Supplier User Manual

For eProQ

For the Hong Kong Productivity Council (HKPC)

Version 1.1

Version No.	Description of Change	Sections Amended	Changed by	Date
1.0	First Release	ALL	Tak Kwong	31 MAR 2020
1.1	Second Release	RFQ & BOQ	Eddy Chau	11 DEC 2020

Table of Contents

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 https://eProQ .hkpc.org
Click "Guest"

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)

⊞ Expand All

	Ref	Subject	
1.	HF00060	Tender for Supply of IT equipment and system	
2.	SM00062	Tender for Design, Fabrication and Installation of an Intelligent Automatic Lens Manufacturing and Processing System	
3.	SM00006	Tender for Design and Development of "E" System	
4.	HF00012	Tender for Renovation Work for LG1 (2 stage and highest score)	
5.	FP00007	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 https://eProQ .hkpc.org
Click "Supplier"

Click "Click here to on-line registration."

Read the "Acceptance of Terms of Use" carefully
Click "Accept"

Supplier > Registration

Acceptance of Terms of Use

1. Please check the **Terms of Use** and the **Privacy Policy Statement** 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.

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

General Information

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. :	
	(For HK BR, Only first 8-digit of BR number is required. e.g. **12345678** - 000 - 001)	
	☐ 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.

Next

Enter the 8-digit Verification Code
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.

- 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 hkpc@e-tendering.com.

Next

Enter New Password for the Principal Account twice
Click "Submit"

Supplier > Registration > Create Password

User Information

User ID	0010130720
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

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 hkpc@e-tendering.com.

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"

4 Supplier Login

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

Click "Click here to login."

Declare you agree to the terms
Click "Accept"

eProQ   **hkpc** 生產力局

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.

[Accept]   [Decline]

Enter User ID and Password
Click "Login"

Supplier > Login

* Required Field

User ID	*	
Password	*	

[Login]   [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"

5.2 Activate Sub-Account

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

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

Click "Click here to activate."

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 Verification Code will be sent to the Registered Email Address

Click "Next"

Supplier > Account Activation

Verification Code has been sent to 001013072@dummy.com. Please click "Next" button below and enter the Verification Code and complete the 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 hkpc@e-tendering.com.

Next

Enter the Verification Code

Click "Next"

Supplier > Account Activation > 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   Reset

Click "Next"

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 hkpc@e-tendering.com.

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 *	•••••••• (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   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 hkpc@e-tendering.com.

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	Support	Download	Logout	

Change Company Info
Submit Bank Info
Change User Information
Change Password

Change User Inforn

Principal Account

* Required Field

Principal Account ID	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 Address	0010000040@dummy.com

5.4 Change Password

Login to eProQ

Select "Setting"> "Change Password" from Menu

Enter New Password twice

Click "Submit"

Home	Search	Setting	Support	Download	Logout	

Change Company Info
Change User Information
Change Password

Change 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 https://eProQ .hkpc.org
Click "Supplier"

Login	e-Procurement website (eProQ)
▶ Procurer	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 **Terms of Use** ("Terms of Use"), **Privacy Policy Statement** ("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.
▶ Supplier	
▶ Guest	
	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 hkpc@e-tendering.com 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).

eProQ (UAT) is powered by PROSmart.
© 2020 Computer And Technologies Software (Hong Kong) Limited. All Rights Reserved.

Click "Click here to reset the password."

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

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.

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 User ID & Registered Email Address

Click "Next"

Supplier > Reset Password

* Required Field

User ID	*	0010130721
Registered E-mail Address	*	0010130721@dummy.com (The e-mail address must be matched user ID registered in HKPC eProQ Website (UAT).)

Next

An email with Verification Code is sent to the Registered Email Address

Click "Next"

Supplier > Reset Password

Verification Code has been sent to 001013072@dummy.com. Please click "Next" button below and enter the Verification Code and complete the 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 hkpc@e-tendering.com.

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

Click "Next"

Supplier > Reset Password > 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 hkpc@e-tendering.com.

<div align="center">

[Next]

</div>

Enter New Password twice
Click "Submit"
Supplier > Reset Password

<div align="right">

* Required Field

</div>

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 *	•••••••••

<div align="center">

[Submit]

</div>

Press "Login"
Supplier > Reset Password

The password has been set.

<div align="center">

[Login]

</div>

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 Company Info
Submit Bank Info
Change User Information
Change Password

e complete and submit the change of supplier information form for review.

* Required Field

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"

Click "ref" to view RFQ/Tender Notice details

(For Open Tenders only)

Click "Expression of Interest"

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 Agreement *	[Choose File] No file chosen
	(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)	Resubmit

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 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) Submit

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

Click "Submit"

Tender Invitation - Registration Form for Briefing / Site Visit

Tender Information

Ref	M00002
Subject	Sample Tender for user manual

Registration Form for Briefing / Site Visit

	Name of Attendee (as shown on their Hong Kong Identity Card or Passport)	Position Title	Contact Number	E-mail Address	Holding an Restricted Area Permit		
					Yes (Please indicate)		No (Please provide
					Permit No.	Card Colour	HKID No./Passport No.)
☐							
☐							
☐							
☐							
☐							

(Please note that attendees must bring along their Hong Kong Identity Card or Passport when attending the briefing/site visit in order for us to confirm their identities. We have the right to refuse entry to anyone if they fail to produce their Hong Kong Identity Card or Passport and/or if they have not been successfully registered with us to attend the briefing / site visit. Access and attendance of the briefing / site is subject to our policies and procedures, which you and all attendees are obligated to comply with. on their Hong Kong Identity Card or Passport.)

[Check 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
1.	M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2.	M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [_____] [Search on Results]   Page: **1**

Download RFQ/Tender Documents under Documents section

Tender Invitation - View Details

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

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
1.	M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2.	M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [   ] [Search on Results]   Page: **1**

Download Tender Addendum files under Addendum section / RFQ Revision files under Revision section

Tender Invitation - View Details

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

Addendum

TA1 2020/03/24 14:02	Description	File	File Size
	Tender Addendum 1	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]

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)

⊞ **Expand All**

	Ref	Subject	Status	Issue Date	Closing Date
1.	M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2.	M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [_____] [Search on Results]　　　　　　　　　　　　　　　　Page: **1**

Click "New" under the Query section

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]

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 untick the checkbox for removing the files.)
(The total 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 ")".)

[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
1.	M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2.	M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [_____] [Search on Results]   Page: **1**

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

Tender Invitation - View Details

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

Addendum

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

Response to Query

TQ1 2020/03/24 14:14	Description	File	File Size
	Response to TQ1	Click to download	33 KB

Query

[New]

2020/03/24 14:10	Description	File	File Size
	Supplier A's Query	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

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

[Tender Submission] | [Back]

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**

	Ref	Subject	Status	Issue Date	Closing Date
1.	M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2.	M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [   ] [Search on Results]   Page: **1**

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)	Description	File	File Size

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. |

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

10.1.2 Re-apply Private Digital Certificate

Login to eProQ with Principal Account
View Tender Notice

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

⊞ **Expand All**

Ref	Subject	Status	Issue Date	Closing Date
1. M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2. M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [_____] [Search on Results]   Page: **1**

Click "Reapply a Digital Certificate"

Tender Invitation - View Details

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]

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

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)

Unzip the download program

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

名稱	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 Login   ePROQ

User ID * [   ]

Password * [   ]

User ID and Password same as E-Tender System

Login   Close

Version: 1.0.0.0

Select the completed BOQ and click "Start."
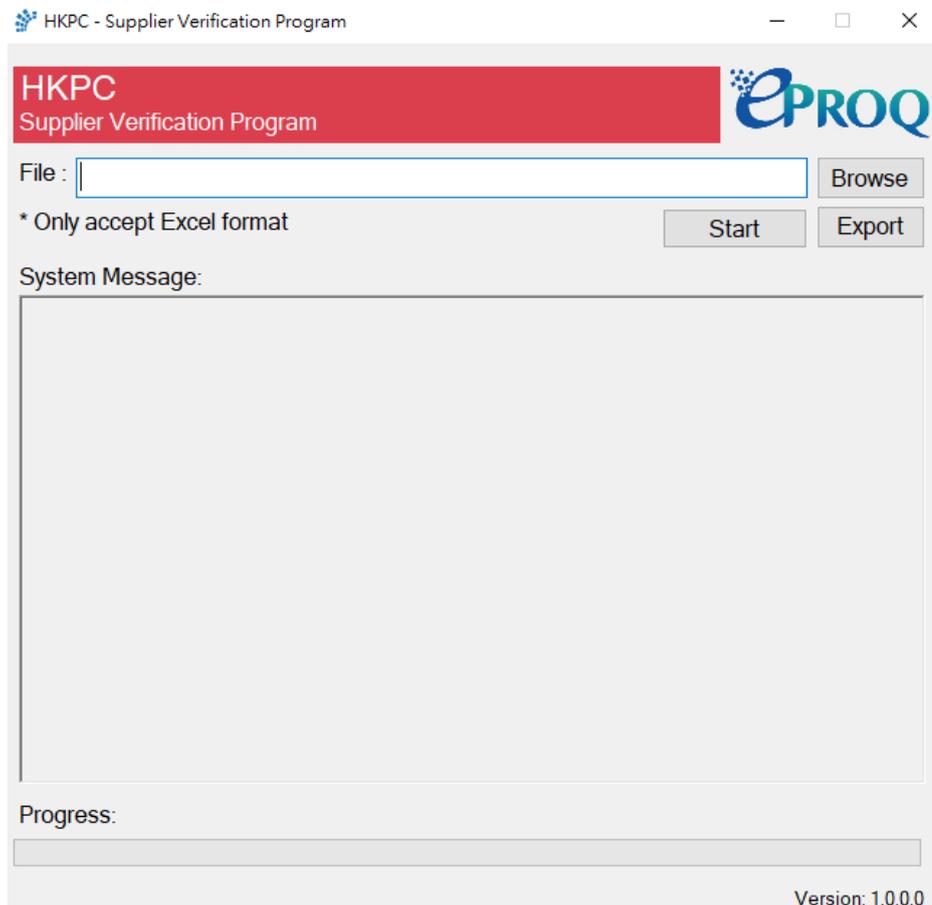
If an error prompted, correct the fields accordingly
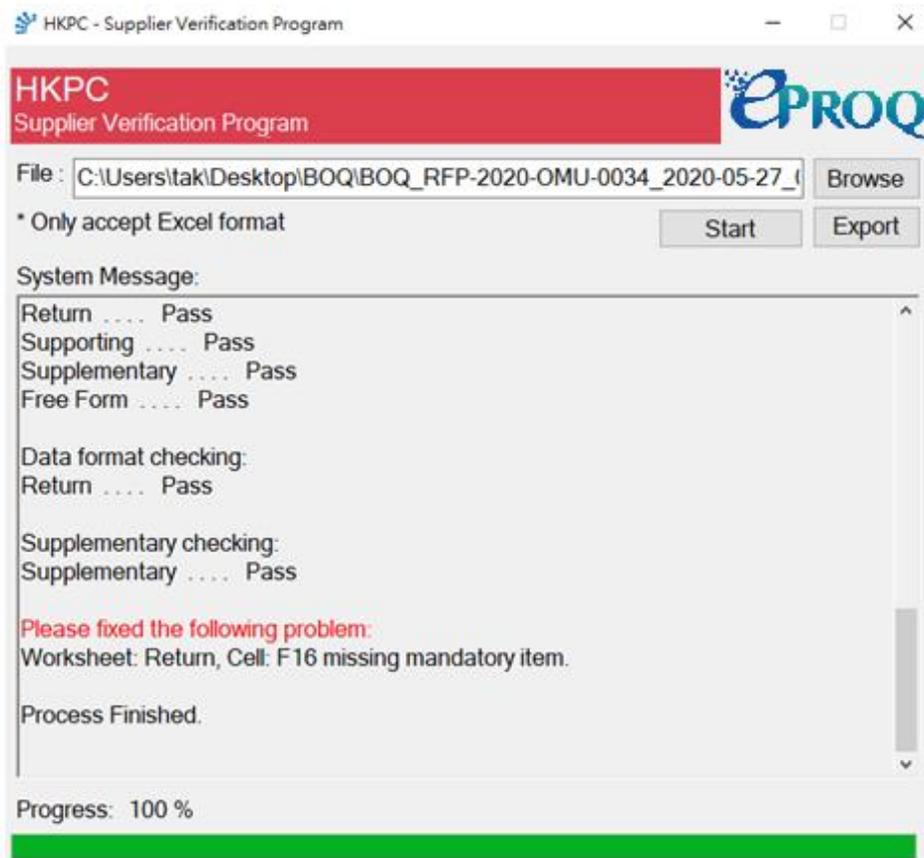
Once the BOQ is validated, a file with the extension (.offer) will be generated (in the same folder of BOQ)
This (.offer) file should be uploaded during the submission

10.3 RFQ/Tender Submission

Click "RFQ Submission" / "Tender Submission"

Tender Invitation - View Details

Tender 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

Addendum

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

Response to Query

TQ1 2020/03/24 14:14	Description	File	File Size
	Response to TQ1	Click to download	33 KB

Query

2020/03/24 14:10	Description	File	File Size	New
	Supplier A's Query	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

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 ○ 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 ▼
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

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 Invitation - View Details

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

Addendum

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

Response to Query

TQ1 2020/03/24 14:14	Description	File	File Size
	Response to TQ1	Click to download	33 KB

Query

			New
2020/03/24 14:10	Description	File	File Size
	Supplier A's Query	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

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

Tender Submission | Back

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 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 ● Decline
Reason *	○ Unable to meet the required time schedule. ○ Unable to meet the technical specification. ○ 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)

⊞ **Expand All**

	Ref	Subject	Status	Issue Date	Closing Date
1.	M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2.	M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [   ] [Search on Results]   Page: **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	00000000
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]

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] [Back]

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)

⊞ **Expand All**

	Ref	Subject	Status	Issue Date	Closing Date
1.	M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2.	M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [ ] [Search on Results]   Page: **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 "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

Ref	00000000
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 ▼
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 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 15:17 (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)

⊞ **Expand All**

	Ref	Subject	Status	Issue Date	Closing Date
1.	M00001	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/25 (Wed) 15:00
2.	M00002	Sample Tender for user manual	Issued	2020/03/24 (Tue)	2020/03/27 (Fri) 15:00

Keyword: [   ] [Search on Results]   Page: **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 "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	00000000
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
Reason	*	○ Unable to meet the required time schedule. ○ Unable to meet the technical specification. ○ 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 2020/03/24 14:14	Description	File	File Size
	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 2020/03/24 15:50	Description	File	File Size
	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

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   Response to Clarification

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

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 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 / Time	*	2020/03/24 16:15 (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	Click to download	33 KB

Letter of Clarification   Return of signed LOC

1 2020/03/24 16:18	Description	File	File Size
	LOC	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

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"

Letter of Clarification   Return of signed LOC

1 2020/03/24 16:18	Description	File	File Size
	LOC	Click to download	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

Ref	*	[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 / Time	*	2020/03/24 16:19 (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 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	2020/03/24 (Tue) 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 2020/03/24 14:02 | Description | File | File Size |
| | Tender Addendum 1 | Click to download | 33 KB |

Response to Query

| TQ1 2020/03/24 14:14 | Description | File | File Size |
| | Response to TQ1 | Click to download | 33 KB |

Query

Letter of Acceptance | Return of signed LOA |

| 2020/03/24 17:03 | Description | 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

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

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 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	*	
		(Please enter the password of the certificate.)

Reference Date / Time	*	2020/03/24 17:18
		(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

From	Subject	Received
Home	Search	Setting	Support	Download	Logout

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

New Search

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

View Regret Letter

| Home | Search | Setting | Support | Download | Logout |

System Message - View

From	HKPC eProQ Website (UAT)	Received	2020/03/25 15:32
Subject	(UAT) Regret Letter		
Message	Dear Sir/Madam,		

Dear Sir/Madam,

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.

View   Back