

Requirements for Submission in Electronic Format

The following are the requirements for making submission in electronic format via the e-TS(CS).

1. In this Annex, unless the context otherwise requires-
 - (a) “**Digitally Signed**”, in relation to a file, means that such file has been Digitally Signed in accordance with paragraph 4 in this Annex.
 - (b) “**Editable File**” means a file in the EPP which is stored in file formats that are editable using mainstream computer applications for office automation and computer-aided drafting.
 - (c) “**Image File**” means a file in the EPP which is stored in file formats that capture the printed image of the document.
 - (d) “**Electronic Proposal Package**” (or “**EPP**”) means all files submitted by the bidder for this invitation via the e-TS(CS).
 - (e) “**ETO**” means the Electronic Transactions Ordinance (Cap. 553).
 - (f) “**Organisational e-Cert**” means a recognized certificate issued by a recognized certification authority to an organisation and which identifies a person who is duly authorised by the organisation to use the recognized certificate. “Recognized certificate” and “recognized certification authority” shall bear the meanings as assigned to them under the ETO.
 - (g) “**Registered User**” means a person who holds a valid account on the e-TS(CS).
2. The EPP shall be submitted via e-TS(CS) and shall contain a “**README.rtf**” file in its root directory prepared in rich text format. This file shall contain at least the following information:
 - (a) general guidance on the use of the files in the EPP (e.g. the file naming convention, directory structure of the submission, software name and version for viewing the file);

- (b) a list of all files submitted in the EPP with brief description of the contents of the file.
- (c) information on the proper setting for viewing, editing, and printing the electronic files, including, without limitations-
 - (i) the printer to be used for printing the files;
 - (ii) the paper sizes;
 - (iii) requirements for special fonts;
 - (iv) any special printing instructions (e.g. the adjustment settings such as “shrink oversized pages to paper size”, “expand small pages to paper size”, etc. when printing PDF files); and
 - (v) software name and version for viewing the files.
- (d) detailed instructions for viewing other type of electronic information or visualisation not covered in paragraph 5 of this Annex.

3. *[note to project office: the following paragraphs are for inviting EOI]*

During each upload, the maximum number of files that may be uploaded to the e-TS(CS) is **10**, with the maximum file size for all files limited to **1GB** (maximum file size for each file is limited to **500MB**). If the intended file(s) to be uploaded exceed the maximum number of files or maximum file size, the file(s) will not be successfully uploaded to e-TS(CS). The same restrictions apply for any subsequent uploads. Consultants should take note of such restrictions and organise their uploads accordingly. For the avoidance of doubt, there is no restriction on the total number of uploads that may be made by a consultant before the close of submission, nor on the total number of files so uploaded.

In case the bidder wishes to replace or supplement any file or a part of a file in the submitted EOI submission, the bidder must do so by re-submitting the **entire** EOI submission. If there are more than one EOI submissions submitted, the latest submission shall prevail and all previous submission will not be opened or considered.

[note to project office: the following paragraphs are for inviting T&F Proposals]

During each upload, the maximum number of files and maximum file size that may be uploaded to each section of e-TS(CS) are set out in the table below. If the intended file(s) to be uploaded exceed the maximum number of files or maximum file size, the file(s) will not be successfully uploaded to e-TS(CS). The same restrictions apply for any subsequent uploads. Consultants should take note of such restrictions and organise their uploads accordingly. For the avoidance of doubt, there is no restriction on the total number of uploads that may be made by a consultant before the close of submission, nor on the total number of files so uploaded.

In case the bidder wishes to replace or supplement any file or a part of a file in the submitted T&F Proposals, the bidder must do so by re-submitting the **entire** Technical Proposal and / or Fee Proposal. If there are more than one submissions under the “Upload Technical Proposal” Section or the “Upload Fee Proposal” Section, the latest submission in that Section shall prevail and all previous submission in that Section will not be opened or considered.

Section of e-TS(CS)	Maximum number of file	Maximum file size in total
“Upload Technical Proposal”	10	1GB [note: each file size is limited to 500MB]
“Upload Fee Proposal”	1 [note: .zip file is not acceptable]	500MB

4. For the purpose of the Invitation Letter and this Annex, a file is Digitally Signed if and only if it complies with the following conditions:
- (a) It is signed using a digital signature as defined in section 2 of the ETO by the person(s) who is/are authorised to sign Government contracts. A person is authorised to sign Government contracts if the person is acting in the following capacity:
- i. if the consultant is a sole proprietorship, the sole proprietor;
 - ii. if the consultant is a partnership, a partner of the partnership;
 - iii. if the consultant is a body corporate, a person who is duly

- authorized by the consultant to sign Government contracts for and on behalf of the consultant;
- iv. if the consultant is an unincorporated joint venture, the sole proprietor, partner or authorized person, as the case may be, **of each and every of its participants.**
- (b) For the avoidance of doubt, a file submitted by an unincorporated joint venture must be Digitally Signed by **all of its participants**;
- (c) The digital signature is supported by an Organisational e-Cert issued to the consultant or (for unincorporated joint venture) its participants, which identifies the person(s) who signs the file as authorised user of the Organisational e-Cert;
- (d) The digital signature is generated within the validity of the Organisational e-Cert in accordance with section 6(2) of the ETO;
- (e) The digital signature is used in accordance with the terms of the Organisational e-Cert;
- (f) The digital signature is attached to the file in Public-key Cryptography Standards (PKCS#7) and (CAAdES) such that the signed file is in .p7s format; and
- (g) The Organisational e-Cert remains valid as at the earlier of (i) the date and time on which the file is submitted via the e-TS(CS); or (ii) the date and time on which the file is signed, if such information is generated in the form of a time stamp in the affixed digital signature.

5. (a) The following data formats shall be used for preparing the files in the EPP:

Type of File	Editable File	Image File
Text documents	Not Applicable	Portable Document Format (PDF)
Schedules (except the manning schedule in Technical Proposal) or documents in tabular form	Not Applicable	PDF
Manning schedule in Technical Proposal	Excel (.xls or .xlsx)	Not applicable
Drawings	Not Applicable	PDF
Slide presentation	Not Applicable	PDF
Building Information Modeling (BIM)	<i>[note to project office: Insert as appropriate]</i>	Not applicable

The data formats and associated versions of files to be adopted in the EPP should adhere to the latest OGCIO Interoperability Framework which can be downloaded from the OGCIO website:

https://www.ogcio.gov.hk/en/our_work/infrastructure/e_government/if/interoperability_framework.html

- (b) A file shall not contain any computer instructions, including but not limited to,
- (i) computer viruses; and
 - (ii) macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the file itself or the information system displaying the electronic record in respect of the file.
6. As the conversion of drawing files to PDF format may slightly distort the scale of the drawing elements, line scales in both horizontal and vertical directions should be included in drawings files to enable correction factors to be made to

compensate for distortion.

7. If other type of electronic information, for example, visualisation or modelling, not covered in paragraph 5 above is submitted with the EPP, software necessary for viewing the information shall be supplied with the submission. The software provided must be free of virus and can be run in mainstream PC under Windows operating environment. Necessary licence to use the software must be provided free of charge to the Government for viewing the information. Detailed instructions on setup, usage and removal of the software provided must be included in the EPP.

8. The account user or any sub-account user of a Registered User may use its password to login the e-TS(CS) and make the submission. The person who login to the e-TS(CS) may be different from the person who Digitally Signs the EPP.