MTR CORPORATION

User Guide for
E-Tendering System R3.16

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System Requirement

The system will only support the following operating systems.

- Windows Vista
- Windows 7
- Windows 8 and Windows 8.1
- Windows 10

The system will only support the following Internet Browsers

- Microsoft Internet Explorer 7, 8, 9, 10 and 11
  (IE 7 and 8 would be supported until 14 February 2017)
- Google Chrome, Version 52.0.2743.116 m or above
  (for document issued on/after 14 November 2016)

For any Prequalification, Tender and Q&A issued before 14 November 2016, please follow the instruction of the computer setup requirement and digital certificate requirement in "New System Requirements and Setup Guide (R3.16)" document.

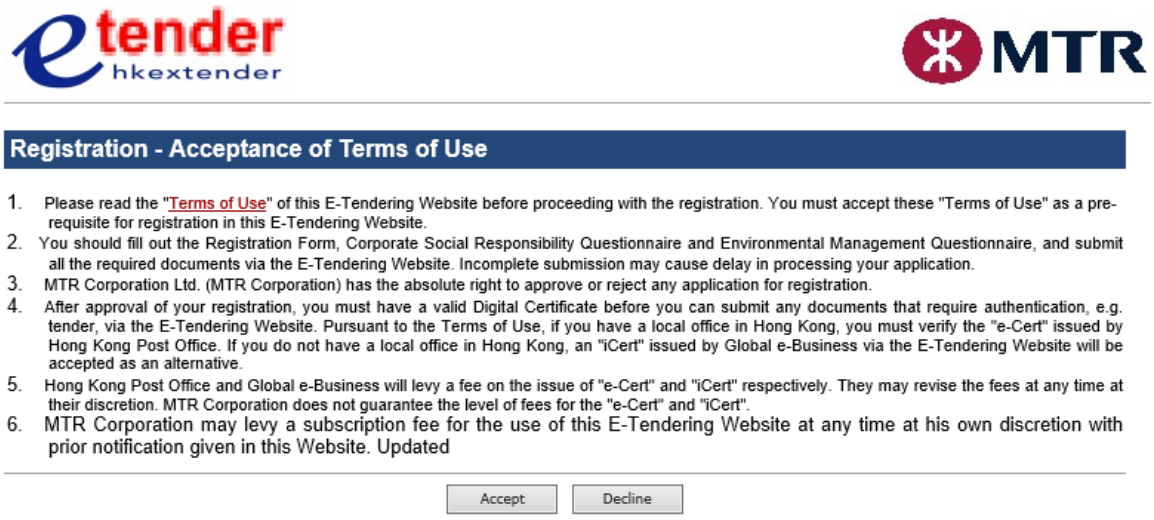
Before using the system, supplier must register in www.hkextender.com with his own company name.

Please refer to the steps below for details.

New Supplier / Contractor Registration

Step 1. Click "New Supplier / Contractor Registration" on the upper left corner of the homepage.

Step 2. Click "Accept" button to accept the Terms of Use. Then registration form will appear.



Step 3. Before fill in the online registration form, please click the download link "Corporate Social Responsibility Questionnaire" and "Environmental Management Questionnaire" under section “Job Reference”, and complete these two questionnaires offline.

B. Job Reference

1. Most Recent Project Completed	(Max. 500 characters)
2. Last Year's Turnover	HK$
3. Attachment	All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")". Browse... * More File (The total document size for each upload is limited to 60 MB) Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth. Your application will be processed subject to submission of the copy of business registration, company profile with job reference and the completed Environmental Management Questionnaire, Corporate Social Responsibility Questionnaire and compliance to Supplier Code of Practice. Please upload the relevant required document as attachment via the above boxes.

CAUTION : Click the "Submit" button ONCE only.
When the submission is completed, an acknowledgement message will be displayed.
Submit Reset

Step 4. After complete the two questionnaires, you can fill in all required information under the sections, General Information, Company Background and Job Reference.

New Registration

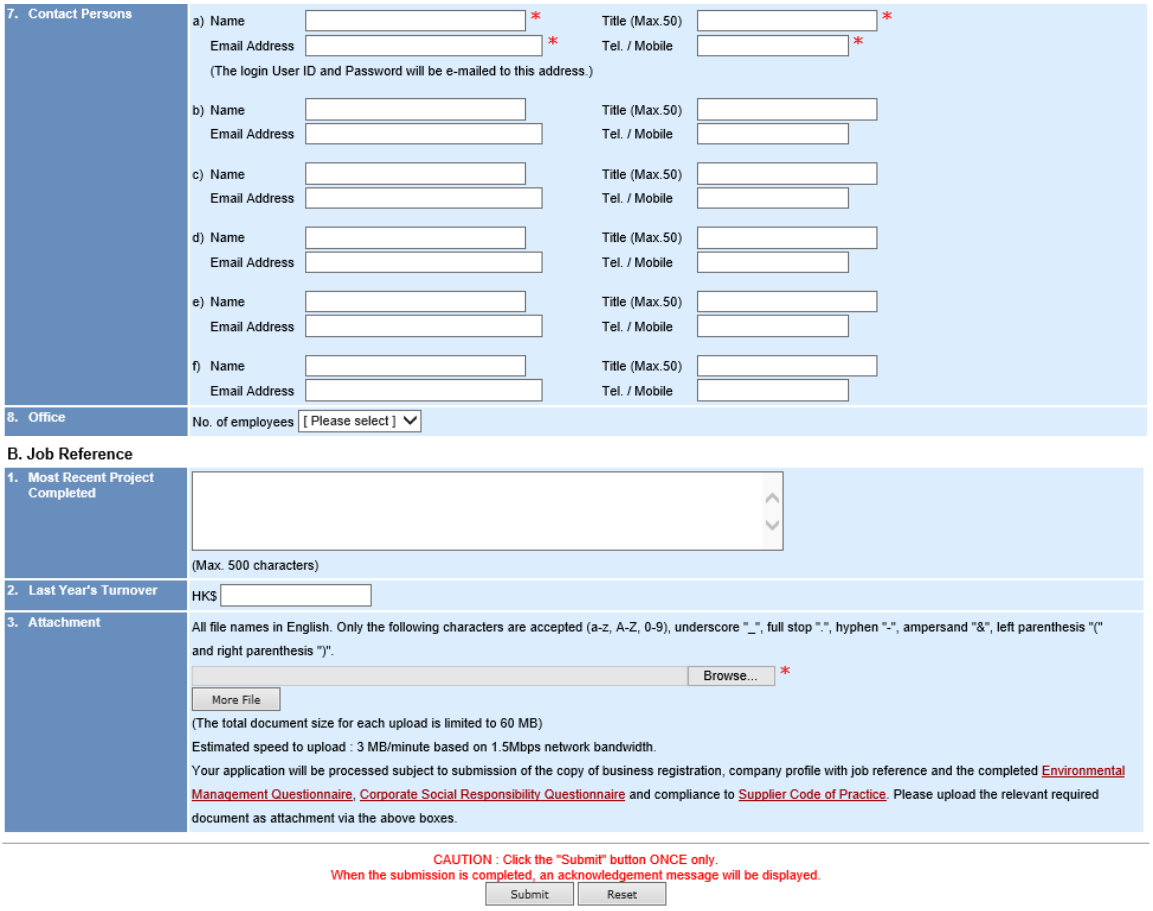
* Required Field

A. General Information

1. Company Name	* (English) * (Chinese) (Company name must be exactly the same as the company's registration name.)
2. Correspondence Address	(English) * (Chinese) * Tel * Fax
3. Company E-mail Address	* (The company email address will be used as the principal contact address from the System to the supplier and must be the same as the email address of the first contact person entered in Section 7 below.)
4. Company URL	http://
5. Main Business Nature	* (Max. 200 characters)
6. Registered Country	[Please select] * (If company is registered in Hong Kong, then please ensure an Organizational e-Cert in the company's registration name should be acquired from Hong Kong Post before any prequalification & tender submission. For Joint Venture / Consortium, please select Joint Venture / Consortium for Registered Country and state the formation of the Joint Venture / Consortium in Section B below.)
7. Currency Used	[Please select] *
8. MTRC Registered	Yes No *

B. Company Background

1. Form of Business	[Please select] *
2. Year of Establishment	*
3. Business Registration No.	*
4. Registered Office	
5. Parent Company	
6. Subsidiary / Associated Companies / Holding Company	(Max. 500 characters)



7. Contact Persons

a) Name * Title (Max.50) *
Email Address * Tel. / Mobile *
(The login User ID and Password will be e-mailed to this address.)

b) Name Title (Max.50)
Email Address Tel. / Mobile

c) Name Title (Max.50)
Email Address Tel. / Mobile

d) Name Title (Max.50)
Email Address Tel. / Mobile

e) Name Title (Max.50)
Email Address Tel. / Mobile

f) Name Title (Max.50)
Email Address Tel. / Mobile

8. Office
No. of employees [Please select]

B. Job Reference

1. Most Recent Project Completed
(Max. 500 characters)

2. Last Year's Turnover
HK$

3. Attachment
All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".
Browse... *
More File
(The total document size for each upload is limited to 60 MB)
Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.
Your application will be processed subject to submission of the copy of business registration, company profile with job reference and the completed Environmental Management Questionnaire, Corporate Social Responsibility Questionnaire and compliance to Supplier Code of Practice. Please upload the relevant required document as attachment via the above boxes.

CAUTION : Click the "Submit" button ONCE only.
When the submission is completed, an acknowledgement message will be displayed.
Submit Reset

Notes:

- Company name must be input as it is shown in the Business Registration including punctuation marks, abbreviation and full words.
- Company email entered will be used as the principal contact and must be the same as the email address of the first contact person.
- No Chinese characters allow for the Business Registration No.

Step 5. In "Attachment" under "Job Reference", click "Browse" button to locate the file to be uploaded. Click "More File" button to locate more files.

The following documents must be uploaded before submission for assessment.

- Enviromental Management Questionaire
- Corporate Social Responsibility Questionaire
- Copy of Business Registration
- Company Profile

Note: All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

Step 6. Click "Submit" button to confirm submission of the registration application.

Step 7. After registration submitted, an acknowledgement page will be displayed on screen as below. The supplier was reminded to submit the required information as detailed in the acknowledgement page for assessment.

New Registration

Your application for inclusion in the Corporation's Supplier/ Contractor List is hereby received and will be processed by the following attachments.
a. Copy of valid Business Registration Certificate
b. Company profile with detailed products/ services list and job reference
c. Environmental Management Questionnaire
d. Corporate Social Responsibility Questionnaire
e. Compliance to Supplier Code of Practice

Please be reminded that to participate in the E-tendering System, registered user must have a valid Digital Certificate verified by the System. Else, you might not be able to be invited or submit offer via the System. Application and apply procedures for Digital Certificate, please refer to 'User Guide' by log in as a guest (by clicking 'Site Map' and then 'Download www.hkextender.com's user guide'); or refer to the Frequent Asked Questions.

For any query, you can call our Help Desk at telephone no. (852) 8109 1821 during office hours from 09:00 to 19:00, Hong Kong Time or email to our Help Desk at mtrcl@go-business.com.hk

Step 8. Supplier will receive an email for the acknowledgement of the application. User login ID and password will be sent to the email address of the first contact person after registration has been approved by MTR Corporation.

Subject: Your Registration was submitted to www.hkextender.com

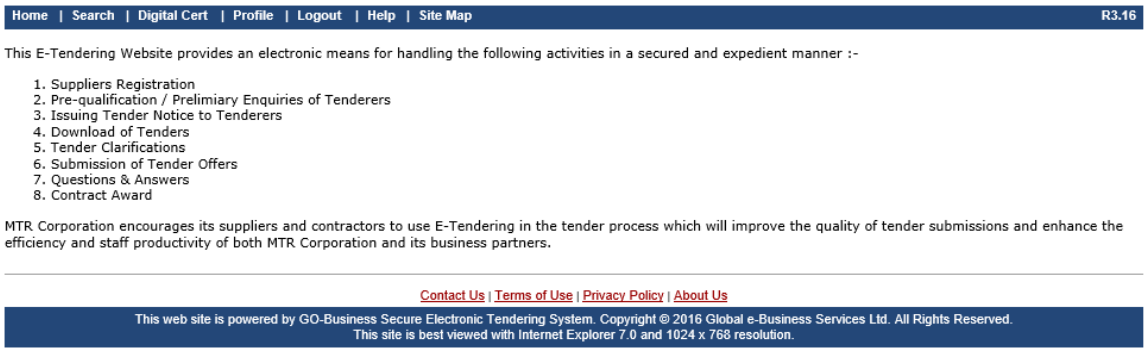
Your registration is being processed by www.hkextender.com registration team. You will be receiving an email with usernames and passwords when your registration is approved.

Logon for Registered Supplier / Contractor

Step 1. Click "Registered Supplier / Contractor" on homepage of www.hkextender.com to initiate the logon screen.

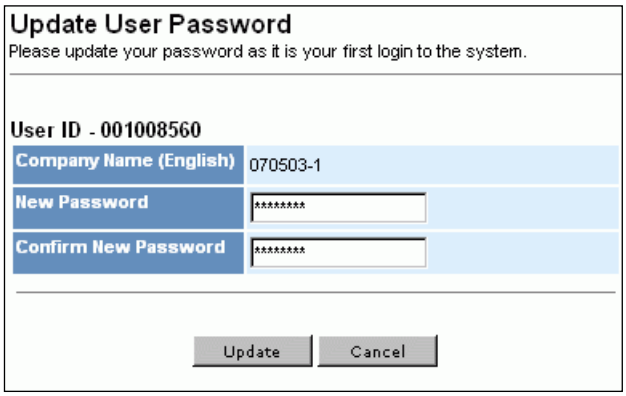
Step 2. Type in User ID and Password. Then click "Login" button to logon.

After successful login, the following page will be shown.



Note:

- System will force supplier users to change their password when first time login to the system.

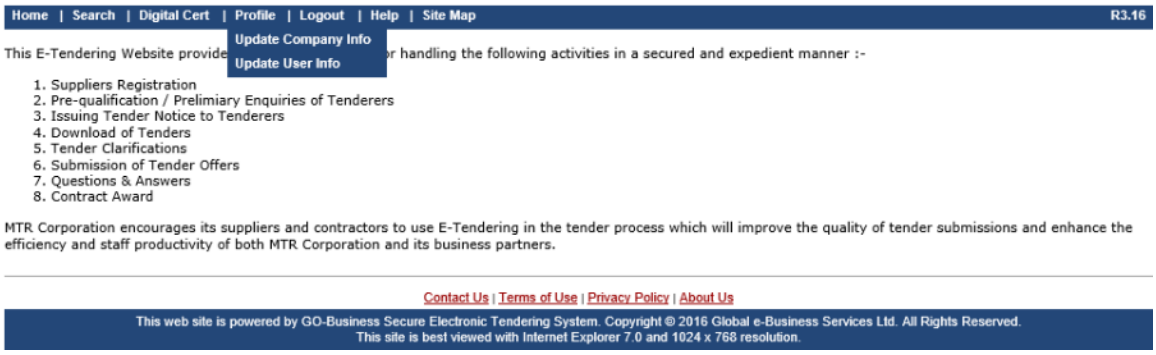


- After finishing the tasks in the website, user must click "Logout" button in menu bar to logout the system, otherwise, the same user will not be able to log on his own account unless he has typed in correctly his email address together with his user ID and password as registered in the system.

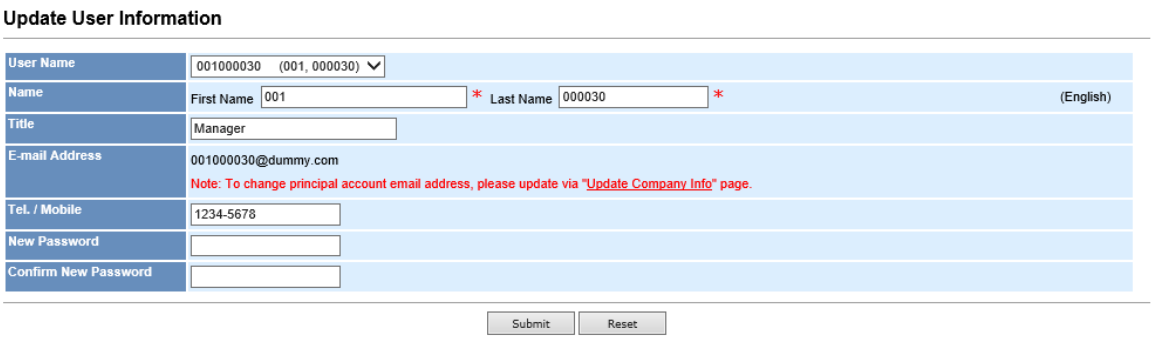
Update User Info

As a new user, user should update his own info after first logon.

Step 1.Click "Update User Info" under "Profile" on menu.



The following page will be shown.



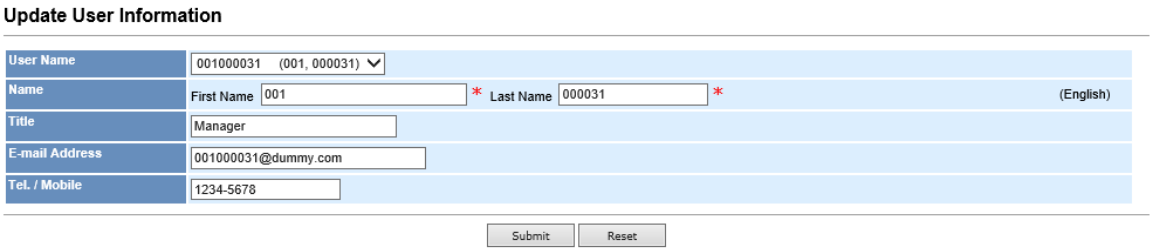
Step 2. Make any necessary changes before click "Submit" button.

The following fields are editable.

- First Name
- Last Name
- Title
- E-mail Address (For sub-account user only)
- Tel./Mobile
- Password

Special note to the principal account user:

- You can also change other sub-account info, except password.



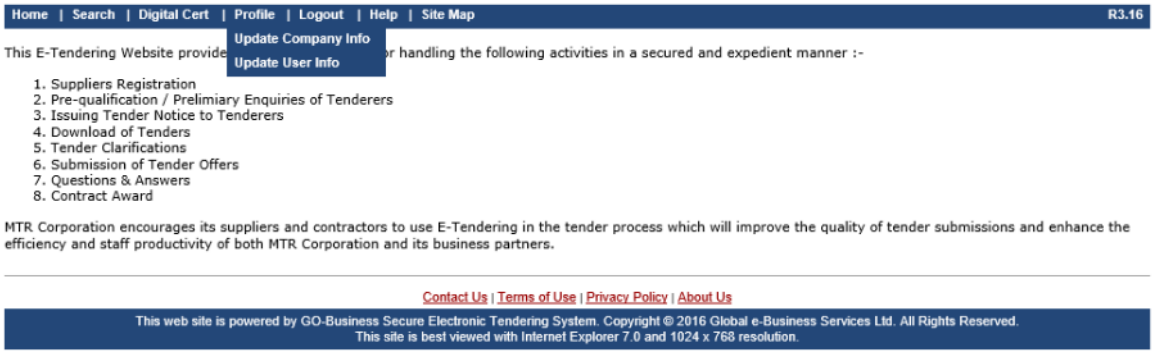
- For changing email address for principle account, please submit your request via "Update Company Info".

Step 3. Click "Submit" button to confirm changes.

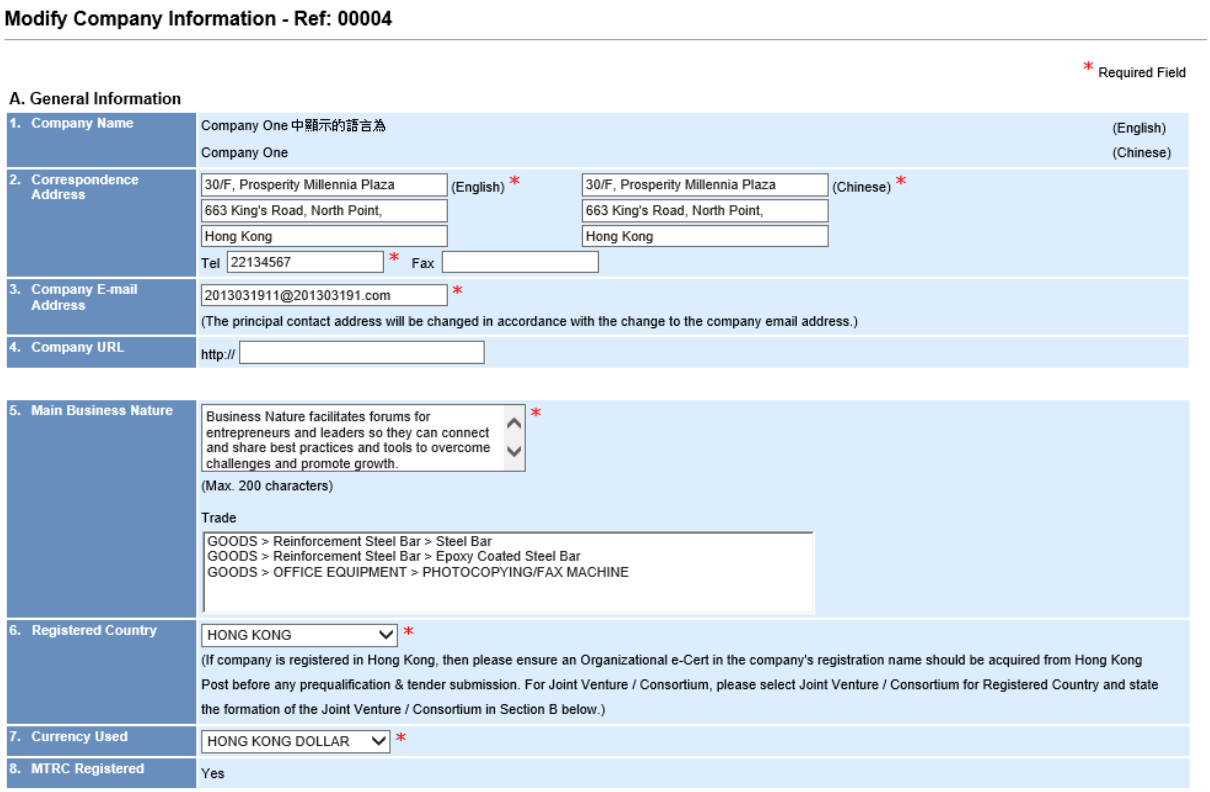
Update Company Info

The principal user can also update company info after logon.

Step 1. Click "Update Company Info" under "Profile" on menu.



The following page will be shown.



B. Company Background

1. Form of Business	Sole Proprietorship *
2. Year of Establishment	1987 *
3. Business Registration No.	BR001 *
4. Registered Office	
5. Parent Company	
6. Subsidiary / Associated Companies / Holding Company	(Max. 500 characters)
7. Contact Persons	a) Name: Mike, Lee; Title: Manager; Email Address: 2013031911@201303191.com; Tel. / Mobile: 20130319111 b) Name: Stephen, Lau; Title: Manager; Email Address: 001000031@dummy.com; Tel. / Mobile: 201303191 c) Name: ; Title: ; Email Address: ; Tel. / Mobile: d) Name: 1, 1; Title: 1; Email Address: 001000033@dummy.com; Tel. / Mobile: 1 e) Name: ; Title: ; Email Address: ; Tel. / Mobile: f) Name: ; Title: ; Email Address: ; Tel. / Mobile:
8. Office	No. of employees [Please select]

C. Job Reference

1. Most Recent Project Completed	(Max. 500 characters)
2. Last Year's Turnover	HK$
3. Attachment	All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")". Browse... (The total document size for each upload is limited to 60 MB) Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth. Note : Please compress as a ZIP file for multiple files upload.

Submit Reset

Step 2. Make any necessary changes before click "Submit" button.

The following fields are editable.

- Corresponding Address
- Tel
- Fax
- Company E-mail Address (The principal account's email address will be changed accordingly)
- Company URL
- Main Business Nature
- Registered Country
- Currency Used
- Form of Business

- Year of Establishment
- Business Registration No.
- Registered Office
- Parent Company
- Subsidiary / Associated Companies / Holding Company
- No. of Employees
- Most Recent Project Completed
- Last Year's Turnover

Step 3. Click "Submit" button to confirm changes.

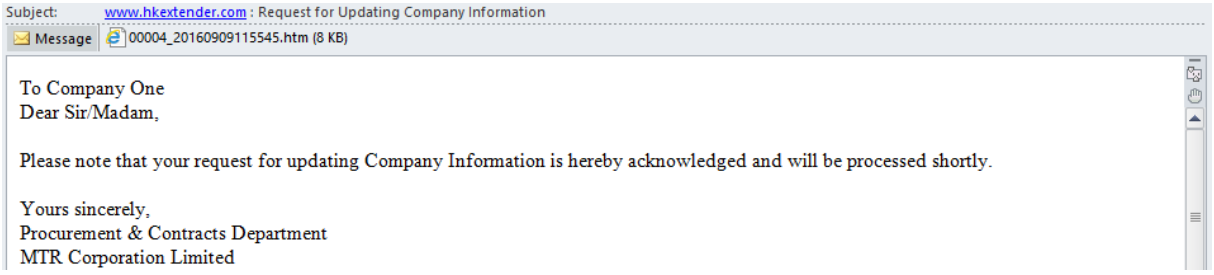
The following acknowledgement message will be shown.

Update Company Information

Your request for updating company information is hereby acknowledged and will be processed shortly. And we reserve our right to approve or disapprove your request.

Note: All the company information update will not be updated in the system until MTR Corporation accepts and approves the changes.

You will receive an email for the acknowledgement of the change.


Subject: www.hkextender.com : Request for Updating Company Information

Message 00004_20160909115545.htm (8 KB)

To Company One
Dear Sir/Madam,

Please note that your request for updating Company Information is hereby acknowledged and will be processed shortly.

Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited

Digital Certificate

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used worldwide for electronic transactions.

For overseas and Joint Venture / Consortium companies, they are required to apply a Digital Certificate online in their account through the system.

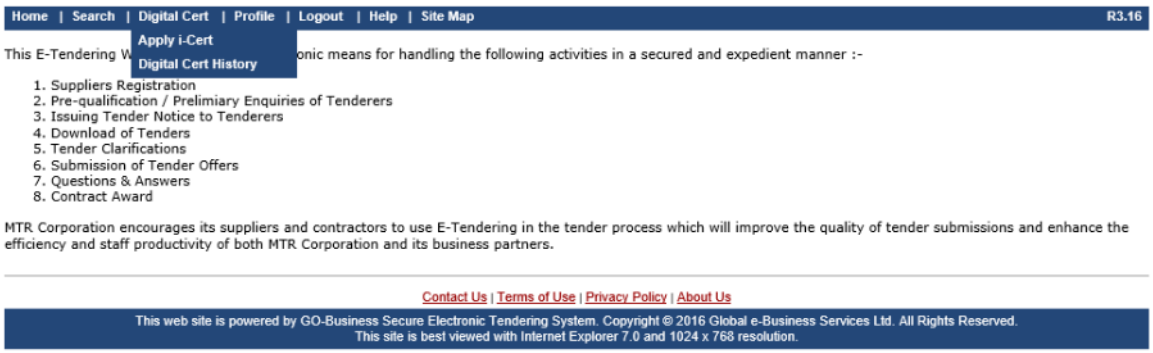
For companies registered in Hong Kong, they are required to apply an Organisational e-Cert under their registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, user can visit the Hongkong Post website at http://www.hongkongpost.gov.hk or contact Hongkong Post Certification Authority services hotline at (852) 2921 6633. Note that **the Organisational e-Cert must be made in company name as the company's business registration.** After acquiring the Organisational e-Cert, users should verify their Digital Certificate into the system before signing any submissions via the system.

Users are advised to make multiple copies of the issued Digital Certificate in compact disk (CD), USB or store in a safe storage media, and keep them safely.

During the on-line submission, the Digital Certificate must be attached and password of the Digital Certificate must be input for authentication.

a. Apply Digital Cert (For overseas or Joint Venture / Consortium companies)

Step 1. Click "**Apply i-Cert**" under "**Digital Cert**" on menu



Step 2. Click "Yes" to accept and submit the application.

Apply New Digital Certificate

Your current digital certificate was issued on 2016/08/04 and will be expired on 2017/12/31.

Please send cheque of HKD150 equivalent amount, in your local currency, for the payment of digital certificate fee to the following:

Procurement & Contracts Department
MTR Corporation Limited
MTR Headquarters Building
Telford Plaza
Kowloon Bay
Hong Kong

Attn: Ms. Becky Yuen, Manager-System & Logistic

The cheque should be made payable to "MTR Corporation Limited". Please also mark on the back of the cheque your company name and indicate that this is the payment for digital certificate fee.

Payment by bank transfer is also accepted. Please contact our Ms. Jenny Liu via email jkmliu@mtr.com.hk for the bank account information, if bank transfer arrangement is preferred.

If you have lost or damaged your digital certificate, you need to re-apply a new one. The fee for re-applying digital certificate is HKD150 and the previous certificate will be invalid immediately.

For any assistance, please feel free to contact our Help Desk at (852) 8109 1821 during office hours or email to mtrcl@go-business.com.hk.

Apply New digital certificate now? YES NO

Step 3. Enter password and confirmation password.

Apply Digital Certificate

The Digital Certificate (i-Cert) will be stored to Floppy Disk Drive by default. Please insert a floppy diskette now.
Note that you must attach the digital certificate (i-Cert) for all submission via the System.

Certificate Password	*
Confirm Password	*
	Certificate password should contain 8 to 16 alphanumeric characters. Password is case sensitive.

Do not click the "Submit Application" button until you see "i-Cert Application is Ready!" below.

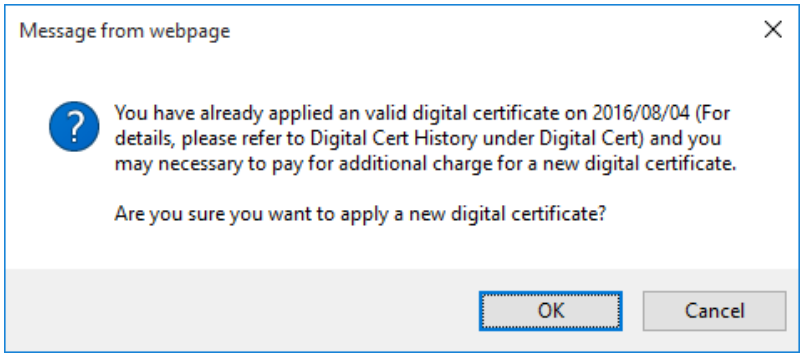
i-Cert Application is Ready!

CAUTION: Click the "Submit Application" button ONCE only. The application process would then start and please do not interrupt the browser until the application process is finished. When the submission is completed, an acknowledgement message will be displayed.

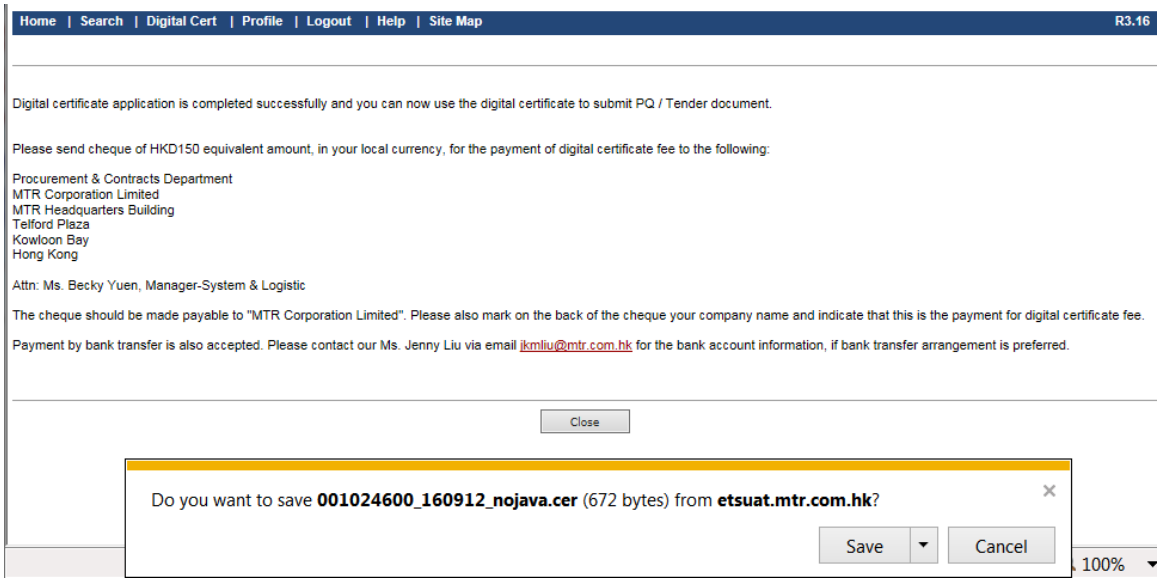
Submit Application Reset

Step 4. Click “Submit Application” button.

The following message will be prompted if you have already applied a valid digital certificate. Click “OK” button to confirm.



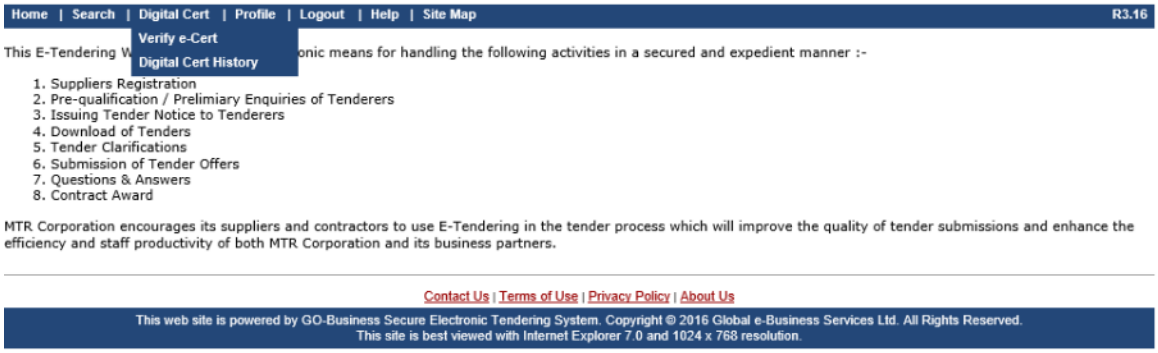
The following acknowledgement page will be shown. The supplier shall make the payment for Digital Certificate by cheque as detailed in the acknowledgement.



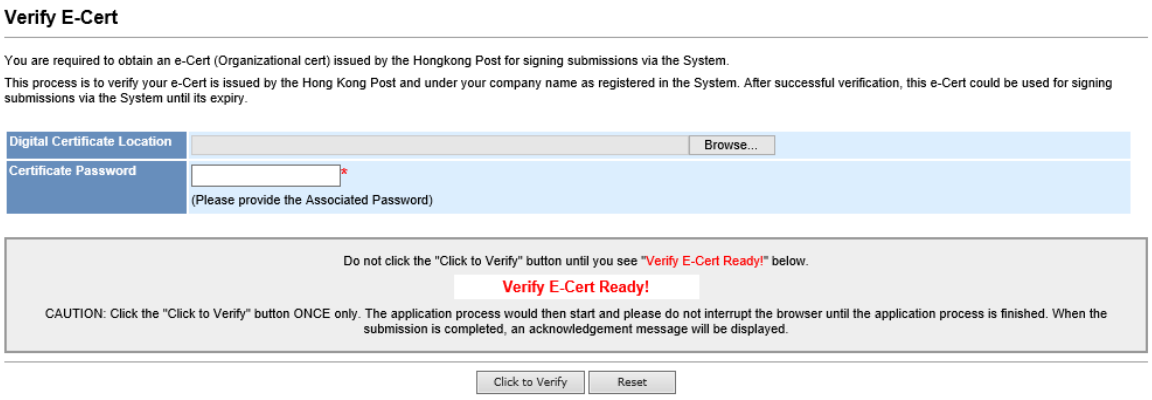
Step 5. Click "Save" button to download your valid digital certificate to your computer.

b. Verify Organisational e-Cert (For Hong Kong Registered companies)

Step 1. Click "Verify e-Cert" under "Digital Cert" on menu.

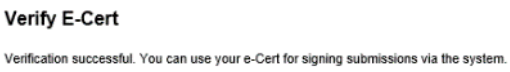


Step 2. Click "Browse" button to locate your digital certificate file, e-Cert (Organizational) issued by the Hong Kong Post. The digital certificate file with file extension .p12.



Step 3. Enter the digital certificate password and click "Click to verify" button.

The following acknowledgement page will be shown after verification successful.

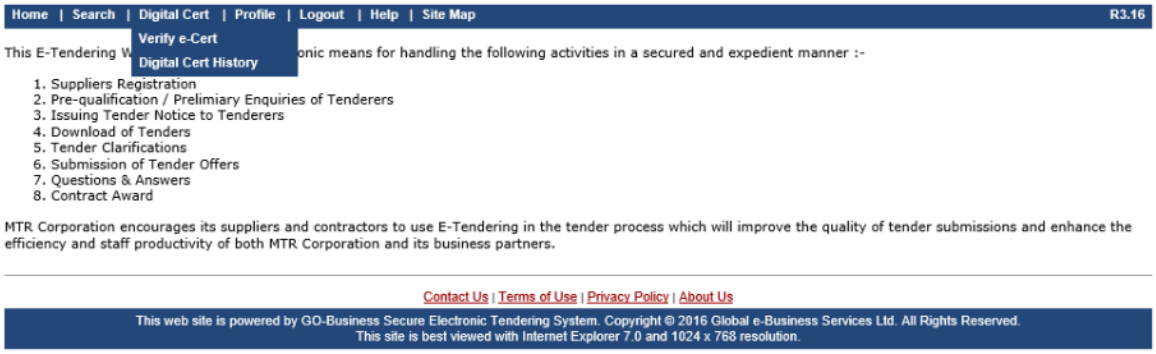


Note:

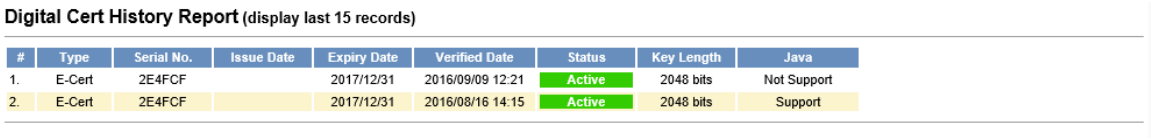
- **e-Cert (Organisational)** issued through Hongkong Post is valid for one year/ two years.
- Expired **e-Cert (Organisational)** will not be accepted by the system.
  If you lost your digital certificate file or upon expiry, you should re-apply the **e-Cert (Organisational)** through Hongkong Post and verify the new **e-Cert (Organisational)** before submitting document.

c. View Digital Cert History

Step 1. Click "Digital Cert History" under "Digital Cert" on menu.



The following page will be shown.



Digital Cert History Report (display last 15 records)

#	Type	Serial No.	Issue Date	Expiry Date	Verified Date	Status	Key Length	Java
1.	E-Cert	2E4FCF		2017/12/31	2016/09/09 12:21	Active	2048 bits	Not Support
2.	E-Cert	2E4FCF		2017/12/31	2016/08/16 14:15	Active	2048 bits	Support

Note:

- It will list out the last 15 records.
- Under column "Java",
  - "Not Support" means the digital certificate which is not supported by Java Runtime Environment (JRE). You can use it to submit document for any Preliminary Enquiries, Prequalification, Tender and Q&A issued on or after 14 November 2016.
  - "Support" means the digital certificate which is supported by Java Runtime Environment (JRE). You can use it to submit document for any Prequalification, Tender and Q&A issued before 14 November 2016.

Advertisement

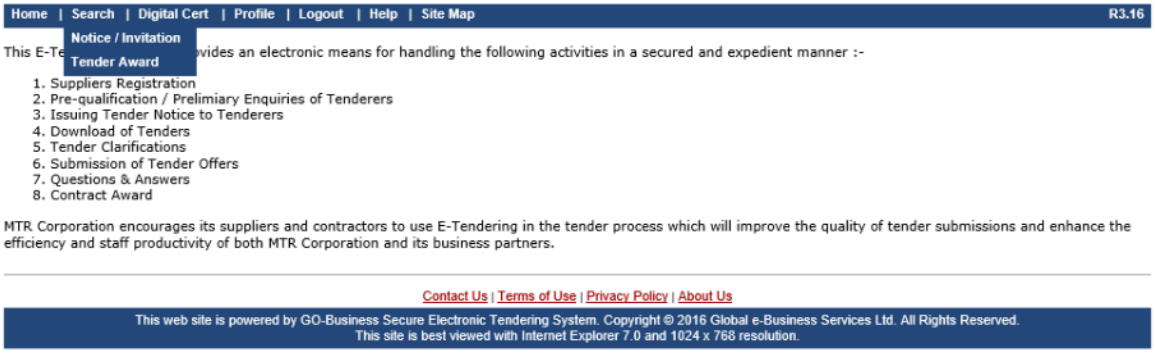
Supplier can search & view advertisement notice for the potential contracts through the system. Should the supplier be interested to the contract, he can express his interest to MTR Corporation through the system.

Note: Email notification for the advertisement may be sent by MTR Corporation to the potential suppliers as considered applicable by MTR Corporation.

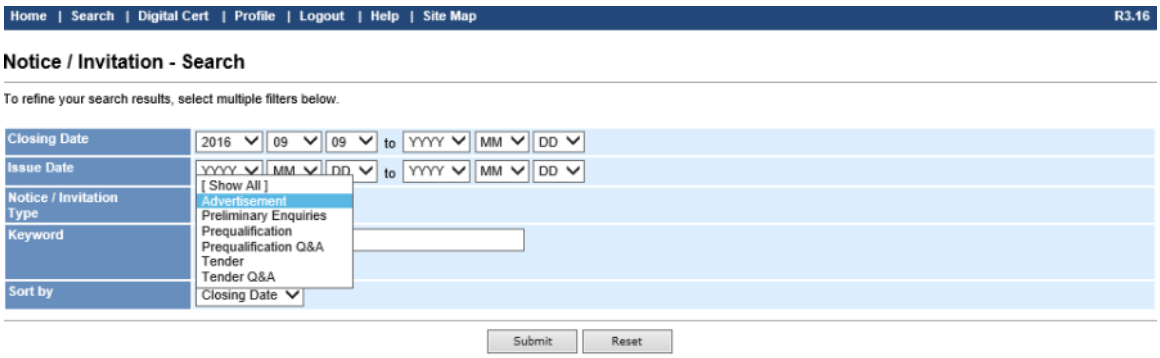
Case 1: Registered Supplier

Search Advertisement

Step1. Click "Notice / Invitation" under "Search" on menu.



Step 2. Select "Advertisement" in "Notice / Invitation Type" and click "Submit" button.



You can also search the Advertisement notice by the following searching criteria.

- Closing Date Range
- Issue Date Range
- Keywords (Ref, Subject)

Note: The expired Advertisement will not show.

The following page will be shown.

Notice / Invitation - Results (Record 1 - 5 of 5)

Expand All

	Notice / Invitation Type	Reference No.	Subject	Issue Date	Closing Date
1.	Advertisement	AD201603291	AD201603291	2016/03/29	2016/12/31 14:00
2.	Advertisement	ADV20160401	ADV20160401	2016/04/01	2016/12/31 14:00
3.	Advertisement	ADV20160406	ADV20160406	2016/04/06	2016/12/31 14:00
4.	Advertisement	AD1605291	AD1605291	2016/05/29	2016/12/31 23:45
5.	Advertisement	AD16062	AD16062	2016/06/24	2016/12/31 23:45

Keyword: Search on Results

Page: 1

Step 3. Click "Reference No." to view the details.

Advertisement - Ref. AD201603291

Issue Date	2016/03/29
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Project	Works for Property (Tender)
Subject	AD201603291

Contract 1 Information

Contract No. / Tender Ref No.	C201603291		
Contract Title	C201603291		
Contract Category	C201603291		
Description	C201603291		
Trade	GOODS > Reinforcement Steel Bar > Steel Bar		
Closing Date of Prequalification Application	2016/12/31	Anticipated Date of Prequalification Submission	1Q/2016
Anticipated Date of Invitation of Tender	2Q/2016	Anticipated Date for Contract Award	3Q/2016
Tender Type	Restricted	Range of Cost	M2 - HK$40m - HK$100m
Attachment(s)	File Name / File Description / File Size A.pdf / A / 78 KB B.pdf / B / 78 KB		
Is Interest?	☐		

Contract 2 Information

Contract No. / Tender Ref No.	C201603292		
Contract Title	C201603292		
Contract Category	C201603292		
Description	C201603292		
Trade	GOODS > Reinforcement Steel Bar > Steel Bar		
Closing Date of Prequalification Application	2017/12/31	Anticipated Date of Prequalification Submission	2017/01/01
Anticipated Date of Invitation of Tender	2017/04/01	Anticipated Date for Contract Award	2017/07/01
Tender Type	Open	Range of Cost	M3 - HK$100m - HK$200m
Attachment(s)	File Name / File Description / File Size A.pdf / A / 78 KB		
Is Interest?	☐		

Contact Person Information

Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	1
Email Address	aas2@dummy.com		

Response for Interest | Close

Note:

- For some advertisements, there will be more than one contract.

Step 3. Click the file hyperlink to download the attachment file(s), if any, relating to the contract(s) for viewing.

Step 4. To submit your interest, check the "Is Interest?" check box relating to each contract.

Step 5. Click "Submit" button to confirm.

The following acknowledgement page will be shown. It is suggested to print the acknowledgement page for record.

Response for Interest

Advertisement - Expression of Interest

Your request submitted is successful.

Subject: AD201603291
Contract: C201603292
Time: 2016/09/09 12:43:28 HKT (GMT +8:00)

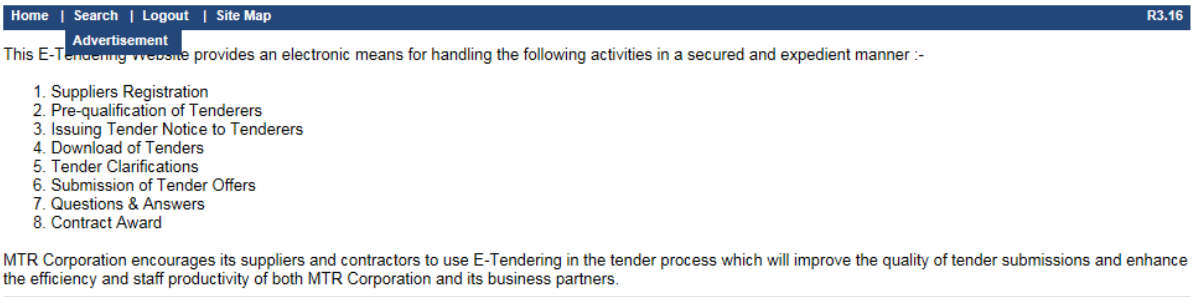
Note:
1. Please print this screen for record purpose.

Case 2: For Non-Registered Supplier

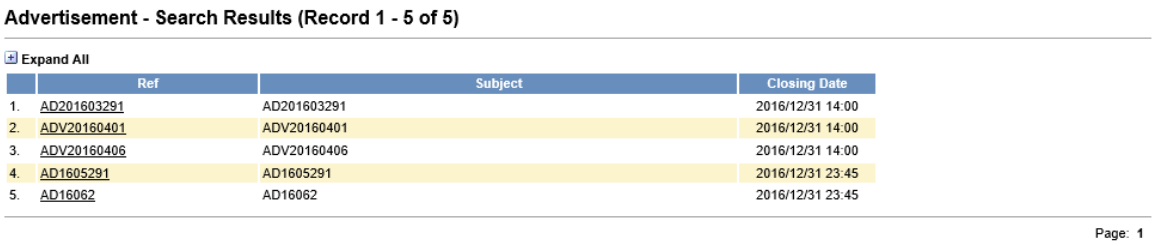
Step 1. Click **Guest Login** on the homepage of www.hkextender.com

For guest user, the system will only provide function for expression of interest to the contract(s) in the advertisement(s).

Step 2. Click "Advertisement" under "Search" on menu.



The following page will be shown.



	Ref	Subject	Closing Date
1.	AD201603291	AD201603291	2016/12/31 14:00
2.	ADV20160401	ADV20160401	2016/12/31 14:00
3.	ADV20160406	ADV20160406	2016/12/31 14:00
4.	AD1605291	AD1605291	2016/12/31 23:45
5.	AD16062	AD16062	2016/12/31 23:45

Step 3. Click "Ref" to view details.

Advertisement - Ref. AD201603291

Issue Date	2016/03/29
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Project	Works for Property (Tender)
Subject	AD201603291

Contract 1 Information

Contract No. / Tender Ref No.	C201603291		
Contract Title	C201603291		
Contract Category	C201603291		
Description	C201603291		
Trade	GOODS > Reinforcement Steel Bar > Steel Bar		
Closing Date of Prequalification Application	2016/12/31	Anticipated Date of Prequalification Submission	1Q/2016
Anticipated Date of Invitation of Tender	2Q/2016	Anticipated Date for Contract Award	3Q/2016
Tender Type	Restricted	Range of Cost	M2 - HK$40m - HK$100m
Attachment(s)	File Name / File Description / File Size A.pdf / A / 78 KB B.pdf / B / 78 KB		
Is Interest?	☐		

Contract 2 Information

Contract No. / Tender Ref No.	C201603292		
Contract Title	C201603292		
Contract Category	C201603292		
Description	C201603292		
Trade	GOODS > Reinforcement Steel Bar > Steel Bar		
Closing Date of Prequalification Application	2017/12/31	Anticipated Date of Prequalification Submission	2017/01/01
Anticipated Date of Invitation of Tender	2017/04/01	Anticipated Date for Contract Award	2017/07/01
Tender Type	Open	Range of Cost	M3 - HK$100m - HK$200m
Attachment(s)	File Name / File Description / File Size A.pdf / A / 78 KB		
Is Interest?	☐		

Contact Person Information

Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	1
Email Address	aas2@dummy.com		

Response for Interest | Close

Note:

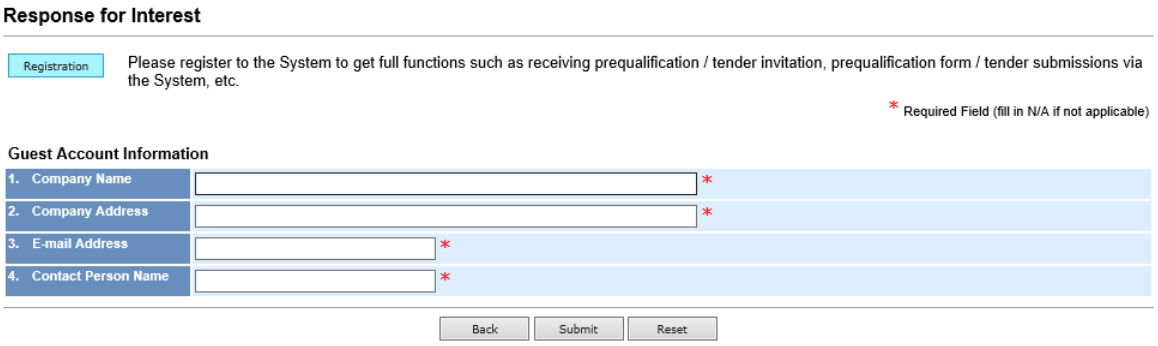
For some advertisements, there will be more than one contract.

Step 3. Click the file hyperlink to download the attachment file(s), if any, relating to the contract(s) for viewing.

Step 4. To submit your interest, check the "Is Interest?" check box relating to each contract.

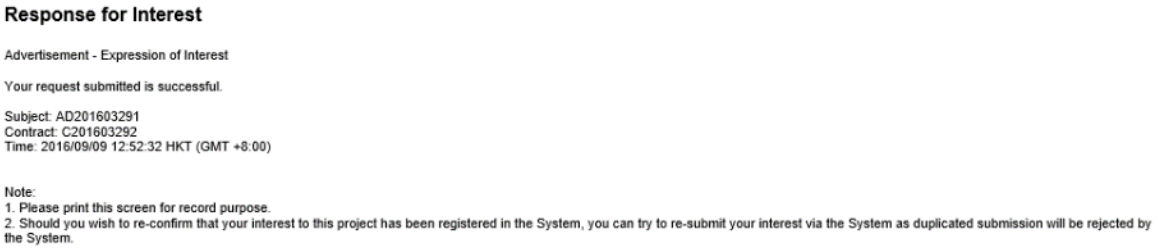
Step 5. Click "Submit" button.

The following page will be shown.



Step 6. Complete all the required fields and click "Submit" button.

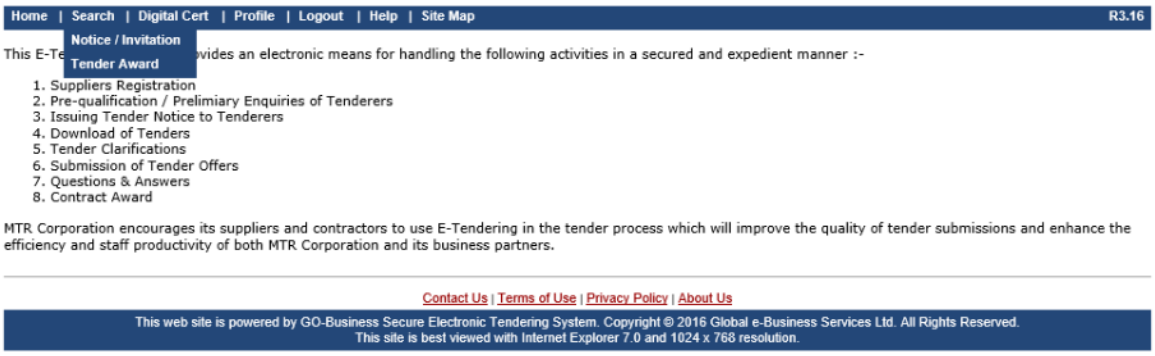
The following acknowledgement page will be shown. It is suggested to print the acknowledgement page for record.



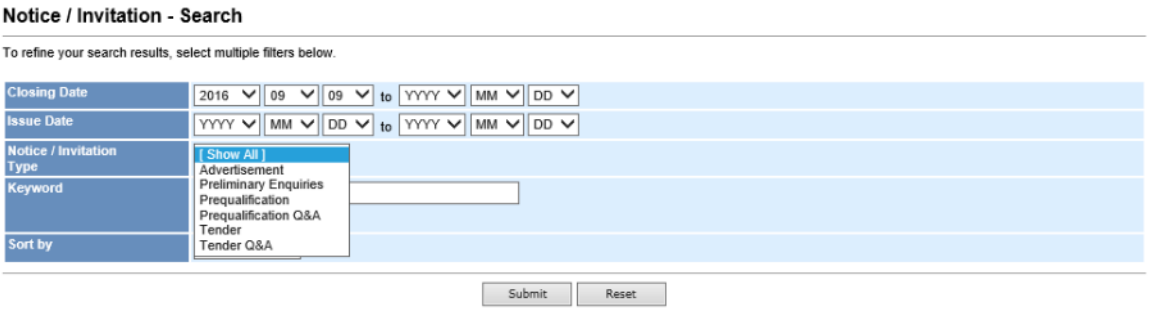
Preliminary Enquiries (PEI)

If a registered supplier is selected by MTR Corporation for a PEI, he will receive an email notice about the PEI.

Step 1. Search PEI notice by selecting **Notice/Invitation** under **Search** on the menu bar after logon.



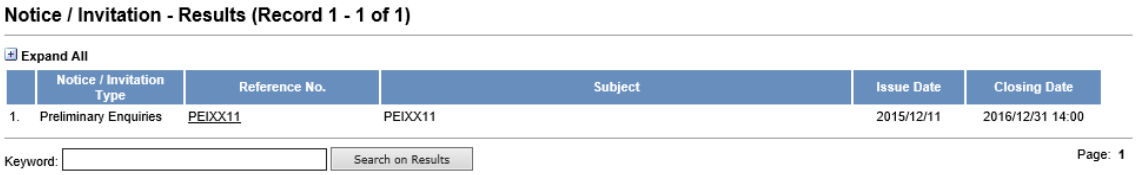
Step 2. Select "Preliminary Enquires" in "Notice / Invitation Type" and click "Submit" button.



You can also search the PEI notice by the following searching criteria.

- Closing Date Range
- Issue Date Range
- Keywords (Ref, Subject)

The following page will be shown.



Step 3. Click the reference no. to view the detailed information about the PEI.

The following page will be shown.

Submit Interest - Ref. PEIXX11 - Ref. PEIXX11 RESTRICTED

Ref.	PEIXX11
Subject	PEIXX11
Issue Date	2015/12/11
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Document	File Name: A.pdf; File Description: A; File Size: 78 KB

Contract Information

Contract Ref	XX11
Contract Title	XX11
Contract Category	XX11

Contact Person Information

Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	1
Email Address	aas2@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Interest | Close

Step 5. Click the file hyperlink to download attachment file(s) for viewing.

Submit Interest to PEI

Step 1. Search and go to specific PEI as described in previous section.

Step 2. Click "Submit Interest" button at the bottom of PEI.

Submit Interest - Ref. PEIXX11 - Ref. PEIXX11 RESTRICTED

Ref.	PEIXX11
Subject	PEIXX11
Issue Date	2015/12/11
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Document	File Name: A.pdf; File Description: A; File Size: 78 KB

Contract Information

Contract Ref	XX11
Contract Title	XX11
Contract Category	XX11

Contact Person Information

Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	1
Email Address	aas2@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Interest | Close

The following page will be shown.

PEI - Submit Interest

If you wish to verify your Organisation e-Cert (whether it be existing one or new one)

Click here to verify your e-Cert

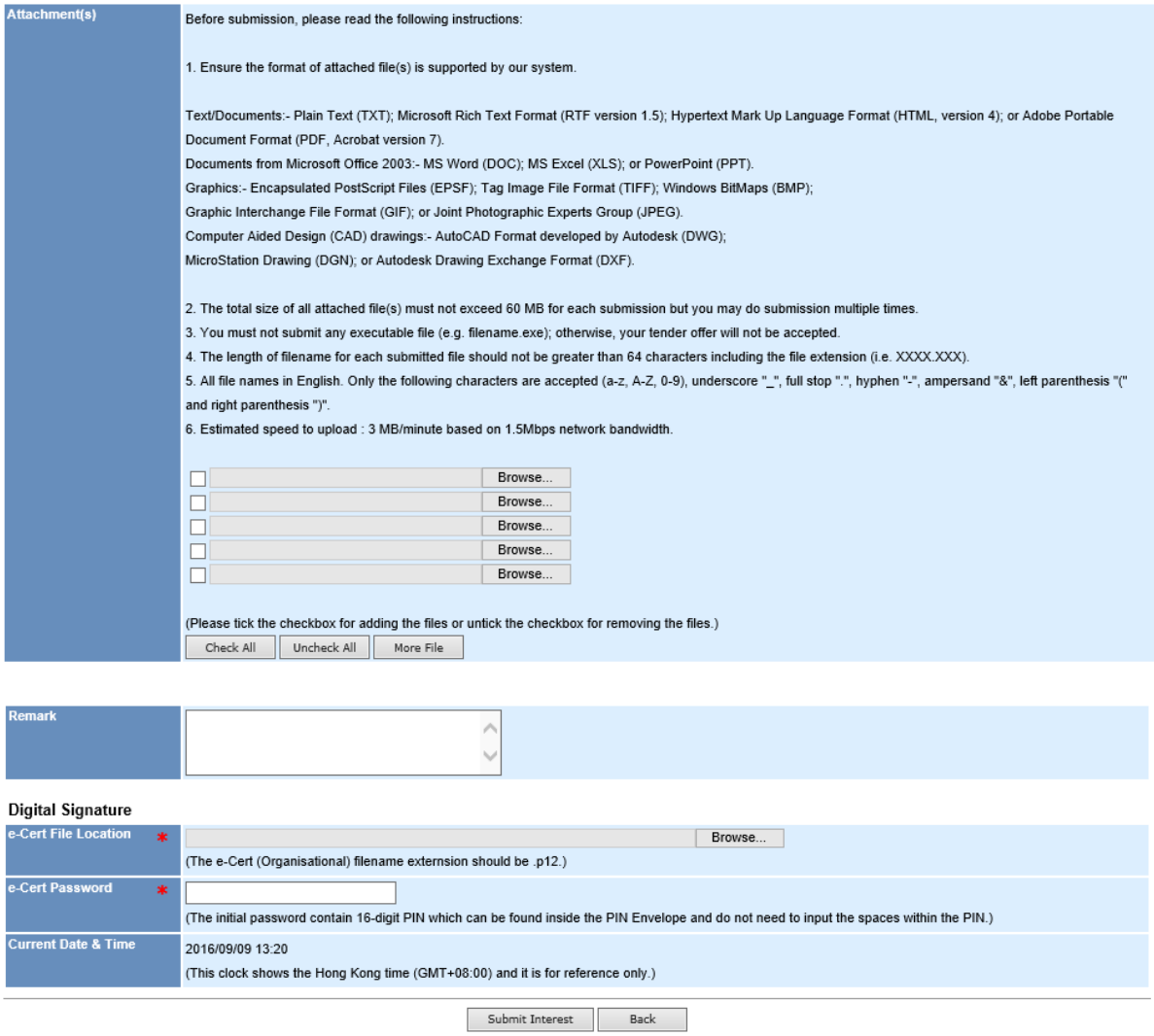
* Required Field

PEI Information

Ref.	PEIXX11
Subject	PEIXX11

Submit Interest

Action *	○ Wish to be Included in the Preliminary List of Tenderers ○ Not Wish to be Included in the Preliminary List of Tenderers



Step 6. In “Action”, select “Wish to be Included in the Preliminary List of Tenderers” if you want to participate in bidding. Otherwise, select “Not Wish to be Included in the Preliminary List of Tenderers”.

Step 7. In “Attachment(s)”, click “Browse” button to choose file to upload (if any).

Step 8. Click “More File” button and repeat step 7 to upload another file.

Step 9. Enter the remark (if any).

Step 10. In “Digital Signature”, click “Browse” button to locate the Digital Certificate file and enter the password of your Digital Certificate file for digital signature.

Note:
For overseas and Joint Venture / Consortium companies, they are required to apply a Digital Certificate (.cer) online in their account through the system.
For companies registered in Hong Kong, they are required to apply an Organisational e-Cert (.p12) under their registered company name through Hongkong Post.

Step 11. Click "Submit Interest" to confirm submission.

The following acknowledgement page will be shown. It is suggested to print the acknowledgement page for record.

PEI - Submit Interest

Submission completed is successful.

PEI Submission Ref: 347
PEI Ref: PEIXX11
Start Time: 2016/09/09 13:19:30 HKT (GMT+08:00)
End Time: 2016/09/09 13:21:57 HKT (GMT+08:00)

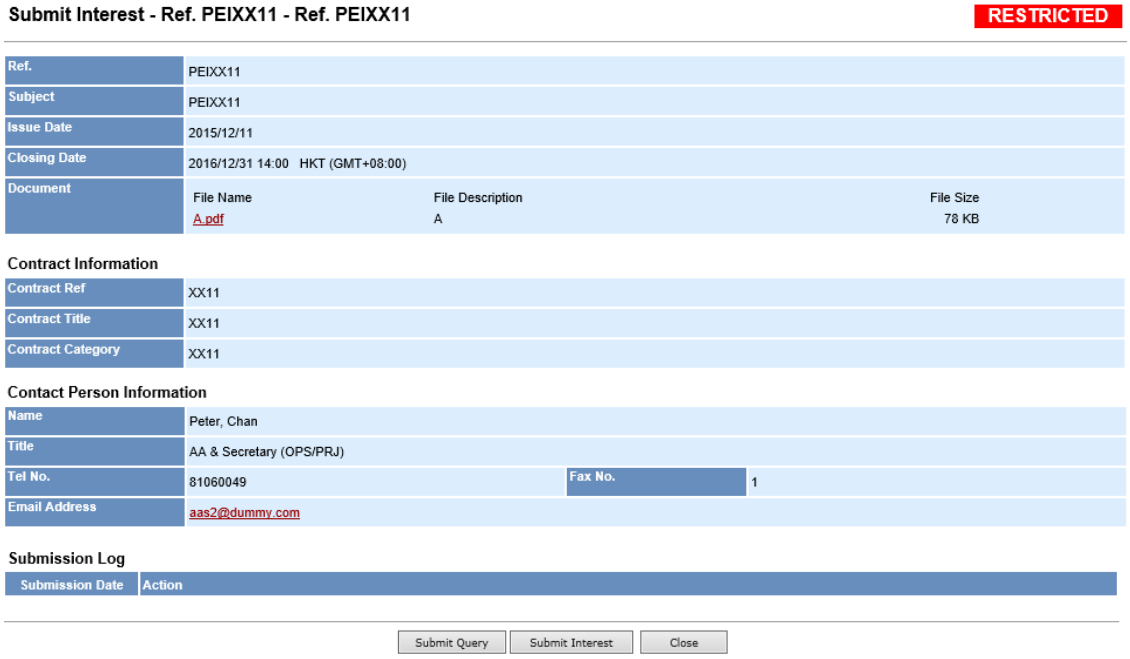
Attachment :
A.pdf
B.pdf

Note:
1. Please print this screen for record purpose.

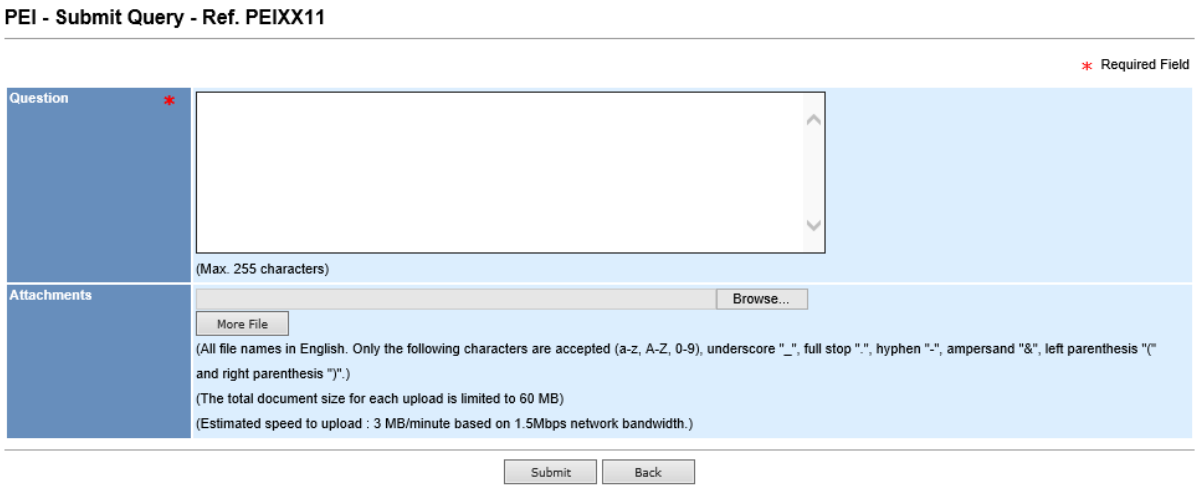
Submit Query to PEI

Step 1. Search and go to specific PEI as described in previous section.

Step 2. Click the "Submit Query" button at the bottom of PEI.



Step 3. Type in the question.



Step 4. If there are any files to be attached, click the "Browse" button to choose the file for upload.

Note: All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

Step 5. Click the "More File" button and repeat Step 4 to upload more files if necessary.

Step 6. Click "Submit" button to submit the query.

The following acknowledgement page will be shown.

PEI - Submit Query

Your query has been sent.

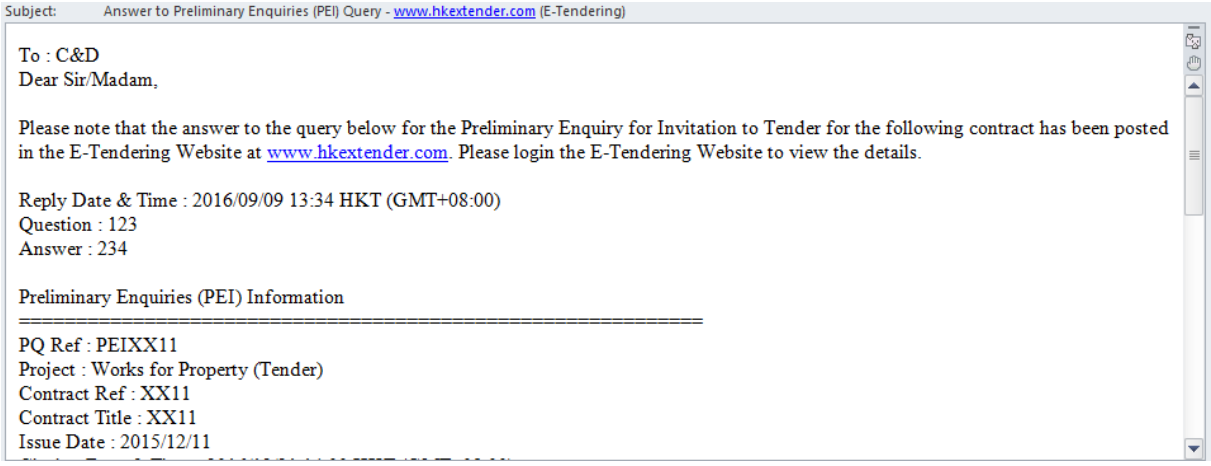
The submitted query will be displayed on the PEI under the private query section.

Private Query

Message	
1. Q: 123 A.pdf	2016/09/09 13:27

Download Answer to Query (PEI)

Once MTR Corporation replies to the query, answer(s) will be shown under the question. User can click the file link to view attachment files to the answers if available. User will also receive email notification of the reply to the query with attachment file(s) if any.

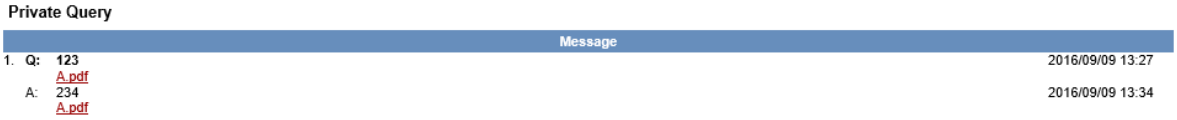

Subject: Answer to Preliminary Enquiries (PEI) Query - www.hkextender.com (E-Tendering)

To : C&D
Dear Sir/Madam,

Please note that the answer to the query below for the Preliminary Enquiry for Invitation to Tender for the following contract has been posted in the E-Tendering Website at www.hkextender.com. Please login the E-Tendering Website to view the details.

Reply Date & Time : 2016/09/09 13:34 HKT (GMT+08:00)
Question : 123
Answer : 234

Preliminary Enquiries (PEI) Information
==========
PQ Ref : PEIXX11
Project : Works for Property (Tender)
Contract Ref : XX11
Contract Title : XX11
Issue Date : 2015/12/11


Private Query

	Message	
1. Q:	123 A.pdf	2016/09/09 13:27
A:	234 A.pdf	2016/09/09 13:34

In case MTR Corporation wishes that all the suppliers invited for PEI can also view the query and answer that is submitted by one of the suppliers, the query and answer are shown under the Public Query section. The user will receive email notification and view under the Public Query Section.

Public Query

	Message	
1. A:	345 A.pdf	2016/09/09 13:36

Private Query

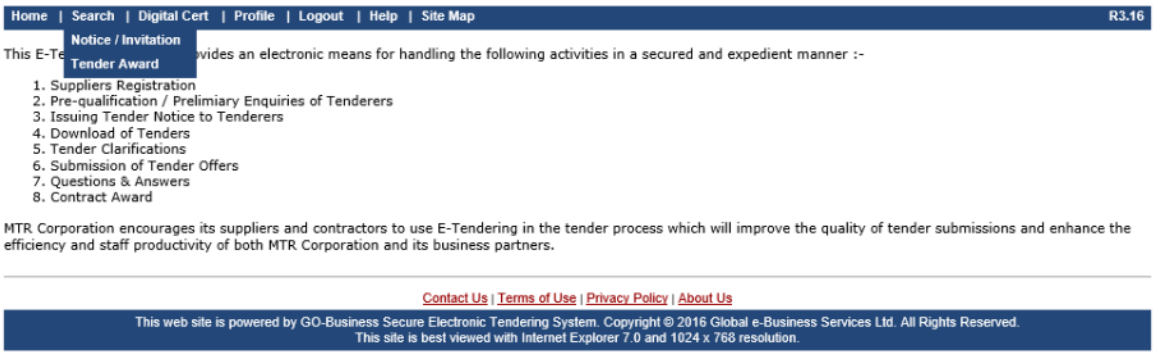
	Message	
1. Q:	123 A.pdf	2016/09/09 13:27
A:	234 A.pdf	2016/09/09 13:34

Note: For query and answer shown under the Private Query section, only the supplier submitted the query can see the query and answer.

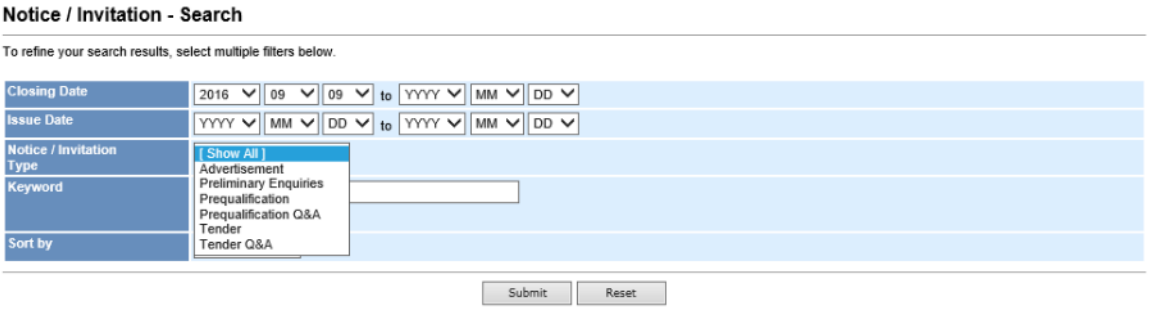
Prequalification (PQ)

If a registered supplier is selected by MTR Corporation for Prequalification, he will receive an email notice about the pre-qualification. The pre-qualification questionnaire should be downloading for completion and submission according to the following steps.

Step 1. Search pre-qualification notice by selecting "Notice / Invitation" under "Search" on menu.



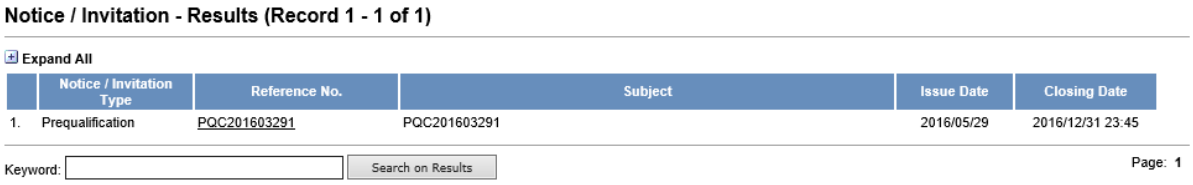
Step 2. Select "Prequalification" in "Notice / Invitation Type" and click "Submit" button.



You can also search the PQ by the following searching criteria.

- Closing Date Range
- Issue Date Range
- Keywords (Ref, Subject)

The following page will be shown.



Step 3. Click the Reference No. to view the details.

The following page will be shown.

Prequalification - View - Ref. PQC201603291 OPEN

Issue Date	2016/05/29
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201603291
Contract Title	C201603291
Contract Category	C201603291
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	PQC201603291
Info	PQC201603291
PreQualification Document (s)	File Name: A.pdf; File Description: ; File Size: 78 KB

General Notice

Notice

Contact Person Information

Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	123
Email Address	aas2@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit PreQualification Questionnaire | Close

Step 4. Click the file hyperlink to download pre-qualification document for viewing and completion.

Submit Prequalification Questionnaire

Step 1. Search and go to specific PQ as described in previous section.

Step 2. Click "Submit Prequalification Questionnaire" button at the bottom of PQ.

Prequalification - View - Ref. PQC201603291 OPEN

Issue Date	2016/05/29
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201603291
Contract Title	C201603291
Contract Category	C201603291
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	PQC201603291
Info	PQC201603291
PreQualification Document (s)	File Name: A.pdf; File Description: ; File Size: 78 KB

General Notice

Notice

Contact Person Information

Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	123
Email Address	aas2@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit PreQualification Questionnaire | Close

The following alert message will be displayed to alert you to apply / verify i-Cert / e-Cert. Just click "Continue" to apply / verify the digital cert or click "Back" to continue the remaining process.

For principle account, the following message is shown if the i-Cert is not yet applied

Submit PreQualification Questionnaire - Ref. PQITContract

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For overseas and Joint Venture/ Consortium companies, they are required to apply a Digital Certificate online in their account through the system.

Apply new digital certificate now?

Continue | Back

For non-principle account, the following message is shown if the i-Cert is not yet applied

Submit PreQualification Questionnaire - Ref. PQITContract

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For overseas and Joint Venture/ Consortium companies, they are required to apply a Digital Certificate online in their account through the system.

Please log into your Principle Account and apply new digital certificate.

Back

For principle account, the following message is shown if the i-Cert is expired

Submit PreQualification Questionnaire - Ref. PQITContract

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For overseas and Joint Venture/ Consortium companies, they are required to apply a Digital Certificate online in their account through the system.

Your digitial certificate was expired on 2010/12/31. Apply new digital certificate now?

Continue Back

For non-principle account, the following message is shown if the i-Cert is expired

Submit PreQualification Questionnaire - Ref. PQITContract

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For overseas and Joint Venture/ Consortium companies, they are required to apply a Digital Certificate online in their account through the system.

Your digitial certificate was expired on 2010/12/31.

Please log into your Principle Account and apply new digital certificate.

Back

For principle account, the following message is shown if the e-Cert is not yet verified

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For company registered in Hong Kong, you are required to apply an Organisational e-Cert under your registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, please visit the Hongkong Post website at http://www.hongkongpost.gov.hk.

Your Organisational e-Cert must be made in company name as the company's business registration. After acquiring the Organisational e-Cert, you should verify your e-Cert into the system before signing any submissions via the system.

Verify Organisation e-Cert now?

Continue Back

For non-principle account, the following message is shown if the e-Cert is not yet verified

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For company registered in Hong Kong, you are required to apply an Organisational e-Cert under your registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, please visit the Hongkong Post website at http://www.hongkongpost.gov.hk.

Your Organisational e-Cert must be made in company name as the company's business registration. After acquiring the Organisational e-Cert, you should verify your e-Cert into the system before signing any submissions via the system.

Please log into your Principal Account and verify Organisation e-Cert.

Back

For principle account, the following message is shown if the e-Cert is expired

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For company registered in Hong Kong, you are required to apply an Organisational e-Cert under your registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, please visit the Hongkong Post website at http://www.hongkongpost.gov.hk.

Your Organisational e-Cert must be made in company name as the company's business registration. After acquiring the Organisational e-Cert, you should verify your e-Cert into the system before signing any submissions via the system.

Your digital certificate was expired on 2013/12/10. Verify Organisation e-Cert now?

Continue Back

For non-principle account, the following message is shown if the e-Cert is expired

The electronic tendering system makes uses of Digital Certificate and Public Key Infrastructure to maintain the required security. Digital Certificate is used for authentication of the registered company's identity as well as signing and encryption of the company's submissions in pre-qualification and tendering process. This security measure is being widely used world wide for electronic transactions.

For company registered in Hong Kong, you are required to apply an Organisational e-Cert under your registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, please visit the Hongkong Post website at http://www.hongkongpost.gov.hk.

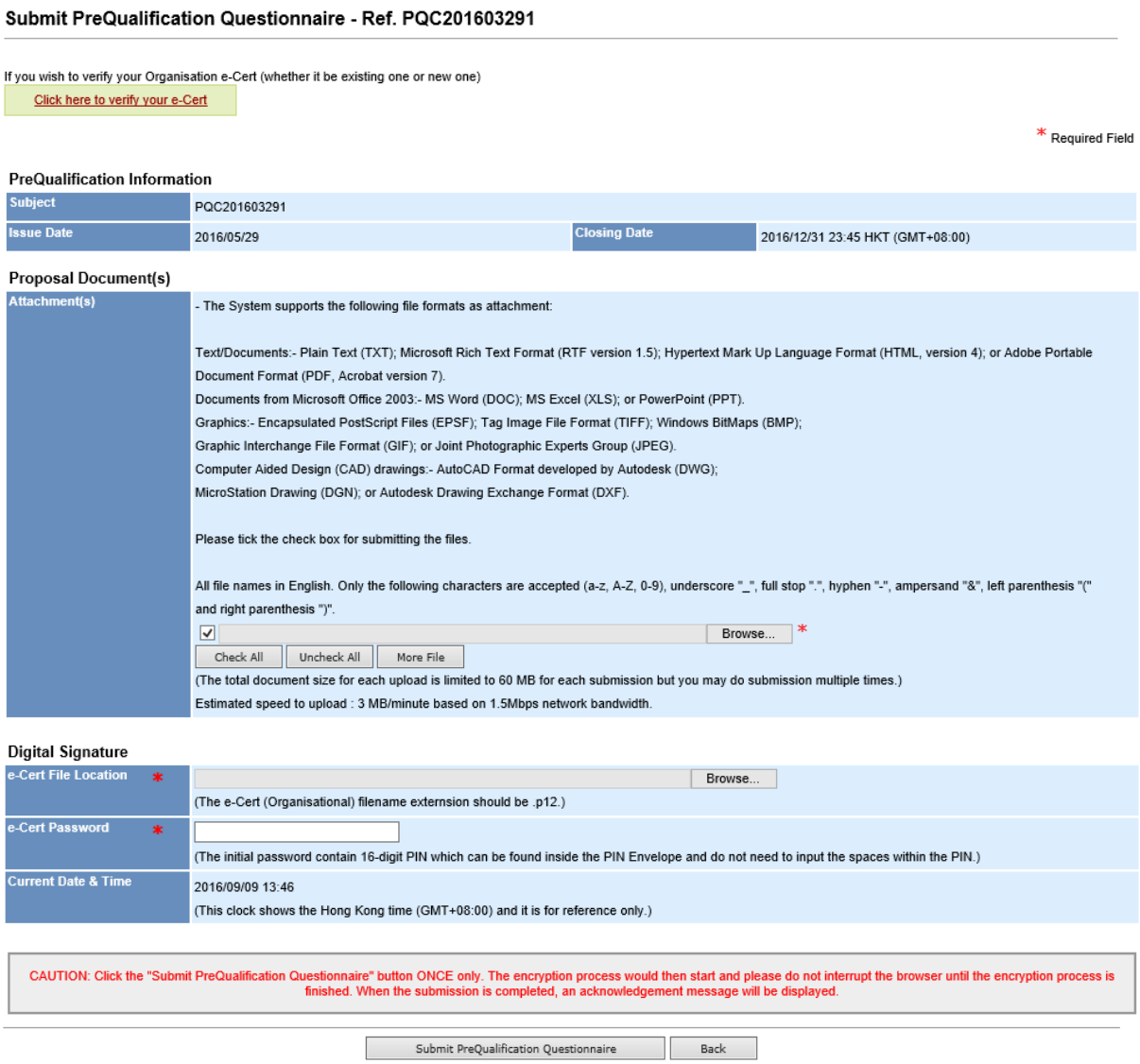
Your Organisational e-Cert must be made in company name as the company's business registration. After acquiring the Organisational e-Cert, you should verify your e-Cert into the system before signing any submissions via the system.

Your digital certificate was expired on 2013/12/10.

Please log into your Principal Account and verify Organisation e-Cert.

Back

Step 3. Complete all the required fields in the form.



Submit PreQualification Questionnaire - Ref. PQC201603291

If you wish to verify your Organisation e-Cert (whether it be existing one or new one)

Click here to verify your e-Cert

* Required Field

PreQualification Information

Subject	PQC201603291		
Issue Date	2016/05/29	Closing Date	2016/12/31 23:45 HKT (GMT+08:00)

Proposal Document(s)

Attachment(s)

- The System supports the following file formats as attachment:

Text/Documents:- Plain Text (TXT); Microsoft Rich Text Format (RTF version 1.5); Hypertext Mark Up Language Format (HTML, version 4); or Adobe Portable Document Format (PDF, Acrobat version 7).
Documents from Microsoft Office 2003:- MS Word (DOC); MS Excel (XLS); or PowerPoint (PPT).
Graphics:- Encapsulated PostScript Files (EPSF); Tag Image File Format (TIFF); Windows BitMaps (BMP);
Graphic Interchange File Format (GIF); or Joint Photographic Experts Group (JPEG).
Computer Aided Design (CAD) drawings:- AutoCAD Format developed by Autodesk (DWG);
MicroStation Drawing (DGN); or Autodesk Drawing Exchange Format (DXF).

Please tick the check box for submitting the files.

All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

Browse... *

Check All | Uncheck All | More File

(The total document size for each upload is limited to 60 MB for each submission but you may do submission multiple times.)
Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.

Digital Signature

e-Cert File Location *	Browse... (The e-Cert (Organisational) filename externsion should be .p12.)
e-Cert Password *	(The initial password contain 16-digit PIN which can be found inside the PIN Envelope and do not need to input the spaces within the PIN.)
Current Date & Time	2016/09/09 13:46 (This clock shows the Hong Kong time (GMT+08:00) and it is for reference only.)

CAUTION: Click the "Submit PreQualification Questionnaire" button ONCE only. The encryption process would then start and please do not interrupt the browser until the encryption process is finished. When the submission is completed, an acknowledgement message will be displayed.

Submit PreQualification Questionnaire | Back

Step 4. In "Proposed Document(s)", click "Browse" button to choose file to upload.

Step 5. Click "More File" button and repeat step 4 to upload another file.

Step 6. In "Digital Signature", click "Browse" button to locate the Digital Certificate file and enter the password of your Digital Certificate file for digital signature.

Note:

- For overseas and Joint Venture / Consortium companies, they are required to apply a Digital Certificate (.cer) online in their account through the system.
- For companies registered in Hong Kong, they are required to apply an Organisational e-Cert (.p12) under their registered company name through Hongkong Post.

Step 7. Click "Submit Prequalification Questionnaire" to start submission.

The following acknowledgement page will be shown. It is suggested to print the acknowledge screen as record for submission of the completed Pre-Qualification Questionnaire.

Submit PreQualification Questionnaire

Submission completed is successful.

Submission Ref: 348

Prequalification Ref: PQC201603291
Start Time: 2016/09/09 13:46 HKT (GMT+08:00)
End Time: 2016/09/09 13:51:46 HKT (GMT+08:00)
Number of Documents Upload: 2

Attachment :
A.pdf
B.pdf

Note:
1. Please print this screen for record purpose.

Note: System will show warning message and stop to process if digital certificate file and/ or password incorrect. Click "Back" button and resubmit with correct digital certificate file and/ or password.

Submit PreQualification Questionnaire

ERROR: Incorrect Digital Certificate File and/or Password.

Submit Query to PQ

Step 1. Search and go to specific PQ as described in previous section.

Step 2. Click the "Submit Query" button at the bottom of PQ.

Prequalification - View - Ref. PQC201603291 OPEN

Issue Date	2016/05/29
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201603291
Contract Title	C201603291
Contract Category	C201603291
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	PQC201603291
Info	PQC201603291
PreQualification Document (s)	File Name: A.pdf; File Description: ; File Size: 78 KB

General Notice

Notice

Contact Person Information

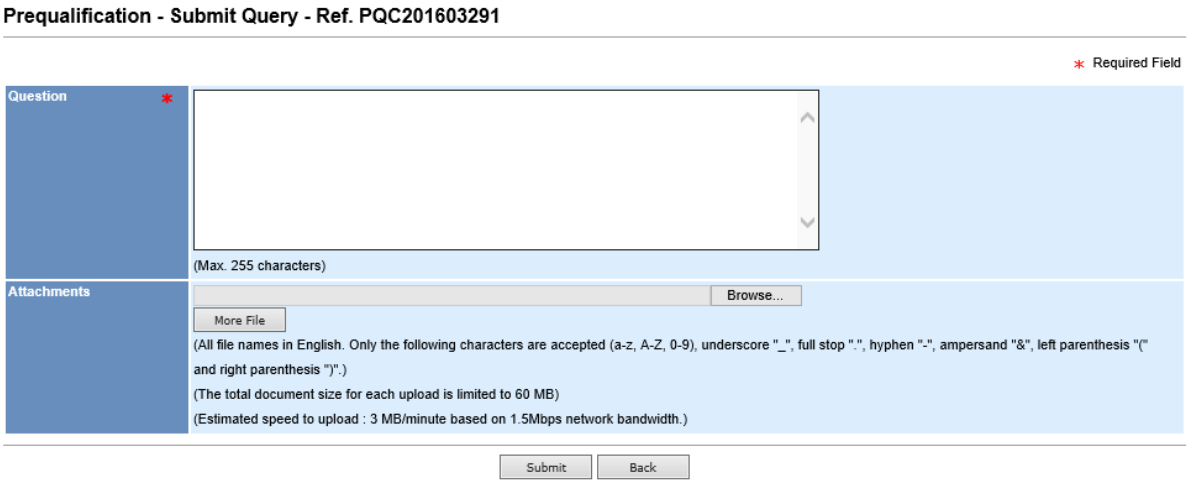
Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	123
Email Address	aas2@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit PreQualification Questionnaire | Close

Step 3. User can type question in the text box. Moreover, user can also submit query with attachment by clicking the "Browse" button to select the file(s). All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".



Step 4. Click the "Submit" button to submit the query.

The following acknowledgement page will be shown.

The submitted query will be displayed on the PQ under the private query section.

Download Answer to Query (PQ)

Once MTR Corporation replies to the query, answer(s) will be shown under the question. User can click the file link to view attachment files to the answers if available. User will also receive email notification of the reply to the query with attachment file(s) if any.

Subject: Answer to Prequalification Query - www.hkextender.com (E-Tendering)

To : C&D
Dear Sir/Madam,

Please note that the answer to the query below for the Prequalification Invitation for Tender for the following contract has been posted in the E-Tendering Website at www.hkextender.com. Please login the E-Tendering Website to view the details.

Reply Date & Time : 2016/09/09 14:01 HKT (GMT+08:00)
Question : 123
Answer : 234

Prequalification Information
==========
Prequalification Ref : PQC201603291
Project : Works for Property (Tender)
Contract Ref : C201603291
Contract Title : C201603291
Issue Date : 2016/05/29

Private Query

		Message	
1.	Q:	123 A.pdf	2016/09/09 13:27
	A:	234 A.pdf	2016/09/09 13:34

In case MTR Corporation wishes that all the suppliers invited for Prequalification can also view the query and answer that is submitted by one of the suppliers, the query and answer are shown under the Public Query section. The user will receive email notification and view under the Public Query Section.

Public Query

		Message	
1.	A:	345 A.pdf	2016/09/09 13:36

Private Query

		Message	
1.	Q:	123 A.pdf	2016/09/09 13:27
	A:	234 A.pdf	2016/09/09 13:34

Note: For query and answer shown under the Private Query section, only the supplier submitted the query can see the query and answer.

View General Notice & Download Document (PQ)

You will receive email notification of the general notice.

Subject: General Notice of Prequalification Notice - www.hkextender.com (E-Tendering)

To : C&D
Dear Sir/Madam,

Please note that the following general notice for the Prequalification Invitation for Tender for the following contract has been posted in the E-Tendering Website at www.hkextender.com. Please login the E-Tendering Website for details and your response as required.

General Notice Issue Date & Time : 2016/09/09
General Notice Description : 1
2
3

Prequalification Information
==========
Prequalification Ref : PQC201603291
Project : Works for Property (Tender)
Contract Ref : C201603291
Contract Title : C201603291

Step 1. Search and go to specific PQ as described in previous section.

Step 2. In General Notice, Click the file hyperlink to download attachment file(s) for viewing.

Info	PQ_20160728_ST		
PreQualification Document (s)	File Name	File Description	File Size
	Text only file1.pdf		2 MB

General Notice

Notice

1. 2016/09/09 14:04 Submit

Closing Date & Time : 2016/09/30 14:00 HKT (GMT+08:00)
Description : 1
2
3

File Name	File Description	File Size
A.pdf	A	78 KB

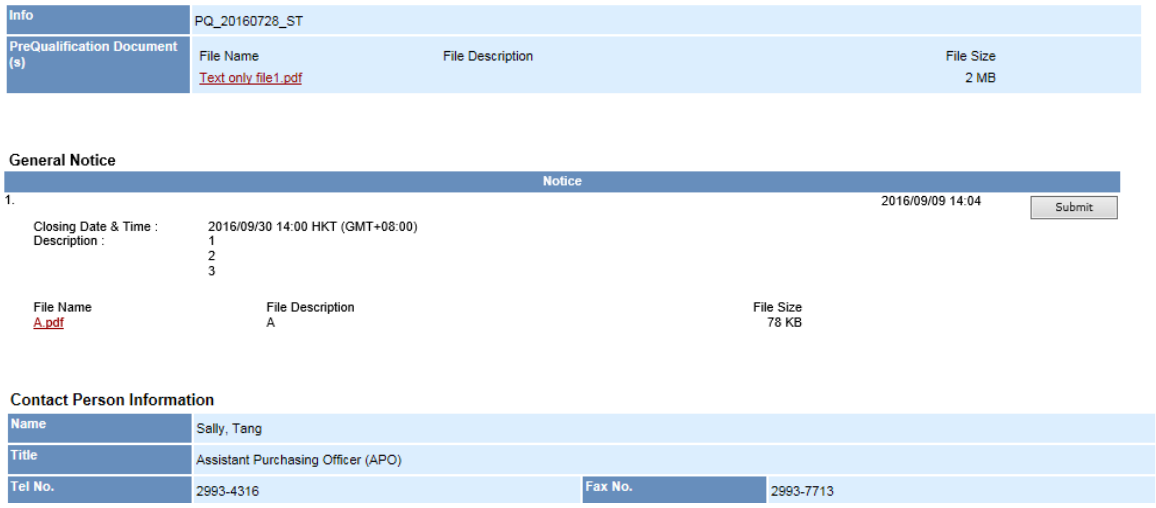
Contact Person Information

Name	Sally, Tang		
Title	Assistant Purchasing Officer (APO)		
Tel No.	2993-4316	Fax No.	2993-7713

Submit Response to General Notice (PQ)

Step 1. Search and go to specific PQ as described in previous section.

Step 2. In General Notice, click "Submit" button.



Info	PQ_20160728_ST		
PreQualification Document (s)	File Name Text only file1.pdf	File Description	File Size 2 MB

General Notice

Notice		
1.		2016/09/09 14:04 Submit

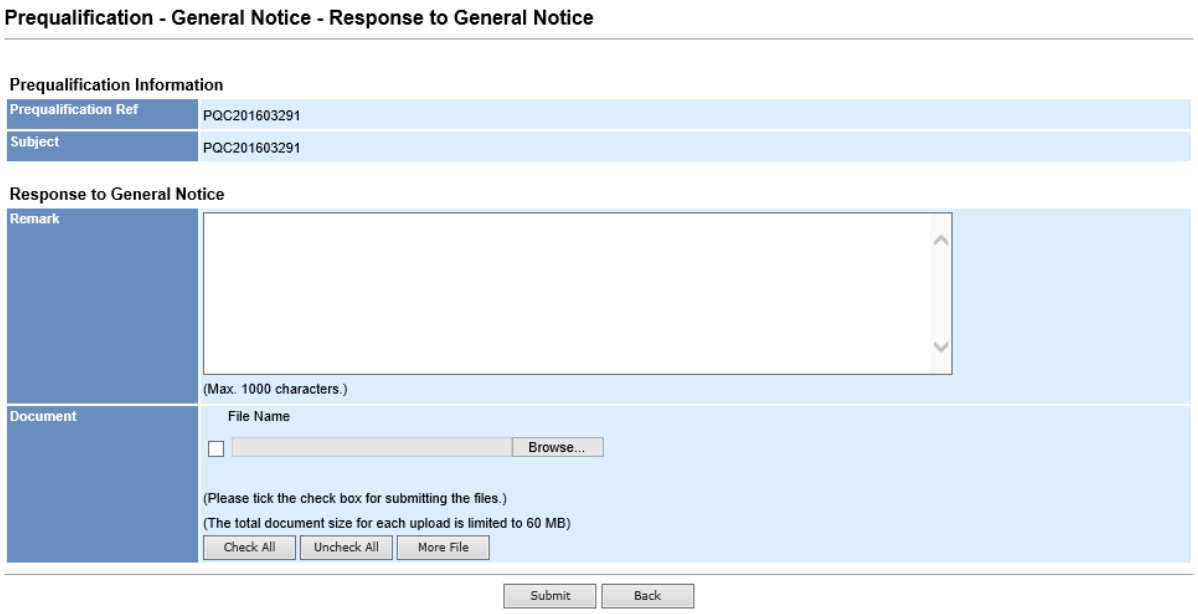
Closing Date & Time : 2016/09/30 14:00 HKT (GMT+08:00)
Description : 1
2
3

File Name	File Description	File Size
A.pdf	A	78 KB

Contact Person Information

Name	Sally, Tang		
Title	Assistant Purchasing Officer (APO)		
Tel No.	2993-4316	Fax No.	2993-7713

Step 3. Complete all the required fields in the form and click "Submit" button.



Prequalification - General Notice - Response to General Notice

Prequalification Information

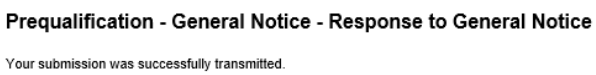
Prequalification Ref	PQC201603291
Subject	PQC201603291

Response to General Notice

Remark	(Max. 1000 characters.)
Document	File Name Browse... (Please tick the check box for submitting the files.) (The total document size for each upload is limited to 60 MB) Check All Uncheck All More File

Submit Back

The following acknowledgement page will be shown.



Prequalification - General Notice - Response to General Notice

Your submission was successfully transmitted.

The submission will be displayed on the PQ under the General Notice section.

Info	PQ_20160728_ST		
PreQualification Document (s)	File Name Text only file1.pdf	File Description	File Size 2 MB

General Notice

Notice		
1.		2016/09/09 14:04 Submit

Closing Date & Time : 2016/09/30 14:00 HKT (GMT+08:00)
Description : 1
2
3

File Name	File Description	File Size
A.pdf	A	78 KB

A: 123 2016/09/09 14:11
A.pdf

Contact Person Information

Name	Sally, Tang		
Title	Assistant Purchasing Officer (APO)		
Tel No.	2993-4316	Fax No.	2993-7713

Download Prequalification Q&A

You will receive email notification of the Q&A.

To : test_20130527
Dear Sir/Madam,

Please note that Q&A for the following PreQualification has been posted in www.hkextender.com for your action.

Please submit your answer to the Q&A before the closing date & time.

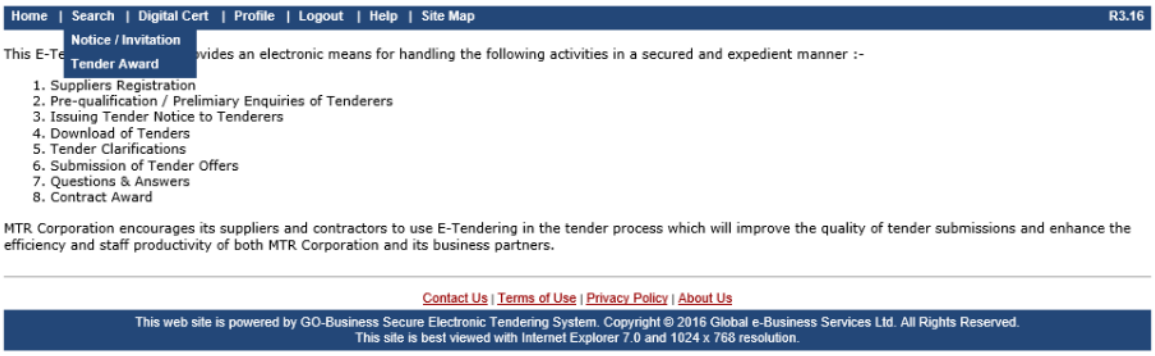
For more information, please login http://www.hkextender.com web site.

Q&A And PreQualification Information
==========
Q&A Ref.: PQAD1306102475Q2
Project : Project2013051401
PreQualification Ref : PQAD13061
Contract Title : AD13061
Issue Date : 2013/07/15
Closing Date & Time : 2013/07/15 22:00 HKT (GMT+08:00)
==========

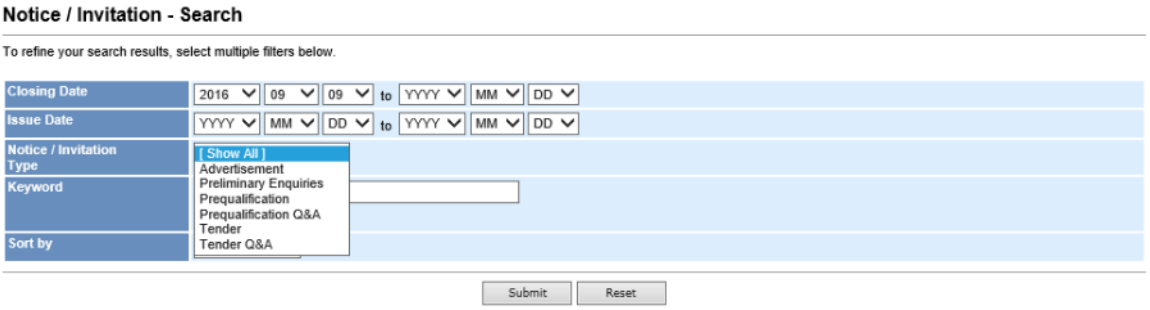
If you have any enquiry, please feel free to contact the following person : -
Name : po1, po1
Telephone : 11111
Facsimile : 11111
e-Mail : po1@ctil.com

Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited

Step 1. Click "Notice / Invitation" under "Search" on menu.



Step 2. Select "Prequalification Q&A" in "Notice / Invitation Type" and click "Submit" button.



You can also search the Q&A by the following searching criteria.

- Closing Date Range
- Issue Date Range
- Keywords (Ref, Subject)

The following page will be shown.

Notice / Invitation - Results (Record 1 - 1 of 1)

Expand All

	Notice / Invitation Type	Reference No.	Subject	Issue Date	Closing Date
1.	PQ Q&A	PQP-CON-1300003Q2	PQP-CON-1300003Q2	2015/06/29	2016/12/31 14:00

Keyword: Search on Results

Page: 1

Step 3. Click Reference No. to view the details.

The following page will be shown.

Prequalification Q&A - Ref. PQP-CON-1300003Q2 RESTRICTED

Prequalification Q&A Information

Subject	PQP-CON-1300003Q2
Issue Date	2015/06/29
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Q&A Document(s)	File Name: Test data.doc (Archived); File Description: ; File Size: 49 KB

Prequalification Information

Prequalification Ref	PQP-CON-13
Project	Works for Property (Tender)
Contract Ref	P-CON-13
Contract Title	P-CON-13
Contract Category	P-CON-13
Trade	GOODS > Reinforcement Steel Bar > Steel Bar

Contact Person Information

Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	1
Email Address	aas2@dummy.com		

Submit Prequalification Q&A | Close

Step 4. Click the file hyperlink to download attachment file(s) for viewing.

Submit Answer to Prequalification Q&A

Step 1. Search and go to specific Q&A as described in previous section.

Step 2. Click the "Submit Prequalification Q&A" button at the bottom of Q&A.

Prequalification Q&A - Ref. PQP-CON-1300003Q2 RESTRICTED

Prequalification Q&A Information

Subject	PQP-CON-1300003Q2
Issue Date	2015/06/29
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Q&A Document(s)	File Name: Test data.doc (Archived); File Description: ; File Size: 49 KB

Prequalification Information

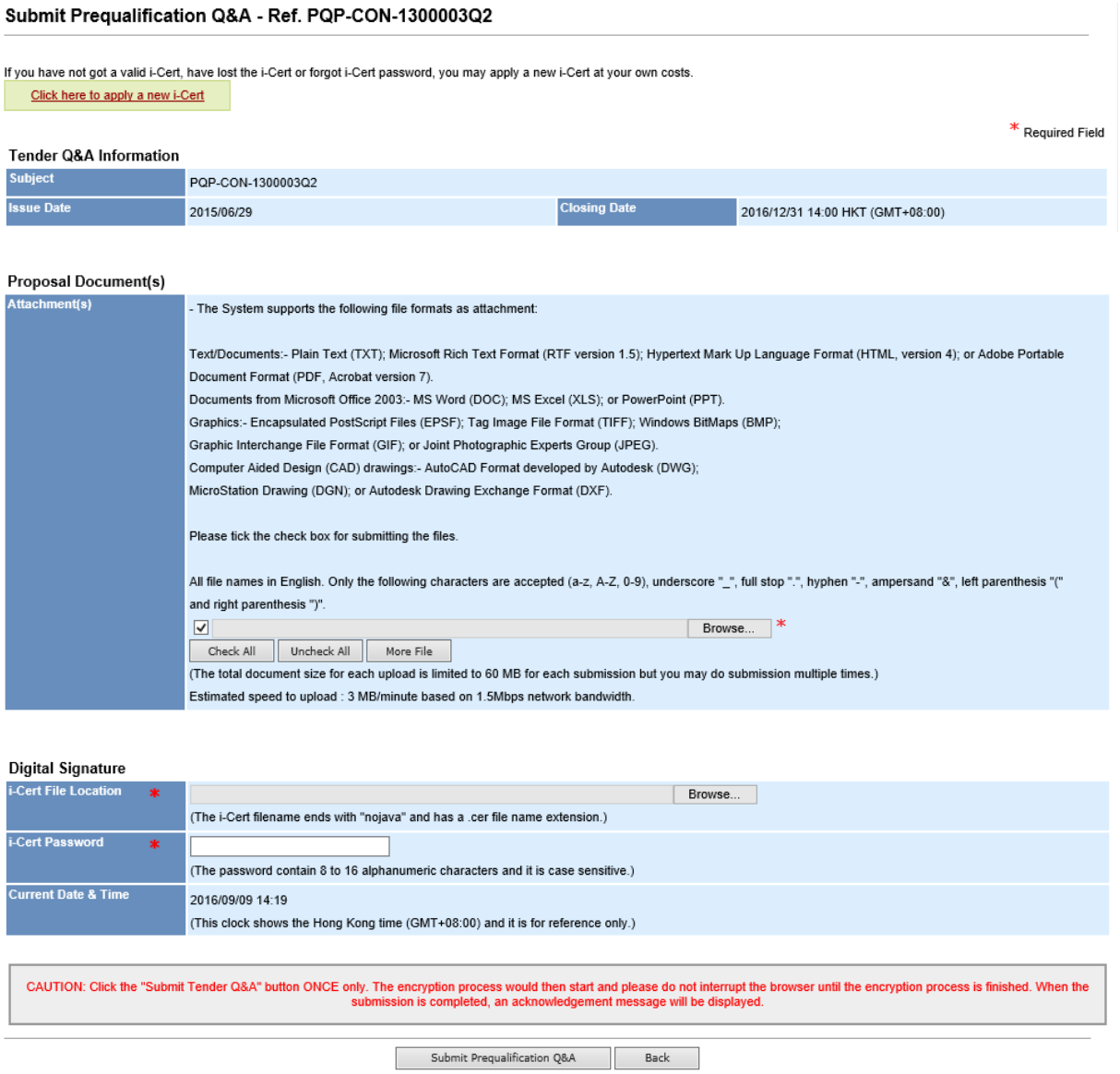
Prequalification Ref	PQP-CON-13
Project	Works for Property (Tender)
Contract Ref	P-CON-13
Contract Title	P-CON-13
Contract Category	P-CON-13
Trade	GOODS > Reinforcement Steel Bar > Steel Bar

Contact Person Information

Name	Peter, Chan		
Title	AA & Secretary (OPS/PRJ)		
Tel No.	81060049	Fax No.	1
Email Address	aas2@dummy.com		

Submit Prequalification Q&A | Close

Step 3. Complete all the required fields in the form.



Submit Prequalification Q&A - Ref. PQP-CON-1300003Q2

If you have not got a valid i-Cert, have lost the i-Cert or forgot i-Cert password, you may apply a new i-Cert at your own costs.

Click here to apply a new i-Cert

* Required Field

Tender Q&A Information

Subject	PQP-CON-1300003Q2		
Issue Date	2015/06/29	Closing Date	2016/12/31 14:00 HKT (GMT+08:00)

Proposal Document(s)

Attachment(s)

- The System supports the following file formats as attachment:

Text/Documents:- Plain Text (TXT); Microsoft Rich Text Format (RTF version 1.5); Hypertext Mark Up Language Format (HTML, version 4); or Adobe Portable Document Format (PDF, Acrobat version 7).
Documents from Microsoft Office 2003:- MS Word (DOC); MS Excel (XLS); or PowerPoint (PPT).
Graphics:- Encapsulated PostScript Files (EPSF); Tag Image File Format (TIFF); Windows BitMaps (BMP);
Graphic Interchange File Format (GIF); or Joint Photographic Experts Group (JPEG).
Computer Aided Design (CAD) drawings:- AutoCAD Format developed by Autodesk (DWG);
MicroStation Drawing (DGN); or Autodesk Drawing Exchange Format (DXF).

Please tick the check box for submitting the files.

All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

Browse... *

Check All | Uncheck All | More File

(The total document size for each upload is limited to 60 MB for each submission but you may do submission multiple times.)
Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.

Digital Signature

i-Cert File Location *	Browse... (The i-Cert filename ends with "nojava" and has a .cer file name extension.)
i-Cert Password *	(The password contain 8 to 16 alphanumeric characters and it is case sensitive.)
Current Date & Time	2016/09/09 14:19 (This clock shows the Hong Kong time (GMT+08:00) and it is for reference only.)

CAUTION: Click the "Submit Tender Q&A" button ONCE only. The encryption process would then start and please do not interrupt the browser until the encryption process is finished. When the submission is completed, an acknowledgement message will be displayed.

Submit Prequalification Q&A | Back

Step 4. In "Proposed Document(s)", click "Browse" button to locate attachment file to upload.

Step 5. Click "More File" button and repeat step 4 to locate another attachment file.

Step 6. In “Digital Signature”, click “Browse” button to locate the digital certificate file and enter the password of your digital certificate.

Note:

- For overseas and Joint Venture / Consortium companies, they are required to apply a Digital Certificate (.cer) online in their account through the system.
- For companies registered in Hong Kong, they are required to apply an Organisational e-Cert (.p12) under their registered company name through Hongkong Post.

Step 7. Click "Submit Prequalification Q&A" to start submission.

The following acknowledgement page will be shown. It is suggested to print the acknowledgement page for record.

Submit Prequalification Q&A

Submission completed is successful.

Submission Ref: 349

Q&A Ref: PQP-CON-1300003Q2
Start Time: 2016/09/09 14:19 HKT (GMT+08:00)
End Time: 2016/09/09 14:24:26 HKT (GMT+08:00)
Number of Documents Upload: 1

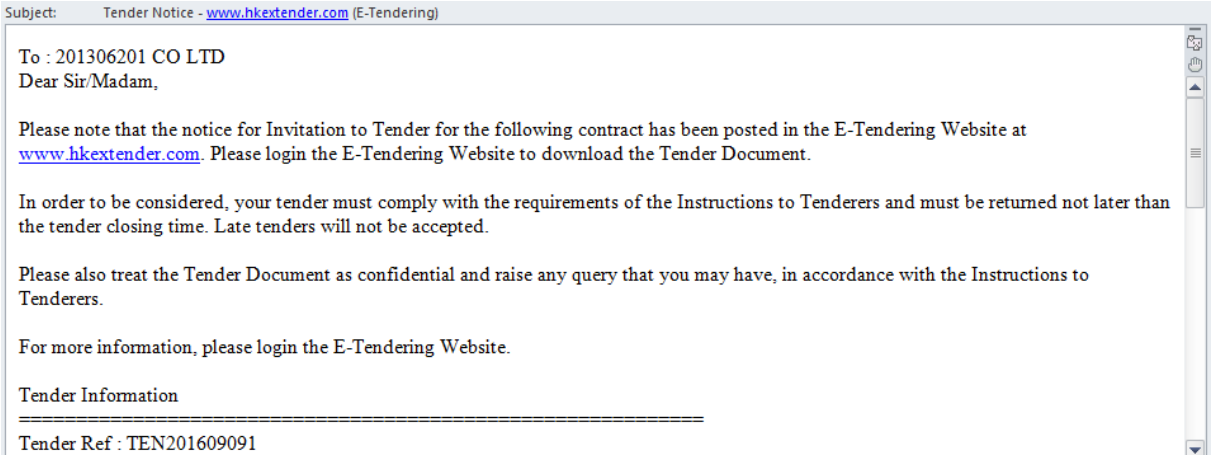
Attachment :
A.pdf

Note:
1. Please print this screen for record purpose.

Tender Notice

If a registered supplier is selected by MTR Corporation for a tender, he will receive an email notice about the tender. Supplier can search the tender in two different ways as illustrated below.

You will receive email notification of the Tender.


Subject: Tender Notice - www.hkextender.com (E-Tendering)

To : 201306201 CO LTD
Dear Sir/Madam,

Please note that the notice for Invitation to Tender for the following contract has been posted in the E-Tendering Website at www.hkextender.com. Please login the E-Tendering Website to download the Tender Document.

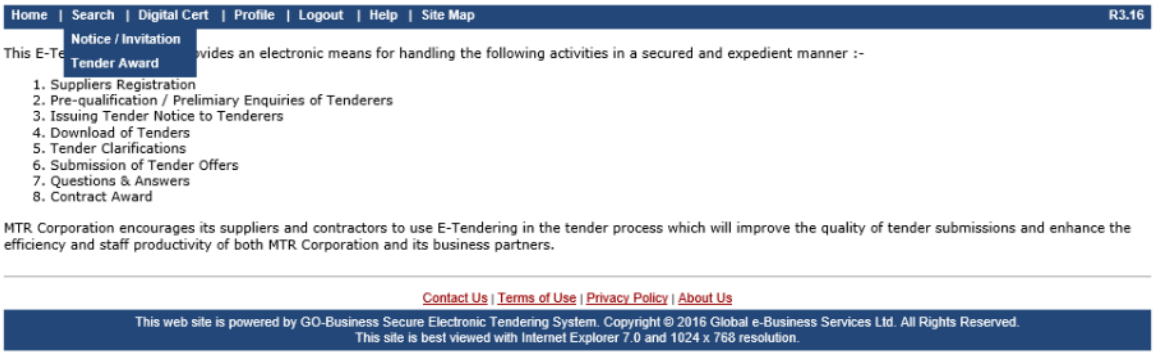
In order to be considered, your tender must comply with the requirements of the Instructions to Tenderers and must be returned not later than the tender closing time. Late tenders will not be accepted.

Please also treat the Tender Document as confidential and raise any query that you may have, in accordance with the Instructions to Tenderers.

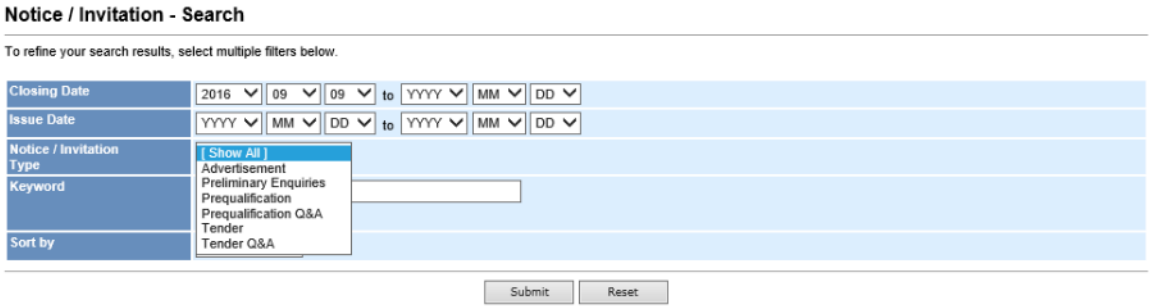
For more information, please login the E-Tendering Website.

Tender Information
==========
Tender Ref : TEN201609091

Step 1. Click "Notice / Invitation" under "Search" on menu.



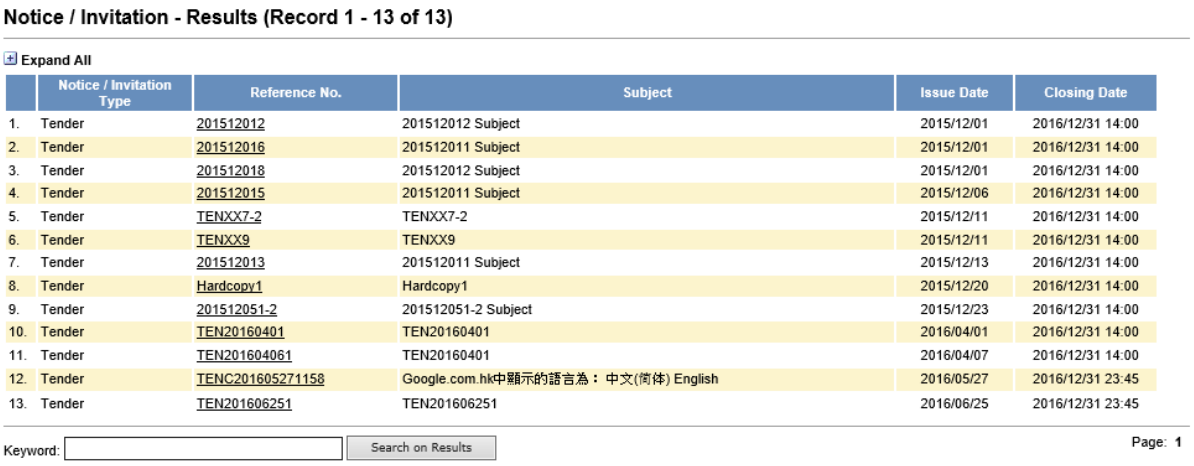
Step 2. Select "Tender" in "Notice / Invitation Type" and click "Submit" button.



You can also search the Tender by the following searching criteria.

- Closing Date Range
- Issue Date Range
- Keywords (Ref, Subject)

The following page will be shown.



	Notice / Invitation Type	Reference No.	Subject	Issue Date	Closing Date
1.	Tender	201512012	201512012 Subject	2015/12/01	2016/12/31 14:00
2.	Tender	201512016	201512011 Subject	2015/12/01	2016/12/31 14:00
3.	Tender	201512018	201512012 Subject	2015/12/01	2016/12/31 14:00
4.	Tender	201512015	201512011 Subject	2015/12/06	2016/12/31 14:00
5.	Tender	TENXX7-2	TENXX7-2	2015/12/11	2016/12/31 14:00
6.	Tender	TENXX9	TENXX9	2015/12/11	2016/12/31 14:00
7.	Tender	201512013	201512011 Subject	2015/12/13	2016/12/31 14:00
8.	Tender	Hardcopy1	Hardcopy1	2015/12/20	2016/12/31 14:00
9.	Tender	201512051-2	201512051-2 Subject	2015/12/23	2016/12/31 14:00
10.	Tender	TEN20160401	TEN20160401	2016/04/01	2016/12/31 14:00
11.	Tender	TEN201604061	TEN20160401	2016/04/07	2016/12/31 14:00
12.	Tender	TENC201605271158	Google.com.hk中顯示的語言為：中文(简体) English	2016/05/27	2016/12/31 23:45
13.	Tender	TEN201606251	TEN201606251	2016/06/25	2016/12/31 23:45

Note:

- You can show full description as "ToolTip" by pointing the cursor to the description field (Collapse All – defaulted) or click "Expand All" button to display full description with wrapping to next line on screen.

Step 3. Click "Reference No." to view the details.

The following page will be shown.

Tender - View - Ref. TEN201606251 RESTRICTED

Issue Date	2016/06/25
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201606251
Contract Title	C201606251
Contract Category	C201606251
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	TEN201606251
Info	
Tender Document(s)	File Name / File Description / File Size A 59MB File.pdf — 59 MB MTR.doc — 49 KB Download Whole Package — 53.36 MB

General Notice

Notice

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Technical Offer | Submit Financial Offer | Submit No Offer | Close

For some tenders with "Hardcopy Tender Submission Only" on the top of Tender. You could only submit Tender via Hardcopy, no electronic submission could be made. However, you could still submit query and download answer to query via the system.

Tender - View - Ref. Hardcopy1 Hardcopy Tender Submission Only RESTRICTED

Issue Date	2015/12/20
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	Hardcopy1
Contract Title	Hardcopy1
Contract Category	Hardcopy1
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	Hardcopy1
Info	
Tender Document(s)	File Name / File Description / File Size A A.pdf — A — 78 KB Download Whole Package — 0.07 MB

Download Tender Document

Step 1. Search the Tender Notice as described in the previous section.

Step 2. In "Tender Document(s)", click the file hyperlink to download attachment file one by one for viewing.

Tender - View - Ref. TEN201606251 RESTRICTED

Issue Date	2016/06/25
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201606251
Contract Title	C201606251
Contract Category	C201606251
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	TEN201606251
Info	
Tender Document(s)	File Name / File Description / File Size A 59MB File.pdf — 59 MB MTR.doc — 49 KB Download Whole Package — 53.36 MB

General Notice

Notice

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Technical Offer | Submit Financial Offer | Submit No Offer | Close

Note:

- You can also click "Download Whole Package" hyperlink to download all the attachment files in one zip file.
- You can view and download tender addendum anytime unless MTR has archived the document.

View General Notice & Download Document (Tender)

You will receive email notification of the general notice.

Subject: General Notice of Tender Notice - www.hkextender.com (E-Tendering)

To : Company One 中顯示的語言為
Dear Sir/Madam,

Please note that the following general notice for the Invitation to Tender for the following contract has been posted in in the E-Tendering Website at www.hkextender.com. Please login the E-Tendering Website for details and your response as required.

General Notice Issue Date & Time : 2016/09/09
General Notice Description : 1
2
3

Tender Information
==========
Tender Ref: TEN201606251
Project : Works for Property (Tender)
Contract Ref : C201606251
Contract Title : C201606251

Step 1. Search and go to specific Tender as described in previous section.

Step 2. In General Notice, Click the file hyperlink to download attachment file(s) for viewing.

Tender Document(s)	File Name	File Description	File Size
	Folder 1		
	Text.docx	Test	12 KB
	Download Whole Package		0.01 MB

General Notice

Notice		
1.	2016/09/09 15:07	Submit

Closing Date & Time : 2016/09/30 14:00 HKT (GMT+08:00)
Description : 1
2
3

File Name	File Description	File Size
A.pdf	A	78 KB

Contact Person Information

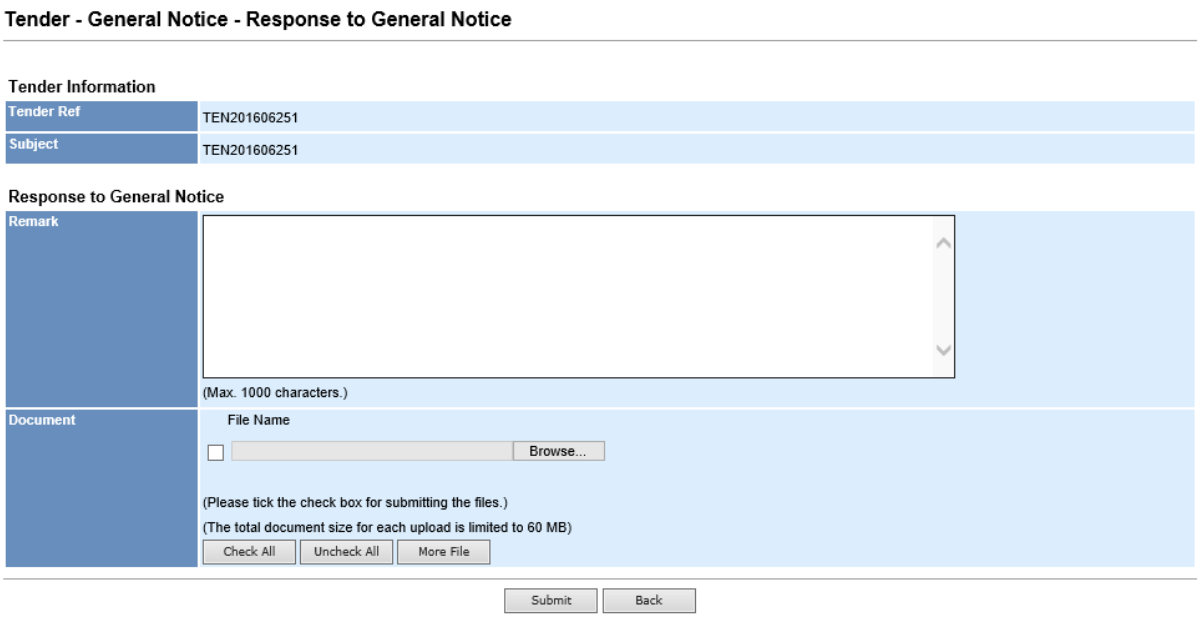
Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Submit Response to General Notice (Tender)

Step 1. Search and go to specific Tender as described in previous section.

Step 2. In General Notice, click "Submit" button.

Step 3. Complete all the required fields in the form and click "Submit" button.



The following acknowledgement page will be shown.

Tender - General Notice - Response to General Notice

Your submission was successfully transmitted.

The submission will be displayed on the Tender under the General Notice section.

Tender Document(s)	File Name	File Description	File Size
	Folder 1		
	Text.docx	Test	12 KB
	Download Whole Package		0.01 MB

General Notice

Notice		
1.		2016/09/09 15:07 Submit

Closing Date & Time : 2016/09/30 14:00 HKT (GMT+08:00)
Description : 1
2
3

File Name	File Description	File Size
A.pdf	A	78 KB

A: 234 2016/09/09 15:09
A.pdf

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Download Tender Addendum

You will receive email notification of Tender Addendum.

Subject: Tender Addendum - www.hkextender.com (E-Tendering)

To : CompanySix
Dear Sir/Madam,

Please note that the tender addendum below for the Tender Document for the following contract has been posted in the E-Tendering Website at www.hkextender.com. Please login the E-Tendering Website to download the tender addendum.

You are instructed to take due account of this tender addendum in your tender which is to be submitted in accordance with the Instructions to Tenderers. Please note that the tender closing time remains unchanged.

Addendum Issue Date : 2016/09/09
Addendum Info: 123

Tender Information
==========
Tender Ref: TEN201606251
Project : Works for Property (Tender)
Contract Ref : C201606251

Step 1. Search the Tender Notice as described in the previous section.

Step 2. In "Tender Addendum", click the file hyperlink to download attachment file one by one for viewing.

Tender - View - Ref. TEN201606251 RESTRICTED

Issue Date	2016/06/25
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201606251
Contract Title	C201606251
Contract Category	C201606251
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	TEN201606251
Info	
Tender Document(s)	File Name / File Description / File Size A 59MB File.pdf — 59 MB MTR.doc — 49 KB Download Whole Package — 53.36 MB

Tender Addendum

Addendum 1 Issue Date	2016/09/09
Addendum 1 Info	123
Addendum 1 Document	File Name / File Description / File Size A A.pdf — A — 78 KB B.pdf — B — 78 KB

General Notice

Notice

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Technical Offer | Submit Financial Offer | Submit No Offer | Close

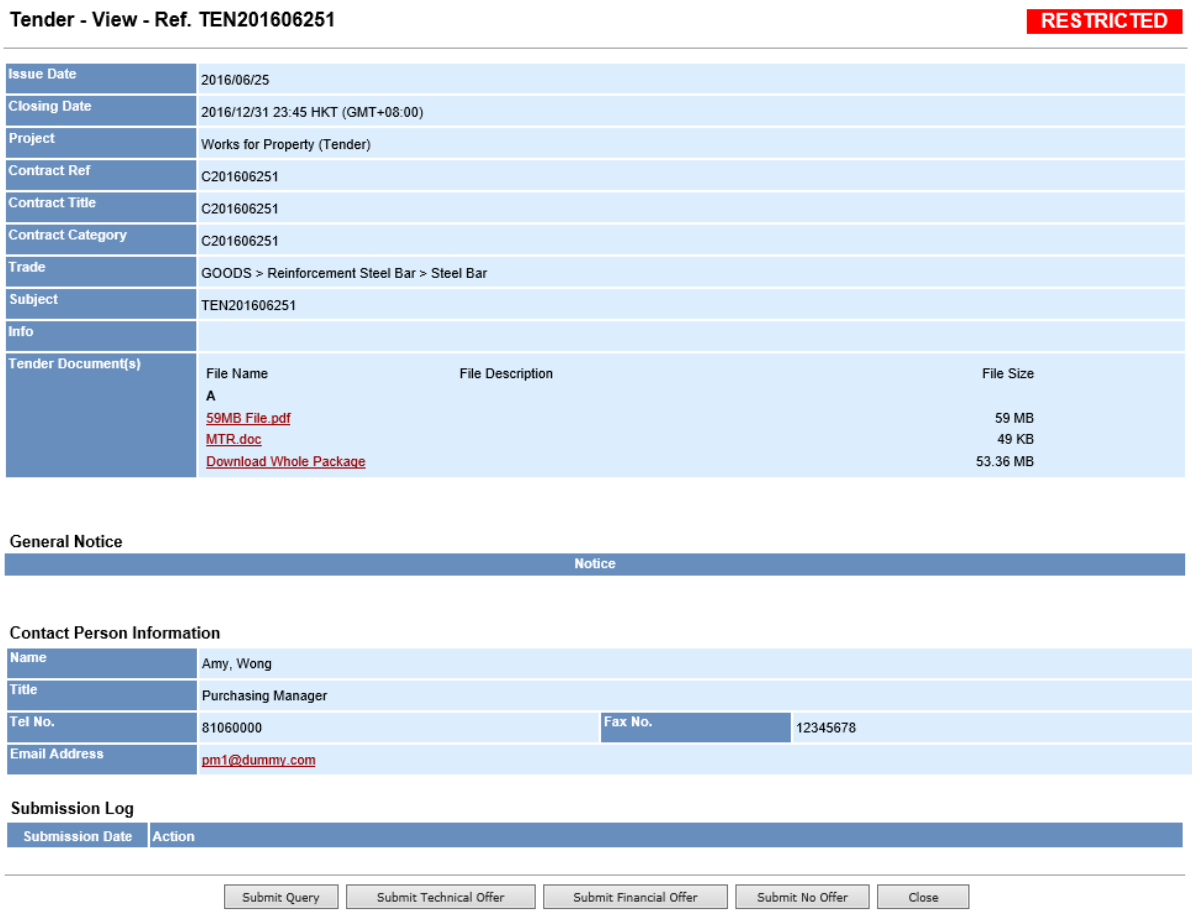
Note:

- You can view and download tender addendum anytime unless MTR has archived the document.

Submit Query to Tender

Step 1. Search and go to specific Tender as described in previous section.

Step 2. Click the "Submit Query" button at the bottom of Tender.



Tender - View - Ref. TEN201606251 RESTRICTED

Issue Date	2016/06/25
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201606251
Contract Title	C201606251
Contract Category	C201606251
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	TEN201606251
Info	
Tender Document(s)	File Name / File Description / File Size A 59MB File.pdf — 59 MB MTR.doc — 49 KB Download Whole Package — 53.36 MB

General Notice

Notice

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Technical Offer | Submit Financial Offer | Submit No Offer | Close

Step 3. User can type question in the text box. Moreover, user can also submit query with attachment by clicking the "Browse" button to select the file(s). All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

Tender - Submit Query - Ref. TEN201606251

* Required Field

Question *	(Max. 255 characters)
Attachments	Browse... More File (All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".) (The total document size for each upload is limited to 60 MB) (Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.)

Submit Back

Step 4. Click the "Submit" button to submit the query.

The following acknowledgement page will be shown.

Tender - Submit Query

Your query has been sent.

The submitted query will be displayed on the Tender notice under the private query section.

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Private Query

Message	
1. Q: 123 A.pdf	2016/09/09 13:57

Download Answer to Query (Tender)

Once MTR Corporation replies to the query, answer(s) will be shown under the question. User can click the file link to view attachment files to the answers if available. User will also receive email notification of the reply to the query with attachment file(s) if any.

Subject: Answer to Tender Query - www.hkextender.com (E-Tendering)

To : Company One 中顯示的語言為
Dear Sir/Madam,

Please note that the answer to the query below for the Invitation to Tender for the following contract has been posted in the E-Tendering Website at www.hkextender.com. Please login the E-Tendering Website to view the details.

Reply Date & Time : 2016/09/09 15:04 HKT (GMT+08:00)
Question : 123
Answer : 234

Tender Information
==========
Tender Ref : TEN201606251
Project : Works for Property (Tender)
Contract Ref : C201606251
Contract Title : C201606251
Issue Date : 2016/06/25

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Private Query

	Message	
1. Q:	123 A.pdf	2016/09/09 13:27
A:	234 A.pdf	2016/09/09 13:34

In case MTR Corporation wishes that all the suppliers invited for Tender can also view the query and answer that is submitted by one of the suppliers, the query and answer are shown under the Public Query section. The user will receive email notification and view under the Public Query Section.

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Public Query

	Message	
1. A:	345 A.pdf	2016/09/09 13:36

Private Query

	Message	
1. Q:	123 A.pdf	2016/09/09 13:27
A:	234 A.pdf	2016/09/09 13:34

Note: For query and answer shown under the Private Query section, only the supplier submitted the query can see the query and answer.

Submit Tender Offer

Step 1. Search and go to specific Tender as described in previous section.

Step 2. Click the "Submit Tender Offer" button at the bottom of Tender.

Tender - View - Ref. TEN201606251 RESTRICTED

Issue Date	2016/06/25
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201606251
Contract Title	C201606251
Contract Category	C201606251
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	TEN201606251
Info	
Tender Document(s)	File Name / File Description / File Size A 59MB File.pdf — 59 MB MTR.doc — 49 KB Download Whole Package — 53.36 MB

General Notice

Notice

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Tender Offer | Submit No Offer | Close

If MTR Corporation requires tenderers to submit technical and financial parts of the tender offer separately, then supplier shall click the "Submit Technical Offer" button for the submission of the technical part of the tender offer and click the "Submit Financial Offer" button for the submission of the financial part of the tender offer.

Tender - View - Ref. TEN201606251 RESTRICTED

Issue Date	2016/06/25
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201606251
Contract Title	C201606251
Contract Category	C201606251
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	TEN201606251
Info	
Tender Document(s)	File Name / File Description / File Size A 59MB File.pdf — 59 MB MTR.doc — 49 KB Download Whole Package — 53.36 MB

General Notice

Notice

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Technical Offer | Submit Financial Offer | Submit No Offer | Close

The following page will be shown.

Submit Technical Offer - Ref. TEN201606251

If you have not got a valid i-Cert, have lost the i-Cert or forgot i-Cert password, you may apply a new i-Cert at your own costs.

Click here to apply a new i-Cert

* Required Field

Tender Information

Ref.	TEN201606251
Subject	TEN201606251
Issue Date	2016/06/25
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)

Offer

Submit Action	1. Please select "New" if this is your first time submission. Please note that if you select "NEW" for subsequent submission, all your previous submissions will not be considered by the Corporation. 2. If your select "Supersede", then your previously submitted tender offer will be superseded and will not be considered by the Corporation. 3. If the total size of your files is over 60 MB, then you need to submit your tender offer by multiple submissions. For multiple submissions, please select "Supplement". ○ New ○ Supplement ○ Supersede
Attachment(s)	- The System supports the following file formats as attachment: Text/Documents:- Plain Text (TXT); Microsoft Rich Text Format (RTF version 1.5); Hypertext Mark Up Language Format (HTML, version 4); or Adobe Portable Document Format (PDF, Acrobat version 7). Documents from Microsoft Office 2003:- MS Word (DOC); MS Excel (XLS); or PowerPoint (PPT). Graphics:- Encapsulated PostScript Files (EPSF); Tag Image File Format (TIFF); Windows BitMaps (BMP); Graphic Interchange File Format (GIF); or Joint Photographic Experts Group (JPEG). Computer Aided Design (CAD) drawings:- AutoCAD Format developed by Autodesk (DWG); MicroStation Drawing (DGN); or Autodesk Drawing Exchange Format (DXF). Please tick the check box for submitting the files. All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")". ☑ Browse... * Check All Uncheck All More File (The total document size for each upload is limited to 60 MB for each submission but you may do submission multiple times.) Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.
Remark	

Digital Signature

i-Cert File Location *	Browse... (The i-Cert filename ends with "nojava" and has a .cer file name extension.)
i-Cert Password *	(The password contain 8 to 16 alphanumeric characters and it is case sensitive.)

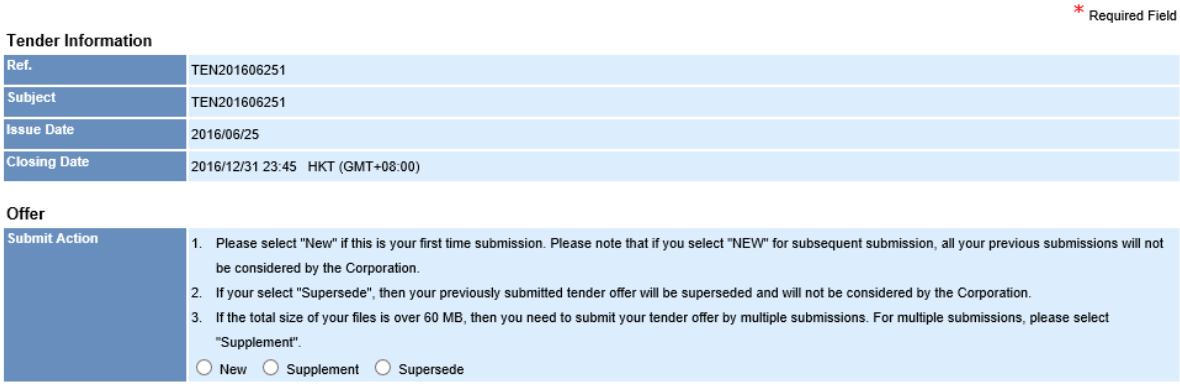
Offer to be Bound

Terms & Agreement	In submission of the above Tender offer, you confirm that you have inspected the Site and examined the Tender Document for the Contract and agree to be bound by the Terms of Use of the System and the Instructions to Tenderers included in the Tender Document.
I Accept	○ **Yes**, I have reviewed and accepted the above terms & conditions. ○ **No**, I decline. *
Current Date & Time	2016/09/09 15:14 (This clock shows the Hong Kong time (GMT+08:00) and it is for reference only.)

CAUTION: Click the "Submit Technical Offer" button ONCE only. The encryption process would then start and please do not interrupt the browser until the encryption process is finished. When the submission is completed, an acknowledgement message will be displayed.

Submit Technical Offer | Back

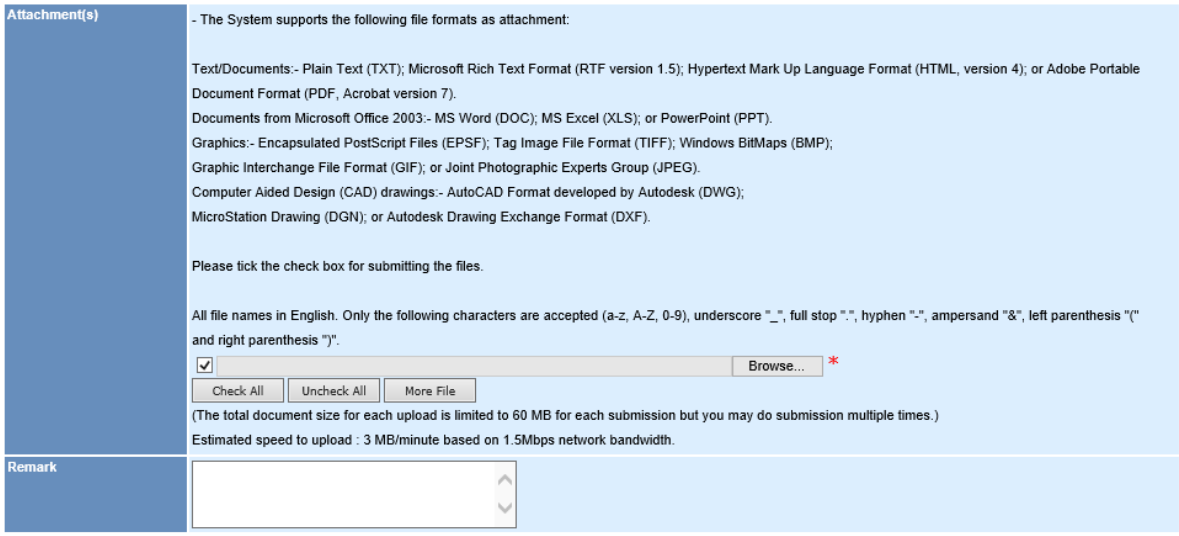
Step 3. Select "New", "Supplement" or "Supersede" under the Section “Submit Action”.



Note:

- New = First submission
- Supplement = Submission of supplementary information to the previous submission(s).
- Supersede = Replacement of all the previous submission(s).

Step 4. Attach and select the files of tender offer by clicking the "Browse" button under the Section "Proposal Documents(s)".

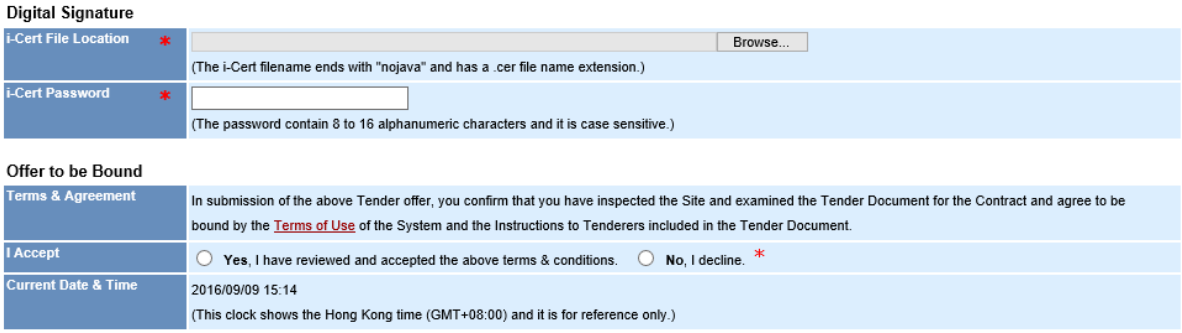


Note: All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore “_”, full stop “.”, hyphen “-”, ampersand “&”, left parenthesis “(” and right parenthesis “)”.

Step 5. Click the “More File” button and repeat step 4 to upload another file.

Step 6. User can also type in any comment to his offer in the “Remarks” box.

Step 7. Clicking the "Browse..." button to locate the digital certificate file under the Section "Digital Signature". And type password of digital certificate.



Digital Signature

i-Cert File Location *	Browse... (The i-Cert filename ends with "nojava" and has a .cer file name extension.)
i-Cert Password *	(The password contain 8 to 16 alphanumeric characters and it is case sensitive.)

Offer to be Bound

Terms & Agreement	In submission of the above Tender offer, you confirm that you have inspected the Site and examined the Tender Document for the Contract and agree to be bound by the Terms of Use of the System and the Instructions to Tenderers included in the Tender Document.
I Accept	Yes, I have reviewed and accepted the above terms & conditions. No, I decline. *
Current Date & Time	2016/09/09 15:14 (This clock shows the Hong Kong time (GMT+08:00) and it is for reference only.)

Note:

- For overseas and Joint Venture / Consortium companies, they are required to apply a Digital Certificate (.cer) online in their account through the system.
- For companies registered in Hong Kong, they are required to apply an Organisational e-Cert (.p12) under their registered company name through Hongkong Post.

Step 8. Select "YES" radio button to accept the terms and conditions. (User can view the Terms of Use by clicking the hyperlink.)

Note: All submissions must be successfully transmitted to the System before the tender closing time. If the submission end time is beyond the tender closing time, the submission will not be opened and will be considered as an invalid submission.

Step 9. Click "Submit Tender Offer" button to start submission.

If MTR Corporation requires tenderers to submit technical and financial parts of the tender offer separately, then supplier shall click the "Submit Technical Offer" button for the submission of the technical part of the tender offer and click the "Submit Financial Offer" button for the submission of the financial part of the tender offer.

The following acknowledgement page will be shown after submission successful. It is suggested to print the acknowledgement page for record.

Submit Technical Offer

Technical offer submission completed is successful.

Submission Ref : 350

Tender Ref. : TEN201606251
Upload Start Time : 2016/09/09 15:15 HKT (GMT+08:00)
Upload End Time : 2016/09/09 15:18:42 HKT (GMT+08:00)
Number of Documents Upload: 2

Attachment :
A.pdf
B.pdf

Download Snapshot File

Note :
1. Your file attachment(s) are encrypted into a single file before submission. Please click "Download Snapshot File" button to download the snapshot file for record purpose.
2. Please print this screen for record purpose.

You can click "Download Snapshot File" button to download all encrypted files for record.

The following page will be shown if submission fail.

Submit Tender Offer

INVALID SUBMISSION

Your submission is ended (see below) beyond the Tender Closing Time (2016/09/09 15:21:00 HKT (GMT+08:00)), the submission will NOT be opened and will be considered as invalid submission.

Tender Ref: TEN201606251
Submission End Time: 2016/09/09 15:22:58 HKT (GMT+08:00)

Note:
Please print this screen for record purpose.

Note:

Emails will be sent by the system to the tenderers if the tender closing date is changed.

To : Company UAT Fifteen
Dear Sir/Madam,

Please note that the tender closing time for the following contract has been revised as detailed below.

Please submit your tender in accordance with the Instructions to Tenderers before the revised tender closing time.

If you have already submitted your tender, please disregard this e-mail.

For more information, please login the E-Tendering Website at www.hkextender.com.

Tender Information
==========
Tender Ref :
Project :
Contract Ref :
Contract Title :
Issue Date :
Original Closing Date & Time :
Revised Closing Date & Time :
==========

If you have any enquiry, please feel free to contact the following person:

Submit No Offer

In case that the tenderer does not want to submit any offer to a tender, he should notify MTR Corporation by using the "Submit No Offer" function.

Step 1. Search and go to specific tender notice as described in previous section.

Step 2. Click "Submit No offer" button at the bottom of the tender notice.

Tender - View - Ref. TEN201606251 RESTRICTED

Issue Date	2016/06/25
Closing Date	2016/12/31 23:45 HKT (GMT+08:00)
Project	Works for Property (Tender)
Contract Ref	C201606251
Contract Title	C201606251
Contract Category	C201606251
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	TEN201606251
Info	
Tender Document(s)	File Name / File Description / File Size A 59MB File.pdf — 59 MB MTR.doc — 49 KB Download Whole Package — 53.36 MB

General Notice

Notice

Contact Person Information

Name	Amy, Wong		
Title	Purchasing Manager		
Tel No.	81060000	Fax No.	12345678
Email Address	pm1@dummy.com		

Submission Log

Submission Date	Action

Submit Query | Submit Tender Offer | Submit No Offer | Close

Step 3. Check the relevant reason(s) for no offer submission and fill in remarks if any.

Submit No Offer

If you have not got a valid i-Cert, have lost the i-Cert or forgot i-Cert password, you may apply a new i-Cert at your own costs.

Click here to apply a new i-Cert

Before submission, please read the following instructions:

1. After your submission of no offer for this contract, your subsequent submission of any Tender Offers for this contract will not be considered by MTR Corporation Limited. Moreover, your Tender Offers submitted for this contract before the no offer submission will also become void.
2. You are required to confirm by returning FAX to the following person that you will dispose of the downloaded tender document by a confidential method.

* Required Field

Tender Information

Ref.	TEN201606251
Subject	TEN201606251
Issue Date	2016/06/25
Closing Date & Time	2016/12/31 14:00 HKT (GMT+08:00)

Contract Information

Contract Ref	C201606251
Contract Title	C201606251
Project	Works for Property (Tender)
Trade	GOODS > Reinforcement Steel Bar > Steel Bar

Contact Person Information

Name	Amy, Wong
Tel No.	81060000
Fax No.	12345678
Email Address	pm1@dummy.com

No Offer Submission

Reasons *	Remarks (if any)
☐ Required tender specification cannot be met.	
☐ Delivery project schedule cannot be met.	
☐ Tender closing date cannot be met.	
☐ Quantity required is too small.	
☐ Others (Please specify)	

Digital Signature

i-Cert File Location *	Browse... (The i-Cert filename ends with "nojava" and has a .cer file name extension.)
i-Cert Password *	(The password contain 8 to 16 alphanumeric characters.)
Current Date & Time	2016/09/09 15:25 (This clock shows the Hong Kong time (GMT+08:00) and it is for reference only.)

CAUTION: Click the "Submit" button ONCE only. The encryption process would then start and please do not interrupt the browser until the encryption process is finished.
When the submission is completed, an acknowledgement message will be displayed.

Submit Back

Step 4. Clicking the "Browse..." button to locate the digital certificate file under the Section "Digital Signature". And type password of digital certificate.

Note:

- For overseas and Joint Venture / Consortium companies, they are required to apply a Digital Certificate (.cer) online in their account through the system.
- For companies registered in Hong Kong, they are required to apply an Organisational e-Cert (.p12) under their registered company name through Hongkong Post.

Step 5. Select "YES" radio button to accept the terms and conditions. (User can view the Terms of Use by clicking the hyperlink.)

Note: All submissions must be successfully transmitted to the System before the tender closing time. If the submission end time is beyond the tender closing time, the submission will not be opened and will be considered as an invalid submission.

Step 6. Click "Submit" button to start submission.

The following acknowledgement page will be shown. It is suggested to print the acknowledgement page for record.

Tender - Submit No Offer

Submission completed was successful.

No Offer Submission Ref: 351
Tender Ref: TEN201606251
Start Time: 2016/09/09 15:27 HKT (GMT+08:00)
End Time: 2016/09/09 15:27:38 HKT (GMT+08:00)

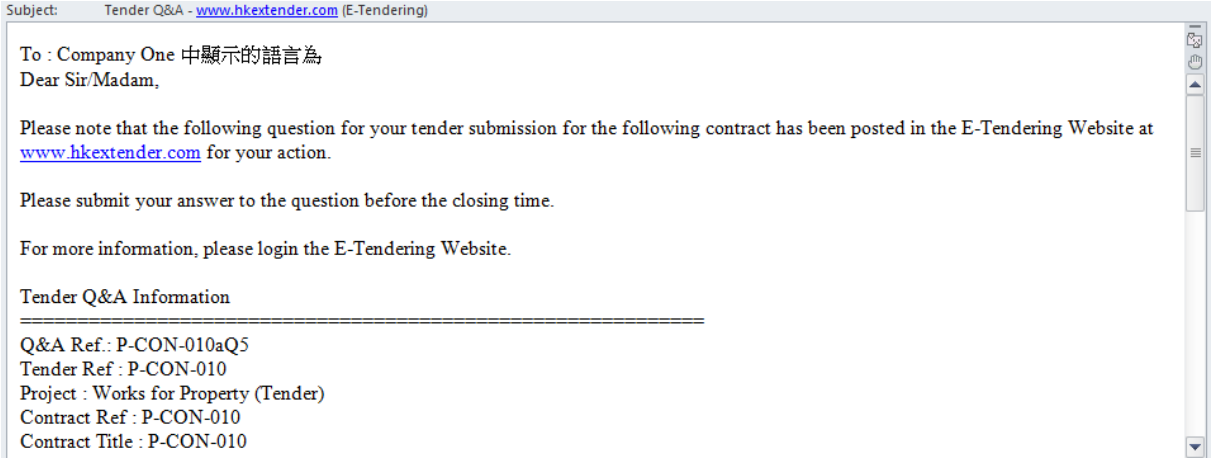
Note:
1. Please print this screen for record purpose.

Note:

- An email notification will be sent to MTR Corporation and you cannot submit any document to the Tender after submitting No Offer.

Download Tender Q&A

You will receive email notification of the Q&A.


Subject: Tender Q&A - www.hkextender.com (E-Tendering)

To : Company One 中顯示的語言為
Dear Sir/Madam,

Please note that the following question for your tender submission for the following contract has been posted in the E-Tendering Website at www.hkextender.com for your action.

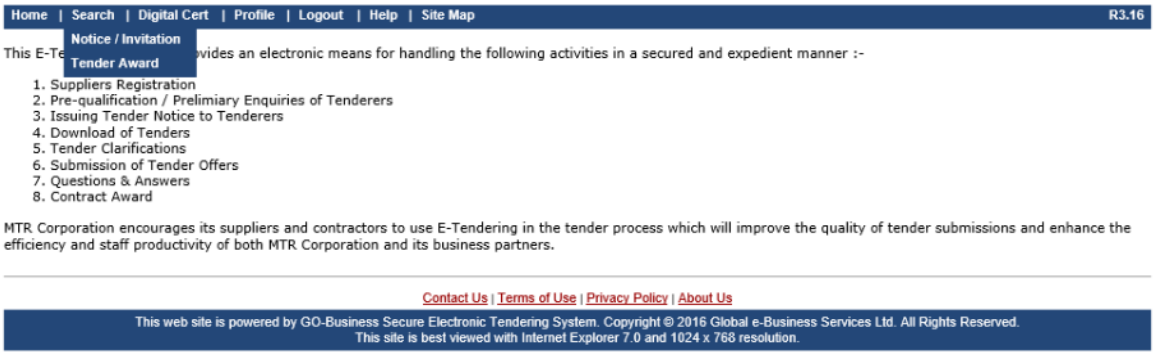
Please submit your answer to the question before the closing time.

For more information, please login the E-Tendering Website.

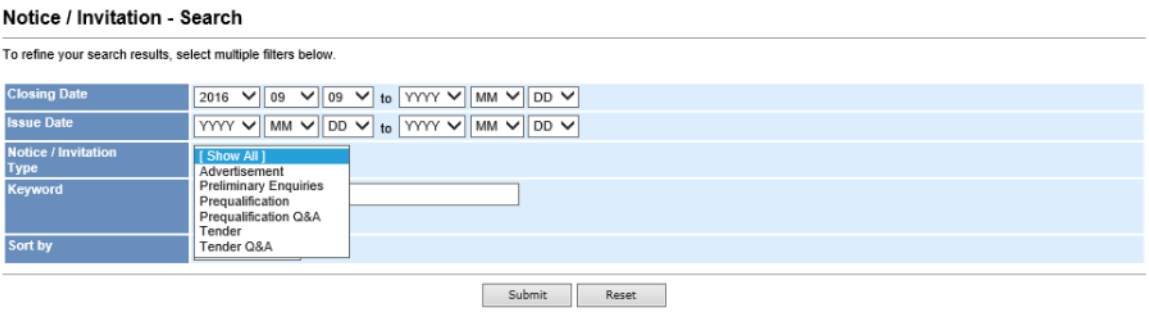
Tender Q&A Information
==========
Q&A Ref.: P-CON-010aQ5
Tender Ref : P-CON-010
Project : Works for Property (Tender)
Contract Ref : P-CON-010
Contract Title : P-CON-010

This function can be used by tenderers to download Questions and answer question(s) for his tender submission from MTR Corporation through the system.

Step 1. Click "Notice / Invitation" under "Search" on menu.



Step 2. Select "Tender Q&A" in "Notice / Invitation Type" and click "Submit" button.



You can also search the Tender by the following searching criteria.

- Closing Date Range
- Issue Date Range
- Keywords (Ref, Subject)

The following page will be shown.

Notice / Invitation - Results (Record 1 - 8 of 8)

Expand All

	Notice / Invitation Type	Reference No.	Subject	Issue Date	Closing Date
1.	Tender Q&A	P-CON-010aQ4	P-CON-010aQ4	2016/09/09	2016/12/31 14:00
2.	Tender Q&A	P-CON-010aQ5	P-CON-010aQ5	2016/09/09	2016/12/31 14:00
3.	Tender Q&A	AD130438R1Q3	AD130438	2016/05/29	2016/12/31 14:15
4.	Tender Q&A	AD130438R1Q1	AD130438XX22Q4	2016/05/29	2016/12/31 15:00
5.	Tender Q&A	201602145BQ1	201602145	2016/05/29	2016/12/31 23:45
6.	Tender Q&A	201602145BQ2	201602145BQ2	2016/05/29	2016/12/31 23:45
7.	Tender Q&A	AD130438R1Q2	AD130438R1Q2	2016/05/29	2016/12/31 23:45
8.	Tender Q&A	P-CON-010aQ3	P-CON-010aQ3	2016/05/29	2016/12/31 23:45

Keyword: Search on Results

Page: 1

Step 3. Click "Reference No." to view the details.

Tender Q&A - Ref. P-CON-010aQ4 RESTRICTED

Tender Q&A Information

Subject	P-CON-010aQ4
Issue Date	2016/09/09
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Q&A Document(s)	File Name: A.pdf; File Description: ; File Size: 78 KB

Tender Information

Tender Ref	P-CON-010
Project	Works for Property (Tender)
Contract Ref	P-CON-010
Contract Title	P-CON-010
Contract Category	P-CON-010
Trade	GOODS > Reinforcement Steel Bar > Steel Bar

Tender Information

Tender Ref	P-CON-010
Project	Works for Property (Tender)
Contract Ref	P-CON-010
Contract Title	P-CON-010
Contract Category	P-CON-010
Trade	GOODS > Reinforcement Steel Bar > Steel Bar

Contact Person Information

Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	1111
Email Address	po1@ctil.com		

Submit Tender Q&A Close

Step 4. Click the file hyperlink to download attachment file(s) for viewing.

Submit Answer to Tender Q&A

Step 1. Search and go to specific Q&A as described in previous section.

Step 2. Click the "Submit Tender Q&A" button at the bottom of Q&A.

Tender Q&A - Ref. P-CON-010aQ4 RESTRICTED

Tender Q&A Information

Subject	P-CON-010aQ4
Issue Date	2016/09/09
Closing Date	2016/12/31 14:00 HKT (GMT+08:00)
Q&A Document(s)	File Name: A.pdf; File Description: ; File Size: 78 KB

Tender Information

Tender Ref	P-CON-010
Project	Works for Property (Tender)
Contract Ref	P-CON-010
Contract Title	P-CON-010
Contract Category	P-CON-010
Trade	GOODS > Reinforcement Steel Bar > Steel Bar

Tender Information

Tender Ref	P-CON-010
Project	Works for Property (Tender)
Contract Ref	P-CON-010
Contract Title	P-CON-010
Contract Category	P-CON-010
Trade	GOODS > Reinforcement Steel Bar > Steel Bar

Contact Person Information

Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	1111
Email Address	po1@ctil.com		

Submit Tender Q&A | Close

The following page will be shown.

Submit Tender Q&A - Ref. P-CON-010aQ5

If you have not got a valid i-Cert, have lost the i-Cert or forgot i-Cert password, you may apply a new i-Cert at your own costs.

Click here to apply a new i-Cert

* Required Field

Tender Q&A Information

Subject	P-CON-010aQ5		
Issue Date	2016/09/09	Closing Date	2016/12/31 14:00 HKT (GMT+08:00)

Proposal Document(s)

Submit Action

1. Please select "New" if this is your first time submission. Please note that if you select "NEW" for subsequent submission, all your previous submissions will not be considered by the Corporation.
2. If your select "Supersede", then your previously submitted tender offer will be superseded and will not be considered by the Corporation.
3. If the total size of your files is over 60 MB, then you need to submit your tender offer by multiple submissions. For multiple submissions, please select "Supplement".

(•) New ( ) Supplement ( ) Supersede

Attachment(s)

- The System supports the following file formats as attachment:

Text/Documents:- Plain Text (TXT); Microsoft Rich Text Format (RTF version 1.5); Hypertext Mark Up Language Format (HTML, version 4); or Adobe Portable Document Format (PDF, Acrobat version 7).
Documents from Microsoft Office 2003:- MS Word (DOC); MS Excel (XLS); or PowerPoint (PPT).
Graphics:- Encapsulated PostScript Files (EPSF); Tag Image File Format (TIFF); Windows BitMaps (BMP);
Graphic Interchange File Format (GIF); or Joint Photographic Experts Group (JPEG).
Computer Aided Design (CAD) drawings:- AutoCAD Format developed by Autodesk (DWG);
MicroStation Drawing (DGN); or Autodesk Drawing Exchange Format (DXF).

Please tick the check box for submitting the files.

All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

[✓] Browse... *

Check All | Uncheck All | More File

(The total document size for each upload is limited to 60 MB for each submission but you may do submission multiple times.)
Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.

Remark

Digital Signature

i-Cert File Location *	Browse... (The i-Cert filename ends with "nojava" and has a .cer file name extension.)
i-Cert Password *	(The password contain 8 to 16 alphanumeric characters and it is case sensitive.)
Current Date & Time	2016/09/09 15:43 (This clock shows the Hong Kong time (GMT+08:00) and it is for reference only.)

CAUTION: Click the "Submit Tender Q&A" button ONCE only. The encryption process would then start and please do not interrupt the browser until the encryption process is finished. When the submission is completed, an acknowledgement message will be displayed.

Submit Tender Q&A | Back

Step 3. Select "New", "Supplement" or "Supersede" under the Section “Submit Action”.

Note:

- New = First submission
- Supplement = Submission of supplementary information to the previous submission(s).
- Supersede = Replacement of all the previous submission(s).

Step 4. Attach and select the files of tender offer by clicking the "Browse" button under the Section "Proposal Documents(s)".

Note: All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore “_”, full stop “.”, hyphen “-”, ampersand “&”, left parenthesis “(” and right parenthesis “)”.

Step 5. Click the “More File” button and repeat step 4 to upload another file.

Step 6. User can also type in any comment to his offer in the “Remarks” box.

Step 7. Clicking the “Browse...” button to locate the digital certificate file under the Section “Digital Signature”. And type password of digital certificate.

Note:

- For overseas and Joint Venture / Consortium companies, they are required to apply a Digital Certificate (.cer) online in their account through the system.
- For companies registered in Hong Kong, they are required to apply an Organisational e-Cert (.p12) under their registered company name through Hongkong Post.

Step 8. Select "YES" radio button to accept the terms and conditions. (User can view the Terms of Use by clicking the hyperlink.)

Note: All submissions must be successfully transmitted to the System before the tender closing time. If the submission end time is beyond the tender closing time, the submission will not be opened and will be considered as an invalid submission.

Step 9. Click “Submit Tender Q&A” button to start submission.

The following acknowledgement page will be shown after submission successful. It is suggested to print the acknowledgement page for record.

Submit Tender Q&A

Submission completed is successful.

Submission Ref: 353

Q&A Ref: P-CON-010aQ5
Start Time: 2016/09/09 15:48 HKT (GMT+08:00)
End Time: 2016/09/09 15:50:43 HKT (GMT+08:00)
Number of Documents Upload: 2

Attachment :
A.pdf
B.pdf

Note:
1. Please print this screen for record purpose.

Receive LOC / LOA

When the Letter of Clarification (LOC) for the tenderer is prepared by MTR Corporation, email notification will be sent to the tenderer. The tenderer shall contact the contact person as stated in the email for the arrangement of LOC collection.

Subject: LOC Notice - www.hkextender.com (E-Tendering)

To : Company Four
Dear Sir/Madam,

Please note that the formal Letter of Clarification for the following contract has been prepared.

Tender Information
==========
Tender Ref : P-CON-010
Project : Works for Property (Tender)
Contract Ref : P-CON-010
Contract Title : P-CON-010
==========

If you have any enquiry, please feel free to contact the following person:
Name : Ken, Wong
Telephone : 81060008
Facsimile : 1111

The tenderer, to which the contract is awarded, will receive an email notification regarding the Letter of Acceptance (LOA). The tenderer shall contact the contact person as stated in the email for the arrangement of LOA collection.

Subject: LOA Notice - www.hkextender.com (E-Tendering)

To : Company Four
Dear Sir/Madam,

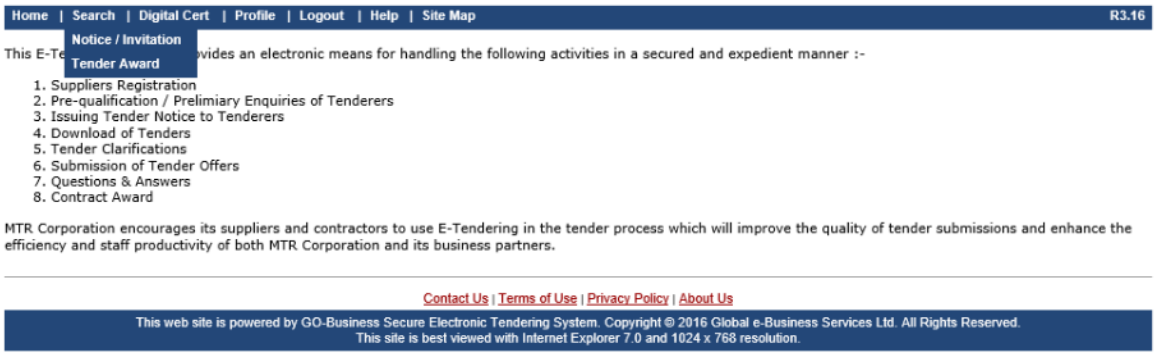
Please note that the Letter of Acceptance for the package under the contract as stated below has been prepared.

Tender Information
==========
Tender Ref : P-CON-010
Project : Works for Property (Tender)
Contract Ref : P-CON-010
Contract Title : P-CON-010
==========

If you have any enquiry, please feel free to contact the following person:
Name : Ken, Wong
Telephone : 81060008
Facsimile : 1111

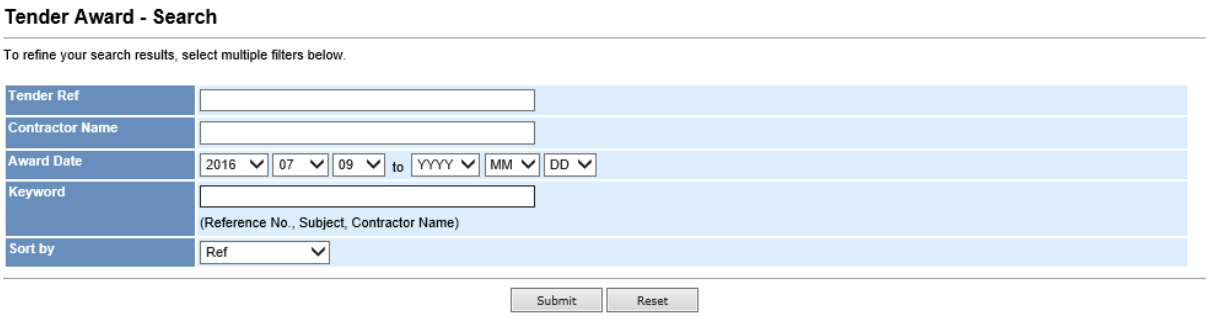
Search Tender Award

Step 1. Select **Search Tender Award** under **E-Tendering** on the menu bar after logon.

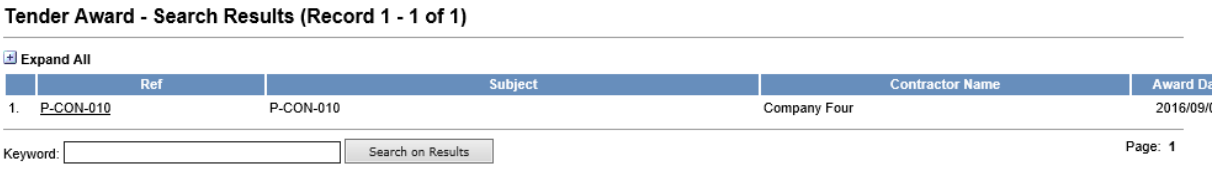


Step 2. You can search the Tender Award by the following searching criteria and click "Submit" button.

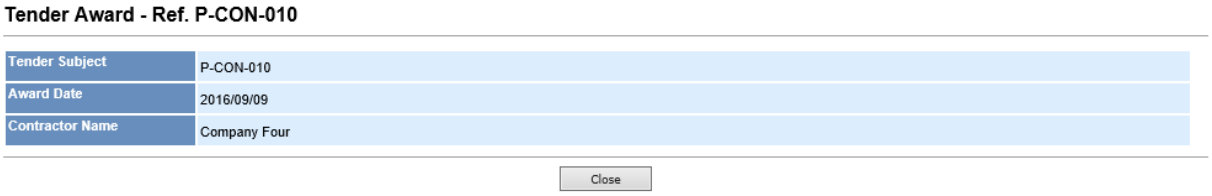
- Tender Ref
- Contractor Name
- Award Date Range
- Keyword (Reference No, Subject)



The following page will be shown.



Step 3. Click the "Ref" to view the details.



Note: MTR Corporation may not post the Tender Award Notice for some tenders.

Suspend

The documents include Advertisement, PEI, PEI Query, PQ, PQ General Notice, PQ Query, PQ Q&A, Tender, Tender Query, Tender General Notice, Tender Addendum, Tender Q&A can be suspended by MTR Corporation and following email will be received. The suspended documents no longer search and view.

To : Company UAT Six
Dear Sir/Madam,

Please note that the Preliminary Enquiry for Invitation to Tender for the following contract has been suspended and is no longer accessible. We apologise for any inconvenience caused.

Preliminary Enquiries (PEI) Information
==========
PEI Ref :
Project :
Contract Ref :
Contract Title :
Issue Date :
Closing Date & Time :
==========

If you have any enquiry, please feel free to contact the following person:

Archived Data

MTR may archive tender document from time to time. The archived document would be associated with the word (Archived) at the end of the filename.

Supplier can no longer view and download any Adv / PQ / PQ Q&A / Tender / Tender Q&A document(s) if MTR archived document.

Tender Notice - Ref. AD13047 RESTRICTED

Issue Date	2013/05/06	
Closing Date	2013/05/26 16:00 HKT (GMT+08:00)	[The Tender is closed.]
Project	Project 1	
Contract Ref	AD13047	
Contract Title	AD13047	
Contract Category	AD13047	
Trade	GOODS > Reinforcement Steel Bar > Steel Bar	
Subject	AD13047	
Info	AD13047	
Tender Document(s)	File Name / File Description / File Size	
	1	
	MTR.doc (Archived)	49 KB
	Test data.doc (Archived)	49 KB
	22	
	1234567890qwertyuiop.....docx (Archived)	13 KB

-- END--