



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

User Guide for Applicants of the EHSS (Part 3)

(A) Instructions to Opening of Tenders

1. According to the "Guide to Procurement of Services of Consultants and Contractors for Installation of Electric Vehicle Charging-enabling Infrastructure under the EV-charging at Home Subsidy Scheme ("EHSS")" set out in Annex 2 of the "EHSS - Application Notes", the tendering exercise shall comply with (i) the Building Management Ordinance ("BMO") and (ii) the "Code of Practice on Procurement of Supplies, Goods and Services" ("Code of Practice") issued by the Secretary for Home Affairs under the BMO. Each applicant shall comply with, among others, the relevant requirements on declaration of interest and the prohibition from soliciting or accepting advantages as stipulated in the Code of Practice.
2. For engagement of consultants and contractors for installation works, each applicant should follow, as far as practicable, the good practices as set out in the "Best Practice Checklist – Management of Works Consultancies" and "Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook" ("Guidebook") published by the Independent Commission Against Corruption ("ICAC"), including but not limited to adopting the sample probity clauses detailed in Appendices 3 to 5 of the Guidebook.
3. After closing of the tender, the applicant shall download a list of potential tenderers who had downloaded the tender documents and cover letter from the EHSS Open E-Tendering Platform. The applicant shall check and verify each submitted tender disposed by the tenderer that the tenderer is currently included in the Consultants List and / or Contractors List under the EHSS, otherwise the tenders must be disqualified.
4. After opening of the tenders and before signing the contract with the selected consultant / contractor, the applicant is not allowed to enter into any form of price negotiation with any tenderers.
5. **Violation of the above requirements by the applicant in the tendering process might lead to cancellation of the application or suspension of release of the relevant subsidy.**

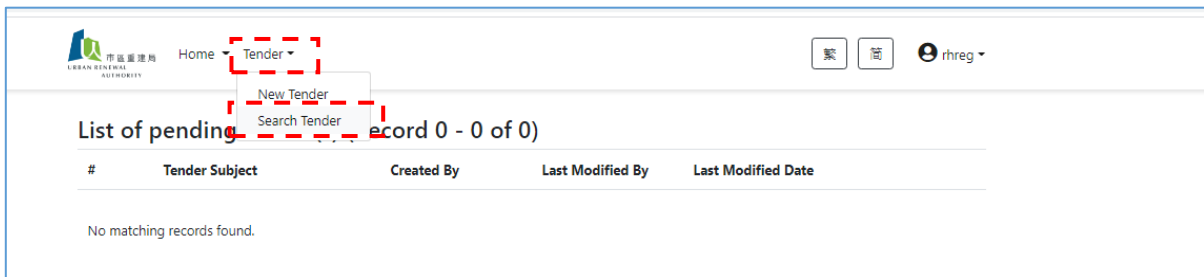
Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com if you have any difficulties in the process.

(B) Preparation before Opening of Tenders

- 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.

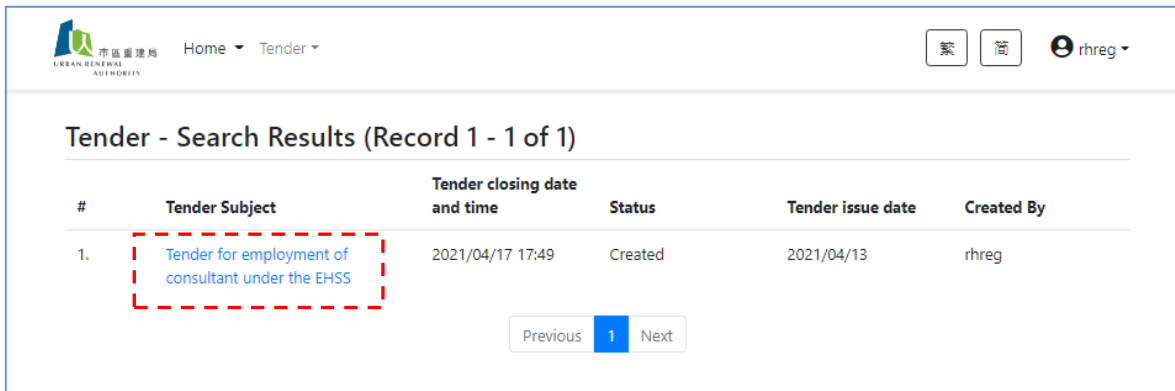
<https://www.EVhomecharging.gov.hk/en>

- 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 website interface with the 'Tender' menu highlighted. Below the menu, the text 'List of pending' and 'Record 0 - 0 of 0' is visible. 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 subject.



The screenshot shows the 'Tender - Search Results (Record 1 - 1 of 1)' page. A table with columns '#', 'Tender Subject', 'Tender closing date and time', 'Status', 'Tender issue date', and 'Created By' is displayed. The first record is highlighted with a red dashed box.

#	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

Navigation buttons: Previous 1 Next

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- 5) Click "Download Tenderer List" to obtain the list of potential tenderers who had downloaded the tender documents from the EHSS Open E-Tendering Platform.

[< Back](#)

Closed
Download Tenderer List
Abort

Tender Subject [REDACTED]

Building Name [REDACTED]

Building Address [REDACTED]

Tender Invitation For [REDACTED]

Tender issue date 2021/03/23

Tender collection start date and time 2021/03/27 09:15

Tender closing date and time 2021/04/08 17:45

Location of tender collection

Tender notice posted on newspaper

Tender Document [Tender Opening Form \(RLC\).xlsx](#)
[RLC_template.xlsx](#)

Addendum

Query

Response to Query

- 6) Click "Export to Excel" to save the list as excel file. The potential tenderers who had downloaded the tender documents will also be shown on this page.

Tender Notice Information Export to Excel

Tender Subject [REDACTED]

Building Name [REDACTED]

Tenderers List

1. NEW PROGRESS CONSTRUCTION COMPANY LIMITED (300031518)
2. RICHLY & ASSOCIATES ARCHITECTS & SURVEYORS LIMITED (300028618)

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- 7) Open the exported excel file and find out the list of potential tenderers under “Tenderers List”.
- 8) Check and verify the company name and unique code of each submitted tender according to the “Tenderers List”.

Note: The submitted tender must be disqualified if the tenderer is not currently included in the Consultants List and / or Contractors List under the EHSS (e.g. The company name and unique code cannot be found on the Tenderers List).

#	Consultant / Contractor Name (English)	Consultant / Contractor Name (Chinese)	Unique Code	Submission Date & Time
1	NEW PROGRESS CONSTRUCTION COMPANY LIMITED	新進建築有限公司	540d7c76ddb36fd6378db4ebaf0f8e90	2021/04/08 (Thu) 17:44
2	RICHLY & ASSOCIATES ARCHITECTS & SURVEYORS	利昌建築師測量師行有限公司	85424656cb3508b720fa29e6dc2b1a	2021/04/08 (Thu) 17:43

Sample
(樣本)

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 (RGC)
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)

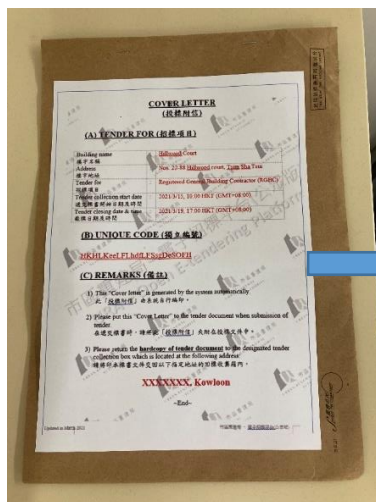
540d7c76ddb36fd6378db4ebaf0f8e90

(C) REMARKS (備註)

- 1) This “Cover letter” is generated by the system automatically.
此「投標附信」由系統自行編印。
- 2) 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。
- 3) 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。

XXXXXXXX, Kowloon

~End~



~ END ~

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