

Notes to Tenderers

Clause	Remarks/Guidelines
NTT A4 Clarifications from <i>Service Manager</i> designate	
Should the tenderer for any reason whatsoever be in doubt about the precise meaning of any item or figure contained in the documents it shall seek clarification from the <i>Service Manager</i> designate <i>[Insert post title of Government officer / company name and contact details as appropriate.]</i>	Advice directing tenderers to submit any queries about the particulars of the tender documents to the <i>Service Manager</i> designate preparing the tender documents (the contact telephone and fax numbers for enquiries should be included).

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NTT A5 Check list for tenders deposited in the tender box	
<p>(1) Before the tender is sealed and delivered to the *Government Secretariat Tender Box / *Public Works Tender Box, please check the following:</p> <p>(a) The tender has been properly signed and the signature witnessed.</p> <p>(b) All the documents issued with or requested in the tender such as acknowledgements of receipt of corrigenda or addenda, are properly completed and attached to the tender.</p> <p>(c) Copies of the Form of Tender, Contract Data Part two including priced Schedule of Percentages are attached to [*the tender / * Tender Price Documents]. The *Central Tender Board / *Public Works Tender Board will make copies of the Form of Tender, Contract Data Part two including priced Schedule of Percentages on behalf of tenderers who have failed to submit copies of such documents and a charge of *[#\$12] / *[#\$16.2] or such amount as advised by the *Secretary for Financial Services and the Treasury / *Chairman of the Public Works Tender Board periodically will be levied for each page so copied.</p> <p>(d) The envelope or cover holding the tender does not bear the name of the tenderer but the tender reference or contract number and the closing date should be shown on the cover.</p> <p>(2) The tenderer should also note the following:</p> <p>(a) Unless otherwise indicated, plans and drawings issued with the tender documents shall not be returned and deposited in the *Government Secretariat Tender Box / *Public Works Tender Box, such drawings are to be returned to the issuing office after submission of the tender.</p>	<p>* Delete as appropriate.</p> <p># Please update the figure where appropriate.</p> <p>Please refer to Appendix 5.8 of Chapter 5 of the Project Administration Handbook).</p>

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<p>(b) Samples, if called for, should be submitted separately to the issuing office inviting the tenders with the tender reference or contract number indicated clearly on the cover, and should not be deposited in the *Government Secretariat Tender Box / *Public Works Tender Box.</p> <p>(c) The tender that is bulky should be wrapped properly with strong paper which is unlikely to break when the tender is being deposited in the Tender Box. The tender with a size exceeding 0.1m² and a thickness of more than 30cm should be separated into smaller parcels, each parcel to be properly labelled.</p> <p>(d) For tender submission in electronic format, the tender opening team will make copies of the required documents on behalf of the tenderer who has failed to submit the required duplicate in electronic format. The tenderer may be asked to bear the cost of making the duplicate at a charge of [#\$54] per electronic file and a material charge of [#\$1.1] per CD-ROM and [#\$1.3] per 4.7GB DVD+/-R, or such amount as advised by the *Secretary for Financial Services and the Treasury / *Chairman of the Public Works Tender Board periodically will be levied for each duplicate so made.</p> <p>(3) Please allow adequate time for the tender to be delivered to the *Government Secretariat Tender Box / *Public Works Tender Box. The Tender Box is closed on the tender closing date, which will be a Friday, as soon as the 12:00 noon time signal is broadcast by a local radio channel and the staff of the *Central Tender Board / *Public Works Tender Board are under strict instruction not to accept the tender that is delivered after the closing time. However, if tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9 a.m. and 12 noon on the</p>	

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<p>tender closing date, the tender closing time will be extended to 12 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force. In case of blockage of the public access to the location of the *Government Secretariat Tender Box / *Public Works Tender Box at any time between 9 a.m. and 12 noon on the tender closing date, the Government will announce extension of the tender closing date and time to a date and time to be specified in a further notice. Following removal of the blockage, the Government will announce the extended tender closing date and time as soon as practicable. The announcements concerning “extreme conditions after super typhoons” and blockage will be made via press releases on the website of Information Services Department (http://www.info.gov.hk/gia/general/today.htm). In order to ensure that the tender is deposited in the Tender Box well before the closing time, the tenderer should as far as possible arrange for the tender to be deposited before the closing date.</p> <p>(4) The tenderer may rest assured that no person is allowed access to the tender that has been deposited in the *Government Secretariat Tender Box / *Public Works Tender Box until after the closing time when they will be removed by authorized personnel.</p>	

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NTT A6 Electronic submission	
<p>(1) Tenderers may submit tenders in traditional hard copy format or partly in electronic format in accordance with Clause GCT 4 of the General Conditions of Tender. All tenders, whether in hard copy format or partly in electronic format, will be evaluated on an equal basis.</p> <p>(2) When submitting tenders in electronic format, tenderers are reminded to digitally sign their tenders in electronic format, which shall comply with the requirements set out in Appendix [#]& to General Conditions of Tender.</p>	<p>Advice to tenderers about electronic submission of tender returns in removable media.</p> <p>Note:</p> <p># Please insert appropriate reference.</p> <p>& The requirements have been set out in Appendix 4 of ETWB TCW No. 11/2005.</p>