

**Agreement No. CE 37/2010 (WS)**  
**Development of Catchwater System Management Plan**  
**- Prioritisation of Catchwater Systems**  
**- Feasibility Study**

**Requirements for Submission of Proposal in Electronic Format**

The following requirements apply if the proposal is made in electronic format.

1. In this Appendix, unless the context otherwise requires:
  - (a) "Digital Signature" means a digital signature as defined in section 2 of the Electronic Transactions Ordinance (Cap. 553) satisfying the requirements stipulated in section 6 of that Ordinance. "Digitally Signed" should be interpreted accordingly.
  - (b) "Editable File" means an electronic file which is stored in file formats that are editable using mainstream computer applications for office automation and computer-aided drafting.
  - (c) "Image File" means an electronic file which is stored in file formats that capture the printed image of the document.
  - (d) "Electronic Proposal Package" (or "EPP") means the collection of the electronic files containing the proposal submitted for this invitation.
  - (e) "Organisational e-Cert" means a digital certificate issued under the name of an organisation by a recognised certification authority as defined under section 2 of the Electronic Transactions Ordinance (Cap. 553).
2. EPP shall be submitted on CD-ROM media complying with ISO 9660 standard. All CD-ROMs should be clearly labelled or marked to indicate the agreement number, the name of the consultant, and the disk number if more than one CD-ROM is submitted. Each CD-ROM shall have a "README.rtf" file in the root directory prepared in Rich Text Format and Digitally Signed. This file shall contain at least the following information:
  - (a) general guidance on the use of the electronic files in the EPP (e.g. the file naming convention, directory structure of the CD-ROM, software name and version for viewing the file);
  - (b) a list of all documents submitted in the EPP with the following information:
    - (i) brief description of the contents of the document; and

- (ii) disk number (if the submission contains more than one CD-ROM) and filename with full path information for the Editable File and/or the Image File;
  - (c) information on the proper setting for viewing, editing, and printing the electronic files, including, without limitations:
    - (i) the printer to be used for printing the files;
    - (ii) the paper sizes;
    - (iii) requirements for special fonts; and
    - (iv) any special printing instructions;
  - (d) detailed instructions for viewing other type of electronic information or visualisation not covered in paragraph 8 of this Annex.
3. EPP shall be submitted in duplicate. The original and duplicate set of EPP shall be clearly stamped "ORIGINAL" and "DUPLICATE" respectively on the CD-ROM labels.
  4. The write once type CD media shall be used for the preparation of EPP. For the avoidance of doubt, re-writable CD media shall not be used. The CD-ROM shall be logically closed such that no subsequent change can be made to the EPP.
  5. CD-ROM shall be properly packed and protected to avoid physical damage during the submission process.
  6. If the invitation requires the submission of fee proposal and technical proposal, EPP shall be split into two parts, which shall be stored and submitted in separate CD-ROMs. One set of CD-ROMs, clearly marked "Fee Proposal", shall contain documents as specified in the Guidance for the Preparation of Fee Proposal and shall be submitted in the "Fee Proposal" envelope. The other set of CD-ROMs, clearly marked "Technical Proposal", shall contain the documents as specified in the Guidance for the Preparation of Technical Proposal and shall be submitted in the "Technical Proposal" envelope.
  7. All electronic files in the EPP shall be Digitally Signed. Organisational e-Cert issued under the name of the consultant shall be used for the purpose of applying digital signatures. The Organisational e-Cert corresponding to the Digital Signatures must be valid as at the submission closing date and time for the expression of interest or the technical proposal and fee proposal.

8. (a) The following data formats shall be used for preparing documents in electronic form:

<b><i>Type of Document</i></b>	<b>Editable File</b>	<b>Image File</b>
Text documents	Rich Text Format; or Word 2000	Adobe Acrobat
Schedules or documents in tabular form	Excel 2000; Rich Text Format; or Word 2000	Adobe Acrobat
Drawings	AutoCAD; Document Exchange Format (DXF); or Initial Graphic Exchange Standard (IGES)	Adobe Acrobat
Other types of documents, including scanned documents or scanned drawings	Not Applicable	TIFF or Adobe Acrobat

If more than one file format are specified, files need to be provided in one of the specified formats only.

- (b) Files prepared in the above format shall not be compressed using file compression programmes and shall not contain any computer instructions, including but not limited to,
- (i) computer viruses; and
  - (ii) macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the electronic file itself or the information system displaying the electronic record.
9. Electronic files may be submitted in Editable File format or in Image File format or in both type of formats. If both type of formats are submitted, the contents of Editable File and Image File of a document should be identical. If there are discrepancies, the Image File shall prevail.
10. As the conversion of drawing files to Adobe Acrobat format may slightly distort the scale of the drawing elements, line scales in both horizontal and vertical directions should be included in drawings files to enable correction factors to be made to compensate for distortion.
11. For documents for fee proposal, two sets of printouts shall be submitted together with the EPP. For documents for technical proposal or expression of interest, printouts may optionally be submitted together with the EPP. All printouts shall be clearly stamped "PRINTOUT" and duly signed by the Consultant. The signed printouts shall not be used for assessment unless there are problems in using the files in the EPP.

12. If other type of electronic information, for example, visualisation or modelling, not covered in paragraph 8 above is submitted with the proposal, software necessary for viewing the information shall be supplied with the submission. The software provided must be free of virus and can be run in mainstream PC under Windows operating environment. Necessary licence to use the software must be provided free of charge to the Government for viewing the information. Detailed instructions on setup, usage and removal of the software provided must be included in the submission.
13. Electronic file including the README.rtf of the EPP submission shall be deemed as missing from the EPP if that electronic file cannot be opened properly or does not comply with paragraph 7 and/or paragraph 8(b), unless the hard copy of that file has been submitted in the submission.