of Tender**”.
5. The total size of the files to be uploaded shall not exceed 10GB for “**Tender**” and 100MB for “**Form of Tender**”.
6. Only file format in .p7s and .zip will be accepted.
7. Uploading files does not complete the tender submission process. You must click the “**Submit**” button and check that you have received an acknowledgement of your submission.

▼ Upload Tender *

File Name
Submission 1.p7s (0.01MB)
Submission 2.p7s (0.01MB)
Submission 3.p7s (0.01MB)
Submission 4.p7s (0.01MB)

Upload

▼ Upload Form of Tender *

File Name
Submission 1.p7s (0.01MB)

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 files by clicking the icon any time.
- Finally, click “**Submit**” for tender 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 “**Technical Submission**” and “**Tender Price Documents**”.
3. The size of the file to be uploaded shall not exceed 100MB for “**Form of Tender**”.
4. The total number of files to be uploaded shall not exceed 16 for “**Technical Submission**”, 4 for “**Tender Price Documents**” and 1 for “**Form of Tender**”.
5. The total size of the files to be uploaded shall not exceed 8GB for “**Technical Submission**”, 2GB for “**Tender Price Documents**” and 100MB for “**Form of Tender**”.
6. Only file format in .p7s and .zip will be accepted.
7. Uploading files does not complete the tender submission process. You must click the “**Submit**” button and check that you have received an acknowledgement of your submission.

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

File Name
Submission 1.p7s (0.01MB) 

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

File Name
Submission 1.p7s (0.01MB) 

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

File Name
Submission 2.p7s (0.01MB) 

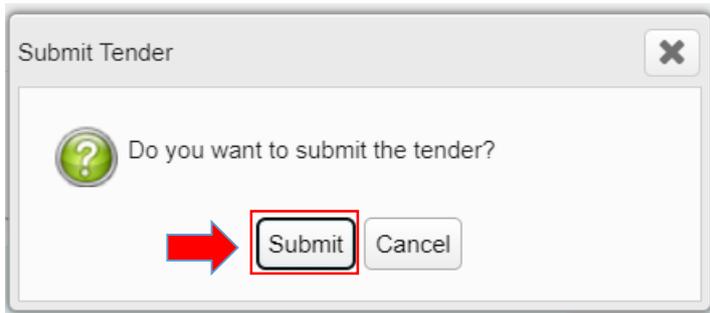
 

I confirm the uploaded files are free of computer virus. *

Time Remaining before Tender Close: 66 days 0 hours 7 minutes 48 seconds

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**

Acknowledgement

📌 Points to Note

1. Please SAVE this acknowledgement [Click the "Save" button].

Tender Information:

Tender Reference	HY/20YY/XX
Procuring Bureau/Department	Highways Department
Subject	Provision of Universal Accessibility Facilities at Footbridges, Elevated Walkways and Subways

Receipt:

Submission Complete Time	27 May 2022 12:38 (Hong Kong Time)
Registrant Name	Company Name
Reference Number	2205 2700 0000 0036
File Submitted	Tender Submission 2.p7s (0.01MB) Form of Tender Submission 5.p7s (0.01MB)

 [Save](#) [Back to Tender Notice](#)

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

Acknowledgement

📌 Points to Note

1. Please SAVE this acknowledgement [Click the "Save" button].

Tender Information:

Tender Reference	HY/20YY/XX
Procuring Bureau/Department	Highways Department
Subject	Provision of Universal Accessibility Facilities at Footbridges, Elevated Walkways and Subways

Receipt:

Submission Complete Time	27 May 2022 12:44 (Hong Kong Time)
Registrant Name	Company Name
Reference Number	2205 2700 0000 0038
File Submitted	Technical Submission Submission 8.p7s (0.01MB) Tender Price Document Submission 11.p7s (0.01MB) Form of Tender Submission 8.p7s (0.01MB)

 [Save](#) [Back to Tender Notice](#)