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Works Branch  
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24 January 2024

All firms on the Lists of Consultants of  
Architectural and Associated Consultants Selection Board (AACSB) and  
Engineering and Associated Consultants Selection Board (EACSB), and  
the List of Buildings Department Pre-Qualified Consultants

Dear Sir/Madam,

### **Implementation of Electronic Tendering System for Works Consultancy Services**

We are pleased to inform you that Electronic Tendering System (Works Consultancy Services)<sup>1</sup> (“e-TS(CS)”) was launched on 22 December 2023 to provide an on-line platform for handling the procurement of works-related consultancy services with pre-tender estimates exceeding HK\$3 million under the jurisdiction of the Architectural and Associated Consultants Selection Board (“AACSB”), Engineering and Associated Consultants Selection Board (“EACSB”) and relevant departmental consultants selection committees (“DCSC”). In addition to providing information such as forecast of consultancy agreements, invitation notices and award of consultancy agreements by various procuring bureaux/departments (B/Ds), e-TS(CS) can also handle the following tendering processes:

- (i) receiving invitation for Expression of Interest (EOI) and Technical and Fee (T&F) Proposals;
- (ii) downloading invitation documents/addenda;
- (iii) raising queries and receiving responses;
- (iv) submitting EOI and T&F Proposals;
- (v) receiving clarification requests and making responses; and
- (vi) receiving bidding results.

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<sup>1</sup> Electronic Tendering System (Works Consultancy Services) is accessible via: <https://www.ets-cs.gov.hk/>

### ***Pilot Consultancies***

To enable potential bidders of B/Ds' works-related consultancies to get familiar with the new system in an orderly manner, 10 pilot consultancies have been selected for application of e-TS(CS) **from now on till April 2024**.

### ***Full implementation of e-TS(CS)***

Subject to the outcome of the application of e-TS(CS) in the pilot consultancies, we plan to have full implementation of e-TS(CS) **in around May/June of 2024** to handle **all works consultancies** under the ambit of AACSB, EACSB and DCSC, irrespective of whether one-stage or two-stage selection process is involved. We will announce the exact date of the full implementation of e-TS(CS) in due course.

### ***Registration***

In order to make use of e-TS(CS) for submitting EOI / T&F Proposals and performing related tasks, you must possess a valid e-TS(CS) account in advance. In this connection, please refer to the user manual and teaching video on the "e-Tendering System" theme page of GovHK website<sup>2</sup>, which will show you the detailed steps of how the account can be obtained. You are strongly advised to obtain an e-TS(CS) account early if you are interested in bidding our B/Ds' works-related consultancies.

### ***Organisational e-Cert***

When you make your submissions via e-TS(CS), electronic files are required to be digitally signed with the use of an Organisational e-Cert. You are therefore reminded to apply for/renew your Organisational e-Cert as early as practicable to avoid any delay in application which may hamper your submissions via e-TS(CS). In this connection, you may wish to visit the websites of the two recognised certification authorities<sup>3</sup> for details of the application procedures.

### ***Support***

In November and December last year, we organized two training sessions respectively for all firms on the Lists of Consultants of AACSB and EACSB and the List of Buildings Department Pre-Qualified Consultants in respect of the application of

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<sup>2</sup> The user manual and teaching video is accessible via: <https://www.gov.hk/en/theme/etendering/usermanual/>

<sup>3</sup> Hong Kong Post : <https://www.hongkongpost.gov.hk/index.html>

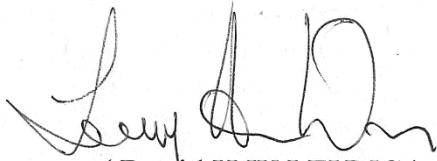
Digi-Sign Certification Services Limited : <https://www.dg-sign.com/eng/index.htm>

e-TS(CS). Whilst we will organise additional training sessions if found necessary during the course of conducting the consultant selection exercises for the pilot consultancies, you may also wish to go through the relevant user manuals and teaching videos available on the “e-Tendering System” theme page of GovHK website. In the meantime, we are running a helpdesk cum telephone hotline: 3997 1844 to provide timely and prompt assistance to users.

***Enquiries***

For enquiries, please contact Mr Eric Chan, AS(WP4)7, on 3509 8711.

Yours faithfully,



( David H W LEUNG )  
for Secretary for Development

c.c. The Association of Consulting Engineers of Hong Kong  
The Association of Architectural Practices  
The Association of Consultant Quantity Surveyors  
The Association of Landscape Consultants  
Secretary, AACSB  
Secretary, EACSB

**Internal**

CAS(W)7, AS(WP4)3, AS(WP4)5, AS(WP4)6, AS(WP4)7, AS(WPR)2