



Supplier User Manual

For eProQ

For the Hong Kong Productivity Council (HKPC)

Version 1.1

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1.1	Second Release	RFQ & BOQ	Eddy Chau	11 DEC 2020

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1 System Requirements

1.1 HKPC RFQ/Tender

https://eProQ.hkpc.org

Operating Systems: Windows 8, 8.1, 10 macOS X 10.15

Internet Browser: Chrome 80 Internet Explorer 11 Safari 12

1.2 Supplier Verification Application (for BOQ)

Operating Systems: Windows 8, 8.1, 10

.net Framework: 4.5 or above

2 Guest Login

2.1 Login

Login to <u>https://eProQ.hkpc.org</u> Click "Guest"





Login	e-Procurement website (eProQ)
▶ <u>Procurer</u>	This e-Procurement website ("eProQ Website") is hosted by Hong Kong Productivity Council and its subsidiaries ("HKPC" or "Council" or "we" or "us" or "our").
▶ <u>Admin</u>	This eProQ Website is subject to our <u>Terms of Use</u> ("Terms of Use"), <u>Privacy Policy Statement</u> ("Privacy
▶ <u>Supplier</u>	use of the eProQ Website (collectively referred to as "this Agreement"). Your use of this eProQ Website signifies your acceptance of this Agreement, as well as your agreement to be bound by them. You must
▶ <u>Guest</u>	not use the eProQ Website if you do not agree to be bound by and accept this Agreement in its entirety.
	Should you have any queries or encounter any problems whilst using this eProQ Website, please click "Support" under the Login Menu of eProQ Website for relevant information, or send email to <u>hkpc@e-tendering.com</u> for enquiry.
	Working hours of support team: Monday to Friday (except Hong Kong Public Holidays) from 9:00 am to 6:00 pm (Hong Kong Local Time).

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2.2 Search Tender Notice

Tender Invitations will be shown after login

Select "Search"> "Tender Invitation" to search Enter filtering criteria to refine search results (if necessary) Click "Submit"



2.3 View Tender Notice

Click on the ref no of the Tender Invitation/Prequalification results to view Tender Notice

Tender Invitation - Search Result (Record 1 - 10 of 25)

±	xpand All	
	Ref	Subject
1.	<u>HF00060</u>	Tender for Supply of IT equipment and system
2.	<u>SM00062</u>	Tender for Design, Fabrication and Installation of an Intelligent Automatic Lens Manufacturing and Processing System
3.	<u>SM00006</u>	Tender for Design and Development of "E" System
4.	HF00012	Tender for Renovation Work for LG1 (2 stage and highest score)
5.	<u>FP00007</u>	Tender for Furniture Renewal in HKPC

To participate in the Tender,

- Click "Supplier Registration" to register as a new supplier, or
- Login as Supplier for registered Suppliers

Tender Invitation - View Details

Tender Information

	-
Ref	Test Invite
Subject	Test Invite
Issue Date	2020/03/09 (Mon) HKT (GMT+08:00)
Closing Date	2021/12/12 (Sun) 15:00 HKT (GMT+08:00)
Details	

Contact Person Information

#1 Name	Aaron S.		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	aaron@dummy.com		

Supplier Registration | Back

3 New Registration

3.1 Create a New Account

Login to <u>https://eProQ.hkpc.org</u> Click "Supplier"





Login	e-Procurement website (eProQ)
▶ <u>Procurer</u>	This e-Procurement website ("eProQ Website") is hosted by Hong Kong Productivity Council and its subsidiaries ("HKPC" or "Council" or "we" or "us" or "our").
 Admin Supplier Guest 	This eProQ Website is subject to our <u>Terms of Use</u> ("Terms of Use"), <u>Privacy Policy Statement</u> ("Privacy Policy Statement"), this Disclaimer and any other terms and conditions issued by HKPC in relation to the use of the eProQ Website (collectively referred to as "this Agreement"). Your use of this eProQ Website signifies your acceptance of this Agreement, as well as your agreement to be bound by them. You must not use the eProQ Website if you do not agree to be bound by and accept this Agreement in its entirety.
	Should you have any queries or encounter any problems whilst using this eProQ Website, please click "Support" under the Login Menu of eProQ Website for relevant information, or send email to <u>hkpc@e-tendering.com</u> for enquiry.
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Click "Click here to on-line registration."



Supplier

Registration

For those who has invited to register in eProQ website.

Click here to on-line registration

Account Activation

For those who has registered in eProQ website is required to activate the account.

<u>Click here to activate</u>

Login

1) Suppliers who have eProQ account can login the eProQ website to retrieve the Procurement Documents;

2) For those who have registered in eProQ website would like to apply for Inclusion in HKPC's Supplier List;

3) For those who have registered as HKPC's Supplier List would like to update the company's profile.

<u>Click here to login</u>

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



Supplier > Registration

Acceptance of Terms of Use

1. Please check the <u>Terms of Use</u> and the <u>Privacy Policy Statement</u> before proceeding with the registration. You will not be able to register as a supplier if you do not accept the Terms of Use and the Privacy Policy Statement.

*hkpc

- 2. In order to complete the registration process, you must complete the following steps:
 - a. Company Registration You must provide all mandatory basic company information, primary contact and supporting documents as required.
 - b. Account Creation A principal account associated with 5 sub-accounts will be set up during the registration. You will be asked to activate your account(s) and create password(s) for individual accounts.
 - c. Application Submission Complete and submit the application form and supporting documents as required by us for getting into HKPC's Supplier List. Once your account(s) has been activated, you must log onto the eProQ Website using the principal account and provide additional company information as required, so as to complete the registration process.

** HKPC reserves the right to review and update the eProQ account and / or Suppliers List from time to time. If there is any tender or request for services or goods by HKPC in future, HKPC will send notifications to the relevant suppliers on the Suppliers List. Suppliers who have not responded to any invitation for quotation/tender and have no transaction with HKPC for three (3) consecutive years, they will automatically be removed from the eProQ account and / or Suppliers List. Please note that the Registered Account does not guarantee or imply the assignment or award of any project or purchase order for the supply of goods or services by HKPC. For tender bidding, the Suppliers should read the tender notices published in the eProQ website.

By clicking "Accept", you confirm that you have read and accepted our Terms of Use, Privacy Policy Statement and the above registration process.

Accept Decline

Complete the General Information & Primary Contact sections Note: Primary Contact information will be used for Principal Account Click "Next"





Supplier > Registration

	* Required Field
General Informati	on
Company Name *	(English)
	(Chinese)
Registered * Address	
City *	(e.g. Hong Kong, Beijing)
Country/Region *	[Please select]
General Telephone *	(Hong Kong (+852)
Company Registration Document *	BR No. :
	Choose File No file chosen (The filename extension should be pdf, doc, docx, xls, xlsx, pptx, ppt, txt, rtf, html, tiff, bmp, jpg, jpeg, gif, png, epsf, dwg, dxf. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

Primary Contact

First Name *	
Last Name *	
Job Title *	
General Telephone *	(Hong Kong (+852)
Fax No.	(Hong Kong (+852)
E-mail Address *	

Next Reset

An 8-digit Verification Code will be sent to the registered email address. Click "Next"

Supplier > Registration

Verification Code has been sent to your e-mail address. Please enter the Verification Code to complete the activation of your user account.

Supplier > Registration		
Click "Next"		
Enter the 8-digit Verification Code		
	Next	

Verification Code has been sent to your e-mail address. Please enter the Verification Code to complete the activation of your user account.

- Verification Code is 8 characters long.
- Verification Code will expire after 15 minutes or use.

			* Required Field
E-mail Address	suppliera@dummy.com		
Verification Code			
		Next Reset	

An email with an account User ID (Principal & Sub-Accounts) will be sent to the registered email address Click "Next"

Supplier > Registration > Details Of Supplier & Contact Information

Thank you for completing the company registration. The User IDs of Principal Account and 5 additional sub-accounts have been sent to the email address you provided to us. Please click "Next" to create your Principal Account's password.

Should you have any queries or encounter any problems whilst using this eProQ Website, please use the Support under the Login Menu on the eProQ Website or send an email to <u>hkpc@e-tendering.com</u>.

Next

Supplier > Registration > Create Password

* Required Field

User Information User ID 0010130720 New Password Control (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

Click "Login"





Supplier> Registration > Create Password

Thank you for activating your user account. Please log onto your Principal Account to complete and submit the application form for getting into HKPC's Supplier List.

Should you have any queries or encounter any problems whilst using this eProQ Website, please use the Support under the Login Menu on the eProQ Website or send an email to <u>hkpc@e-tendering.com</u>.

Login

3.2 Submit Application Form for Approval

Login to eProQ

Select "Application Form" from Menu

Click "Edit" to complete the Application Form

Upon completion of Application Form, click "Submit for review."



Read and agree with the "Acknowledgement." Click "Submit for Review" Application Form for Getting into HKPC's Supplier List

Company

(852) 44445555

Acknowledgement

General Telephone *

Company / Individual *

You hereby acknowledge the receipt, and fully understand the contents of the "<u>Terms and Conditions of Purchase Order</u>" and the "<u>Purchasing Policy</u>" issued by your Company attached to this registration form. You also declare that the information provided in this registration form is true and correct that best reflects the current business situation of your company.

On behalf of SUPPLIER A	
Name :	A Supplier
Position :	Supplier
Tel. No. :	45221258
Date :	2020/03/24

Submit for review Back

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4 Supplier Login

Login to https://eProQ.hkpc.org

Click "Supplier"

PROQ



Login	e-Procurement website (eProQ)						
▶ <u>Procurer</u>	This e-Procurement website ("eProQ Website") is hosted by Hong Kong Productivity Council and its subsidiaries ("HKPC" or "Council" or "we" or "us" or "our").						
Admin	This eProQ Website is subject to our <u>Terms of Use</u> ("Terms of Use"), <u>Privacy Policy Statement</u> ("Privacy						
Supplier	olicy Statement"), this Disclaimer and any other terms and conditions issued by HKPC in relation to the se of the eProQ Website (collectively referred to as "this Agreement"). Your use of this eProQ Website						
▶ <u>Guest</u>	not use the eProQ Website if you do not agree to be bound by and accept this Agreement in its entirety.						
	Should you have any queries or encounter any problems whilst using this eProQ Website, please click "Support" under the Login Menu of eProQ Website for relevant information, or send email to <u>hkpc@e-tendering.com</u> for enquiry.						
	Working hours of support team: Monday to Friday (except Hong Kong Public Holidays) from 9:00 am to 6:00 pm (Hong Kong Local Time).						

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Click "Click here to login."





Supplier

Registration

For those who has invited to register in eProQ website.

<u>Click here to on-line</u> <u>registration</u>

Login

 Suppliers who have eProQ account can login the eProQ website to retrieve the Procurement Documents;

 For those who have registered in eProQ website would like to apply for Inclusion in HKPC's Supplier List;

3) For those who have registered as HKPC's Supplier List would like to update the company's profile.

Click here to login

Account Activation

For those who has registered in eProQ website is required to activate the account.

Click here to activate

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





Supplier > Login > Declaration

Declaration

You acknowledge and agree to the following terms:

□ You declare that your company holds a valid business registration or certificate of incorporation, or equivalent, at the time of submission of tender document(s) / quotation document(s), and you shall provide a valid certificate to HKPC for updating master record via this eProQ Website if expired.

□ You shall update us immediately if any information of your company has been changed, and confirm that the information provided in eProQ Website is accurate and most updated.

□ You confirm and accept the Terms of Use and Privacy Policy Statement.

HKPC reserves the right to review and update the Supplier List from time to time. If there is any tender or request for services or goods by HKPC in future, HKPC will send notifications to the relevant suppliers on the Suppliers List. Suppliers who have not responded to any invitation for quotation/tender and have no transaction with HKPC for three (3) consecutive years, they will automatically be removed from the Supplier List.

By clicking the "Accept", it signifies your acceptance of the above declarations, the Terms of Use, the Privacy Policy Statement and your agreement to be bound by them in eProQ Website.

			Acc	ept	Decline			
Enter User I	D and Passwor	ď						
Click "Login	п							
Supplier > l	_ogin							
							* Reo	uired Field
User ID	*							
Password	*							
			L	_ogin	Close	 		

5 Account Management

5.1 Create/Disable Sub-Accounts

Login to eProQ with Principal Account Select "Setting"> "Change User Information" from Menu Enter details for any of the Sub-Accounts and Check "Enable." To disable Sub-Account, uncheck "Enable." Click "Save"

Home	Search	Setting Support	Download	Logout		
Change U	ser Infor	Change Company Inf	o			
enange o		Submit Bank Info				
		Change User Informe	rtion			* Doguirod Field
		Change Password				" Nequiled Field
Principal	Account					
Principal Act ID	count	0010000080				
First Name	*					
Last Name	*	Cindy FOK				
Job Title	*					
Tel No.	*	(Hong Kong (+852)		~	45221258	
Fax No.		(Hong Kong (+852)		~		
Mobile No.		(Hong Kong (+852)		~		
E-mail Addr	ess *	0010000080@dummy.com				

1st Sub-Account

Sub-Account ID	001000081	Enable	
First Name			
Last Name			
Job Title			
Tel No.	(Hong Kong (+852)	~)	
Fax No.	(Hong Kong (+852)	~)	
Mobile No.	(Hong Kong (+852)	~)	
E-mail Address			

Save Reset

5.2 Activate Sub-Account

Note: The same procedure is needed if the email address of any existing account is changed.

Login to <u>https://eProQ.hkpc.org</u> Click "Supplier"





*hkpc

Login	e-Procurement website (eProQ)
▶ <u>Procurer</u>	This e-Procurement website ("eProQ Website") is hosted by Hong Kong Productivity Council and its subsidiaries ("HKPC" or "Council" or "we" or "us" or "our").
Admin	This eProQ Website is subject to our <u>Terms of Use</u> ("Terms of Use"), <u>Privacy Policy Statement</u> ("Privacy Policy Statement"), this Disclaimer and any other terms and conditions issued by HKPC in relation to the
Supplier Guest	use of the eProQ Website (collectively referred to as "this Agreement"). Your use of this eProQ Website signifies your acceptance of this Agreement, as well as your agreement to be bound by them. You must not use the eProQ Website if you do not agree to be bound by and accept this Agreement in its entirety.
	Should you have any queries or encounter any problems whilst using this eProQ Website, please click "Support" under the Login Menu of eProQ Website for relevant information, or send email to <u>hkpc@e-tendering.com</u> for enquiry.
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Click "Click here to activate."



Supplier

Registration

For those who has invited to register in eProQ website.

Click	here	to	on-line		
registration					

Account Activation

For those who has registered in eProQ website is required to activate the account.

Click here to activate

Login

 Suppliers who have eProQ account can login the eProQ website to retrieve the Procurement Documents;

2) For those who have registered in eProQ website would like to apply for Inclusion in HKPC's Supplier List;

3) For those who have registered as HKPC's Supplier List would like to update the company's profile.

Click here to login

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

Enter the User ID and Registered Email Address of the Sub-Account Click "Next"

Supplier > Account Activation

	* Required Field
User ID *	
Registered E-mail * Address	(The e-mail address must be matched user ID registered in HKPC eProQ Website (UAT).)
	Next Reset
An 8-digit Verifica Click "Next"	tion Code will be sent to the Registered Email Address
PROC	
Supplier > Accou	nt Activation
Verification Code h and complete the a	as been sent to 001013072@dummy.com. Please click "Next" button below and enter the Verification Code ctivation of your user account.
Should you have ar Menu on the eProQ	ny queries or encounter any problems whilst using this eProQ Website, please use the Support under the Login Website or send an email to <u>hkpc@e-tendering.com</u> .
	Next
Enter the Verifica	tion Code
Click "Next"	
Supplier > Accour	nt Activation > Input Verification Code
Verification Code ho account.	is been sent to your e-mail address. Please enter the Verification Code to complete the activation of your user
• Verification Co	de is 8 characters long.

• Verification Code will expire after 15 minutes or use.

	* Required Field
User Information	
User ID	0010130721
Registered E-mail Address	001013072@dummy.com
Verification Code	
	Next Reset





Supplier > Account Activation > Input Verification Code

Please click "Next" button and proceed to create your user account password.

Should you have any queries or encounter any problems whilst using this eProQ Website, please use the Support under the Login Menu on the eProQ Website or send an email to <u>hkpc@e-tendering.com</u>.

Next

Enter New Password twice Click "Submit" Supplier > Account Activation > Create Password

Required Field

User Information

User ID	0010130721	
Registered E-mail Address	0010130721@dummy.com	
New Password *	(Your password should be case sensit (Password will expire after 90 days.)	(8-16 characters) ive and composed of random letters, digits and punctuation.)
Re-enter * Password	••••••	

Submit Reset

The Sub-Account is activated Click "Login"

Supplier > Account Activation > Create Password

Thank you for activating your user account. Please log into your Principal Account to complete and submit the application form for Inclusion in eProQ if you have not done yet.

Should you have any queries or encounter any problems whilst using this eProQ Website, please use the Support under the Login Menu on the eProQ Website or send an email to <u>hkpc@e-tendering.com</u>.

Login

5.3 Change Account Details

Login to eProQ

Select "Setting">"Change User Information" from Menu

Modify information as necessary

Click "Save"

Home	Search	Setting Suppor	t Download	Logout
Character 1		Change Company	nfo	
Change U	ser inforr	Submit Bank Info		
		Change User Infor	nation	Demined Field
		Change Password		* Required Field
Principal	Account			
Principal Ac ID	count	0010000040		
First Name	•			
Last Name	•	Man Chan		
Job Title	*			
Tel No.	*	(Hong Kong (+852)		✓) 44555544
Fax No.		Hong Kong (+852)		
Mobile No.		(Hong Kong (+852)		
E-mail Addr	ress *	0010000040@dummy.cc	m	

5.4 Change Password

Login to e	ProQ				
Select "Se	etting">"C	hange Pas	sword" from	n Menu	
Enter Nev	v Passwor	dtwice			
Click "Sub	omit"				
Home	Search	Setting	Support	Download	Logout
Change Company Info			ompany Info	D C	
Change F	asswora	Change U	ser Informa	tion	
• You c	ire not allow	Change P	assword	eu cuinde the	a password

You are not allow to reuse passwords when change the password.

* Required Field

User Information

User ID	0010130721
Registered E-mail Address	0010130721@dummy.com
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-enter * Password	

Submit

5.5 Forgot / Reset Password

Login to <u>https://eProQ .hkpc.org</u> Click "Supplier"





Login	e-Procurement website (eProQ)		
▶ <u>Procurer</u>	This e-Procurement website ("eProQ Website") is hosted by Hong Kong Productivity Council and its subsidiaries ("HKPC" or "Council" or "we" or "us" or "our").		
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Supplier	Policy Statement"), this Disclaimer and any other terms and conditions issued by HKPC in relation to the use of the eProQ Website (collectively referred to as "this Agreement"). Your use of this eProQ Website signifies your acceptance of this Agreement as well as your agreement to be bound by them. You must		
▶ <u>Guest</u>	not use the eProQ Website if you do not agree to be bound by and accept this Agreement in its entirety.		
	Should you have any queries or encounter any problems whilst using this eProQ Website, please click "Support" under the Login Menu of eProQ Website for relevant information, or send email to <u>hkpc@e-tendering.com</u> for enquiry.		
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Click "Click here to reset the password."



Supplier

Login

Registration

For those who has invited to register in eProQ website.

1) Suppliers who have eProQ account can login the eProQ

3) For those who have registered as HKPC's Supplier List

2) For those who have registered in eProQ website would like

website to retrieve the Procurement Documents;

to apply for Inclusion in HKPC's Supplier List;

would like to update the company's profile.

<u>Click here to on-line</u> <u>registration</u>

For those who has registered in eProQ website is required to

Account Activation

activate the account.

Click here to activate

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

Click here to login



	* Required Field
User ID *	0010130721
Registered E-mail	0010130721@dummy.com
Address	(The e-mail address must be matched user ID registered in HKPC eProQ Website (UAT).)
	Next
An email with V	erification Code is sent to the Registered Email Address
Click "Next"	
Supplier > Rese	t Password
Verification Code and complete the	has been sent to 001013072@dummy.com. Please click "Next" button below and enter the Verification Code activation of your user account.

Should you have any queries or encounter any problems whilst using this eProQ Website, please use the Support under the Login Menu on the eProQ Website or send an email to <u>hkpc@e-tendering.com</u>.

Next

Enter the Verification Code

Click "Next"

Supplier > Reset Password > Input Verification Code

Verification Code has been sent to your e-mail address. Please enter the Verification Code to complete the activation of your user account.

- Verification Code is 8 characters long.
- Verification Code will expire after 15 minutes or use.

* Required Field

User Information

User ID	0010130721
Registered E-mail Address	001013072@dummy.com
Verification Code	

Next

Please click "Next" button and proceed to create your user account password.

Should you have any queries or encounter any problems whilst using this eProQ Website, please use the Support under the Login Menu on the eProQ Website or send an email to <u>hkpc@e-tendering.com</u>.

Enter New Password twice	
Click "Submit"	
Supplier > Reset Password	
	* Required Field

Submit

Press "Login" Supplier > Reset Password

The password has been set.

Login

6 Change Company Information

Login to eProQ with Principal Account Select "Setting"> "Change Company Info" from Menu Click "Edit" under the section where changes are necessary

Click "Submit for review."

Home	Search	Setting	Support	Download	Logout
Change of compan		Change C	ompany Info	c	
		Submit Bo	ank Info		
		Change U	ser Informa	tion	ete and submit the change of supplier information form for review
		Change P	assword	² compre	* Required Eight
					riequireu riela

General Information

General Information		Edit Submit for review
Company Name *	SUPPLIER_18	(English)
		(Chinese)
Registered Address *	8/F. No. 1 Supplier Road	
	Cyberport	
City *	Hong Kong (e.g. Hong Kong, Beijing)	
Country/Region	Hong Kong	
General Telephone *	(852) 23685733	

Read and agree with the "Acknowledgement." Click "Submit for Review" Application Form for Getting into HKPC's Supplier List

Acknowledgement

You hereby acknowledge the receipt, and fully understand the contents of the "Terms and Conditions of Purchase Order" and the "Purchasing Policy" issued by your Company attached to this registration form. You also declare that the information provided in this registration form is true and correct that best reflects the current business situation of your company.

On behalf of SUPPLIER A		
Name :	A Supplier	
Position :	Supplier	
Tel. No. :	45221258	
Date :	2020/03/24	

Submit for review Back

7 RFQ/Tender Notice

Login to eProQ

Select "Search"> "Request for Quotation" or "Tender Invitation."

Enter filtering criteria if necessary

Click "Submit"

Home	Search	Setting	Support	Download	Logout
	Request	for Quotatio	on		
Tender In	Tender Ir	nvitation			

• To refine your search results, select multiple filters below.

Ref	
Issue Date	YYYY V MM V DD V to YYYY V MM V DD V
Closing Date	YYYY V MM V DD V to YYYY V MM V DD V
Keyword	
	(Subject)
Sort by	Ref 🗸
	Submit Reset

Click "ref" to view RFQ/Tender Notice details

Tender Invitation - Search Result (Record 1 - 2 of 2)

∃ Expand All						
	Ref	Subject	Status	Issue Date	Closing Date	
1.	<u>M00001</u>	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00	
2.	<u>M00002</u>	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00	
Кеу	/word:	Search on Resu	lts		Pc	ige: 1

(For Open Tenders only)

Click "Expression of Interest"

Tender Invitation - View Details

Tender Information

Ref	M00002		
Subject	Sample Tender for user manual		
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)		
Closing Date	2020/03/27 (Fri) 15:00 HKT (GMT +08:00)		
Details	Sample Tender for user manual		

Contact Person Information

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Expression of Interest	I.	Back

Select "Yes" for Expression Type Click "Submit"

Tender Invitation - Expression of Interest

Tender Information

Ref	M00002
Subject	Sample Tender for user manual

Expression of Interest

Response Type 🛛 *	• Yes
	○ No

Submit Back

8 RFQ/Tender Documents

8.1 Non-Disclosure Agreement (NDA)

Login to eProQ View Tender Notice of the Tender / RFQ Notice of the RFQ Download "Non-Disclosure Agreement" Click "Submit" under Non-Disclosure Agreement section

Tender Invitation - View Details

Tender Information

Ref	M00002	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/27 (Fri) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	
Non-Disclosure Agreement	Click to download Deadline : 2020/03/24 (Tue) Time 23:59 HKT (GMT+08:00)	Submit

Document(s)	By submitting Non-Disclosure Agreement, you will be able to download documents, raise queries and read responses to queries
	and addendum of the current Tender after 2020/03/24.

Contact Person Information

#1 Name	Aaron S.		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	aaron@dummy.com		

Submission Log

Submission Date	Action
2020/03/24 13:47	Expression of Interest

Back

Upload Attachment file

Click "Submit"

Tender Invitation - Non-Disclosure Agreement

Tender Information

Ref	M00002
Subject	Sample Tender for user manual

Non-Disclosure Agreement

Non-Disclosure	Choose File No file chosen
Agreement	(The document size for each upload is limited to 500 MB.)
	(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg,
	.dxf. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".",
	hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

Submit Back

Click "Resubmit" if necessary Tender Invitation - View Details

Tender Information

Ref	M00002	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/27 (Fri) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	
Non-Disclosure Agreement	Click to download Deadline : 2020/03/24 (Tue) Time 23:59 HKT (GMT+08:00)	submit

Document(s)

By submitting Non-Disclosure Agreement, you will be able to download documents, raise queries and read responses to queries and addendum of the current Tender after 2020/03/24.

Contact Person Information

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Submission Log

Submission Date	Action
2020/03/24 13:48	Non-Disclosure Agreement
2020/03/24 13:47	Expression of Interest

Back

8.2 Briefing/Site Visit Registration

Login to eProQ

View Tender Notice of the Tender / RFQ Notice of the RFQ Download Registration Form for RFQ or Tender Briefing/Site Visit (if applicable) Click the "Submit" button under Registration Form for RFQ or Tender Briefing/Site Visit section

Tender Invitation - View Details

Tender Informatio	n	
Ref	M00002	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/27 (Fri) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	
Registration Form for Briefing / Site Visit	Web Form (Non-Restricted Area) Submit	

Complete the Registration Form (or upload a document(s), if applicable) Click "Submit"

Tender Invitation - Registration Form for Briefing / Site Visit

Tau dan lu fanns afia									
render informatio	n								
Ref	MOC	002							
Subject	Sam	ple Tender for user manual							
Registration Form	for	Briefing / Site Visit							
Registration Form	101	brening / Site visit							
							Holdir	ng an Restricted	d Area Permit
							Y	es	No
		Name of Attendee					(Please	indicate)	(Please provide
		(as shown on their Hong Kong Identity Card or Passport)	Position Title	Contact Number	E-mail Add	dress	Permit No.	Card Colour	HKID No./Passport No.)
	(Ple	ase note that attendees must bring along their Hong Kong lo	dentity Card or Passport when attend	ing the briefing/site v	/isit in				
	Car	ir for us to confirm their identities, we have the right to refuse	e entry to anyone if they fail to produc	e their Hong Kong Id	entity s. and				
	atte	ndance of the briefing / site is subject to our policies and pr	ocedures, which you and all attendee	s are obligated to co	omply				
	with	on their Hong Kong Identity Card or Passport.)	,, su and an accenace	gated to et					
	С	heck All Uncheck All							

Submit Back

Click "Resubmit" if necessary Tender Invitation - View Details

Tender Information

Ref	M00002
Subject	Sample Tender for user manual
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)
Closing Date	2020/03/27 (Fri) 15:00 HKT (GMT +08:00)
Details	Sample Tender for user manual
Registration Form for Briefing / Site Visit	Web Form (Non-Restricted Area) Resubmit

8.3 RFQ/Tender Documents

Login to eProQ

View Tender Notice of the Tender / RFQ Notice of the RFQ

Tender Invitation - Search Result (Record 1 - 2 of 2)

Expand All

Ref	Subject	Status	Issue Date	Closing Date
<u>M00001</u>	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
<u>M00002</u>	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00
	Ref M00001 M00002	RefSubjectM00001Sample Tender for user manualM00002Sample Tender for user manual	RefSubjectStatusM00001Sample Tender for user manualIssuedM00002Sample Tender for user manualIssued	RefSubjectStatusIssue DateM00001Sample Tender for user manualIssued2020/03/24 (Tue)M00002Sample Tender for user manualIssued2020/03/24 (Tue)

Download RFQ/Tender Documents under Documents section

Tender Invitation - View Details

Tender Information

Tender Informatio	n	Reapply a Private Digital Certificate
Ref	M00001	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/25 (Wed) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	

Description File File Size
Tender Documents Click to download 33 KB

Query

New

Contact Person Information

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Submission Log

Submission Date	Action
2020/03/24 13:49	Expression of Interest

Tender Submission | Back

8.4 Revision/Addendum

Login to eProQ

View Tender Notice of the Tender / RFQ Notice of the RFQ

Tender Invitation - Search Result (Record 1 - 2 of 2)

Expand All

Ref	Subject	Status	Issue Date	Closing Date
<u>100001</u>	Sample Tender for user manual	lssued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
100002	Sample Tender for user manual	lssued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00
	<u>//00001</u> //00002	MO0001 Sample Tender for user manual M00002 Sample Tender for user manual	M00001Sample Tender for user manualIssuedM00002Sample Tender for user manualIssued	MO0001Sample Tender for user manualIssued2020/03/24 (Tue)M00002Sample Tender for user manualIssued2020/03/24 (Tue)

Download Tender Addendum files under Addendum section / RFQ Revision files under Revision section **Tender Invitation - View Details**

Tender Information

Tender Informatio	n	Reapply a Private Digital Certificate
Ref	M00001	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/25 (Wed) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	

Document(s)	Description	File	File Size
	Tender Documents	Click to download	33 KB

Addendum

TA1	Description	File	File Size
2020/03/24 14:02	Tender Addendum 1	Click to download	33 KB

Query

Contact Person Information

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Submission Log

Submission Date	Action	
2020/03/24 13:49	Expression of Interest	

Tender Submission | Back

New

9 RFQ/Tender Query

9.1 Raise Query

Login to eProQ View Tender Notice of the Tender / RFQ Notice of the RFQ Tender Invitation - Search Result (Record 1 - 2 of 2)

±	xpand All					
	Ref	Subject	Status	Issue Date	Closing Date	
1.	<u>M00001</u>	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00	
2.	<u>M00002</u>	Sample Tender for user manual	lssued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00	
Key	word:	Search on Res	ults		Pe	ge

Click "New" under the Query section

Query				
Contact Person In	formation			
#1 Name	Aaron S.			
#1 Tel. Number	25038000	#1 Fax. Number		
#1 Email Address	aaron@dummy.com			

Submission Log

Submission Date	Action
2020/03/24 13:49	Expression of Interest

Tender Submission | Back

Upload Query document(s) Click "Submit"

Tender Invitation - Query - Create New

Tender Information

Ref	M00001
Subject	Sample Tender for user manual

Document(s)

*	Description	File	File Size
		Choose File No file chosen	
	(Please tick the checkbox for adding the files or unti	ck the checkbox for removing the files.)	
	(The total document size for each upload is limited t	o 500 MB.)	
	(The filename extension should be .pdf, .doc, .docx, .	xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .k	omp, .jpg, .jpeg, .gif, .png, .epsf, .dwg,
	.dxf. All file names must be in English. Only the follow	wing characters are accepted (a-z, A-Z,	0-9), underscore "_", full stop ".",
	hyphen "-", ampersand "&", left parenthesis "(" and	right parenthesis ")".)	
	Check All Uncheck All More Files		

Submit Back

9.2 View Response to RFQ/Tender Query

Login to eProQ

View Tender Notice of the Tender / RFQ Notice of the RFQ

Tender Invitation - Search Result (Record 1 - 2 of 2)

Expand All

Ref	Subject	Status	Issue Date	Closing Date
<u>100001</u>	Sample Tender for user manual	lssued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
100002	Sample Tender for user manual	lssued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00
	<u>//00001</u> //00002	MO0001 Sample Tender for user manual M00002 Sample Tender for user manual	M00001Sample Tender for user manualIssuedM00002Sample Tender for user manualIssued	MO0001Sample Tender for user manualIssued2020/03/24 (Tue)M00002Sample Tender for user manualIssued2020/03/24 (Tue)

Download Response to RFQ/Tender Query under Response to Query section

Tender Informa	ition					Reapply a Pr	rivate Digital Certificat
Ref	M00001					-	
Subject	Sample Tende	r for user manual					
Issue Date	2020/03/24 (T	ue) HKT (GMT +08	3:00)				
Closing Date	2020/03/25 (Wed) 15:00 HKT (GMT +08:00)						
Details	Sample Tende	r for user manual					
Document(s)	Description Tender Docum	File nents <u>Click to dow</u>	File Size <u>mload</u> 33 KB				
Addondum							
	D 1.1	F 1	F1 - 01				
2020/03/24 14:02	Description Tender Adden	File dum 1 <u>Click to do</u>	File Size wnload 33 KB				
Response to O	uerv						
Response to Qu TQ1	Description	File	File Size				
Response to Qu TQ1 2020/03/24 14:14	Description Response to T	File Q1 <u>Click to downl</u>	File Size load 33 KB				
Response to Qu TQ1 2020/03/24 14:14 Query	Description Response to T	File Q1 <u>Click to downl</u>	File Size load 33 KB				Net
Response to Qu TQ1 2020/03/24 14:14 Query 2020/03/24 14:10	Description Response to T Description Supplier A's O	File [Q1 <u>Click to down</u>] File Juery Click to dow	File Size load 33 KB File Size mload 33 KB				Net
Response to Qu TQ1 2020/03/24 14:14 Query 2020/03/24 14:10	Description Response to T Description Supplier A's Q	File 'Q1 <u>Click to downl</u> File Juery <u>Click to dow</u>	File Size load 33 KB File Size nload 33 KB				Net
Response to Qu TQ1 2020/03/24 14:14 Query 2020/03/24 14:10 Contact Person	Description Response to T Description Supplier A's Q	File IQ1 <u>Click to downl</u> File Juery <u>Click to dow</u>	File Size load 33 KB File Size mload 33 KB				Net
Response to Qu TQ1 2020/03/24 14:14 Query 2020/03/24 14:10 Contact Person #1 Name	Description Response to T Description Supplier A's Q Aaron S.	File CQ1 <u>Click to downl</u> File Juery <u>Click to dow</u>	File Size load 33 KB File Size mload 33 KB				Net
Response to Qu TQ1 2020/03/24 14:14 Query 2020/03/24 14:10 Contact Person #1 Name #1 Tel. Number	Description Response to T Description Supplier A's Q Aaron S. 25038000	File 'Q1 <u>Click to down</u> l File luery <u>Click to dow</u>	File Size load 33 KB File Size mload 33 KB	#1 Fax. Number			Ne
Response to Qu TQ1 2020/03/24 14:14 Query 2020/03/24 14:10 Contact Person #1 Name #1 Tel. Number #1 Email Address	Description Response to T Description Supplier A's Q Aaron S. 25038000 aaron@dumm	File Q1 <u>Click to downl</u> File Juery <u>Click to dow</u> y.com	File Size load 33 KB File Size mload 33 KB	#1 Fax. Number			Net
Response to Qu TQ1 2020/03/24 14:14 Query 2020/03/24 14:10 Contact Person #1 Name #1 Tel. Number #1 Email Address Submission Log	Description Response to T Description Supplier A's Q Aaron S. 25038000 aaron@dumm	File Q1 <u>Click to downl</u> File Juery <u>Click to dow</u> y.com	File Size load 33 KB File Size mload 33 KB	#1 Fax. Number	-		Net
Response to Qu TQ1 2020/03/24 14:14 Query 2020/03/24 14:10 Contact Person #1 Name #1 Tel. Number #1 Email Address Submission Log Submission Log	Description Response to T Description Supplier A's Q Aaron S. 25038000 aaron@dumm	File Q1 <u>Click to down</u> File Juery <u>Click to dow</u> y.com	File Size load 33 KB File Size mload 33 KB	#1 Fax. Number Actio	on		Net

10 RFQ/Tender Submission

10.1 Private Digital Certificate

For Tenders Only

Private Digital Certificate can be downloaded by Principal Account holder only The certificate is needed for various submissions for Tenders The certificate can be passed to Sub-Account holders for submission purposes

10.1.1 Apply Private Digital Certificate

Login to eProQ with Principal Account View Tender Notice

Tender Invitation - Search Result (Record 1 - 2 of 2)

Expand All

I) 15:00
15:00

Click "Apply a Private Digital Certificate"

Tender Invitation - View Details

Tender Information		Apply a Private Digital Certificate
Ref	M00001	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/25 (Wed) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	

Document(s)

Ella

File Cine

Enter the password for the certificate twice (Note: It need not be the same as login password) Click "Submit"

Tender Invitation - Apply a Private Digital Certificate

- This process is to apply a private digital certificate issued by HKPC.
- After successful verification, the digital certificate could be used for signing submissions via this website for this specified tender until its expiry.

* Required Field

Tender Information

Ref	M00001
Subject	Sample Tender for user manual

Digital Certificate

New Password	*	•••••
		(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special
		characters, except ?, #, %, &, =.)
Re-enter Password	*	••••••
Important Notes		By clicking "Submit" button, the private digital certificate file will start to download to your computer on default location. When the file done downloading, you'll see it at the bottom of your window.

Back

Submit

Download Private Digital Certificate

Tender Invitation - Apply a Private Digital Certificate

Your private digital certificate for this Tender below is ready to download.

Tender Ref: M00001 Tender Title: Sample Tender for user manual Tender Closing Date & Time: 2020/03/25 15:00 HKT (GMT +08:00)

Private Digital Certificate: Click to download

Back

10.1.2 Re-apply Private Digital Certificate

Login to eProQ with Principal Account

View Tender Notice

Tender Invitation - Search Result (Record 1 - 2 of 2)

e
) 15:00
.5:00
.5:

Click "Reapply a Digital Certificate"

Tender Invitation - View Details

Tender Information

Tender Information		Reapply a Private Digital Certificate
Ref	M00001	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/25 (Wed) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	

Document(s)	Description	File	File Size
	Tender Documents	Click to download	33 KB

Enter the password for the certificate twice Click "Submit"

Tender Invitation - Apply a Private Digital Certificate

- This process is to apply a private digital certificate issued by HKPC.
- After successful verification, the digital certificate could be used for signing submissions via this website for this specified tender until its expiry.

* Required Field

Tender Information

Ref	M00001
Subject	Sample Tender for user manual

Digital Certificate

New Password	*	•••••
		(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)
Re-enter Password	*	
Important Notes		By clicking "Submit" button, the private digital certificate file will start to download to your computer on default location. When the file done downloading, you'll see it at the bottom of your window.

Submit Back

Download Private Digital Certificate

Tender Invitation - Apply a Private Digital Certificate

Your private digital certificate for this Tender below is ready to download.

Tender Ref: M00001 Tender Title: Sample Tender for user manual Tender Closing Date & Time: 2020/03/25 15:00 HKT (GMT +08:00)

Private Digital Certificate: Click to download

Back

10.2 BOQ Validation

If there is a BOQ to be returned, it must be filled and validated before submission

Complete the BOQ Excel file

AutoSave 💽 🖫 🏷 🤍 🤤 – 🗆 X												
File	e Home	Insert	Draw P	age Layout Formu	las Data	Review	View	Help		년 Share	Con	ments
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			RFP/2020/OM	U/0								
3 T	ender Ref. No :		034									
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5												
6 R	lemark :						_					
7 <	Instruction 1 >						_					
8 <	Instruction 2 >						_					
9 <	instruction 3 >											
	of		Item Code	Item Description1	Quantity	Unit	Unit	Price		Amount		
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13							Plea	se Select Inc	oterms			
	: Section A						1 100	Je bereet me	oterino			
15 A	1: Item 1											_
16		A.1.1		Something		pcs						
17							Sub	Total				
18 A	.2: Item 2											
19		A.2.1		Something Else	10.00	pcs						•
20		A.2.2		Something More	500.00	m						•
21							Sub	Total				•
22												
23							Gran	d Total				
24 B	3: Section B											
25 B	3.1: Item 1	-			1	1.						
26		B.1.1		Another Thing	10.00	boxes						·
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Select "Download" from Menu

Download Supplier Verification Application (unless otherwise advised, it is only necessary to download it once for all HKPC RFQ/TENDER BOQ)

Home	Search	Setting	Support	Download	Logout	
	Tender In	vitation				
Download	ł					
Program						
Supplier Ver	ification App	lication	Supplier Verif	fication Applicatio	n	
Version	/ersion 1.0.0.0					

Unzip the download program

Run the program (Supplier Verification.exe, with HKPC icon)

24稱	修改日期	類型	大小
Download	6/1/2020 3:55 PM	檔案資料夾	
Log	6/1/2020 3:52 PM	檔案資料夾	
Properties	6/1/2020 3:51 PM	檔案資料夾	
🚳 Dapper.dll	5/21/2020 3:10 PM	應用程式擴充	142 KB
DataAccessObject.dll	6/1/2020 12:11 PM	應用程式擴充	44 KB
🛋 favicon.ico	6/1/2020 3:05 PM	ICO 檔案	2 KB
GemBox.Spreadsheet.dll	2/12/2014 11:25 AM	應用程式擴充	1,544 KB
GemBox.Spreadsheet.WinFormsUtilitie	2/12/2014 3:02 PM	應用程式擴充	23 KB
Model.dll	6/1/2020 12:11 PM	應用程式擴充	31 KB
ProcessLayout.dll	6/1/2020 12:11 PM	應用程式擴充	428 KB
Supplier Verification.application	6/1/2020 3:51 PM	Application Mani	6 KB
Supplier Verification.exe	6/1/2020 3:51 PM	應用程式	412 KB
Supplier Verification.exe.config	12/11/2020 11:22 AM	CONFIG 檔案	2 KB
Supplier Verification.exe.manifest	6/1/2020 3:51 PM	MANIFEST 檔案	15 KB

Login with ID & Password

Procurer > Login		-		×
HKPC Supplier Verification Program	ı Login	Č	PR	OQ
User ID * Password *]	
User ID and Password same	as E-Tender	Syste	m	
	Login	Ve	Close	0.0.0

Select the completed BOQ and click "Start."

HKPC - Supplier Verification Program	-	
HKPC Supplier Verification Program	e	ROQ
File :		Browse
* Only accept Excel format	Start	Export
System Message:		

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	Version: 10	0.0
	Version: n.e.	

If an error prompted, correct the fields accordingly

HKPC - Supplier Verification Program		~		×
HKPC		B	RO	0
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only accept Excertoiniat		Start	Expo	on
System Message:				
Return Pass				^
Supporting Pass				
Supplementary Pass				
Free Form Pass				
Data format checking:				
Return Pass				
Supplementary checking:				
Supplementary Pass				
Please fixed the following problem:				11
Worksheet: Return, Cell: F16 missing mandatory	item.			
Process Finished.				
				~
Progress: 100 %				

Once the BOQ is validated, a file with the extension (.offer) will be generated (in the same folder of BOQ) This (.offer) file should be uploaded during the submission



10.3 RFQ/Tender Submission

Click "RFQ Submission" / "Tender Submission"

Tender Invitation - View Details

Tender Informat	ion	Reapply a Private Digital Certificate
Ref	M00001	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/25 (Wed) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	
Document(s)	Description File File Size Tender Documents <u>Click to download</u> 33 KB	
Addendum		
TA1 2020/03/24 14:02	Description File File Size Tender Addendum 1 <u>Click to download</u> 33 KB	
Response to Qu	ery	
TQ1 2020/03/24 14:14	Description File File Size Response to TQ1 <u>Click to download</u> 33 KB	
Query		New
2020/03/24 14:10	Description File File Size Supplier A's Query <u>Click to download</u> 33 KB	
Contact Person	Information	
#1 Name	Aaron S.	
#1 Tel. Number	25038000 #1 F d	x. Number
#1 Email Address	aaron@dummy.com	
Submission Log		
Submission	Date	Action
2020/03/24	13:49 Expression of Interest	
	Tender Submission	Back

Select "New" for Submission Upload required documents If a BOQ provided, the filled BOQ must be verified before submission (.offer) Enter Currency & Total Contract Sum (if required) Upload Private Digital Certificate and enter the password of the certificate (For Tender only) Enter the user password (For RFQ only) Read and agree on Important Notes Click "Submit"

Tender Invitation - Submission

Important Notes

- 1. The total document size for each upload is limited to 500 MB.
- 2. The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf.
- 3. All file names must be in English.
- 4. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

* Required Field

Tender Information

Ref	M00001
Subject	Sample Tender for user manual
Issue Date	2020/03/24 HKT (GMT +08:00)
Closing Date	2020/03/25 15:00 HKT (GMT +08:00)

Tender Submission

Submission Type 🔹	New
	O Decline
Pricing Proposal *	Choose File No file chosen
	(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
	Check All Uncheck All More Files
Technical Proposal *	Choose File No file chosen
	(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
	Check All Uncheck All More Files
Currency *	HKD Y
Total Contract	
Sum	

Private Digital Certificate

-	
File Location	Choose File No file chosen
	(The digital certificate file extension should be .cer.)
Password	(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)
Important Notes	Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date.
	By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time	2020/03/24 14:21 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)
	Submit Back

HKPC eProQ Supplier User Manual v1.1

10.4 Decline RFQ/Tender Invitation

Please note that declination is irreversible, and it is not possible to participate in the declined RFQ/Tender any longer.

Click "RFQ Submission" / "Tender Submission"

Tender Inform	ation			Rea	pply a Private Digital C	Certificate
Ref	M00001					
Subject	Sample Tender for user manual					
Issue Date	2020/03/24 (Tue) HKT (GMT +08:0)0)				
Closing Date	2020/03/25 (Wed) 15:00 HKT (GM	IT +08:00)				
Details	Sample Tender for user manual					
Document(s)	Description File Tender Documents <u>Click to down</u>	File Size load 33 KB				
Addendum						
TA1 2020/03/24 14:02	Description File Tender Addendum 1 <u>Click to down</u>	File Size <u>nload</u> 33 KB				
Response to C	Query					
TQ1 2020/03/24 14:14	Description File Response to TQ1 <u>Click to downloo</u>	File Size ad 33 KB				
Query						New
2020/03/24 14:10	Description File Supplier A's Query <u>Click to downl</u>	File Size oad 33 KB				
Contact Perso	n Information					
#1 Name	Aaron S.					
#1 Tel. Number	25038000		#1 Fax. Number			
#1 Email Address	aaron@dummy.com					
Submission Lo	og					
Submissi	on Date		Action			
2020/02/	0/ 12:40 Expression of Inter	rect				

Select "Decline" for Submission Select (and enter) the reason for declination Upload Private Digital Certificate and enter the password of the certificate (For Tender only) Enter the user password (For RFQ only) Read and agree on Important Notes Click "Submit"

Tender Invitation - Submission

Important Notes

1. After submission, your subsequent submission for this contract will not be considered by Company(s).

* Required Field

Tender Informatio	on de la constante de la const
Ref	M00001
Subject	Sample Tender for user manual
Issue Date	2020/03/24 HKT (GMT +08:00)
Closing Date	2020/03/25 15:00 HKT (GMT +08:00)

Tender Submission

Submission Type 🔹	○ New
	Decline
Reason *	O Unable to meet the required time schedule.
	O Unable to meet the technical specification.
	O Others,

Private Digital Certificate

File Location	*	Choose File No file chosen
		(The digital certificate file extension should be .cer.)
Password		(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)
Important Notes	•	Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date.
		By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time		2020/03/24 14:24 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Back

11 Change of Submitted Proposal

11.1 Supplement

It is possible to submit additional documents for RFQ/Tender submission before closing time. Please note that both new and previous submissions will be considered valid.

Login to eProQ

View Tender Notice of the Tender / RFQ Notice of the RFQ Tender Invitation - Search Result (Record 1 - 2 of 2)

Ħ	xpand All					
	Ref	Subject	Status	Issue Date	Closing Date	
1.	<u>M00001</u>	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00	
2.	<u>M00002</u>	Sample Tender for user manual	lssued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00	
Кеу	word:	Search on Res	ults		Po	age: 1

Click "RFQ Submission" / "Tender Submission"

Contact Person Information

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Submission Log

Submission Date	Action	
2020/03/24 14:25	Submission (New)	
2020/03/24 14:23	Expression of Interest	

Tender Submission | Back

Select "Supplement" for Submission Upload required documents Upload Private Digital Certificate and enter the password of the certificate (For Tender only) Enter the user password (For RFQ only) Read and agree on Important Notes Click "Submit"

Tender Information

Ref	0000000
Subject	Sample Tender for user manaul
Issue Date	2020/11/24 HKT (GMT +08:00)
Closing Date	2021/04/30 15:00 HKT (GMT +08:00)

Tender Submission

Submission Type *	O Supersede Supplement O Withdraw
Technical Proposal	Choose File No file chosen NO PRICE OR COST should be included in "Technical Proposal", otherwise the tender will not be considered. (Please tick the checkbox for adding the files or untick the checkbox for removing the files.) Check All Uncheck All More Files
Pricing Proposal	Choose File No file chosen (Please tick the checkbox for adding the files or untick the checkbox for removing the files.) Check All Uncheck All More Files

Private Digital Certificate

File Location		Choose File No file chosen
		(The digital certificate file extension should be .cer.)
Password	*	(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)
Important Notes	•	 Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by HKPC. It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date. By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including
		Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time		2020/12/01 15:15 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Bock

11.2 Supersede

It is possible to make a new RFQ/Tender submission to replace the original proposal before closing time. Please note that the new submission will replace all previous proposal.

Login to eProQ

View Tender Notice of the Tender / RFQ Notice of the RFQ Tender Invitation - Search Result (Record 1 - 2 of 2)

te
I) 15:00
15:00

Click "RFQ Submission" / "Tender Submission"

Contact Person Information

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Submission Log

J	
Submission Date	Action
2020/03/24 14:25	Submission (New)
2020/03/24 14:23	Expression of Interest

Tender Submission | Back

Select "Supersede" for Submission

Upload required documents

Enter Currency & Total Contract Sum

Upload Private Digital Certificate and enter the password of the certificate (For Tender only)

Enter the user password (For RFQ only)

Read and agree on Important Notes

Click "Submit"

Tender Information

render informatio	
Ref	0000000
Subject	Sample Tender for user manaul
Issue Date	2020/11/24 HKT (GMT +08:00)
Closing Date	2021/04/30 15:00 HKT (GMT +08:00)

Tender Submission

Submission Type 🔹	Supersede Supplement Withdraw
Technical Proposal *	Choose File No file chosen NO PRICE OR COST should be included in "Technical Proposal", otherwise the tender will not be considered.
	(Please tick the checkbox for adding the files or untick the checkbox for removing the files.) Check All Uncheck All More Files
Pricing Proposal 🔹	Choose File No file chosen (Please tick the checkbox for adding the files or untick the checkbox for removing the files.) Check All Uncheck All More Files
Currency *	HKD V
Total Contract *	

Private Digital Certificate

File Location •	Choose File No file chose (The digital certificate file e	en xtension should be .cer.)
Password *	(Password is case sensitive characters, except ?, #, %, 8) $k_{\rm c}$ It must be at least 8 characters long and consist of characters including letters, numbers and special $k_{\rm c} = 0.000$

Important Notes 🔹 *	 Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by HKPC. It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date. By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Deferrer Dete (reaction in response to queres in any, and have taken them into account in your submissions.
Reference Date / Time	2020/12/01 15:17 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Back

11.3 Withdraw

It is possible to withdraw from an RFQ/Tender that previously submitted before closing time. Please note that withdrawal is irreversible, and it is not possible to participate in the withdrawn Tender any longer.

Login to eProQ

View Tender Notice of the Tender / RFQ Notice of the RFQ Tender Invitation - Search Result (Record 1 - 2 of 2)

±	xpand All					
	Ref	Subject	Status	Issue Date	Closing Date	
1.	<u>M00001</u>	Sample Tender for user manual	lssued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00	
2.	<u>M00002</u>	Sample Tender for user manual	lssued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00	
Key	word:	Search on Res	ults		Pa	age:

Click "RFQ Submission" / "Tender Submission"

Contact Person Information

#1 Name	Aaron S.		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	aaron@dummy.com		

Submission Log

Submission Date	Action
2020/03/24 14:25	Submission (New)
2020/03/24 14:23	Expression of Interest

Tender Submission | Back

Select "Withdraw" for Submission

Select (and enter) the reason for withdrawal

Upload Private Digital Certificate and enter the password of the certificate (For Tender only)

Enter the user password (For RFQ only)

Read and agree on Important Notes

Click "Submit"

Tender Information

Ref	0000000
Subject	Sample Tender for user manaul
Issue Date	2020/11/24 HKT (GMT +08:00)
Closing Date	2021/04/30 15:00 HKT (GMT +08:00)

Tender Submission

Submission Type	*	O Supersede O Supplement Withdraw
Reason	*	O Unable to meet the required time schedule. O Unable to meet the technical specification. O Others.

Private Digital Certificate

File Location	•	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password	*	(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)
Important Notes	•	Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by HKPC. It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date.
		By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time		2020/12/01 15:19 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Back

12 Clarification

12.1 Download & Respond to Clarification

Upon receipt of notification email requesting Clarification, login to eProQ View Tender Notice of the Tender / RFQ Notice of the RFQ

Response to Query TQ1 Description File File Size 2020/03/24 14:14 Response to TQ1 Click to download 33 KB Query 2020/03/24 14:10 Description File File Size Supplier A's Query Click to download 33 KB Clarification Response to Clarification Clarification 1 Description File File Size 2020/03/24 15:50 Clarification 1 Click to download 33 KB **Contact Person Information**

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Submission Log

5	
Submission Date	Action
2020/03/24 14:22	Submission (New)
2020/03/24 13:49	Expression of Interest

Back

Download Clarification file under Clarification Section Click "Response to Clarification"

Clarification

Clarification 1	Description	File	File Size
2020/03/24 15:50	Clarification 1	Click to download	33 KB

Response to Clarification

Select the Clarification to respond to Upload Response to Clarification Upload Private Digital Certificate and enter the password of the certificate (For Tender only) Enter the user password (For RFQ only) Click "Submit"

Tender Invitation - Response to Clarification

Important Notes

- 1. The total document size for each upload is limited to 500 MB.
- 2. The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf.
- 3. All file names must be in English.
- 4. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

* Required Field

Tender Information

Ref	M00001
Subject	Sample Tender for user manual
Issue Date	2020/03/24 HKT (GMT +08:00)
Closing Date	2020/03/24 15:00 HKT (GMT +08:00)

Response to Clarification

Clarification *	[Please se	[Please select]	
Document *	選擇檔案	未選擇任何檔案	

Private Digital Certificate

File Location *	選擇檔案 未選擇任何檔案
	(The digital certificate file extension should be .cer.)
Password *	
	(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Reference Date / 🛛 *	2020/03/24 16:15
Time	(This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Back

12.2 Letter of Clarification (LOC)

Upon receipt of the notification email, login to eProQ View Tender Notice of the Tender / RFQ Notice of the RFQ

Clarification		Response to Clarification
Clarification 1 2020/03/24 15:50	Description File File Size Clarification 1 <u>Click to download</u> 33 KB	
Letter of Clarifica	tion	Return of signed LOC
Letter of Clarifica 1 2020/03/24 16:18	tion Description File File Size LOC <u>Click to download</u> 33 KB	Return of signed LOC

Contact Person Information

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Submission Log

Submission Date	Action	
2020/03/24 16:16	Response to Clarification	
2020/03/24 14:22	Submission (New)	
2020/03/24 13:49	Expression of Interest	

Back

Download Clarification file under Clarification Section

Click "Response to Clarification"

ł	Letter of Clarificat	tion			Return of signed LOC
	1 2020/03/24 16:18	Description LOC	File Click to download	File Size 33 KB	

Select Ref of the LOC Upload the Signed LOC Upload Private Digital Certificate and enter the password of the certificate (For Tender only) Enter the user password (For RFQ only) Click "Submit"

Tender Invitation - Return of signed LOC

Important Notes

(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

* Required Field

Tender Information Ref M00001 Subject Sample Tender for user manual Issue Date 2020/03/24 HKT (GMT +08:00) Closing Date 2020/03/24 15:00 HKT (GMT +08:00)

Return of signed LOC

Private Digital Certificate

File Location *	選擇備案 未選擇任何檔案
	(The digital certificate file extension should be .cer.)
Password *	(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)
	_

Reference Date / *	2020/03/24 16:19
Time	(This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Back

13 Letter of Acceptance

Login to eProQ

View Tender Notice of the Tender / RFQ Notice of the RFQ

Tender	Info	rma	tion
renuer	IIIIO	mu	uon

Tender Informatio	n	Reapply a Private Digital Certificate
Ref	M00001	
Subject	Sample Tender for user manual	
Issue Date	2020/03/24 (Tue) HKT (GMT +08:00)	
Closing Date	2020/03/24 (Tue) 15:00 HKT (GMT +08:00)	
Details	Sample Tender for user manual	
Closing Date Details	2020/03/24 (Tue) 15:00 HKT (GMT +08:00) Sample Tender for user manual	

Document(s)	Description	File	File Size
	Tender Documents	Click to download	33 KB

Addendum

TA1	Description	File	File Size
2020/03/24 14:02	Tender Addendum 1	Click to download	33 KB

Response to Query

TQ1	Description File	File Size
020/03/24 14:14	Response to TQ1 Click to downlog	33 KB

Query

Letter of Acceptance					Return of signed LOA		
2020/03/24 17:03 Description F		File	File Size				
	LOA	Click to download	33 KB				

Contact Person Information

#1 Name	Aaron S.	
#1 Tel. Number	25038000	#1 Fax. Number
#1 Email Address	aaron@dummy.com	

Submission Log

L

Submission Date	Action
2020/03/24 14:25	Submission (New)
2020/03/24 14:23	Expression of Interest

Back

Download Letter of Acceptance under Letter of Acceptance section

Click "Return of Signed LOA"

Letter of Acceptance					Return of signed LOA		
2020/03/24 17:03	Description	File	File Size				
	LOA	Click to download	33 KB				

Upload Return of Signed LOA Upload Private Digital Certificate (for Tender only) Enter the user password (For RFQ only) Click "Submit"

Tender Invitation - Return of signed LOA

Important Notes

- 1. The total document size for each upload is limited to 500 MB.
- 2. The filename extension should be .pdf
- 3. All file names must be in English.
- 4. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

* Required Field

Ref M00001 Subject Sample Tender for user manual Issue Date 2020/03/24 HKT (GMT +08:00) Closing Date 2020/03/24 15:00 HKT (GMT +08:00)

Return of signed LOA

Document

Choose File No file chosen

Private Digital Certificate

File Location		Choose File No file chosen
		(The digital certificate file extension should be .cer.)
Password	8	
		(Please enter the password of the certificate.)
	-	
Reference Date /	*	2020/03/24 17:18
Time		(This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Back

14 Regret Letter

Login to eProQ

Click Subject under System Message

Home	Search	Setting	Support	Download	Logout

System Message - Search Results (Record 1 - 14 of 14)

	From	Subject	Received
1.	HKPC eProQ Website (UAT)	(UAT) Regret Letter	2020/03/25 15:32
_		····_··· · · · · · · · · · · · · · · ·	

New Search

View Regret Letter

1

Home	Search	Setting	Support	Download	Logout			
System M	essage -	View						
From		HKPC eProQ W	/ebsite (UAT)		Received	ed 2020/03/25 15:32		
Subject		(UAT) Regret Letter						
Message		Dear Sir/Madar	n,					
		I regret to inform you that your submission to bid for the above tender is unsuccessful. Tender Information						
		Tender Ref: M00001 Tender Title: Sample Tender for user manual (English) Tender Title: (Chinese) Tender Issue Date: 2020/03/24 12:00 HKT (GMT+08:00) Tender Closing Date & Time: 2020/03/24 15:00 HKT (GMT+08:00)						
		HKPC eProQ system https://eproq.hkpc.org Please do not reply to this message. This e-mail was generated automatically by the system.						
				Vie	ew Back	4		