



香港賽馬會

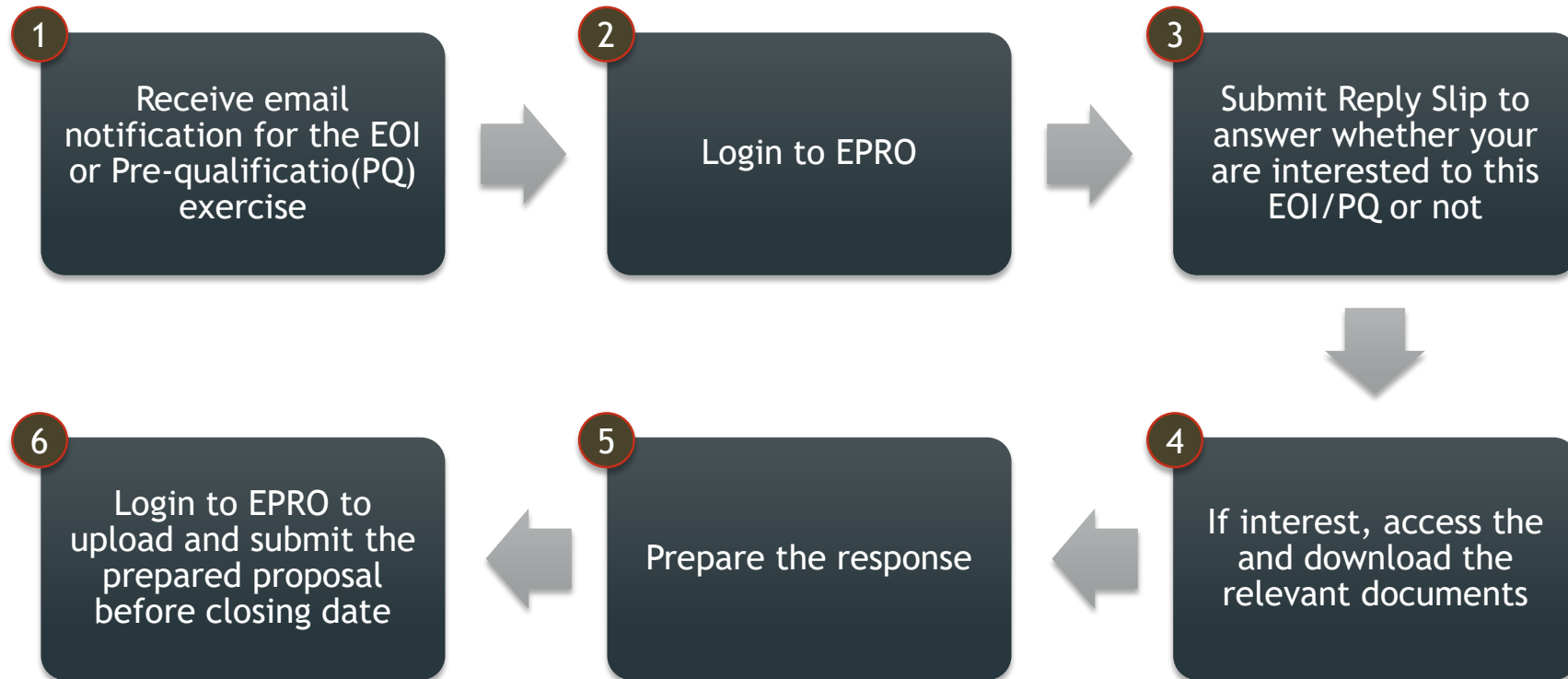
The Hong Kong Jockey Club

同心同步同進 RIDING HIGH TOGETHER

HKJC EPRO (E-Tendering System)
Supplier Portal
EOI (Express of Interest) / Pre-qualification
Submission

KEY STEPS for Responding to EOI Response

There are 6 main steps for responding to EOI Response



Navigate to “My invitations”

- ▶ Step 1: Login to EPRO using the link provided in your invitation email and click “My Invitation” button in the top menu.

EPRO Website > [Home](#) > My Notifications



Notifications

Record 1 - 4 of 4

	[From]	[Subject]	[Date]
1.	EPRO Website	Invitation to Quote (RFQ/23/263 - RFQ/263)	2023/06/18 22:37
2.	EPRO Website	Your registration is approved	2023/06/18 22:36
3.	EPRO Website	Submission of Light-weight Supplier Registration	2023/06/18 14:50
4.	EPRO Website	Invitation for Supplier Registration	2023/06/18 14:12

Functionality of “My invitations”

1 Reference No.

- ▶ The reference number of the EOI/RFQ/Tender

2 Type

- ▶ Show the invitation type
e.g Request for Quotation, Clarification

3 Subject

- ▶ The title of the Sourcing Exercise

4 Closing Date/Time

- ▶ This Closing Date/Time shows the **Hong Kong time** (GMT+08:00).
- ▶ **No submission will be accepted by the System after the Closing Date/Time**

5. Last Action/Submission

- ▶ Logging the last action or submission of each invitation

EPRO Website (QA) > Home > My Invitations

[My Notifications](#)
[My Submission History](#)
[Download BOQ Program](#)
[Account Management](#)

Invitations

- This Closing Date/Time shows the Hong Kong time (GMT+08:00).
- If the quotation is received by the System later than the Closing Date/Time, i.e. the submission end time is later than the closing time, then the submission will not be opened and will be considered as an invalid submission.

Re 4 - 10 of 78

	1 [Reference No.]	2 [Type]	3 [Subject]	4 [Closing Date/Time]	5 [Last Action / Submission]
1.	RFQ/23/1033	Request for Quotation	TEST Buyer response tender queries to one supplier	2023/04/20 (Thu) 09:00	Reply Slip
2.	RFQ/23/029-N1	Negotiation	Invitation to Quote for the Provision of [Type of Goods / Services] at [Site / Location]	2023/05/09 (Tue) 16:00	Reply Slip
3.	RFT/23/029-Q1	Clarification	Invitation to Tender for the Provision of [Type of Goods /	2023/05/29 (Mon) 14:45	Reply Slip

Navigation to “My invitations”

- ▶ Step 2: Identify the EOI/PQ Exercise in “My Invitation” page.
- ▶ Step 3: Click the corresponding Reference No. for the EOI/PQ Exercise.

EPRO Website > [Home](#) > My Invitations



My Notifications



My Submission History


Download BOQ Program

Account Management

Invitations

- This Closing Date/Time shows the Hong Kong time (GMT+08:00).
- If the quotation is received by the System later than the Closing Date/Time, i.e. the submission end time is later than the closing time, then the submission will not be opened and will be considered as an invalid submission.

Record 1 - 10 of 65

	[Reference No.] 	[Type]	[Subject]	[Closing Date/Time]	[Last Action / Submission]
1.	<u>PQ/23/249</u>	EOI/Pre-Qualification	EOI 249	2023/06/30 (Fri) 09:00	---
2.	<u>RFQ/23/388-A1</u>	Addendum	RFQ388	2023/06/17 (Sat) 09:00	Reply Slip
3.	<u>RFQ/23/388-N1</u>	Negotiation	RFQ388	2023/06/17 (Sat) 09:00	Reply to Negotiation
4.	<u>RFQ/23/388-Q1</u>	Clarification	RFQ388	2023/06/17 (Sat) 09:00	Reply to Clarification

Express of Interest (EOI) / Pre-Qualification

- a. **Submit Reply Slip**
- b. **Submit NDA/NDU (Non-Disclosure Agreement/
Undertaking) (If Required)**
 - Please refer to the self-learning corner NDA/ NDU submission section
- c. **Access EOI document**
- d. **Submit Site visit Registration (If Required)**
- e. **EOI Submission**

a. Reply Slip -- Interest

- ▶ Step 1: Open the URL of the supplier given in the email
- ▶ Step 2: Log on to EPRO
- ▶ Step 3: Click the Reference No. in “My invitation”

EPRO Website (QA) > [Home](#) > My Invitations



[My Notifications](#)



[My Submission History](#)

[Download BOQ Program](#)

[Account Management](#)

Invitations

- This Closing Date/Time shows the Hong Kong time (GMT+08:00).
- If the quotation is received by the System later than the Closing Date/Time, i.e. the submission end time is later than the closing time, then the submission will not be opened and will be considered as an invalid submission.

Record 1 - 10 of 78

	[Reference No.]	[Type]	[Subject]	[Closing Date/Time]	[Last Action / Submission]
1.	RFQ/23/1033	Request for Quotation	TEST Buyer response tender queries to one supplier	2023/04/20 (Thu) 09:00	Reply Slip
2.	RFQ/23/029-N1	Negotiation	Invitation to Quote for the Provision of [Type of Goods / Services] at [Site / Location]	2023/05/09 (Tue) 16:00	Reply Slip
3.	RFT/23/029-Q1	Clarification	Invitation to Tender for the Provision of [Type of Goods / Services] at [Site / Location]	2023/05/29 (Mon) 14:45	Reply Slip
4.	RFQ/23/079	Request for Quotation	Invitation to Quote for the Provision of [Type of Goods / Services] at [Site / Location]	2023/11/14 (Tue) 17:45	Reply Slip
5.	RFT/22/106-N1	Negotiation	test opening no fasc	2023/12/08 (Fri) 18:00	Reply Slip
6.	RFQ/23/035	Request for Quotation	Invitation to Quote for the Provision of [Type of Goods / Services] at [Site / Location]	2023/12/19 (Tue) 12:15	---
7.	RFT/23/008	Request for Tender	Invitation to Tender for the Provision of [Type of Goods / Services] at [Site / Location]	2024/01/12 (Fri) 12:00	Return of Signed Non Disclosure Agreement / Confidentiality Undertaking
8.	RFQ/23/015	Request for Quotation	Invitation to Quote for the Provision of [Type of Goods / Services] at [Site / Location]	2024/01/14 (Sun) 16:00	Reply Slip
9.	RFQ/23/017	Request for Quotation	Invitation to Quote for the Provision of [Type of Goods / Services] at [Site / Location]	2024/01/16 (Tue) 16:30	---
10.	RFT/23/019	Request for Tender	Invitation to Tender for the Provision of [Type of Goods / Services] at [Site / Location]	2024/01/16 (Tue) 17:00	---

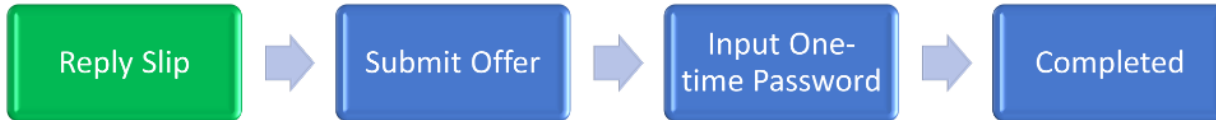
7

a. Submit Reply Slip

- ▶ Step 4: Select We are interested to this EOI/Pre-Qualification
- ▶ Step 5: Click “Submit Reply Slip”

EPRO Website > [Home](#) > [EOI/Pre-Qualification Exercise](#) > Reference No. PQ/23/249

Submission Step



EOI/Pre-Qualification Information

Reference No.: PQ/23/249
Subject: EOI 249
Description: We are going to appoint a contractor for the provision of [Type of Service] for our [Site / Location]. If your company is interested in undertaking the service, please submit the documents and information listed in the Pre-Qualification Questionnaires on or before the deadline identified in the Invitation for preliminary assessment.
Contact: Lam, Calvin T H
23456789
Closing Date/Time: 2023/06/30 (Fri) 09:00 HKT (GMT+08:00). Validity Period has 12 days.

Reply Slip

- We are interested to this EOI/Pre-Qualification.
- We are not interested to this EOI/Pre-Qualification.

[Submit Reply Slip](#)

a. Reply Slip -- Interest




1. System will show the success message of this action.
2. The submission history will be shown as below.

uat8.e-tendering.com 顯示

Thank you for expressing your interest to our invitation.

1

確定

 Supplier: OF Company Two
User Name: John 2  Logoff  The Hong Kong Jockey Club
RIDING HIGH TOGETHER

EPRO Website (QA) > Home > EOI/Pre-Qualification Exercise > Reference No. PQ/23/043

Return of Signed Non Disclosure Agreement / Confidentiality Undertaking

Submission Step

Reply Slip → Submit Offer → Input One-time Password → Completed

EOI/Pre-Qualification Information

Reference No.: PQ/23/043
Subject: Supplier Training
Description: Supplier Training
Contact: ts15
12345678
Closing Date/Time: 2023/06/01 (Thu) 09:00 HKT (GMT+08:00). Validity Period has 40 days.

Non Disclosure Agreement / Confidentiality Undertaking

The EOI/PQ documents can be accessed upon our acceptance of your signed NDA.
Please click [here](#) to download the Non Disclosure Agreement / Confidentiality Undertaking.
To submit the Non Disclosure Agreement / Confidentiality Undertaking, please print the document, sign it, sign and scan it and click "Return of Signed Non Disclosure Agreement / Confidentiality Undertaking" to attach and upload the scanned document. You will be notified after our acceptance of your signed Non Disclosure Agreement / Confidentiality Undertaking.

Submission History

[Submission]	[Date/Time]
Acknowledge received and read the email	2023/04/22 12:32

a. Reply Slip - Non-Interest

- ▶ If you selected "**We are not interested to this EOI/Pre-Qualification.**", you will need to provide the reason.
- ▶ The EOI documents will not be available to uninterested Supplier.

EPRO Website (QA) > [Home](#) > [EOI/Pre-Qualification Exercise](#) > Reference No. PQ/23/029

* Required Field

Reply Slip

Indication of Interest * We are not interested to this EOI/Pre-Qualification.

Reason * Unable to meet the required time schedule.
 Unable to meet the technical specification.

(Max. 500 characters.)

[Request One-time Password \(OTP\)](#) [Cancel](#)

Express of Interest (EOI) / Pre-Qualification

- a. Submit Reply Slip
- b. Submit NDA/NDU (Non-Disclosure Agreement/
Undertaking) (If Required)**
 - Please refer to the self-learning corner NDA/ NDU submission section
- c. Access EOI document
- d. Site visit Registration (If Required)
- e. EOI Submission

b. Submit NDA/NDU (Non-Disclosure Agreement/ Undertaking)


- ▶ Non-Disclosure Agreement/ Undertaking (NDA/NDU) is a step that is only required on certain EOI/Pre-qualification exercises.
- ▶ Please refer to the self-learning corner NDA/ NDU submission section on how to submit NDA/NDU prior to accessing the EOI/PQ documents.


Express of Interest (EOI) / Pre-Qualification


- a. Submit Reply Slip
- b. Submit NDA/NDU (Non-Disclosure Agreement/
Undertaking) (If Required)
 - Please refer to the self-learning corner NDA/ NDU submission section
- c. Access EOI document**
- d. Site visit Registration (If Required)
- e. EOI Submission

c. Access EOI document

- ▶ After Replying to the Reply Slip and/or Returned NDA/NDU.
- ▶ You will see the list of EOI/PQ documents in the corresponding EOI/PQ exercise.
Click “Click to download” on each of the files to assess the EOI documents

 Supplier: Supplier Experience 8
User Name: Supplier Experience 8

 Logoff

 The Hong Kong Jockey Club
RIDING HIGH TOGETHER

EPRO Website > [Home](#) > [EOI/Pre-Qualification Exercise](#) > Reference No. PQ/23/130

[Submit Registration Form for Site Visit](#) [Submit Interest / Submit Not Interest](#)

Submission Step

Reply Slip → **Submit Offer** → Input One-time Password → Completed

EOI/Pre-Qualification Information

Reference No.: PQ/23/130
Subject: Supplier Experience 30 Mar AM
Description: Dummy
Contact: Cheung, Mattea K L
12345678
Closing Date/Time: 2023/03/31 (Fri) 09:15 HKT (GMT+08:00). Validity Period has 2 days left.

EOI Form / Pre-Qualification Questionnaires & Annex(s)

[Description]	[File Size]
Answer to pre-qualification questionnaires	13 KB Click to download
EOI Form	11 KB Click to download

Submission History

[Submission]	[Date/Time]
Return of Signed Non Disclosure Undertaking / Non Disclosure Agreement	2023/03/29 21:21
Acknowledge received and read the email	2023/03/29 21:04



The files will be downloaded in “Download” folder of your browser or your computer according to your set up

Express of Interest (EOI) / Pre-Qualification

- a. Submit Reply Slip
- b. Submit NDA/NDU (Non-Disclosure Agreement/
Undertaking) (If Required)
 - Please refer to the self-learning corner NDA/ NDU submission section
- c. Access EOI document
- d. **Site visit Registration (If Required)**
- e. EOI Submission

d. Submit Site Visit Registration

- ▶ Site Visit Registration is a step that is only required on certain projects
- ▶ There are 2 scenarios, **which is assigned by the buyer**, to provide the information for site visit registrations

- ▶ Main process of 2 scenarios (Assigned by HKJC buyer)
 - i. **Scenario 1:** Required to submit through Attached Site Visit Registration Form
 1. Download Site visit document
 2. Fill in the Form
 3. Upload and return the filled form on EPRO

 - ii. **Scenario 2:** Required to Submit through Online Site Visit Registration Form
 1. Fill in the online form and submit

Submit RFQ/Tender Briefing Registration

Scenario 1: Required to submit through
Attached Site Visit Registration Form

d. Submit Site Visit Registration Scenario 1. Submit via attachment

- ▶ Step 1: Click “here” to download the Registration Form for Site Visit.

EPRO Website (QA) > [Home](#) > [EOI/Pre-Qualification Exercise](#) > Reference No. PQ/23/044

[Submit Registration Form for Site Visit](#) | [Submit Interest / Submit Not Interest](#)

Submission Step

Reply Slip

 →

Submit Offer

 →

Input One-time Password

 →

Completed

EOI/Pre-Qualification Information

Reference No.:	PQ/23/044
Subject:	supplier training02
Description:	supplier training02
Contact:	ts15 12345678
Closing Date/Time:	2023/06/01 (Thu) 09:00 HKT (GMT+08:00). Validity Period has 40 days.

Registration Form for Site Visit

1

Please click [here](#) to download the Registration Form. To submit the Registration Form, open the document, fill and save the document and then click "Submit Registration Form for Site Visit" to attach and upload the completed document.

d. Submit Site Visit Registration Scenario 1. Submit via attachment

- ▶ Step 2: Fill in the Registration form in your computer
- ▶ Step 3: Click “Submit Registration Form for Site Visit”



Supplier: OF Company Two
User Name: John

Logoff



The Hong Kong Jockey Club
RIDING HIGH TOGETHER

EPRO Website (QA) > [Home](#) > [EOI/Pre-Qualification Exercise](#) > Reference No. PQ/23/044

2

Submit Registration Form for Site Visit

Submit Interest / Submit Not Interest

Submission Step

Reply Slip



Submit Offer



Input One-time Password



Completed

EOI/Pre-Qualification Information

Reference No.: PQ/23/044

Subject: supplier training02

Description: supplier training02

Contact: ts15
12345678

Closing Date/Time: 2023/06/01 (Thu) 09:00 HKT (GMT+08:00). Validity Period has 40 days.

d. Submit Site Visit Registration Scenario 1. Submit via attachment

- ▶ Step 4: Click “Choose file” and upload the completed Registration Form.
- ▶ Step 5: Click “Submit Registration Form for site Visit”

EPRO Website (QA) > [Home](#) > [EOI/Pre-Qualification Exercise](#) > Reference No. PQ/23/044

* Required Field

Submit Registration Form for Site Visit

Please click [here](#) to download the Registration Form. To submit the Registration Form, open the document, fill and save the document, attach it and then click "Submit Registration Form for Site Visit" to upload the completed document.

Registration Form

3

*

選擇檔案

未選擇任何檔案

(The filename extension should be .pdf, .xls, .xlsx, .doc, .docx. 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 ")".)

4

Submit Registration Form for Site Visit

Cancel

d. Submit Site Visit Registration Scenario 1. Submit via attachment

Step 6: The submission history will be shown as below.

Submit Registration Form for Site Visit | **Submit Interest / Submit Not Interest**

Submission Step

Reply Slip → **Submit Offer** → Input One-time Password → Completed

EOI/Pre-Qualification Information

Reference No.: PQ/23/044
Subject: supplier training02
Description: supplier training02
Contact: ts15
12345678
Closing Date/Time: 2023/06/01 (Thu) 09:00 HKT (GMT+08:00). Validity Period has 40 days.

Registration Form for Site Visit

Please click [here](#) to download the Registration Form. To submit the Registration Form, open the document, fill and save the document and then click "Submit Registration Form for Site Visit" to attach and upload the completed document.

EOI Form / Pre-Qualification Questionnaires & Annex(s)

[Description]	[File Size]
EOI Form	25 KB Click to download

Submission History

[Submission]	[Date/Time]
Registration Form for Site Visit	2023/04/22 14:23

Submit RFQ/Tender Briefing Registration

Scenario 2: Required to Submit through Online Site Visit Registration Form

d. Submit Site Visit Registration Scenario 2. Submit via online form

- ▶ Step 1: Click “Submit Registration Form for Site visit” for Registration form for Site Visit

The screenshot shows the ePRO website interface. At the top left is the ePRO logo. To its right, the user is logged in as 'Supplier: Supplier Experience 8' with 'User Name: Supplier Experience 8'. A 'Logoff' button is visible. On the top right is the logo for 'The Hong Kong Jockey Club' with the tagline 'RIDING HIGH TOGETHER'. Below the header, the breadcrumb trail reads: 'EPRO Website > Home > EOI/Pre-Qualification Exercise > Reference No. PQ/23/130'. A navigation bar contains two buttons: 'Submit Registration Form for Site Visit' (highlighted with a red box and a circled '1') and 'Submit Interest / Submit Not Interest'. Below this is a 'Submission Step' flowchart with four steps: 'Reply Slip' (blue), 'Submit Offer' (green), 'Input One-time Password' (blue), and 'Completed' (blue), connected by arrows. The 'EOI/Pre-Qualification Information' section displays: Reference No.: PQ/23/130; Subject: Supplier Experience 30 Mar AM; Description: Dummy; Contact: Cheung, Mattea K.L. 12345678; Closing Date/Time: 2023/03/31 (Fri) 09:15 HKT (GMT+08:00). Validity Period has 2 days left. The 'EOI Form / Pre-Qualification Questionnaires & Annex(s)' section contains a table with two rows: 'Answer to pre-qualification questionnaires' (13 KB, [Click to download](#)) and 'EOI Form' (11 KB, [Click to download](#)). The 'Submission History' section shows a table with two entries: 'Return of Signed Non Disclosure Undertaking / Non Disclosure Agreement' (2023/03/29 21:21) and 'Acknowledge received and read the email' (2023/03/29 21:04).

Supplier: Supplier Experience 8
User Name: Supplier Experience 8

The Hong Kong Jockey Club
RIDING HIGH TOGETHER

EPRO Website > Home > EOI/Pre-Qualification Exercise > Reference No. PQ/23/130

1 Submit Registration Form for Site Visit Submit Interest / Submit Not Interest

Submission Step

Reply Slip → Submit Offer → Input One-time Password → Completed

EOI/Pre-Qualification Information

Reference No.: PQ/23/130
Subject: Supplier Experience 30 Mar AM
Description: Dummy
Contact: Cheung, Mattea K.L. 12345678
Closing Date/Time: 2023/03/31 (Fri) 09:15 HKT (GMT+08:00). Validity Period has 2 days left.

EOI Form / Pre-Qualification Questionnaires & Annex(s)

[Description]	[File Size]
Answer to pre-qualification questionnaires	13 KB Click to download
EOI Form	11 KB Click to download

Submission History

[Submission]	[Date/Time]
Return of Signed Non Disclosure Undertaking / Non Disclosure Agreement	2023/03/29 21:21
Acknowledge received and read the email	2023/03/29 21:04

d. Site Visit Registration

Scenario 2. Submit via online form

- ▶ Step 2: Fill the information below
- ▶ Step 3: Click “Submit Registration Form for Site Visit”

Submit Registration Form for Site Visit

Important Notes:

- Fill in attendee name as shown on their Hong Kong Identity Card or Passport.
- Attendees must bring along their Hong Kong Identity Card or Passport when attending the site visit in order for us to confirm their identities. The Club has right to refuse entry from anyone if they fail to produce their Hong Kong Identity Card or Passport and/or if they have not been successfully registered with the Club to attend the site visit. Access and attendance of the site is subject to our policies and procedures, which all attendees are obligated to comply with.

	* [Attendee Name]	* [Position Title]	* [Contact Number]	* [Email Address]
<input checked="" type="checkbox"/>	tester	tester	12345678	test@training.com
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

[Check All](#) [Uncheck All](#) [Add More ...](#)

3

[Submit Registration Form for Site Visit](#)

[Cancel](#)

2

d. Submit Site Visit Registration Scenario 2. Submit via online form

Step 4: The submission history will be shown as below.

Submit Registration Form for Site Visit **Submit Interest / Submit Not Interest**

Submission Step

Reply Slip → **Submit Offer** → Input One-time Password → Completed

EOI/Pre-Qualification Information

Reference No.: PQ/23/043
Subject: Supplier Training
Description: Supplier Training
Contact: ts15
12345678
Closing Date/Time: 2023/06/01 (Thu) 09:00 HKT (GMT+08:00). Validity Period has 40 days.

EOI Form / Pre-Qualification Questionnaires & Annex(s)

[Description]	[File Size]
BR	25 KB Click to download
EOI Form	25 KB Click to download
Qualification / License	25 KB Click to download

Submission History

[Submission]	[Date/Time]
Registration Form for Site Visit	2023/04/22 14:33
Return of Signed Non Disclosure Agreement / Confidentiality Undertaking	2023/04/22 12:46
Acknowledge received and read the email	2023/04/22 12:32

Express of Interest (EOI) / Pre-Qualification

- a. Submit Reply Slip
- b. Submit NDA/NDU (Non-Disclosure Agreement/
Undertaking) (If Required)
 - Please refer to the self-learning corner NDA/ NDU submission section
- c. Access EOI document
- d. Submit Site visit Registration (If Required)
- e. **EOI Submission**

e. EOI Submission

- ▶ Step 1: Click “Submit Interest / Submit Not Interest”.

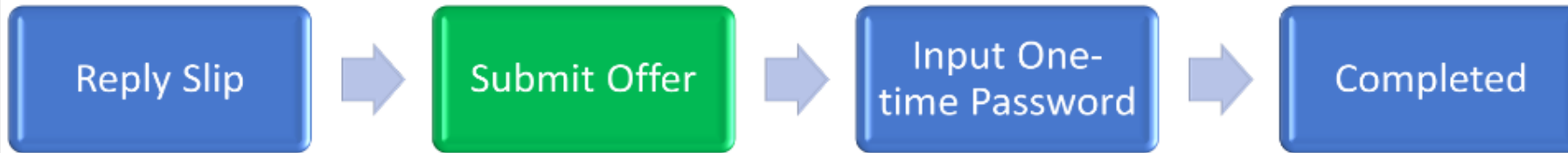
EPRO Website (QA) > [Home](#) > [EOI/Pre-Qualification Exercise](#) > Reference No. PQ/23/028

1

[Submit Registration Form for Site Visit](#)

[Submit Interest / Submit Not Interest](#)

Submission Step



EOI/Pre-Qualification Information

Reference No.: PQ/23/028

Subject: Invitation for Express Interest for Pre-Qualification (PQ) [and Request for Information] - Pre-qualification of Contractors for the Provision of [Type of Service] at [Site / Location]

Description: We are going to appoint a contractor for the provision of [Type of Service] for our [Site / Location]. If your company is interested in undertaking the service, please submit the documents and information listed in the Pre-Qualification Questionnaires on or before the deadline identified in the Invitation for preliminary assessment.

Contact: ts54
12345678

Closing Date/Time: 2024/03/21 (Thu) 14:00 HKT (GMT+08:00). Validity Period has 366 days.

e. EOI Submission

- ▶ Step 2: Choose “We are interested in submitting the proposal and quotation for captioned project.” Document section will be displayed after that
- ▶ Step 3: Click “Choose File” to upload file.

Submission Step

Reply Slip → **Submit Offer** → Input One-time Password → Completed

2 **Submit Interest / Submit Not Interest**

Indication of Interest * We are interested in submitting the proposal and quotation for the captioned project.
 We are not interested to submit tender and quotation for the captioned project.

Please provide the following document(s):-

3 **Important Notes:**

- The total document size for each upload is limited to 900 MB.
- The filename extension should be .ai, .pdf, .xls, .xlsx, .doc, .docx, .ppt, .pptx.
- 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 ")".
- The file name cannot contain space.

EOI Form *

選擇檔案 Tender_submissin.pdf
 選擇檔案 Tender_submissin02.pdf

Check All **Uncheck All** **More Files**

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)

Qualification / License *

選擇檔案 Tender_submissin04.pdf
 選擇檔案 未選擇任何檔案

Check All **Uncheck All** **More Files**

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)

e. EOI Submission

1. File name:
 - a. File name extension should be in **.ai**, **.pdf**, **.xls**, **.xlsx**, **.doc**, **.docx**, **.ppt**, **.pptx** format.
 - b. 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 ")"**.
 - c. The file name **cannot contain space**.
2. The total document size for **each upload** is limited to **900 MB**.
3. **At least one document** must be uploaded to each folder(e.g EOI Form, Qualification / License)
4. Please **uncheck** any file which will not be submitted
5. If you want attached more file to the folder please click **"More Files"**

• The file name cannot contain space.

EOI Form *

選擇檔案 Tender_submissin.pdf

選擇檔案 Tender_submissin02.pdf

Check All **Uncheck All** **More Files**

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)

Qualification / License *

選擇檔案 Tender_submissin04.pdf

選擇檔案 未選擇任何檔案

Check All **Uncheck All** **More Files**

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)

e. EOI Submission

- ▶ Step 4: Click “Request One-time Password (OTP)”.

Submit Interest / Submit Not Interest

- Indication of Interest *
- We are interested in submitting the proposal and quotation for the captioned project.
 - We are not interested to submit tender and quotation for the captioned project.

Please provide the following document(s):-

Important Notes:

- The total document size for each upload is limited to 500 MB.
- The filename extension should be .ai, .pdf, .xls, .xlsx, .doc, .docx, .ppt, .pptx.
- 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 ")".
- The file name cannot contain space.

EOI Form *

- Choose File No file chosen
- Choose File No file chosen

Check All

Uncheck All

More Files

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)

4

Request One-time Password (OTP)

Cancel

e. EOI Submission

- ▶ Step 5: Tick the checkbox to acknowledge the important notes.
- ▶ Step 6: Fill in the One-Time Password sent to your email.
- ▶ Step 7: Click “Submit”

Supporting Documents

EOI Form

[File] [File Size]
Tender_submissin02.pdf 25 KB [Click to download](#)

Qualification / License

[File] [File Size]
Tender_submissin03.pdf 25 KB [Click to download](#)

Attachment for Business

[File] [File Size]
Tender_submissin04.pdf 25 KB [Click to download](#)

Curriculum Vitae

[File] [File Size]
Tender_submissin05.pdf 25 KB [Click to download](#)

Terms and Conditions and Privacy Policy

- * Your submission must be transmitted by the Closing Time, otherwise it will not be considered or accepted by the Club. It is your responsibility to ensure that you have sufficient time to complete the transmission of your submissions by the Closing Time. We have no obligation to and shall not take into consideration any submissions that are not fully and successfully transmitted and received by us through the EPRO Website (QA) by the Closing Time.
- * You acknowledge that you have received all documents relating to this EOI/Pre-Qualification and have taken them into account in your submissions.
- * You acknowledge that you have read and accept our [EPRO Website \(QA\) Terms of Use](#) and our [Privacy Policy Statement](#).

Reference Date/Time 2023/04/22 15:01 HKT (GMT+08:00)

One-Time Password * 377-

7

[Submit](#) [Resend OTP](#) [Cancel](#)



1. Please check the attached documents under each folder
2. If the document need to be updated, click “Cancel” at the bottom and you will be back to the previous page to change the attachments

5

6

e. EOI Submission

1. System will show the success message of submission
2. The submission history will be shown as below.
3. Your submission is finished and HKJC buyer will evaluate your EOI submission and will further notify/invite you if you are shortlisted to our RFQ/ Tender exercise.



EOI/Pre-Qualification Information

Reference No.: PQ/23/043
Subject: Supplier Training
Description: Supplier Training
Contact: ts15
12345678
Closing Date/Time: 2023/06/01 (Thu) 09:00 HKT (GMT+08:00). Validity Period has 40 days.

EOI Form / Pre-Qualification Questionnaires & Annex(s)

[Description]	[File Size]
BR	25 KB Click to download
EOI Form	25 KB Click to download
Qualification / License	25 KB Click to download

2


Submission History

[Submission]	[Date/Time]
Submitted PQ / EOI	2023/04/22 15:03
Registration Form for Site Visit	2023/04/22 14:33
Return of Signed Non Disclosure Agreement / Confidentiality Undertaking	2023/04/22 12:46
Acknowledge received and read the email	2023/04/22 12:32

e. EOI Submission

- 4. You will receive an email for the transmission history of the EOI/PQ.

Reply Slip (PQ/23/174 - EOI/174)

 qctepro_service
Today, 11:14 AM
eprosup041

To: Dummy Company
Dear Sir/Madam,

Thank you for expressing your interest to the following EOI/Pre-Qualification exercise.

Submission Date: 2023/06/19 10:07 HKT (GMT+08:00)

EOI/Pre-Qualification Information
=====

Reference No.: PQ/23/174
Title: EOI/174
Issue Date: 2023/06/19 HKT (GMT+08:00)
Closing Date & Time: 2023/07/01 09:00 HKT (GMT+08:00)
=====

If you have any questions, please feel free to contact the following person : -

Name: Lam, Calvin T H
Telephone: 23456789
Email: calvinthlam@hq.bus.hkjc.org.hk