

MTR CORPORATION E-Tendering User Guide for Suppliers

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System Requirement

The system will only support the following operating systems.

- Windows XP
- Windows Vista
- Windows 7
- Windows 8

The system will only support the following Internet Browsers

- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8
- Internet Explorer 9
- Internet Explorer 10

The system will only support the following Java Runtime Environment and will no longer support Microsoft Java Virtual Machine (MSJVM).

- Java SE 6 Runtime Environment (JRE) Update 32 or above (Java Plug-in 1.6.0_32)
- Java SE 7 Runtime Environment (JRE) Update 21 or above (Java Plug-in 1.7.0_21)

Section 1. Find out which version of the Windows operating system and your PC is running the 32-bit or 64-bit version of Windows

Section 2. Find out which version of Internet Explorer is using

Section 3. Install and Configure Java SE 6/7 Runtime Environment (JRE)

Section 4. Configure your Internet Explorer

Section 5. Change your Windows User Account Control (UAC) setting

Special notes in using the E-Tendering System

- Disable any anti-pop-up / block-pop-up function of commonly used toolbar. (e.g. ICQ toolbar, MSN/Hotmail toolbar, Yahoo toolbar, Google toolbar, etc.)
- Temporarily disable any Internet Firewall or security software if it will block the Java Applet. (e.g. Norton, McAfee, F-Secure, etc.)
- Turn off any Instant Messaging software which may affect the system. (e.g. MSN/Yahoo Messenger, QQ, ICQ, Skype, etc.)

Section 1. Find out which version of the Windows operating system and your PC is running the 32-bit or 64-bit version of Windows

The system only supports below operating systems:

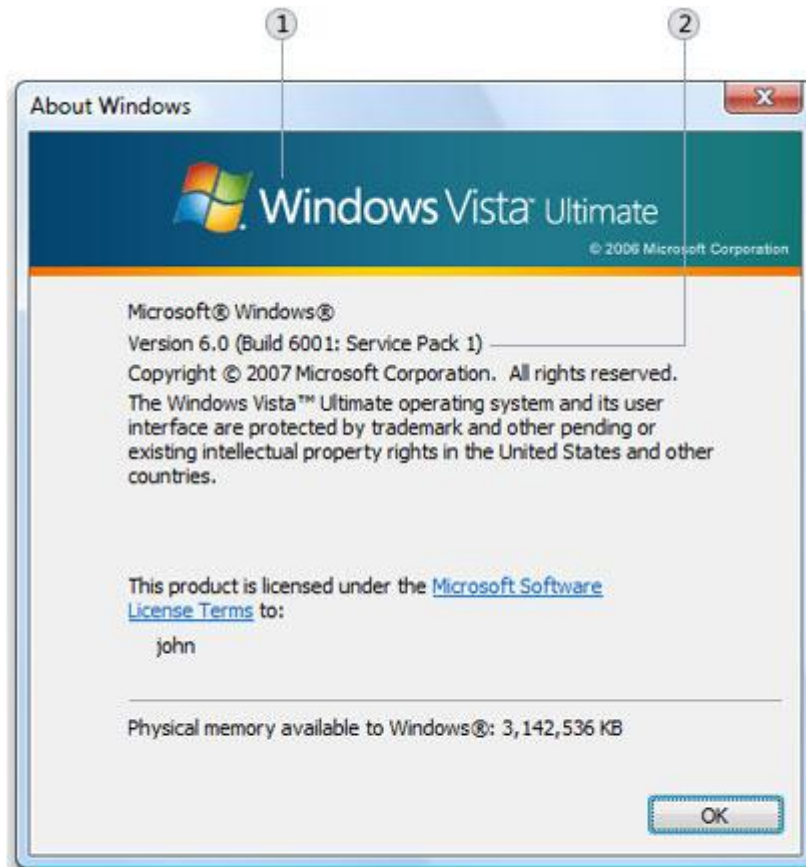
- Windows XP
- Windows Vista
- Windows 7
- Windows 8

Finding out which version of Windows you're running can help you determine which features are required to set up on your computer. Here's how to check.

- Click the **Start** button, type **winder** in the search box, and then press Enter

Note

If the steps above don't work on your computer, you might be running a previous version of Windows. To check, click **Start**, click **Run**, type **winver**, and then press Enter.



- ① Windows version
- ② Service pack number (if any)

This window displays the version and edition of Windows you're running. Each version of Windows comes in different editions with different features. This window also displays a service pack number if your version of Windows has been upgraded with a service pack.



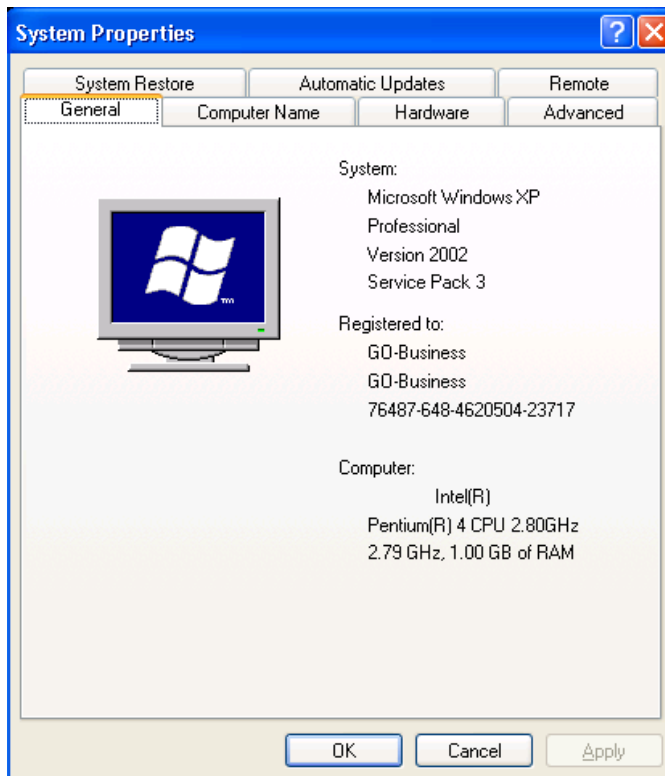
- ① Windows version
- ② Service pack number (if any)

The About Windows window showing Windows XP Professional edition with Service Pack 3

Each version and edition of Windows also comes in a 32-bit or 64-bit version. The terms 32-bit and 64-bit refer to the way a computer's processor (also called a CPU), handles information. The 64-bit version of Windows handles large amounts of random access memory (RAM) more effectively than the 32-bit version. Follow the steps in the sections below to find out if your PC is running the 32-bit or 64-bit version of Windows and what edition of Windows is on your PC.

Computers running Windows XP

- Click **Start**, right-click **My Computer**, and then click **Properties**.

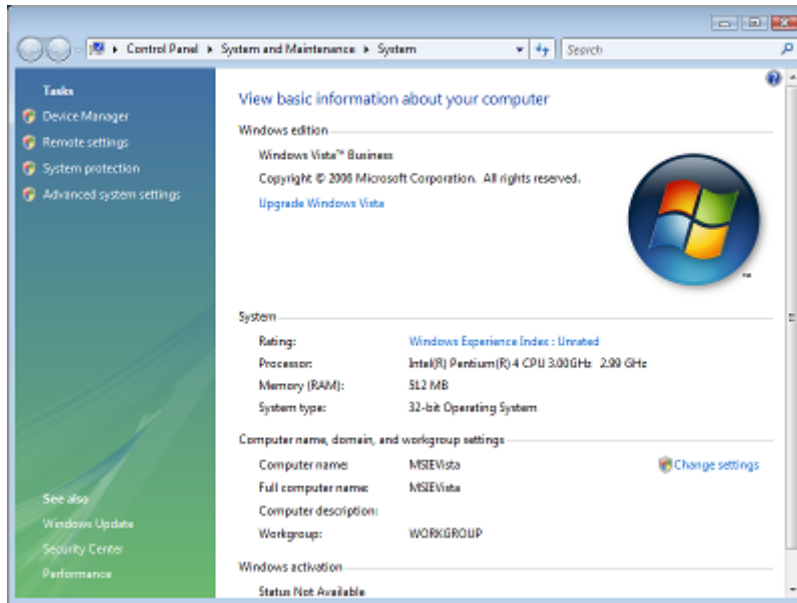


- If "x64 Edition" is listed under **System**, you're running the 64-bit version of Windows XP.
- If you don't see "x64 Edition" listed under **System**, you're running the 32-bit version of Windows XP.

The edition of Windows XP you're running is displayed under **System** near the top of the window.

Computers running Windows Vista, Windows 7 or Windows 8

- Click the **Start** button, right-click **Computer**, and then click **Properties**.



- If "64-bit Operating System" is listed next to System type, you're running the 64-bit version of Windows Vista, Windows 7 or Windows 8.
- If "32-bit Operating System" is listed next to System type, you're running the 32-bit version of Windows Vista, Windows 7 or Windows 8.

The edition of Windows Vista, Windows 7 or Windows 8 you're running is displayed under Windows edition near the top of the window.

Section 2. Find out which version of Internet Explorer is using

The system only supports below Internet Browser:

- Internet Explorer 6
- Internet Explorer 7
- Internet Explorer 8
- Internet Explorer 9
- Internet Explorer 10

If you do not have Microsoft Internet Explorer, please visit following link to download and install Microsoft Internet Explorer.

<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>

Finding out which version of Internet Explorer you're using can help you determine which features are required to set up on your computer. Here's how to check.

- Open Internet Explorer by clicking the **Start** button, and then clicking **Internet Explorer**.
- Press ALT+H, and then click **About Internet Explorer**.



Section 3. Install and Configure Java SE 6 / 7 Runtime Environment (JRE)

The system supports Java SE 6 / 7 Runtime Environment (JRE). Follow the steps in sections below to install and configure JRE on your computer.

- You can download and install Java from the following links

<http://www.java.com/en/>

- Restart your PC after installation

Section 4. Configure your Internet Explorer

There are some differences on the system requirements between Microsoft Internet Explorer 6, 7, 8 and 9. Please refer to the below sections to proper set up your PC before interacting with the E-Tendering System.

Configure Microsoft Internet Explorer Pop-up Blocker Feature

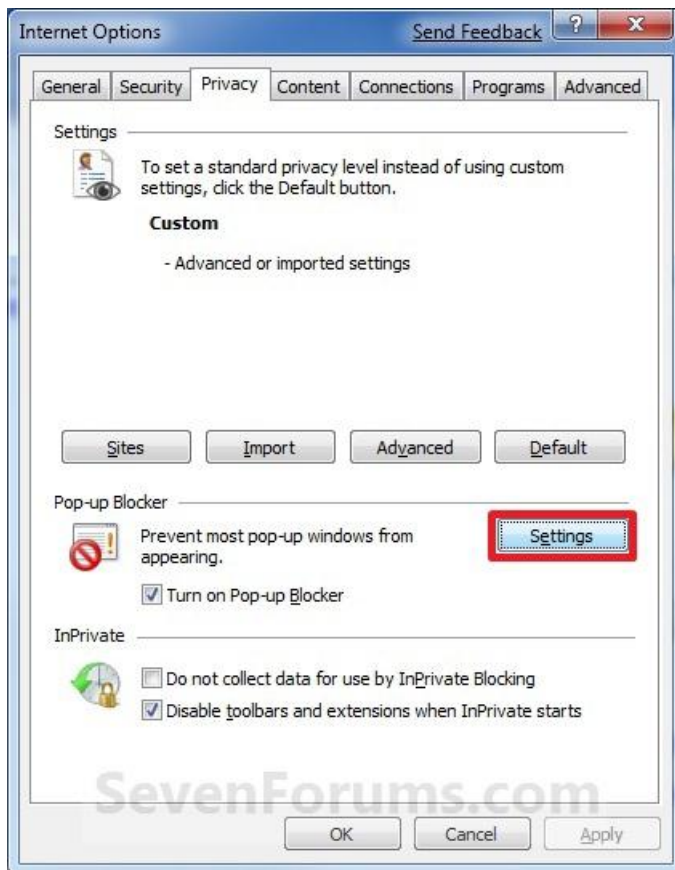
The system use pop-up windows to display message. Internet Explorer Pop-up Blocker by default prevents most pop-up windows from appearing over Web pages when you are browsing the Internet. Follow the steps in the sections below to turn it off.

- Open Internet Explorer, click **Tools** on the menu bar.
- Select **Internet Options**.
- Click the **Privacy** tab, and then click to clear **Block pop-ups** to turn Pop-up Blocker off.

Note

If you don't work to turn Pop-up Blocker off, follow the steps below to add an exception in Pop-up Blocker Exceptions.

- Click on the **Privacy** tab and **Settings** button.



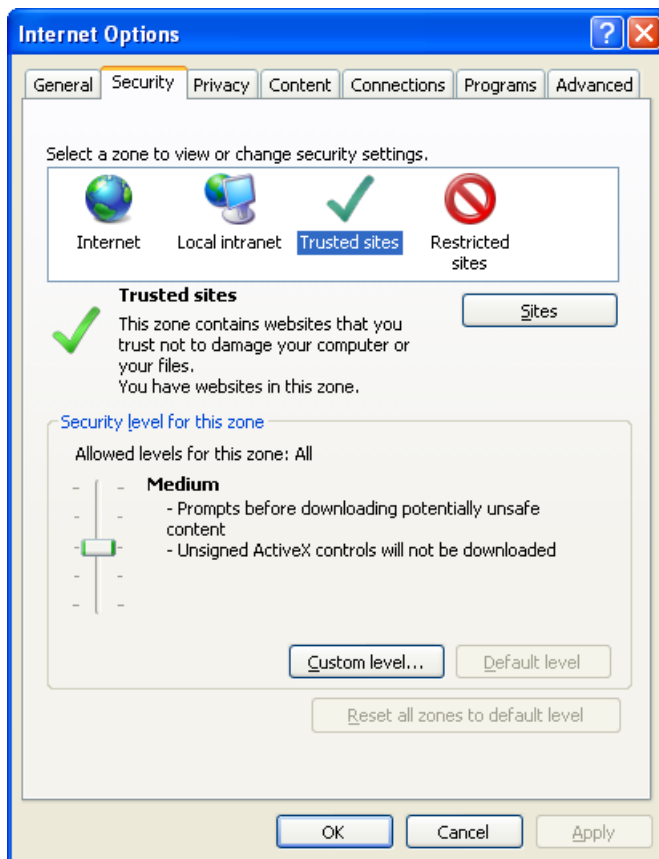
- Type **www.hkextender.com** in the **Address of website to allow** line, and then click on the **Add** button.
- Click on the **Close** button.

Configure the Trusted Sites zone

You need to assign the E-Tendering system Web site to the Trusted Sites zone in order to download and upload files and data from the system or your computer. Follow the steps in the sections below to configure the Trusted Sites zone.

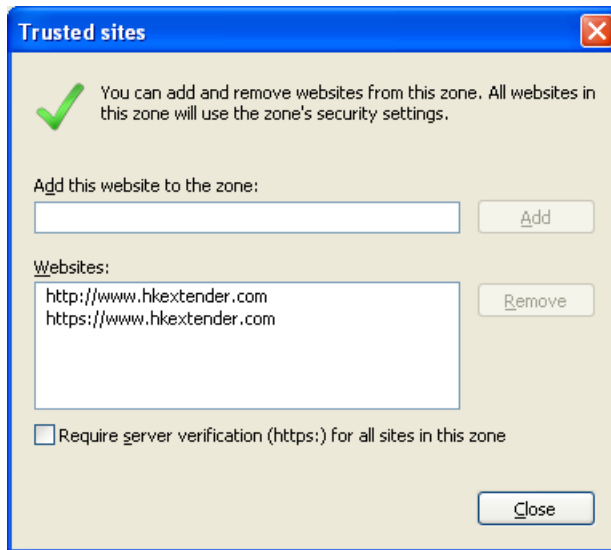
Computer using Internet Explorer 6, 7 and 8

- Click **Internet Options** on the **Tools** menu.
- On the **Security** tab, click the **Trusted Sites** zone under **Select a Web content zone to specify its security settings**, and then click **Sites**.



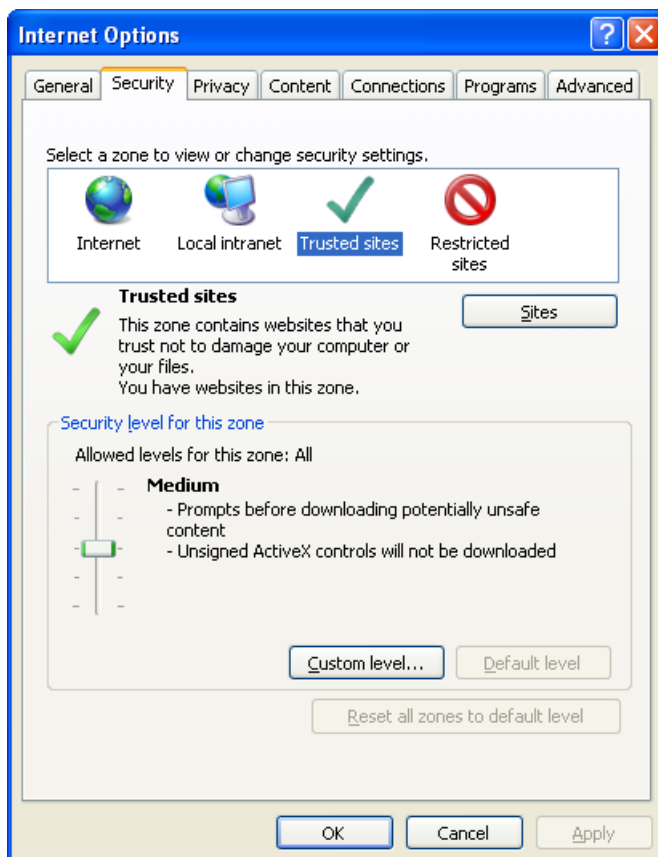
- Clear the **Require server verification (https:) for all sites in this zone** check box.
- Type **http://www.hkextender.com** in the **Add this Web site to the zone** box, and then click **Add**.
- Type **https://www.hkextender.com** in the **Add this Web site to the zone** box, and then click **Add**.

- Click **OK**, and then click **OK** again.

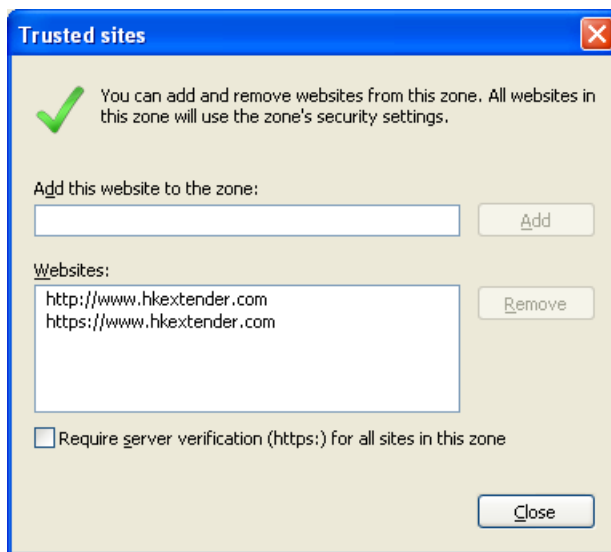


Computer using Internet Explorer 9 and 10

- Click **Internet Options** on the **gear** icon.
- On the **Security** tab, click the **Trusted Sites** zone under **Select a Web content zone to specify its security settings**, and then click **Sites**.



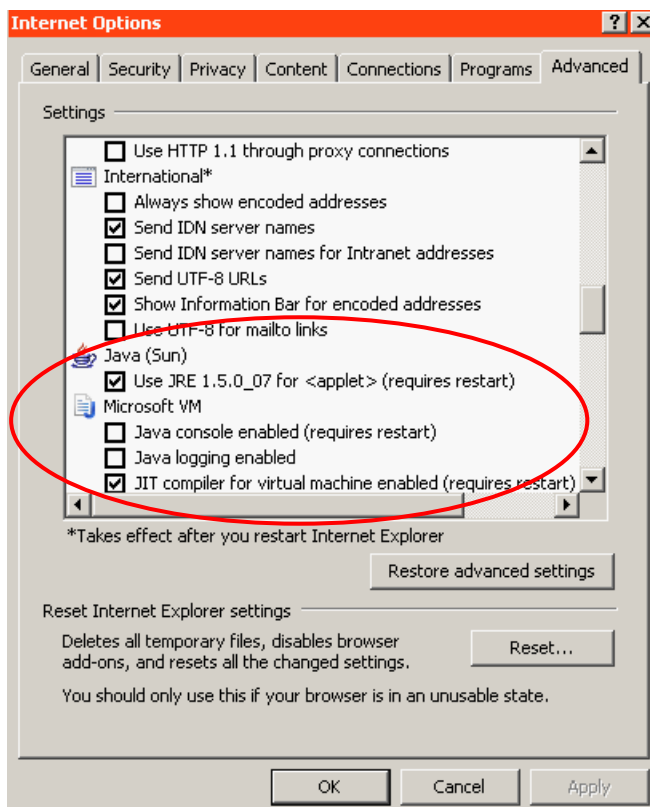
-
- Clear the **Require server verification (https:) for all sites in this zone** check box.
 - Type **http://www.hkextender.com** in the **Add this Web site to the zone** box, and then click **Add**.
 - Type **https://www.hkextender.com** in the **Add this Web site to the zone** box, and then click **Add**.
 - Click **OK**, and then click **OK** again.



Configure Internet Explorer Options

The E-Tendering system is changed to support Java SE 6 / 7 Runtime Environment (JRE). Follow the steps in sections below to change the options.

- Open Internet Explorer, click **Tools** on the menu.
- Click **Internet Options**
- Click the **Advanced** tab. If MSVM is installed in your browser, you will see a listing for Microsoft VM in the Internet Options menu. Clear the **JIT compiler for virtual machine enabled (required restart)** check box to disable.
- If Sun Java is installed in your browser, you will see a listing for Sun Java in the Internet Options menu. Check the **Use JRE 1.X.0_XX for <applet> (required restart)** check box to enable.



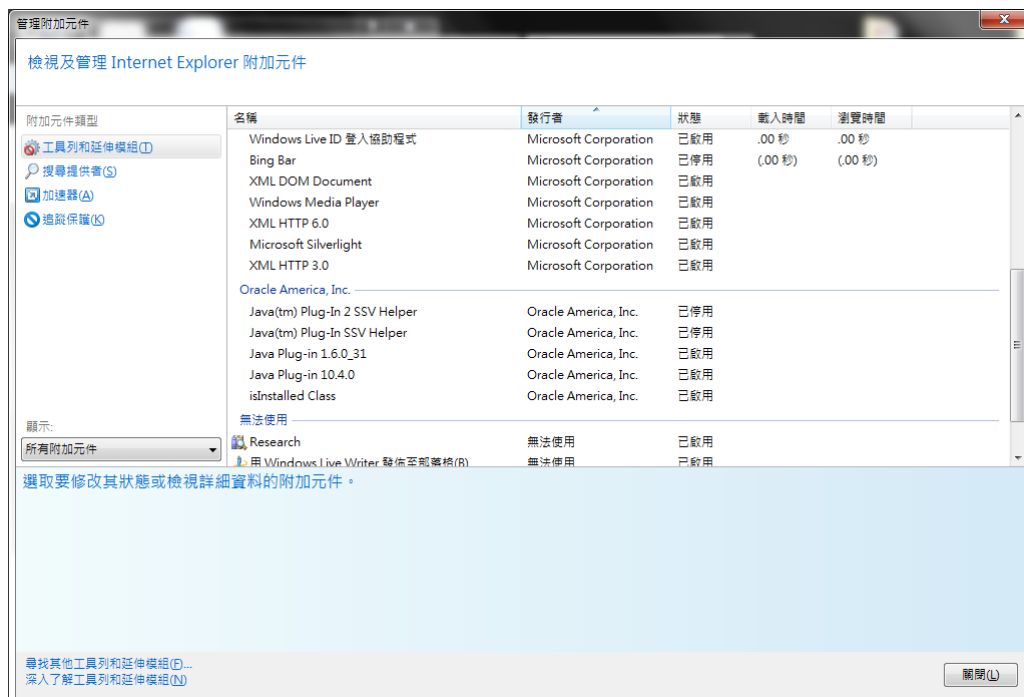
- Click **OK** and restart Internet Explorer.

Manage Internet Explorer Add-ons Feature

The system only supports below Java SE 6 / 7 Runtime Environment (JRE) on computer using Internet Explorer 6, 7, 8, 9 and 10:

Computer using Internet Explorer 6

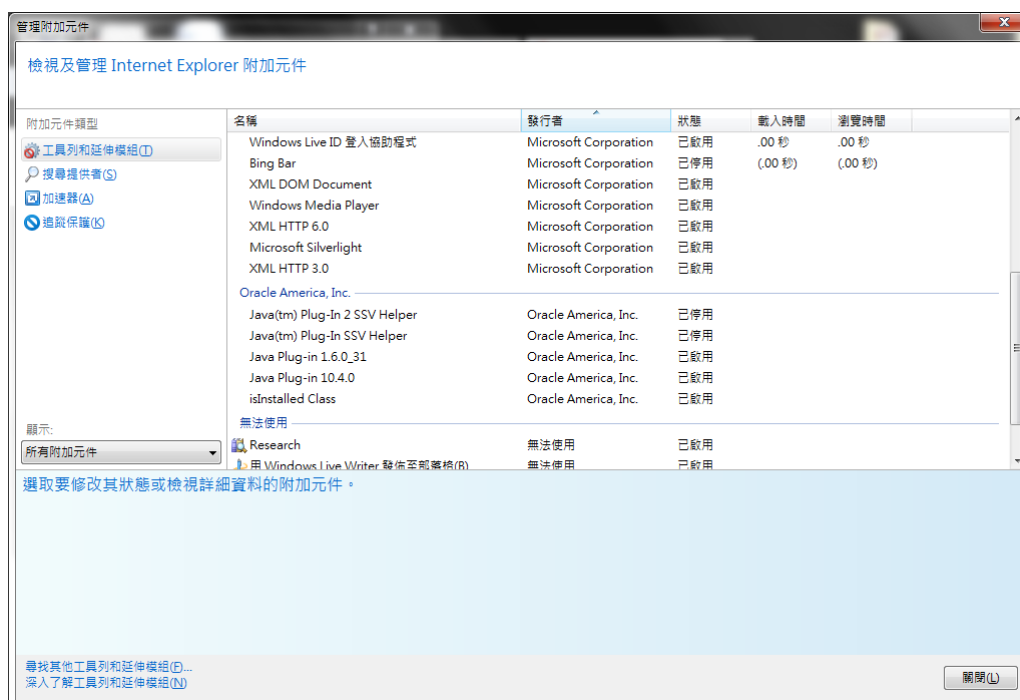
- Open Internet Explorer, click **Tools** on the menu.
- Click **Internet Options**.
- From the Internet Options window, click the **Programs** tab and select **Manage Add-ons**.
- Select **Show all add-ons**.
- From the Add-ons windows, click once to select (highlight) **Java Plug-in 1.X.0_XX** then click the Enable button to enable this add-on.
- If you have installed other version of Java Runtime Environment, you have to select (highlight) **any non Java Plug-in 1.X.0_XX** then click the **Disable** button to disable this add-on.



- Click **Close** and **OK** to accept the change

Computer using Internet Explorer 7, 8, 9 and 10.

- Open Internet Explorer, click **Tools** on the menu.
- Click **Manage Add-ons**.
- From the Internet Options window, click the **Programs** tab and select **Manage Add-ons**.
- Select **Show all add-ons**.
- From the Add-ons windows, click once to select (highlight) **Java Plug-in 1.X.0_XX** then click the Enable button to enable this add-on.
- If you have installed other version of Java Runtime Environment, you have to select (highlight) **any non Java Plug-in 1.X.0_XX** then click the **Disable** button to disable this add-on.



- Click **Close** and **OK** to accept the change

Section 5. Change your Windows User Account Control (UAC) setting

Computer using Windows Vista

Follow the steps in sections below to change UAC setting.

- Click **Start**, and then click **Control Panel**.
- In Control Panel, click **User Accounts**.
- In the User Accounts window, click **User Accounts**.
- In the User Accounts tasks window, click **Turn User Account Control on or off**.
- If UAC is currently configured in Admin Approval Mode, the User Account Control message appears. Click Continue.
- Clear the **Use User Account Control (UAC) to help protect your computer** check box, and then click **OK**.



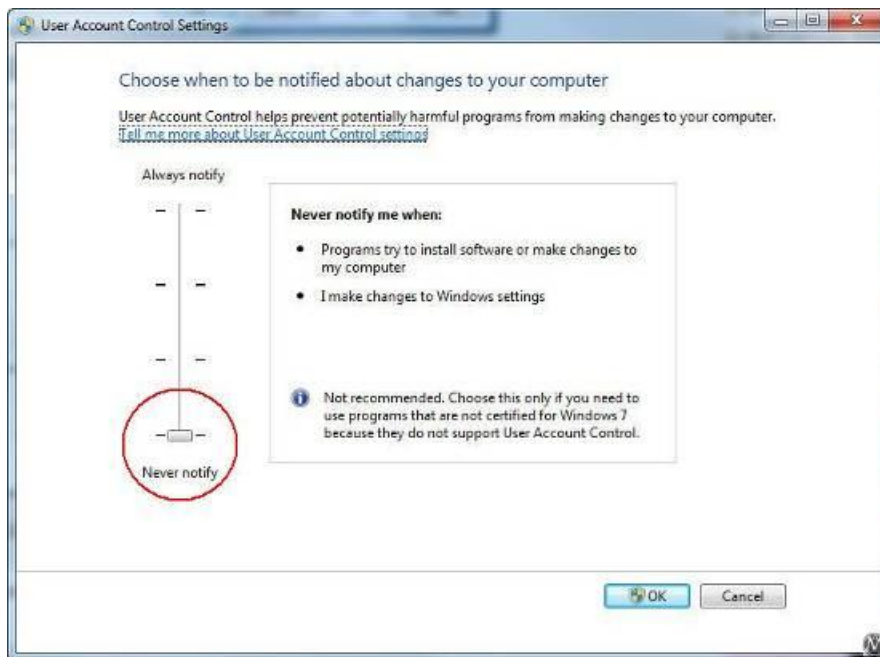
- Click **Restart Now** to apply the change.

Computer using Windows 7 and 8

Follow the steps in sections below to change UAC setting.

- Click **Start**, and then click **Control Panel**.
- In Control Panel, click **User Accounts**.
- In the User Accounts window, click **User Accounts**.
- In the User Accounts tasks window, click **Change User Account Control Settings**.

- In Change User Account Control Settings task window, set the control setting as **Never notify**



- Click **OK** and then click **Restart Now** to apply the change.

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

company name.

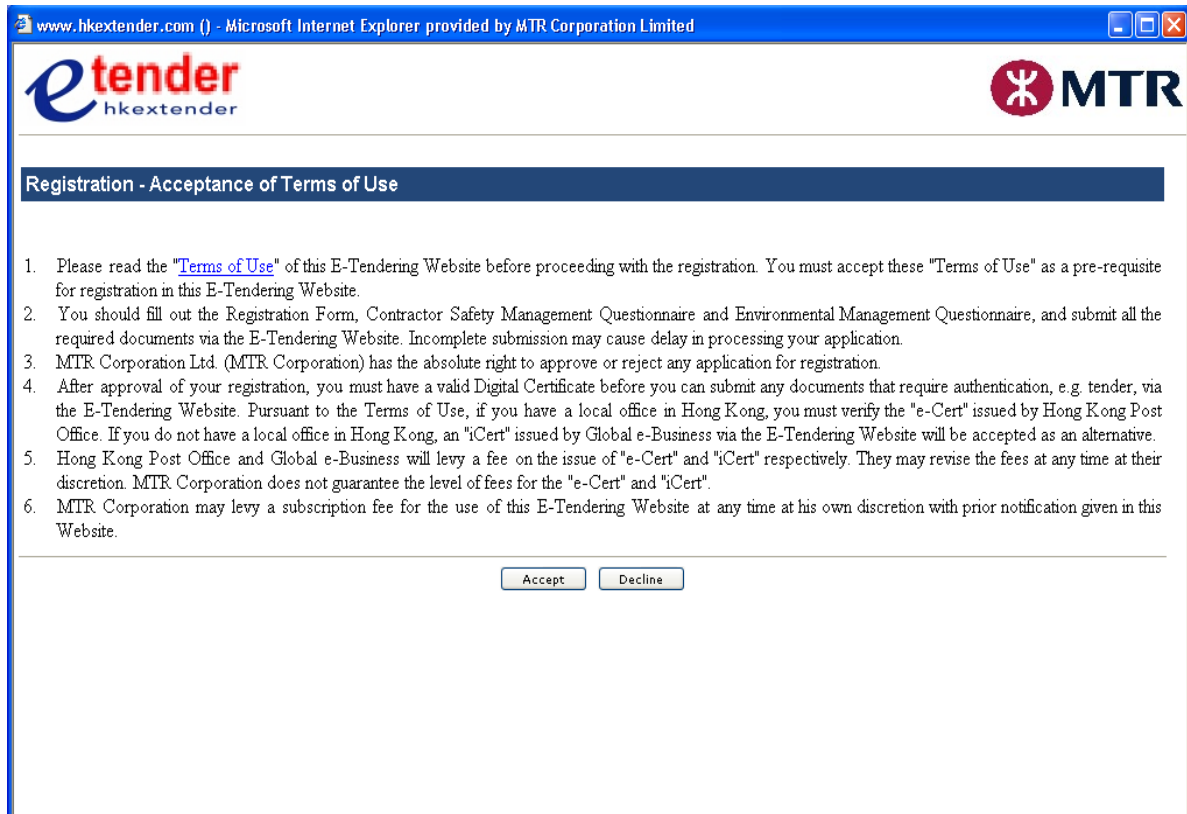
Please refer to the steps below for details.

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. In the online registration form, fill in all the information as required under the sections,

General Information and Company Background.

The online registration form is shown below:

The screenshot shows a web browser window with the URL www.hkextender.com. The page features the 'e tender hkextender' logo on the left and the 'MTR' logo on the right. A legend indicates that fields marked with a red asterisk (*) are required. The form is divided into two main sections: 'A. General Information' and 'B. Company Background'.

A. General Information

- 1. Company Name:** A note states 'Company name must be exactly the same as business registration name'. There are two input fields: one for '(English) *' and one for '(Chinese) *'.
- 2. Correspondence Address:** Includes input fields for '(English) *' and '(Chinese) *', and separate fields for 'Tel *' and 'Fax *'.
- 3. Company E-mail Address:** A single input field with a red asterisk. A note below states: '(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:** An input field starting with 'http://'.
- 5. Main Business Nature:** A text area with a red asterisk and a note '(max. 200 characters)'. A small dropdown arrow is visible on the right side of the text area.
- 6. Registered Country:** A dropdown menu with '[Please select] *'. A note below explains: '(If company is registered in Hong Kong, then please ensure an Organization eCert in the company' 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:** A dropdown menu with '[Please select] *'.
- 8. MTRC Registered:** Radio buttons for 'Yes' and 'No *'.

B. Company Background

- 1. Form of Business:** A dropdown menu with '[Please select] *'.
- 2. Year of Establishment:** An input field with a red asterisk.

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.

4. Registered Office	<input type="text"/>
5. Parent Company	<input type="text"/>
6. Subsidiary / Associated Companies / Holding Company	<input type="text"/> (max. 500 characters)
7. Contact Persons	<p>a) Name <input type="text"/> * Title (max.50) <input type="text"/> *</p> <p>Email Address <input type="text"/> * Tel / Mobile <input type="text"/> *</p> <p>(The login User ID and Password will be e-mailed to this address.)</p> <p>b) Name <input type="text"/> Title (max.50) <input type="text"/></p> <p>Email Address <input type="text"/> Tel / Mobile <input type="text"/></p> <p>c) Name <input type="text"/> Title (max.50) <input type="text"/></p> <p>Email Address <input type="text"/> Tel / Mobile <input type="text"/></p> <p>d) Name <input type="text"/> Title (max.50) <input type="text"/></p> <p>Email Address <input type="text"/> Tel / Mobile <input type="text"/></p> <p>e) Name <input type="text"/> Title (max.50) <input type="text"/></p> <p>Email Address <input type="text"/> Tel / Mobile <input type="text"/></p> <p>f) Name <input type="text"/> Title (max.50) <input type="text"/></p> <p>Email Address <input type="text"/> Tel / Mobile <input type="text"/></p>
8. Office	No. of employees [Please select] ▾

Step 4. Under the Section for **Job Reference**, click "Corporate Social Responsibility Questionnaire" and "Environmental Management Questionnaire" to download the files of these two questionnaires for completion.

B. Job Reference	
1. Most Recent Project Completed	<input type="text"/> (max. 500 characters)
2. Last Year's Turnover	HK\$ <input type="text"/>
3. Attachment	<p>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 ")".</p> <p><input type="button" value="Browse..."/> <input type="button" value="Cancel This"/> *</p> <p><input type="button" value="More File"/></p> <p>(The total document size for each upload is limited to 60 MB)</p> <p>Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.</p> <p>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.</p> <p style="text-align: center; color: red; font-size: small;">CAUTION : Click the "Submit" button ONCE only. When the submission is completed, an acknowledgement message will be displayed.</p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Reset"/></p>

Note: Supplier can also complete the questionnaires offline and then upload the completed questionnaires as Step 5.

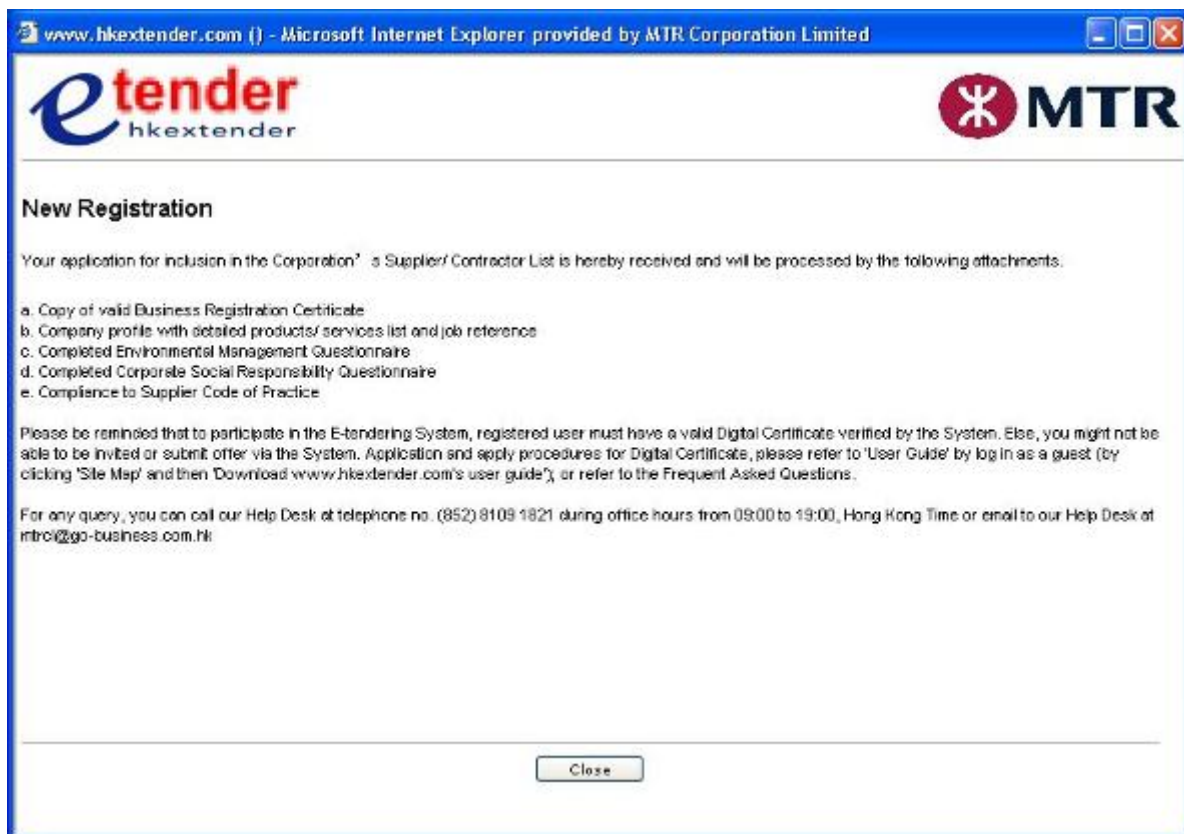
Step 5. Click "browse" button to locate the file to be uploaded such as copy of business registration, company profile and completed questionnaires etc. and click "Open" button to confirm. The copy of business registration, company profile and questionnaires must be uploaded before submission for assessment.

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 “More File” button and repeat Step 5 to upload more files.

Step 7. Click "Submit" button to confirm submission of the registration application.

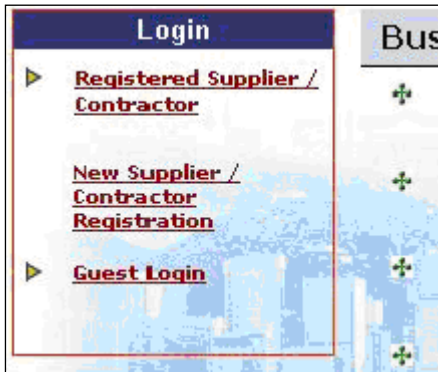
Step 8. After registration submitted, an acknowledgement page will be displayed on screen as below. The supplier was reminded to submit the required information as detailed in the acknowledgement page for assessment.



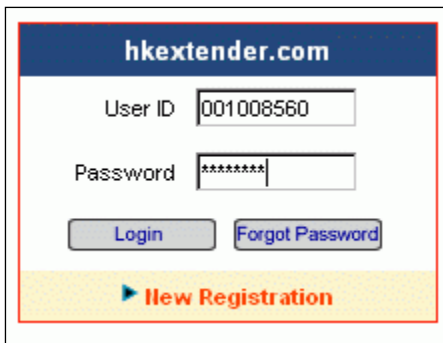
Step 9. Supplier will receive an email for the acknowledgement of the application. User login ID and password will be sent to the email address of the first contact person after registration has been approved by MTR Corporation.

Logon for Registered Supplier / Contractor

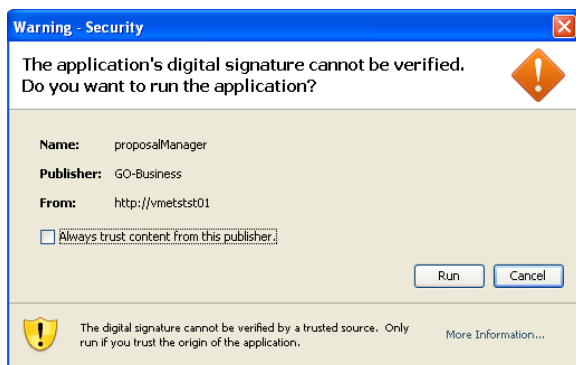
Step 1. Click "Registered Supplier / Contractor" on homepage of www.hkextender.com to initiate the logon screen.



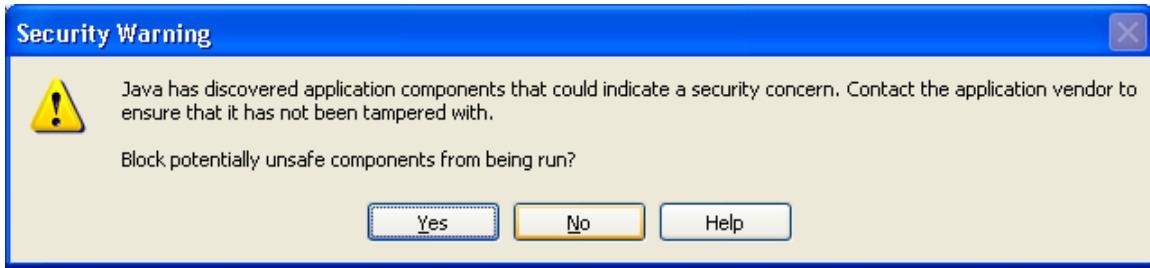
Step 2. Type in User ID and Password. Then click "Login" button to logon.



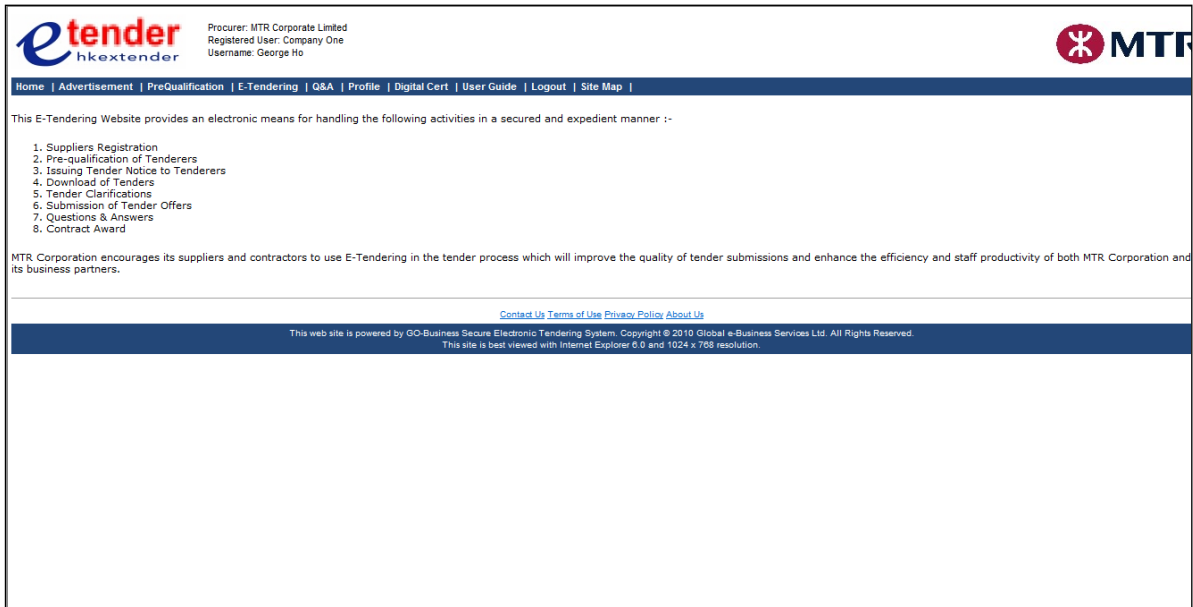
Step 3. For Java 6 User, confirm installing and running the program "E-Tendering" by clicking the "Run" button in the following security warning page.



For Java 7 User, confirm installing and running the program "E-Tendering" by clicking the "No" button in the following security warning page.



Step 4. After Step 3, the main page will be shown:



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

Update User Password

Please update your password as it is your first login to the system.

User ID - 001008560

Company Name (English)	070503-1
New Password	<input type="password" value="*****"/>
Confirm New Password	<input type="password" value="*****"/>

Notes: After finishing the tasks in the website, user must click "Logout" button in menu bar to logout the system.



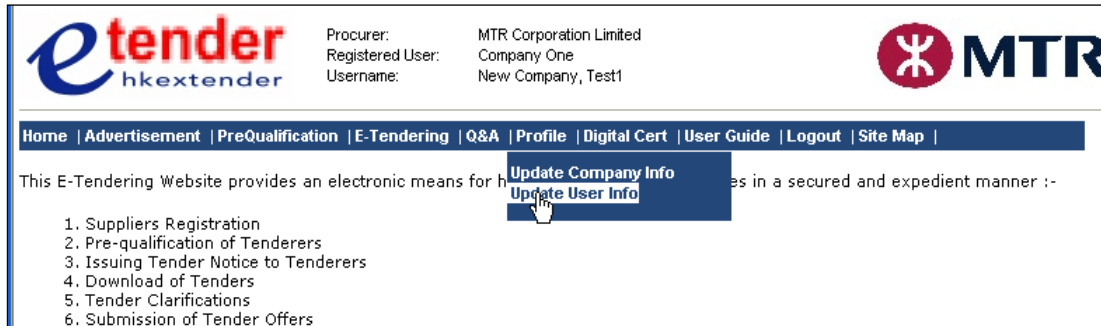
Otherwise, the same user will not be able to log on his own account unless he has typed in correctly his email address together with his user ID and password as registered in the system.



Update User Info

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

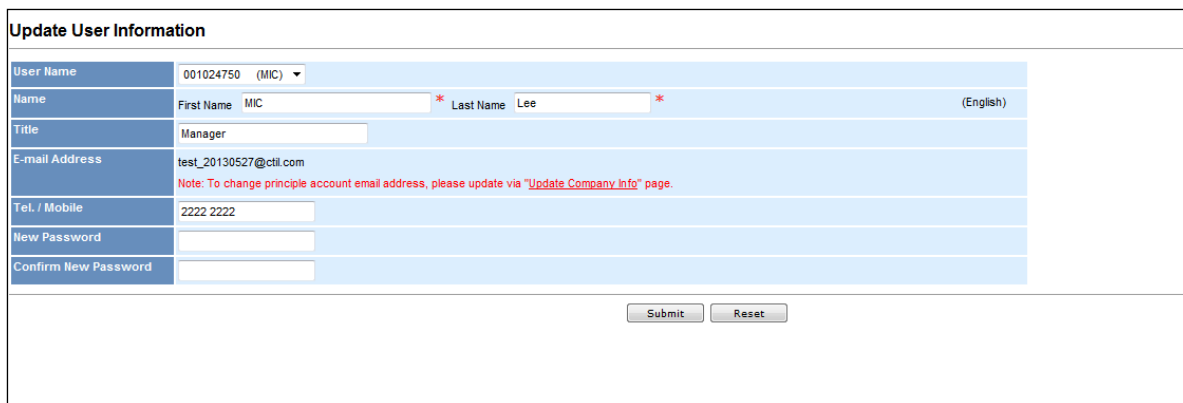
Step 1. Select **Profile** and then **Update User Info**.



The screenshot shows the top section of the hkextender website. On the left is the 'e tender hkextender' logo. In the center, user information is displayed: Procurer: MTR Corporation Limited, Registered User: Company One, and Username: New Company, Test1. On the right is the MTR logo. Below the header is a navigation menu with links: Home, Advertisement, PreQualification, E-Tendering, Q&A, Profile, Digital Cert, User Guide, Logout, and Site Map. A blue box highlights the 'Update User Info' link under the 'Profile' menu item. Below the menu, a text block states: 'This E-Tendering Website provides an electronic means for h... es in a secured and expedient manner :-'. A list of services follows: 1. Suppliers Registration, 2. Pre-qualification of Tenderers, 3. Issuing Tender Notice to Tenderers, 4. Download of Tenders, 5. Tender Clarifications, 6. Submission of Tender Offers.

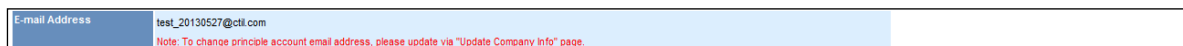
Step 2. User may type in a) First name and Last name of the user, b) Title, c) E-mail Address, d) Tel./Mobile. User can also change his password by typing in the new password.

Step 2a. For the principle account user, he/she can update his/her user info except email address.

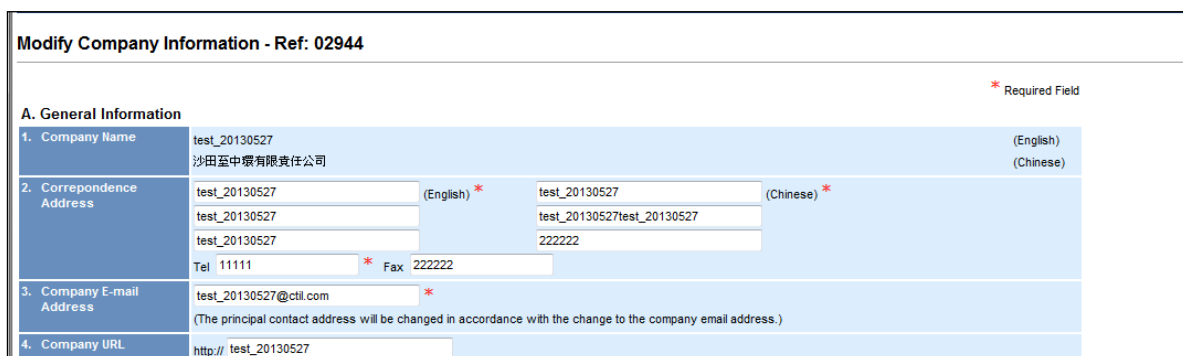


The screenshot shows the 'Update User Information' form. It contains several input fields: 'User Name' (001024750 (MIC) dropdown), 'Name' (First Name: MIC, Last Name: Lee, with an '(English)' label), 'Title' (Manager), 'E-mail Address' (test_20130527@ctil.com, with a red note: 'Note: To change principle account email address, please update via "Update Company Info" page.'), 'Tel. / Mobile' (2222 2222), 'New Password', and 'Confirm New Password'. At the bottom are 'Submit' and 'Reset' buttons.

Step 2b. If the principle account user want to update the email address , he/she must Click the link “Update Company Info” to update company email address.



This is a close-up of the 'E-mail Address' field from the form above. It shows the email address 'test_20130527@ctil.com' and the red note: 'Note: To change principle account email address, please update via "Update Company Info" page.'



The screenshot shows the 'Modify Company Information - Ref: 02944' form. It is divided into sections: 'A. General Information' and 'B. Contact Information'. Section A includes: 1. Company Name (test_20130527, 沙田至中環有限公司, with English and Chinese labels), 2. Correspondence Address (English and Chinese fields, Tel: 11111, Fax: 222222), 3. Company E-mail Address (test_20130527@ctil.com, with a note: '(The principal contact address will be changed in accordance with the change to the company email address.)'), and 4. Company URL (http:// test_20130527). A red asterisk indicates required fields.

Note:

1. The company email address will be used as the principal contact address.

Step 2c. For the principle account user, he/she can update the other users' info, except password.

Update User Information	
User Name	001008731 David Li <input type="button" value="Search"/>
User Information - 001008731	
Name (English)	First Name <input type="text" value="David"/> Last Name <input type="text" value="Li"/>
Title	<input type="text" value="Manager"/>
E-mail Address	<input type="text" value="dennis_yu@ctil.com"/>
Tel. / Mobile	<input type="text" value="(852) 2503-8263"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Update User Information	
User Name	001024751 ()
Name	First Name <input type="text" value="Jacky"/> * Last Name <input type="text" value="Lee"/> * (English)
Title	<input type="text" value="Assintant Manager"/>
E-mail Address	<input type="text" value="test_20130527@ctil.com"/>
Tel. / Mobile	<input type="text" value="2222 3333"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Step 2d. For the other user, he/she can update his/her info only.

Update User Information	
User Information - 001008721	
Name (English)	First Name <input type="text" value="Dennis"/> Last Name <input type="text" value="Yu"/>
Title	<input type="text" value="Manager"/>
E-mail Address	<input type="text" value="dennis_yu@ctil.com"/>
Tel. / Mobile	<input type="text" value="64533344"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

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

Update Company Info

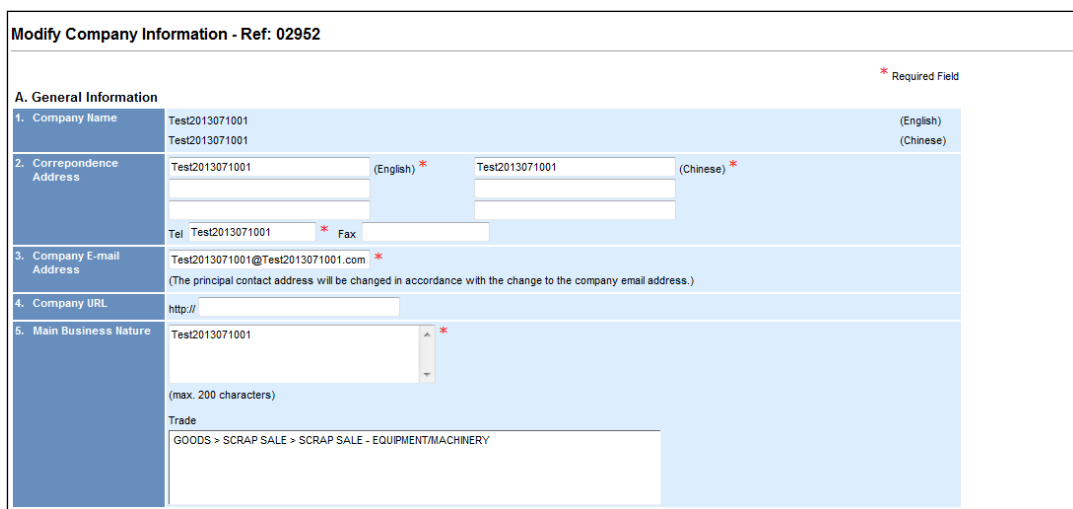
The principal user can also update company info after logon.

Step 1. Select **Profile** and then **Update Company Info**.



The screenshot shows the top section of the website. On the left is the logo for 'tender.hkextender.com'. In the center, there is a user profile summary: Procurer: MTR Corporation Limited, Registered User: Company One, Username: New Company, Test1. On the right is the MTR logo. Below this is a navigation bar with links: Home, Advertisement, PreQualification, E-Tendering, Q&A, Profile, Digital Cert, User Guide, Logout, Site Map. A dropdown menu is open under 'Profile', showing 'Update Company Info' and 'Update User Info'. Below the navigation bar, there is a brief description of the website's purpose and a list of services: 1. Suppliers Registration, 2. Pre-qualification of Tenderers, 3. Issuing Tender Notice to Tenderers.

Step 2. Type in the required changes in the record that appears.



The screenshot shows a form titled 'Modify Company Information - Ref: 02952'. The form is divided into sections. Section A is 'General Information'. It contains several fields: 1. Company Name: Test2013071001 (English), Test2013071001 (Chinese). 2. Correspondence Address: Two input fields for English and Chinese addresses, both marked as required. Below these are fields for Tel (Test2013071001) and Fax. 3. Company E-mail Address: Test2013071001@Test2013071001.com, marked as required. A note below states: '(The principal contact address will be changed in accordance with the change to the company email address.)'. 4. Company URL: http://. 5. Main Business Nature: Test2013071001, marked as required. Below this is a dropdown menu for 'Trade' with the selected value 'GOODS > SCRAP SALE > SCRAP SALE - EQUIPMENT/MACHINERY'. A note indicates '(max. 200 characters)'. A legend indicates that an asterisk (*) denotes a required field.

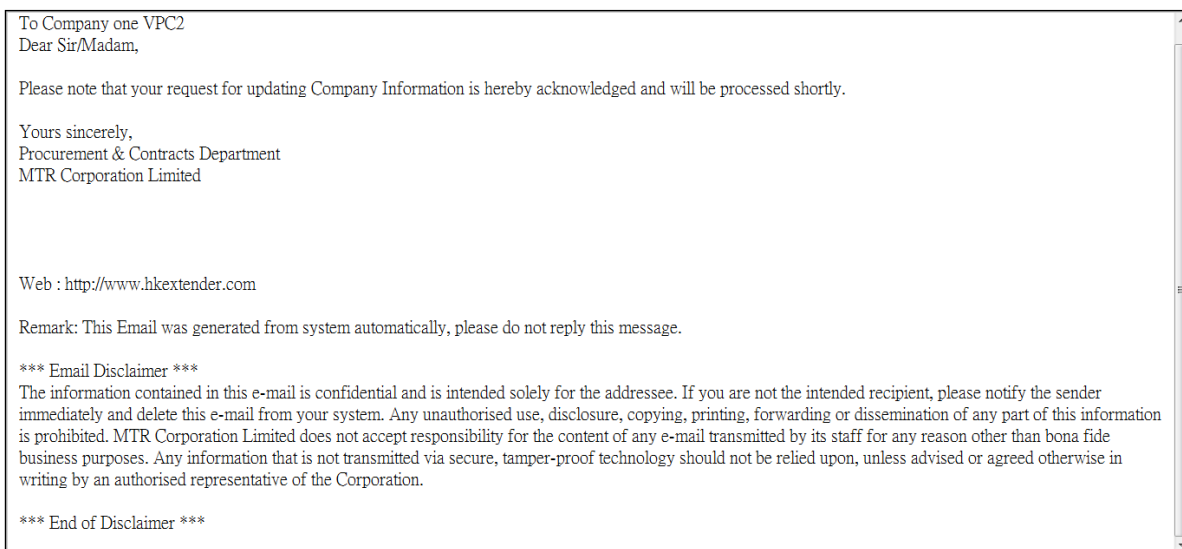
Step 3. Click "Submit" button to confirm changes.

Step 4. Confirmation message for company information updated will be shown as below.



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

Step 5. An acknowledgement email will generated by the system to inform the user.



Digital Certificate

The electronic tendering system makes use 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.

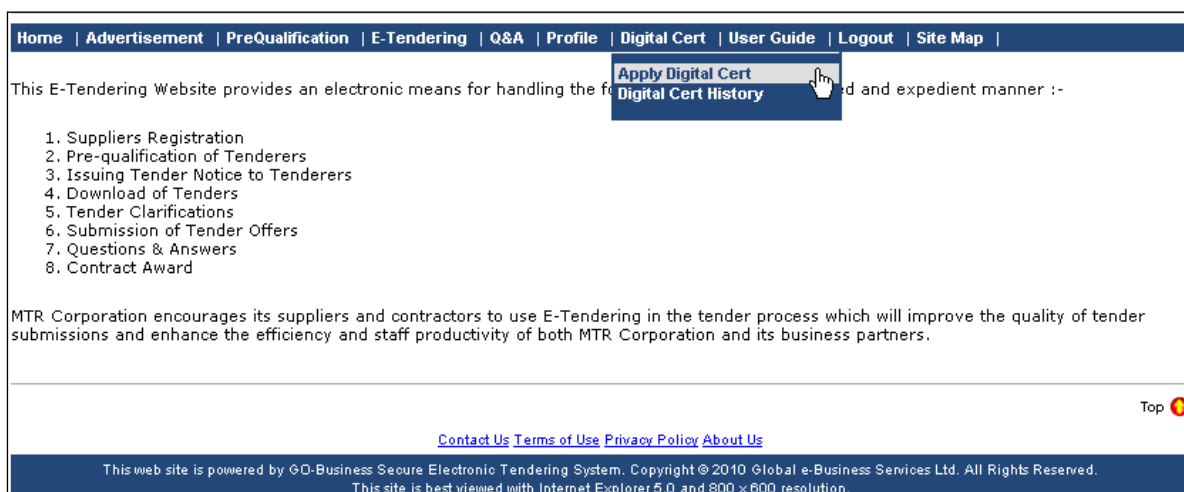
For companies registered in Hong Kong, they are required to apply an Organisational e-Cert under their registered company name through Hongkong Post. For the detailed procedures and charges of acquiring Organisational e-Cert, user can visit the Hongkong Post website at <http://www.hongkongpost.gov.hk> 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 floppy disks, 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 Digital Cert** under **Digital Cert**



The screenshot shows the MTR Corporation E-Tendering website interface. At the top, there is a navigation menu with links: Home, Advertisement, PreQualification, E-Tendering, Q&A, Profile, Digital Cert, User Guide, Logout, and Site Map. Below the menu, a blue button labeled 'Apply Digital Cert' is highlighted, with a mouse cursor pointing to it. Below this button is another button labeled 'Digital Cert History'. The main content area contains a list of steps: 1. Suppliers Registration, 2. Pre-qualification of Tenderers, 3. Issuing Tender Notice to Tenderers, 4. Download of Tenders, 5. Tender Clarifications, 6. Submission of Tender Offers, 7. Questions & Answers, and 8. Contract Award. At the bottom of the page, there is a footer with the text: 'This web site is powered by ©D-Business Secure Electronic Tendering System. Copyright © 2010 Global e-Business Services Ltd. All Rights Reserved. This site is best viewed with Internet Explorer 5.0 and 800 x 600 resolution.'

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

Home | Advertisement | PreQualification | E-Tendering | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

Apply New Digital Certificate

You will be charged an amount HKD150 for the i-Cert fee which is valid for 1 year.

Please send cheque of HKD150, or equivalent foreign 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

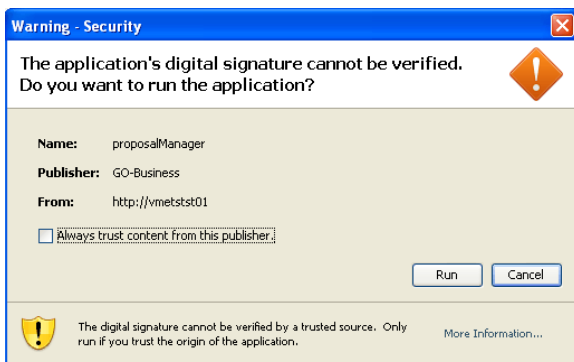
The cheque should be made payable to "MTR Corporation Limited". Please also mark on the back of the cheque your company name and indicate that this is the payment for digital certificate fee.

The digital certificate acquired will only be valid and can be used for signing submission via the System after Hong Kong Post has updated the server. The updating process will normally take about 15 minutes to complete. Please allow sufficient time for the overall processing time for digital certificate acquisition in order to meet the required submission closing time.

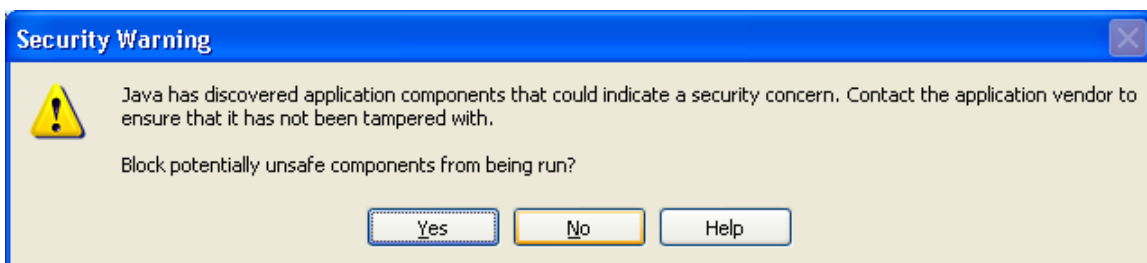
For any assistance, please feel free to contact our Customer Service Hotline at (852) 8109 1821 during office hours or email us at mtrcl@go-business.com.hk.

Apply New digital certificate now?

Step 3. For Java 6 User, confirm installing and running the program "E-Tendering" by clicking the "Run" button in the following security warning page.



For Java 7 User, confirm installing and running the program "E-Tendering" by clicking the "No" button in the following security warning page.



Step 4. The Digital Certificate will be stored to Floppy Disk Drive by default, you may use CD or USB also. Put a floppy disk / CD/ USB in the disk drive and mark the correct drive destination.

Step 5. Type in password twice (to be assigned by the user).

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 Save As: D:\001024630.cer *
Keep the Certificate Password confidential to avoid any fraudulent usage of the i-Cert under your account.
If you lose your password, you are required to re-apply for an i-Cert at your own cost.

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 6. After "i-Cert Application is ready" message is shown on the grey box, click "Submit Application" button to confirm application of Digital Certificate.

Step 7. Wait until confirmation message is shown. A Digital Certificate file (.cer) is stored in disk / USB for future usage.

Step 8. An acknowledge as shown below will be displayed upon successful acquisition of Digital Certificate. The supplier shall make the payment for Digital Certificate by cheque as detailed in the acknowledgement.

[Home](#) | [Advertisement](#) | [PreQualification](#) | [E-Tendering](#) | [Q&A](#) | [Profile](#) | [Digital Cert](#) | [User Guide](#) | [Logout](#) | [Site Map](#) |

Apply Digital Certificate

Digital certificate application is completed successfully. The digital certificate acquired will only be valid and can be used for signing submission via the System after Hong Kong Post has updated the server. The updating process will normally take about 15 minutes to complete. Please allow sufficient time for the overall processing time for digital certificate acquisition in order to meet the required submission closing time.

Please send cheque of HKD150, or equivalent foreign 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

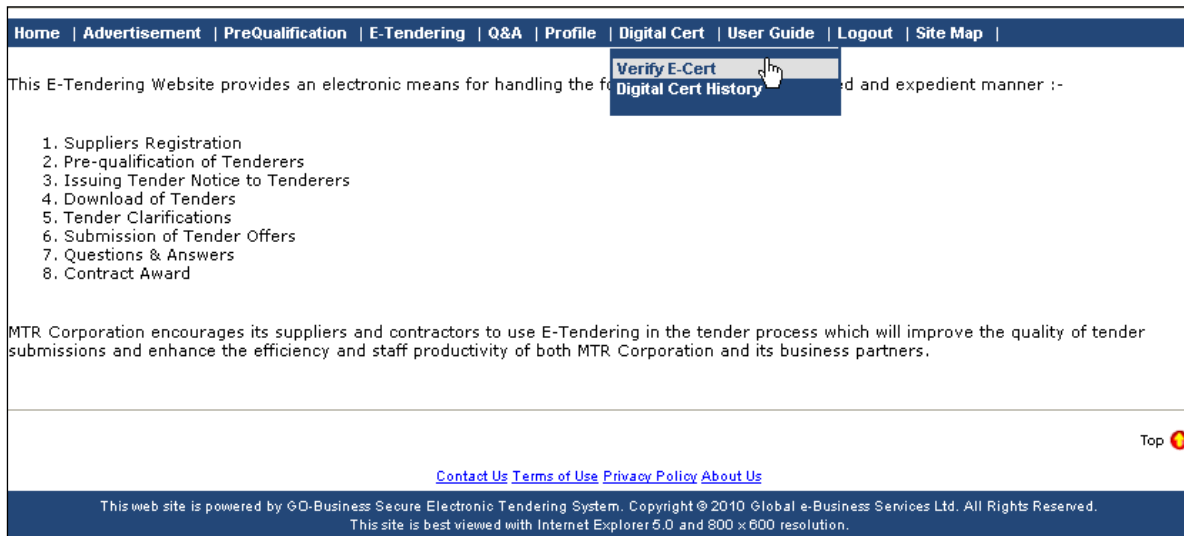
The cheque should be made payable to "MTR Corporation Limited". Please also mark on the back of the cheque your company name and indicate that this is the payment for digital certificate fee.

Home

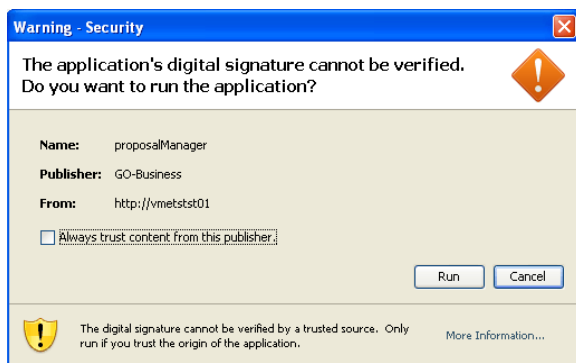
Note: Digital Certificate issued through the system is valid only for one year. Re-application should be made after its expiry.

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

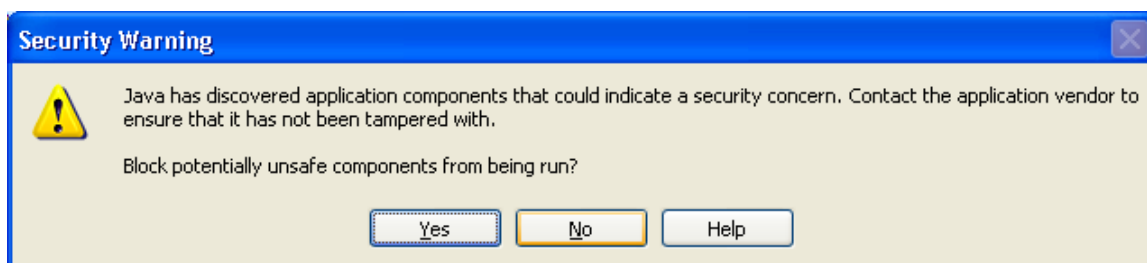
Step 1. Click **Verify E-Cert** under **Digital Cert**.



Step 2. For Java 6 User, confirm installing and running the program "E-Tendering" by clicking the "Run" button in the following security warning page.



For Java 7 User, confirm installing and running the program "E-Tendering" by clicking the "No" button in the following security warning page.



Step 3. Make sure the **Organisational e-Cert** is ready in hard disk/ floppy disk/ CD/ USB drive of the computer for verification.

Step 4. Click "Browse" button, identify the location of **Organisational e-Cert** and choose the

Organisational e-Cert file (.p12).

Step 5. Click "Open" button to confirm the selected **Organisational e-Cert** file.

Verify E-Cert

Your certificate expiry date is 2012/12/21.

You are required to obtain an e-Cert (Organizational cert) issued by the Hongkong Post for signing submissions via the System.

This process is to verify your e-Cert is issued by the Hong Kong Post and under your company name as registered in the System. After successful verification, this e-Cert could be used for signing submissions via the System until its expiry.

1. Digital Certificate Location	<input type="text"/>	Browse...
2. Certificate Password	<input type="password"/>	*(Please provide the Associated Password)

Do not click the "Click to Verify" button until you see "Verify E-Cert Ready!" below.

CAUTION: Click the "Click to Verify" 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.

Click to Verify Reset

Step 6. Type in the password of the **Organisational e-Cert**.

Step 7. Click "Click to Verify" button to start **Organisational e-Cert** verification after "Verify E-Cert Ready" message is shown on the grey box. "Verification Success" message will be shown upon completion of **Organisational e-Cert** verification.



Note: **Organisational e-Cert** issued through Hongkong Post is valid for one year/ two years. Upon expiry, user should re-apply the **Organisational e-Cert** through Hongkong Post and verify the new **Organisational e-Cert** before any submission through the system. Expired **Organisational e-Cert** will not be accepted by the system.

c. View Digital Cert History

Step 1. Click Digital Cert History under Digital Cert



The screenshot shows the top navigation bar of the eTender hkextender website. The logo 'eTender hkextender' is on the left, and the MTR logo is on the right. The navigation menu includes: Home, Advertisement, PreQualification, E-Tendering, Q&A, Profile, Digital Cert, User Guide, Logout, and Site Map. Below the navigation bar, there is a dropdown menu for 'Digital Cert' with two options: 'Apply Digital Cert' and 'Digital Cert History'. The 'Digital Cert History' option is highlighted. Below the menu, there is a text area that says 'This E-Tendering Website provides an electronic means for handling the f... and expedient manner :-' and a list item '1. Suppliers Registration'.

Digital Cert History Report (display last 15 records)

#	Type	Serial No.	Issue Date	Expiry Date	Verified Date	Status	Key Length
1.	E-Cert	2DCFEE		2013/12/31	2013/12/10 10:38	Active	1024 bits
2.	E-Cert	2DCFEE		2012/12/21	2013/12/04 12:34	Expired	1024 bits
3.	E-Cert	2DCFEE		2012/12/21	2013/12/04 12:00	Expired	1024 bits
4.	E-Cert	2DCFEE		2012/12/21	2013/12/04 11:03	Expired	1024 bits
5.	E-Cert	2DCFEE		2012/12/21	2013/12/04 10:51	Expired	1024 bits
6.	E-Cert	2DCFEE		2012/12/21	2013/12/04 10:49	Expired	1024 bits
7.	E-Cert	2DCFEE		2014/12/31	2013/10/07 09:15		1024 bits
8.	E-Cert	183549		2014/01/09	2013/09/24 16:25		1024 bits
9.	E-Cert	183549		2014/01/09	2013/04/29 16:20		1024 bits
10.	E-Cert	183549		2014/01/09	2013/09/24 16:25		1024 bits

The system will list out the last 15 records of Digital Certificate verified in the system.

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

Step 1. Press **Search Advertisement** under **Advertisement** on the menu bar after user login.



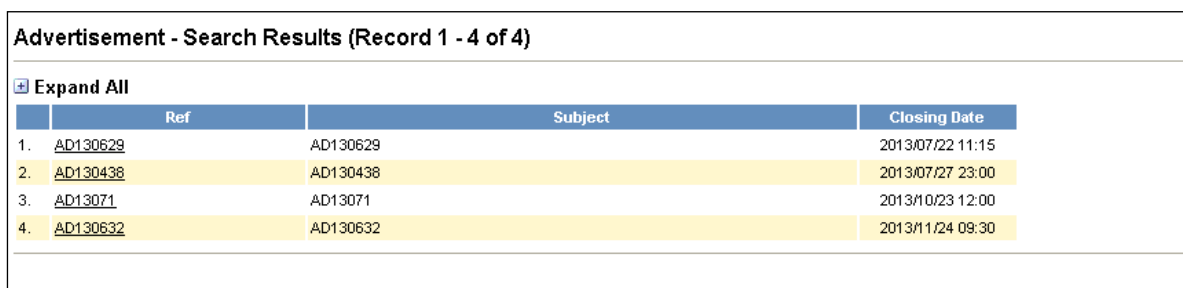
The screenshot shows the top section of the eTender website. On the left is the logo for 'eTender hkextender'. To its right, user information is displayed: Procurer: MTR Corporation Limited, Registered User: Global e-Business Services Limited, and Username: GOB UserOne. On the far right is the MTR logo. Below this is a dark blue navigation bar with links: Home, Advertisement, PreQualification, E-Tendering, Q&A, Profile, Digital Cert, User Guide, Logout, and Site Map. A 'Search Advertisement' button is highlighted in the navigation bar. Below the navigation bar, the text reads: 'This E-Search Advertisement is an electronic means for handling the following activities in a secured and expedient manner :-' followed by a numbered list: 1. Suppliers Registration, 2. Pre-qualification of Tenderers, 3. Issuing Tender Notice to Tenderers, and 4. Download of Tenders.

Step 2. Supplier can search specific advertisement by different criteria.



The screenshot shows the 'Advertisement - Search' form. It includes a heading 'Advertisement - Search' and a sub-heading 'To refine your search results, select multiple filters below.' The form contains several input fields: 'Closing Date' with a date picker set to 2013/07/04, 'Issue Date' with a date picker, 'Keyword' with a text input field, and 'Sort by' with a dropdown menu set to 'Closing Date'. At the bottom right of the form are 'Submit' and 'Reset' buttons.

Step 3. Any advertisement that matches with the searching criteria will be displayed



The screenshot shows the 'Advertisement - Search Results (Record 1 - 4 of 4)' table. It has a table with 4 columns: 'Ref', 'Subject', and 'Closing Date'. The table contains 4 rows of results, each with a numbered list item, a reference number, a subject number, and a closing date and time.

	Ref	Subject	Closing Date
1.	AD130629	AD130629	2013/07/22 11:15
2.	AD130438	AD130438	2013/07/27 23:00
3.	AD13071	AD13071	2013/10/23 12:00
4.	AD130632	AD130632	2013/11/24 09:30

Step 4. Click the advertisement reference number to view the details of the advertisement.

Step 5. Click the file hyperlink to download the attachment file(s), if any, relating to the contract(s) for viewing.

Advertisement - Ref. AD130632			
Issue Date	2013/06/30		
Closing Date	2013/11/24 09:30 HKT (GMT+08:00)		
Project	Project 1		
Subject	AD130632		
Contract 1 Information			
Contract No. / Tender Ref No.	AD130632		
Contract Title	AD130632		
Contract Category	AD130632		
Description	AD130632		
Trade	GOODS > Reinforcement Steel Bar > Steel Bar		
Closing Date of Prequalification Application	2013/11/29	Anticipated Date of Prequalification Submission	1Q/2013
Anticipated Date of Invitation of Tender	1Q/2013	Anticipated Date for Contract Award	1Q/2013
Tender Type	Restricted	Range of Cost	M1 - Up to HK\$40m
Attachment(s)	File Name Test data.doc	File Description	File Size 49 KB
Is Interest?	<input type="checkbox"/>		

Contact Person Information			
Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	12345678
Email Address	cp1@ctl.com		
<input type="button" value="Response for Interest"/> <input type="button" value="Close"/>			

Step 6. Should the supplier be interested to the contract(s), check the Check Box for "Is Interest?" under the appropriate contract(s). [Note: For some advertisements, there will be more than one contract.]

Tender Type	Restricted	Range of Cost	M1 - Up to HK\$40m
Attachment(s)	File Name Test data.doc	File Description	File Size 49 KB
Is Interest?	<input checked="" type="checkbox"/>		

Step 7. Click the “Response for interest” button to reply for interest.

Step 8. Acknowledgement will be displayed after the “Response for interest” has been received by the system.

Response for Interest

Advertisement - Expression of Interest

Your request submitted is successful.

Subject: AD130632

Contract: AD130632

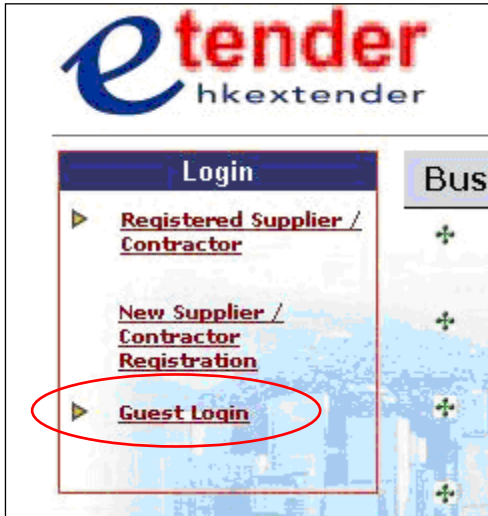
Time: 2013/07/04 12:05:48 HKT (GMT +8:00)

Note:

1. Please print this screen for record purpose.

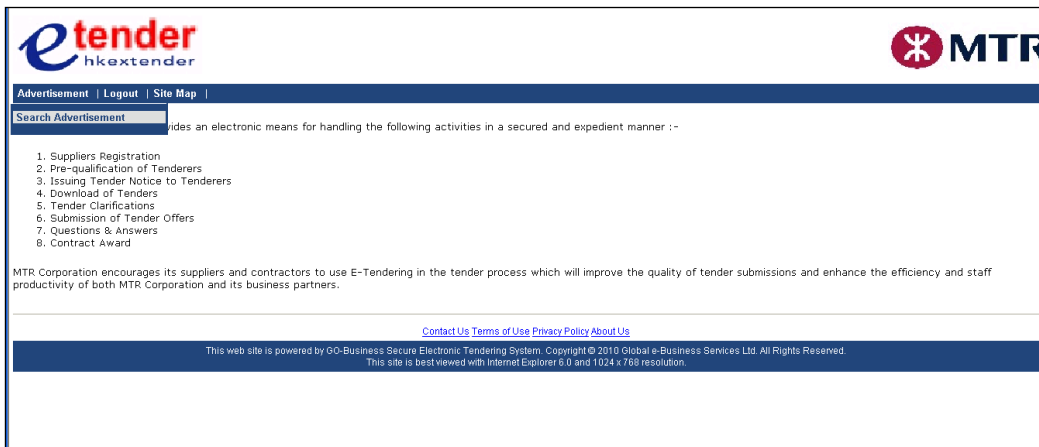
Case 2: For Non-Registered Supplier

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. Press **Search Advertisement** under **Advertisement** on the menu bar after login. List of advertisements still opening for response will be displayed.



Step 3. Click reference no. of specific advertisement.

Advertisement - Search Results (Record 1 - 4 of 4)
 Expand All

	Ref	Subject	Closing Date
1.	AD130629	AD130629	2013/07/22 11:15
2.	AD130438	AD130438	2013/07/27 23:00
3.	AD13071	AD13071	2013/10/23 12:00
4.	AD130632	AD130632	2013/11/24 09:30

Page: 1

Step 4. Click file hyperlink to download the attachment file(s), if any, relating to the contract(s) for viewing.

Contract 1 Information			
Contract No. / Tender Ref No.	AD130632		
Contract Title	AD130632		
Contract Category	AD130632		
Description	AD130632		
Trade	GOODS > Reinforcement Steel Bar > Steel Bar		
Closing Date of Prequalification Application	2013/11/29	Anticipated Date of Prequalification Submission	1Q/2013
Anticipated Date of Invitation of Tender	1Q/2013	Anticipated Date for Contract Award	1Q/2013
Tender Type	Restricted	Range of Cost	M1 - Up to HK\$40m
Attachment(s)	File Name	File Description	File Size
	Test data.doc		49 KB
Is Interest?	<input type="checkbox"/>		

Contact Person Information			
Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	12345678
Email Address	ep1@ctil.com		
<input type="button" value="Response for Interest"/> <input type="button" value="Close"/>			

Step 5. Should the supplier be interested to the contract(s), check the Box for "Is Interest?" under the appropriate contract(s).

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

Step 6. Click "Response for interest" button to reply for interest.

Step 7. After clicking "Response for Interest" button, guest user will be required to fill in the company name, company address, e-mail address and contact person name and then click "Submit" button to confirm interest.

eTender
hkextender

Advertisement | Logout | Site Map

Response for Interest

Please register to the System to get full functions such as receiving prequalification / tender invitation, prequalification form / tender submissions via the System, etc. * Required Field (fill in N/A if not applicable)

Guest Account Information

1. Company Name *

2. Company Address *

3. E-mail Address *

4. Contact Person Name *

In order to use the full functions in the system, non-registered supplier must register to the system by click “Registration”.

Step 8. Acknowledgement will be displayed after the “Response for interest” has been received by the system.

https://etendit.mtr.com.hk/ - www.hkextender.com - Windows Internet Explorer

eTender
hkextender

Response for Interest

Advertisement - Expression of Interest

Your request submitted is successful.

Subject: AD130632
Contract: AD130632
Time: 2013/07/26 12:24:36 HKT (GMT +8:00)

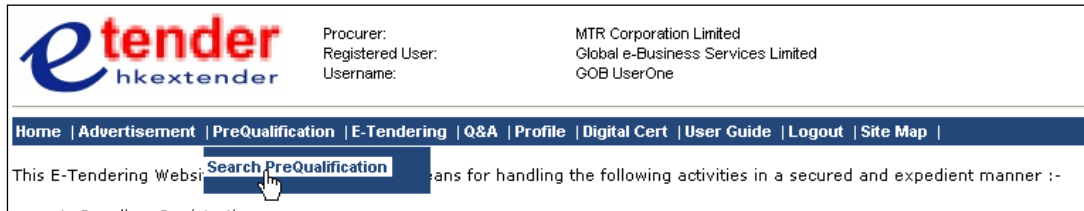
Note:
1. Please print this screen for record purpose.
2. Should you wish to re-confirm that your interest to this project has been registered in the System, you can try to re-submit your interest via the System as duplicated submission will be rejected by the System.

It is suggested to print the acknowledgement page for record.

PreQualification

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

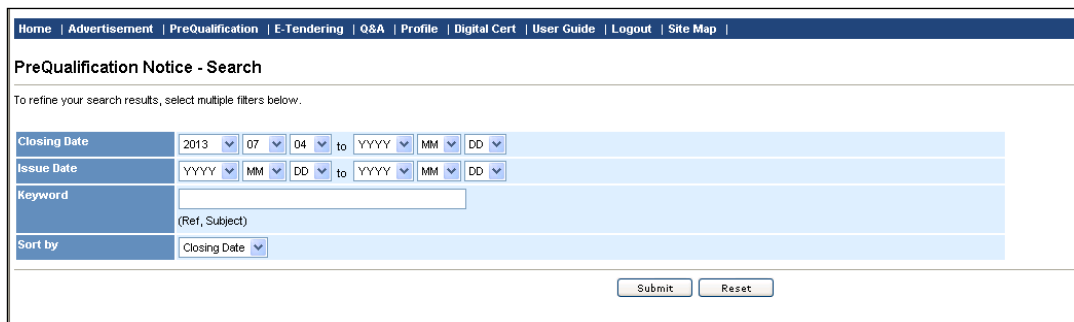
Step 1. Search pre-qualification notice by selecting **Search PreQualification** under **PreQualification** on the menu bar after logon.



The screenshot shows the top navigation bar of the hkextender website. The logo 'e tender hkextender' is on the left. To the right, user information is displayed: Procurer: MTR Corporation Limited, Registered User: Global e-Business Services Limited, and Username: GOB UserOne. Below this is a dark blue navigation menu with links: Home, Advertisement, PreQualification, E-Tendering, Q&A, Profile, Digital Cert, User Guide, Logout, and Site Map. A 'Search PreQualification' button is highlighted in the PreQualification menu item.

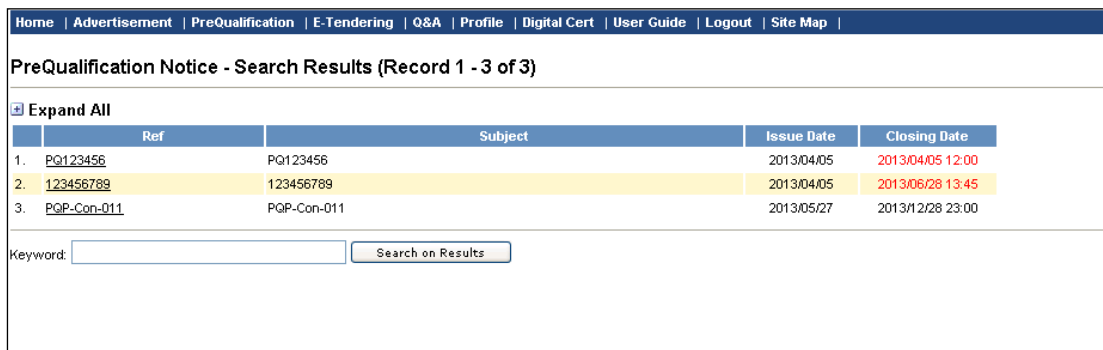
Step 2. Search the pre-qualification notice by the following searching criteria.

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



The screenshot shows the 'PreQualification Notice - Search' form. It includes a header with navigation links. Below the header, there is a section for refining search results with several filters: Closing Date (2013, 07, 04 to YYYY, MM, DD), Issue Date (YYYY, MM, DD to YYYY, MM, DD), Keyword (with a note '(Ref, Subject)'), and Sort by (Closing Date). There are 'Submit' and 'Reset' buttons at the bottom.

Step 3. Click "Submit" button. All pre-qualification notices that match with the searching criteria will be displayed.



The screenshot shows the 'PreQualification Notice - Search Results (Record 1 - 3 of 3)' page. It features an 'Expand All' link and a table with the following data:

	Ref	Subject	Issue Date	Closing Date
1.	PQ123456	PQ123456	2013/04/05	2013/04/05 12:00
2.	123456789	123456789	2013/04/05	2013/06/28 13:45
3.	PQP-Con-011	PQP-Con-011	2013/05/27	2013/12/28 23:00

Below the table is a 'Keyword:' input field and a 'Search on Results' button.

Step 4. Click the relevant pre-qualification ref. number to view the detailed information about the pre-qualification.

PreQualification Notice - Ref. PQP-Con-011		RESTRICTED
Issue Date	2013/05/27	
Closing Date	2013/12/28 23:00 HKT (GMT+08:00)	
Project	Project 1	
Contract Ref	P-Con-011	
Contract Title	P-Con-011	
Contract Category	P-Con-011	
Trade	GOODS > Reinforcement Steel Bar > Steel Bar	
Subject	PQP-Con-011	
Info	P-Con-011	
PreQualification Document (s)	File Name	File Size
	Test data.doc (Archived)	49 kB
Contact Person Information		
Name	Ken, Wong	
Title	Purchasing Officer	
Tel No.	81060008	Fax No. 11111
Email Address	pqi1@ctll.com	
<input type="button" value="Submit Query"/> <input type="button" value="Submit PreQualification Questionnaire"/> <input type="button" value="Close"/>		

Step 5. Click the linked document filename to download pre-qualification document for viewing and completion.

Step 6. User can submit response to the pre-qualification questionnaire by clicking “Submit PreQualification Questionnaire” button.

Alert message: 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
<p>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.</p> <p>For overseas and Joint Venture/ Consortium companies, they are required to apply a Digital Certificate online in their account through the system.</p> <p>Apply new digital certificate now?</p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Back"/> </p>

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

Submit PreQualification Questionnaire - Ref. PQITContract
<p>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.</p> <p>For overseas and Joint Venture/ Consortium companies, they are required to apply a Digital Certificate online in their account through the system.</p> <p>Please log into your Principle Account and apply new digital certificate.</p> <p style="text-align: center;"> <input type="button" value="Back"/> </p>

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

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 digital certificate was expired on **2010/12/31**.

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

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?

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>.

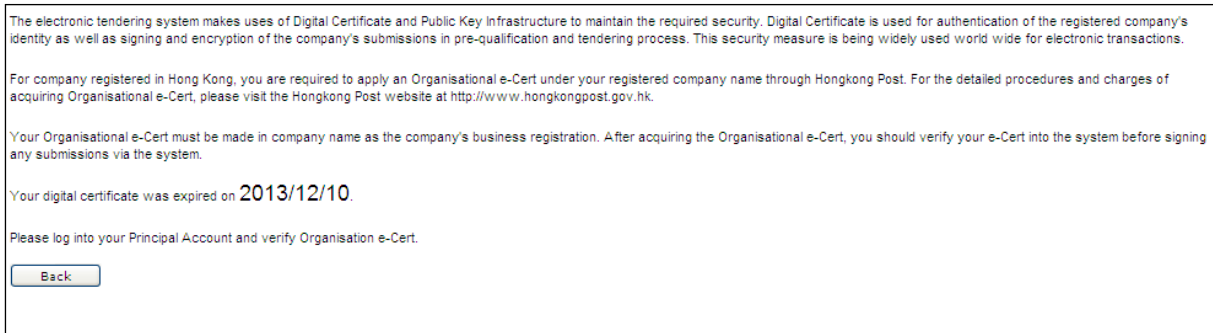
Your Organisational e-Cert must be made in company name as the company's business registration. After acquiring the Organisational e-Cert, you should verify your e-Cert into the system before signing any submissions via the system.

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

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

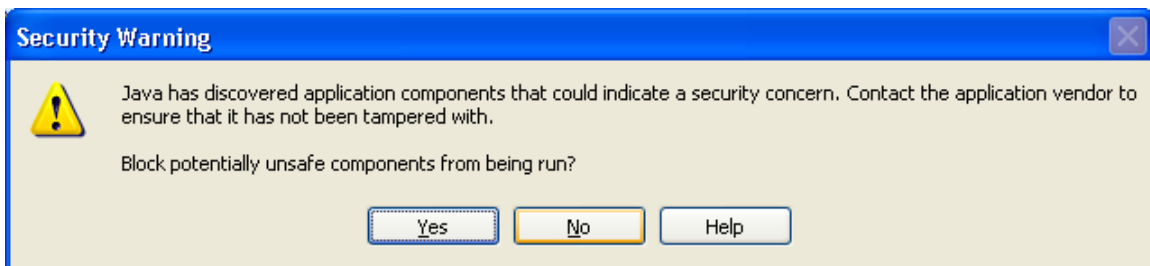


For non principle account, the following message is shown if the e-Cert is expired





Step 7. The security message below will be shown.

Step 7a. For Java 7 User, confirm installing and running the program "E-Tendering" by clicking the "No" button in the following security warning page.



Step 8. Then submission screen below will be shown. Under the Section for "Proposal Document(s)", click "Browse" button to choose the document file for submission.

		Procuree: MTR Corporate Limited Registered User: Company One Username: George Ho			
Home Advertisement PreQualification E-Tendering Q&A Profile Digital Cert User Guide Logout Site Map					
Submit PreQualification Questionnaire - Ref. PQP-CON-06					
* Required Field					
PreQualification Information					
Subject		PQP-CON-06			
Issue Date		2013/04/18		Closing Date	
		2013/09/28 01:00 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 ")".					
<input checked="" type="checkbox"/>		<input type="text"/> <input type="button" value="Browse..."/>			
<input type="button" value="Check All"/>		<input type="button" value="Uncheck All"/>		<input type="button" value="More Files"/>	
<small>(The total document size for each upload is limited to 60 MB for each submission but you may do submission multiple times.)</small>					
<small>Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.</small>					

Step 9. Click "More Files" and repeat Step 8 to attach more document files if any. Uncheck the check box on the right side of the file(s) if it is decided not to send the file(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 10a. Under the Section for Digital Certificate, click "Browse" to choose i-Cert to be verified and type in the password of the i-Cert.

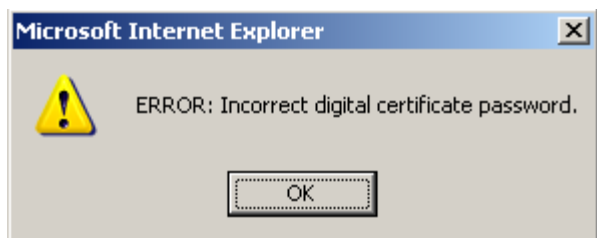
Digital Signature (iCert)	
File Location	<input type="text"/> <input type="button" value="Browse..."/>
Password	<input type="text"/>
Submission Date / Time	2013/01/14 15:54:35 <small>This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.</small>

Step 10b. Under the Section for Digital Certificate, click "Browse" to choose e-Cert and type in the password of the e-Cert.

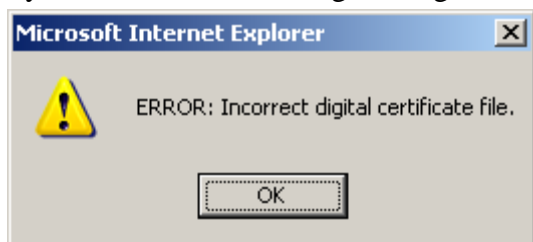
Digital Signature (Organisational eCert)	
File Location	<input type="text"/> <input type="button" value="Browse..."/>
	<small>The Organisational e-Cert filename extension should be .p12.</small>
Password	<input type="text"/>
	<small>The initial password contain 16-digit PIN which can be found inside the PIN Envelope and do not need to input the spaces within the PIN.</small>
Submission Date / Time	2013/12/11 09:08:21 <small>This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.</small>
<p style="color: red;">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.</p>	
<input type="button" value="Submit PreQualification Questionnaire"/> <input type="button" value="Reset"/>	

Step 11. Click "Submit PreQualification Questionnaire" button to submit the response to the pre-qualification.

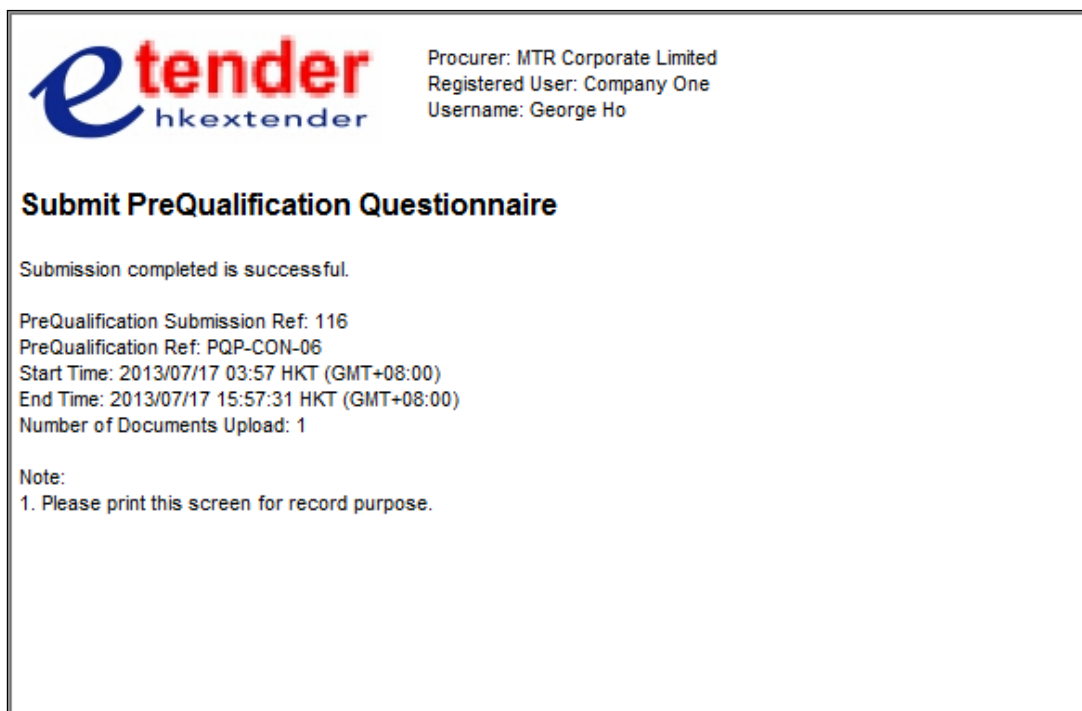
System will show warning message and stop to process if digital certificate password is incorrect.



System will show warning message and stop to process if digital certificate file is incorrect.



Step 12. Acknowledgement page for pre-qualification submission will be displayed after successful submission.



Note: It is suggested to print the acknowledge screen as record for submission of the

completed Pre-Qualification Questionnaire.


Step 13. User can submit query to the pre-qualification questionnaire by clicking “Submit Query” button.

Contact Person Information			
Name	Elsa, Chu (English) 徐慕賢 (Chinese)		
Tel No.	2993-2070	Fax No.	2993-7775
Email Address	mtrpm1@mtr.com.hk		
<input type="button" value="Submit Query"/> <input type="button" value="Submit PreQualification Questionnaire"/> <input type="button" value="Close"/>			

Step 14. 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 “)”.

Question	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">* Required Field</div> <p>(The question is limited to 255 characters)</p>
Attachments	<p>All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore “_”, full stop “.”, hyphen “-”, left parenthesis “(” and right parenthesis “)” .</p> <div style="border: 1px solid #ccc; padding: 2px;"><input type="text"/> <input type="button" value="Browse..."/></div> <p><input type="button" value="More File"/></p> <p>(The total document size for each upload is limited to 60MB) Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.</p>
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/>	

Step 15. Click the “Submit” button to submit the query. Acknowledgement will be displayed after the “Submit” button has been clicked.


Submit Query
Your query has been sent.

Step 16. The submitted query will be displayed on the PQ notice under the private query section.

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.

```

To :_copyNameEng,
Dear Sir/Madam,

Please note that your query on the prequalification questionnaire as follows has been replied. You can also login
www.hkextender.com to view the reply.

Date & Time : _ReplyDate
Question : _Question
Answer : _Answer

Prequalification Information
=====
PQ Ref : _Ref
Project : _ProjectEng
Contract Ref : _ConRefNo
Contract Title : _ConTitle
Issue Date : _IssueDate
Closing Date & Time : _Closingdate
=====

If you have further question or enquiry, please feel free to contact the following person : -

Name : _ContactPersonNameEng
Telephone : _ContactPersonTel
Facsimile : _ContactPersonFax
e-Mail : _ContactPersonEmail

Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited

web : http://www.hkextender.com

Remark: This Email was generated from system automatically, please do not reply this message.

*** Email Disclaimer ***
The information contained in this e-mail is confidential and is intended solely for the addressee. If you are not the
intended recipient, please notify the sender immediately and delete this e-mail from your system. Any unauthorised use,
disclosure, copying, printing, forwarding or dissemination of any part of this information is prohibited. MTR Corporation
Limited does not accept responsibility for the content of any e-mail transmitted by its staff for any reason other than bona
fide business purposes. Any information that is not transmitted via secure, tamper-proof technology should not be relied
upon, unless advised or agreed otherwise in writing by an authorised representative of the Corporation.

*** End of Disclaimer ***

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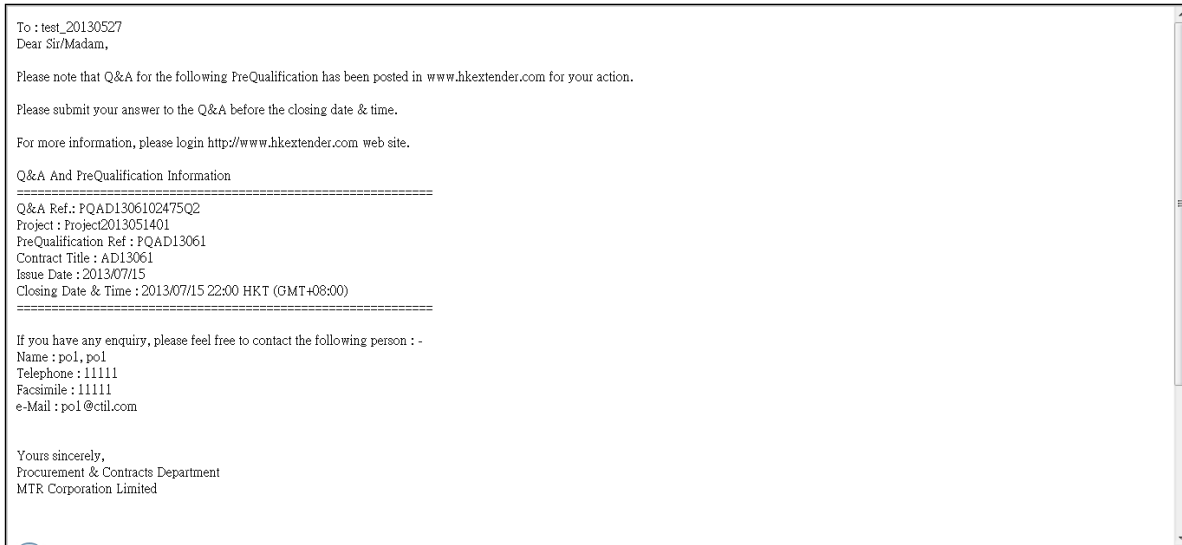
Step 17. In case MTR Corporation wishes that all the suppliers invited for PQ can also view the query and answer that is submitted by one of the suppliers, the query and answer are shown under the Public Query section. The user will receive email notification and view under the Public Query Section.

Public Query	
Message	
1. Q: question 2	2003/05/23 10:59
A: solution 2	2003/05/23 11:02
Private Query	
Message	
1. Q: question 1	2003/05/23 10:59
A: solution 1	2003/05/23 11:01

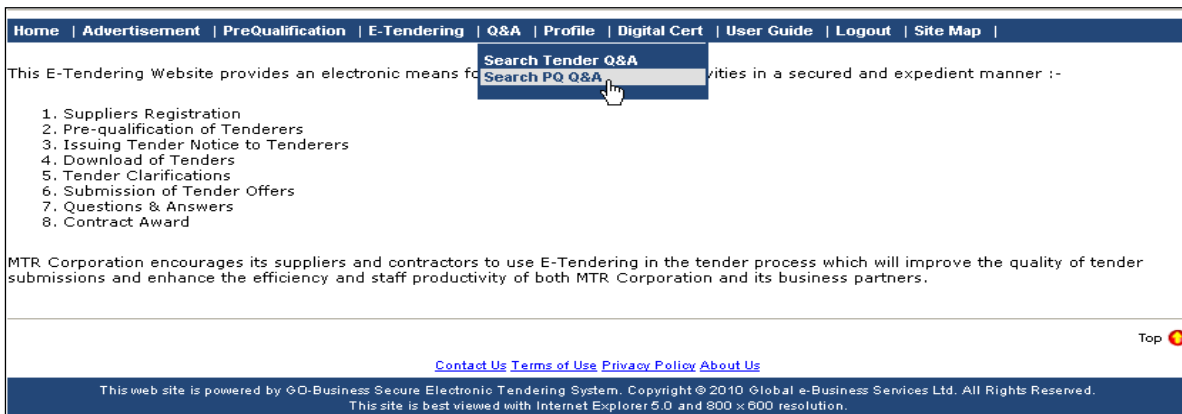
Note: For query and answer shown under the Private Query section, only the supplier submitted the query can see the query and answer.

Download PreQualification Q&A

A. PQ Q&A notice will send to tenderers when PQ Q&A posted.



Step1. After logon, select **Search PQ Q&A** under **Q&A** on the menu bar.



Step 2. Search PQ Q&A by the criteria and click "Submit" button.

PreQualification Q & A - Search

To refine your search results, select multiple filters below.

Closing Date	2013	07	15	to	YYYY	MM	DD
Issue Date	YYYY	MM	DD	to	YYYY	MM	DD
Keyword	<input type="text"/>						
	(Ref, Subject)						
Sort by	Closing Date						

Step 3. Click reference no of PQ Q&A in the searching result.

Home | Advertisement | PreQualification | E-Tendering | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

PreQualification Q & A - Search Results (Record 1 - 1 of 1)

Expand All

	Ref	Subject	Issue Date	Closing Date
1.	PQAD130610247502	PQAD130610247502	2013/07/15	2013/07/15 22:00

Keyword: Page: 1

Step 4. Click the hyperlink in the “PQ Q&A Document” Section to download the relevant file(s) of the question.

PreQualification Q&A - Ref. PQAD130610247502 RESTRICTED

PreQualification Q&A Information

Subject	PQAD130610247502		
Issue Date	2013/07/15		
Closing Date	2013/07/15 22:00 HKT (GMT+08:00)		
PQ Q&A Document(s)	File Name	File Description	File Size
	MTR.doc		49 KB

PreQualification Information

PreQualification Ref	PQAD13061		
Project	Project2013051401		
Contract Ref	AD13061		
Contract Title	AD13061		
Contract Category	AD13061		
Trade	GOODS > SCRAP SALE > SCRAP SALE - EQUIPMENT/MACHINERY		

Contact Person Information

Name	po1, po1		
Title	Assistant Purchasing Officer		
Tel No.	11111	Fax No.	11111
Email Address	po1@cti.com		

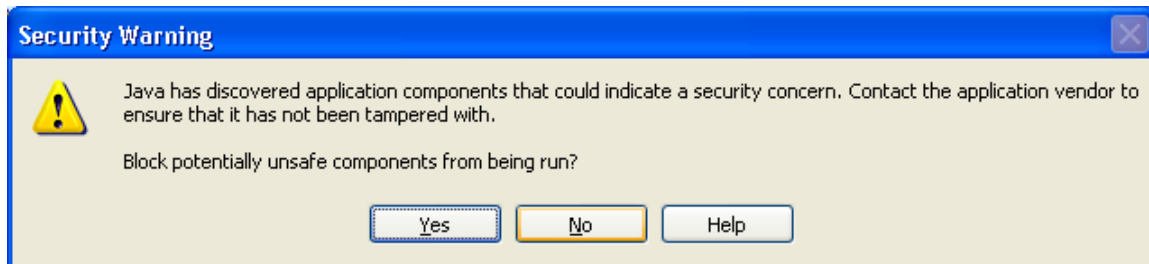
100%

Submit PreQualification Q&A Answer

Step 1. When the answer to the question is ready for submission, click the "Submit PQ Q&A" button.

Step 2. The security message below will be shown.

For Java 7 User, Confirm installing and running the program "E-Tendering" by clicking the "No" button in the following security warning page.



Step 3. Under the Section "PQ Q&A Reply", click the "Browse" button to choose the file attachment for the answer to the question.

PQ Q&A Information			
PQ Q&A Ref	PQ10012202428Q1		
Subject	PQ10012202428Q1		
Issue Date	2010/12/21	Closing Date	2011/01/06 17:15 HKT (GMT+08:00)

PQ Q&A Reply	
Attachment(s)	<p>- The System supports the following file formats as attachment:</p> <p>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).</p> <p>Documents from Microsoft Office 2003:- MS Word (DOC); MS Excel (XLS); or PowerPoint (PPT).</p> <p>Graphics:- Encapsulated PostScript Files (EPSF); Tag Image File Format (TIFF); Windows BitMaps (BMP); Graphic Interchange File Format (GIF); or Joint Photographic Experts Group (JPEG).</p> <p>Computer Aided Design (CAD) drawings:- AutoCAD Format developed by Autodesk (DWG); MicroStation Drawing (DGN); or Autodesk Drawing Exchange Format (DXF).</p> <p>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 "-", left parenthesis "(" and right parenthesis ")" .</p> <p><input checked="" type="checkbox"/> <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Check All"/> <input type="button" value="Uncheck All"/> <input type="button" value="More Files"/></p> <p>(The total document size for each upload is limited to 60MB for each submission but you may do submission multiple times.) Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.</p>

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 4. Click "More Files" and repeat Step 7 to attach more document file(s) if any. Uncheck the check box on the right side of the file(s) if it is decided not to send the file(s).

Step 5. Clicking the “Browse” button to locate the Digital Certificate file under the Section “Digital Signature” and type in Digital Cert password 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 6. Click "Submit PQ Q&A" to confirm submission.

Step 7. Acknowledgement will be displayed as below. The user recommends print out the screen for record.

Successful submission



Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

Submit PreQualification Q&A

Submission completed is successful.

PQ Q&A Submission Ref: 110
PQ Q&A Ref: PQP-PQ-201306180100010Q1
Start Time: 2013/07/16 05:03 HKT (GMT+08:00)
End Time: 2013/07/16 17:03:42 HKT (GMT+08:00)
Number of Documents Upload: 1

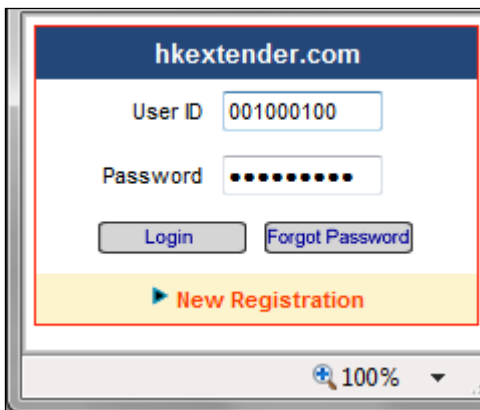
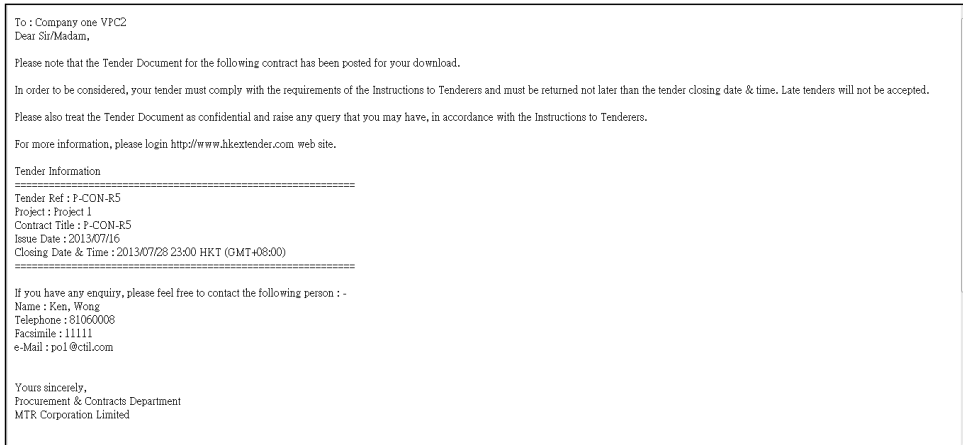
Note:
1. Please print this screen for record purpose.

It is suggested to print the acknowledgement page for record.

Search 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.

Step 1a. Supplier can click the hyperlink in the tender notice email then follow by the login procedure.



Step 1b. Select **Search Tender Notice** under **E-Tendering** on the menu bar after login.

eTender hkextender Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

MTR

Home | Advertisement | PreQualification | E-Tendering | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

Tender Notice - Search

To refine your search results, select multiple filters below.

Closing Date	2013	07	16	to	YYYY	MM	DD
Issue Date	YYYY	MM	DD	to	YYYY	MM	DD
Keyword	<input type="text"/>						
Sort by	Closing Date						

Submit Reset

Step 2. User can search tender notice by the following criteria.

- ◆ Trade
- ◆ Closing Date
- ◆ Issue Date
- ◆ Keywords

Tender Notice - Search

To refine your search results, select multiple filters below.

Closing Date	2013	07	04	to	YYYY	MM	DD
Issue Date	YYYY	MM	DD	to	YYYY	MM	DD
Keyword	<input type="text"/>						
Sort by	Closing Date						

Submit Reset

Step 3. All tenders that match with the searching criteria will be listed as shown below. If the hyperlink in the tender notice email is clicked, then only the relevant tender will be displayed after login.

Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

Home | Advertisement | PreQualification | E-Tendering | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

Tender Notice - Search Results (Record 11 - 20 of 21)

Expand All

	Ref	Subject	Issue Date	Closing Date
11.	P-T-2013061801	P-T-2013061801	2013/06/18	2013/06/18 18:15
12.	P-C-2013061803	P-C-2013061803	2013/06/18	2013/06/18 18:45
13.	P-T-AD130626	P-T-AD130626	2013/06/18	2013/06/18 19:30
14.	P-T-AD130628	P-T-AD130628	2013/06/18	2013/06/18 19:30
15.	P-T-20130618	P-T-20130618	2013/06/18	2013/06/18 20:00
16.	P-CON-013	P-CON-013	2013/04/22	2013/06/28 13:45
17.	AD130633	AD130633	2013/07/05	2013/07/05 11:45
18.	AD13062401	AD13062401	2013/06/26	2013/07/27 22:00
19.	AD130623	AD130623	2013/07/12	2013/07/28 22:15
20.	P-CON-R5	P-CON-R5	2013/07/16	2013/07/28 23:00

Keyword: Page: [Previous](#) | 2 | [Next](#)

Note: Display of the listing

- Show full description as “ToolTip” by pointing the cursor to the description field (Collapse All – defaulted)
- Click “Expand All” button to display full description with wrapping to next line on screen

Step 4. Click the tender reference number for viewing detailed information of the tender.

Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

Home | Advertisement | PreQualification | E-Tendering | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

Tender Notice - Ref. P-CON-R5 RESTRICTED

Issue Date	2013/07/16		
Closing Date	2013/07/28 23:00 HKT (GMT+08:00)		
Project	Project 1		
Contract Ref	P-CON-R5		
Contract Title	P-CON-R5		
Contract Category	P-CON-R5		
Trade	GOODS > Reinforcement Steel Bar > Steel Bar		
Subject	P-CON-R5		
Info	P-CON-R5		
Tender Document(s)	File Name	File Description	File Size
	1		49 KB
	Copy doc		0.01 MB
	Download Whole Package		

Contact Person Information

Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	11111
Email Address	po1@ctl.com		

Tender Download

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

Step 2. After tender notice is shown, click hyperlink(s) of file(s) in the Section for “Tender Document” to download the file(s) of the tender document one by one.

Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

eTender
hkextender

MTR

Project	Project 1		
Contract Ref	AD13082401		
Contract Title	AD13082401		
Contract Category	AD13082401		
Trade	GOODS > Reinforcement Steel Bar > Steel Bar		
Subject	AD13082401		
Info	AD13082401		
Tender Document(s)	File Name	File Description	File Size
	1		
	MTR.doc		49 KB
	Test data 2.doc		49 KB
	Test data.doc		49 KB
	Download Whole Package		0.03 MB

Tender Addendum

Addendum 1 Date	2013/09/26		
Addendum 1 Info	Test		
Addendum 1 Document	File Name	File Description	File Size
	1		
	S_Test issue 1234 %.doc		49 KB

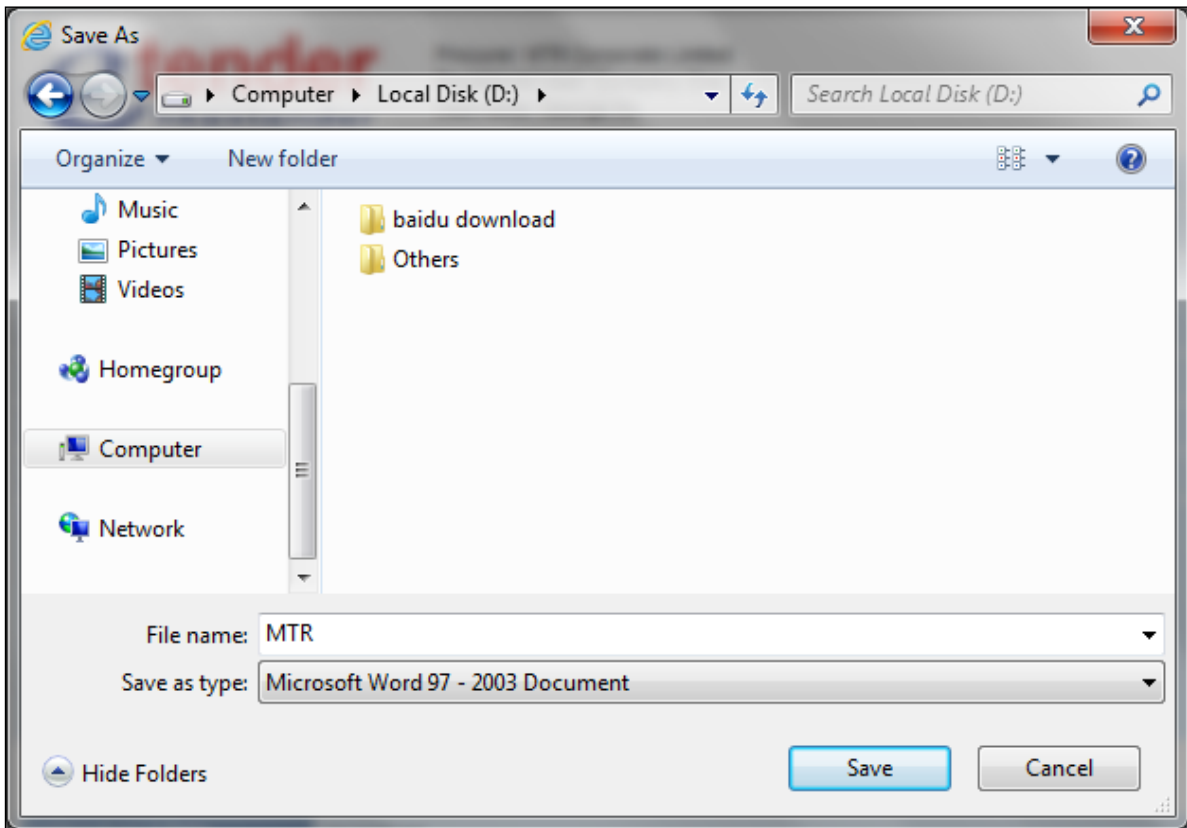
Contact Person Information

Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	11111
Email Address	****@mtr.com		

Do you want to open or save **MTR.doc** (49.0 KB) from **etssit.mtr.com.hk**?

Open Save Cancel

Step 3. Choose "Save this file to disk". Then select the location and then click "Save" to save the file downloaded.



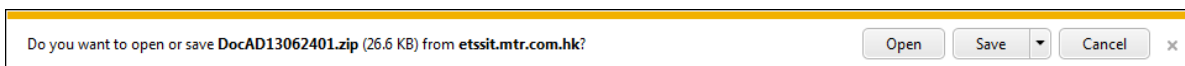
Step 4. Open the downloaded file(s) for viewing.

The whole tender document can also be downloaded by following the steps below.

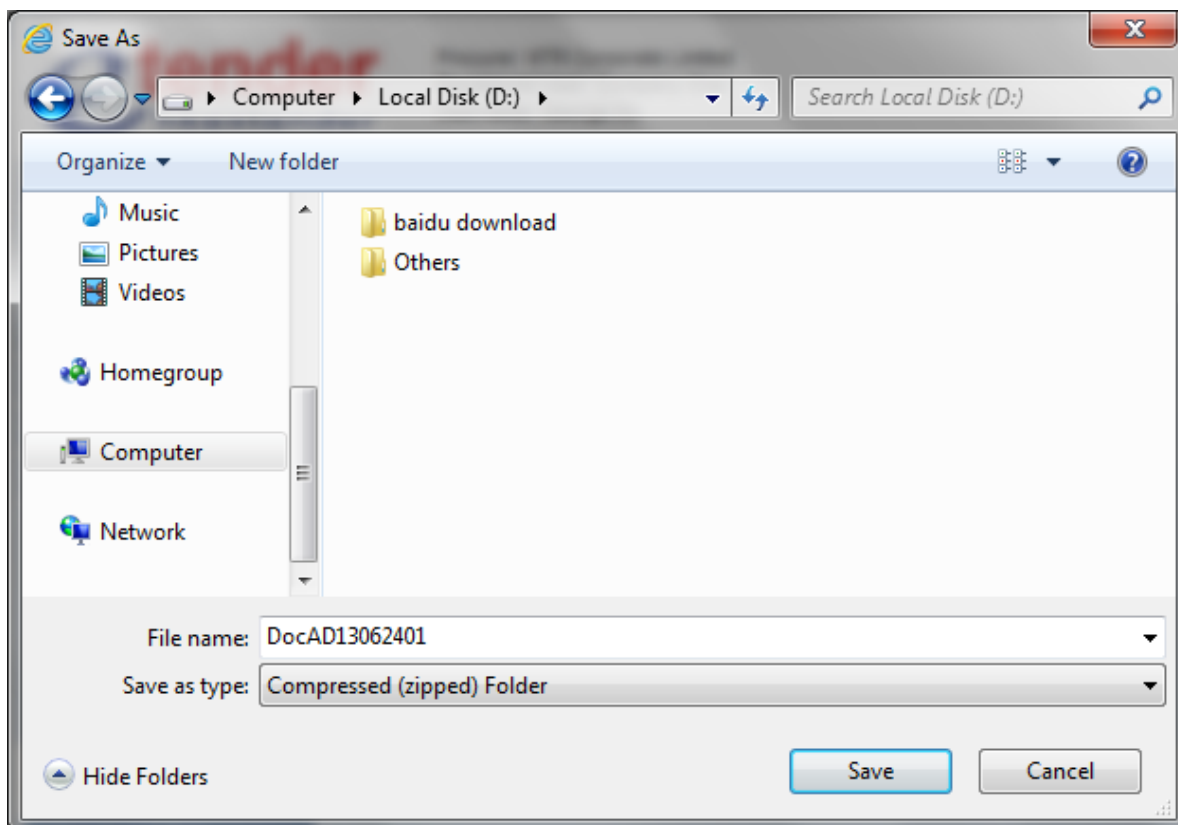
1. Click the link for "Download Whole Package"

	File Name	File Description	File Size
Tender Document	TD		
	BQ.xls	Schedule of Prices	86.00 KB
	FOT.xls	Form of Tender	21.50 KB
	Download Whole Package		

2. Choose "Save this file to disk".



3. Choose appropriate drive and directory and then click "Save" button to save the file.



4. Decompress the downloaded zip file. Since folder(s) will be used for containing different section(s) of the tender document, another zip file(s) may be found in the folder(s) after decompression.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
MTR	Microsoft Word 97 - 2003 ...	9 KB	No	49 KB	83%	26/6/2013 12:15
Test data	Microsoft Word 97 - 2003 ...	9 KB	No	49 KB	83%	4/5/2013 21:31
Test data 2	Microsoft Word 97 - 2003 ...	9 KB	No	49 KB	83%	26/6/2013 12:15

5. User should further decompress the zip file(s) to get the uncompressed file(s) of the tender document.

If MTR Corporation issue a tender addendum for a tender, then the supplier invited for tender will receive an email notice about the tender addendum.

To: Company One
Dear Sir/Madam,

Please note that tender addendum of the following tender has been posted for your download in www.hkextender.com.

You are instructed to take due account of this Addendum in your Tender which is to be submitted in accordance with the instructions to Tenderers in the Tender Document. Please note that the tender return date remains unchanged.

Tender Information

=====

Addendum Info: TT
Tender Ref: AD13062401
Project : Project 1
Contract Title : AD13062401
Issue Date : 2013/06/26
Closing Date & Time : 2013/07/27 22:00 HKT (GMT+08:00)

=====

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

Name : Ken, Wong
Telephone : 81060008
Facsimile : 11111
e-Mail : pol@ctil.com

Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited

Supplier can login the system and search the tender notice as described in the previous section. The tender addendum info and files for downloading can be found under the Section for “Tender Addendum” in the Tender Notice.

The specific information for the Tender Addendum will show in the “Addendum Info”.

Tender Addendum		
Addendum 1 Date	2013/06/26	
Addendum 1 Info	Test	
Addendum 1 Document	File Name	File Description
	1	File Size
	S_Test issue 1234 %.doc	49 KB
Addendum 2 Date	2013/06/30	
Addendum 2 Info	TT	
Addendum 2 Document	File Name	File Description
	2	File Size
	ABC12345.doc	49 KB
	Test data 2.doc	49 KB

Supplier can view and download tender document including tender addendum anytime unless MTR has archived the tender document in the system.

Submit Tender Query

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

Contact Person Information			
Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	11111
Email Address	po1@ctli.com		

Step 2. Click the “Submit Query” button at the bottom of tender notice.

Step 3. Type in the question.

Question	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">* Required Field</div> <p>(The question is limited to 255 characters)</p>
Attachments	<p>All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore “_”, full stop “.”, hyphen “-”, left parenthesis “(” and right parenthesis “)” .</p> <div style="border: 1px solid #ccc; padding: 2px;"><input type="text"/> <input type="button" value="Browse..."/></div> <p><input type="button" value="More File"/></p> <p>(The total document size for each upload is limited to 60MB) Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.</p>
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/>	

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

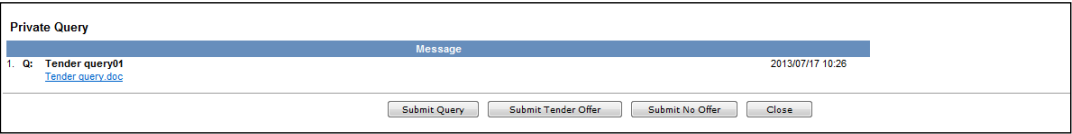
Note: All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore “_”, full stop “.”, hyphen “-”, ampersand “&”, left parenthesis “(” and right parenthesis “)”.

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

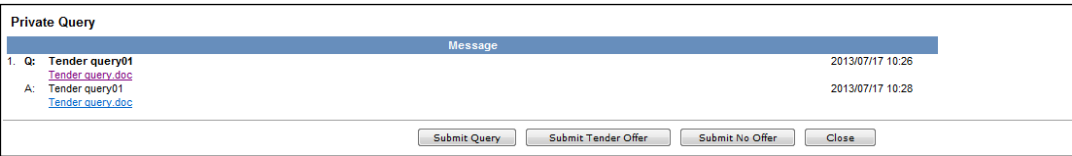
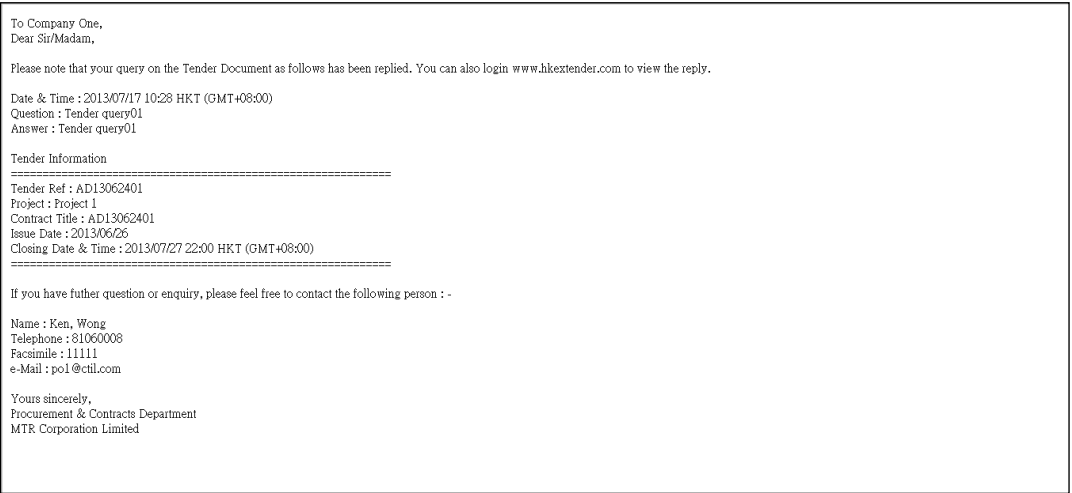
Step 6. Click "Submit" button to submit the query.

	Procuree: MTR Corporate Limited Registered User: Company One Username: George Ho	
Submit Tender Query		
Your query has been sent.		

Step 7. The submitted query will be displayed on the tender notice under the private query section.



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.



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.



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 notice as described in previous section.

Step 2a. 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.

Contact Person Information			
Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	11111
Email Address	po1@ctl.com		

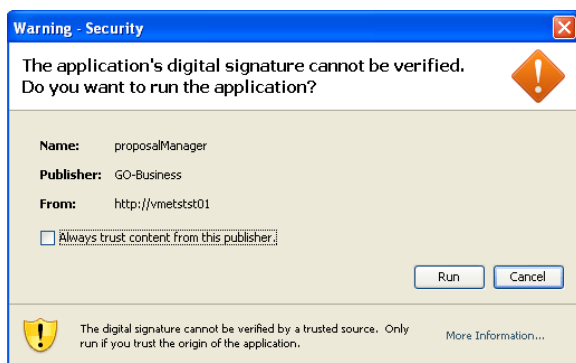
Step 2b. Otherwise, simply click the “Submit Tender Offer” button for the submission of the whole tender offer.

Public Query	
Message	
1. Q: Tender query 02 Tender_query_02.doc	2013/07/17 10:32
A: Tender query 03 Tender_query03.doc	2013/07/17 10:34

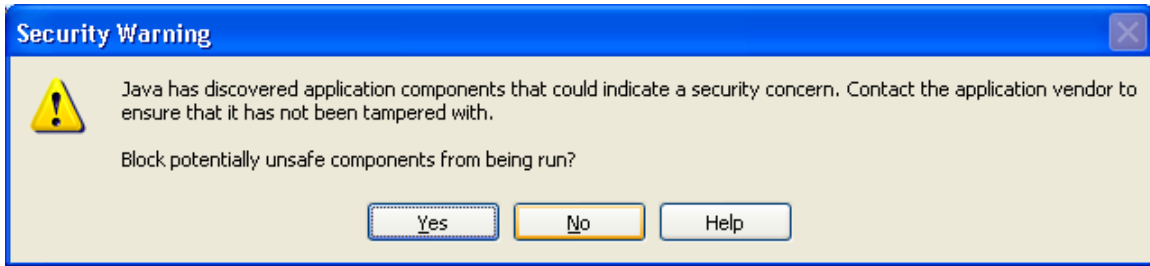
Private Query	
Message	
1. Q: Tender query01 Tender_query.doc	2013/07/17 10:28
A: Tender query01 Tender_query.doc	2013/07/17 10:28

Step 3. The security message below will be shown

Step 3a. For Java 6 User, confirm installing and running the program "E-Tendering" by clicking the “Run” button in the following security warning page.



Step 3b. For Java 7 User, confirm installing and running the program "E-Tendering" by clicking the “No” button in the following security warning page.



Step 4. Select "New", "Supplement" or "Supersede" under the Section "Submit Action".

Submit Tender Offer - Ref. AD13062401	
Snapshot	
Issue Date	2013/06/26
Closing Date	2013/07/27 22:00 HKT (GMT+08:00)
Project	Project 1
Contract Ref	AD13062401
Contract Title	AD13062401
Trade	GOODS > Reinforcement Steel Bar > Steel Bar
Subject	AD13062401
Submit Action	<p>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.</p> <p>2. If your select "Supersede", then your previously submitted tender offer will be superseded and will not be considered by the Corporation.</p> <p>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".</p> <p><input checked="" type="radio"/> New <input type="radio"/> Supplement <input type="radio"/> Supersede</p>

Note: New = First submission

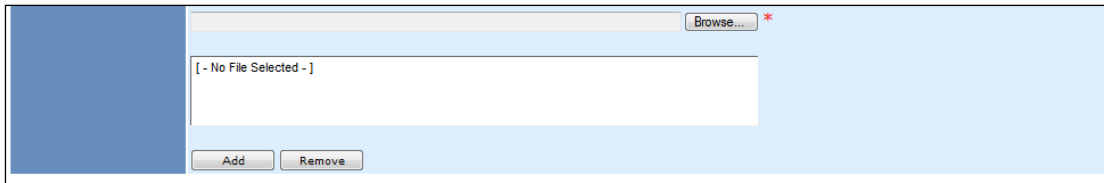
Supplement = Submission of supplementary information to the previous submission(s).

Supersede = Replacement of all the previous submission(s).

Step 5. Attach and select the files of tender offer by clicking the "Browse" button under the Section "Proposal Document(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 “)”.

Proposal Document(s)	
Attachment(s)	<p>Before submission, please read the following instructions:</p> <ol style="list-style-type: none"> Ensure the format of attached file(s) is supported by our system. <p>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).</p> <p>Documents from Microsoft Office 2003:- MS Word (DOC); MS Excel (XLS); or PowerPoint (PPT).</p> <p>Graphics:- Encapsulated PostScript Files (EPSF); Tag Image File Format (TIFF); Windows Bitmaps (BMP); Graphic Interchange File Format (GIF); or Joint Photographic Experts Group (JPEG).</p> <p>Computer Aided Design (CAD) drawings:- AutoCAD Format developed by Autodesk (DWG); MicroStation Drawing (DGN); or Autodesk Drawing Exchange Format (DXF).</p> <ol style="list-style-type: none"> The total size of all attached file(s) must not exceed 60 MB for each submission but you may do submission multiple times. You must submit the Form of Tender and Schedule of Price (Bill of Quantities). You must not change the filename; otherwise, your tender offer will not be accepted. In addition to the files for Form of Tender and Schedule of Price, you can submit other files for the information as required in the Instructions to Tenderer (including technical descriptions, drawings, etc) by clicking the "Add" button. You must not submit any executable file (e.g. filename.exe); otherwise, your tender offer will not be accepted. The length of filename for each submitted file should not be greater than 64 characters including the file extension (i.e. XXXX.XXX). 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 “)”. Estimated speed to upload : 3 MB/minute based on 1.5Mbps network bandwidth.



Step 6. Click the “Add” button to confirm attachment of the file. More file can be attached by repeating Steps 5 and 6. File added can be removed by selecting the file and click the “Remove” button.

Step 7. User can also type in any comment to his offer in the “Remarks” box.

Step 8. Create Snapshot file under the section “Snapshot”.

For security purpose, your file attachments would be encrypted into a single snapshot file before actual submission. Through this encryption process, a snapshot file (pulling all your selected file attachments) would be created in your local computer at C: drive as default path. You may suggest another valid directory path and filename for saving the snapshot file in case you do not want to create the snapshot file in C: drive or C:drive is prohibited to write file, but please note that the file extension .offer could not be changed.

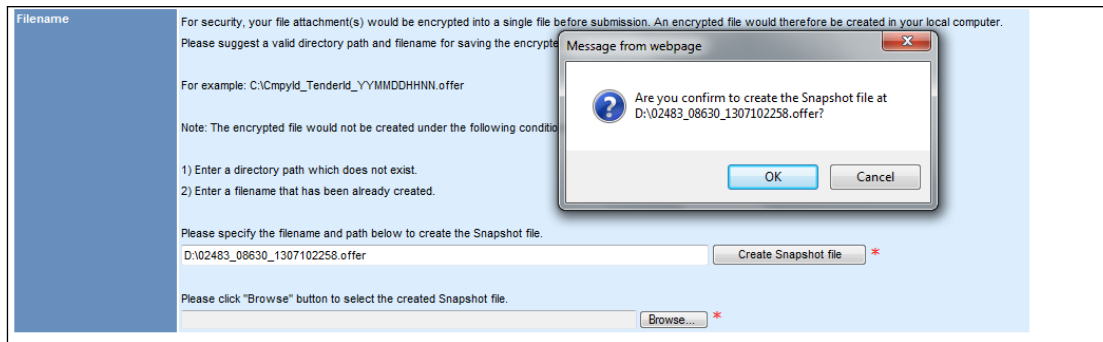
Note: The encrypted snapshot file would not be created for the following conditions:

1. Enter a directory path which does not exist.
2. Enter a filename that has been already created.

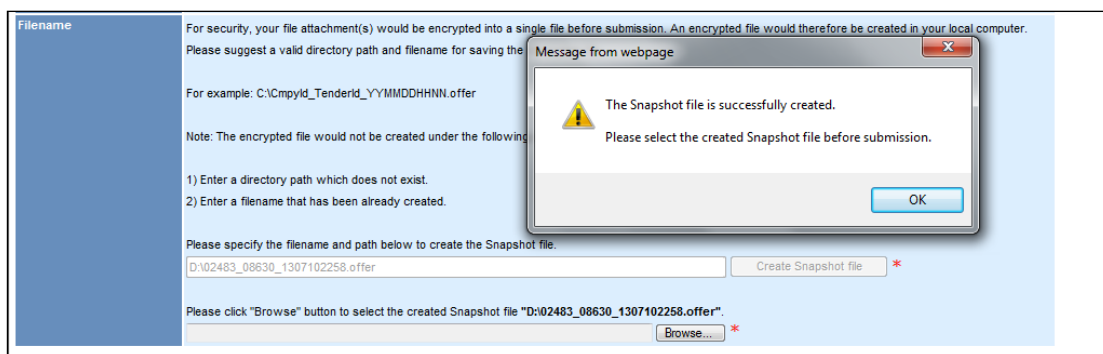
Based on your previous input, the System will pack all your selected documents and generate a snapshot file with name of c:\xxxxxx.offer (see below sample file name) in your computer hard disk, please click the “Create Snapshot file” button to start creation of the snapshot file

Filename	<p>For security, your file attachment(s) would be encrypted into a single file before submission. An encrypted file would therefore be created in your local computer. Please suggest a valid directory path and filename for saving the encrypted file.</p> <p>For example: C:\Cmpyd_Tenderid_YYMMDDHNN.offer</p> <p>Note: The encrypted file would not be created under the following conditions:</p> <ol style="list-style-type: none"> 1) Enter a directory path which does not exist. 2) Enter a filename that has been already created. <p>Please specify the filename and path below to create the Snapshot file.</p> <p>D:\02483_08630_1307102258.offer <input style="border: 1px dashed gray;" type="button" value="Create Snapshot file"/></p> <p>Please click "Browse" button to select the created Snapshot file.</p> <p style="text-align: right;"><input style="border: 1px dashed gray;" type="button" value="Browse..."/></p>
----------	--

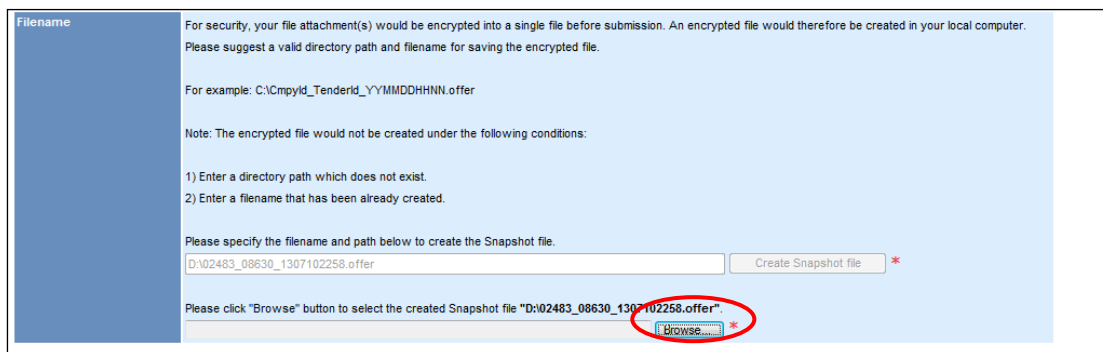
Click “OK” button to confirm creating the snapshot file in your computer hard disk.



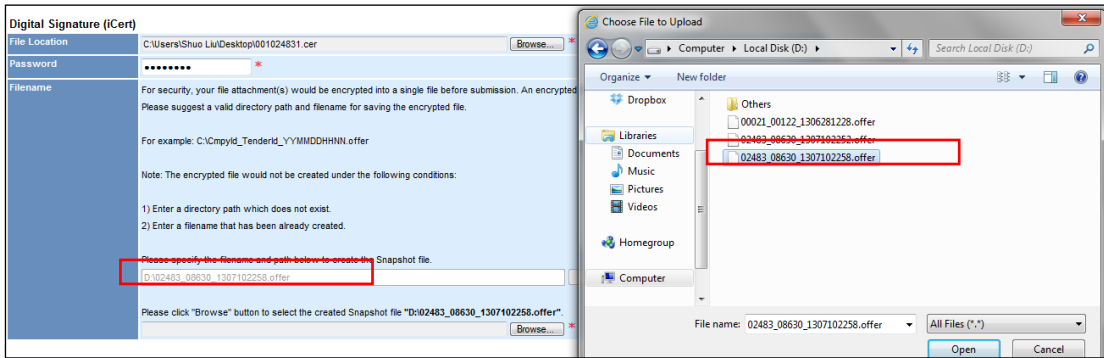
When the snapshot file is created successfully, the following display message will appear on screen for your information and further action. Click “OK” to proceed.



After you are notified that the snapshot file is created, you should click the “Browse...” button to select the snapshot file which you have just created and stored in the computer hard disk folder, for submission purpose

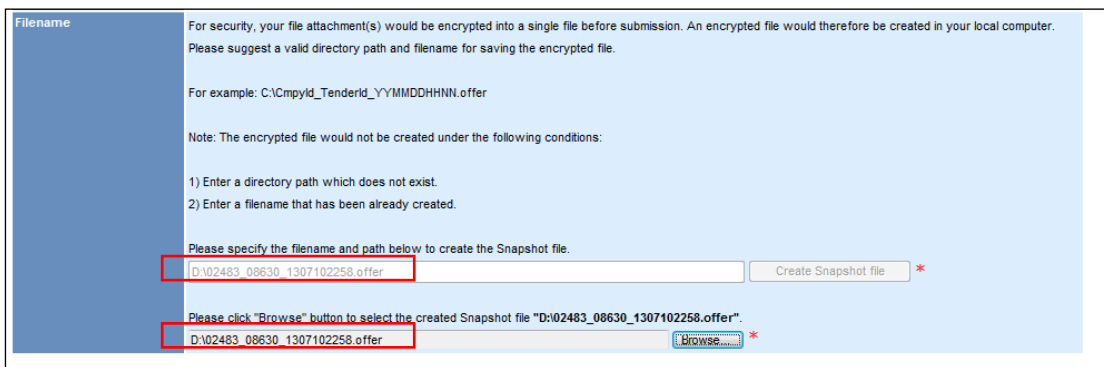


Please select the snapshot file with the same name you just created.



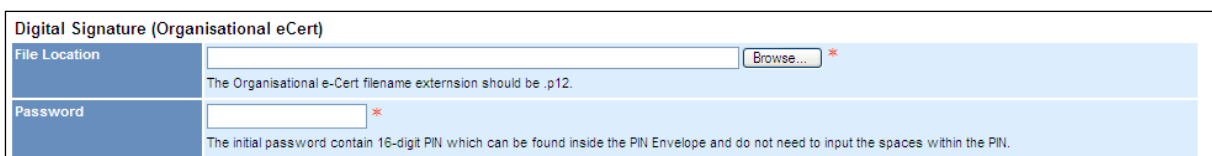
Click "Open" to proceed

After click "Open", the page will be shown like below:

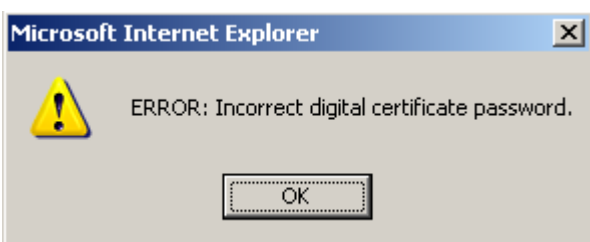


You should have finished the "create snapshot file" process after the above steps, then you can continue the remaining submission action following the existing process flow.

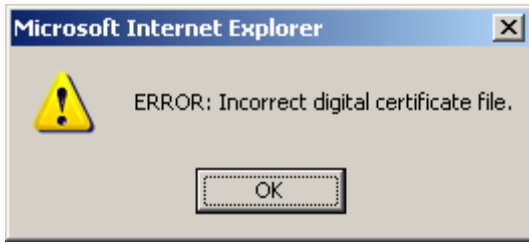
Step 9. Clicking the "Browse..." button to locate the Digital Certificate file under the Section "Digital Signature". And type password.



System will show warning message and stop to process if digital certificate password is incorrect.



System will show warning message and stop to process if digital certificate file is incorrect.



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

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	<input type="radio"/> Yes, I have reviewed and accepted the above terms & conditions. <input type="radio"/> No, I decline. *
Submission Date / Time	2013/07/17 10:59:33 This clock shows the Hong Kong time (GMT +8:00) and it is for reference only. <small>If the submission is received by the System later than the tender closing time, i.e. the submission end time is later than the tender closing time, then the submission will not be opened and will be considered as an invalid submission.</small>
<small>CAUTION: Click the "Submit Tender 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.</small>	
<input type="button" value="Submit Tender Offer"/> <input type="button" value="Reset"/>	

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 11. Click "Submit Tender Offer" button once to submit the tender offer.

<small>CAUTION: Click the "Submit Tender 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.</small>	
<input type="button" value="Submit Tender Offer"/> <input type="button" value="Reset"/>	

Step 12. Acknowledgement page will be displayed as below for each successful / invalid submission.

Successful submission



Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

Submit Tender Offer

Submission completed is successful.

Tender Offer Submission Ref: 111
Tender Ref: AD13062401
Start Time: 2013/07/17 11:06 HKT (GMT+08:00)
End Time: 2013/07/17 11:06:21 HKT (GMT+08:00)

Note:

1. Please print this screen for record purpose.

Invalid submission

Submit Tender Offer

INVALID SUBMISSION

Your submission is ended (see below) beyond the Tender Closing Time (2010/08/04 14:45 HKT (GMT+08:00)), the submission will NOT be opened and will be considered as invalid submission.

Tender Ref: Test080302
Submission End Time: 2010/08/04 14:45:36 HKT (GMT+08:00)

Note:

Please print this screen for record purpose.

It is suggested to print the acknowledgement page for record.

Note: Emails will be sent by the system to the tenderers if the tender closing date is changed or the tender is suspended by MTR Corporation.

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.

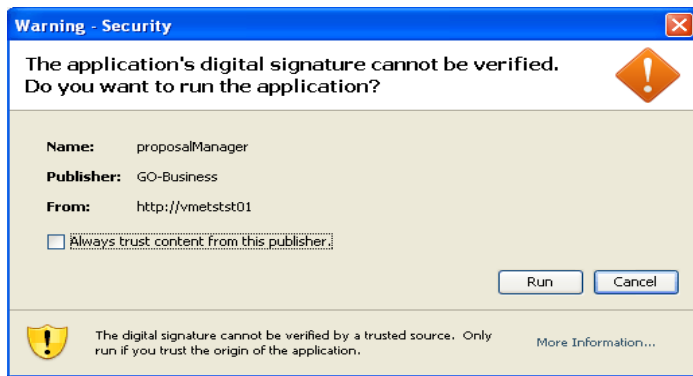
Step 1. Search and go to specific tender notice as described in previous section.

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

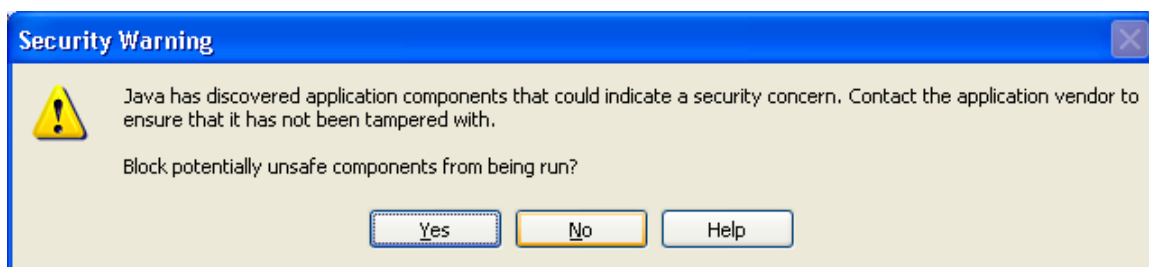
Contact Person Information			
Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	11111
Email Address	po1@ctl.com		

Step 3. The security message below will be shown

Step 3a. For Java 6 User, confirm installing and running the program "E-Tendering" by clicking the "Run" button in following security warning page.



Step 3b. For Java 7 User, confirm installing and running the program "E-Tendering" by clicking the "No" button in the following security warning page.



Step 4. Check the relevant reason(s) for no offer submission and fill in remarks if any.

Reasons for No Offer Submission:	Remarks (if any)
<input type="checkbox"/> Required tender specification cannot be met.	
<input type="checkbox"/> Delivery project schedule cannot be met.	
<input type="checkbox"/> Tender closing date cannot be met.	
<input type="checkbox"/> Quantity required is too small.	
<input type="checkbox"/> Others (please specify).	

Step 5. Clicking the “Browse” button to locate the Digital Certificate file under the Section “Digital Signature”.

Digital Signature (Organisational eCert)	
File Location	<input type="text"/> <input type="button" value="Browse..."/> *
The Organisational e-Cert filename extension should be .p12.	
Password	<input type="text"/> *
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.	

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 6. Type in the password.

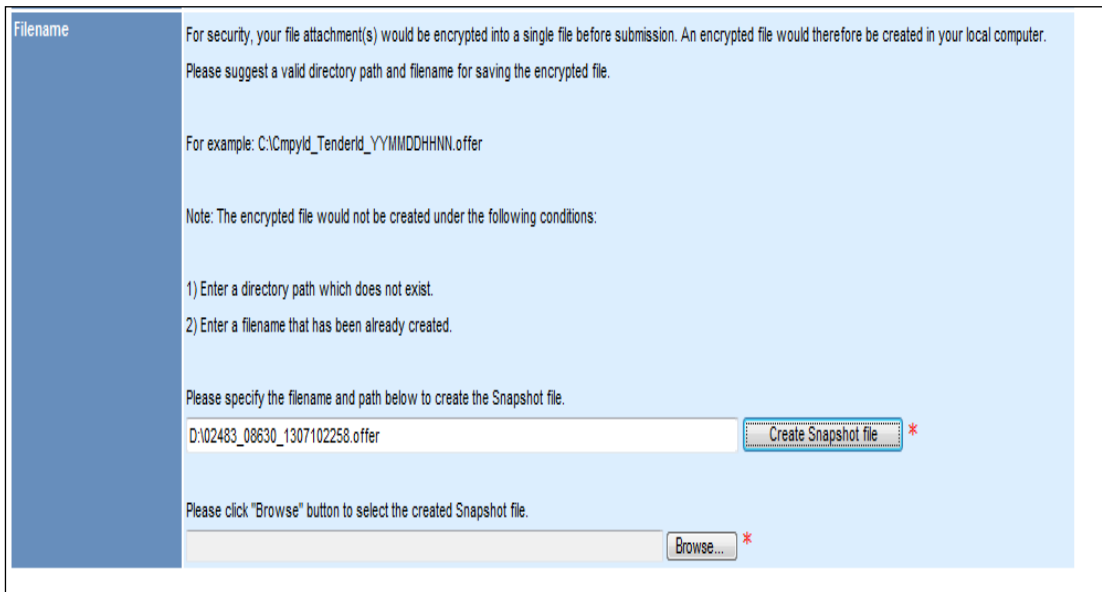
Step 7. Create Snapshot file under the section “Snapshot”.

For security purpose, your file attachments would be encrypted into a single snapshot file before actual submission. Through this encryption process, a snapshot file (pulling all your selected file attachments) would be created in your local computer at C: drive as default path. You may suggest another valid directory path and filename for saving the snapshot file in case you do not want to create the snapshot file in C: drive or C:drive is prohibited to write file, but please note that the file extension .offer could not be changed.

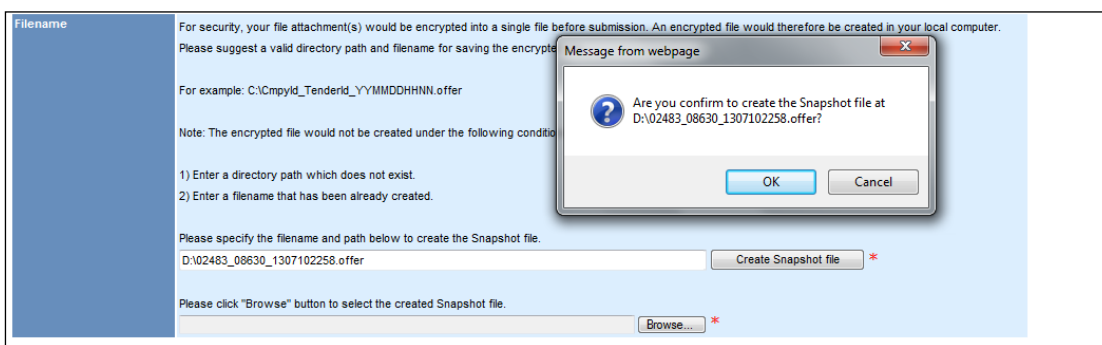
Note: The encrypted snapshot file would not be created for the following conditions:

1. Enter a directory path which does not exist.
2. Enter a filename that has been already created.

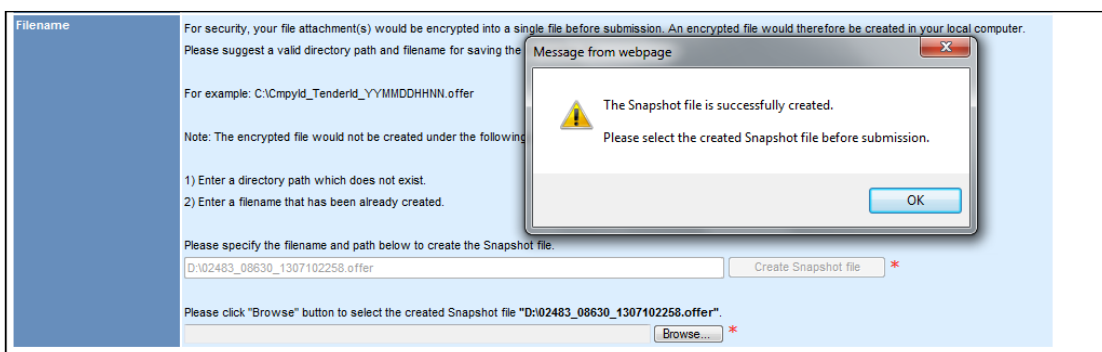
Based on your previous input, the System will pack all your selected documents and generate a snapshot file with name of c:\xxxxxx.offer (see below sample file name) in your computer hard disk, please click the “Create Snapshot file” button to start creation of the snapshot file



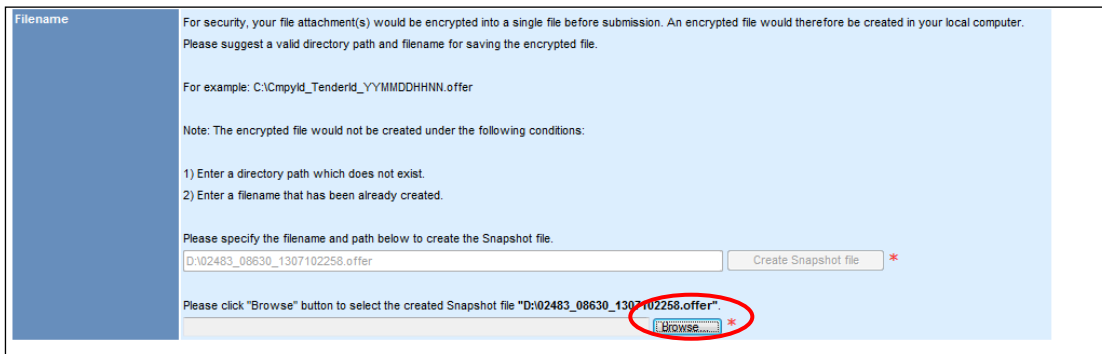
Click “OK” button to confirm creating the snapshot file in your computer hard disk.



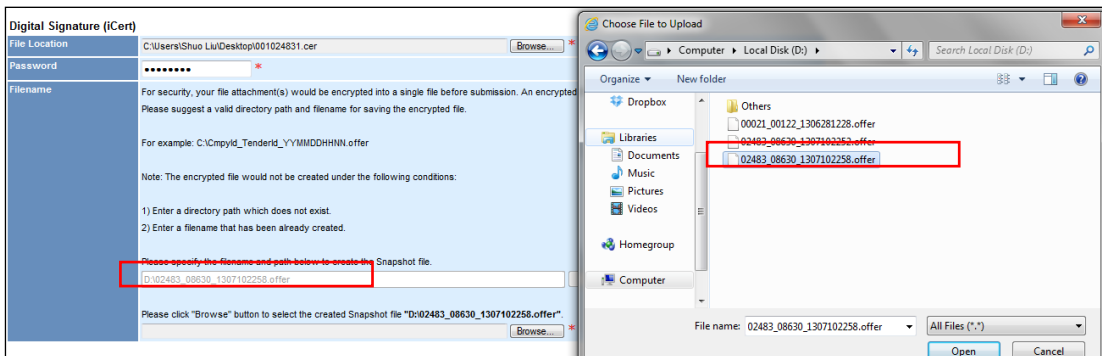
When the snapshot file is created successfully, the following display message will appear on screen for your information and further action. Click “OK” to proceed.



After you are notified that the snapshot file is created, you should click the “Browse...” button to select the snapshot file which you have just created and stored in the computer hard disk folder, for submission purpose

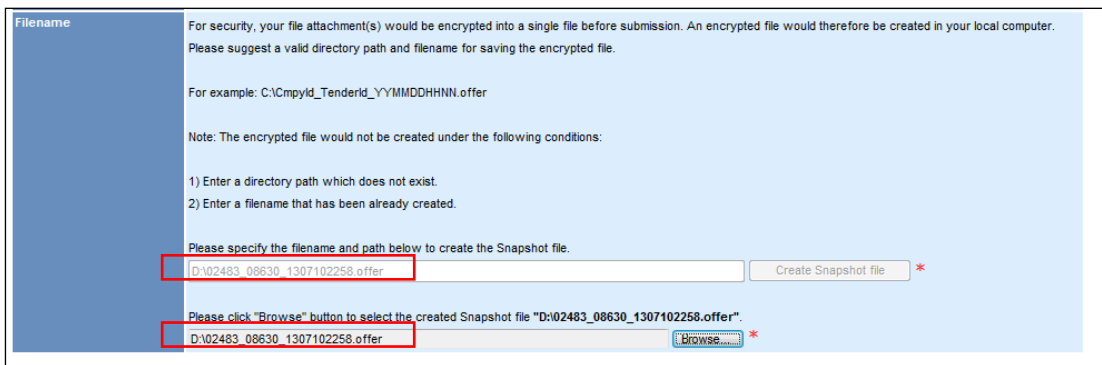


Please select the snapshot file with the same name you just created.



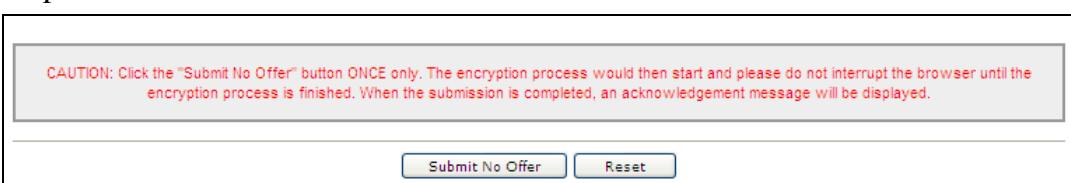
Click "Open" to proceed

After click "Open", the page will be shown like below:



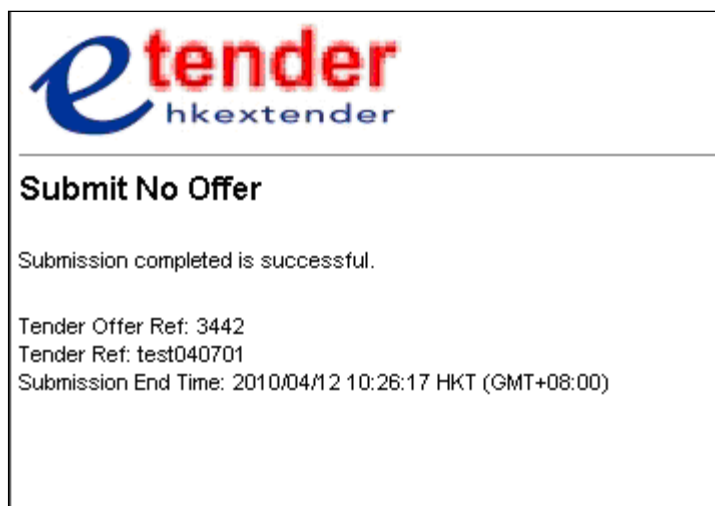
You should have finished the "create snapshot file" process after the above steps, then you can continue the remaining submission action following the existing process flow.

Step 8. Click "Submit No Offer" button to confirm submission.



Note: Once No Offer is sent, notification will be sent to MTR Corporation. The tenderer will not be able to access the specified tender notice again after the deletion of the tenderer from the list of tenderers by MTR Corporation.

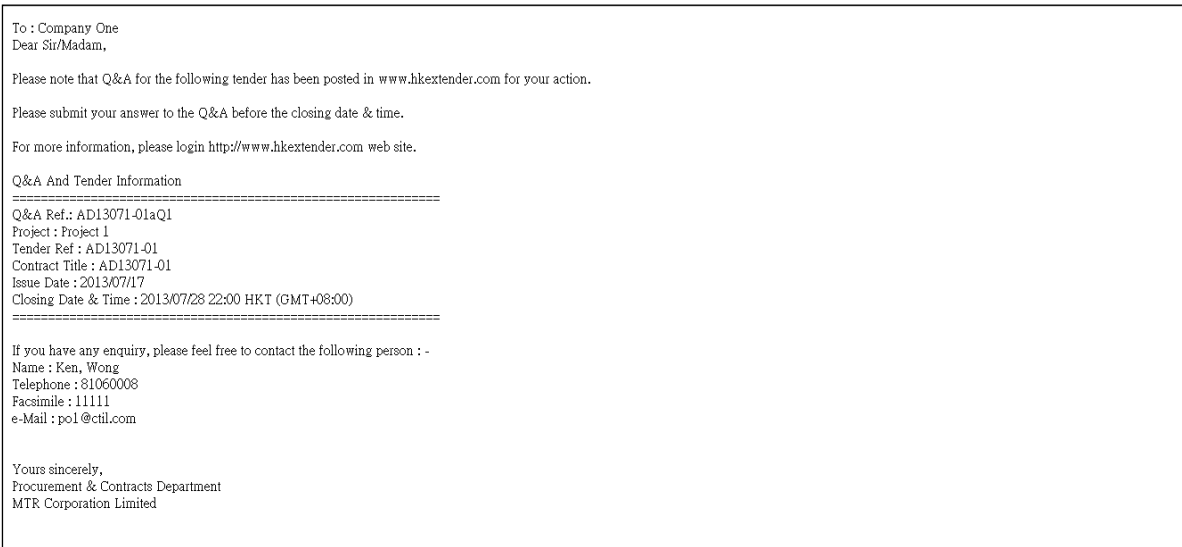
Step 9. Acknowledgement will be displayed as below. The user recommends print out the screen for record.



It is suggested to print the acknowledgement page for record.

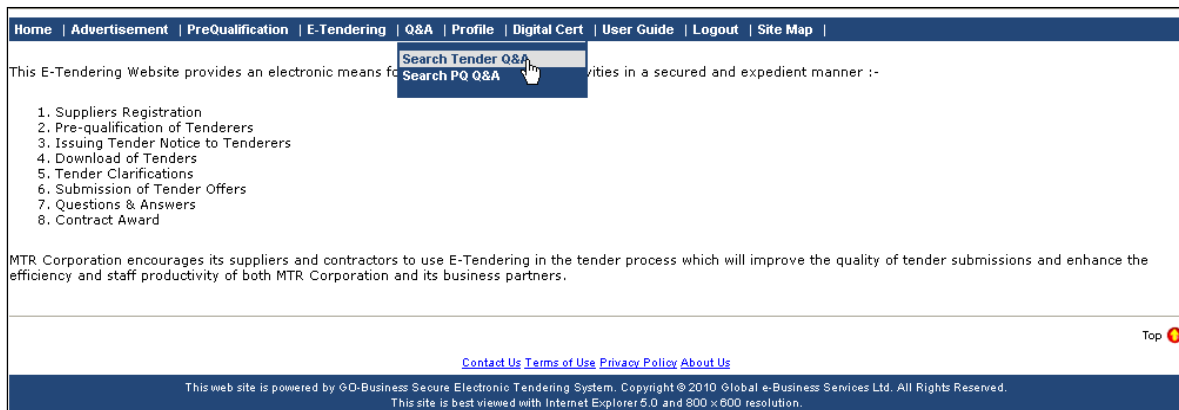
Download Tender Q&A

A. Tender Q&A notice will send to tenderers when Tender Q&A posted.



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. After logon, select **Search Tender Q&A** under **Q&A** on the menu bar.



Step 2. Search Tender Q&A by the criteria and click "Submit" button.

e tender hkextender Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

Home | Advertisement | PreQualification | E-Tendering | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

Tender Q & A - Search

To refine your search results, select multiple filters below.

Closing Date	2013	07	17	to	YYYY	MM	DD
Issue Date	YYYY	MM	DD	to	YYYY	MM	DD
Keyword	<input type="text"/>						
	(Ref, Subject)						
Sort by	Closing Date						

Step 3. Click reference no of Tender Q&A in the searching result.

e tender hkextender Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

Home | Advertisement | PreQualification | E-Tendering | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

Tender Q & A - Search Results (Record 1 - 4 of 4)

Expand All

	Ref	Subject	Issue Date	Closing Date
1.	P-CON-012cQ1	P-CON-012cQ1	2013/06/17	2013/06/17 16:00
2.	P-CON-012cQ2	P-CON-012cQ2	2013/06/17	2013/06/17 16:00
3.	P-T-2013061801AQ1	P-T-2013061801AQ1	2013/06/18	2013/06/18 20:00
4.	P-C-2013061803AQ1	P-C-2013061803AQ1	2013/06/18	2013/06/18 22:00

Keyword:

Step 4. Click the hyperlink in the “Tender Q&A Document” Section to download the relevant file(s) of the question.

Tender Q&A - Ref. P-C-2013061803AQ1

RESTRICTED

Tender Q&A Information

Subject	P-C-2013061803AQ1		
Issue Date	2013/06/18		
Closing Date	2013/06/18 22:00 HKT (GMT+08:00)		
Tender Q&A Document(s)	File Name	File Description	File Size
	Test data.doc		49 KB

Tender Information

Tender Ref	P-C-2013061803
Project	Project 1
Contract Ref	P-C-2013061803
Contract Title	P-C-2013061803
Contract Category	P-C-2013061803
Trade	GOODS > Reinforcement Steel Bar > Steel Bar

Contact Person Information

Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	11111
Email Address	po1@ctll.com		

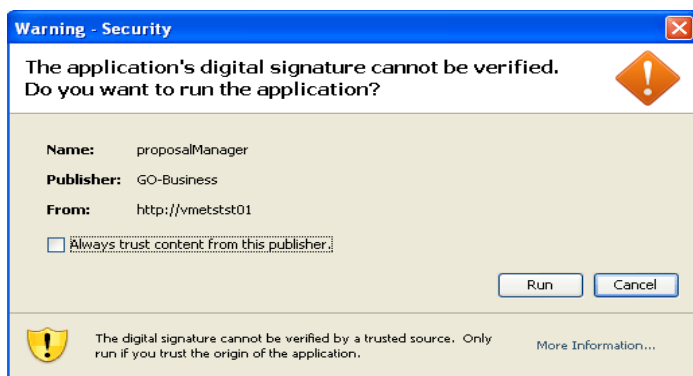
Submit Tender Q&A Answer

Step 1. When the answer to the question is ready for submission, click the "Submit Tender Q&A" button.

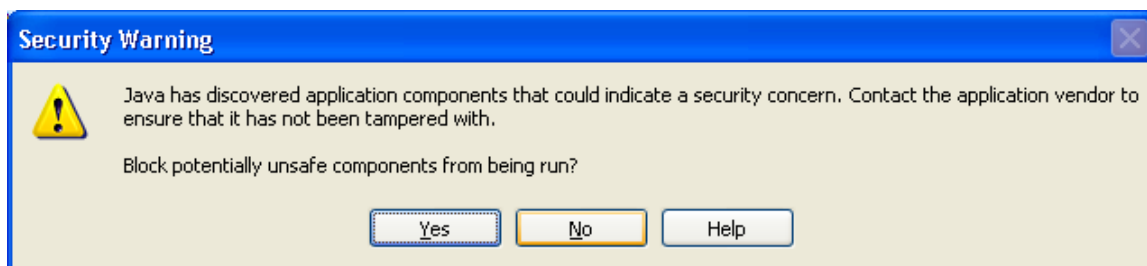
Contact Person Information			
Name	Ken, Wong		
Title	Purchasing Officer		
Tel No.	81060008	Fax No.	11111
Email Address	pot@ctll.com		

Step 2. The security message below will be shown

Step 2a. For Java 6 User, confirm installing and running the program "E-Tendering" by clicking the "Run" button in following security warning page.



Step 2b. For Java 7 User, confirm installing and running of the program "E-Tendering" by clicking the "No" button in following security warning page.



Step 3. Select "New", "Supplement" or "Supersede" under the Section "Tender Q&A Reply".

Note: New = First submission

Supplement = Submission of supplementary information to the previous submission(s).

Supersede = Replacement of all the previous submission(s).

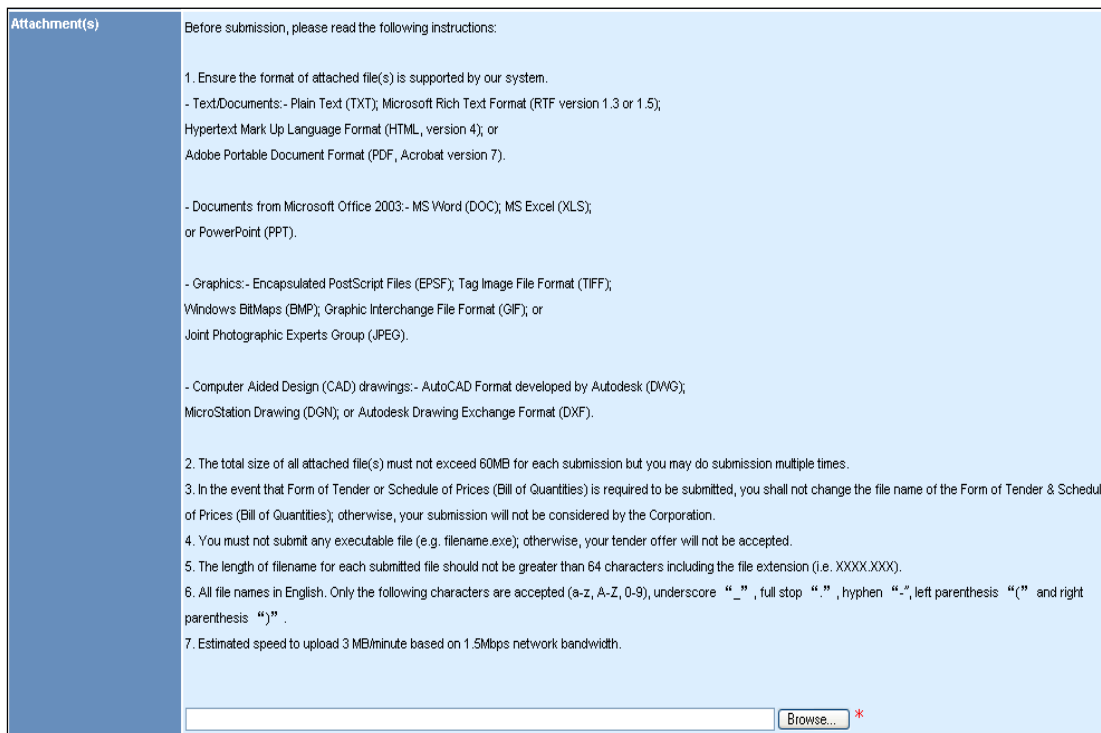
Tender Q&A Reply	
Submit Action	<p>1. Please select "New" if this is your first time submission. Please note that if you select "NEW" for subsequent submission, all your previous submissions will not be considered by the Corporation.</p> <p>2. If your select "Supersede", then your previously submitted Tender Q&A reply will be superseded and will not be considered by the Corporation.</p> <p>3. If the total size of your files is over 60MB, then you need to submit your Tender Q&A reply by multiple submissions. For multiple submissions, pls select "Supplement".</p> <p><input checked="" type="radio"/> New <input type="radio"/> Supplement <input type="radio"/> Supersede</p>

Note: If the Submit Action (Step 3) does not exist, please skip this step and go to Step 4

directly.

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

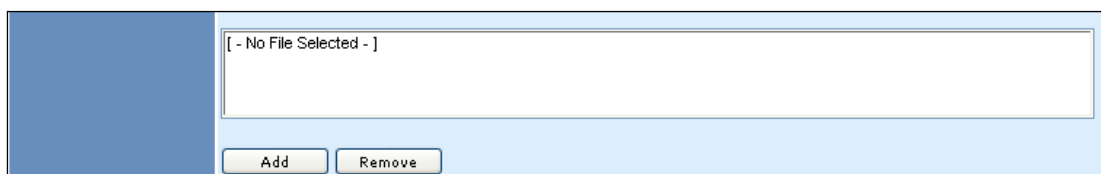
Note: All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore “_”, full stop “.”, hyphen “-”, ampersand “&”, left parenthesis “(” and right parenthesis “)”



Attachment(s)

Before submission, please read the following instructions:

1. Ensure the format of attached file(s) is supported by our system.
- Text/Documents: - Plain Text (TXT); Microsoft Rich Text Format (RTF version 1.3 or 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).
2. The total size of all attached file(s) must not exceed 60MB for each submission but you may do submission multiple times.
3. In the event that Form of Tender or Schedule of Prices (Bill of Quantities) is required to be submitted, you shall not change the file name of the Form of Tender & Schedule of Prices (Bill of Quantities); otherwise, your submission will not be considered by the Corporation.
4. You must not submit any executable file (e.g. filename.exe); otherwise, your tender offer will not be accepted.
5. The length of filename for each submitted file should not be greater than 64 characters including the file extension (i.e. XXXX.XXX).
6. All file names in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore “_”, full stop “.”, hyphen “-”, left parenthesis “(” and right parenthesis “)”
7. Estimated speed to upload 3 MB/minute based on 1.5Mbps network bandwidth.



[- No File Selected -]

Step 5. Click the “Add” button to confirm attachment of the file. More file can be attached by repeating Steps 4. File added can be removed by selecting the file and click the “Remove” button.

Step 6. Create Snapshot file under the section “Snapshot”.

For security purpose, your file attachments would be encrypted into a single snapshot file before actual submission. Through this encryption process, a snapshot file (pulling all your selected file attachments) would be created in your local computer at C: drive as default path. You may suggest another valid directory path and filename for saving the snapshot file in case you do not want to create the snapshot file in C: drive or C:drive is prohibited to write file, but please note that the file extension .offer could not be changed.

Note: The encrypted snapshot file would not be created for the following conditions:

1. Enter a directory path which does not exist.
2. Enter a filename that has been already created.

If the Snapshot Section (Step 6) does not exist, please skip this step and go to Step 7 directly.

Based on your previous input, the System will pack all your selected documents and generate a snapshot file with name of c:\xxxxxx.offer (see below sample file name) in your computer hard disk, please click the “Create Snapshot file” button to start creation of the snapshot file

Filename

For security, your file attachment(s) would be encrypted into a single file before submission. An encrypted file would therefore be created in your local computer. Please suggest a valid directory path and filename for saving the encrypted file.

For example: C:\Cmpylid_Tenderid_YYMMDDHHNN.offer

Note: The encrypted file would not be created under the following conditions:

- 1) Enter a directory path which does not exist.
- 2) Enter a filename that has been already created.

Please specify the filename and path below to create the Snapshot file.

D:\02483_08630_1307102258.offer *

Please click "Browse" button to select the created Snapshot file.

*

Click “OK” button to confirm creating the snapshot file in your computer hard disk.

Filename

For security, your file attachment(s) would be encrypted into a single file before submission. An encrypted file would therefore be created in your local computer. Please suggest a valid directory path and filename for saving the encrypted file.

For example: C:\Cmpylid_Tenderid_YYMMDDHHNN.offer

Note: The encrypted file would not be created under the following conditions:

- 1) Enter a directory path which does not exist.
- 2) Enter a filename that has been already created.

Please specify the filename and path below to create the Snapshot file.

D:\02483_08630_1307102258.offer *

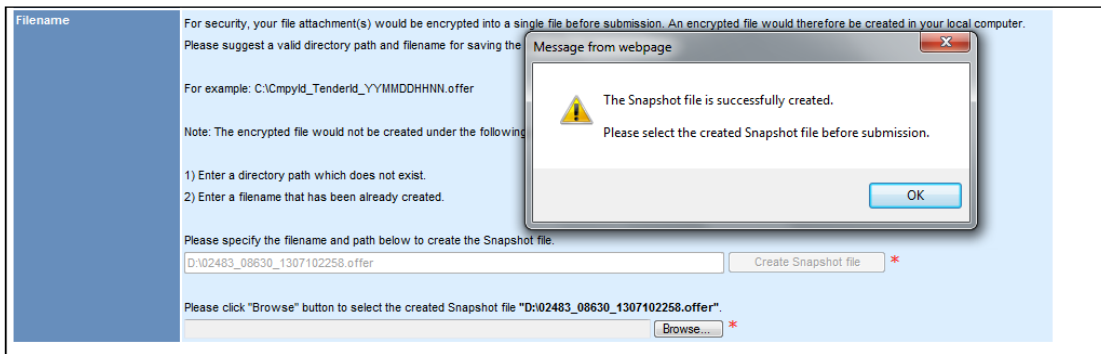
Please click "Browse" button to select the created Snapshot file.

*

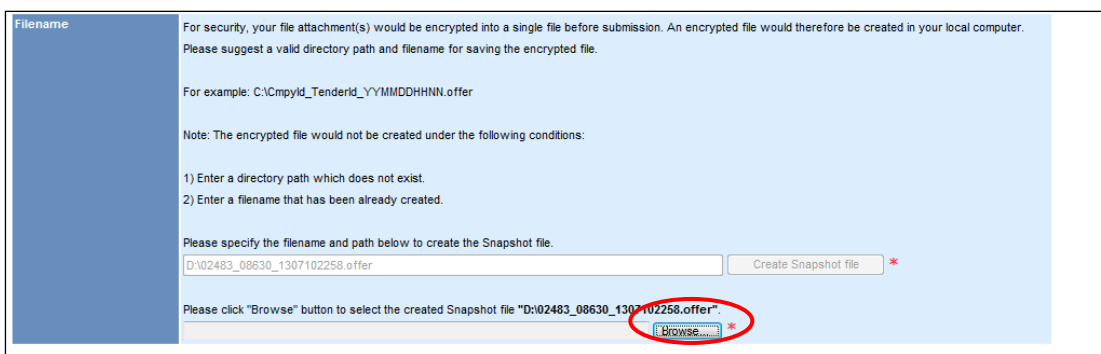
Message from webpage

Are you confirm to create the Snapshot file at D:\02483_08630_1307102258.offer?

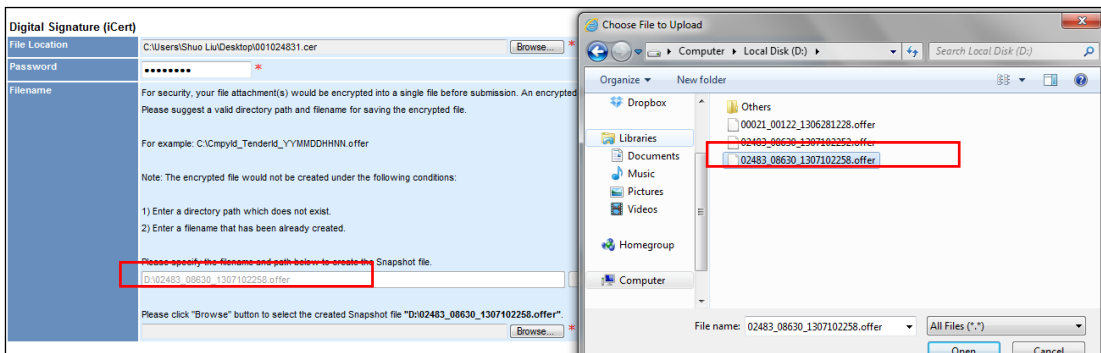
When the snapshot file is created successfully, the following display message will appear on screen for your information and further action. Click “OK” to proceed.



After you are notified that the snapshot file is created, you should click the “Browse...” button to select the snapshot file which you have just created and stored in the computer hard disk folder, for submission purpose



Please select the snapshot file with the same name you just created.



Click "Open" to proceed

After click “Open”, the page will be shown like below:

Filename	<p>For security, your file attachment(s) would be encrypted into a single file before submission. An encrypted file would therefore be created in your local computer. Please suggest a valid directory path and filename for saving the encrypted file.</p> <p>For example: C:\Cmpylid_Tenderid_YYMMDDHHNN.offer</p> <p>Note: The encrypted file would not be created under the following conditions:</p> <ol style="list-style-type: none"> 1) Enter a directory path which does not exist. 2) Enter a filename that has been already created. <p>Please specify the filename and path below to create the Snapshot file.</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">D:\02483_08630_1307102258.offer</div> <div style="text-align: right; margin-bottom: 5px;"><input type="button" value="Create Snapshot file"/> *</div> <p>Please click "Browse" button to select the created Snapshot file "D:\02483_08630_1307102258.offer".</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">D:\02483_08630_1307102258.offer</div> <div style="text-align: right; margin-bottom: 5px;"><input type="button" value="Browse..."/> *</div>
-----------------	---

You should have finished the “create snapshot file” process after the above steps, then you can continue the remaining submission action following the existing process flow.

Step 7. Clicking the “Browse” button to locate the Digital Certificate file under the Section “Digital Signature” and type in Digital Cert password for digital signature.

Digital Signature (Organisational eCert)	
File Location	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"></div> <div style="text-align: right; margin-bottom: 5px;"><input type="button" value="Browse..."/> *</div> <p>The Organisational e-Cert filename extension should be .p12.</p>
Password	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"></div> <div style="text-align: right; margin-bottom: 5px;">*</div> <p>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.</p>

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. Click "Submit Tender Q&A" to confirm submission.

Step 9. Acknowledgement will be displayed as below. The user recommends print out the screen for record.

Successful submission



Procurer: MTR Corporate Limited
Registered User: Company One
Username: George Ho

Submit Tender Q&A

Submission completed is successful.

Tender Q&A Submission Ref: 114
Tender Q&A Ref: P-C-2013061803AQ1
Start Time: 2013/07/17 03:23 HKT (GMT+08:00)
End Time: 2013/07/17 15:23:36 HKT (GMT+08:00)
Number of Documents Upload: 1

Note:

1. Please print this screen for record purpose.

It is suggested to print the acknowledgement page for record.

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.

```
To : _CmpyNameEng
Dear Sir/Madam,

Please note that the Formal Letter of Clarification for the following tender has been prepared.

Tender Information
=====
Tender Ref : _Ref
Project : _ProjectEng
Contract Title : _Contitle
=====

Please contact the following person for details : -
Name : _ContactPersonNameEng
Telephone : _ContactPersonTel
Facsimile : _ContactPersonFax
e-Mail : _ContactPersonEmail

Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited

web : http://www.hkextender.com

Remark: This Email was generated from system automatically, please do not reply this message.

*** Email disclaimer ***
The information contained in this e-mail is confidential and is intended solely for the addressee. If you are not the intended recipient, please notify the sender immediately and delete this e-mail from your system. Any unauthorised use, disclosure, copying, printing, forwarding or dissemination of any part of this information is prohibited. MTR Corporation Limited does not accept responsibility for the content of any e-mail transmitted by its staff for any reason other than bona fide business purposes. Any information that is not transmitted via secure, tamper-proof technology should not be relied upon, unless advised or agreed otherwise in writing by an authorised representative of the Corporation.

*** End of disclaimer ***
```

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.

```
To : _CmpyNameEng
Dear Sir/Madam,

Please note that the Letter of Acceptance for the following tender has been prepared.

Tender Information
=====
Tender Ref : _Ref
Project : _ProjectEng
Contract Title : _Contitle
=====

Please contact the following person for details : -
Name : _ContactPersonNameEng
Telephone : _ContactPersonTel
Facsimile : _ContactPersonFax
e-Mail : _ContactPersonEmail

Yours sincerely,
Procurement & Contracts Department
MTR Corporation Limited

web : http://www.hkextender.com

Remark: This Email was generated from system automatically, please do not reply this message.

*** Email Disclaimer ***
The information contained in this e-mail is confidential and is intended solely for the addressee. If you are not the intended recipient, please notify the sender immediately and delete this e-mail from your system. Any unauthorised use, disclosure, copying, printing, forwarding or dissemination of any part of this information is prohibited. MTR Corporation Limited does not accept responsibility for the content of any e-mail transmitted by its staff for any reason other than bona fide business purposes. Any information that is not transmitted via secure, tamper-proof technology should not be relied upon, unless advised or agreed otherwise in writing by an authorised representative of the Corporation.

*** End of disclaimer ***
```

Search Tender Award

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

Procurer: MTR Corporation Limited
Registered User: Company One
Username: New Company, Test1

Home | Advertisement | PreQualification | **E-Tendering** | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

This E-Tendering Website provides an e-**Search Tender Notice**
Search Tender Award the following activities in a secured and expedient manner :-

1. Suppliers Registration
2. Pre-qualification of Tenderers
3. Issuing Tender Notice to Tenderers
4. Download of Tenders
5. Tender Clarifications
6. Submission of Tender Offers
7. Questions & Answers
8. Contract Award

Step 2. Specify the searching criteria and click "Submit" button to search for the tender award notice.

Procurer: MTR Corporation Limited
Registered User: Company One
Username: New Company, Test1

Home | Advertisement | PreQualification | **E-Tendering** | Q&A | Profile | Digital Cert | User Guide | Logout | Site Map |

Tender Award - Search

To refine your search results, select multiple filters below.

Tender Ref	<input type="text"/>
Contractor Name	<input type="text"/>
Trade	[Please select] [] []
Award Date	2010 [] 03 [] 19 [] to 2010 [] 05 [] 19 []
Keywords	<input type="text"/> (Ref, Subject, Company Name)
Sort by	[Please select]

Submit Reset

Step 3. Click the tender ref. no to display the tender award notice.

Home | Advertisement | PreQualification | **e-Tendering** | Q&A | RFQ | Profile | Apply Digital Cert | User Guide | Logout |

Tender Award - Search Results (Record 1 - 1 of 1)

Ref	Subject	Contractor Name
1. D-T34	test tender	MTR New Contractor 1

A sampled Tender Award Notice is shown below.

Tender Award - Ref. D-T34	
Tender Subject	test tender
Award Date	2002/04/03
Contractor Name	MTR New Contractor 1

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

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 if MTR archived the 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
	1	
	MTR.doc (Archived)	49 KB
	Test data.doc (Archived)	49 KB
	22	
	1234567890qwertyuiop.....docx (Archived)	13 KB