



Quick Guide For Fire Service Installation Contractor (FSIC) Contractor Registration of Smart Tender

RELEASE NO. 1.0

Contractor Registration 承建商註冊

Step 1: Open Internet Explorer to enter Smart Tender website

開啟網路瀏覽器並輸入招標妥網址

EN | 繁 | 簡

URBAN RENEWAL AUTHORITY

Login

- RGBC
- Fire Service Installation Contractor**
- AP/RI
- Building / Estate Owners Login
- Guest Login
- Registers
- Access to information
- Support

"Smart Tender" - Building Rehabilitation Facilitating Service

The E-Tendering Platform under "Smart Tender" is hosted by the Urban Renewal Authority (URA) with aims at facilitating the private building owners to procure consultant and registered works contractor for building rehabilitation works.

The Login Menu at the left side is created for the following users in different situations:

- 1) General Building Contractor (RGBC)
 - a) For those who has registered as "General Building Contractor" in Buildings Department, is eligible for registration in e-tendering system.
 - b) For those who is going to register and activate the account in e-tendering system.
 - c) Login in the system and forgot / reset password.
- 2) Fire Service Installation Contractor (FSIC)
 - a) For those who has registered as "Fire Service Installation Contractor" in Fire Services Department, is eligible for registration in e-tendering system.
 - b) For those who is going to register and activate the account in e-tendering system.
 - c) Login in the system and forgot / reset password.
- 3) Authorized Person (AP) and Registered Inspector (RI) (AP/RI)
 - a) For those who has registered as "Authorized Person" (AP) and / or "Registered Inspector" (RI) in Buildings Department, is eligible for registration in e-tendering system.
 - b) For those who is going to register and activate the account in e-tendering system.
 - c) In e-tendering system, all AP/RI is registered in form of company name instead of individual base.
 - d) Login in the system and forgot / reset password.
- 4) Building / Estate Owners

Each building / estate which has successfully joined Smart Tender, are granted an access right to their own page of e-tendering system by using a unique User ID and Password assigned. The relevant reports and documents relating to their building rehabilitation works are enabled to search, view and download by the owners if interested. The User ID and Password have been individually notified to the Management Office or Owners' Organization of the building for distribution to their owners as required.
- 5) Guest Login

Public users who are allowed to view the tender notice for procurement of AP/RI, RGBC and FSIC but they are restricted not to view or download the tendering materials.
- 6) Registers

Updated list of registers for AP/RI, RGBC and FSIC is able to view and download.

Step 2: Click "Fire Service Installation Contractor"

點擊“註冊消防裝置承建商”

EN | 繁 | 簡

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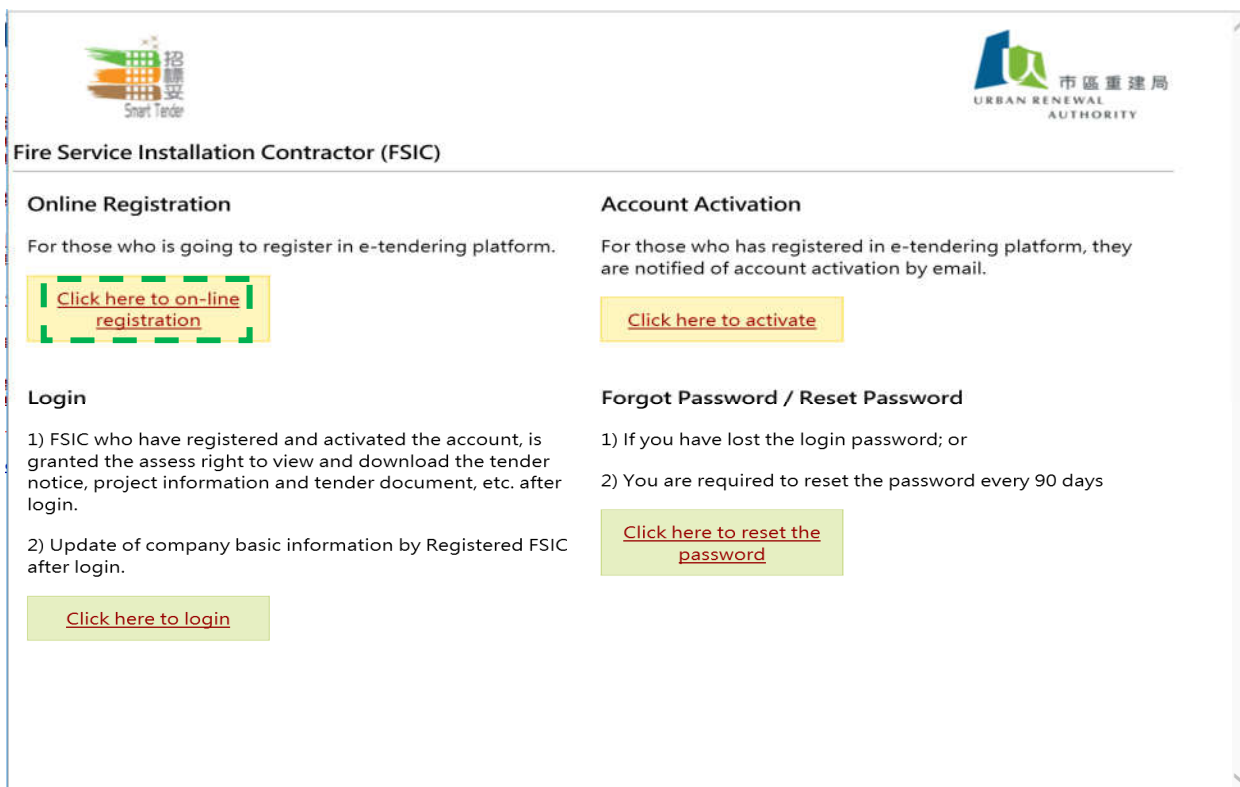
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Step 3: Click “Click here to on-line registration”

點擊“按此進行網上註冊程序”



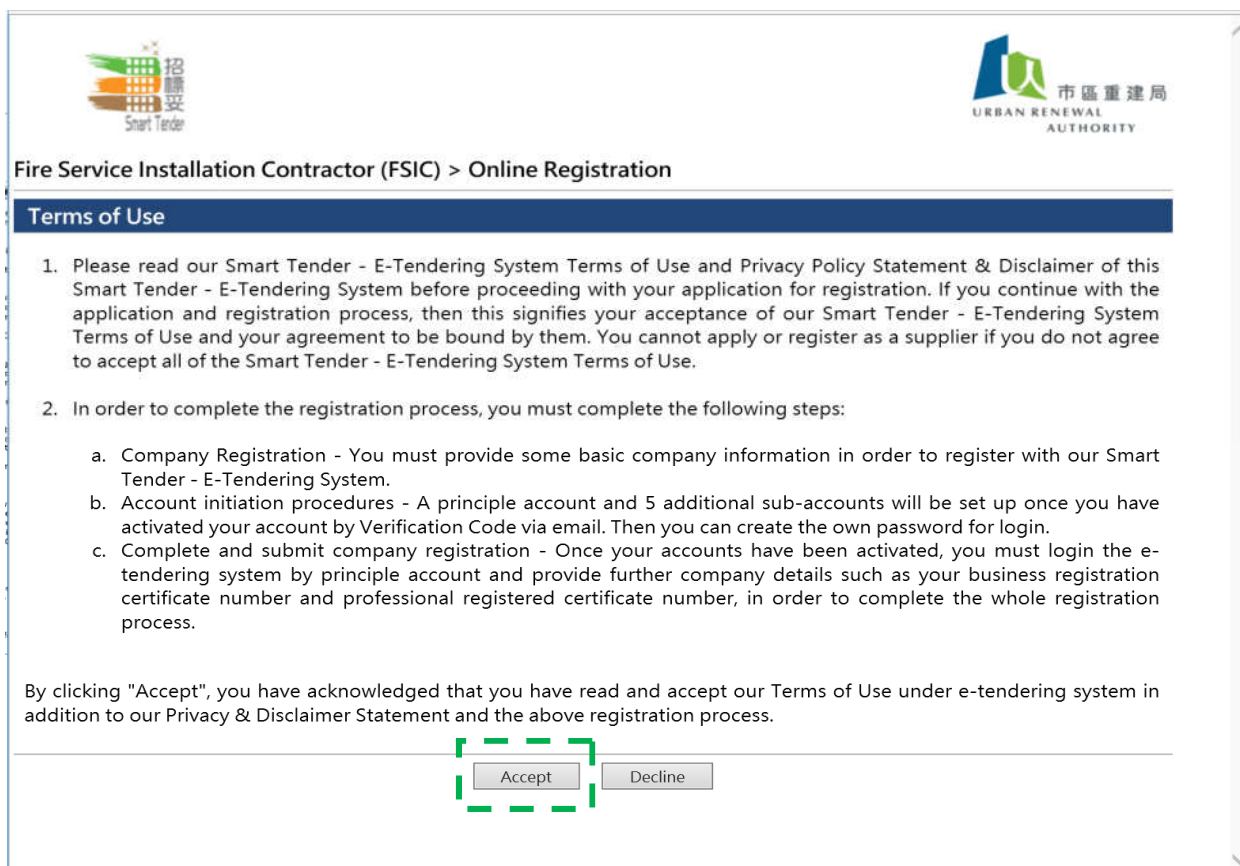
Smart Tender (招標安) logo on the left and **市區重建局 URBAN RENEWAL AUTHORITY** logo on the right.

Fire Service Installation Contractor (FSIC)

Online Registration For those who is going to register in e-tendering platform. Click here to on-line registration	Account Activation For those who has registered in e-tendering platform, they are notified of account activation by email. Click here to activate
Login 1) FSIC who have registered and activated the account, is granted the access right to view and download the tender notice, project information and tender document, etc. after login. 2) Update of company basic information by Registered FSIC after login. Click here to login	Forgot Password / Reset Password 1) If you have lost the login password; or 2) You are required to reset the password every 90 days Click here to reset the password

Step 4: Read Terms of Use and click “Accept”

細閱條款及細則後點擊“同意”



Smart Tender (招標安) logo on the left and **市區重建局 URBAN RENEWAL AUTHORITY** logo on the right.

Fire Service Installation Contractor (FSIC) > Online Registration

Terms of Use

- Please read our Smart Tender - E-Tendering System Terms of Use and Privacy Policy Statement & Disclaimer of this Smart Tender - E-Tendering System before proceeding with your application for registration. If you continue with the application and registration process, then this signifies your acceptance of our Smart Tender - E-Tendering System Terms of Use and your agreement to be bound by them. You cannot apply or register as a supplier if you do not agree to accept all of the Smart Tender - E-Tendering System Terms of Use.
- In order to complete the registration process, you must complete the following steps:
 - Company Registration - You must provide some basic company information in order to register with our Smart Tender - E-Tendering System.
 - Account initiation procedures - A principle account and 5 additional sub-accounts will be set up once you have activated your account by Verification Code via email. Then you can create the own password for login.
 - Complete and submit company registration - Once your accounts have been activated, you must login the e-tendering system by principle account and provide further company details such as your business registration certificate number and professional registered certificate number, in order to complete the whole registration process.

By clicking "Accept", you have acknowledged that you have read and accept our Terms of Use under e-tendering system in addition to our Privacy & Disclaimer Statement and the above registration process.

[Accept](#) [Decline](#)

Step 5: Input contractor's information on the Online Registration form, fields with red asterisk are mandatory. Click "Next" to continue.

在網上註冊表格輸入所需的承建商資料，紅色星號資料是必需輸入。完成輸入後點擊“下一步”

* Required Field

Contractor Information

Company Name *	A&A Fire Service Limited	(English)
		(Chinese)
(The FSIC is registered in the e-tendering platform in name of company instead of individual basis. The company name must be exactly the same as the full legal name shown on your company's most up-to-date incorporation documents, such as your certificate of incorporation, business registration certificate or any equivalent documents, in terms of spelling, special characters and spacing. Unmatched company name will result in re-registration instead of amendment.)		
Corresponding Address *	Cyberport	
Registered Country *	Hong Kong	
Business Registration Certificate Number *	BR000-000-0001	
Registration Number *	Class 1 20180715001	
	Class 2	
E-mail Address *	sales@aa-fs.com	
(Please ensure the email address in name of company instead of individual one as the tender invitation will be issued to the above email address notifying you the tendering information. It also avoids missing the above notification from staff turnover issue.)		

Primary Contact Information

Name *	Peter Chan	
Position *	Manager	
Tel No. *	(Hong Kong) 28880000	X

incorporation documents, such as your certificate of incorporation, business registration certificate or any equivalent documents, in terms of spelling, special characters and spacing. Unmatched company name will result in re-registration instead of amendment.)

Corresponding Address *	Cyberport	
Registered Country *	Hong Kong	
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Primary Contact Information

Name *	Peter Chan	
Position *	Manager	
Tel No. *	(Hong Kong) 28880000	X
Fax No. *	(Hong Kong)	

CAUTION : Click the "Next" button ONCE only.
After clicking "Next", an email with your Verification Code will be sent to the e-mail address you have provided. You will need to enter your Verification Code on the next page in order to submit your application for registration.

Next Reset

Step 6: System has sent a verification code to registered email address

系統已將驗證碼發送到註冊電郵地址，點擊“下一步”

ura@e-tendering.com.'" data-bbox="101 112 888 475"/>

Smart Tender

市區重建局
URBAN RENEWAL
AUTHORITY

Fire Service Installation Contractor (FSIC) > Online Registration

Input Access Code Basic Company Info Input Password Account Activation

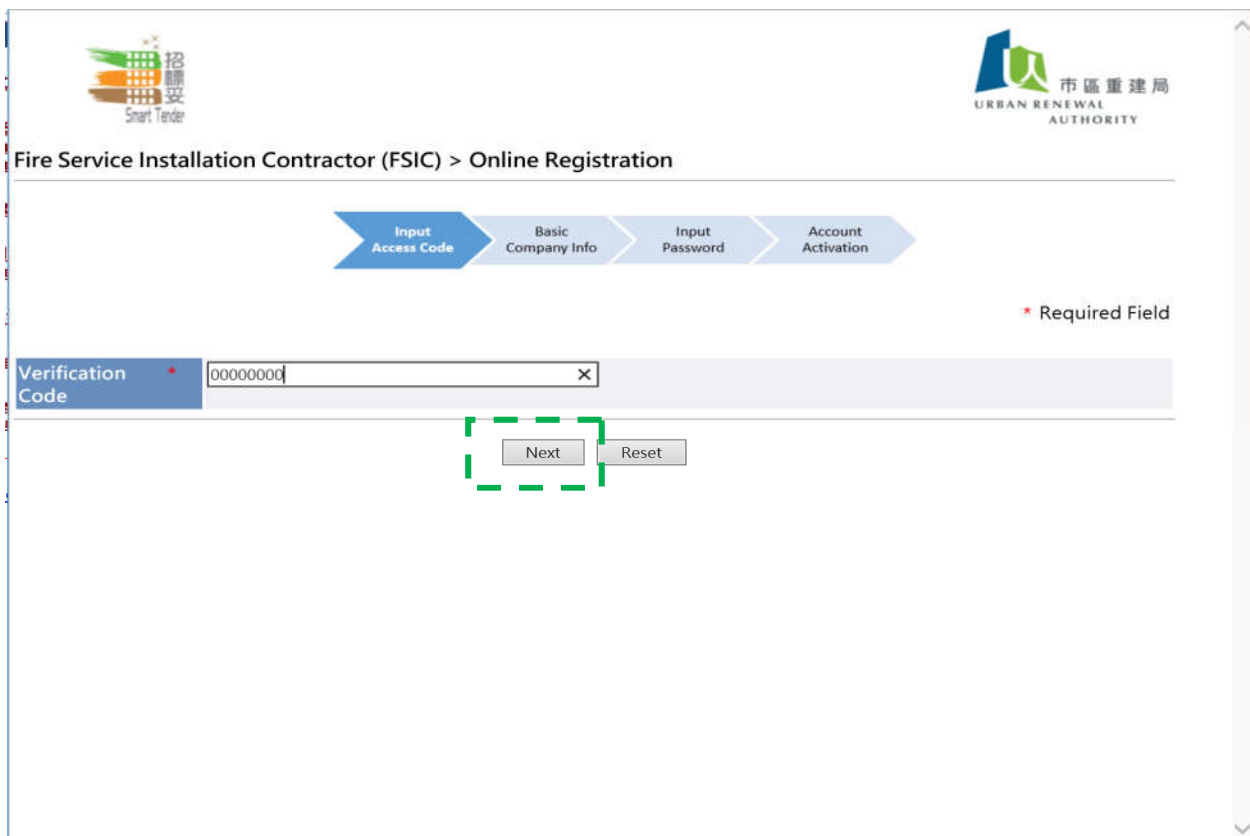
Verification Code has been sent to sales@aa-fs.com. Please click "Next" button below and enter the Verification Code and complete the activation of your user account.

If you have any queries or encounter any problems whilst using this E-Tendering System, please use the Support under the Login Menu on the Smart Tender - E-Tendering System or send us an email at ura@e-tendering.com.

Next

Step 7: input verification code and click “Next” to continue

輸入驗證碼後點擊“下一步”



Smart Tender

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AUTHORITY

Fire Service Installation Contractor (FSIC) > Online Registration

Input Access Code Basic Company Info Input Password Account Activation

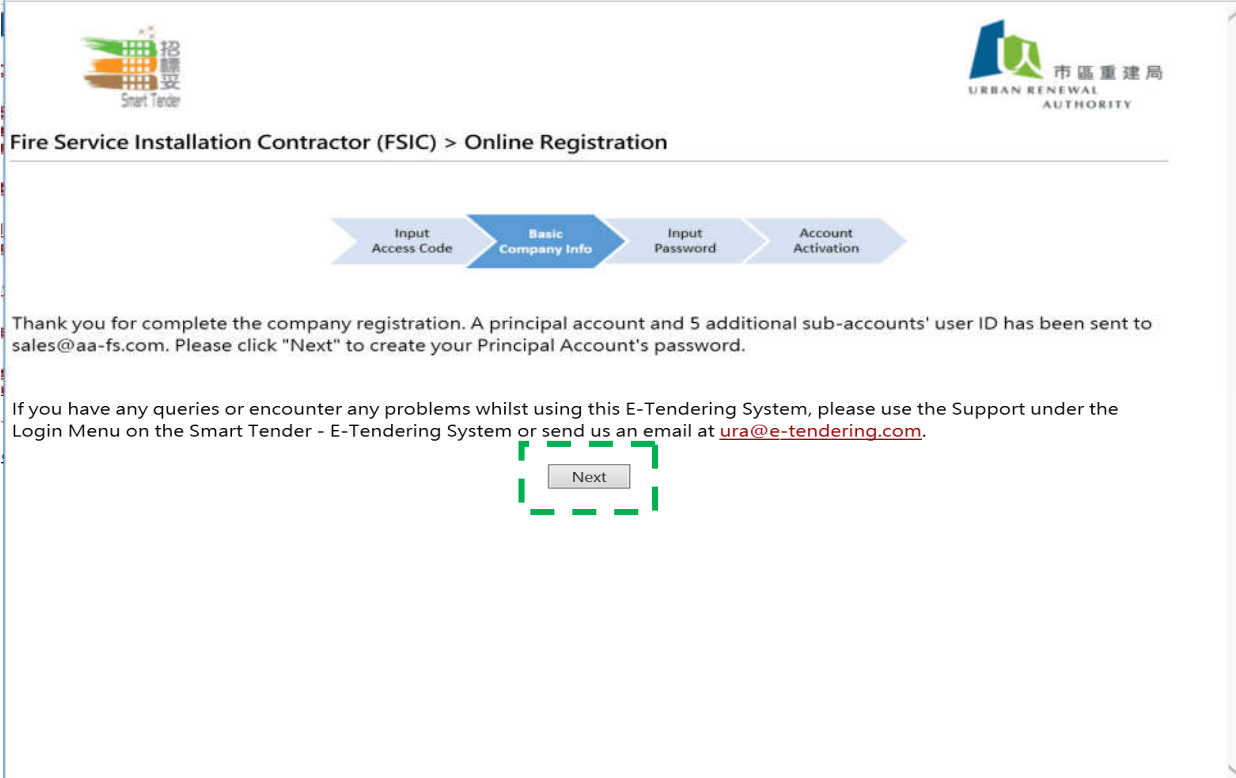
* Required Field

Verification Code * 00000000 X

Next Reset

Step 8: Company registration completed, click “Next” to continue

登記完成，點擊“下一步”



Smart Tender

市區重建局
URBAN RENEWAL
AUTHORITY

Fire Service Installation Contractor (FSIC) > Online Registration

Input Access Code **Basic Company Info** Input Password Account Activation

Thank you for complete the company registration. A principal account and 5 additional sub-accounts' user ID has been sent to sales@aa-fs.com. Please click "Next" to create your Principal Account's password.

If you have any queries or encounter any problems whilst using this E-Tendering System, please use the Support under the Login Menu on the Smart Tender - E-Tendering System or send us an email at ura@e-tendering.com.

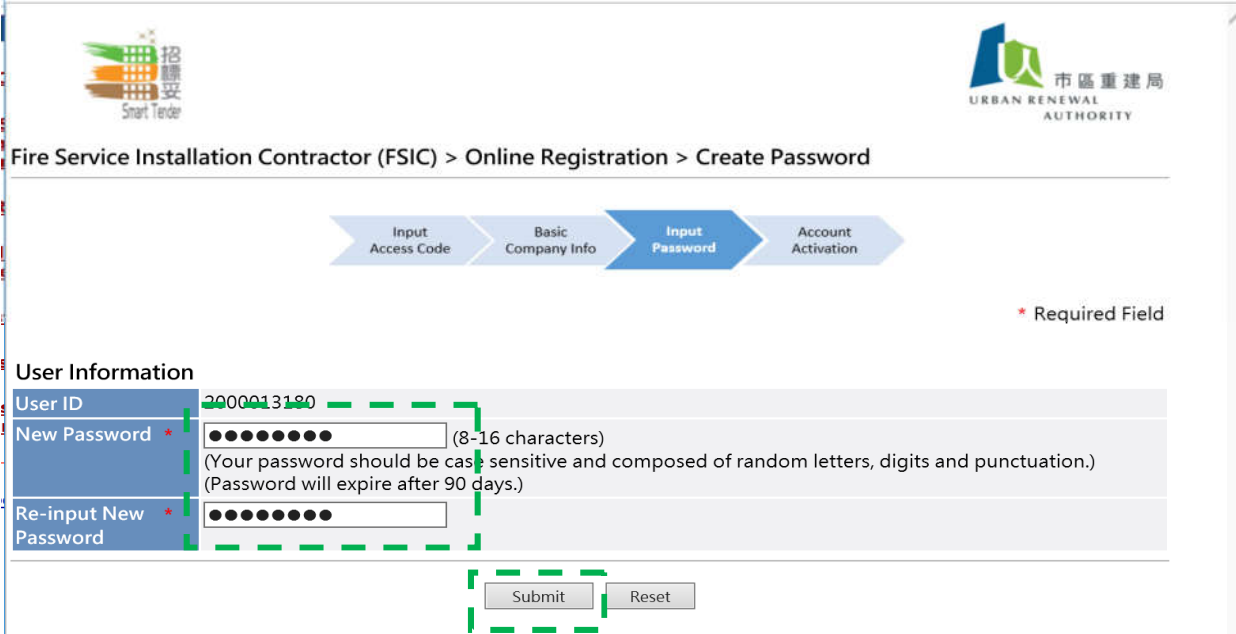
Next

Step 9: Create password, click “Submit” to continue

(Your password should be case sensitive and composed of random letters, digits and punctuation, password will expire after 90 days)

設置密碼後，點擊“遞交”

(密碼須包含數字、英文（大寫或小寫）及鍵盤上的特殊符號，每 90 天需要重設登入密碼)



Smart Tender

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AUTHORITY

Fire Service Installation Contractor (FSIC) > Online Registration > Create Password

Input Access Code Basic Company Info **Input Password** Account Activation

* Required Field

User Information

User ID 2000013120

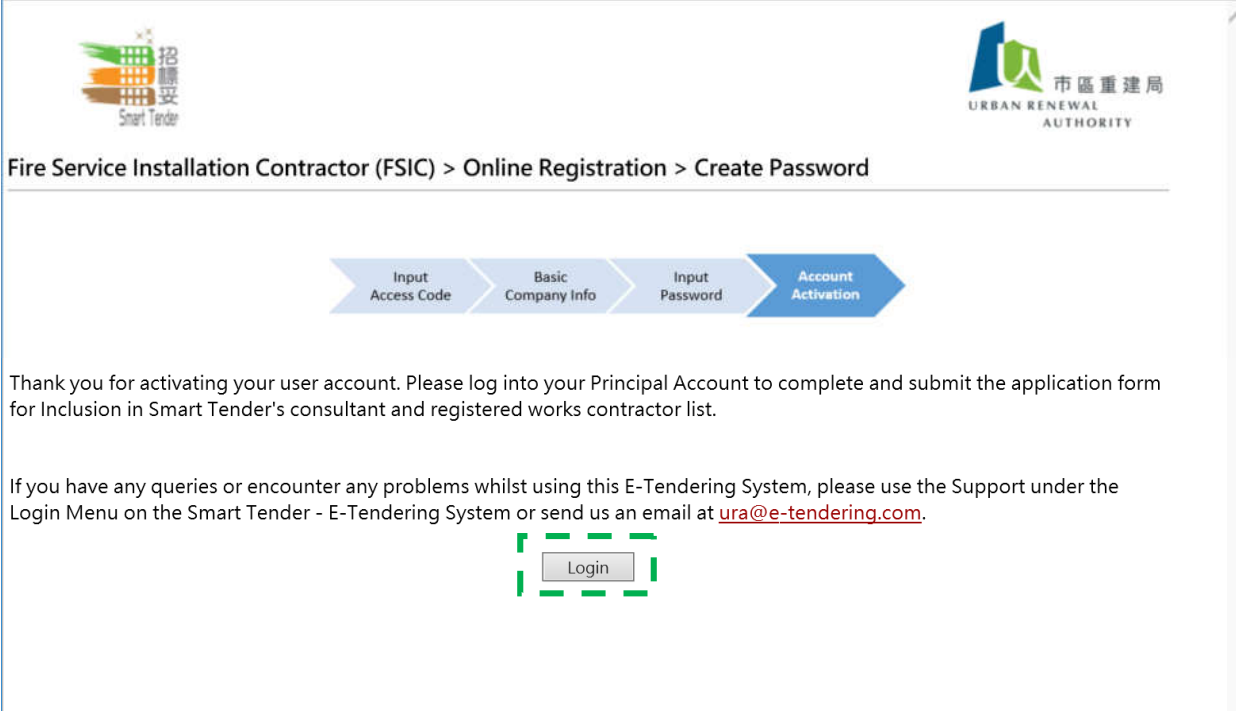
New Password * (8-16 characters)
(Your password should be case sensitive and composed of random letters, digits and punctuation.)
(Password will expire after 90 days.)

Re-input New Password *

Submit Reset

Step 10: Click “Login” to login to Smart Tender system

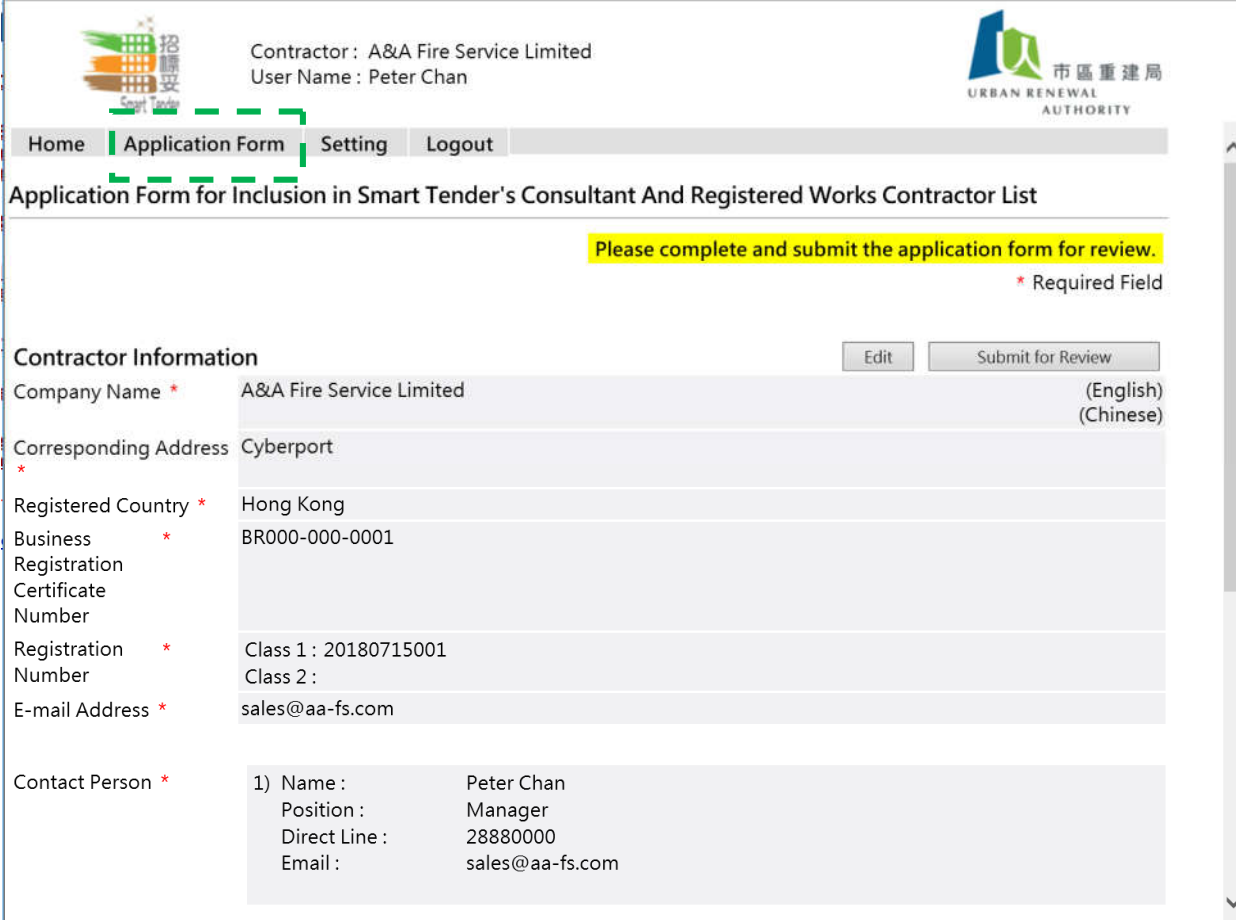
點擊“登入”，登入到招標妥系統



The screenshot shows the 'Smart Tender' logo on the left and the 'URBAN RENEWAL AUTHORITY' logo on the right. The breadcrumb navigation reads 'Fire Service Installation Contractor (FSIC) > Online Registration > Create Password'. A progress bar below the breadcrumb shows four steps: 'Input Access Code', 'Basic Company Info', 'Input Password', and 'Account Activation', with the last step highlighted in blue. Below the progress bar, a message reads: 'Thank you for activating your user account. Please log into your Principal Account to complete and submit the application form for Inclusion in Smart Tender's consultant and registered works contractor list.' Below this message, another line of text says: 'If you have any queries or encounter any problems whilst using this E-Tendering System, please use the Support under the Login Menu on the Smart Tender - E-Tendering System or send us an email at ura@e-tendering.com.' A 'Login' button is highlighted with a green dashed box.

Step 11: Click “Application” to open application form to provide further required documents

點擊“申請表”，提交所需文件。



The screenshot shows the 'Smart Tender' logo on the left and the 'URBAN RENEWAL AUTHORITY' logo on the right. The contractor information is displayed as 'Contractor : A&A Fire Service Limited' and 'User Name : Peter Chan'. A navigation menu at the top includes 'Home', 'Application Form', 'Setting', and 'Logout', with 'Application Form' highlighted and circled in green. Below the navigation menu, the title reads 'Application Form for Inclusion in Smart Tender's Consultant And Registered Works Contractor List'. A yellow banner contains the text: 'Please complete and submit the application form for review.' Below this banner, a legend indicates '* Required Field'. The main form area is titled 'Contractor Information' and includes fields for 'Company Name', 'Corresponding Address', 'Registered Country', 'Business Registration Certificate Number', 'Registration Number', 'E-mail Address', and 'Contact Person'. The 'Company Name' field is filled with 'A&A Fire Service Limited' and has '(English)' and '(Chinese)' options. The 'Corresponding Address' field is filled with 'Cyberport'. The 'Registered Country' field is filled with 'Hong Kong'. The 'Business Registration Certificate Number' field is filled with 'BR000-000-0001'. The 'Registration Number' field is filled with 'Class 1 : 20180715001' and 'Class 2 :'. The 'E-mail Address' field is filled with 'sales@aa-fs.com'. The 'Contact Person' field is filled with '1) Name : Peter Chan', 'Position : Manager', 'Direct Line : 28880000', and 'Email : sales@aa-fs.com'. There are 'Edit' and 'Submit for Review' buttons at the top right of the form.

Step 12: Click “Edit”

點擊“更改”

The screenshot shows the contractor registration form for A&A Fire Service Limited. The user is Peter Chan. The form includes fields for 'Number', 'E-mail Address', and 'Contact Person'. The 'Contact Person' field is filled with: Name: Peter Chan, Position: Manager, Direct Line: 28880000, Email: sales@aa-fs.com. Below this is the 'Requested Documents' section, which lists two required documents: (1) Business Registration Certificate and (2) FSIC Certificate. An 'Edit' button is highlighted with a green dashed box. At the bottom, there is a 'Close' button.

Step 13: Upload Requested Documents, click “Save” to continue.

提供文件，完成後點擊“儲存並繼續”

The screenshot shows the contractor registration form with the 'Requested Documents' section. The user has uploaded a file for the Business Registration Certificate. The file path is C:\Users\tommychoi\Dropbox\Bus. The 'FSIC Certificate' field has radio buttons for 'Yes' (selected) and 'No'. Below the radio buttons is a 'Reason' field. The 'Save' button is highlighted with a green dashed box. At the bottom, there are buttons for 'Previous Page', 'Save', and 'Back'.

Step 14: Click “Submit for Review”

點擊“提交評審”

The screenshot shows the 'Contractor Information' section of the application form. At the top, there is a navigation bar with 'Home', 'Application Form', 'Setting', and 'Logout'. Below this is a yellow banner that reads 'Please complete and submit the application form for review.' with a red asterisk indicating required fields. The form fields include: Company Name (A&A Fire Service Limited), Corresponding Address (Cyberport), Registered Country (Hong Kong), Business Registration Certificate Number (BR000-000-0001), Registration Number (Class 1: 20180715001, Class 2:), E-mail Address (sales@aa-fs.com), and Contact Person (Peter Chan, Manager, 28880000, sales@aa-fs.com). A red dashed box highlights the 'Submit for Review' button, which is located next to an 'Edit' button. There are also language selection options for '(English)' and '(Chinese)'.

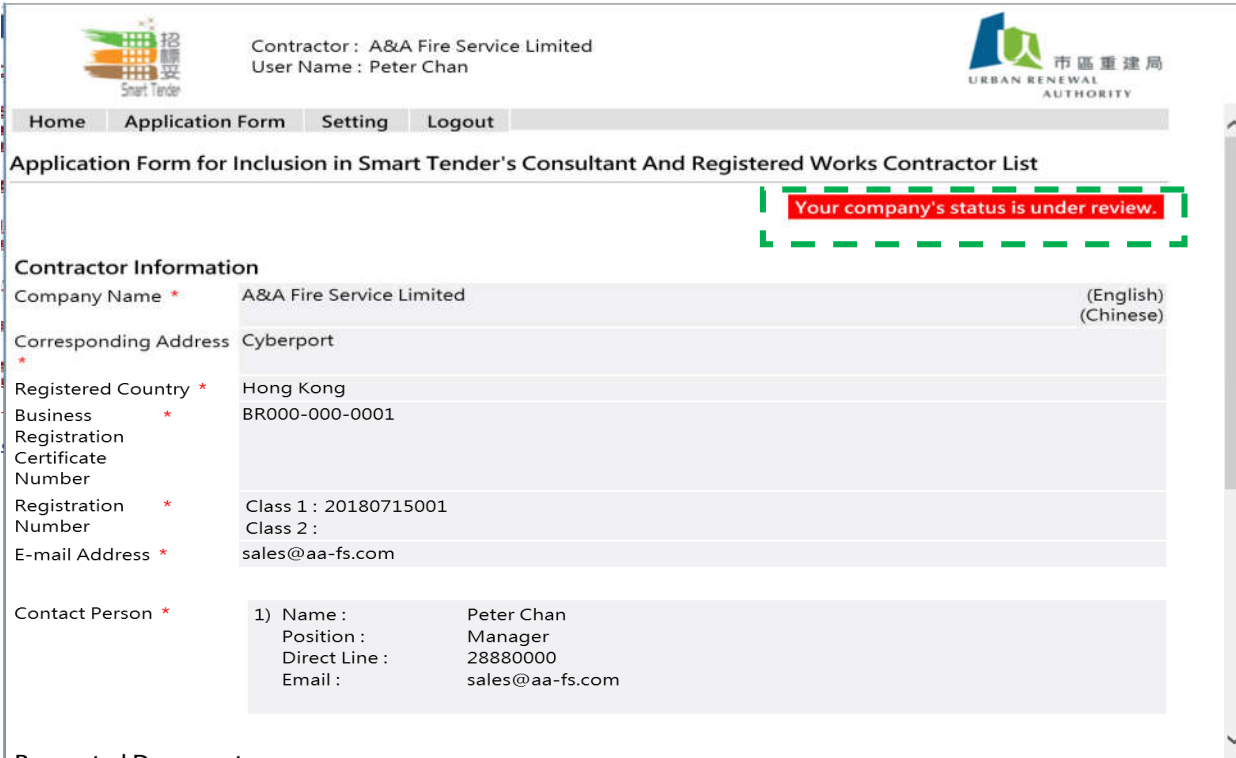
Step 15: Tick the box under Declaration, Click “Submit for Review”

扣選聲明下的方格，點擊“提交評審”

The screenshot shows the 'Declaration' section of the application form. At the top, there is a navigation bar with 'Home', 'Application Form', 'Setting', and 'Logout'. Below this is a yellow banner that reads 'Please complete and submit the application form for review.' with a red asterisk indicating required fields. The form fields include: Company Name (A&A Fire Service Limited), Corresponding Address (Cyberport), Registered Country (Hong Kong), Business Registration Certificate Number (BR000-000-0001), Registration Number (Class 1: 20180715001, Class 2:), E-mail Address (sales@aa-fs.com), and Contact Person (Peter Chan, Manager, 28880000, sales@aa-fs.com). A red dashed box highlights the checkbox for the declaration: 'I/We, apply for and on behalf of the Contractor, A&A Fire Service Limited, for inclusion in Smart Tender's consultant and registered works contractor list. I/We hereby confirm that the relevant information or documents given in this application is true and correct.' Below this is a paragraph of text: 'The Contractor declares that it is duly authorized by the aforesaid individuals to confirm that each individual has received, read and understood URA's Data Policy Notice (the "Notice") and agrees to be bound by them (as amended by URA from time to time) and that all personal data and information in respect of each individual provided by the Contractor on behalf of each individual to URA (a) have been collected by lawful means; and (b) are accurate in all material respects so far as the Contractor is aware. The Contractor agrees to ensure that, in relation to all personal data collected by and provided to URA by the Contractor, all necessary consents required from the individuals have been obtained and that the individuals are aware that their personal data and information may be used, transferred or disclosed by URA in accordance with its policies on the use and disclosure of personal data as set out in the Notice made available by URA to each individual through the Contractor from time to time and that those individuals are aware that they may have legal rights of access to and correction of information held about them by URA.' At the bottom, there is a form field for 'Name : Peter Chan', 'Position : Manager', 'Tel. No. : 28880000', and 'Date : 2018/07/15'. A red dashed box highlights the 'Submit for Review' button, which is located next to a 'Back' button.

Step 16: System displays message “Your company’s status is under review”

系統示意“您的申請正在評審中”

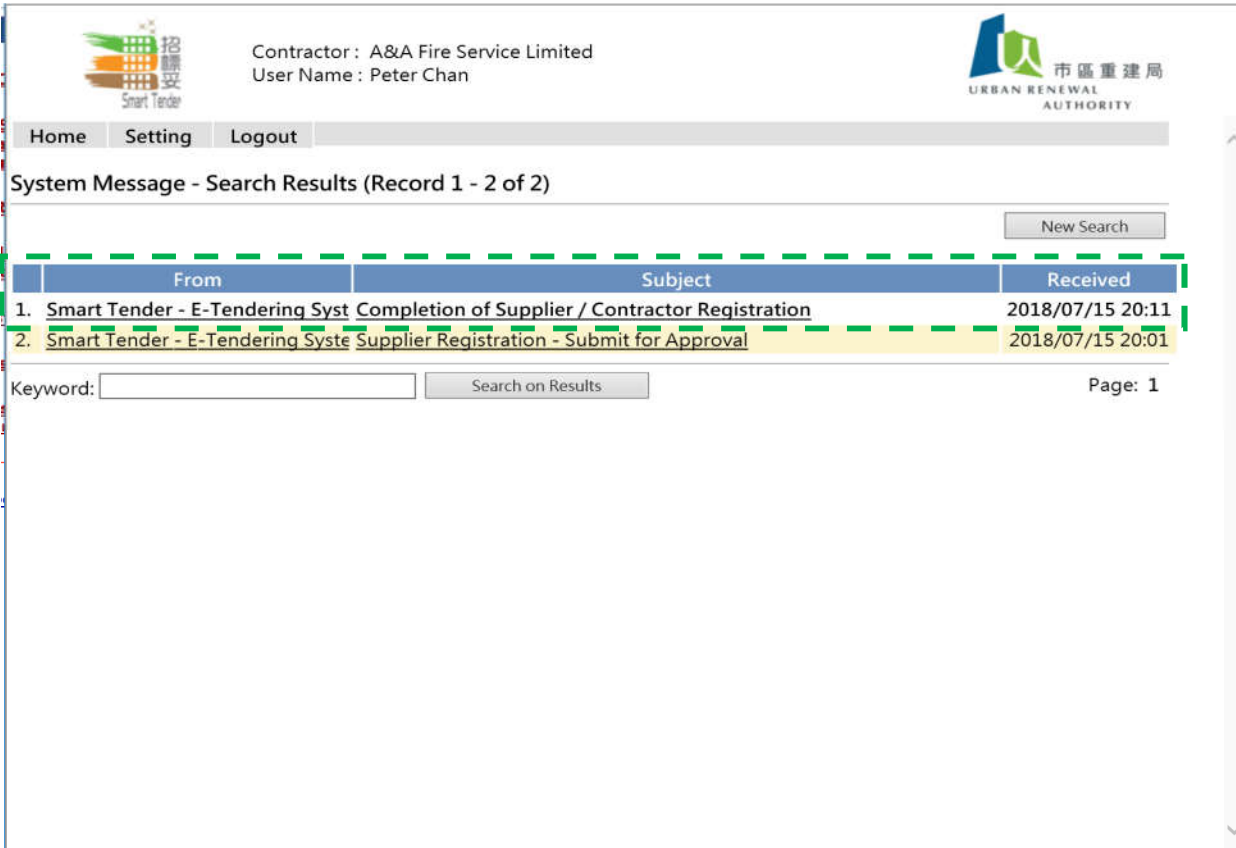


The screenshot shows the 'Application Form for Inclusion in Smart Tender's Consultant And Registered Works Contractor List'. At the top right, there is a red message box with a green dashed border that reads: "Your company's status is under review." Below this, the 'Contractor Information' section is displayed with the following details:

Company Name *	A&A Fire Service Limited	(English) (Chinese)
Corresponding Address *	Cyberport	
Registered Country *	Hong Kong	
Business Registration Certificate Number *	BR000-000-0001	
Registration Number *	Class 1 : 20180715001 Class 2 :	
E-mail Address *	sales@aa-fs.com	
Contact Person *	1) Name : Peter Chan Position : Manager Direct Line : 28880000 Email : sales@aa-fs.com	

Step 17: System will send email notification to registered email address after the application review has been completed.

申請評審完成後，系統會發送通知至已註冊電郵地址。



The screenshot shows the 'System Message - Search Results (Record 1 - 2 of 2)' page. It features a table with the following data:

	From	Subject	Received
1.	Smart Tender - E-Tendering Syst	Completion of Supplier / Contractor Registration	2018/07/15 20:11
2.	Smart Tender - E-Tendering Syste	Supplier Registration - Submit for Approval	2018/07/15 20:01

Below the table, there is a 'Keyword:' search box and a 'Search on Results' button. The page number 'Page: 1' is displayed at the bottom right.



Contractor : A&A Fire Service Limited
User Name : Peter Chan



[Home](#) [Setting](#) [Logout](#)

System Message - View

From	Smart Tender - E-Tendering System	Received	2018/07/15 20:11
Subject	Completion of Supplier / Contractor Registration		
Message	<p>Dear Sir/Madam,</p> <p>Thank you for submitting your outstanding company details and requested information as part of the registration process. We confirm that the registration process has now been completed and you are now fully registered as a Supplier / Contractor with the URA TENDER Website.</p> <p>For any further information or enquiries, please contact our Helpdesk at telephone no. (852) 8109 1811 during office hours (Mon. to Fri. 09:00 - 18:00, Hong Kong time) or send us an email at enquiry@e-tendering.com.</p> <p>Yours sincerely, Urban Renewal Authority</p> <p>Web : http://smarttender.buildingrehab.org.hk</p> <p>This email was generated automatically by the system. Please do not reply to this message.</p> <p>Disclaimer: The sender does not accept any liability for any errors or omissions in the contents of this email that may arise as a result of the email transmission. Although the sender has used its reasonable efforts to ensure that this email and any attachments do not contain any viruses, the recipient is responsible for checking that no viruses exist, and the sender does not accept any liability for any loss or damage caused by any virus contained in this email or any attachments.</p> <p>Confidentiality: This email and any attachments are confidential. If you are not the intended recipient, you</p>		