| Clause | Remarks/Guidelines |
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| NTT A5 Check list for electronic submission |
| 1. Tenderers’ attention is drawn to General Conditions of Tender Clause GCT 4 which requires that tenders must be submitted in electronic format via the e-TS(WC).
2. Pursuant to of General Conditions of Tender Clause GCT 2, by registering an account on the e-TS(WC), the tenderer is deemed to have accepted the Terms and Conditions of Use and Participation of the e-TS(WC)) (available at [*insert hyperlink*]).
3. Pursuant to General Conditions of Tender Clause GCT 2, by downloading the EDP from the e-TS(WC), the tenderer is deemed to have accepted the Licence Conditions for the EDP at Appendix [*insert reference*] to the General Conditions of Tender.
4. The User Manual of the e-TS(WC) is available on the website [*insert hyperlink*].
5. A tenderer must register an account on the e-TS(WC) before it can download the EDP from the e-TS(WC). For the purpose of verifying the identify of a registered user, the e-TS(WC) may request the registered user to upload a genuine and valid Organisational e-Cert issued by a recognized certification authority as defined under Section 2 of the Electronic Transaction Ordinance (Cap. 553) in .p12 format, which shall comply with the requirements set out in the User Manual of the e-TS(WC).
6. Tenderers attention are drawn to the “Requirements for Tender Submission in Electronic Format” in Appendix [*insert reference*] to the General Conditions of Contract. In particular, the digital signing requirement in paragraph 4 therein.
7. Tenderers should check that all files required to be submitted in the ESP are properly completed and in the required format and size for submission via the e-TS(WC).
8. Tenderers are reminded to acknowledge receipt of tender files by clicking the acknowledgement check box in the e-TS(WC) notwithstanding whether a tender is to be submitted.
9. In order to facilitate submission of tenders via e-TS(WC), the Government will set up a help kiosk with notebook computers and system support personnel at Room 1820, 18/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong for tenderer’s use on the tender closing date (from 9 am to 12 noon). Tenderers may also make use of the help kiosk by appointment by giving one day’s advance notice to the *Service Manager* designate via telephone no. [*insert number*]. The Government does not warrant the availability of the help kiosk or the accuracy, timeliness, usefulness and/or completeness of the service provided by the help kiosk. For general enquiries, please call 3997 1844. For technical support, please call 6310 9329. Both helpdesk hotlines are available from 9am to 6pm, Monday to Friday, excluding public holidays.
10. Samples, if requested, should be submitted separately to the issuing office inviting the tenders with the tender reference or contract number indicated clearly on the cover.
11. Please allow adequate time for the tender to be uploaded via e-TS(WC). The tender closing date will be a Friday, and the tender closing time is at the 12 noon time signal broadcasted by a local radio channel. Late submission will not be accepted.
12. The tender closing date may be extended under the following circumstances:-
13. If tropical cyclone signal No. 8 or above, or a black rainstorm warning signal is hoisted or if “extreme conditions after super typhoons” announced by the Government is in force at any time between 9 am and 12 noon on the 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. Saturday is not counted as a working day. The announcements on “extreme conditions after super typhoons” will be made via press releases website of the Information Services Department (http://www.info.gov.hk/gia/general/today.htm);
14. If there is a blockage of the public access to the location of the \*Government Secretariat Tender Box / \*Public Works Tender Box at any time between 9 am and 12 noon on the tender closing date, the Government will announce extension of the tender closing date and time until further notice. Following removal of the blockage, the Government will announce the extended tender closing date and time as soon as practicable. The announcements will be made via press releases website of the Information Services Department (http://www.info.gov.hk/gia/general/today.htm); or
15. If there is any other reason which in the Government’s view shall affect the close of tender, the Government will notify tenderers of the extension in tender closing date and time via the e-TS(WC) and/or emails.
16. In determining the date and time on which a file is submitted via the e-TS(WC), the submission end time generated automatically by the e-TS(WC) which specifies when the transmission of the file through the e-TS(WC) was completed, shall be final and binding. Save for the aforesaid, any text, notice or message that appears on the e-TS(WC) which displays any date, time, time zone or time remaining for any tender submission to be filed, is for reference only and shall not be relied on by the tenderer.
17. Tenderers may rest assured that no person is allowed access to the tenders that have been submitted via the e-TS(WC) until after the closing time when they will be opened by authorised personnel.
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