

EV-charging at Home Subsidy Scheme ("EHSS") Open E-tendering Platform

Quick Guide for Application for Inclusion in the Consultants List and / or Contractors List

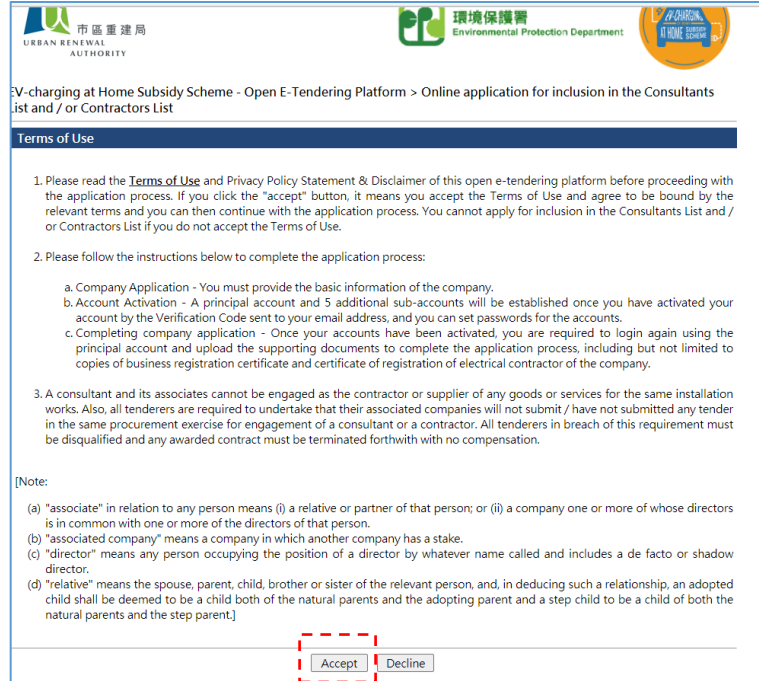
- 1) Visit the EHSS website (<https://www.EVhomecharging.gov.hk>) and click "Consultant / Contractor Login" under the drop-down menu of the Open E-tendering Platform.



- 2) Click "Click here to make an application on-line" to start the application and prepare softcopy of the following supporting documents:
 - (a) Business Registration Certificate
 - (b) Certificate of Electrical Contractor



3) Read the Terms of Use carefully and then click “Accept” to continue the application.



V-charging at Home Subsidy Scheme - Open E-Tendering Platform > Online application for inclusion in the Consultants List and / or Contractors List

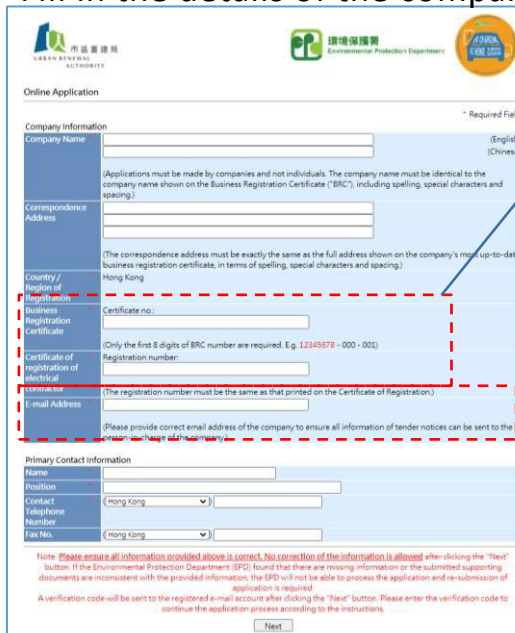
Terms of Use

- Please read the Terms of Use and Privacy Policy Statement & Disclaimer of this open e-tendering platform before proceeding with the application process. If you click the “accept” button, it means you accept the Terms of Use and agree to be bound by the relevant terms and you can then continue with the application process. You cannot apply for inclusion in the Consultants List and / or Contractors List if you do not accept the Terms of Use.
- Please follow the instructions below to complete the application process:
 - Company Application - You must provide the basic information of the company.
 - Account Activation - A principal account and 5 additional sub-accounts will be established once you have activated your account by the Verification Code sent to your email address, and you can set passwords for the accounts.
 - Completing company application - Once your accounts have been activated, you are required to login again using the principal account and upload the supporting documents to complete the application process, including but not limited to copies of business registration certificate and certificate of registration of electrical contractor of the company.
- A consultant and its associates cannot be engaged as the contractor or supplier of any goods or services for the same installation works. Also, all tenderers are required to undertake that their associated companies will not submit / have not submitted any tender in the same procurement exercise for engagement of a consultant or a contractor. All tenderers in breach of this requirement must be disqualified and any awarded contract must be terminated forthwith with no compensation.

[Note:

- “associate” in relation to any person means (i) a relative or partner of that person; or (ii) a company one or more of whose directors is in common with one or more of the directors of that person.
- “associated company” means a company in which another company has a stake.
- “director” means any person occupying the position of a director by whatever name called and includes a de facto or shadow director.
- “relative” means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent and a step child to be a child of both the natural parents and the step parent.]

4) Fill in the details of the company and then click “Next”.



Online Application

* Required Field

Company Information

Company Name (English)
(Chinese)

Correspondence Address

(The correspondence address must be exactly the same as the full address shown on the company's most up-to-date business registration certificate, in terms of spelling, special characters and spacing.)

Country / Region of Registration

Business Registration Certificate

Certificate of registration of electrical contractor

E-mail Address

(Please provide correct email address of the company to ensure all information of tender notices can be sent to the company.)

Primary Contact Information

Name

Position

Contact

Telephone Number

Fax No.

Note: Please ensure all information provided above is correct. No correction of the information is allowed when clicking the “Next” button. If the Environmental Protection Department (EPD) found that there are missing information or the submitted supporting documents are inconsistent with the provided information, the EPD will not be able to process the application and re-submission of application is required.

A verification code will be sent to the registered e-mail account after clicking the “Next” button. Please enter the verification code to continue the application process according to the instructions.

1) The information provided is identical to that shown on the Business Registration Certificate and Certificate of registration of electrical contractor.

2) Please ensure the email address valid and correct as it is so important that the e-alert / message will be sent to you via this email.

5) Now check your email address that you have provided in the application:

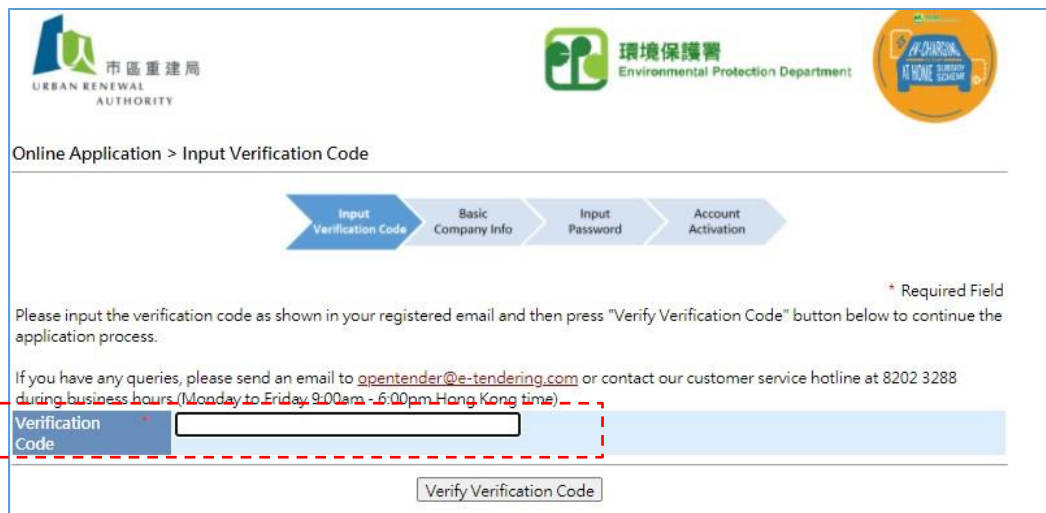
5.1) Copy the <Verification Code> from the email you received

Sample

Dear Sir/Madam,

Your Verification Code to activate your account is 0ef22fcfd9bef42d1388d10534bb133. This Verification Code will expire in the next 8 hours or upon use. If you fail to enter a valid verification code within the time limited, the registration will be ceased and re-submission of application is resulted.

5.2) Paste the <Verification Code> in the location as indicated



Online Application > Input Verification Code

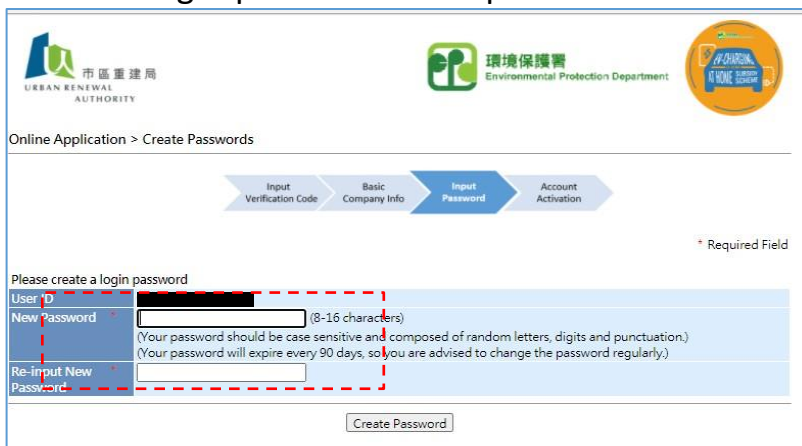
Please input the verification code as shown in your registered email and then press "Verify Verification Code" button below to continue the application process.

If you have any queries, please send an email to opentender@e-tendering.com or contact our customer service hotline at 8202 3288 during business hours (Monday to Friday 9:00am - 6:00pm Hong Kong time).

Verification Code

Verify Verification Code

6) Create a login password as required.



Online Application > Create Passwords

Please create a login password

User ID

New Password (8-16 characters)
(Your password should be case sensitive and composed of random letters, digits and punctuation.)
(Your password will expire every 90 days, so you are advised to change the password regularly.)

Re-input New Password

Confirm Password

Create Password

- 7) Check correctness of your email address again. You will get a confirmation email with User IDs of the principal account and five sub-accounts.

Dear Sir/Madam,

Thank you for activating your account for using the service under Smart Tender.

Please note that your principal account and five additional sub-accounts have been set up, the details of which are set out below.

9001301210 (Principal account)
9001301211 (1st Sub-account)
9001301212 (2nd Sub-account)
9001301213 (3rd Sub-account)
9001301214 (4th Sub-account)
9001301215 (5th Sub-account)

Please refer to the Smart Tender Terms of Use for further details on the requirements related to the use of the Smart Tender.

Please keep custody of the number of principal account as it is your User ID to login the E-Tendering Platform.

5 additional sub-accounts are available and they can be provided to others if necessary. Please refer to item 18 of this Guide for details.

- 8) Click “Login” to complete the application and enter the Open E-tendering Platform to submit the supporting documents required.

Online Application > Account Activation

Input Verification Code → Basic Company Info → Input Password → Account Activation

You have successfully activated your user account. In order to finish the last step of application, please login your principal account and submit the required certificates and declaration form for our review and approval.

Login

- 9) Click “Company Info” in the menu.

Home **Company Info** Setting Support Logout

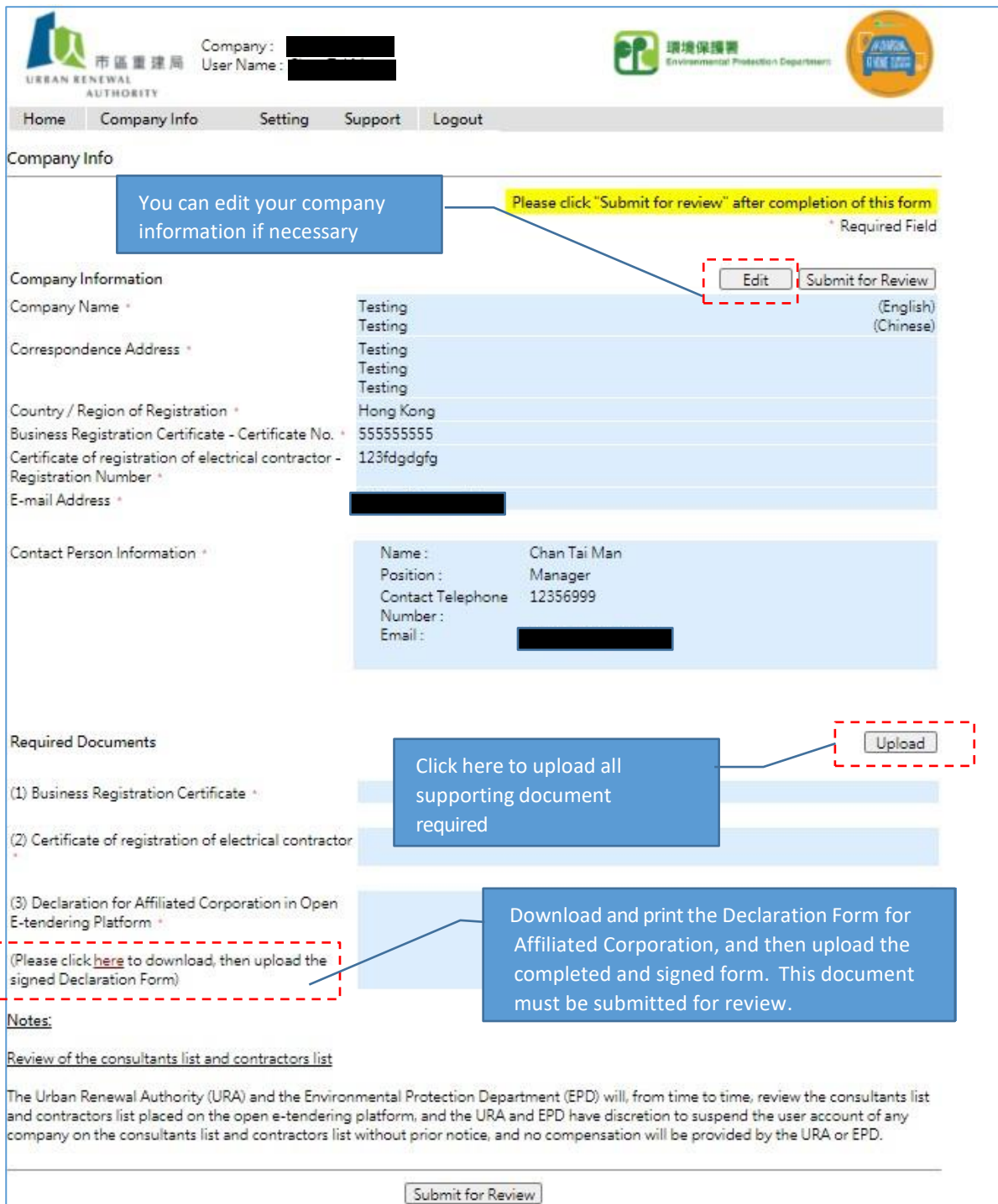
System Message - Results (Record 0 - 0 of 0)

New Search

From	Subject	Received
No matched record found.		

Page: 1

10) Click "Upload" to submit all required supporting documents.



Company: [Redacted]
User Name: [Redacted]

Home Company Info Setting Support Logout

Company Info

You can edit your company information if necessary

Please click "Submit for review" after completion of this form * Required Field

Company Information

Company Name * Testing (English)
Testing (Chinese)

Correspondence Address * Testing
Testing
Testing

Country / Region of Registration * Hong Kong

Business Registration Certificate - Certificate No. * 55555555

Certificate of registration of electrical contractor - Registration Number * 123fdgdgfg

E-mail Address * [Redacted]

Contact Person Information *

Name : Chan Tai Man
Position : Manager
Contact Telephone Number : 12356999
Email : [Redacted]

Required Documents

(1) Business Registration Certificate *

(2) Certificate of registration of electrical contractor *

(3) Declaration for Affiliated Corporation in Open E-tendering Platform *

(Please click [here](#) to download, then upload the signed Declaration Form)

Click here to upload all supporting document required

Download and print the Declaration Form for Affiliated Corporation, and then upload the completed and signed form. This document must be submitted for review.

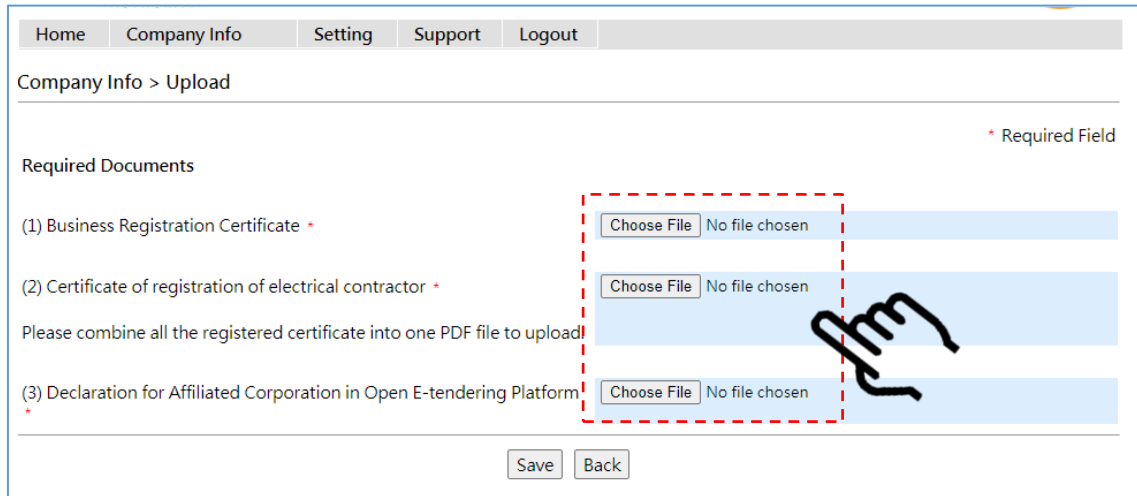
Notes:

Review of the consultants list and contractors list

The Urban Renewal Authority (URA) and the Environmental Protection Department (EPD) will, from time to time, review the consultants list and contractors list placed on the open e-tendering platform, and the URA and EPD have discretion to suspend the user account of any company on the consultants list and contractors list without prior notice, and no compensation will be provided by the URA or EPD.

Submit for Review

- 11) After uploading all supporting documents, click “Save” to return to the pervious page.



Home Company Info Setting Support Logout

Company Info > Upload

* Required Field

Required Documents

(1) Business Registration Certificate *

(2) Certificate of registration of electrical contractor *

Please combine all the registered certificate into one PDF file to upload!

(3) Declaration for Affiliated Corporation in Open E-tendering Platform *

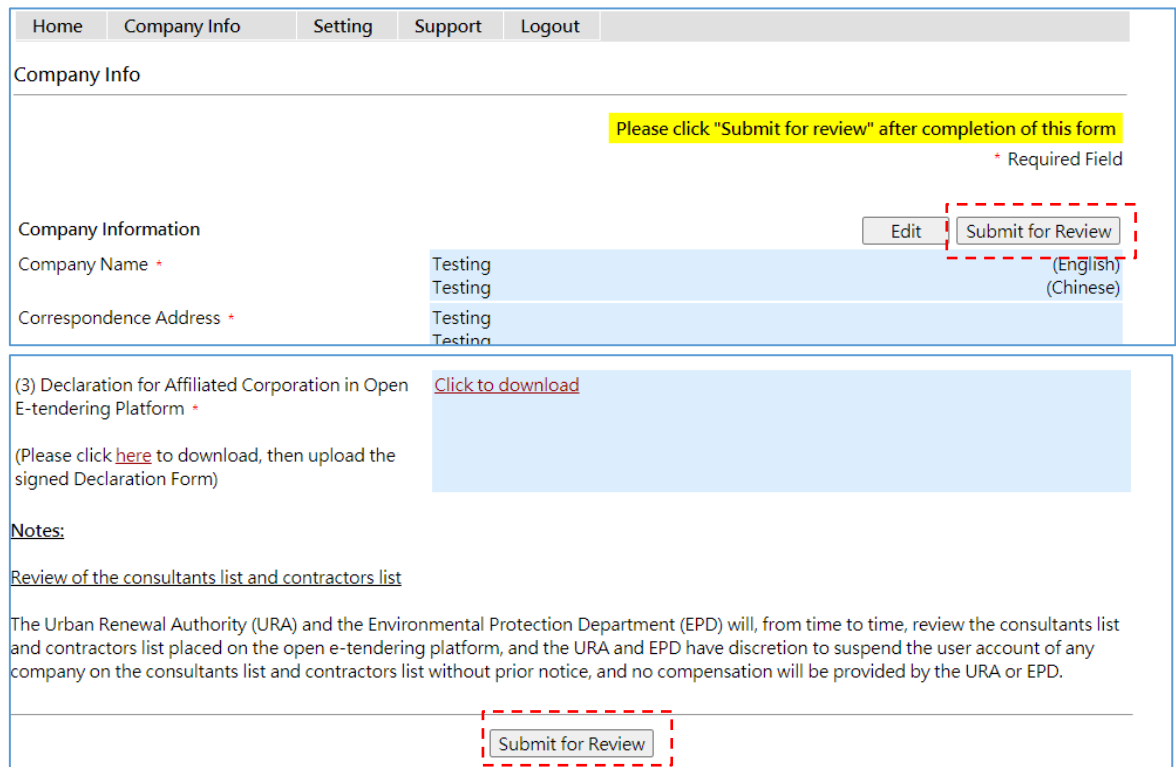
Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Save Back

- 12) Check the information uploaded and then click “Submit for review” on the top or bottom button.



Home Company Info Setting Support Logout

Company Info

Please click "Submit for review" after completion of this form

* Required Field

Company Information

Company Name *

Testing

Testing

(English)

(Chinese)

Correspondence Address *

Testing

Testing

Editing

Submit for Review

(3) Declaration for Affiliated Corporation in Open E-tendering Platform *

[Click to download](#)

(Please click [here](#) to download, then upload the signed Declaration Form)

Notes:

[Review of the consultants list and contractors list](#)

The Urban Renewal Authority (URA) and the Environmental Protection Department (EPD) will, from time to time, review the consultants list and contractors list placed on the open e-tendering platform, and the URA and EPD have discretion to suspend the user account of any company on the consultants list and contractors list without prior notice, and no compensation will be provided by the URA or EPD.

Submit for Review

- 13) Read the Declaration and accept it by clicking the check box. Finally, click “Submit for Review” to complete the application.

Home Company Info Setting Support Logout

Company Info

Declaration

☐ Upon our registration as REC in open e-tendering platform, I, for and on behalf of Testing, hereby confirm that the relevant information or documents given in this application is true and correct.

I declare that it is duly authorized by the aforesaid individuals to confirm that each individual has received, read and understood URA's Data Policy Notice (the "Notice") and agrees to be bound by them (as amended by URA from time to time) and that all personal data and information in respect of each individual provided by the Consultant on behalf of each individual to URA (a) have been collected by lawful means; and (b) are accurate in all material respects so far as the Consultant is aware. I agree to ensure that, in relation to all personal data collected by and provided to URA by the Consultant, all necessary consents required from the individuals have been obtained and that the individuals are aware that their personal data and information may be used, transferred or disclosed by URA in accordance with its policies on the use and disclosure of personal data as set out in the Notice made available by URA to each individual through the Consultant from time to time and that those individuals are aware that they may have legal rights of access to and correction of information held about them by URA.

Name of representative : Chan Tai Man
Position : Manager
Contact Number : 12356999
Date : 2021/01/08

Submit for Review Back

- 14) Your application is now under review and you will be notified of the result via email after the review of URA within 7 working days.

Home Company Info Setting Support Logout

Company Info

Your application is under review.

Company Information

Company Name * Testing (English)
Testing (Chinese)

Correspondence Address * Testing

- 15) You can also log in the Open E-tendering Platform and click “System Message” under the Home menu to check the application status.

Home Company Info Setting Support Logout

System Message

System Message - Results (Record 1 - 1 of 1)

New Search




From	Subject
1. Open E-Tendering Platform (UAT)	Submit for Approval of Registered Electrical Contractor ("REC") under EPD – EV-charging at Home Subsidy Scheme

Keyword: Search on Results Page: 1

16) If the application is successful, you will see the result below.

System Message - View			
From	Open E-Tendering Platform (UAT)	Received	2021/01/08 16:05
Subject	Completion of registration for Registered Electrical Contractor under EPD – EV-charging at Home Subsidy Scheme ("EHSS") 完成註冊 - 環境保護署「EV屋苑充電易資助計劃」下之「註冊電業承辦商」(“REC”)		
Message	<p>Dear Sir/Madam,</p> <p>Thank you for your submission of the supporting document upon request. We confirm that your registration is successfully activated and you are allowed to login the open e-tendering platform and/or Smart Tender – e-tendering platform for checking the details of each tendering projects.</p> <p>If you have any questions, please feel free to contact our hotline at 82023288 or by email (opentender@e-tendering.com)</p> <p>Yours sincerely, Environmental Protection Department</p>		

17) Once you are informed of the successful result, you can log in the Open E-Tendering to check out projects and download the tender documents.

Open E-Tendering Platform under the EV-charging at Home Subsidy Scheme ("EHSS")

Online Registration of Consultants / Contractors

For those who are registered electrical contractors under Regulation 10(1) of the Electricity (Registration) Regulations (Cap. 406 Sub. Leg.), they are eligible to register in this open e-tendering platform.

[Click here to on-line registration](#)

Account Activation

For those who have made a request for the registration, they are required to click here for completion of account activation.

[Click here to activate](#)

Login

1) On-list company is granted the access right to view and download the tender documents from the open e-tendering platform for tender submission.

2) The company must update its particulars and company information regularly.

[Click here to login](#)

Forgot Password / Reset Password

1) If you have lost the login password; or

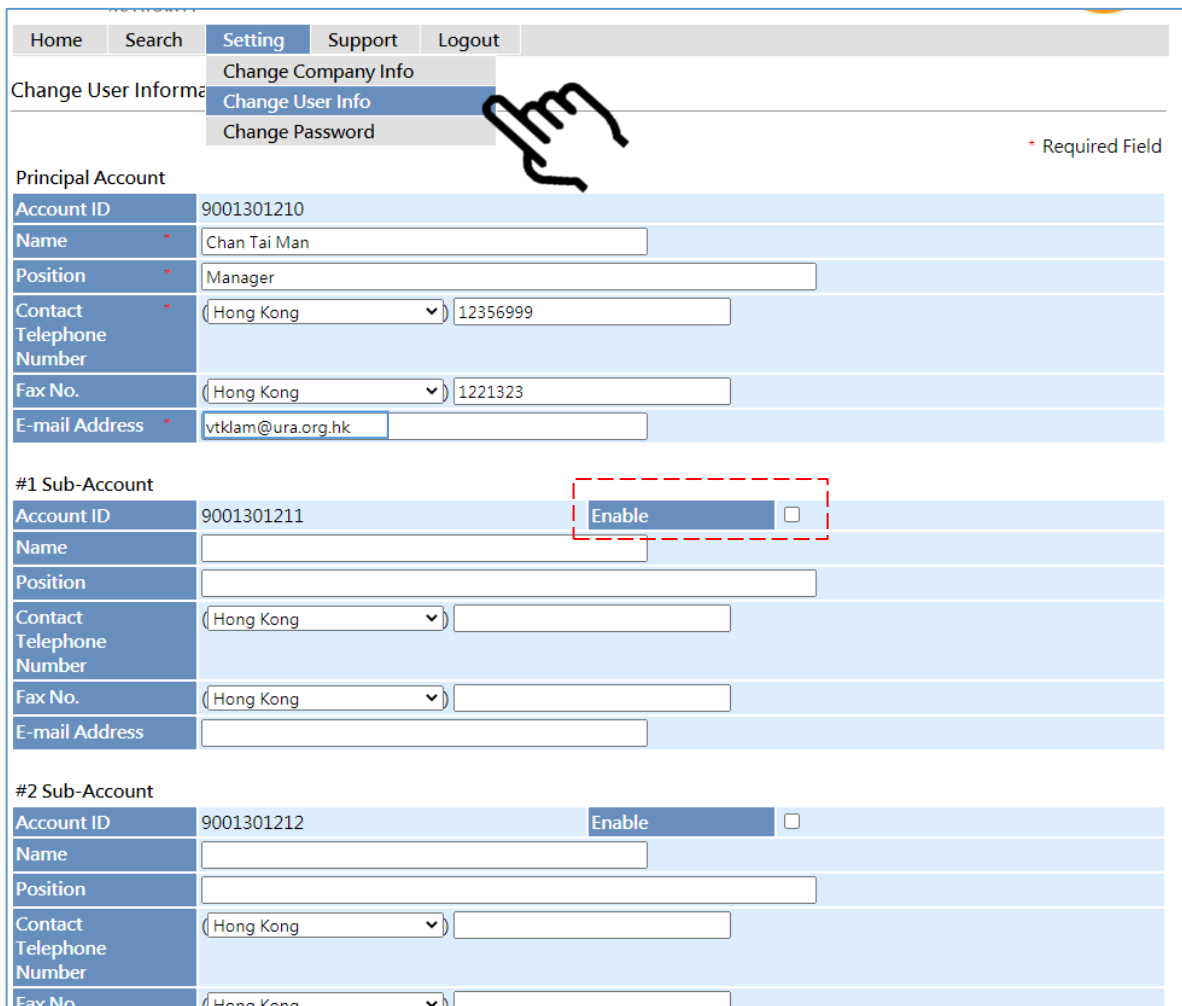
2) You are required to reset the password every 90 days

[Click here to reset the password](#)

- You are required to change your password every 90 day.
- If forgot the password, please click here to reset it and the procedure is similar to the verification email process as stated above.

18) In case you need different people to handle the projects under the EHSS, you can set up maximum of five sub-accounts for them:

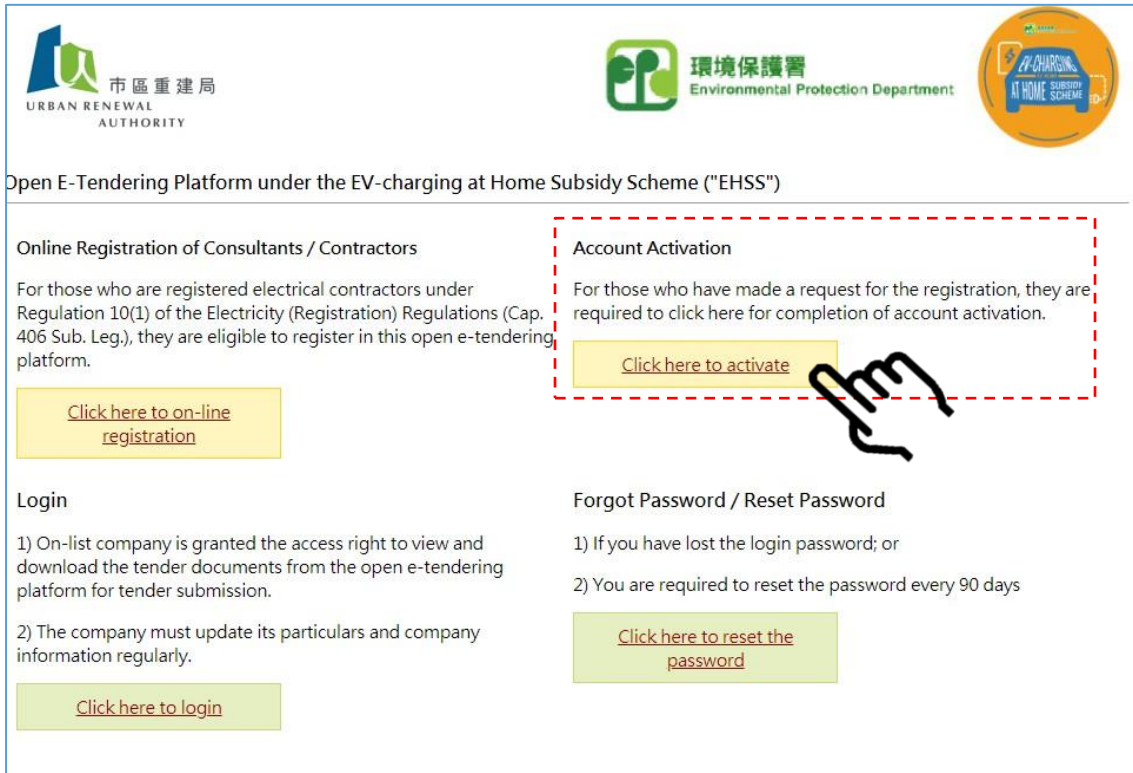
- Click “Change User Info” under the Setting menu
- Fill in the necessary information required and click the check box “Enable” accordingly
- Click “Save” button after completion



Home	Search	Setting	Support	Logout
Change User Information <ul style="list-style-type: none"> Change Company Info Change User Info Change Password 				
Principal Account				
Account ID	9001301210			
Name *	Chan Tai Man			
Position *	Manager			
Contact Telephone Number *	(Hong Kong)	12356999		
Fax No.	(Hong Kong)	1221323		
E-mail Address *	vtklam@ura.org.hk			
#1 Sub-Account				
Account ID	9001301211	Enable	<input type="checkbox"/>	
Name				
Position				
Contact Telephone Number	(Hong Kong)			
Fax No.	(Hong Kong)			
E-mail Address				
#2 Sub-Account				
Account ID	9001301212	Enable	<input type="checkbox"/>	
Name				
Position				
Contact Telephone Number	(Hong Kong)			
Fax No.	(Hong Kong)			

- 19) In case you need to handle the projects under the EHSS and have a User ID of a sub-account, you are required to visit the home page of Open E-Tendering Platform to activate your account for the first time:

19.1) Click “Click here to activate”.



市區重建局
URBAN RENEWAL
AUTHORITY

環境保護署
Environmental Protection Department

EV-CHARGING
AT HOME
SUBSIDY
SCHEME

Open E-Tendering Platform under the EV-charging at Home Subsidy Scheme (“EHSS”)

Online Registration of Consultants / Contractors

For those who are registered electrical contractors under Regulation 10(1) of the Electricity (Registration) Regulations (Cap. 406 Sub. Leg.), they are eligible to register in this open e-tendering platform.

[Click here to on-line registration](#)

Account Activation

For those who have made a request for the registration, they are required to click here for completion of account activation.

[Click here to activate](#)

Login

1) On-list company is granted the access right to view and download the tender documents from the open e-tendering platform for tender submission.

2) The company must update its particulars and company information regularly.

[Click here to login](#)

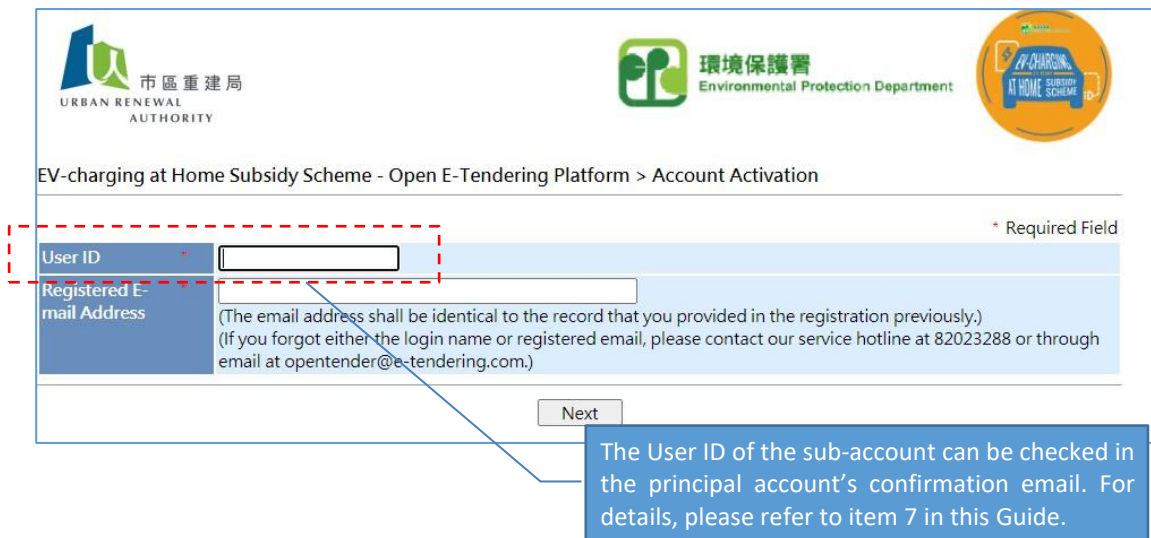
Forgot Password / Reset Password

1) If you have lost the login password; or

2) You are required to reset the password every 90 days

[Click here to reset the password](#)

19.2) Fill in the User ID and your registered email address.



市區重建局
URBAN RENEWAL
AUTHORITY

環境保護署
Environmental Protection Department

EV-CHARGING
AT HOME
SUBSIDY
SCHEME

EV-charging at Home Subsidy Scheme - Open E-Tendering Platform > Account Activation

* Required Field

User ID

Registered E-mail Address

(The email address shall be identical to the record that you provided in the registration previously.)
(If you forgot either the login name or registered email, please contact our service hotline at 82023288 or through email at opentender@e-tendering.com.)

Next

The User ID of the sub-account can be checked in the principal account's confirmation email. For details, please refer to item 7 in this Guide.




19.3) Check your email address and copy the <Verification Code> from the email you received.

Dear Sir/Madam,

Your Verification Code to activate your account is 72866344. This Verification Code will expire in the next 8 hours or upon use.

Yours sincerely,
Environmental Protection Department

Sample

EV-charging at Home Subsidy Scheme - Open E-Tendering Platform > Account Activation

Verification code has been sent to your e-mail address. Please click "Verify Verification Code" button below and enter the verification code to complete the activation of your user account.

If you have any queries, please send an email to opentender@e-tendering.com or contact our customer service hotline at 8202 3288 during business hours (Monday to Friday 9:00am - 6:00pm Hong Kong time)

Verify Verification Code

19.4) Paste the <Verification Code> in the location as indicated.

EV-charging at Home Subsidy Scheme - Open E-Tendering Platform > Account Activation

Verification Code has been sent to your e-mail address. Please enter the verification code to create your new password.

- Verification code is 8 characters long.

* Required Field

User Information

User ID 9001301211

Registered E-mail Address [REDACTED]

Verification Code

Verify Verification Code

19.5) Create your own password to complete the activation of the sub-account.

EV-charging at Home Subsidy Scheme - Open E-Tendering Platform > Account Activation

* Required Field

User Information	
User ID	9001301211
Registered E-mail Address	
New Password *	<input type="password"/> (8-16 characters) (Your password should be case sensitive and composed of random letters, digits and punctuation.) (Your password will expire every 90 days, so you are advised to change the password regularly.)
Re-input New Password *	<input type="password"/>

~ END ~