| Clause | Remarks/Guidelines |
| --- | --- |
| NTT A6 Check list for optional hard copy submission | |
| (1) Tenderers’ attention is drawn to General Conditions of Tender Clause GCT 4(4) that submission in hard copy is optional. Please note that the hard copy tender will not be used except in the circumstances provided in General Conditions of Tender Clause GCT 4(5).  (2) If a tenderer opts to submit hard copy tender in additional to the electronic submission, before the tender is sealed and delivered to the \*Government Secretariat Tender Box / \*Public Works Tender Box, please check the following:  (a) The hard copy of all files required to be Digitally Signed have been duly signed and the signature witnessed (if required) in accordance with GCT 4(4).  (b) 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.  (3) 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.  (4) 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. Late submission will not be accepted.  (5) The tender closing date may be extended under the following circumstances:-  (a) 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>).  (b) 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  (c) 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.  (5) 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. | Interim measure allowing the tenderer to submit optional hard copy for 1 year from 1 July 2024 to 30 June 2025.  \* Delete as appropriate.  # Update the figure as appropriate.  Please refer to Appendix 5.8 of Chapter 5 of the Project Administration Handbook). |