

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

User Guide for Applicants of the EHSS (Part 2)

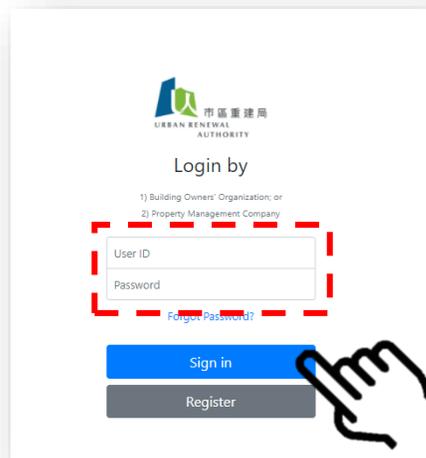
(A) Tender invitation process

- 1) Click the following link to visit the EV-charging at Home Subsidy Scheme ("EHSS") website, and then select "Applicant Login" under the Open E-Tendering Platform.

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

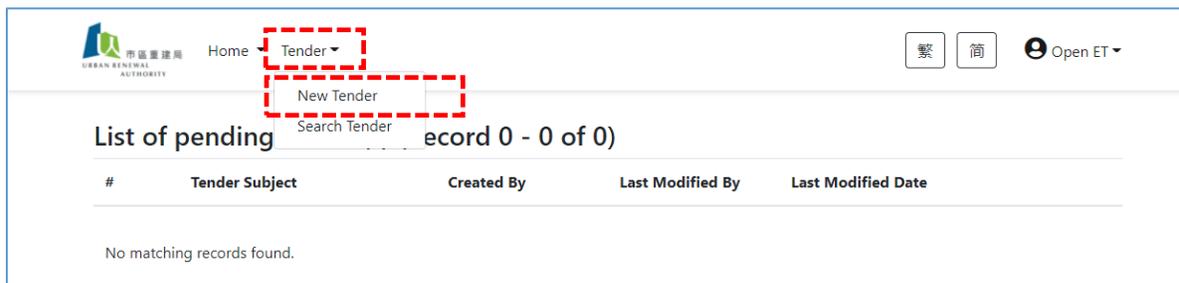


- 2) Enter User ID and Password, and then click "Sign in".



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

3) Click “Tender” at the top menu, and then select “New Tender”.



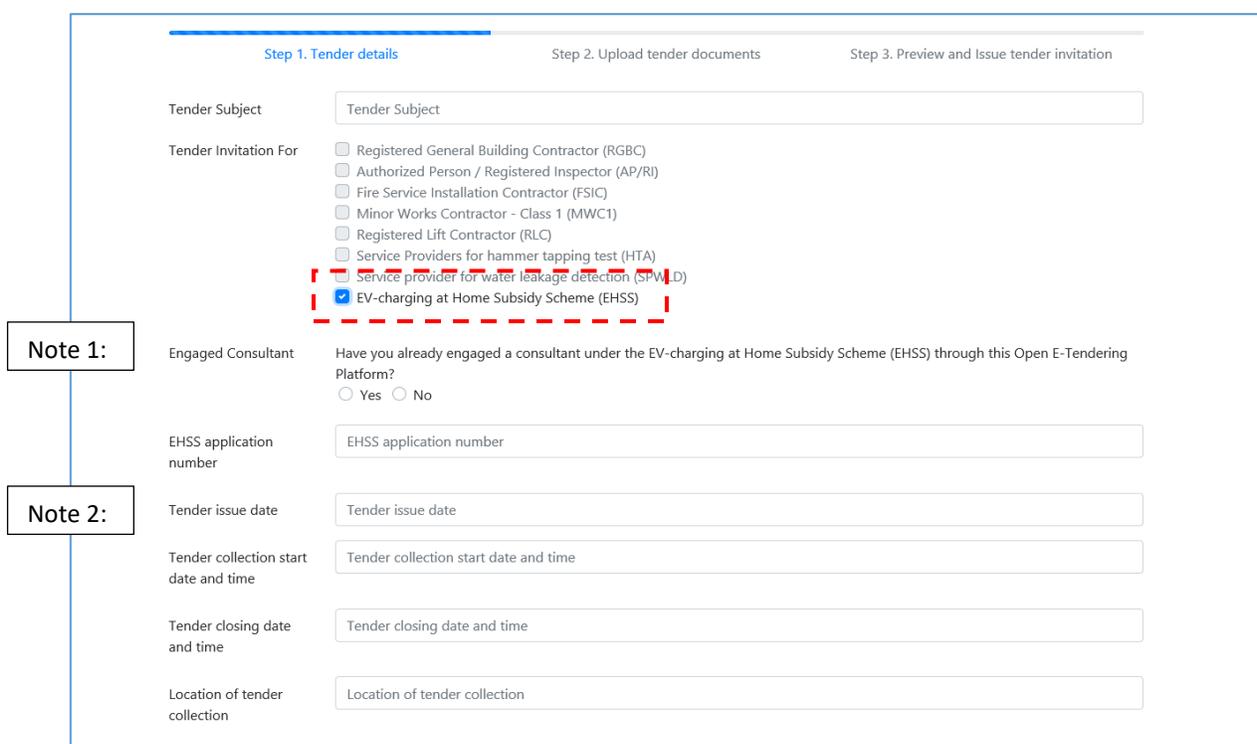
Home Tender

繁 簡 Open ET

List of pending records 0 - 0 of 0

#	Tender Subject	Created By	Last Modified By	Last Modified Date
No matching records found.				

4) Provide the tender information:



Step 1. Tender details Step 2. Upload tender documents Step 3. Preview and Issue tender invitation

Tender Subject: Tender Subject

Tender Invitation For:

- Registered General Building Contractor (RGBC)
- Authorized Person / Registered Inspector (AP/RI)
- Fire Service Installation Contractor (FSIC)
- Minor Works Contractor - Class 1 (MWC1)
- Registered Lift Contractor (RLC)
- Service Providers for hammer tapping test (HTA)
- Service provider for water leakage detection (SPWLD)
- EV-charging at Home Subsidy Scheme (EHSS)

Note 1: Engaged Consultant: Have you already engaged a consultant under the EV-charging at Home Subsidy Scheme (EHSS) through this Open E-Tendering Platform?
 Yes No

Note 2: Tender issue date: Tender issue date

Tender collection start date and time: Tender collection start date and time

Tender closing date and time: Tender closing date and time

Location of tender collection: Location of tender collection

- (a) Input the tender subject (e.g. Tender for employment of consultant under the EHSS);
- (b) Click the checkbox “EV-charging at Home Subsidy Scheme (EHSS)”;
- (c) Click “Yes” on the “Engaged Consultant” if the applicant has already employed the consultant under the EHSS. Otherwise, click “No”;
- (d) Input the EHSS application number;

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

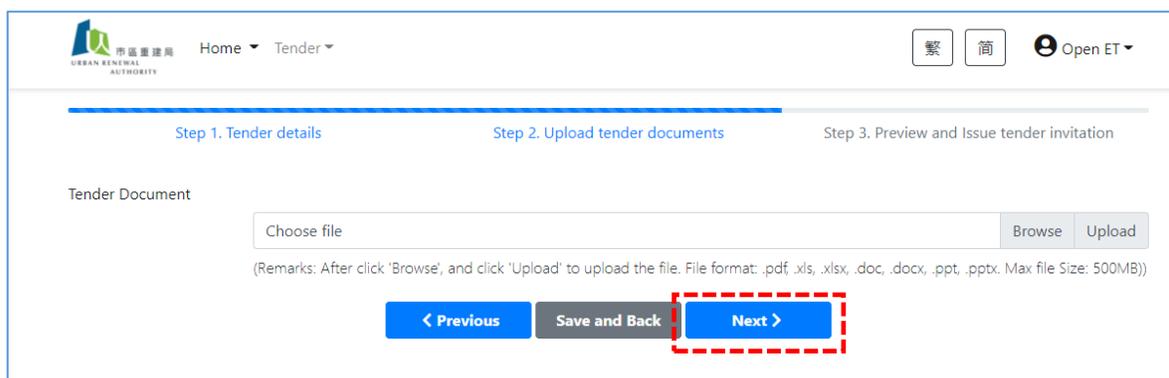


- (e) Enter the tender issue date (The tender period should normally be set at 1 month and should in no case be less than 3 weeks or more than 6 weeks, depending on the scale and scope of installation works);
- (f) Enter the tender collection start date and time, and tender closing date and time (The tender collection period for the tender collection box located at the address specified in (g) should be set at least 5 working days);
- (g) Enter the location of tender collection; and
- (h) Click “Next” to continue the process.

Note 1: The invitation of tender for employment of contractor will not be sent to the engaged consultant.

- Note 2: (1) The tender will be issued according to the date selected.
(2) Neither “today” nor “back date” can be selected.
(3) In general, the tender issue time is set at 12:00 noon of the selected date.

5) Upload the tender documents, drawings and relevant materials, and then click “Next”.

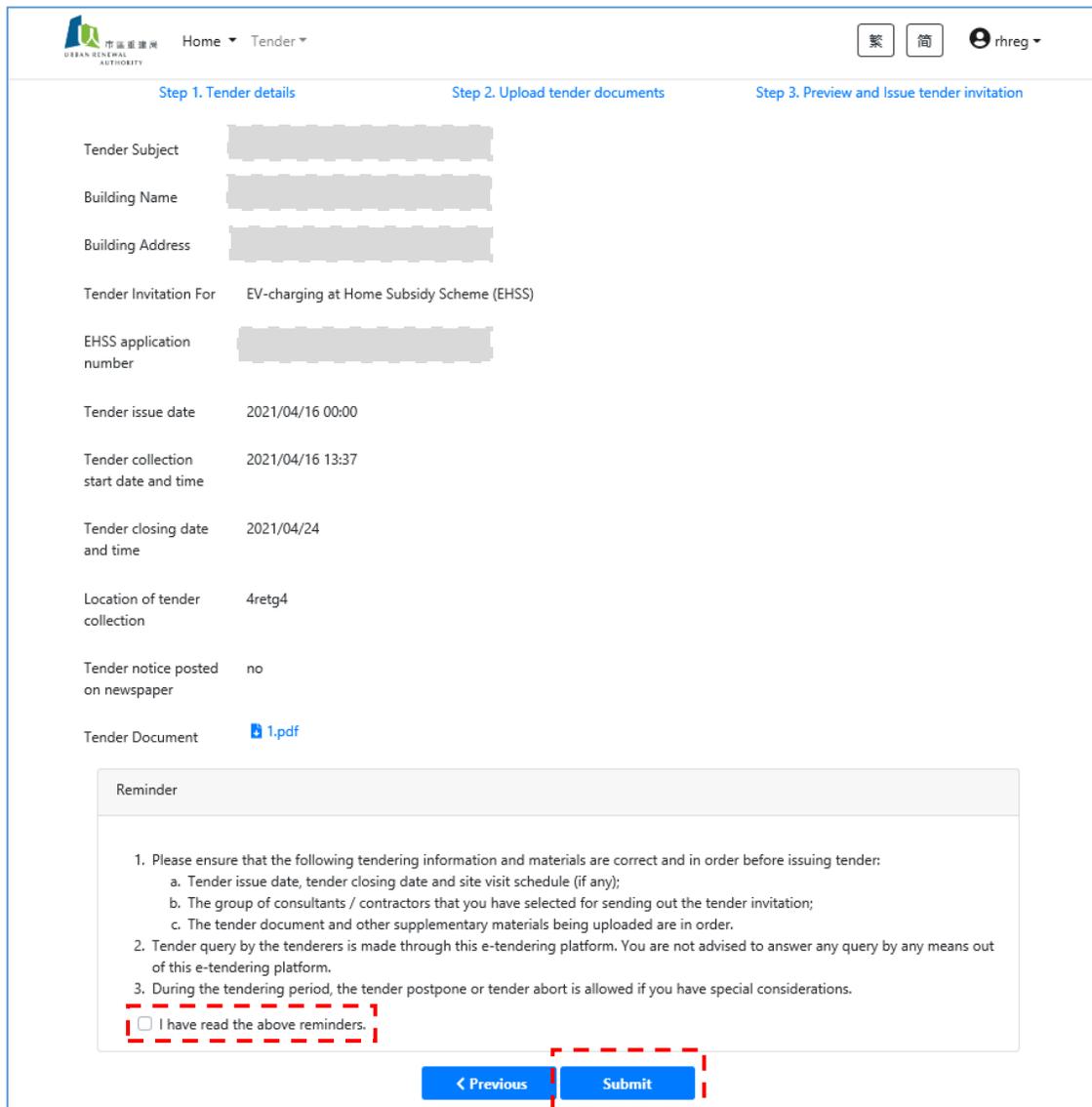


The screenshot shows the 'Upload tender documents' step of the Open E-tendering Platform. At the top, there are navigation links for 'Home' and 'Tender', along with language options for '繁' (Traditional Chinese) and '簡' (Simplified Chinese), and a user profile icon labeled 'Open ET'. Below this, a progress bar indicates three steps: 'Step 1. Tender details', 'Step 2. Upload tender documents' (which is the current step), and 'Step 3. Preview and Issue tender invitation'. The main content area is titled 'Tender Document' and features a file upload interface with a 'Choose file' input field, 'Browse', and 'Upload' buttons. A note below the input field states: '(Remarks: After click 'Browse', and click 'Upload' to upload the file. File format: .pdf, .xls, .xlsx, .doc, .docx, .ppt, .pptx. Max file Size: 500MB)'. At the bottom of the form, there are three buttons: '< Previous', 'Save and Back', and 'Next >'. The 'Next >' button is highlighted with a red dashed border.

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



6) Read the Reminder and click the checkbox for confirmation.



The screenshot shows a web interface for issuing a tender invitation. It includes a navigation bar with 'Home' and 'Tender' menus, and a progress indicator with three steps: 'Step 1. Tender details', 'Step 2. Upload tender documents', and 'Step 3. Preview and Issue tender invitation'. The form fields are as follows:

Tender Subject	[Redacted]
Building Name	[Redacted]
Building Address	[Redacted]
Tender Invitation For	EV-charging at Home Subsidy Scheme (EHSS)
EHSS application number	[Redacted]
Tender issue date	2021/04/16 00:00
Tender collection start date and time	2021/04/16 13:37
Tender closing date and time	2021/04/24
Location of tender collection	4retg4
Tender notice posted on newspaper	no
Tender Document	1.pdf

Below the form is a 'Reminder' section with the following text:

Reminder

- Please ensure that the following tendering information and materials are correct and in order before issuing tender:
 - Tender issue date, tender closing date and site visit schedule (if any);
 - The group of consultants / contractors that you have selected for sending out the tender invitation;
 - The tender document and other supplementary materials being uploaded are in order.
- Tender query by the tenderers is made through this e-tendering platform. You are not advised to answer any query by any means out of this e-tendering platform.
- During the tendering period, the tender postpone or tender abort is allowed if you have special considerations.

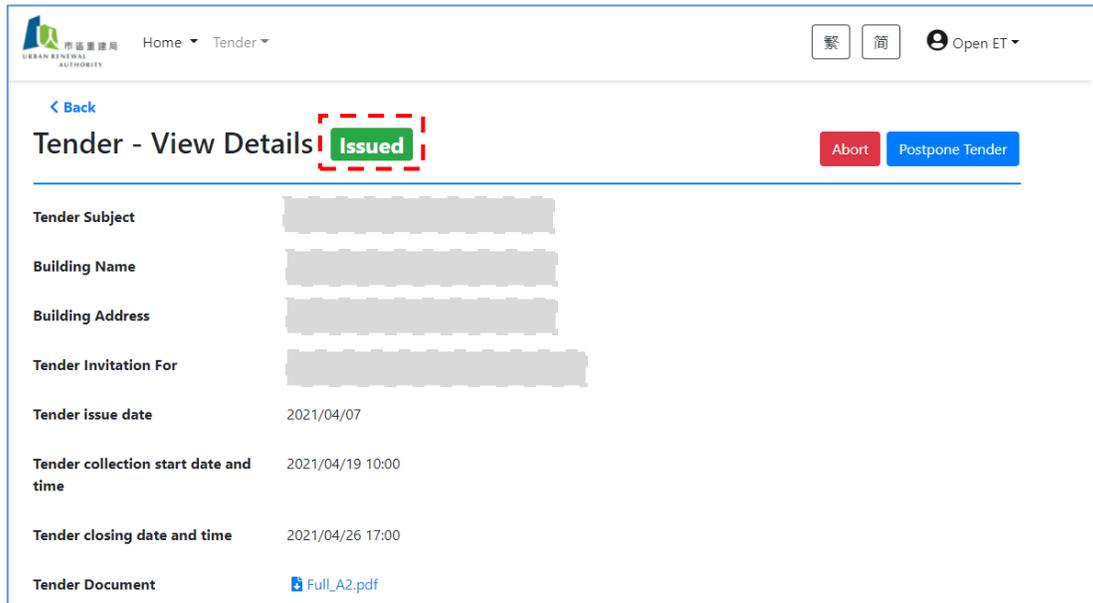
At the bottom of the reminder section, there is a checkbox labeled 'I have read the above reminders.' which is currently unchecked. Below the reminder section are two buttons: '< Previous' and 'Submit'. The 'Submit' button is highlighted with a red dashed box.

7) Click "Submit" to complete the tender invitation. Invitation emails will be automatically sent to the registered electrical contractors who had successfully applied for inclusion in the Consultants List and / or Contractors List.

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



8) If the tender is successfully issued, the status shall be showed “Issued”.



The screenshot shows the 'Tender - View Details' page on the Urban Renewal Authority's e-tendering platform. The status 'Issued' is highlighted in a red dashed box. The page includes a navigation bar with 'Home' and 'Tender' menus, and a user profile 'Open ET'. The main content area lists the following details:

Tender Subject	[Redacted]
Building Name	[Redacted]
Building Address	[Redacted]
Tender Invitation For	[Redacted]
Tender issue date	2021/04/07
Tender collection start date and time	2021/04/19 10:00
Tender closing date and time	2021/04/26 17:00
Tender Document	Full_A2.pdf

9) The applicant shall post the tender notice to achieve “Open Tender” in compliance with the requirements as stated in the provisions for procurement of supplies, goods and services in Code of Practice under Building Management Ordinance (CAP 344). A template of the tender notice is in Appendix 1.

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

(B) Response to tender query

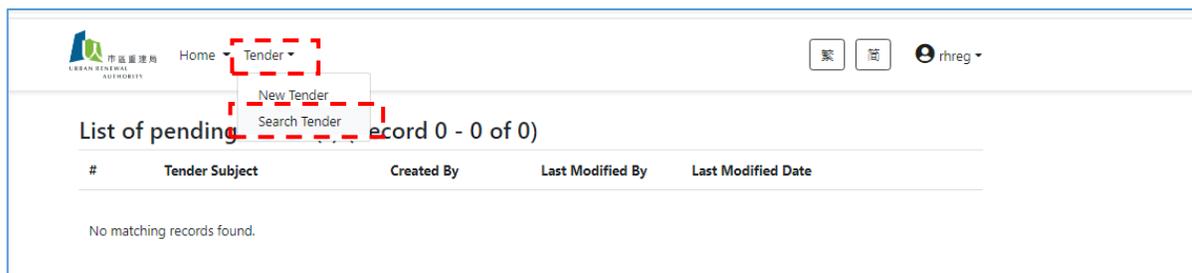
The applicant and / or its consultant (in case of tendering for engagement of a contractor) shall communicate with an interested tenderer on any enquiries about the tendering exercise using the unique code assigned and the name of the interested tenderer will remain anonymous throughout the tendering period, and all the communications will be shown on the Open E-Tendering Platform openly. If tenderer raises a tender query through the Open E-Tendering Platform, an email alert will be sent to the applicant. The applicant shall –

- 1) Click the following link to visit the EV-charging at Home Subsidy Scheme ("EHSS") website, and then select "Applicant Login" under the Open E-Tendering Platform.

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

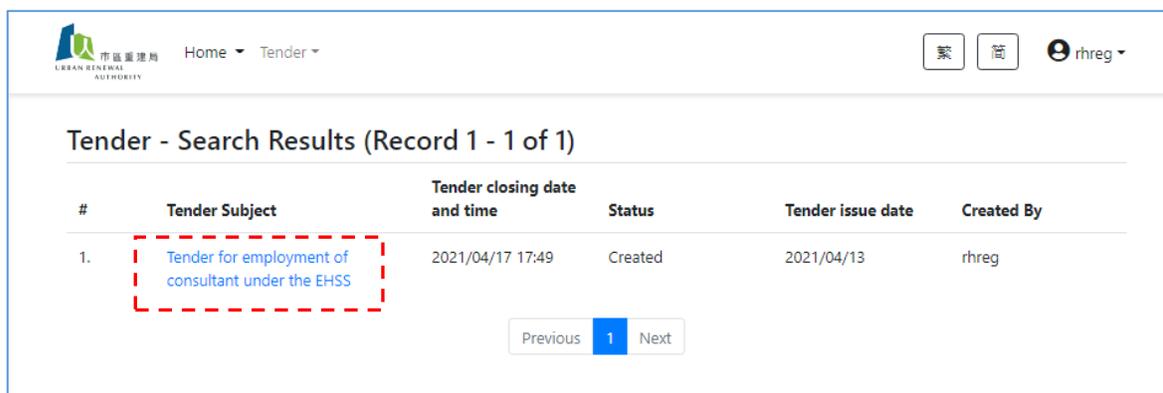
- 2) Enter User ID and Password, and then click "Sign in"

- 3) Click "Tender" at the top menu and then select "Search Tender".



The screenshot shows the top navigation bar of the Open E-Tendering Platform. The 'Tender' menu is highlighted with a red dashed box, and the 'Search Tender' option is also highlighted with a red dashed box. Below the navigation bar, the page title is 'List of pending record 0 - 0 of 0'. A table with columns '#', 'Tender Subject', 'Created By', 'Last Modified By', and 'Last Modified Date' is shown, with the message 'No matching records found.' below it.

- 4) Select the relevant tender.



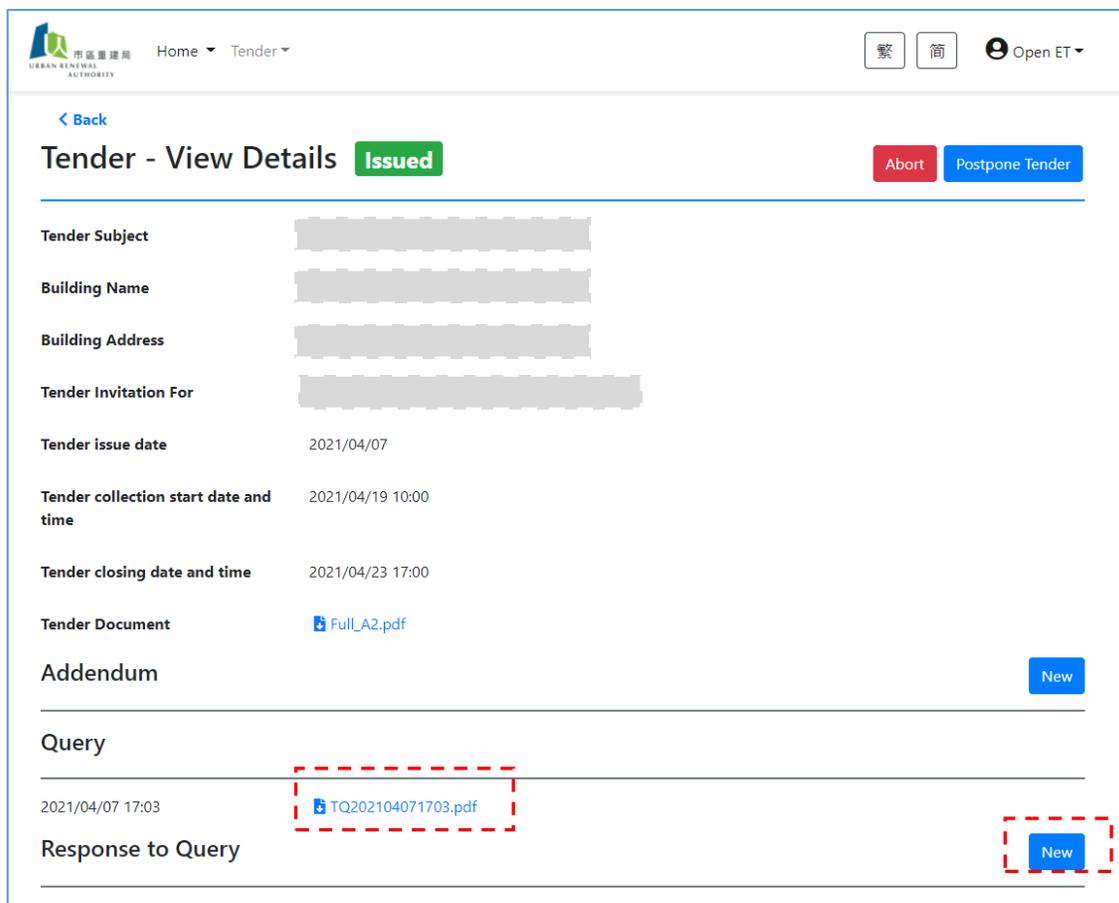
The screenshot shows the search results page for a tender. The page title is 'Tender - Search Results (Record 1 - 1 of 1)'. A table with columns '#', 'Tender Subject', 'Tender closing date and time', 'Status', 'Tender issue date', and 'Created By' is shown. The first record is highlighted with a red dashed box. Below the table, there are 'Previous', '1', and 'Next' navigation buttons.

#	Tender Subject	Tender closing date and time	Status	Tender issue date	Created By
1.	Tender for employment of consultant under the EHSS	2021/04/17 17:49	Created	2021/04/13	rhreg

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



- 5) Click the PDF file under "Query" to view questions raised by interested tenderer, and click "New" under "Response to Query" to reply.



Home Tender

繁體 簡體 Open ET

< Back

Tender - View Details Issued

Abort Postpone Tender

Tender Subject [REDACTED]

Building Name [REDACTED]

Building Address [REDACTED]

Tender Invitation For [REDACTED]

Tender issue date 2021/04/07

Tender collection start date and time 2021/04/19 10:00

Tender closing date and time 2021/04/23 17:00

Tender Document [Full_A2.pdf](#)

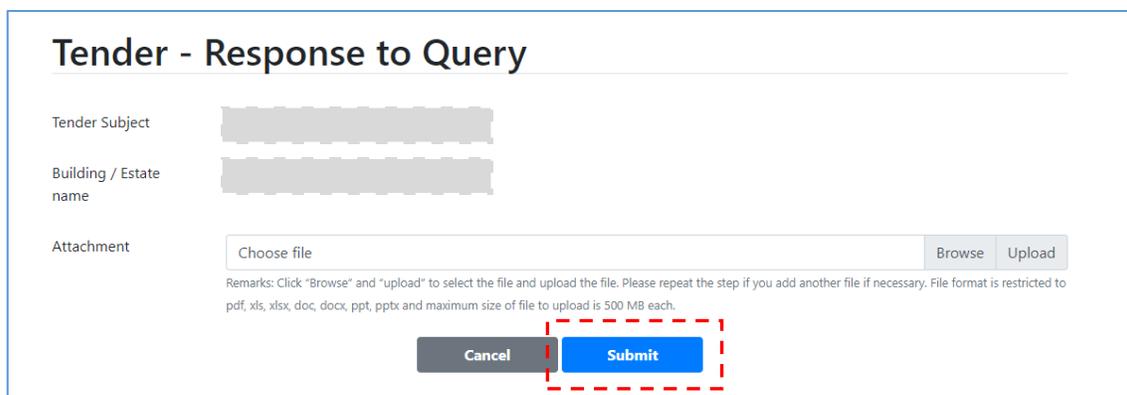
Addendum New

Query

2021/04/07 17:03 [TQ202104071703.pdf](#)

Response to Query New

- 6) Prepare the reply and save it as PDF file.
- 7) Browse and upload the file, and then click "Submit".



Tender - Response to Query

Tender Subject [REDACTED]

Building / Estate name [REDACTED]

Attachment Browse Upload

Remarks: Click "Browse" and "upload" to select the file and upload the file. Please repeat the step if you add another file if necessary. File format is restricted to pdf, xls,xlsx, doc, docx, ppt, pptx and maximum size of file to upload is 500 MB each.

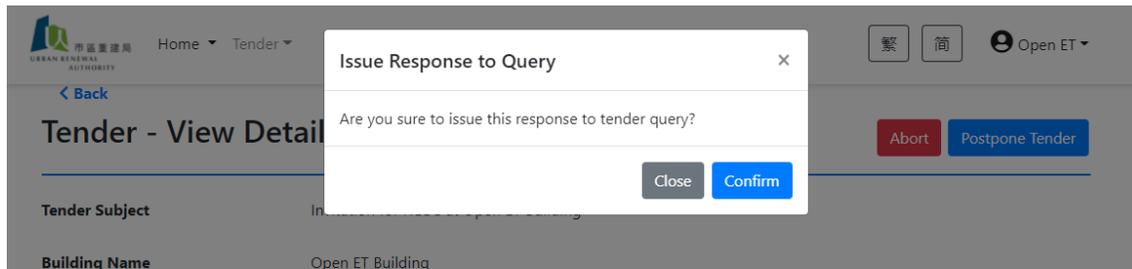
Cancel Submit

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

- 8) The relevant reply will be shown under “Response to Query”. After confirming the file is correct, click “Issue”.

Addendum	New
Query	
2021/04/07 17:03	TQ202104071703.pdf
Response to Query	New
TQ1 Created 2021/04/07 17:46	Full_B2.pdf
	Edit Issue

- 9) Click confirm to complete the response to query process.



The screenshot shows the 'Tender - View Detail' page with a modal dialog box titled 'Issue Response to Query'. The dialog asks 'Are you sure to issue this response to tender query?' and has 'Close' and 'Confirm' buttons. The background page shows 'Building Name' as 'Open ET Building' and navigation options like 'Home' and 'Tender'.

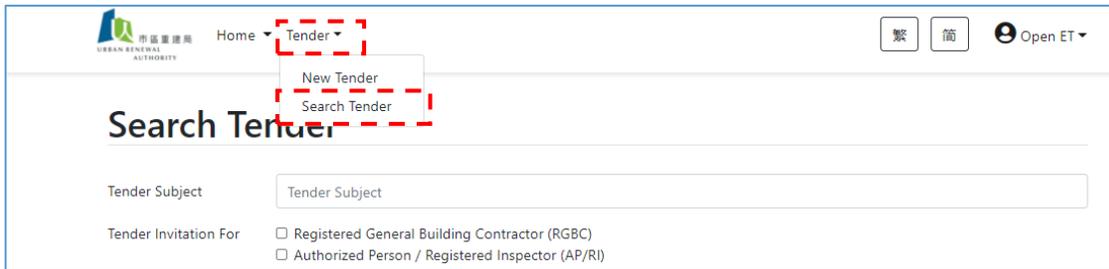
- 10) All tenderers who have downloaded the tender documents previously, will be notified of this query and response by email. The query and response can also be viewed by other interested tenderers via the Open E-Tendering Platform.

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

(C) Tender addendum

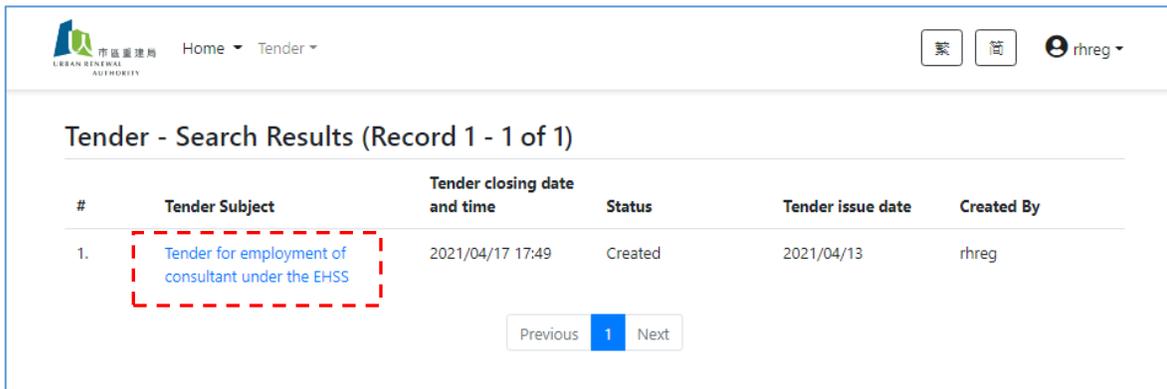
If the applicant has additional information or alternation to the tender document, the applicant can issue tender addendum.

- 1) Click “Tender” at the top menu and then select “Search Tender”.



The screenshot shows the website's navigation menu. The 'Tender' dropdown menu is open, and the 'Search Tender' option is highlighted with a red dashed box. Below the menu, there is a search form with a 'Tender Subject' input field and two radio button options: 'Registered General Building Contractor (RGBC)' and 'Authorized Person / Registered Inspector (AP/RI)'.

- 2) Select the relevant tender.



The screenshot shows the search results page. The title is 'Tender - Search Results (Record 1 - 1 of 1)'. Below the title is a table with the following data:

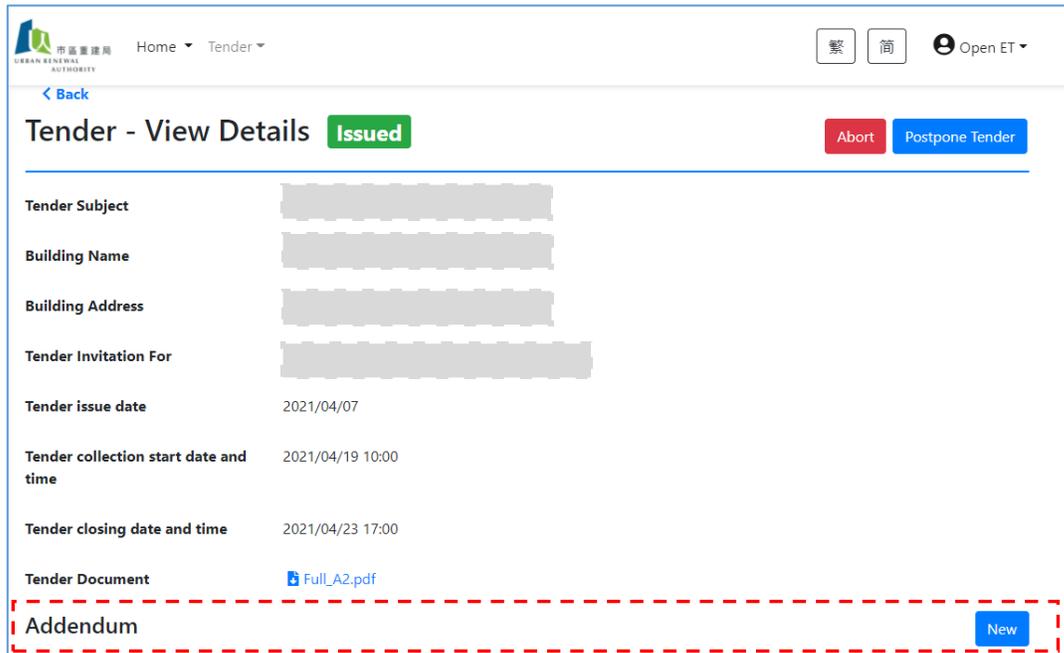
#	Tender Subject	Tender closing date and time	Status	Tender issue date	Created By
1.	Tender for employment of consultant under the EHSS	2021/04/17 17:49	Created	2021/04/13	rhreg

Below the table, there are navigation buttons: 'Previous', '1', and 'Next'.

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



3) Select “New” under “Addendum”.



Home Tender

繁 簡 Open ET

< Back

Tender - View Details **Issued** Abort Postpone Tender

Tender Subject [Redacted]

Building Name [Redacted]

Building Address [Redacted]

Tender Invitation For [Redacted]

Tender issue date 2021/04/07

Tender collection start date and time 2021/04/19 10:00

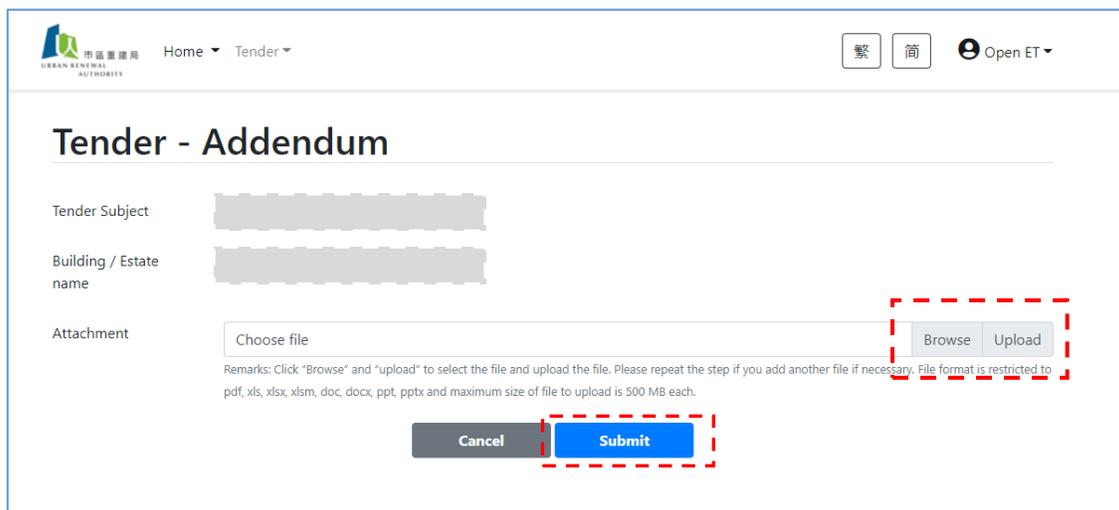
Tender closing date and time 2021/04/23 17:00

Tender Document [Full_A2.pdf](#)

Addendum **New**

4) Prepared the tender addendum documents and save it as PDF file.

5) Browse and upload the file and then click “Submit” .



Home Tender

繁 簡 Open ET

Tender - Addendum

Tender Subject [Redacted]

Building / Estate name [Redacted]

Attachment Browse Upload

Remarks: Click “Browse” and “upload” to select the file and upload the file. Please repeat the step if you add another file if necessary. File format is restricted to pdf, xls,xlsx, doc, docx, ppt, pptx and maximum size of file to upload is 500 MB each.

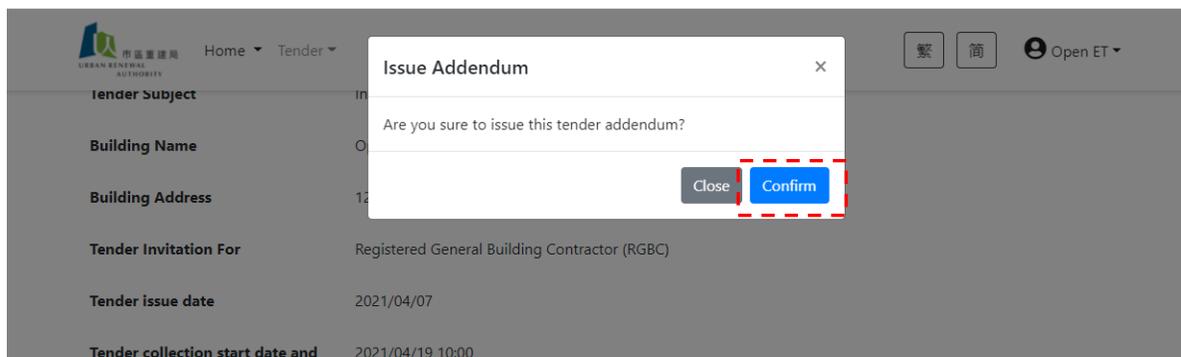
Cancel **Submit**

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

- 6) The tender addendum will be shown under “Addendum”. After confirming the file is correct, click “Issue”.

Tender issue date	2021/04/07
Tender collection start date and time	2021/04/19 10:00
Tender closing date and time	2021/04/23 17:00
Tender Document	Full_A2.pdf
Addendum	
TA1 Created 2021/04/07 17:49	Full_A2.pdf Edit Issue

- 7) Click confirm to complete the tender addendum process.



Issue Addendum

Are you sure to issue this tender addendum?

Close Confirm

- 8) All tenderers who have downloaded the tender document previously, will be notified of this tender addendum by email. The tender addendum can also be downloaded by other interested tenderers via the Open E-Tendering Platform.

~ 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 if you have any difficulties in the process.

「EV 屋苑充電易資助計劃」**招標公告**

_____業主立案法團 (法團名稱)* / _____大廈 (樓宇/屋苑名稱)*
地址：_____ (樓宇/屋苑地址)*

本樓宇/屋苑現誠邀符合環境保護署《制訂聘用工程顧問及承建商安裝電動車充電基礎設施標書規範指引》規定具相關工程經驗及專業資格之註冊電業承辦商參與此公開投標。

本樓宇/屋苑已安排於市區重建局管理的「EV 屋苑充電易資助計劃」公開電子招標平台進行上述之招標程序。已列入此電子招標平台的工程顧問名冊及 / 或承建商名冊之註冊電業承辦商，可到以下網址或以手機掃描「二維碼」，登入電子招標平台帳戶查閱此招標項目的相關資料：

<https://openet.brplatform.org.hk/EPD/zh-HK/index.aspx>

或

**有關此招標項目的投標資料如下：**

- 1) 招標項目名稱 : _____ 電動車充電基礎設施 (項目名稱)*
(例如，聘請工程顧問設計及監督 / 聘請承建商安裝)*
- 2) 下載標書期 : 由 _____ 至 _____
或以前 (由刊登日期至截標日期)*
- 3) 收標日期及時間 : 由 _____ 至 _____
(由正式開始接受回標日期至截標日期)*
- 4) 收標地點 : 請將標書文件交往 _____ (回標地點)*
[收標時間是星期一至五上午 10 時至下午 5 時 (星期六、日及公眾假期休息)] (可按要求自行更改日期及時間)*
- 5) 截標日期及時間 :
- 6) 備註 : 如你是列於機電工程署署長根據電力 (註冊) 規例 (第 406 章，附屬法例) 第 10 (1) 條備存的已註冊電業承辦商之註冊紀錄冊的電業承辦商，你可於市區重建局管理的「EV 屋苑充電易資助計劃」公開電子招標平台，以公司名義申請列入工程顧問名冊及 / 或承建商名冊，以便接收資助計劃下電動車充電基礎設施安裝工程的最新招標通告。如註冊電業承辦商未申請列入工程顧問名冊及 / 或承建商名冊但有意參與投標，請盡快到上述網址完成申請列入工程顧問名冊及 / 或承建商名冊的程序。由於審核申請程序需時，請預留充裕時間作出申請。在一般情況下，由註冊電業承辦商提交完整所需文件及資料起計，市區重建局會在 7 個工作天內完成處理有關申請。

_____業主立案法團 (法團名稱)* / _____大廈 (樓宇/屋苑名稱)*