**Requirements for Tender Submission in Electronic Format**

The following are the requirements for submitting tender in electronic format via the e-TS(WC).

1. In this Appendix, unless the context otherwise requires-
2. “**Digitally Signed**”, in relation to a file, means that such file has been Digitally Signed in accordance with paragraph 4 in this Appendix.
3. “**Editable File**” means a file in the ESP which is stored in file formats that are editable using mainstream computer applications for office automation and computer-aided drafting.
4. “**Image File**” means a file in the ESP which is stored in file formats that capture the printed image of the document.
5. “**Electronic Submission Package**” (or “**ESP**”) means all files submitted by the tenderer for this tender exercise via the e-TS(WC)
6. “**ETO**” means the Electronic Transactions Ordinance (Cap. 553).
7. “**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.
8. “**Registered User**” means a person who holds a valid account on the e-TS(WC).
9. The ESP shall be submitted via e-TS(WC) 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:
10. general guidance on the use of the files in the ESP (e.g. the file naming convention, directory structure of the tender, software name and version for viewing the file);
11. a list of all files submitted in the ESP with brief description of the contents of the file.
12. information on the proper setting for viewing, editing, and printing the electronic files, including, without limitations-
13. the printer to be used for printing the files;
14. the paper sizes;
15. requirements for special fonts;
16. 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
17. software name and version for viewing the files.
18. detailed instructions for viewing other type of electronic information or visualisation not covered in paragraph 5 of this Appendix.
19. During each upload, the maximum number of files and maximum file size that may be uploaded to each section of e-TS(WC) 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(WC). The same restrictions apply for any subsequent uploads. Tenderers 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 tenderer before the close of tender, nor on the total number of files so uploaded.

 [*note to project office: Table below is for* ***Formula Approach****.*]

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| --- | --- | --- |
| **Section of e-TS(WC)** | **Maximumnumber of file** | **Maximumfile size in total** |
| “Upload Form of Tender” | 1 | 100MB |
| “Upload Tender” | 20 | 10GB(each file size is limited to 500MB) |

 [*note to project office: Table below is for* ***Marking Scheme Approach****.*]

|  |  |  |
| --- | --- | --- |
| **Section of e-TS(WC)** | **Maximum number of file** | **Maximum file size in total** |
| “Upload Form of Tender” | 1 | 100MB |
| “Upload Tender Price Document” | 4 | 2GB(each file size is limited to 500MB) |
| “Upload Technical Submission” | 16 | 8GB(each file size is limited to 500MB) |

1. For the purpose of the General Conditions of Tender, Special Conditions of Tender and this Appendix, a file is Digitally Signed if and only if it complies with the following conditions: -
2. 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:
3. if the tenderer is a sole proprietorship, the sole proprietor;
4. if the tenderer is a partnership, a partner of the partnership;
5. if the tenderer is a body corporate, a person who is duly authorized by the tenderer to sign Government contracts for and on behalf of the tenderer;
6. if the tenderer is an unincorporated joint venture, the sole proprietor, partner or authorized person, as the case may be, **of each and every of its participants**.
7. For the avoidance of doubt, a file submitted by an unincorporated joint venture must be Digitally Signed by **all of its participants**;
8. The digital signature is supported by an Organisational e-Cert issued to the tenderer or (for unincorporated joint venture) its participants, which identifies the person(s) who signs the file as authorised user of the Organisational e-Cert;
9. The digital signature is generated within the validity of the Organisational e-Cert in accordance with section 6(2) of the ETO;
10. The digital signature is used in accordance with the terms of the Organisational e-Cert;
11. The digital signature is attached to the file in Public-key Cryptography Standards (PKCS#7) and (CAdES) such that the signed file is in .p7s format; and
12. 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(WC); 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.
13. (a) The following data formats shall be used for preparing the files in the ESP:-

|  |  |  |
| --- | --- | --- |
| ***Type of files*** | **Editable File**  | **Image File**  |
| \**bill of quantities* / *activity schedule* | Excel (.xls or .xlsx) | Not applicable |
| Other Schedules | Excel (.xls or .xlsx) | Portable Document Format (PDF) |
| Text files | Rich Text Format; or Word (.doc or .docx) | PDF |
| Drawings | Microstation DGN format; AutoCAD format; Autodesk Drawing Exchange Format (DXF); or Initial Graphic Exchange Specification (IGES) | PDF |
| Building Information Modelling (BIM)  | (Procurement Department to define and insert) | Not Applicable |
| Animation | HTML5 | Not applicable |
| Video, movie | MPEG-1 (ISO 11172)MPEG-4 (ISO 14496) | Not applicable |
| Slide presentation | PowerPoint (.ppt or .pptx) | PDF |
| Other types of files, including scanned documents or scanned drawings | Not Applicable | PDF |

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) If more than one file formats are specified, files need to be provided/submitted in one of the specified formats only. If both Editable File and Image File are submitted, the Image File shall prevail.

(c) A file shall not contain any computer instructions, including but not limited to,

1. computer viruses; and
2. 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.
3. Tenderers shall prepare the files for \**bills of quantities* / *activity schedule* using the files in Excel format in the Tender Documents provided by the *Client*. The \**bill of quantities* / *activity schedule* shall only be submitted in Editable File format, i.e. the Excel format. Tenderers shall not modify cells that are locked and protected, failing which shall **constitute a qualified tender** and shall be handled in accordance with General Conditions of Tender Clause GCT 9.
4. Notwithstanding paragraph 6 above, the files for \**bills of quantities* / *activity schedule* may contain simple arithmetic for automatic calculation of the totals and sub-totals. However, any reference made in the arithmetic formula shall be within the same file and the automatic calculation shall not be dependent on other files.
5. 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.
6. If other type of electronic information, for example, visualisation or modelling, not covered in paragraph 5 above is submitted with the ESP, 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 ESP.
7. The account user or any sub-account user of a Registered User may use its password to login the e-TS(WC) and make the submission. The person who login to the e-TS(WC) may be different from the person who Digitally Signs the ESP.