

Ref. : WB(W) 250/32/66

Group : 5

16 March 2000

Works Bureau Technical Circular No. 7/2000

Electronic Drawings

Scope

1. This Circular announces the standard charges for the supply of additional copies of tender drawings or contract drawings in electronic form.

Effective Date

2. This Circular shall take effect on 1 April 2000.

Effect on Existing Circulars

3. This Circular has no effect on existing circulars.

Procedures and Charges

4. If tender drawings or contract drawings or both are also available in electronic form, a tenderer may ask the Architect designate/Engineer designate for the supply of additional copies of such tender drawings in electronic form for the purpose of preparing his tender for the relevant project and a contractor may ask the Architect/Engineer for the supply of additional copies of such contract drawings in electronic form for the purpose of the relevant contract. The following charges shall apply to the supply of electronic drawings :

- (a) Handling Charge

\$50 per drawing

(b) Material Charge

	Material	Unit Charge (HK\$)
(i)	1.44MB Floppy Disc	3
(ii)	100 MB Zip Disc	75
(iii)	650 MB CD-R	9.5

5. The electronic drawings should only include the data files. They should not include any executable programmes.

6. Before electronic drawings are issued, the contractors/tenderers should be asked to confirm their acceptance of the terms stipulated in paragraphs 8 and 9 of this Circular.

7. If the electronic drawings contain digital map data supplied by the Lands Department, the Architect designate/Engineer designate or the Architect/Engineer shall require the tenderer or, as the case may be, the contractor to provide a duly signed undertaking in the form set out in Appendix A before these electronic drawings are issued.

8. When electronic drawings are issued, the Architect designate/Engineer designate or the Architect/Engineer should advise the tenderer/contractor in writing that while every care has been taken to check the integrity of the electronic drawings, no guarantee can be given that the electronic drawings are free from computer viruses and that neither he nor the Employer will be responsible for any direct or consequential damage or losses resulting from any computer viruses that may be contained in the electronic drawings.

9. The tenderer/contractor should also be advised that electronic drawings are issued only for the convenience of the tenderer/contractor and they do not form part of the tender/contract documents. There may be a loss of fidelity when the drawings are displayed on the tenderers/contractors system because the preservation of fidelity will depend on proper system settings. If there are discrepancies between the electronic drawings and the tender/contract drawings in hard copy format, the latter should prevail. The Employer and the Architect/Engineer or the Architect designate/Engineer designate will not accept any liability arising from any discrepancies between the electronic drawings and the tender/contract drawings.

10. To assure authenticity, the Architect designate/Engineer designate or the Architect/Engineer shall digitally sign electronic drawings with the digital certificates issued by Certification Authorities approved by ITSD under the Electronic Transactions Ordinance (Cap. 553).

11. If the tenderer/contractor has provided an undertaking on the use of Government digital map data, the Architect designate/Engineer designate or the Architect/Engineer shall check that the tenderer/contractor has executed and returned the "Confirmation by contractor on cessation of the use of Government digital map data" on the tenderer submitting its tender or the contractor having completed the relevant work.

(W S Chan)
Deputy Secretary (Works Policy)

**UNDERTAKINGS BY CONTRACTOR ON
THE USE OF GOVERNMENT DIGITAL MAP DATA**

(Please complete in Block Letters)

To : _____
(Name of the Architect/Engineer* designate*)

In consideration of the Government of the Hong Kong Special Administrative Region ("Government") supplying additional copies of tender/contract* drawings in electronic form to us, we, _____ agree _____
(Name of contractor in full)

to abide by the following conditions in the use of Government digital map data ("the data") supplied by the Land Information Centre which may be contained in the drawings provided by the Architect/Engineer* designate* (for preparation of a tender)* for Contract No. _____ with _____
(Name of Government Department in full)
_____ concerning

(Title of the Contract)

- (i) The data shall only be used in our computer systems or visual terminals assigned (for tendering)* for the above Contract.
- (ii) The data shall not be used for any purposes other than (tendering for)* the above Contract.
- (iii) The data shall not be distributed in part or in whole and in whatever forms and media to a third party.
- (iv) The data stored in our computer systems and storage media shall all be destroyed immediately after the completion of the tender/work for the above Contract and we undertake to advise in writing within seven days of us destroying the data by completing the standard form "Confirmation by contractor on cessation of the use of Government digital map data" and submit it to the Architect/Engineer *designate*.

2. We understand that our employees must observe and abide by the above conditions. If any of our employees are proved to have breached any of the above conditions, we undertake to compensate the Government for any loss or damage that the Government has suffered as a result of the said breach.

Signed for and on behalf of the contractor

Signature _____
Name _____
Designation _____
Tel. No. _____
Fax No. _____
Date _____
Company Address _____

Company Chop

*delete where inappropriate

Subsumed

**CONFIRMATION BY CONTRACTOR ON
CESSATION OF THE USE OF GOVERNMENT DIGITAL MAP DATA**

(Please complete in Block Letters)

To : _____
(Name of the Architect/Engineer* designate*)

This is to advise that we, _____,
(Name of contractor in full)
have ceased using the Government digital map data ("the data") from the electronic
drawings provided by the Architect/Engineer* designate* with effect from
_____ (for preparation of a tender)* for the Contract No. _____
(Date)

with _____ concerning _____
(Name of Government Department in full)

(Title of Project/Study)

We confirm that we are no longer in possession of the data or any part
thereof in any media or in any form and that the data has been permanently erased
and/or duly destroyed from our computer systems.

Signed for and on behalf of the contractor

Signature _____

Name _____

Designation _____

Tel. No. _____

Fax No. _____

Date _____

Company Address _____

Company Chop

* delete where inappropriate

MEMO

From Secretary for Development
Ref (01TT1-01-1) in DEVB(W) 511/70/02
Tel. No. 2848 6255
Fax No. 2905 1181
Email clyyung@devb.gov.hk
Date 7 August 2008

To Distribution
(Attn : _____)
Your Ref. _____
dated _____
Fax No. _____
Total Pages 1

Fees and Charges Review Provision of Electronic Drawings

I refer to ETWB TCW No. 7/2000 & 7/2000A on standard charge rates for supply of additional copies of tender drawings or contract drawings in electronic form.

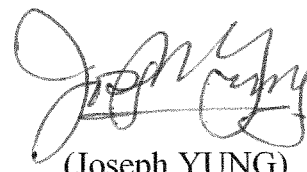
2. Please be informed that the standard charge rates, as agreed with FSTB, are revised as follows from immediate effect:-

(a) Handling Charge - \$28 per drawing

(b) Material Charge

Material	Unit Charge
(i) 144MB Floppy disc	\$1.4
(ii) 700MB CD-ROM	\$1.3
(iii) 4.7GB DVD+/-R	\$1.9

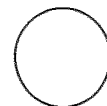
3. In addition, please note that the 100MB Zip Disc is deleted from the list of storage media for electronic drawings.



(Joseph YUNG)
for Secretary for Development

Distribution

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DWS



MEMO

From Secretary for Development
Ref (02263-01-2) in DEVB(W) 511/70/02
Tel. No. 2848 2655
Fax No. 2905 1181
Email tf_leung@devb.gov.hk
Date 23 July 2009

To Distribution
(Attn : _____)
Your Ref. _____
dated _____
Fax No. _____
Total Pages 1

Fees and Charges Review **Provision of Electronic Drawings**

I refer to ETWB TCW No. 7/2000 & 7/2000A and my previous memo ref. (01TT1-01-1) under same series dated 7 August 2008 on standard charge rates for supply of additional copies of tender drawings or contract drawings in electronic form.

2. Please be informed that the standard charge rates as agreed with FSTB, are revised as follows in effect from 1 August 2009:-

- (a) Handling Charge:- \$36 per drawing
- (b) Material Charge:-

<u>Material</u>	<u>Unit Charge</u>
(i) 1.44MB Floppy disc	\$0.8
(ii) 700MB CD-ROM	\$1
(iii) 4.7GB DVD+/-R	\$2

(T. F. LEUNG)
for Secretary for Development

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*Hand on
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MEMO

From Secretary for Development
Ref (47) in DEVB(W) 511/70/02
Tel. No. 2848 2655
Fax No. 2905 1181
Email tf_leung@devb.gov.hk
Date 25 June 2010

To Distribution
(Attn :)
Your Ref.
dated
Fax No.
Total Pages 1

Fees and Charges Review **Provision of Electronic Drawings**

I refer to ETWB TCW No. 7/2000 & 7/2000A and my previous memo ref. (02263-01-2) under same series dated 7 August 2009 on standard charge rates for supply of additional copies of tender drawings or contract drawings in electronic form.

2. Please be informed that the standard charge rates, as agreed with FSTB, are revised as follows in effect from 1 August 2010:-

- (a) Handling Charge:- \$37 per drawing
(b) Material Charge:-

<u>Material</u>	<u>Unit Charge</u>
(i) 1.44MB Floppy disc	\$0.8
(ii) 700MB CD-ROM	\$1.1
(iii) 4.7GB DVD+/-R	\$1.7



(T. F. LEUNG)
for Secretary for Development

Distribution

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MEMO

From Secretary for Development
Ref (51) in DEVB(W) 511/70/02
Tel. No. 2848 2655
Fax No. 2905 1181
Email rickyli@devb.gov.hk
Date 24 June 2011

To Distribution
(Attn :)
Your Ref.
dated
Fax No.
Total Pages 1

Fees and Charges Review
Provision of Electronic Drawings

I refer to ETWB TCW No. 7/2000 & 7/2000A and my previous memo ref. (47) under same series dated 25 June 2010 on standard charge rates for supply of additional copies of tender drawings or contract drawings in electronic form.

2. Please be informed that the standard charge rates, as agreed with FSTB, are revised as follows in effect from 1 August 2011:-

- (a) Handling Charge:- \$41 per drawing
(b) Material Charge:-

Material	Unit Charge
(i) 1.44MB Floppy disc	\$0.8
(ii) 700MB CD-ROM	\$1.0
(iii) 4.7GB DVD+/-R	\$1.5

R. Li.

(Ricky Li)

for Secretary for Development

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