| Clause | | Remarks/Guidelines |
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| **GCT 4 Submission of tender (Formula Approach)** | | |
| (1) | The following documents shall be enclosed in a sealed envelope addressed, endorsed and deposited as required by the Gazette Notification or Letter of Invitation to Tender or the Tender Notice: | For tenders not using a marking scheme for tender evaluation. Ref. DEVB memos ref. (026NM-01-3) in DEVB(W) 546/17/01 dated 25.6.2010 and DEVB(W) 546/83/01 dated 11.11.2020. |
| (a) | One set of the documents referred to in General Conditions of Tender Clause GCT 2(b)\* above with: | \* Delete/Modify as appropriate. |
| (i) | The Form of Tender in hard copy format duly signed. | Note:  1. Delete the option of electronic submission when the *bill of quantities* or *activity schedule* in the EDP have not been provided in Excel format  2. Attach an appendix to the GCT on the prevailing technical requirements for tender submission in electronic format (Appendix 4 to ETWB TCW No. 11/2005)  \* Delete/Modify as appropriate. |
| (ii) | The Contract Data Part two in hard copy format duly completed and signed. |
| \*(iii) | The \**bill of quantities*/\**activity schedule* in either hard copy format or electronic format [See Note 1] fully priced as to each \*item/\*activity, extended, cast and totalled as appropriate. |
| (b) | A copy each of the documents submitted under sub-clauses (1)(a)(i), (1)(a)(ii) and \*(1)(a)(iii) of this clause. |
| (c) | The submissions that are required by the General Conditions of Tender (GCT) and Special Conditions of Tender (SCT). |  |
| (2) | If a tenderer submitted the documents required under sub-clause (1)(a) of this clause in electronic format as allowed thereunder but failed to submit the required copy under sub-clause (1)(b) of this clause, the tender opening team shall make the required copy in electronic format on the tenderer's behalf. The tenderer may be asked to bear the cost of making the copy. The cost of duplication is currently set at $53\*\* per electronic file and the material charge at $1.0\*\* per CD-ROM and $1.4\*\* per 4.7GB DVD+/–R. | \*\* Works Departments should stipulate the prevailing rates which may from time to time be prescribed by DEVB, FSTB and/or PWTB. Ref: DEVB memo ref. (DEVB(W) 511/70/02 dated 26.9.2022, FSTB memo ref. ( ) in TsyB T ADM/1-135/1/0 Pt.10 dated 24.12.2018 and PWTB memo ref. (21) in ASD13/95200/ TEN/PTC/1 dated 16.9.2022. [Note: Please check the latest relevant memo. The photocopying charge for tenders opened by the CTB and PWTB are $12.0 per page and $16.2 per page respectively.] |
| (3) | If a tenderer submitted the documents required under sub-clause (1)(a) of this clause in hard copy format as allowed or required thereunder but failed to submit the required copy under sub-clause (1)(b) of this clause, the tender opening team shall make the required photocopies on the tenderer's behalf. The tenderer may be asked to bear the cost of making the photocopies. The cost of photocopying is currently set at $12/$16.2\*\* per copied page, which cost also covers material. |
| (4) | If a tenderer elects to submit the priced \**bill of quantities*/\**activity schedule* in hard copy format and where a hard copy has been supplied by the *Client*, it should price the \**bill of quantities*/\**activity schedule* on the hard copy supplied by the *Client*. If a tenderer fails to do so, any extra cost incurred by the *Client* in checking whether the printed descriptions or figures of the tender are identical to those in the hard copy supplied by the *Client* is recoverable by the *Client* as a debt. The tenderer whose tender has been so checked shall pay such cost if demanded by the *Client*. |  |
| (5) | Where a document may be submitted in hard copy format or electronic format and if a tenderer makes two submissions for the same document, one in hard copy format and one in electronic format, the submission in hard copy format shall be discarded. |  |
| (6) | All submissions in electronic format shall comply with the requirements set out in **Appendix** [*insert reference*] to the General Conditions of Tender [See Note 2]. |  |