

**Task Force On Electronic Tendering**  
**Discussion Paper No. 2/99**  
**Scope of Work and Working Programme**

**1. Purpose**

This paper serves to outline the approach and the programme for the delivery of the tasks for effecting e-tendering.

**2. Definition**

In this paper, unless the context otherwise requires-

- (a) "Task Force" means the Task Force on Electronic Tendering;
- (b) "Sub-Group" means the various sub-groups formed in accordance with Discussion Paper No. 1/99;
- (c) "Assignment" means the tasks assigned to the Task Force under its terms of reference.

**3. Proposed Methodology**

**3.1. Division of responsibilities**

3.1.1. The Assignment will be divided into three streams as follows-

- (a) Electronic tendering of building contracts;
- (b) Electronic tendering of civil works contracts; and
- (c) Electronic tendering of electrical and mechanical works contracts.

3.1.2. Each streamline will be assigned to the corresponding Sub-Group formed in accordance with Discussion Paper No. 1/99. Each Sub-Group will be responsible for formulating the electronic tendering strategy for the contracts within its ambit.

**3.2. Methodology for Sub-Groups**

3.2.1. The Sub-Group for each discipline should formulate its methodology for its assigned tasks. For the purpose of alignment, each Sub-Group should structure its methodology in four stages as follows-

(a) Stage 1 – Business justifications for electronic tendering

In this stage, the Sub-Group will gather information on the potential benefits of electronic tendering. The information will be gathered mainly through questionnaires addressed to players in the field including consultants and contractors. The Sub-Group should also take the opportunity to solicit their views on the possible approaches for implementing electronic tendering.

Before conducting the survey, the Sub-Group should produce a working paper on the survey methodology.

Upon the completion of the survey, the Sub-Group should produce a working paper analysing the results of the survey. The Sub-Group should also review on the basis of the survey results the business justifications for electronic tendering;

(b) Stage 2 – Electronic distribution of tender documents

If the findings in Stage 1 are positive, the Sub-Group should proceed to consider electronic distribution of tender documents. The target of this stage is to formulate a strategy for the electronic distribution of tender documents. In this process, the Sub-Group should consider the technical and legal issues of electronic distribution and formulate possible approaches for tackling them.

Upon the completion of this stage, the Sub-Group submit a working paper on the findings and recommendations for electronic distribution of tender documents;

(c) Stage 3 – Electronic submission of tender returns

The target of this stage is to formulate a strategy for the electronic submission of tender returns. Similar to stage 2, the Sub-Group should consider the technical and legal issues of electronic returns and formulate possible approaches for tackling them.

Upon the completion of this stage, the Sub-Group will submit a working paper on the findings and recommendations for electronic returns;

(d) Stage 4 – Draft Final Report for Sub-Group

In this stage, the Sub-Group should collate the findings in the previous stages and produce the Draft Final Report for the

Sub-Group. The Draft Final Report should include the recommendation for the electronic tendering strategy for the discipline.

- 3.2.2. After the Draft Final Reports for Sub-Groups have been finalised, the Task Force Secretariat will consolidate the contents of these reports into a Final Report for the Task Force.

## **4. Deliverables**

### **4.1. List of deliverables**

- 4.1.1. On the basis of the framework described in paragraph 3 above, the deliverables for the Assignment will be as follows-

- (a) Deliverables of Sub-Groups for the various disciplines
  - (i) Working Paper No. 1 – Methodology for Survey on the Business Case for Electronic Tendering;
  - (ii) Working Paper No. 2 – Business Case for Electronic Tendering;
  - (ii) Working Paper No. 3 – Electronic Distribution of Tender Documents;
  - (iii) Working Paper No. 4 – Electronic Submission of Tender Returns; and
  - (iv) Draft Final Report for Sub-Group
- (b) Deliverable of the Task Force Secretariat
  - Draft Final Report for the Task Force

- 4.1.2. There are no pre-defined deliverables for the Infrastructure Facilities Sub-Group. This Sub-Group will deal with technical and legal issues referred to it by the Sub-Groups for the various disciplines or the Plenary Meeting and produce reports giving advice for the referral.

### **4.2. Approval of deliverables**

- 4.2.1. The approval procedures for the deliverables are as follows-

<b>Deliverable</b>	<b>Initial Endorsement</b>	<b>Final Approval</b>
Working Paper and Draft Final Report to be produced by the Sub-Groups for the various disciplines	Chairman of the Sub-Group after consultation with Sub-Group members	Plenary Meeting
Report of Infrastructure Facilities Sub-Group	Chairman of Sub-Group after consultation with Sub-Group members	Not required.
Final Report for Task Force	Plenary Meeting	Contracts Committee

4.2.2. All deliverable may be endorsed and approved by circulation.

## **5. Assignment Programme**

5.1. The outline programme for the assignment is included in Annex 1. The Sub-Groups for the various disciplines should formulate their detailed programme in accordance with milestones in the outline.

5.2. As shown in the programme, we anticipate that the Assignment will be completed by July 2000.

## **6. Schedule of Plenary Meetings**

6.1. The proposed meeting schedule as depicted in paragraph 5 of Discussion Paper 1/99 is reproduced for easy reference:

<b>Approximate Date</b>	<b>Deliverable to be considered</b>
Dec. 1999	Working Paper No. 2 – Business Case for Electronic Tendering
Mar. 2000	Working Paper No. 3 – Electronic Distribution of Tender Documents
May 2000	Working Paper No. 4 – Electronic Submission of Tender Returns
Jun. 2000	Draft Final Report of Sub-Group
Jul. 2000	Final Report of Task Force

6.2. Additional Plenary Meetings will be convened if necessary.

6.3. As the contents of Working Paper No. 1 will be mainly technical, we propose to endorse it by circulation.

## **7. Recommendations**

- 7.1. This paper is submitted to the members for discussion, and agreement.
- 7.2. Subject to members' acceptance of this paper, we will advise the CC that the completion date of the Assignment will be extended from March 2000 to July 2000 and request the CC to ratify the extension.

Works Bureau  
22 September 1999