

## **EV-charging at Home Subsidy Scheme ("EHSS") Open E-Tendering Platform**

### **Tender Guide for Consultants / Contractors of the EHSS**

#### **(A) Introduction**

##### **Information of New Tenders for Installation of EV Charging-enabling Infrastructure Under the EHSS**

1. EHSS Open E-Tendering Platform will send tender invitations by email to all registered electrical contractors who are currently included in the EHSS Consultants List / Contractors List so that they can have access to the tender documents and submit tenders for installation works of EV charging-enabling infrastructure and associated installation works for applicants of the EHSS.
2. New notices of invitation for tenders will also be posted on the EHSS website [<https://www.evhomecharging.gov.hk/en>] at "Assess to Information". For registered electrical contractors who have not applied for inclusion in the EHSS Consultants List and / or Contractors List but have interest to participate in the tendering exercise, they can visit the EHSS website and click "Consultant / Contractor Login" under the drop-down menu of "Open E-tendering Platform" to complete the application for inclusion in Consultants List and / or Contractors List. They can also refer to the "Quick Guide for Application for Inclusion in the Consultants List and / or Contractors List" which is available at "Assess to Information". In general, the Urban Renewal Authority who administers the EHSS Open E-Tendering Platform needs 7 working days to complete processing of an application for inclusion in the Consultants List / Contractors List. Interested registered electrical contractors should therefore submit applications early in order that they can participate in the tendering exercise.

##### **Communication between Tenderee and Interested Tenderers**

1. After successfully included in the EHSS Consultants List / Contractors List, each interested tenderer will be assigned with a unique code by the Open E-Tendering Platform to represent its identity. During the tendering exercise and before the opening of the tenders, the tenderee and / or its consultant (in case of tendering for engagement of a contractor) shall communicate with any interested tenderer on any enquiries about

*Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.*



the tendering exercise using the unique code of the interested tenderer, and the names and identities of all the interested tenderers will remain anonymous throughout the tendering period and before the opening of the tenders.

- Interested tenderers shall only raise queries about the tendering exercise openly in the EHSS Open E-Tendering Platform using the unique code assigned, and must not communicate by any means privately with the tenderee and / or its consultant. The tenderee and / or its consultant will provide the responses openly at the EHSS Open E-Tendering Platform. All interested tenderers should not disclose any information in any form about their identity during the tendering exercise to any other bodies, particularly the tenderee and / or its consultant, or else they may be disqualified from the tendering exercise.

*Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.*

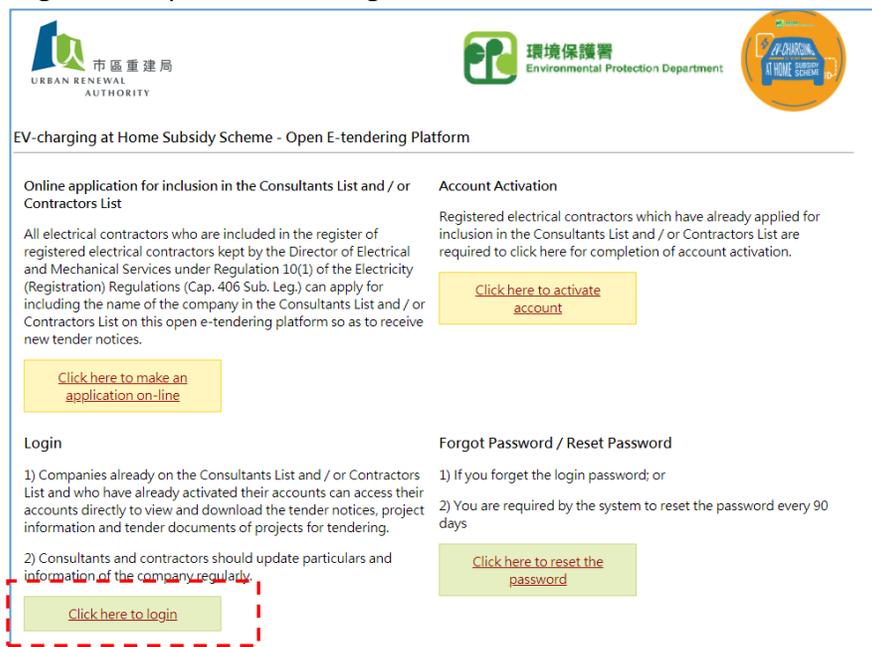
## (B) Download tender documents

- 1) Click the following link to visit the EV-charging at Home Subsidy Scheme ("EHSS") website, and then click "Consultant / Contractor Login" under the drop-down menu of "Open E-Tendering Platform".

<https://www.evhomecharging.gov.hk/en>

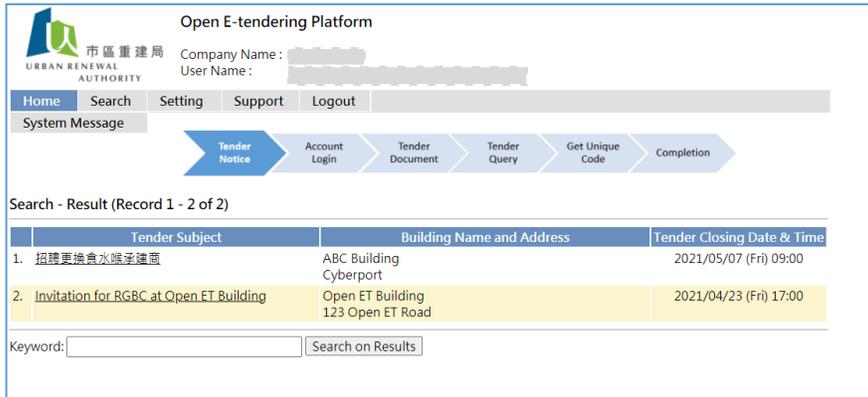


- 2) Login the "Open E-Tendering Platform".



Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.

3) Access the full list of all active tenders on the homepage.



Open E-tendering Platform

URBAN RENEWAL AUTHORITY

Company Name: [Redacted]  
User Name: [Redacted]

Home Search Setting Support Logout

System Message

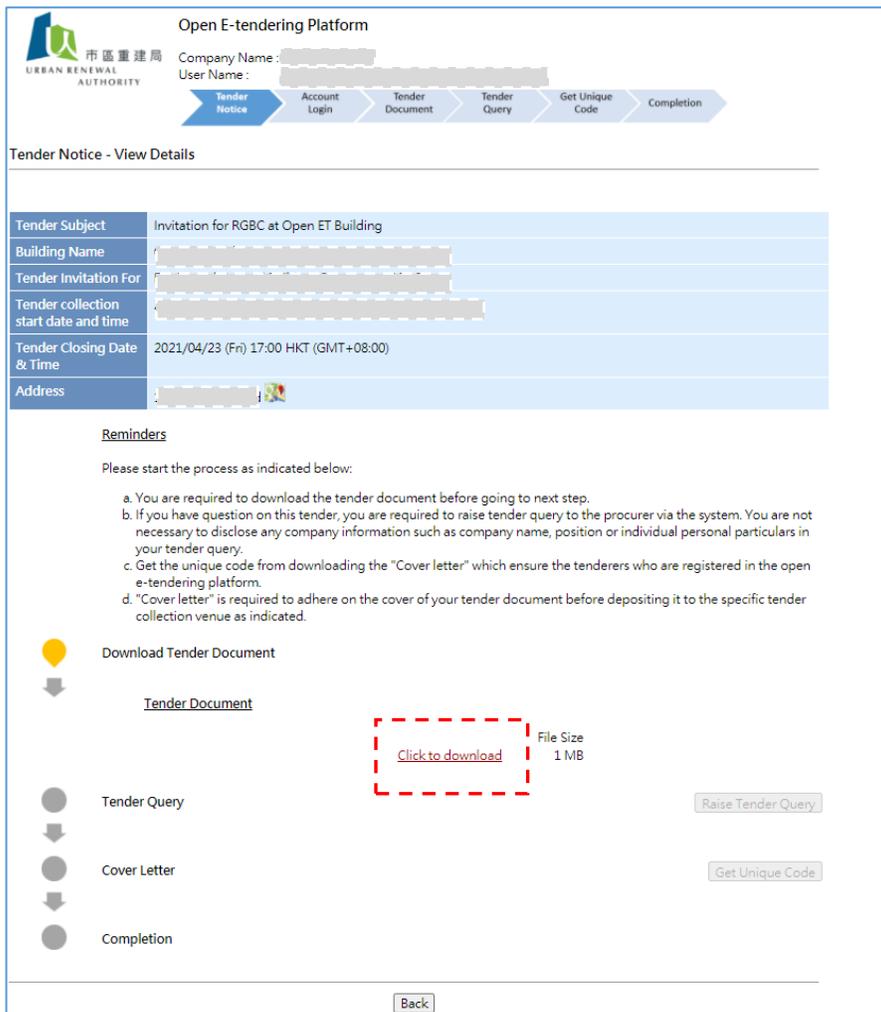
Tender Notice Account Login Tender Document Tender Query Get Unique Code Completion

Search - Result (Record 1 - 2 of 2)

Tender Subject	Building Name and Address	Tender Closing Date & Time
1. 招標更換食水喉子鐘筒	ABC Building Cyberport	2021/05/07 (Fri) 09:00
2. Invitation for RGBC at Open ET Building	Open ET Building 123 Open ET Road	2021/04/23 (Fri) 17:00

Keyword:  Search on Results

4) Select any interested tender, and then click “Click to download” to obtain the tender documents.



Open E-tendering Platform

URBAN RENEWAL AUTHORITY

Company Name: [Redacted]  
User Name: [Redacted]

Tender Notice Account Login Tender Document Tender Query Get Unique Code Completion

Tender Notice - View Details

Tender Subject	Invitation for RGBC at Open ET Building
Building Name	[Redacted]
Tender Invitation For	[Redacted]
Tender collection start date and time	[Redacted]
Tender Closing Date & Time	2021/04/23 (Fri) 17:00 HKT (GMT+08:00)
Address	[Redacted]

**Reminders**

Please start the process as indicated below:

- You are required to download the tender document before going to next step.
- If you have question on this tender, you are required to raise tender query to the procurer via the system. You are not necessary to disclose any company information such as company name, position or individual personal particulars in your tender query.
- Get the unique code from downloading the "Cover letter" which ensure the tenderers who are registered in the open e-tendering platform.
- "Cover letter" is required to adhere on the cover of your tender document before depositing it to the specific tender collection venue as indicated.

Download Tender Document

Tender Document Click to download File Size 1 MB

Tender Query

Cover Letter

Completion

Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.

## (C) Raise tender query

1) Login the "Open E-Tendering Platform", and then click "Raise Tender Query".



Open E-tendering Platform

Company Name :

User Name :

Home
Search
Setting
Support
Logout

Tender Notice
Account Login
Tender Document
Tender Query
Get Unique Code
Completion

Tender Notice - View Details

---

Tender Subject	<input type="text"/>
Building Name	<input type="text"/>
Tender Invitation For	<input type="text"/>
Tender collection start date and time	2021/04/19 (Mon) 10:00 HKT (GMT+08:00)
Tender Closing Date & Time	2021/04/23 (Fri) 17:00 HKT (GMT+08:00)
Address	<input type="text"/>

**Reminders**

Please start the process as indicated below:

- You are required to download the tender document before going to next step.
- If you have question on this tender, you are required to raise tender query to the procurer via the system. You are not necessary to disclose any company information such as company name, position or individual personal particulars in your tender query.
- Get the unique code from downloading the "Cover letter" which ensure the tenderers who are registered in the open e-tendering platform.
- "Cover letter" is required to adhere on the cover of your tender document before depositing it to the specific tender collection venue as indicated.

● Download Tender Document

↓

Tender Document

Click to download

File Size  
1 MB

● Tender Query

↓

● Cover Letter

↓

● Completion

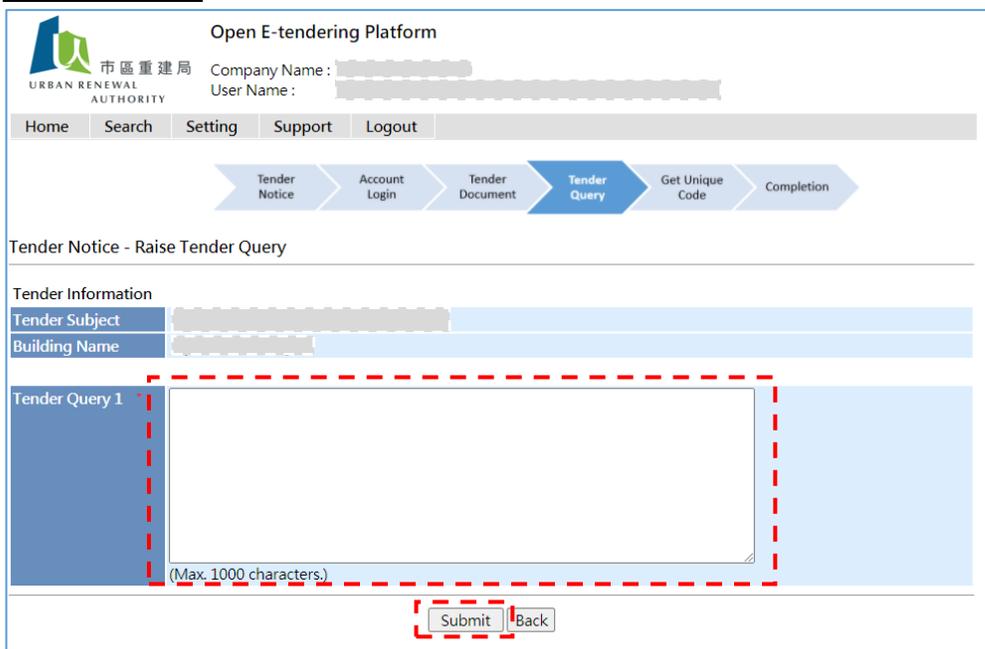
Raise Tender Query

Get Unique Code

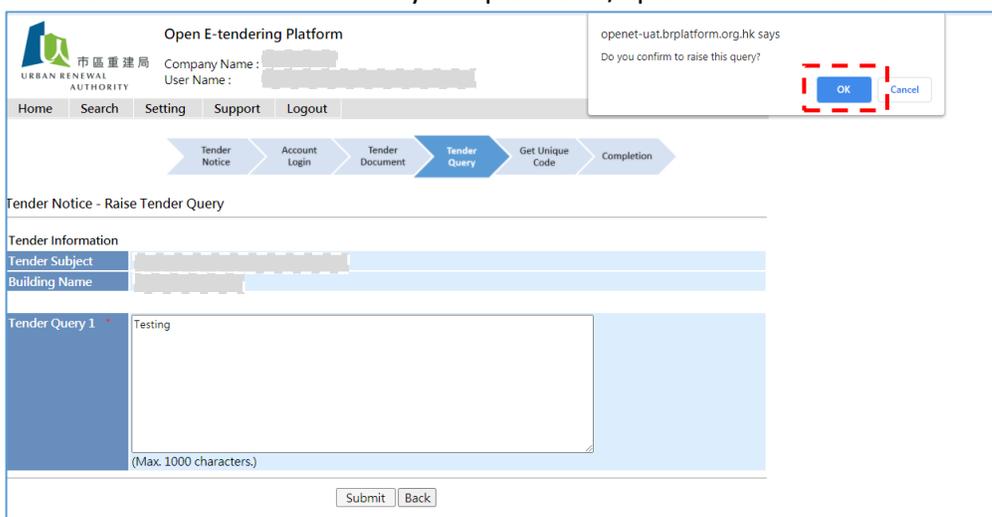
Back

Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.

- 2) Input your questions / queries in the field of “Tender Query”, and then click “Submit”.  
**Caution: Do not disclose any information regarding the identity of your company, e.g. company name.**



- 3) Click “OK” to confirm and send your questions / queries to the tenderee.



- 4) Check your email for the response notification to your questions / queries from the tenderee and / or its consultant, and login the Open E-Tendering Platform to read the response.

Remark: Please call the Open E-tendering Platform’s customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.

## (D) Prepare for tender submission

### 1) Click “Get Unique Code”.

**Reminders**

Please start the process as indicated below:

- You are required to download the tender document before going to next step.
- If you have question on this tender, you are required to raise tender query to the procurer via the system. You are not necessary to disclose any company information such as company name, position or individual personal particulars in your tender query.
- Get the unique code from downloading the “Cover letter” which ensure the tenderers who are registered in the open e-tendering platform.
- “Cover letter” is required to adhere on the cover of your tender document before depositing it to the specific tender collection venue as indicated.

● Download Tender Document

↓

Tender Document

[Click to download](#) File Size  
1 MB

● Tender Query

↓

● Cover Letter

↓

● Completion

### 2) Click “Click to download” to obtain the “Cover Letter”.



Open E-tendering Platform

Company Name: [REDACTED]

User Name: [REDACTED]

Home
Search
Setting
Support
Logout

Tender Notice   Account Login   Tender Document   Tender Query   **Get Unique Code**   Completion

Tender Notice - Get Unique Code

**Tender Information**

Tender Subject [REDACTED]

Building Name and Address [REDACTED]

**Submission of Tender**

Cover Letter

Note:

(1) Please print out the cover letter and adhere it to the top of tender document before sending to the specific location as indicated.

(2) The unique code is changed every time once you have re-printed the cover letter. You are advised to print the updated cover letter for tender submission.

Remark: Please call the Open E-tendering Platform’s customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.

- 3) The basic information of the tender and the assigned unique code will be shown on the "Cover Letter". Print out the "Cover Letter" and adhere it firmly on the front of the returned tender envelope before submitting the tender.

**COVER LETTER**  
(投標附信)

**(A) TENDER FOR (招標項目)**

Building name 樓宇名稱	Hillwood Court
Address 樓宇地址	Nos. 22-88 Hillwood court, Tsim Sha Tsui
Tender for 招標項目	Registered General Building Contractor (RGBC)
Tender collection start date 遞交標書開始日期及時間	2021/3/15, 10:00 HKT (GMT+08:00)
Tender closing date & time 截標日期及時間	2021/3/19, 17:00 HKT (GMT+08:00)

**(B) UNIQUE CODE (獨立編號)**

**HKHLKeeLFLhdflFSsgDeSOFH**

**(C) REMARKS (備註)**

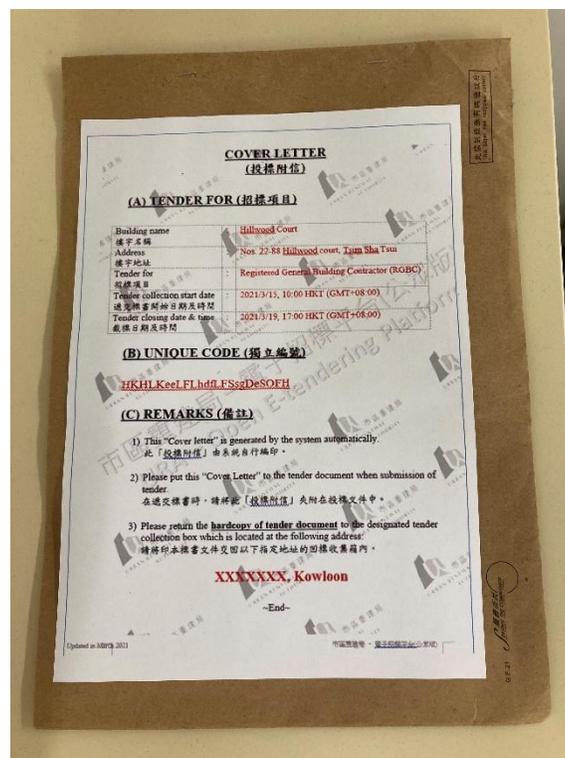
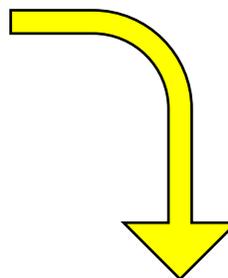
- This "Cover letter" is generated by the system automatically.  
此「投標附信」由系統自行編印。
- Please put this "Cover Letter" to the tender document when submission of tender.  
在遞交標書時，請將此「投標附信」夾附在投標文件中。
- Please return the **hardcopy of tender document** to the designated tender collection box which is located at the following address:  
請將印本標書文件交回以下指定地址的回標收集箱內。

**XXXXXXX, Kowloon**

~End~

Updated in March 2021

(Sample)



Note:

- This "Cover Letter" is generated by the system automatically, and the "Unique code" will serve as your identification during the tendering exercise.
- If you have repeatedly downloaded the "Cover Letter", the relevant system record will be updated with the latest downloading record. Please use the latest downloaded "Cover Letter" when submitting the tender.

Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.



## (E) Tender submission

- 1) The following documents shall be included in the returned tender –
  - (a) Business Registration Certificate;
  - (b) Certificate of registration of electrical contractor;
  - (c) documents to prove meeting the qualifications and experience requirements (such as certificates of professional qualifications, awards), relevant job references (include necessary information of the projects and all statutory forms such as the Work Completion Certificate (Form WR1)), and Certificate on Completion of Building Works (BA14) if the A&A works is needed, organization chart;
  - (d) proposed works programme;
  - (e) breakdown of manpower resources including trades, headcounts and man-hours to be deployed (details can be referred to Annex A of the [“Guidance on Preparation of Specifications for Employment of Consultants and Contractors for Installation Works under the EV-charging at Home Subsidy Scheme”](#));
  - (f) statement of financial capability (for tendering for service of a contractor);
  - (g) other offers relevant to maintenance and guarantee of the installation works, and commitment to provide the services according to the specifications, etc. (for tendering for service of a contractor);
  - (h) any other necessary documents required; and
  - (i) two CDs containing all submitted information and documents.
- 2) Put all documents and materials above into a single large envelope.
- 3) Print the latest “Cover Letter” downloaded from the Open E-tendering Platform and adhere it firmly on the front of the returned tender envelope.
- 4) Deposit the tender into the designated tender collection box located at the address specified on the “Cover Letter” before the tender closing date and time.

~ END ~

*Remark: Please call the Open E-tendering Platform’s customer service hotline at 8202 3288 or send an email to [opentender@e-tendering.com](mailto:opentender@e-tendering.com) if you have any difficulties in the process.*