

**Project Administration Handbook for Civil Engineering Works****2024 Edition****AMENDMENT NO. 1/2026****CHAPTER 6 TENDER PROCEDURE****PARAGRAPH 1 TENDER PROCEDURE CHECKLIST**

- (a) Item 2.2 **Insert Procedure** “Register for tender closing date (if necessary)” **and Reference** “Para. 4.1.2 & Appendix 6.38”.
- (b) Item 4.22 **Add Reference** “ Para. 6.21”.

**PARAGRAPH 4 TENDERING**

- (c) Para. 4.1.2 **Replace main text from the first to the seventh paragraphs with the following:**

“Prior to invitation to tender, the procuring department shall provide the sum allowed in Approved Project Estimate/ Estimated Cost of the Project for the contract to Project Strategy and Governance Office (PSGO), DEVB (Attn: CAS(W)1) using the template in Appendix 6.35 (ref. SDEV’s memo ref ( ) in DEVB(PSGO) 38/05 dated 27.06.2022).

In addition, the SDEV should be alerted through Press Secretary to SDEV by the works department on the issue of important works tenders, especially those related to Chief Executive’s initiatives in the policy address, via the departmental headquarters. Invitation to tender is normally made in the form of Gazette Notice and/or posting a tender notice on the Internet.

Except those involving prequalified tendering or open tendering, all works contracts under the ambit of CTB and PWTB shall adopt e-TS(WC) for the entire procurement process of works contracts, which includes, inter alia, issuing tender invitations as well as uploading and disseminating tender documents, supplementary information and addenda by procuring bureaux/ departments (B/Ds), downloading relevant documents and submitting electronic tenders by tenderers, handling tender correspondences or clarifications, submission of tender reports to CTB or PWTB, and notification of award results (ref. SDEV’s memo ref ( ) in DEVB (W) 546/94/02 dated 29.12.2023).

For works tenders involving special submission requirements, such as submission of physical models/pamphlets/project reference materials or tender proposals in special file formats (collectively referred to as “special tenders”) or due to some special reasons, the use of e-TS(WC) for tender submission may not be found suitable. In this connection, procuring B/Ds are required to seek approval from DEVB for exemption with justification provided. It should

however be noted that for works tenders so approved by DEVB for exempting from using e-TS(WC), the notices of tender invitation, uploading and disseminating tender documents, supplementary information and addenda by procuring B/Ds, downloading relevant documents by tenderers, handling tender correspondence or clarifications, submission of tender reports to the tender board and announcement of tender awards shall still be made via e-TS(WC) (ref. SDEV's memo ref ( ) in DEVB (W) 546/94/02 dated 29.12.2023).

For works contracts involving prequalified tendering or open tendering, e-TS(WC) is not applicable. Procuring B/Ds are required to inform DEVB of such tendering exercises, while conducting the entire process using paper-based form (ref. SDEV's memo ref ( ) in DEVB (W) 546/94/02 dated 29.12.2023). For tender cases with exemption and exception from using e-TS(WC), including but not limited to tender cases adopting simplified tendering procedures where e-TS(WC) is not applicable, procuring departments are required to publish them on the e-TS(WC) and to keep the information thereon up-to-date with any subsequent changes to the published information on departmental websites.

In case where e-TS(WC) is applicable, the procuring department shall make prior registration with DEVB for their proposed tender closing date (or extended tender closing date) for their works using the registration form in Appendix 6.38 (ref. SDEV's memo ref ( ) in DEVB (W) 546/94/02 dated 10.5.2024). The latest version of registration form is available on Works Group Intranet Portal. The procuring department should ensure that they make the registration using the latest form. Upon confirmation of the tender closing date or the extended tender closing date with DEVB, procuring B/Ds are reminded to notify the Central Tender Board ("CTB") or the Public Works Tender Board ("PWTB") about the tender invitation. The procuring B/Ds are required to provide the respective boards with the necessary information as set out in the corresponding memos ref. TsyB T 00/810-1/2/0 Pt. 2 dated 19 October 2023 and ref. ASD13/95200/TEN/CLOSE/DAT dated 9 November 2023. (ref. SDEV's memo ref ( ) in DEVB (W) 546/94/02 dated 10.5.2024).

Tenderers could submit their tenders in paper-based form in addition to their e-submission via e-TS(WC) for works tenders as interim arrangement stage. The validity period of the interim arrangement is extended until further notice. Afterwards, submission of tenders in paper-based form will not be allowed. (ref. SDEV's memo ref ( ) in DEVB (W) 546/94/02 dated 20.5.2025)"

**Add** "while the tender information should be published on e-TS(WC)" **after** "on the Internet" **in the eighth paragraph (a).**

**Revised as** " by post, email or notification email sent by e-TS(WC)" **before** "on the same day" , **replace** "and e-TS(WS)" **with** " while the tender information should be published on e-TS(WC), in case where e-TS(WC) is applicable", **add** "tender"

**before “notice” and remove “contained in the electronic notice” after “the information” in the eighth paragraph (b).**

(d) Para. 4.1.3

**Replace main text from the first to the second paragraphs with the following:**

“Depending on the applicability of e-TS(WC), tender documents must be ready for download via e-TS(WC) or collection on the first publication day of the tender invitation.

In cases where e-TS(WC) is not applicable, pre-addressed envelopes or labels for the return of tenders should, as far as possible, be provided to tenderers. Additionally, drawings are normally bound separately and they should be returned to the issuing office after submission of the tender.”

**Add “should be downloaded by contractors via the e-TS(WC). In case where e-TS(WC) is not applicable, tender documents” after “tender documents” in the fourth paragraph.**

**Add “download or” before “collect tender documents” in the fifth paragraph.**

**Add “In case where e-TS(WC) is applicable, an EDP which comprises a collection of electronic files containing the contents of a set of tender documents should be made available for download by eligible tenderers via e-TS(WC) in accordance with the provisions stipulated in Appendix 6.34, and no hard copy should be provided.” in the seventh paragraph.**

**Revise the first sentence as “In cases where e-TS(WC) is not applicable, an EDP should be disseminated free of charge to eligible tenderers by Direct Dissemination in accordance with the provisions stipulated in Appendix 6.34, in addition to the hard copy set.” in the eleventh paragraph.**

**Replace main text in the last paragraph with the following:**

“In cases where e-TS(WC) is not applicable, in addition to the EDP issued to tenderers, the same EDP should also be distributed to ASP using the issue notice stipulated in Schedule 2 to Annex 3 of Appendix 6.34. It should be issued with the attachment of a set of licence conditions given in Annex 4 of Appendix 6.34, duly completed by the department concerned in accordance with the footnotes therein. Hard copies of the tender documents shall not be issued to ASP. DEVB or TLB will announce from time to time the current list of ASP (see DEVB website for projects under DEVB). If there is no ASP on the list referred to in paragraph 2.4.4 of Appendix 6.34, procuring departments must distribute the EDP only by Direct Dissemination.”

(e) Para. 4.2

**Replace “EDP should be distributed to the tenderers and the ASP in the same manner as described in Para. 4.1.3.” with “In cases**

where e-TS(WC) is applicable, EDP should be downloadable by the tenderers. Otherwise, EDP should be distributed to the tenderers and the ASP in the same manner as described in Para. 4.1.3. Project teams should check the current list of ASPs on the DEVB website prior to deciding to engage an ASP for the dissemination of EDP. ). If there is no ASP on the list referred to in paragraph 2.4.4 of Appendix 6.34, procuring departments must distribute the EDP only by Direct Dissemination.” **in the second paragraph.**

## **PARAGRAPH 5 ACTION DURING TENDER PERIOD**

- (f) Para. 5.2(a)(vi) **Add “Contract Data Part one or” before “the Appendix”.**
- (g) Para. 5.2(c)(ii) **Replace “Attaching” with “In cases where e-TS(WC) is not applicable, attaching”.**
- (h) Para. 5.2(c)(iii) **Replace “An” with “In cases where e-TS(WC) is not applicable, an”.**
- (i) Para. 5.2(c)(iv) **Replace “A” with “In cases where e-TS(WC) is not applicable, a”.**
- (j) Para. 5.7 **Replace main text in the second and third paragraphs with the following:**

“If tropical cyclone signal No. 8 or above, or a black rainstorm warning signal is hoisted or if “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9.00 am and 12.00 noon on the tender closing date,, the tender closing time for tenders to be received through the Specific Tender Box will be extended to 12.00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force. Saturday is not counted as a working day. If there is a blockage of the public access to the location of the Specified Tender Box at any time between 9:00 am and 12:00 noon on tender closing date, the Government will announce extension of the tender closing date and time until further notice. Following removal of the blockage, the Government will announce the extended tender closing date and time as soon as practicable. The announcements will be made via press releases on the website of Information Services Department (<https://www.info.gov.hk/gia/general/today.htm>).

If there is any other reason which in the Government’s view shall affect the close of tender, the Government will notify tenderers of the extension in tender closing date and time via the e-TS(WC) and/or emails.”

**Add “via e-TS(WC), or” after “be informed”, add “ if e-TS(WC) is not applicable” after “in writing” and replace “Copies” with “In cases where e-TS(WC) is not applicable, copies” in the ninth paragraph.**

## **PARAGRAPH 6 EXAMINATION OF AND REPORT ON TENDERS**

(k) Para. 6.5 **Revise as “(Subsumed from ETWB TCW No. 11/2005, SDEV’s memo ref. ( ) in DEVB(W) 546/94/01 dated 19.12.2019, SDEV’s memo ref. DEVB(W) 546/94/02 dated 29.12.2023 and SDEV’s memo ref. DEVB(W) 546/94/02 dated 24.5.2024)” in the subtitle.**

(l) Para. 6.20 **Add new paragraph with the following:**

**“6.20 SUBMISSION OF E-TENDER REPORT FORM TO CTB**

(Ref.: SFST’s memo ref. in TsyB T 00/810-6/75/0 dated 19.12.2024)

The e-Tender Report Form facilitates B/Ds in preparing tender reports in an accurate, consistent and efficient manner as well as enabling the digitalisation of CTB's work processes and data management. The e-Tender Report Form covers all works tenders (including tender cases with exemption and exception) under the ambit of CTB.

B/Ds are required to adopt the e-Tender Report Form for works tenders (including tender cases with exemption and exception) for submission to CTB on or after 1 March 2025. Relevant tender reports without submission of the e-Tender Report Form in the e-TS(WC) will not be processed by the CTB Secretariat.

B/Ds are required to input relevant tender information (e. g. details of tender invitation, information of tenderers, tender evaluation and recommendation, etc.) of works tenders in the e-Tender Report Form in the e-TS(WC). The tender information from the e-Tender Report Form will then be auto-populated to generate a tender report. B/Ds may edit the tender report and include additional information as necessary having regard to individual circumstances (e.g. reporting complaints received or attaching copy of legal advice obtained) for submission to CTB.

That notwithstanding, to facilitate expeditious processing by the CTB Secretariat, B/Ds should continue the existing arrangement of submitting sufficient hardcopies (i. e. seven copies and the original copy of the report) of the tender report signed or endorsed by the Controlling Officer or his representative at directorate level to the CTB

Secretariat at least five clear working days prior to CTB meeting in accordance with the Stores and Procurement Regulations 310(c) and 375(b). In gist, B/Ds should complete the e-Tender Report Form in the e-TS, compile the tender report and submit the signed tender report in hardcopies and upload the same signed tender report in pdf format via the e-TS to the CTB Secretariat.

For the avoidance of doubt, the e-Tender Report Form is only applicable to tender reports for contract awards (including seeking approval-in-principle for acceptance of tender). B/Ds should follow the existing practice to submit other applications (e.g. seeking prior approval for negotiation/tender cancellation) in pdf format through the e-TS(WC) to the CTB Secretariat.”

- (n) Para. 6.21 **Add “hardcopies of” before “tender report” in the last paragraph.**

## **PARAGRAPH 7 ACCEPTANCE OF TENDER**

- (m) Para. 7.3 **Add “If there are files submitted via e-TS(WC) that cannot be opened or are contaminated with computer virus, or there are additional files submitted but without a sufficiently clear statement as to which error is to be rectified and/ or which specific file or part thereof in the tender is to be replaced or supplemented, a letter shall be sent together with the letter of acceptance for notifying the successful tenderer regarding the observation and arrangement. A sample of the letter is given in Appendix 6.39.” in the last paragraph.**

- (o) Para. 7.4.1 **Add “If there are files submitted via e-TS(WC) that cannot be opened or are contaminated with computer virus, or there are additional files submitted but without a sufficiently clear statement as to which error is to be rectified and/ or which specific file or part thereof in the tender is to be replaced or supplemented, a letter shall be sent together with the notification letter to the unsuccessful tenderers for notifying the tenderers regarding the observation and arrangement. A sample of the letter is given in Appendix 6.39.” in the last paragraph.**

## **APPENDICES**

- (p) Appendix 6.2 **Replace “Category” with “category” in the multiple paragraphs.**
- (q) Appendix 6.2A **Replace “Category” with “category” in the multiple paragraphs.**

- (r) Appendix 6.4 **Replace “Category” with “category” in the multiple paragraphs.**
- (s) Appendix 6.4A **Replace “Category” with “category” in the multiple paragraphs.**
- (t) Appendix 6.4AA **Replace “Category” with “category” in the multiple paragraphs.**
- (u) Appendix 6.4B **Replace “Category” with “category” in the multiple paragraphs.**
- (v) Appendix 6.4BB **Replace “Category” with “category” in the multiple paragraphs.**
- (w) Appendix 6.8 **Add “#You are required to acknowledge receipt of this letter by clicking the acknowledgement check box in e-Tendering System (Works Contracts) (“e-TS(WC)”) within two days of receipt of this letter.” in the second paragraph.**
- Add “@” before “In addition” in the third paragraph.**
- Add “@” before “ACKNOWLEDGEMENT”.**
- Add “ # Applicable to tendering adopting e-TS(WC)  
@ Applicable to tendering not adopting e-TS(WC)”.**
- (x) Appendix 6.10 **Add “#You are required to acknowledge receipt of this letter by clicking the acknowledgement check box in e-Tendering System (Works Contracts) (“e-TS(WC)”) within two days of receipt of this letter.” in the second paragraph.**
- Add “@” before “I also” in the third paragraph.**
- Add “@” before “ACKNOWLEDGEMENT”.**
- Add “ # Applicable to tendering adopting e-TS(WC)  
@ Applicable to tendering not adopting e-TS(WC)”.**
- (y) Appendix 6.19 **Replace “Category” with “category” in the multiple paragraphs.**
- (z) Appendix 6.34 **Replace title with the following:**
- “ELECTRONIC DISSEMINATION OF TENDER DOCUMENTS AND ELECTRONIC SUBMISSION OF TENDER RETURNS  
(Subsumed from ETWB TCW No. 11/2005, SDEV’s memo ref. () in DEVB(W) 546/94/01 dated 19.12.2019, SDEV’s memo ref. DEVB(W) 546/94/02 dated 29.12.2023 and SDEV’s memo ref. DEVB(W) 546/94/02 dated 24.5.2024)”**

**Replace** “Architect /Engineer /Maintenance Surveyor /Supervising Officer Designate” with “*Project Manager*” in the paragraph 1.1.1(a) and 3.5.2.

**Add** “[only for cases where e-TS(WC) is not applicable]” at the end of the paragraph 1.1.1(b) and 1.1.1(c) .

**Replace** “works contract” with “Works Contract” in the paragraph 1.1.1(g).

**Insert a new paragraph 1.1.1(h) with the following:**

““e-TS(WC)” means the Electronic Tendering System for Works Contracts, a centralised on-line platform maintained by the Development Bureau(DEVB) specifically designed for conducting tendering exercises electronically.”

**Revise main text in paragraph 1.1.1(k) with the following:**

““Organizational e-Cert” means a recognized certificate issued the name of an organization by a recognized certification authority to an organisation and which identifies a person who is duly authorised by the organisation to use the recognized certificate. “Recognized certificate” and “recognized certification authority” shall bear the meanings as assigned to them under the ETO.”

**Replace** “Works Department” with “procuring department” in the multiple paragraphs.

**Remove** ““Works Department” means Architectural Services Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department, Highways Department, or Water Supplies Department.” in paragraph 1.1.1.

**Insert a new paragraph 1.2.2(a) with the following:**

“Dissemination through e-TS(WC) – All Works Contracts under the ambit of Central Tender Board (“CTB”) and Public Works Tender Board (“PWTB”), except for the cases where e-TS(WC) is not applicable, Tender Documents in the form of EDP only should be disseminated through e-TS(WC);”

**Replace** “Tender Documents in the form of hard copy and EDP” with “For cases where e-TS(WC) is not applicable, Tender Documents in the form of both hard copy and EDP on CD-ROM” in paragraph 1.2.2(b).

**Add** “For cases where e-TS(WC) is not applicable,” before “Tender Documents” in paragraph 1.2.2(c).

**Replace “Works Department” with “the procuring department” in the paragraph 1.2.3.**

**Remove “Distributed Through Direct Dissemination” in the paragraph 1.3.1(e)(i).**

**Remove “and” in the paragraph 1.3.1(e)(ii).**

**Add “; and” in the paragraph 1.3.1(e)(iii).**

**Insert a new paragraph 1.3.1(e)(iv) with “Annex 4 – Requirements for Tender Submission in Electronic Format”.**

**Insert a new paragraph 2.3 with the following:**

“Dissemination through e-TS(WC)

A procuring department that manages a Works Contract under the ambit of CTB and PWTB, except those excluded from using e-TS(WC) in accordance with paragraph 9 of DEVB memo ref. DEVB(W) 546/94/02 date d 29 December 2023, should issue the EDP for the contract to Eligible Tenderers via e-TS(WC). The EDP should be uploaded to e-TS(WC) for collection by Eligible Tenderers through the same system. No hard copy of Tender Document should be provided.”

**Add “[only for cases where e-TS(WC) is not applicable]” after “Direct Dissemination” in the paragraph 2.4.**

**Revise first sentence as “For cases where e-TS(WC) is not applicable, both the EDP on CD-ROM and the hard copy of Tender Documents for the contract should be issued to Eligible Tenderers.” in the paragraph 2.4.1.**

**Add “[only for cases where e-TS(WC) is not applicable]” after “Service Provider” in the paragraph 2.5.**

**Remove “Issue of EDP’s” in the paragraph 2.5**

**Remove “’s” after “EDP” in the multiple paragraphs.**

**Replace “tender documents” with “Tender Documents” in the paragraph 3.1.1.**

**Add “[only for cases where e-TS(WC) is not applicable]” after “Media” in the paragraph 3.3.**

**Remove “’s” after “CD-ROM” in the paragraph 3.3.1.**

**Revise table in the paragraph 3.4.1.**

**Replace “works” with “procuring” in the paragraph 3.4.2.**

**Replace “of every CD-ROM” with “(on every CD-ROM for cases where e-TS(WC) is not applicable)” and remove “(or reference to other files on the CD-ROM on the following information)” in the paragraph 3.8.1.**

**Add “for cases where e-TS(WC) is not applicable,” before “disk no.” in the paragraph 3.8.1(b).**

- (aa) Annex 1 to Appendix 6.34 **Remove “Distributed Through Direct Dissemination” in the title and paragraph 1.**

**Remove ““Distribution Medium” means the removable electronic storage medium containing all or part of the files of an EDP.” in the paragraph 2.**

**Replace “Employer” with “*Client*” in the multiple paragraphs.**

**Remove “has collected from the Employer and” before “who” in the paragraph 2(g).**

**Add “if e-TS(WC) is not applicable,” before “includes” and replace “contain” with “contains” in remark 14 and 15.**

- (ab) Annex 2 to Appendix 6.34 **Replace “Employer” with “*Client*” in the multiple paragraphs.**

**Replace “section” with “Section” in the paragraph 2(c).**

**Remove ““Distribution Medium” means the removable electronic storage medium containing all or part of the files of an EDP.” in the paragraph 2.**

**Revise main text in paragraph 2(h) with ““Licensee” means the person who uses the EDP and includes, if the person acts on behalf of another person, that other person.”**

**Remove paragraph 2(i)(i) and 2(i)(ii).**

**Replace “a” with “the” in the paragraph 2(n).**

**Add “The Licensee shall not use the EDP for any other purpose.” before “Save as aforesaid” in the paragraph 4.**

**Add “to” before “in sub-clause(a)” in the paragraph 8(b).**

Annex 4 to Appendix **Please refer the updates in Annex 4 to Appendix 6.34**  
6.34

**Technical Secretariat Unit**  
**Civil Engineering and Development Department**  
**20 March 2026**