E-Tendering Platform – "Owners' Corner" User Guide
(Applicable for the login by individual account users)

1) Key points for users when using the e-tendering platform's owner section are as follows:

2) Owners need scan the QR code provided by Urban Renewal Authority in the notice sent to your building/estate to register an individual account.

3) After receiving your registration request, a verification code will be sent to the registered phone number. Enter this code and upload proof of address to verify your information. **Regarding the proof of address, it is only used to verify that the applicant's residential address is consistent with the building they are living at. We will destroy the relevant data within one month after completing the verification work.**

4) Once the registration is completed, our department will notify the applicant of the outcome via SMS within three working days.

5) Successful registration allows owners to log in via mobile or computer to access building information or download related documents. Owners with multiple properties can use the same phone number to register other buildings that have joined our building renovation programs.

6) It involves critical maintenance information, each owner can only access information specific to their own building/estate and cannot access information about other buildings or estates. Therefore, please carefully guard your registration account and password.

7) All the information and documents uploaded to the "Owners' Corner" are for reference only. The Urban Renewal Authority has made every effort to ensure the accuracy of the information on the day of upload. However, the accuracy of such information cannot be guaranteed, and no responsibility shall be assumed for any errors, omissions, false statements, or misuse of any information presented on this webpage. The Urban Renewal Authority disclaims any legal responsibility or liability for any loss, damage, or harm arising from or related to the use or misuse of any information contained on this web page, including but not limited to consequential loss, damage, or harm, and reserves the right to seek recourse.

8) If owners encounter any difficulties during the process, they can send a screenshot via email to our service provider (ura@e-tendering.com) with their name and contact details for assistance.

Login and usage procedure for the "Owners' Corner"

1) **Access the "Owners' Corner" of the electronic tendering platform by scanning the QR code on the tender notice using a mobile phone.**
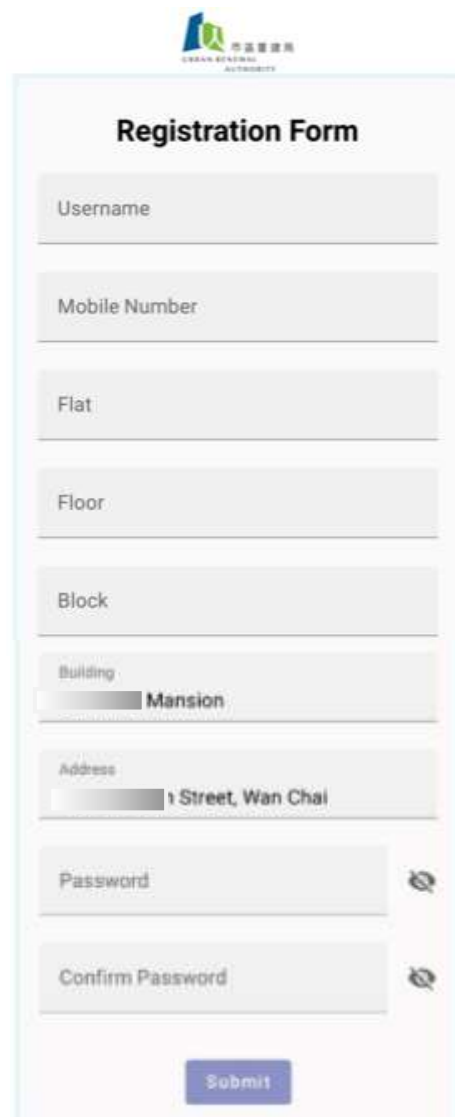
2) If you have not registered, please select the "Registration" option, input the required information, and agree to the important terms.


3) Owners must fill out the registration form and submit it. The data entered should be provided to our department as follows:
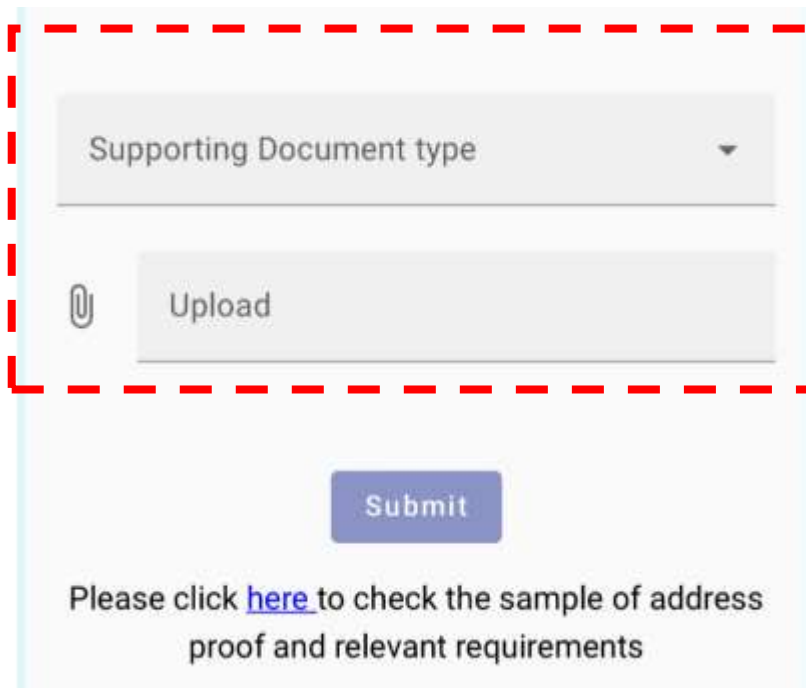
a) The username and password are to be set by the user;

b) The mobile phone number serves as the account number and to receive the confirmation SMS;

c) Details such as unit, floor, and seat, which are related to the building, should be entered as shown in the uploaded documents (refer to paragraph 5)

4) After submitting the registration information, the system will send an SMS to your registered mobile number. Please enter the verification code from the message to complete the registration.
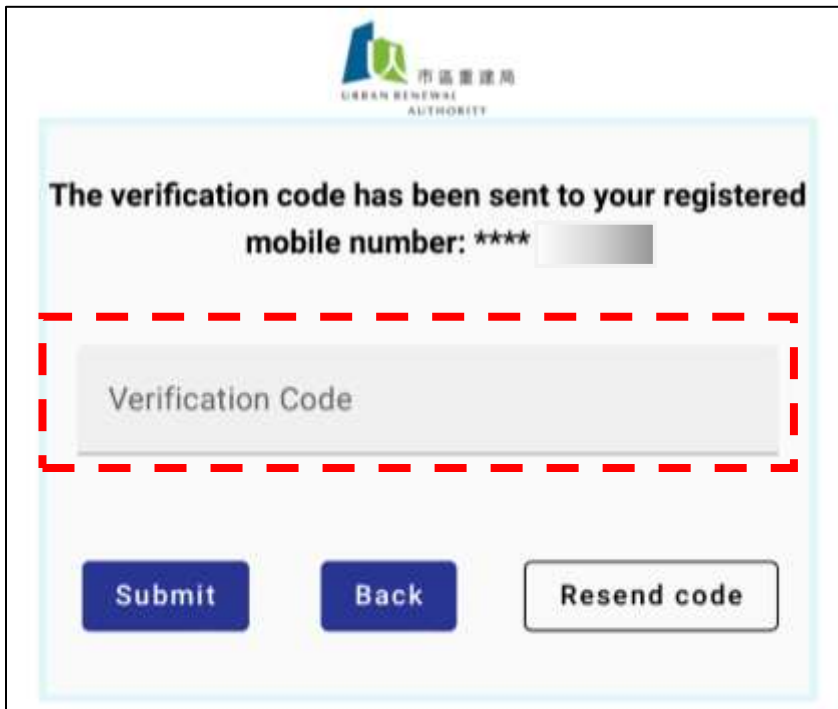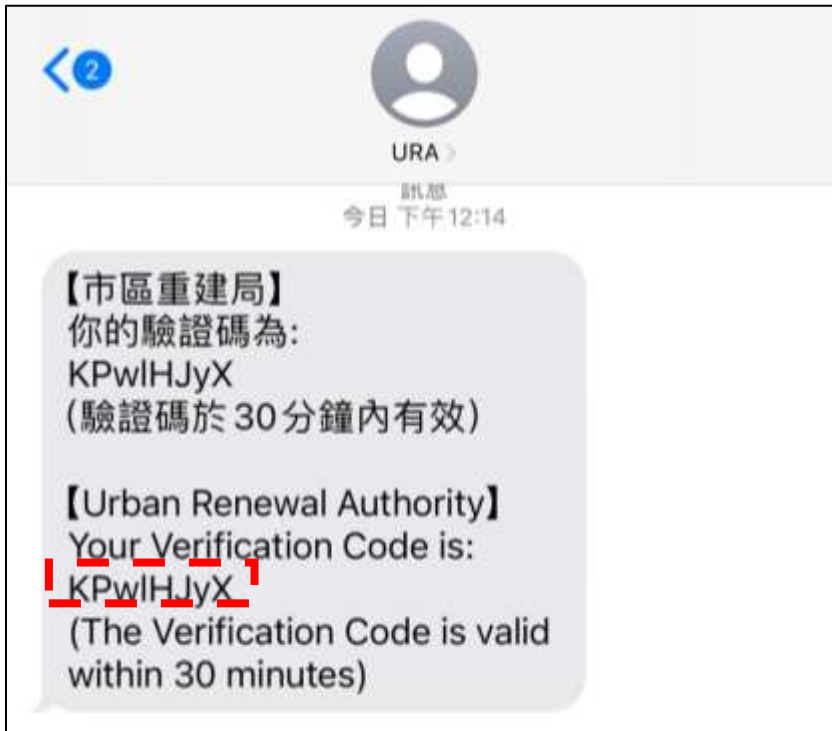
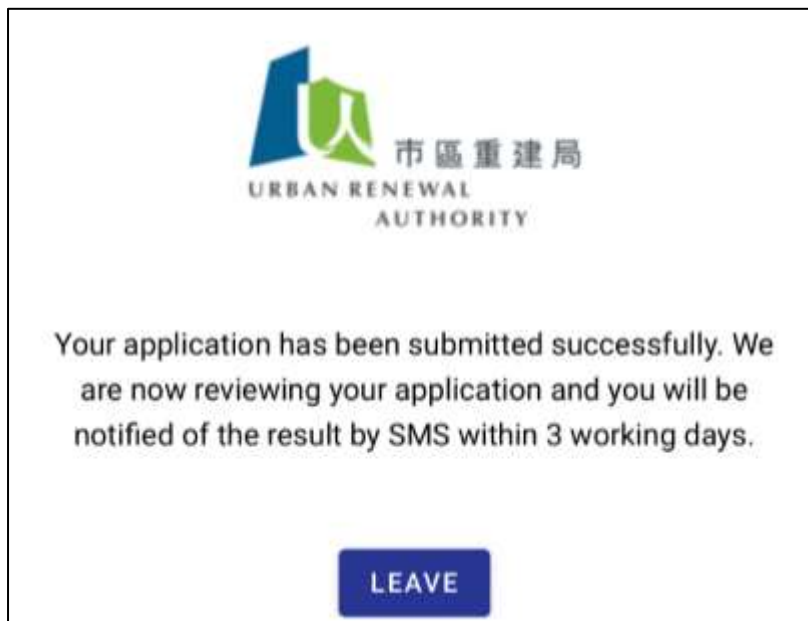5) **Owners need to submit a proof of address document; details refer to proof of address document requirements.**
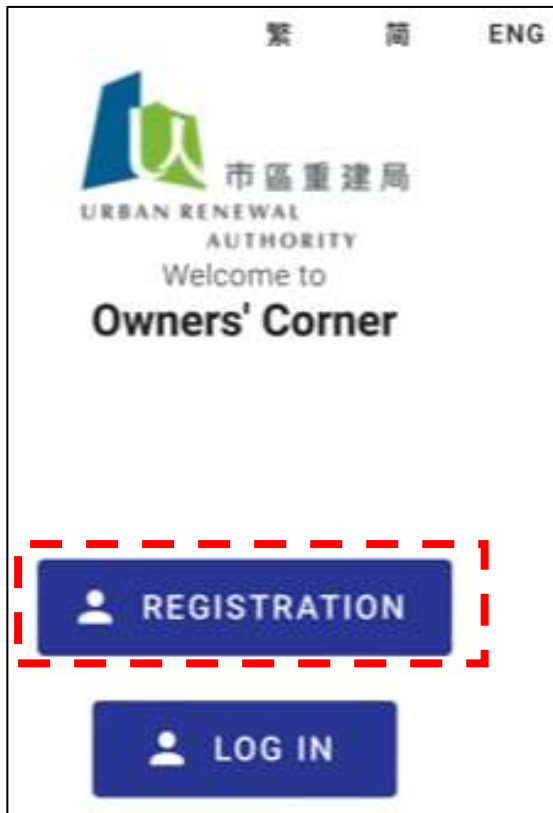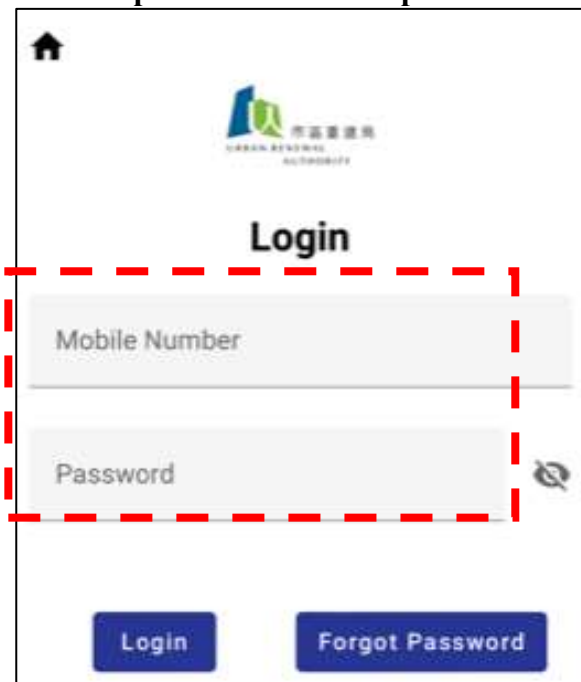

6) **Once the registration is completed, our department will notify the applicant of the outcome via SMS within three working days.**

7) Successful registration allows owners to log in via mobile or computer to access building information or download related documents.

8) Input mobile phone number and password to assess Owners' Corner

(Owners with multiple properties can use the same phone number to register other buildings that have joined our building renovation programs.)

9) **After logging in, you can view the tender documents and progress of various projects in the "Main Page of Your Building/Estate," including stages such as planning, engineering consultant hiring, preparation of tender documents, and contractor bidding.**

10) **Upon selecting and downloading the desired document, it will automatically download. Since all documents are presented in "Portable Document Format" (PDF format), owners are advised to first download software capable of reading this format to successfully view the document content.**

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Project Code

CONSULTANT

Building Name and Address

t, Wan Chai, Hong Kong

t, Wan Chai, Hong Kong

Stage 1 - Preparation Stage

Stage 2 - Procurement of AP/RI

Tender Notice.pdf
1/6/2023 12:00:01 PM

Tender Invitation Letter.pdf
1/6/2023 12:00:01 PM

Tender Doc_A2S.pdf
1/6/2023 12:00:01 PM

Tender Doc_B1.pdf
1/6/2023 12:00:01 PM

Stage 3 - Preparation of tender document

Stage 4 - Procurement of RGBC

~End~