

Report of Questionnaire Survey on Initial Electronic Dissemination Scheme for Public Works Contracts

(Full Version)



Task Force on Electronic Tendering
Works Bureau
The Government of The Hong Kong
Special Administrative Region

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Comments and Enquiries

We welcome any comments and enquiries on this report. Please forward them to-

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Works Bureau,
Room 1305, Murray Building,
Garden Road,
Hong Kong.
(Fax No. - 2905 1181)
(E-mail - csu@wb.gov.hk)

1. Purpose

- 1.1. In April 2001, Works Bureau conducted a questionnaire survey to gather the feedback on the Initial Electronic Dissemination Scheme (IEDS) promulgated under Works Bureau Technical Circular No. 21/2000 – Electronic Dissemination of Tender Documents. The circular makes provisions for issuing Electronic Dissemination Packages (EDP) to tenderers eligible to tender for public works contracts. EDP's are CD-ROM's containing the electronic tender documents.

2. Background

- 2.1. In September 1999, Works Bureau formed a Task Force on Electronic Tendering under the Contracts Committee of the Construction Advisory Board. The function of the task force is to formulate and implement the strategy for the electronic tendering of public works contracts. The task force is chaired by Works Bureau and attended by representatives from Government departments, and the trade associations and professional institutions representing the construction industry.
- 2.2. The task force recommended implementing electronic tendering in two stages-
 - (a) Stage 1 – Electronic dissemination of tender documents; and
 - (b) Stage 2 – Electronic submission of tender returns.
- 2.3. Electronic dissemination is divided into three schemes-
 - (a) Initial Electronic Dissemination Scheme (IEDS) - The IEDS was promulgated in WBTC No. 21/2000 issued on 5 July 2000. Under the scheme, Electronic Dissemination Packages (EDP) are issued with hard copies of tender documents to contractors eligible to submit tenders. EDP's are CD-ROM's hosting the electronic tender documents;
 - (b) Trade Association Scheme – This scheme was promulgated under WBTC No. 27/2000 – Electronic Dissemination of Tender Documents through Construction Industry Associations. The WBTC sets out the arrangements for trade associations to duplicate EDP's and distribute the duplicates to their members. Distribution agreements were concluded with three E&M trade associations on 11 January 2001; and

- (c) Internet Dissemination Schemes - This scheme is intended to distribute EDP's through the web sites of service providers. Service providers will be non-government organizations that will enter into Internet distribution agreements with Works Bureau. The procedures for the scheme are being formulated and will be implemented in Q3 2001.
- 2.4. Operation of the IEDS commenced on 25 August 2000. We reported on its progress in Discussion Paper No. 4/2000 presented to the 4th Plenary Meeting of the Task Force on Electronic Tendering held on 31 October 2001. In the discussion paper, we proposed to conduct a survey to gather the feedback on the scheme.

3. Survey Process

Targets

- 3.1. The targets of the survey are the 313 Approved Contractors for Public Works who obtained EDP's through 85 public works tenders invited by the Works Departments between 25 August 2000 and the end of March 2001. The 85 tenders do not, however, cover all works tendered invited in this period. As the IEDS does not apply to consultancies with recommendations for shortlisting approved by EACSB or AACSB before 21 July 2000¹, EDP's were not issued for the contracts let under these consultancies.

Design of questionnaire

- 3.2. On 23 March 2001, Works Bureau circulated the draft of the questionnaire for the survey to members of the task force. The questionnaire was finalized in mid-April 2001 taking into account members' comments.
- 3.3. The finalized questionnaire (included in Annex 1) consists of 14 questions covering the following aspects-
 - (a) whether the respondent has used any EDP's;
 - (b) reasons for not using EDP's;
 - (c) uses of EDP's;
 - (d) problems encountered in using EDP's and workarounds;

¹As stated in Works Bureau's memo of 10 July 2001 ref. WB(CS) 1/5/52.

- (e) feedback on procedures for issuing EDP's;
- (f) cost and time savings achieved through using EDP's;
- (g) issue of EDP's to business partners;
- (h) benefits of EDP's; and
- (i) suggestions for improving the electronic dissemination scheme.

3.4. Except Question 8, the answers for the questions are structured as follows-

- (a) The answers for each question are presented as a list of standard answers;
- (b) Where appropriate, an "Others" options is included at the end of the list for providing free text answers;
- (c) Except questions requiring "Yes/No" answers, more than one answer may be selected.

3.5. Question 8 is a detailed question on the savings in cost and time achieved in 11 operations in the tendering process. For each operation, the following answers are requested-

- (a) whether savings have been achieved on-
 - (i) cost; and
 - (ii) time;
- (b) amounts of savings-
 - (i) on cost expressed as percentages of the cost spent before EDP's are available; and
 - (ii) on time expressed as percentages of the time spent before EDP's are available.

Issue of Questionnaire

3.6. On 18 April 2001, we issued the questionnaires by post to the contractors included in the survey. The questionnaires were accompanied by a covering letter (also included in Annex 1) explaining the purposes of the survey and calling for return by 2 May 2001.

- 3.7. By 2 May 2001, we had received 119 responses. During the week starting on 7 May 2001, we made follow-up phone calls to the firms that had not responded. Eventually, we received 211 responses (i.e. 67% of the firms included in the survey). The last one was submitted on 31 May 2001.

4. Analysis of Survey Results

- 4.1. The analysis of the survey results is presented in Annex 2. The preamble to the annex explains the method for conducting the analysis and presenting the results.

5. Observations

Notation

- 5.1. In the following paragraphs, the following notation will be used for citing the percentages in the answers to the questionnaire-
- [(Question No.)(Answer No.)-(percentage)].
- 5.2. For instance, "[5e-60%]" refers to answer "e" for Question 5 and the percentage is 60.
- 5.3. The following notation will be used if the percentage is included in the text that precedes the citation-
- [(Question No.)(Answer No.)]
- 5.4. Using the example in paragraph 5.2, the citation will be "[5e]" if the percentage appears in the preceding text.
- 5.5. As explained in paragraph 2.1(b)(iv) of the Preamble to Annex 2, the percentages are based on the total number of responses to a question, not on the total number of responses to the questionnaire.
- 5.6. For Question 8, the percentages will be preceded by the qualifier of "cost" and "time". For instance, "[8e- cost 30%, time 60%]" means answer "e" to Question 8, percentage for respondents indicating cost saving is 30%, and percentage of respondents indicating time saving is 60%.
- 5.7. The meaning of the percentages for Question 8 is explained in paragraphs 2.2 and 2.3 of the Preamble to Annex 2.

Use of EDP's (Question 1)

- 5.8. Out of the 207 firms that responded to this question, 62% [1a] used EDP's. The other 38% [1b] did not. This indicates that there was reasonable industrial support for the electronic dissemination scheme. However, a significant proportion of firms had hesitations in migrating to electronic tendering.

Reasons for not using EDP's (Question 2)

- 5.9. 73 firms responded to this question. The top three reasons for not using EDP's were-
- (a) the lack of confidence in electronic documents [2e-37%];
 - (b) lack of benefits [2d-26%]; and
 - (c) lack of know-how [2b-23%].
- 5.10. Only 3% [2a] indicated that they did not use EDP's because of the lack of computer facilities.

Use of EDP's (Question 3)

- 5.11. Preparation of tender submissions [3e-86%] and estimating tender prices [3d-77%] were the most common uses of EDP's. They were followed by obtaining inputs from business partners [3f-45%].

Benefits of using EDP's (Questions 8, 11 and 12)

- 5.12. Out of the 132 firms that responded to Question 11, 89% [11a] of the indicated that there were benefits in using EDP's. 124 firms also responded to Question 12 requesting information on the benefits. 88% [12c] indicated that the main benefit was timing saving. About half of the respondents indicated cost savings [12b-56%] and improvements in the quality of tenders [12d-49%] were the main benefits.
- 5.13. 127 firms responded to Question 8, a detailed question on the cost and time savings realized through using EDP's in 11 operations in the tendering process. In terms of the number of firms achieving cost savings, the top three operations were-
- (a) Input of information into computer systems [8a- cost 68%];
 - (b) Preparation and production of tender documents for sub-contractors and suppliers [8b- cost 61%]; and

- (c) Preparing bills of quantities [8i- cost 57%]
- 5.14. In terms of the number of firms achieving time savings, the top three operations were-
- (a) Input of information into computer systems [8a- time 85%];
 - (b) Preparation and production of tender documents for sub-contractors and suppliers [8b- time 72%]; and
 - (c) Preparing bills of quantities [8i- time 72%]
- 5.15. The average amounts of saving achieved on time and cost were quite substantial. The former ranged from 19%¹ to 35%². The latter ranged from 22%³ to 32%⁴.

Problems in using EDP's (Questions 4, 5 and 6)

- 5.16. Out of the 136 firms that responded to Question 4, 40% [4a] (i.e. 55 firms) encountered problems in using EDP's.
- 5.17. 59 firms responded to Question 5 requesting information on the problems encountered. The top three problems were-
- (a) Difficulties in finding out the proper setting for printing and editing EDP files [5b-54%];
 - (b) Difficulties in identifying changes made through tender addenda [5d-49%]; and
 - (c) Incompatibility in data format [5a-41%];
- 5.18. According to the answers to Question 6, the most common method for working around the problems was to ignore the files affected and use the hard copies of the corresponding tender documents instead [6c-73%]. About half of the respondents [6b-54%] attempted to solve the problems by getting assistance from their own support staff.

¹ Answer j - Preparing other parts of tender submissions

² Answer f - Processing tender addendum

³ Answer j

⁴ Answer b - Preparation and production of tender documents for sub-contractors and suppliers

Distribution procedures (Question 7)

- 5.19. Out of the 132 firms that responded to this question, the absolute majority [7a-86%] considered that the arrangement for issuing EDP's with hard copies of tender documents was convenient.
- 5.20. For the others [7b-14%], the main drawback was the requirement to return the EDP's and to delete copies of EDP files upon the completion of the tendering processes. Some respondents also experienced difficulties in ensuring compliance of the deletion requirement by their business partners.

Business partners (Questions 9 and 10)

- 5.21. Out of the 134 firms that responded to Question 9, about half [9a-47%] issued EDP's to their business partners. The other half [9b-53%] did not.
- 5.22. Question 10 further asks for information on feedbacks from business partners on EDP's. Some feedbacks were positive. However, there were reservations in undertaking to delete EDP's files upon the completion of the tendering processes.

Improvements to the electronic dissemination scheme (Question 13)

- 5.23. The majority of the 180 firms that responded to this question supported the two improvement measures listed in the answers, namely better interface for browsing the EDP's [13a-60%] and Internet dissemination [13b-57%].
- 5.24. In addition, suggestions for improvements were also made in the free text answers. The main points are-
- (a) issuing bills of quantities in Excel format with automatic computation built-in;
 - (b) search functions for locating contents; and
 - (c) more information on the use of EDP's.

Other comments on the electronic dissemination scheme (Question 14)

- 5.25. 50 comments and suggestions were made for improving the electronic dissemination scheme. The main points are-

- (a) EDP's are not yet issued for contracts managed by consultants. It is better to issue EDP's for all works tenders;
- (b) To widen the choice of software packages for processing EDP's, open and non-proprietary formats such XML should be adopted;
- (c) Scope of works for works contracts may be published on web sites of the Works Departments before the issue of formal invitations;
- (d) Although electronic tender documents are available, tender returns are still in hard copy format;
- (e) More training and promotion should be arranged for the electronic dissemination scheme; and
- (f) Brief instructions for using EDP's should be provided with the tender documents.

6. Conclusion

- 6.1. The results of the questionnaire survey indicate that a reasonable start has been made on electronic dissemination and there is good industrial support for the scheme. The majority (62%) of the respondents had used EDP's in the various operations of the tendering process. The main benefits achieved by them were cost and time savings.
- 6.2. The survey also shows that follow-up actions should be taken on the following issues-
 - (a) 38% of the respondents did not use EDP's mainly because of lack of confidence and know-how in using electronic documents;
 - (b) Problems were encountered by some respondents in using EDP's. The most common problems were identifying proper settings for viewing and editing files and locating changes made through tender addenda;
 - (c) Some respondents had reservations on returning the EDP's and deleting copied of EDP files upon the completion of the tendering processes; and
 - (d) The industry is expecting the delivery of the full benefits of electronic tendering through the timely implementation of Internet dissemination and electronic submission.

- 6.3. The possible follow-up actions are-
- (a) further promotion of electronic tendering through seminars, road shows, and other similar functions;
 - (b) enhancing the usability of EDP's through-
 - (i) improving the interface for browsing files and locating contents; and
 - (ii) providing better guidance notes for using EDP's;
 - (c) reviewing the licence conditions for EDP's, in particular the requirements to return EDP's and to delete copies of EDP files;
 - (d) expediting the progress on Internet dissemination and electronic submission of tender returns; and
 - (e) devising solutions for bills of quantities (in particular data formats) to facilitate automatic computation and intelligent data re-use.
- 6.4. Works Bureau will formulate the improvement measures taking into account the findings of the survey and submit them to the Task Force on Electronic Tendering for consideration.

Annex 1 - Questionnaire and Covering Letter for Survey

香港特別行政區政府
The Government of the Hong Kong Special Administrative Region

工務局
香港花園道美利大廈



WORKS BUREAU
MURRAY BUILDING, GARDEN ROAD,
HONG KONG

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本局檔號 OUR REF.: WB (CS) 1/5/64
來函檔號 YOUR REF.:

電話 Tel. No.: 2848 2655 傳真 Fax No.: 2905 1181
電郵 E-mail: kwchung@wb.gov.hk

18 April 2001

Dear Sir,

Electronic Tendering of Works Contracts
Questionnaire on Electronic Dissemination

Electronic tendering of works contracts is one of the initiatives pursued by the construction industry in bolstering its competitiveness. In July 1999, Works Bureau formed a Task Force on Electronic Tendering under the Contracts Committee of the Construction Advisory Board. The assignment for the task force is to formulate a strategy for implementing electronic tendering for public works contracts.

In the strategy recommended by the task force, electronic tendering is divided into two stages:

- (a) Electronic dissemination, which is the dissemination of tender documents in electronic form; and
- (b) Electronic submission, which is the submission of tender in electronic form.

In August 2000, we launched the electronic dissemination scheme, which involves issuing Electronic Dissemination Packages (EDP) to contractors eligible to tender for works contracts managed by Works Departments. EDP's are CD-ROM's containing the electronic version of the tender documents.

As the scheme has been in operation for eight months, it is time to conduct a review. In this connection, I should be most grateful if you would let us know your feedback on the scheme by completing the attached questionnaire and returning it by 2 May 2001. As you are one of the tenderers who have collected EDP's, your return will be most valuable to us in

evaluating the effectiveness of the scheme and in identifying how the scheme could be improved.

In addition to electronic dissemination, we have been working on electronic submission of tender returns since September 2000. We target to implement electronic submission on removable media by mid-2001 and to implement electronic submission through the Internet by late 2001. If you wish to obtain further information on electronic tendering, you may visit the following web page on our web site-

<http://www.wb.gov.hk/etender>.

Yours faithfully,

(K. W. Chung)
for Secretary for Works



18 April 2001

Electronic Tendering of Works Contracts
Questionnaire on Electronic Dissemination
of Tender Documents

Preamble

1. The completed questionnaire may be returned to Works Bureau-
 - (a) by fax at no. 2905 1181;
 - (b) by post to-
Computer Services Unit,
Works Bureau,
Room 1305, Murray Building,
Garden Road,
Central,
Hong Kong.
2. You may also download the soft copy of the questionnaire from our web site (address: <http://www.wb.gov.hk/etender>) and return the soft copy of the completed questionnaire to e-mail address edpsurvey@wb.gov.hk.
3. If you need any assistance in completing the questionnaire, please contact Mr. K. H. Tao at tel. no. 2848 6224.
4. In this questionnaire, "Electronic Dissemination Package" or "EDP" means CD-ROM's containing the electronic versions of tender documents for works contracts.
5. For most questions, we have included some standard answers, which may be selected by ticking the tick boxes (). Except for questions requiring "Yes/No" answers, more than one box may be selected.

Personal Information Collection Statement

1. The questionnaire survey is conducted by the Works Bureau (WB) of the Government of the Hong Kong Special Administrative Region to collect feedback on the scheme for electronic dissemination of tender documents for works contracts managed by Works Departments. The

information collected will only be used for evaluating the scheme. It will not be used for any other purposes.

2. WB will maintain confidentiality of information on individual returns and will destroy all returned questionnaires upon completing the analysis for the survey.
3. WB may disclose the consolidated results of the survey to other parties who have a genuine interest in electronic tendering. The disclosure will be made in summary form only, without disclosing the details of individual returns.
4. Under the Personal Data Privacy Ordinance (PDPO), you have the right to request access to or correction of the personal data provided. Such requests should be made by mail to-

Data Controlling Officer,
10/F, Murray Building,
Garden Road,
Central,
Hong Kong.
5. Requests for access to or correction of personal data should be made using the Data Access Request Form (DARF) (No.OPS003, issued by the Privacy Commissioner). The form is available in any District Office or from our offices (Tel: 2848 2125). By virtue of Section 20(3)(e) of the PDPO, data access requests not made using DARF's may be refused.

Contact Information

- (a) Company name _____
- (b) Name of contact _____
- (c) Telephone no. _____
- (d) E-mail (if any) _____

Use of EDP's

1. Do you use the EDP's issued with the tender documents of works contracts?

- (a) Yes
- (b) No

[If the answer is "yes", please go to Question 3.]

2. What are the reasons for not using the EDP's?

- (a) We do not have the computer facilities.
- (b) We do not have the know-how to use the electronic documents.
- (c) We do not need electronic documents.
- (d) The use of electronic documents will not bring any benefits.
- (e) We do not have confidence in electronic documents.
- (f) Others (Please specify)

[Go to Question 13.]

3. What do you use the EDP's for?

- (a) Programming of construction works
- (b) Planning of temporary traffic diversions
- (c) Design submission for temporary works or permanent works
- (d) Estimating tender prices
- (e) Preparation of tender submission
- (f) Obtaining inputs from business partners (such as sub-contractors and suppliers)
- (g) Others (Please specify)

4. Have you encountered any problems in using the EDP's?

- (a) Yes
- (b) No

[If the answer is "no", please go to Question 7.]

5. What are the types of problems encountered?

- (a) Incompatibility in data formats
- (b) Difficulties in finding out the proper settings for viewing, editing or printing the tender documents
- (c) Difficulties in locating files that you want
- (d) Difficulties in identifying changes made through tender addenda
- (e) Inconsistency between EDP's and the hard copy versions of tender documents
- (f) Others (Please specify)

6. How do you work around the problems encountered?

- (a) Get assistance from the Works Departments responsible for the tenders
- (b) Get assistance from your own support staff
- (c) Ignore the files with problems and use hard copies of the corresponding documents
- (d) Others (Please specify)

7. Do you find the procedures for collecting and returning EDP's convenient?

- (a) Yes
- (b) No

What are the reasons?

8. Have you achieve any cost and time savings through using EDP's?

		Saving in cost	Saving in time
(a)	Input of information in tender documents into computer systems use for tender preparation	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(b)	Preparation and production of tender documents for sub-contractors and suppliers	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(c)	Printing and distribution of tender documents to sub-contractors and suppliers	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(d)	Consolidating returns from sub-contractors and suppliers	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(e)	Submitting tender queries	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(f)	Processing tender addendum	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(g)	Preparing design submissions	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(h)	Estimating tender prices	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(i)	Preparing bills of quantities	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(j)	Preparing other parts of tender submissions	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(k)	Submitting tenders	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*	Yes <input type="checkbox"/> No <input type="checkbox"/> %_____*
(l)	Others (Please specify) _____ _____	%_____*	%_____*

** As percentage of the costs and times spent before EDP's are available. You need not indicate the percentage if your answer is "no" or if the figure is not available.*

Business Partners

9. Do you duplicate EDP's and issue them to your business partners (such as sub-contractors and suppliers)?

- (a) Yes
- (b) No

[If the answer is "no", please go to Question 11.]

10. Have you received any feedback from your business partners on the EDP's?

- (a) No
- (b) Yes

What are the feedbacks?

Overall Evaluation

11. Are there any benefits in using EDP's?

- (a) Yes
- (b) No

[If the answer is "no", please go to question 13.]

12. What are the main benefits of using EDP's?

- (a) Better collaboration with business partners
- (b) Cost savings
- (c) Time savings
- (d) Improvements in the quality of tenders
- (e) Others (Please specify)

13. What are the improvements that should be made to the electronic dissemination scheme?

- (a) Better interface for browsing the files in EDP's
- (b) Dissemination of EDP's through the Internet
- (c) Others (Please specify)

14. Do you have any other comments on the electronic dissemination scheme?

– End of Questionnaire. Thank you. –

- The completed questionnaire may be returned to Works Bureau-
 - (a) by fax at no. 2905 1181;
 - (b) by post to-
Computer Services Unit,
Works Bureau,
Room 1305, Murray Building,
Garden Road,
Central,
Hong Kong;
- You may also download the soft copy of the questionnaire from our web site (address: <http://www.wb.gov.hk/etender>) and return the soft copy of the completed questionnaire to e-mail address edpsurvey@wb.gov.hk.

T:\as(cs)1\ETender\dissemination\Questionnaire\QuestionnaireOnEDP_Internet.doc

Annex 2 - Analysis of Survey Results

Preamble

1. Scope

- 1.1. This annex presents the analysis of the responses to the questionnaire for the survey on electronic dissemination of tender documents. The questionnaire is included in Annex 1.

2. Structure

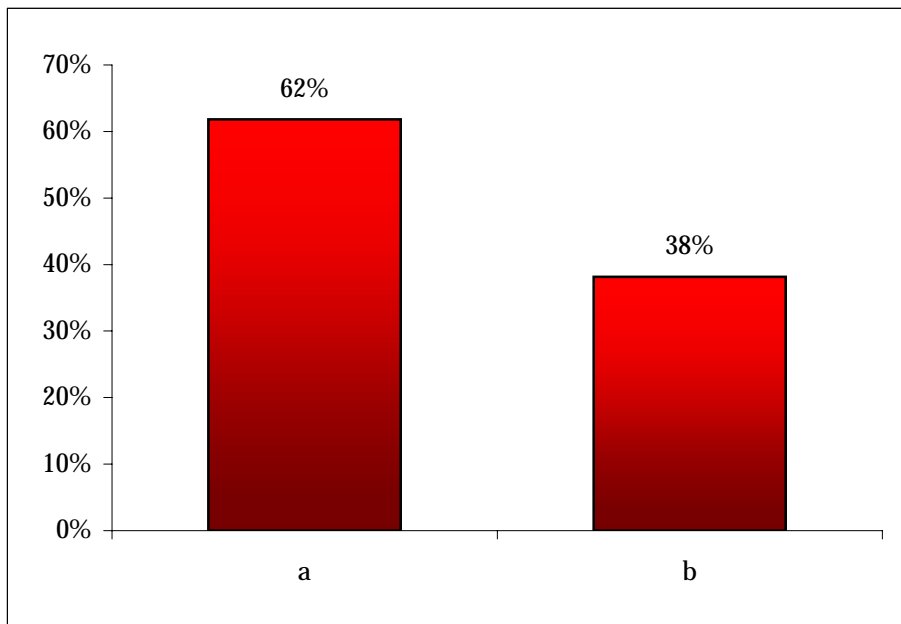
- 2.1. The analysis for each question is presented using the following elements-
- (a) Header, which shows-
 - (i) the question number;
 - (ii) the text of the question; and
 - (iii) the total number of responses to the question (in the cell "Total Responses");
 - (b) Answer Table, which shows the answers given by the respondents in summary form. Each row in the Answer Table corresponds to a standard answer for the question. An Answer Table includes the following columns-
 - (i) "No." - the number assigned to a standard answer;
 - (ii) "Answer" - the text of the standard answer;
 - (iii) "Responses" - the number of respondents that selected the answer; and
 - (iv) "%" - the number of respondents expressed as a percentage of the total responses. As more than one options may be selected, the figures in this column will NOT necessarily add up to 100¹.
 - (c) Bar Chart, which presents the figures the "%" column in bar chart form;

¹ Except questions inviting "Yes/No" answers.

- (d) Free Text Answers, which lists the free text answers to the question. Free text answers are presented using the original wordings of the respondents, without any editing.
- 2.2. Question 8 is a detailed question on the savings in cost and time achieved in 11 operations in the tendering process. For each operation, the following answers are requested-
- (a) whether savings have been achieved on-
 - (i) cost; and
 - (ii) time;
 - (b) amounts of savings-
 - (i) on cost expressed as percentages of the cost spent before EDP's are available; and
 - (ii) on time expressed as percentages of the time spent before EDP's are available.
- 2.3. The analysis for Question 8 is therefore presented in the Answer Table in two groups of columns-
- (a) Group labeled as "Has savings been achieved?"
 - (i) "Number of positive responses" - This column shows the number of positive responses for an operation; and
 - (ii) "%" - This column shows the number of positive responses as a percentage of the total responses;
 - (b) Group labeled as "Amounts of savings (in percentages)?"
 - (i) "Responses" - This column shows the number of responses on the amounts of savings for an operation; and
 - (ii) "Average" - This column shows the average of the amounts indicated by the respondents for the operation. The amounts are percentages of savings in cost and time.

Question	Total Responses
1 Do you use the EDP's issued with the tender documents of works contracts?	207

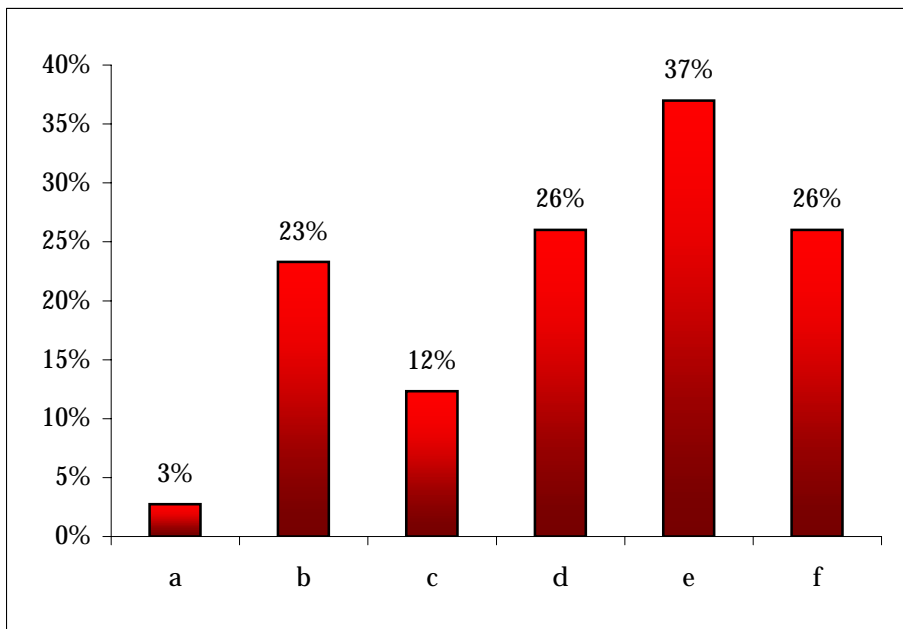
No.	Answer	Responses	%
a	Yes	128	62%
b	No	79	38%



Question	Total Responses
2 What are the reasons for not using the EDP's?	73

No.	Answer	Responses	%
a	We do not have the computer facilities.	2	3%
b	We do not have the know-how to use the electronic documents.	17	23%
c	We do not need electronic documents.	9	12%
d	The use of electronic documents will not bring any benefits.	19	26%
e	We do not have confidence in electronic documents.	27	37%
f	Others (Please specify)	19	26%

(See next page)



Question

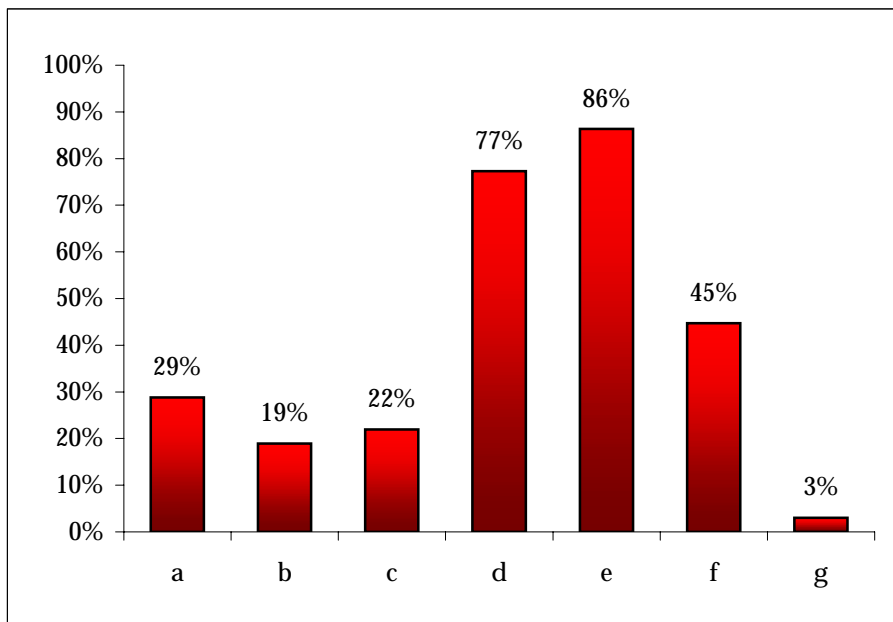
2 What are the reasons for not using the EDP's?

Other reasons for not using EDP's

- 1 Contract will need to be submitted by hand any how.
- 2 Some of the suppliers / sub-contractors refuse to use electronic documents for quotation preparation. Using print-out drawing is more convenient.
- 3 Most of sub-contractors do not have the know-how to use the electronic documents.
- 4 There was only one tender with EDP that had been bid by our company in the last ten months. Since it is a design and build contract, we do not need the electronic document. But we are willing to try in our future tenders.
- 5 e-documents do not form part of the tender documents, and will not be incorporated into the contract.
- 6 Waiting for business partner to commit to use it.
- 7 We are in the process of applying e-cert from GPO.
- 8 No experience with such tenders yet.
- 9 Not necessary before.
- 10 Printing out document waste time.
- 11 We have our own program for printing submission on pre-printed BQ.
- 12 We do not have any information regarded EDP's.
- 13 We do not foresee this attempt would bring us adequate benefits. However, we are willing to try when we have the chance to do so.
- 14 No requirement for tender subissson.
- 15 We did not tender in the past twelve months.
- 16 We use the hard copy as it is more convenience for us to ask quotation from subcontractors / suppliers.
- 17 Most of our domestic subcontractors / suppliers do not have the computer knowledge to use the EDP.
- 18 No EDP was encountered.
- 19 Previous tenders not in the form of EDP.

Question	Total Responses
3 What do you use the EDP's for?	132

No.	Answer	Responses	%
a	Programming of construction works	38	29%
b	Planning of temporary traffic diversions	25	19%
c	Design submission for temporary works or permanent works	29	22%
d	Estimating tender prices	102	77%
e	Preparation of tender submission	114	86%
f	Obtaining inputs from business partners (such as sub-contractors and suppliers)	59	45%
g	Others (Please specify)	4	3%

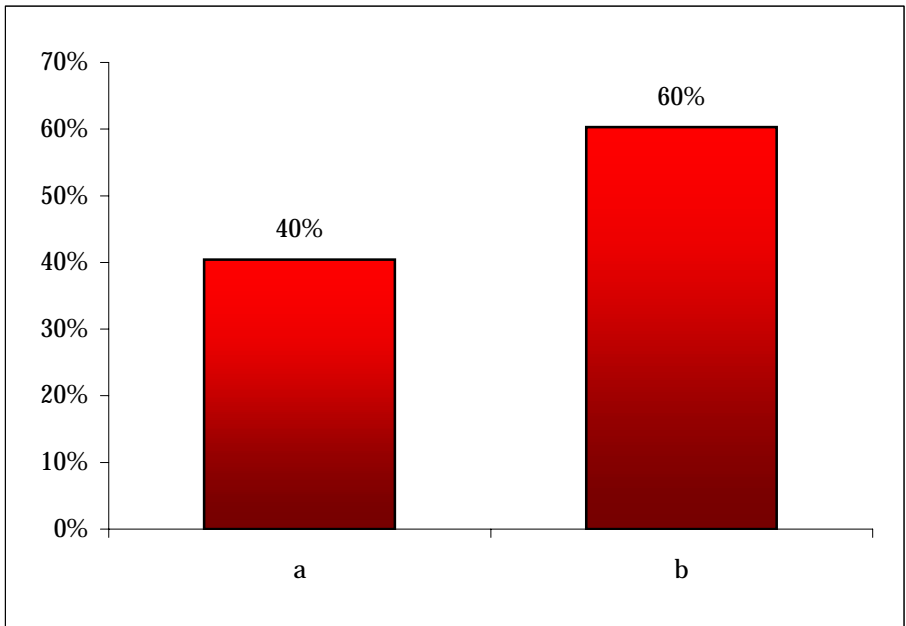


Other uses of EDP's

- 1 General correspondences with consultants and subcontractors through e-mail. E-tendering for Cyberport tender (Fitting Out Works C250).
- 2 Prepare cost analysis before put in the bid.
- 3 We could use the EDP's for (d) and (e) with existing facilities in hand.
- 4 General information.

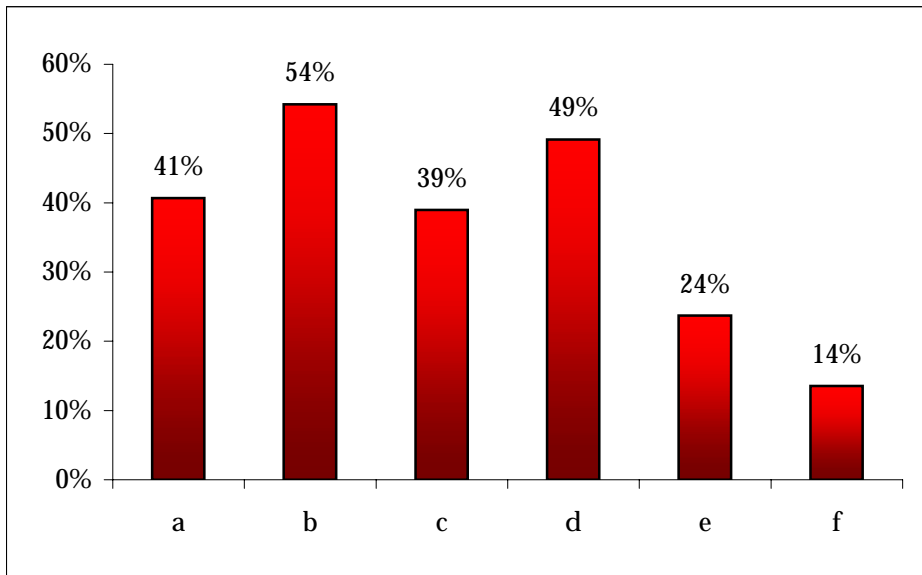
Question	Total Responses
4 Have you encountered any problems in using the EDP's?	136

No.	Answer	Responses	%
a	Yes	55	40%
b	No	82	60%



Question	Total Responses
5 What are the types of problems encountered?	59

No.	Answer	Responses	%
a	Incompatibility in data formats	24	41%
b	Difficulties in finding out the proper settings for viewing, editing or printing the tender documents	32	54%
c	Difficulties in locating files that you want	23	39%
d	Difficulties in identifying changes made through tender addenda	29	49%
e	Inconsistency between EDP's and the hard copy versions of tender documents	14	24%
f	Others (Please specify)	8	14%

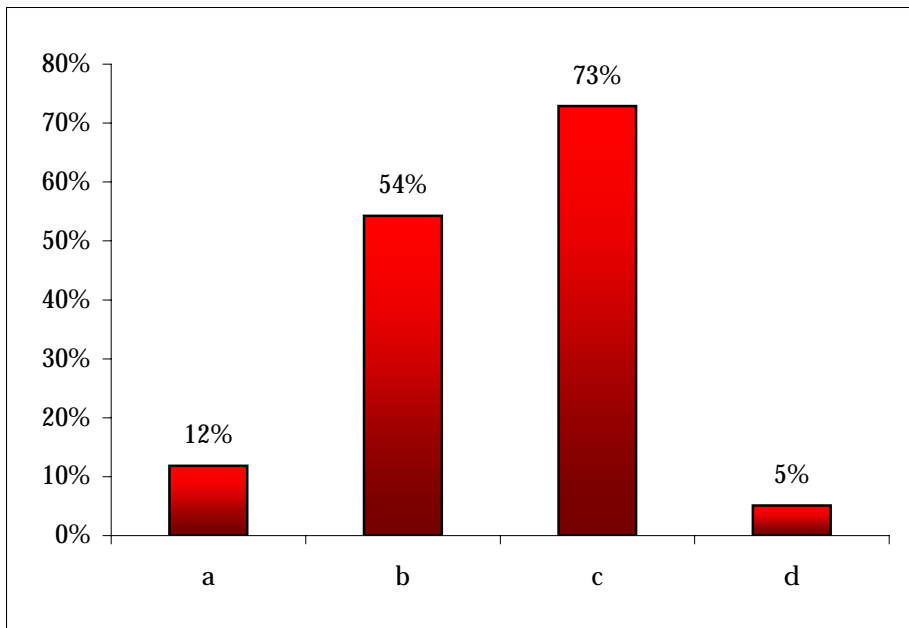


Other problems encountered in using EDP's

- 1 Difficulties in finding out the proper settings for viewing, printing the tender drawings.
- 2 No provision for tender mark-up or setting formula for their own
- 3 ASD's disk - BQ in Works format, nouse for extension and drawings are not include.
- 4 We have no experience in the use of EDP's.
- 5 The BQ are saved in Word format, but it is useful in Excel format for calculation purpose.
- 6 The compact disc would be damaged.
- 7 Addenda disk not contain full set of tender document.
- 8 Addenda disk not contain full set of tender document.

Question	Total Responses
6 How do you work around the problems encountered?	59

No.	Answer	Responses	%
a	Get assistance from the Works Departments responsible for the tenders	7	12%
b	Get assistance from your own support	32	54%
c	Ignore the files with problems and use hard copies of the corresponding	43	73%
d	Others (Please specify)	3	5%



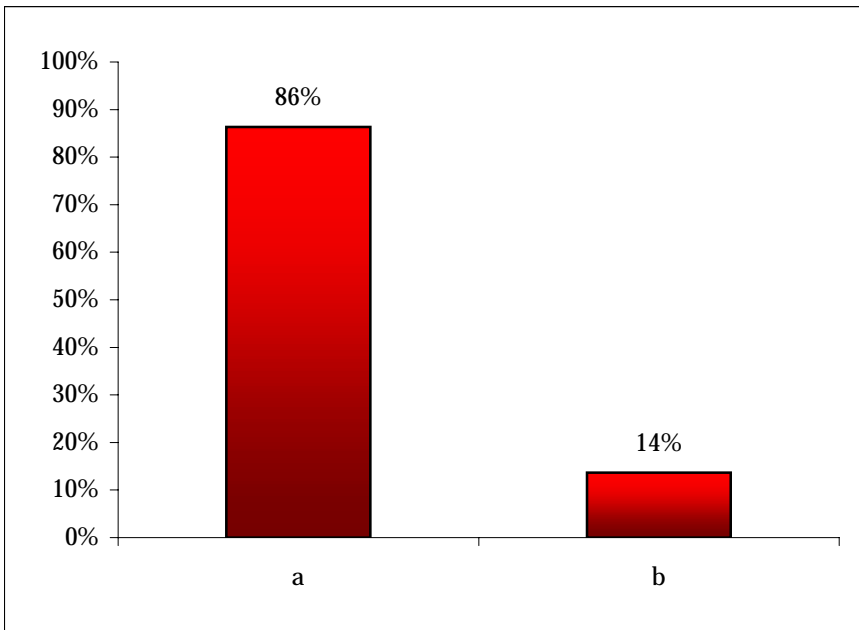
Other methods in working round problems

- 1 We don't after use the facility.
- 2 Change our working practice to suit the EDP's format.
- 3 When 5(a) occurs.
- 4 Problems are solved after spending certain time when 5 (b) and 5

Question	Total Responses
7 Do you find the procedures for collecting and returning EDP's convenient?	132

No.	Answer	Responses	%
a	Yes.	114	86%
b	No. What are the reasons?	18	14%

(See next page)



Question

7 Do you find the procedures for collecting and returning EDP's convenient?

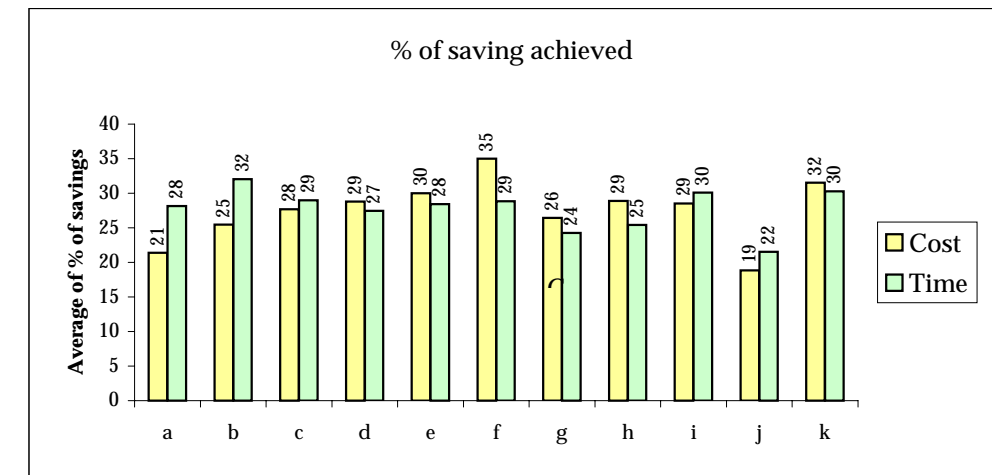
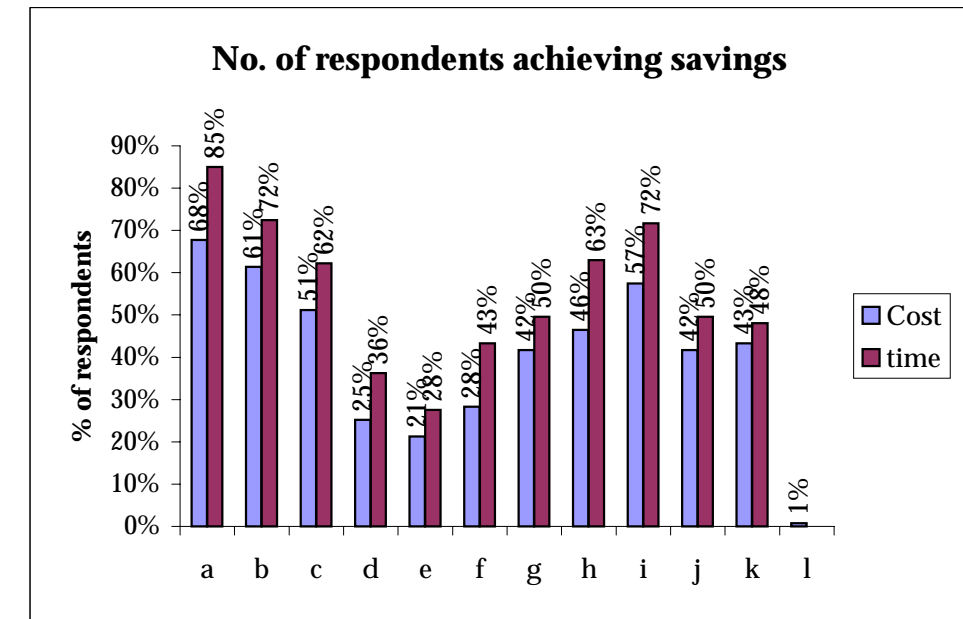
Reasons for finding the existing procedures inconvenient

- 1 Normally they are come with Tender Document & return together with Tender Submission. If not, it is inconvenient.
- 2 saving the time.
- 3 Less Bulky, Convenient for Office Distribution.
- 4 Easy to carry.
- 5 Handy and easy to adjust due to changes made through tender addenda.
- 6 Handy and easy to adjust due to changes made through tender addenda.
- 7 We have to take great care to assure that the CD-ROM is not missing and clearing up files after tender was submitted. Also to ensure that our business partner clearing up files is some times difficult.
- 8 Always cannot received when submitting tender document.
- 9 The EDP's is clearly labelled.
- 10 The EDP are disseminated in CD-ROM, the collecting and returning of the CD-ROM make no much difference to the collecting and returning of hard copies of tender documents. It would be much more convenient if EDP can be transmitted through internet.
- 11 No definitive dates of collection - just imagine if co-20 tenders available at any eriod of time.
- 12 More administrative works required but lesser hard copy document be handled.
- 13 Cost saving and time saving.
- 14 We do not believe returning the EDP's is necessary while the traditional hard copies are not required to be returned. It is inconsistent to consider the copy right of EDP's only while that of the traditional hard copy is ignored. It is also absolutely difficult to control all suppliers / subcontractors and ensure all soft copies in their possession are destroyed eventually. Therefore, to ask the tenderers to sign the "Cessation Notice" is an unfair requirement.
- 15 Lost time, no efficiency.
- 16 Saving the time.
- 17 Returning EDP may not be necessary.
- 18 Much smaller in package size.
- 19 No problems to date but no electronic submission yet.

Question	Total Responses
8 Have you achieved any cost and time savings through using EDP's?	127

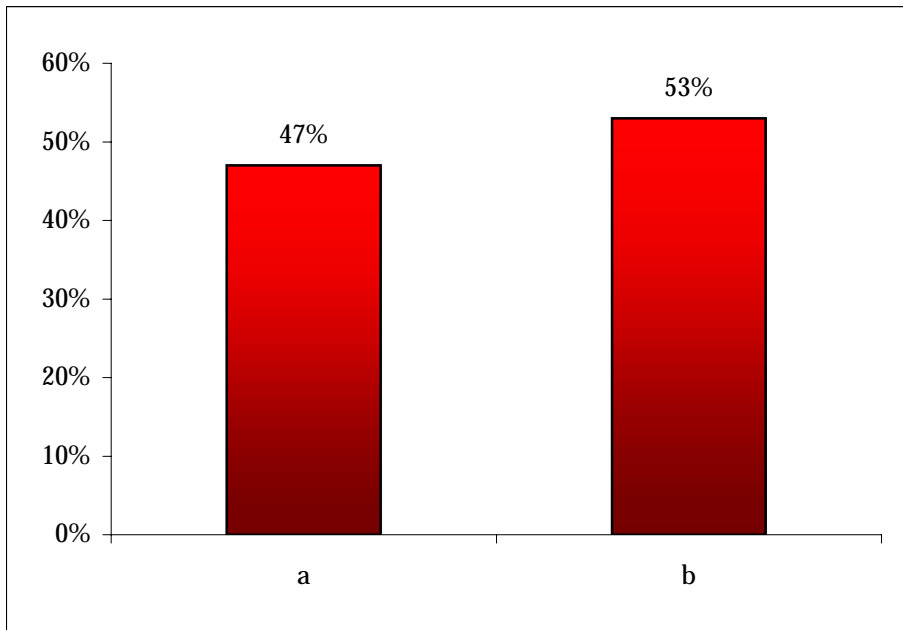
No.	Answer	Has savings been achieved?				Amount of savings (in percentages)?			
		Cost		Time		Cost		Time	
		Number of positive responses	%	Number of positive responses	%	Responses	Average	Responses	Average
a	Input of information in tender documents into computer systems use for tender preparation	86	68%	108	85%	41	21	53	28
b	Preparation and production of tender documents for sub-contractors and suppliers	78	61%	92	72%	42	25	48	32
c	Printing and distribution of tender documents to sub-contractors and suppliers	65	51%	79	62%	34	28	41	29
d	Consolidating returns from sub-contractors and suppliers	32	25%	46	36%	15	29	25	27
e	Submitting tender queries	27	21%	35	28%	10	30	16	28
f	Processing tender addendum	36	28%	55	43%	14	35	26	29
g	Preparing design submissions	53	42%	63	50%	23	26	29	24
h	Estimating tender prices	59	46%	80	63%	24	29	38	25
i	Preparing bills of quantities	73	57%	91	72%	36	29	49	30
j	Preparing other parts of tender submissions	53	42%	63	50%	25	19	29	22
k	Submitting tenders	55	43%	61	48%	23	32	27	30
l	Others (Please specify)	1	1%						

Other cost savings
1 Also less error than either by typing or OCR into computer.



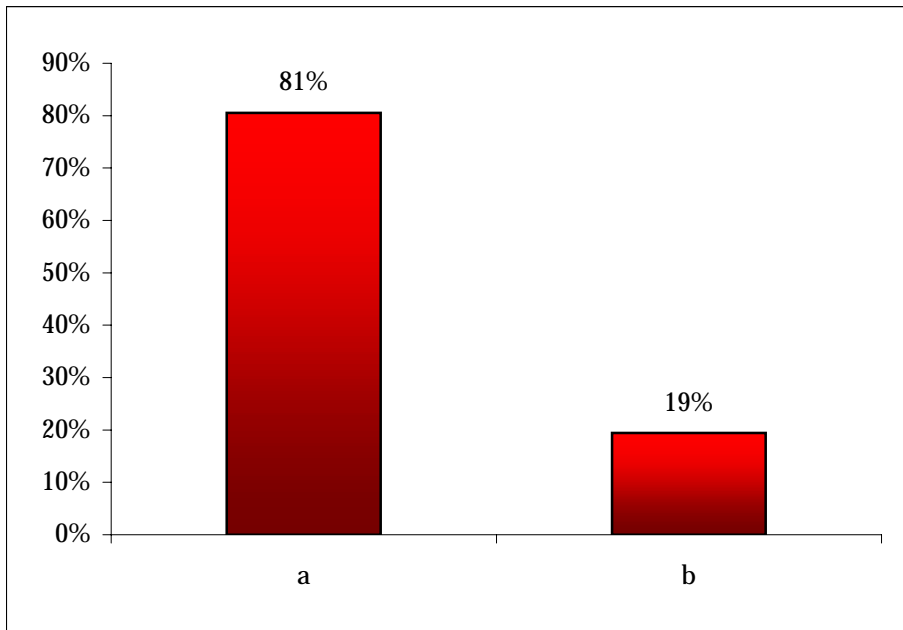
Question	Total Responses
9 Do you duplicate EDP's and issue them to your business partners (such as sub-contractors and suppliers)?	134

No.	Answer	Responses	%
a	Yes	63	47%
b	No	71	53%



Question	Total Responses
10 Have you received any feedback from your business partners on the EDP's?	72

No.	Answer	Responses	%
a	No	58	81%
b	Yes. What are the feedbacks?	14	19%

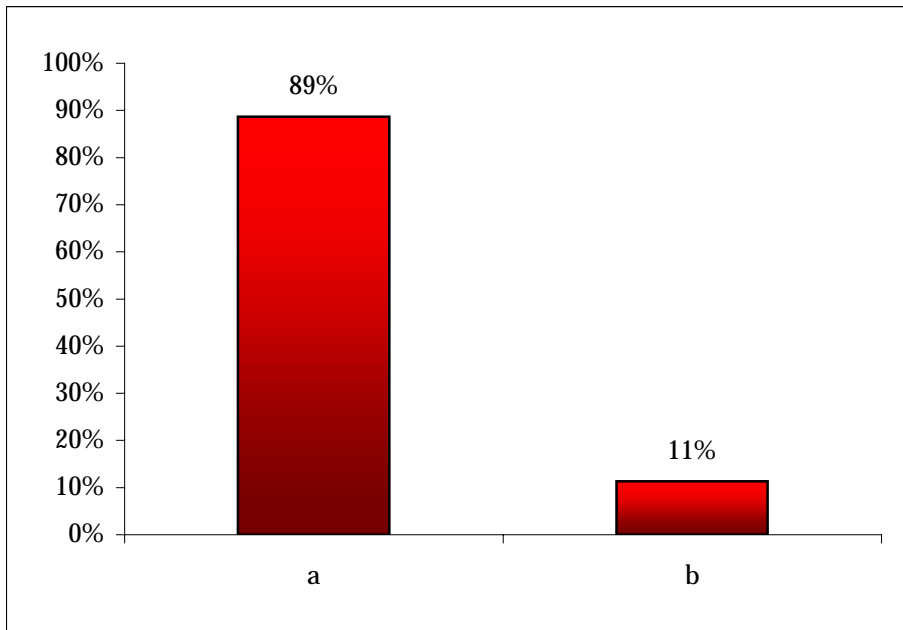


Feedback from business partners

- 1 Better because of lesser time and cost in reproducing tender document.
- 2 Normally in paper form.
- 3 Some files we require for calculation are made in word format, I.e. Bill of Quantities. Cannot make use of the files in terms of calculation.
- 4 Some business partners does not have facilities to use EDP system, or does not know how to use it.
- 5 Drawings issued in EDP can help for their tender preparation.
- 6 They will response faster.
- 7 Quotation
- 8 Do not want to sign any undertaking to destroy all soft copies, as they may have relayed the information to overseas suppliers and other
- 9 Saving time for preparation of tender.
- 10 Information can be sent to overseas suppliers via e-mail.

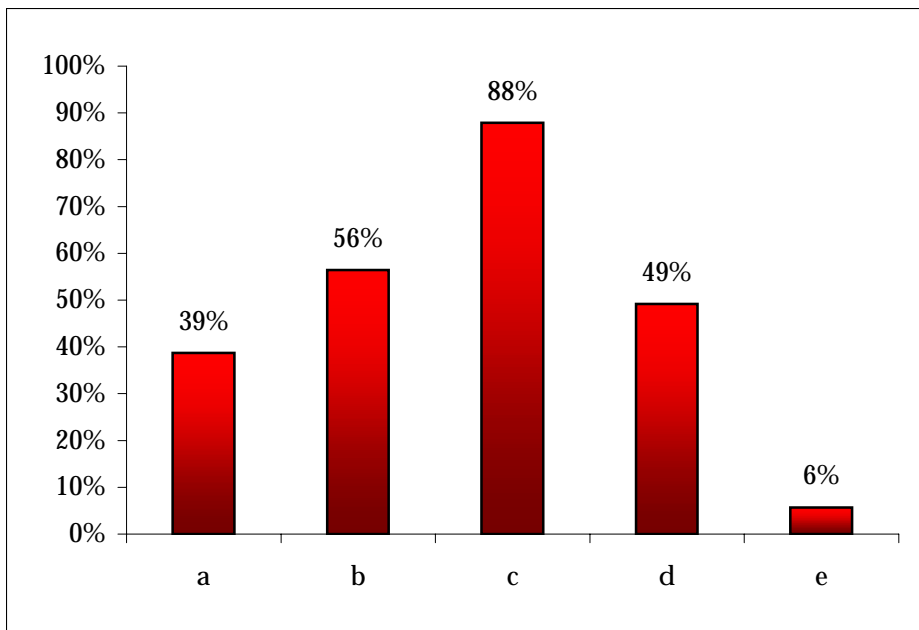
Question	Total Responses
11 Are there any benefits in using EDP's?	132

No.	Answer	Responses	%
a	Yes	117	89%
b	No	15	11%



Question	Total Responses
12 What are the main benefits of using EDP's?	124

No.	Answer	Responses	%
a	Better collaboration with business partners	48	39%
b	Cost savings	70	56%
c	Time savings	109	88%
d	Improvements in the quality of tenders	61	49%
e	Others (Please specify)	7	6%



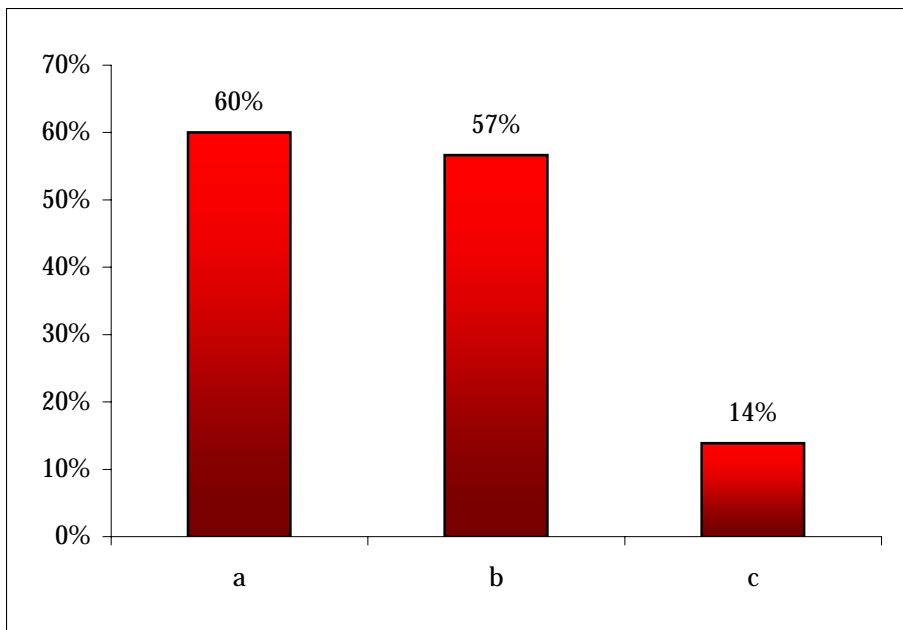
Other benefits in using EDP's

- 1 I don't use it.
- 2 Better collaboration with our overseas factory.
- 3 Not necessary to keep whole set hard copy tender document after submitting renders.
- 4 Reduce paper work and environmental friendly.
- 5 If the EDP format and set-up is compatible with Main Contractor's working practice, e.g. allowing to add formula for Main Contractor's mark-up, etc.
- 6 Space saving on documents.
- 7 Rapid production of necessary documents to be submitted for tender; significantly useful when tender closing time is approaching.

Question	Total Responses
13 What are the improvements that should be made to the electronic dissemination scheme?	180

No.	Answer	Responses	%
a	Better interface for browsing the files in EDP's	108	60%
b	Dissemination of EDP's through the Internet	102	57%
c	Others (Please specify)	25	14%

(See next page)



Question

13 What are the improvements that should be made to the electronic dissemination scheme?

Other improvements

- 1 Provide more information how to use EDP's.
- 2 The display window on the information is too small, it can utilize the whole screen.
- 3 Never use the system, therefore no suggestion.
- 4 EDP's include all necessary documents except those can be accessed through the Internet (e.g. all relevant standard drawings, standards).
- 5 ie make it flip like a book.
- 6 Security
- 7 EDP's in "Microsoft Excel" format.
- 8 Better file searching.
- 9 Change BQ format to Excel so that estimation can be made directly from file provide.
- 10 It will take only fraction of time to download files from Internet with broadband and server connected with broadband.
- 11 The consideration of implementation of EDP shall include the sub-contractors' capability.
- 12 A spread sheet file for BQ is better for tender calculation.
- 13 A spread sheet file for BQ is better for tender calculation.
- 14 Using currency software is preferable.
- 15 Standardize operating software.
- 16 Better interface with the common software, e.g. Excel, Work,etc. Then, the tenderers can use if further on of their tender preparation.
- 17 Not applicable to make any comment as no experience in use of EPD's.
- 18 Must be in standard data formats e.g. Microsoft Excel.
- 19 Ease access to specify page.
- 20 Put into a CD-R.
- 21 Use the common MS version.
- 22 Searching functions for finding the item / clause / chapter.
- 23 Made it directly accessible from internet as broadband connection is getting more common than ever.
- 24 Files for Bill of Quantity in Excel Format.
- 25 BQ should be in Excel Format and the calculation formula should already be inputed.
- 26 Benefits will only be reaped written electronic submission is in place.

Question**14****Do you have any other comments on the electronic dissemination scheme?**

- 1 The CD-ROM should be made able to "Auto Run".
- 2 Please provide more information for the scheme.
- 3 Many tenders are still issued without EDP (through consultants). It is better to ensure Works Bureau's tender come with EDP.
- 4 No further comments on the electronic dissemination scheme.
- 5 If drawing is attached / saved in electronic format in ACAD, Microstation and PDF is recommended.
- 6 Basically, if the B.Q. files are in Spreadsheet format, we will make use of it in terms of calculation. If it is possible we can submit this by making the hard copy to the tender board rather than hand writing.
- 7 To avoid future software copyright problems, files can use open standard such as XML. We still have to return hard copy, in the futures are there any means for electronic submissions? Also consider web-hosting of a particular project.
- 8 Can be widened to includes tender communication through Internet.
- 9 The BQ may be use the data sheet programme.
- 10 Scope of work can be down-loaded from Internet before gazette date. Contractors can have a brief idea on their capacity or expertise for the tender.
- 11 We have not bidded any tender under WB Making use of EDP's.
- 12 Whenever we receive tender addendum especialy on bills of quantities (BQ), our previous efforts have to be wasted. It is because when new BQ files of addendum supersede old BQ files, they replace the whole contents of old files, I.e. they also replace the old contents that require no amendment under the addendum. As a result, some of our efforts will be wasted. We suggested that the amendment under the addendum should be highlighted or identified in a summary sheet, and a mutual computerized procedure should be set to merge or synchronize the amendment into the old files.
- 13 It is better to provide the squaring and sum up in the Bill of Quantities.
- 14 If possible, you would change the width of lines of the drawings to the proper finess (ie pen width) before saved with Adobe's format.
- 15 Scope of works can be download from internet before tendering gazette date. Contractor can have a brief idea on their capacity or expertise for the tender.
- 16 Still restrictive in submission of tender prices and equipment schedules which remain in the form of hard copies.
- 17 Security should be enhanced. Standardize operating software. Provide regular
- 18 It should become beneficial sooner or later.
- 19 Not applicable to make any comment as no experience in use of EPD's.
- 20 We suggest that the BQ part shall use spreadsheet format (e.g. MS Excel) instead of image files (e.g. Acrobat Reader).
- 21 The management of the E-files are not quite in order as the hard copy tender
- 22 Must be in Standard data formats and software programe with top security.
- 23 If the bill of quantity files are in spreadsheet type that can help on some calculation work. Any common or tailor--made software from WB.
- 24 For tender design, only simple design will be thought applicable in view of drawing size and complexity, and manufacturer's design.

Question**14****Do you have any other comments on the electronic dissemination scheme?**

- 25 Please arrange some top-up courses for training to use this scheme.
- 26 Such files should be in more than one kind of format for companies with different
- 27 If the security for private information and the documents saving are 100% safe, that will be great.
- 28 More information about the electronic dissemination scheme. (e.g. to have a seminar / course to promote this exercise.)
- 29 Can the BQ have the function of auto calculation after enter the rates of the items?
- 30 To print hard copies of tender documents from EDP (CD-ROM) takes a long time (in terms of days). Longer tendering period should be allowed for EDP tendering scheme.
- 31 Free of charge for the browsing into the client's web site.
- 32 Not suitable for our tendering.
- 33 Bills of Quantities to be in spreadsheet format instead of Word format. All drawings to be included in the CD-ROM (preferably in both CAD and graphic formats).
- 34 PDF files are not commonly used in HK by Contractors and here have not necessary.
- 35 The BQ should be in spreadsheet format and ready for extension and summary. Tender drawings to be included in the 'Disk'.
- 36 Use "Excel" instead of "Word" format to prepare the "Bills of Quantities" for easy tender preparation. Produce the tender drawings in both "Micro Station" and "Autocad" format. Allow tenderers to keep both soft and hard copy of the tender documents for reference. Extra effort is required to proof-read both the EDP's file and the hard copy of the tender documents since the hard copy should prevail in the event of any
- 37 'Security' is one of our major concern in the EDP scheme.
- 38 As simple as possible for locating files. Provide proper training to staff for preparing the electronic version of the tender documents.
- 39 Better provide 2 sets of disk in EDP.
- 40 Promotion is necessary.
- 41 Hard copies of tender documents should be issued with EDP's and submitted in electronic form. Form should be easier for tenderer's interface.
- 42 Establish same computer programme and version for the sender and user.
- 43 EDP is suitable for simple tender document but not good for complicate and bulky
- 44 Further to question 4 instead of "doc" file, maybe it is much better to produce native document in "rtf" format.
- 45 A brief instruction for using "EDP" shall be provided and collected with the tender. The instruction shall include the content of "EDP" & the format of files in "EDP".
- 46 Drawings for the preparation of Bills of Quantities may be added into EDP. Tender queries may be communicated through the Internet.
- 47 One set of drawings in hard copy should still be provided to contractor for easy
- 48 Any savings incost / time to date are offset by learning grve and inplication of hard
- 49 Till to the fact, our company have never been committed into Electronic Tendering of Works Contracts, therefore we are unable to satisfy your request.
- 50 Tendering using such scheme compulsorily is still not suitable.