

Appendix [&]¹ to the General Conditions of Tender Requirements for Tender Submission in Electronic Format

The following requirements apply if the tender submission is made in electronic format in accordance with Clause 4 of the General Conditions of Tender (GCT).

1. In this Appendix, unless the context otherwise requires-
 - (a) "CD-ROM" means write once CD-ROM media complying with ISO 9660 standard [and/or write once DVD-ROM in ISO/IEC 13346:1995 format]².
 - (b) "Editable File" means an electronic file which is stored in file formats that are editable using mainstream computer applications for office automation and computer-aided drafting.
 - (c) "Image File" means an electronic file which is stored in file formats that capture the printed image of the document.
 - (d) "Electronic Submission Package" (or "ESP") means the collection of the following files hosted in a CD-ROM:-
 - (i) all electronic files forming part of the tender return submitted by a tenderer; and
 - (ii) supporting files containing information on using the files in Clause 1(d)(i) above.
 - (e) "Organizational e-Cert" means a digital certificate issued under the name of an organization by a recognized certification authority as defined under Section 2 of the Electronic Transactions Ordinance (Cap. 553).
 - (f) "Tender Addendum" means a set of documents and its attachments in the form of hard copy or electronic files issued before the Tender Closing Date to amend the tender documents.
 - (g) "Tender Closing Date" means the date and time set for the return of the tender.

¹ Insert appendix number

² For use when the use of DVD-ROM is allowed for submission.

- (h) "Tender Documents" means the documents in the form of hard copy or electronic files issued for the tendering of Works Contracts, including:-
 - (i) the invitation to submit tenders and other documents issued together with it;
and
 - (ii) Tender Addenda.

2. ESP shall be submitted on write once type CD-ROMs and all CD-ROMs should be clearly labelled or marked to indicate the tender reference, the name of the tenderer, and the disk number if more than one CD-ROM is submitted. Each CD-ROM shall have a "README.rtf" file in the root directory prepared in Word Format. This file shall contain at least the following information:

- (a) general guidance on the use of the electronic files in the ESP (e.g. the file naming convention, directory structure of the CD-ROM, software name and version for viewing the file);
- (b) a list of all documents submitted in the ESP with the following information-
 - (i) brief description of the contents of the document; and
 - (ii) disk number (if the submission contains more than one CD-ROM) and filename with full path information for the Editable File and/or the Image File.
- (c) information on the proper setting for viewing, editing, and printing the electronic files, including, without limitations-
 - (i) the printer to be used for printing the files;
 - (ii) the paper sizes;
 - (iii) requirements for special fonts;
 - (iv) 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
 - (v) software name and version for viewing the digitally signed files.

3. ESP for the tender shall be submitted in two copies such that one copy of the ESP shall be clearly stamped "ORIGINAL" and the copy of the ORIGINAL ESP shall be clearly stamped "COPY" respectively on the CD-ROM labels.
4. Tenderers shall only use the write once type CD-ROM media for the preparation of ESP. Re-writable media shall not be used. The CD-ROM shall be logically closed such that no subsequent change can be made to the ESP.
5. CD-ROM shall be properly packed and protected to avoid physical damage during the tender submission process.
6. The CD-ROMs and the electronic files of an ESP shall not contain any computer instructions, including but not limited to -
 - (a) computer viruses / malware; and
 - (b) macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the electronic file itself or the information system displaying the electronic record.
7. Tenderers shall submit documents in electronic form using the data formats³ stipulated as follows-

<i>Type of Document</i>	Editable File Format	Image File Format	Remark
Bills of Quantities; Schedule of Rates	Microsoft Excel format (.xls) ISO/IEC 29500:2008 format (.xlsx)	Not applicable	Please also read paragraphs 9 to 12 below.
Other Schedules	Microsoft Excel format (.xls); or ISO/IEC 29500:2008 format (.xlsx)	Adobe Portable Document Format (PDF) v1.5, 1.6 or 1.7 (ISO 32000-1)	Please also read Note 1 and Note 2 below.

³ Internal Note for *procuring departments* : The data formats and associated versions of documents / files to be adopted in ESP's should be updated as appropriate and 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

<i>Type of Document</i>	Editable File Format	Image File Format	Remark
Text documents	Rich Text Format; or Microsoft Word format (.doc); or ISO/IEC 29500:2008 format (.docx)	Adobe Portable Document Format (PDF) v1.5, 1.6 or 1.7 (ISO 32000-1)	Please also read Note 1 and Note 2 below.
Drawings	Microstation DGN format; ⁴ AutoCAD format; Autodesk Drawing Exchange Format (DXF); or Initial Graphic Exchange Specification (IGES)	Adobe Portable Document Format (PDF) v1.5, 1.6 or 1.7 (ISO 32000-1)	Please also read Note 1 and Note 2 below.
Building Information Modelling (BIM)	<i>(Procurement Department to define and insert)</i>	Not Applicable	Please also read Note 3 below.
Animation	Adobe Flash (.swf); Adobe Shockwave (.swf); or Apple Quicktime	Not applicable	Please also read Note 2 and 4 below.
Video, movie	MPEG-1 (ISO 11172) MPEG-4 (ISO 14496)	Not applicable	Only raw MPEG-1 or MPEG-4 file is accepted. File format in VCD/DVD video disc directory structure is not acceptable and will not be considered. Please also read Note 2 and 4 below.

⁴ Either AutoCAD or Microstation may be deleted if the receiving department cannot support the drawing file format.

<i>Type of Document</i>	Editable File Format	Image File Format	Remark
Slide presentation	Microsoft PowerPoint format (.ppt); or ISO/IEC 29500:2008 format (.pptx)	Adobe Portable Document Format (PDF) v1.5, 1.6 or 1.7 (ISO 32000-1)	Please also read Note 1 below.
Other types of documents, including scanned documents or scanned drawings	Not Applicable	Adobe Portable Document Format (PDF) v1.5, 1.6 or 1.7 (ISO 32000-1)	Please also read Note 2 below.

Note 1: If both types of format of a document are submitted inadvertently, only the Image File will be considered for evaluation.

Note 2: If more than one file format are specified, files need to be provided in one of the specified formats only.

Note 3: For files generated by BIM, please refer to the file format required for the respective types of documents.

Note 4: Please ensure that appropriate viewers / codecs are openly accessible to the tenderers (e.g. as freeware downloadable from the Internet), and should provide a pointer to the viewer / codecs as necessary.

8. As the conversion of drawing files to Adobe Portable Format (PDF) 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.
9. For the avoidance of doubt, Bills of Quantities and Schedule of Rates shall only be submitted in Editable File format, i.e. the Excel format.
10. Tenderers shall prepare the electronic files for Bills of Quantities and Schedule of Rates using the electronic files in Excel format in the Tender Documents provided by the Employer. Tenderers shall not modify cells that are locked and protected, failing which shall constitute a qualified tender.

11. If the Tender Documents provided by the Employer does not contain the electronic files of Bills of Quantities and Schedule of Rates in Excel format, tenderers shall submit their Bills of Quantities and Schedule of Rate in hard copy format using the hard copy Tender Documents supplied by the Employer.
12. Notwithstanding paragraph 6 above, the electronic files for Bills of Quantities and Schedule of Rates 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.
13. File compression programs should not be used to compress files.
14. All electronic files in the ESP submitted under the tender shall be digitally signed in accordance with Section 2 of the Electronic Transactions Ordinance (Cap. 553) satisfying the requirements stipulated in Section 6 of that Ordinance. Organizational e-Cert issued under the name of the tenderer shall be used for the purpose of applying digital signatures. The Organizational e-Cert corresponding to the digital signatures must be valid as at the Tender Closing Date. The list of recognized certificates is available at OGCIO's website: www.ogcio.gov.hk/en/regulation/eto/ca/rec_certs.