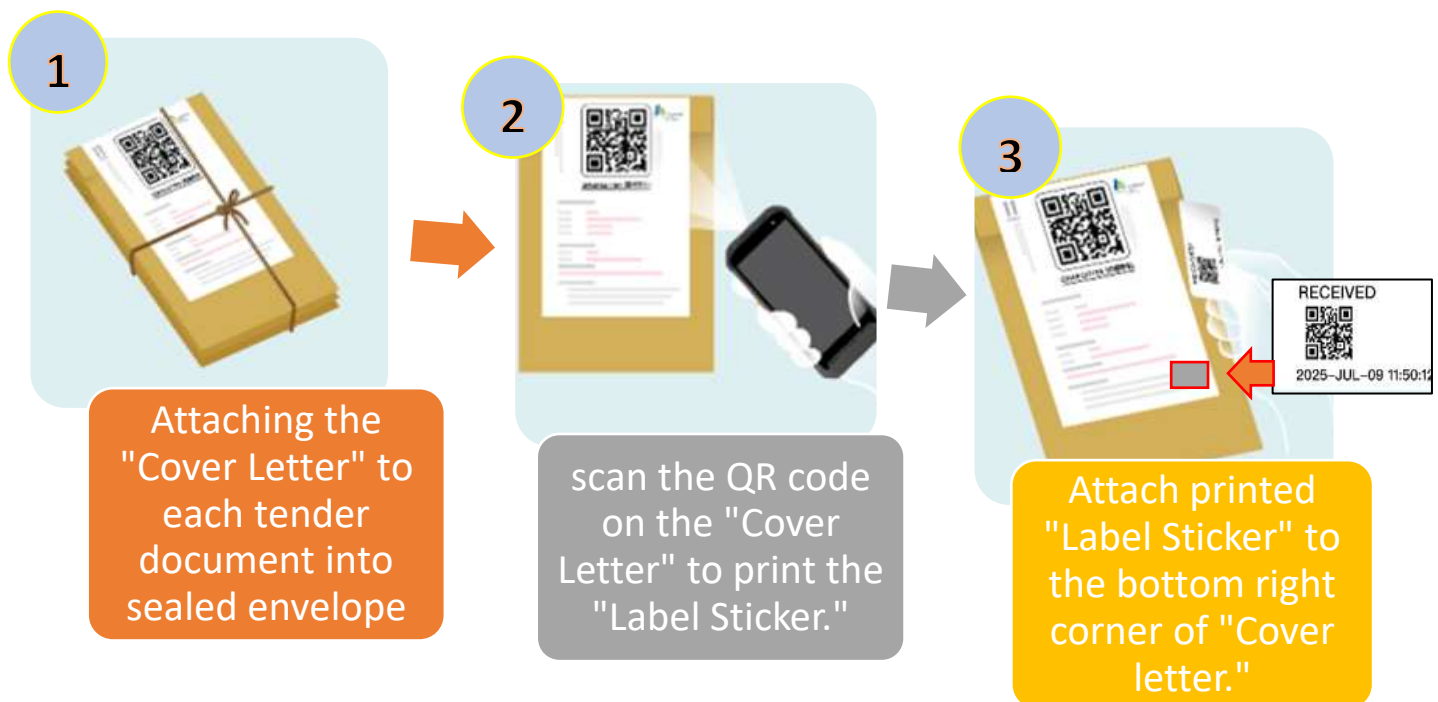


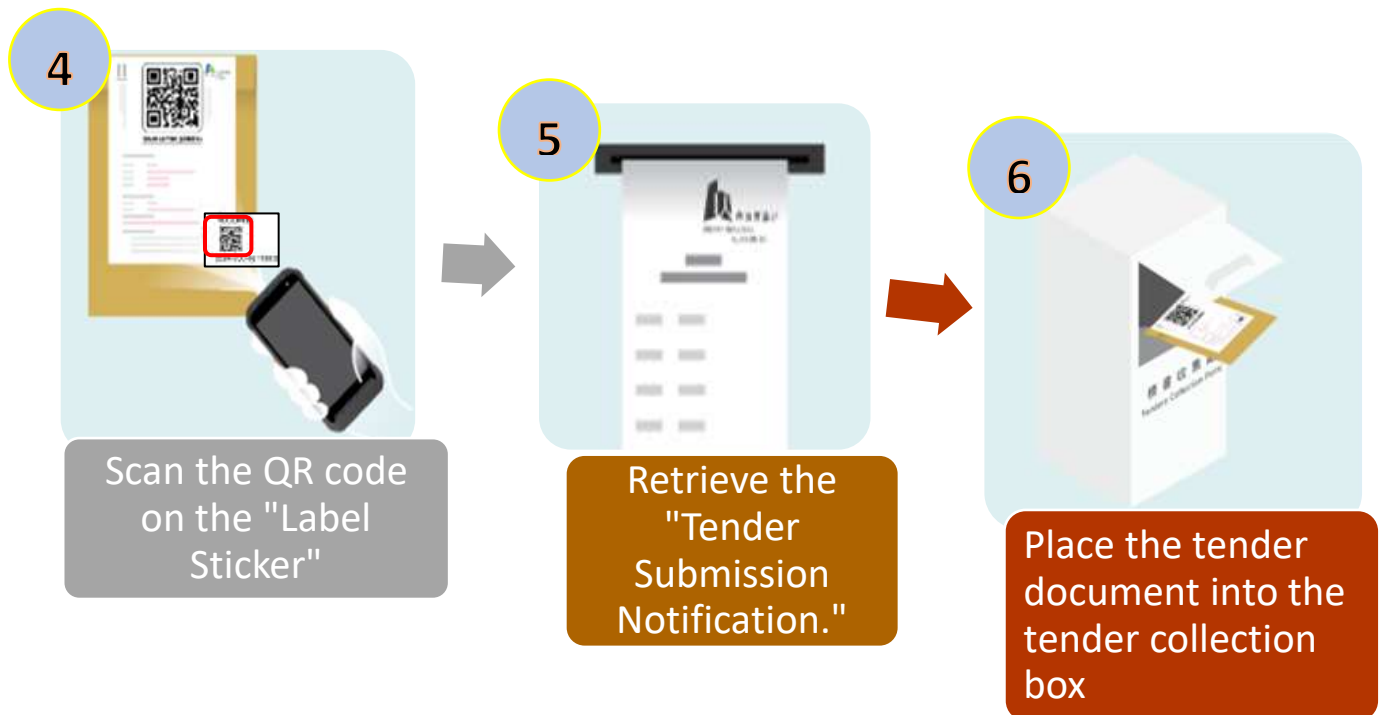
New arrangements for tender submission process

Starting from 3 November 2025, tender submissions will be conducted using a self-service approach. All tenderers or their designated courier personnel must pay close attention to the following key points and procedures before submitting their bids:

- 1) Place all tender documents (including required information) into a sealed envelope. If multiple envelopes are needed, please tie them securely with a string. Attaching the "Cover Letter" to each tender document is required.
- 2) Use the scanner to scan the QR code on the "Cover Letter" to print the "Label Sticker."
- 3) Attach the printed "Label Sticker" to the bottom right corner of the "Cover letter."



- 4) Scan the QR code on the "Label Sticker" located at the bottom right corner of the "Cover letter."
- 5) After printing, retrieve the "Tender Submission Notification."
- 6) Place the tender document into the tender collection box and verify the following:
 - The tender is sealed and properly attached with the "Cover Letter" and "Label Sticker."
 - The "Tender Submission Notification" has been received, including both the printed copy and the email.



Important Notes

- 1) Only one tender document may be submitted at a time; do not submit multiple documents simultaneously.
- 2) Tenders that have not been scanned and confirmed will not be accepted.
- 3) Tender documents must have the "Cover Letter" and "Label Sticker" attached, along with a "Tender Submission Notification" to confirm the submission.
- 4) The entrance dimensions of the tender box are **380mm long and 130mm wide**. Please measure the size of your tender documents to ensure they can be successfully placed in the box. If the tender documents exceed the specified dimensions, you may split them into separate documents, and attach the same "Cover letter" to each, indicating the number of documents, for example, "1 of 3 pages". Finally, please submit them one by one according to the submission procedures and instructions; otherwise, the relevant tender documents will be considered invalid.
- 5) Any tender documents found outside the designated tender box will be treated as invalid.
- 6) To ensure a smooth submission process, we advise all tenderers to submit their tenders as early as possible, avoiding last-minute submissions before the deadline to prevent missing the bidding opportunity.
- 7) If you have any inquiries regarding the above, please contact our hotline at 3188 1188.