



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

Non-Disclosure Agreement / Confidentiality  
Undertaking Submission

# Non-Disclosure Agreement (NDA) / Confidentiality Undertaking


- ▶ At different circumstances of our sourcing exercise, Supplier is required to signed a Non-Disclosure Undertaking / Undertaking (NDU/NDA) before accessing documents to the Express of Interest (EOI) / Pre-Qualification (PQ), Request for Quotation(RFQ) or a Tender (RFT) exercise
- ▶ NDA/ Confidentiality Undertaking steps :
  1. Supplier download the NDA/ Confidentiality Undertaking in EPRO
  2. Sign it in a **.pdf** format
  3. Upload and Return the signed copy on EPRO
  4. HKJC will review and approve the signed copy
  5. Supplier will receive notification for the approval of confirmed NDA/ Confidentiality Undertaking
  6. Supplier can then access EOI/RFQ/RFT documents on EPRO

# Non-Disclosure Agreement (NDA) / Confidentiality Undertaking

- ▶ Step 1: Click “[here](#)” to download NDA / Confidentiality Undertaking  
EPRO Website (QA) > [Home](#) > [Tender](#) > Reference No. RFT/23/284

**Return of Signed Non Disclosure Agreement / Confidentiality Undertaking**

**Submission Step**



```
graph LR; A[Reply Slip] --> B[Submit Offer]; B --> C[Input One-time Password]; C --> D[Completed]
```

**Tender Information**

Reference No.: RFT/23/284

Subject: Invitation to Tender for the Provision of [Type of Goods / Services ] at [ Site / Location]

Description: The Club hereby invites interested organizations to submit tenders for the provision of [Type of Goods / Services] for our [ Site / Location ]. Details of the invitation will be set out in the Letter of Invitation which consists of the Tender Particulars and the Instruction for Tender Submission.

Contact: ts54  
12345678

Closing Date/Time: 2024/03/02 (Sat) 10:15 HKT (GMT+08:00). Tender validity period has 326 days.

## Non Disclosure Agreement / Confidentiality Undertaking

The RFT documents can be accessed upon our acceptance of your signed Non Disclosure Agreement / Confidentiality Undertaking.

1

Please click [here](#) to download the Non Disclosure Agreement / Confidentiality Undertaking.

To submit the Non Disclosure Agreement / Confidentiality Undertaking, please print the document, 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	2023/04/11 15:37

3

# Non-Disclosure Agreement (NDA) / Confidentiality Undertaking

- ▶ Step 2: Click “Return of Signed NDA / Confidentiality Undertaking”

EPRO Website (QA) > [Home](#) > [Tender](#) > Reference No. RFT/23/284

2

Return of Signed Non Disclosure Agreement / Confidentiality Undertaking

## Submission Step



## Tender Information

**Reference No.:** RFT/23/284  
**Subject:** Invitation to Tender for the Provision of [Type of Goods / Services] at [ Site / Location]  
**Description:** The Club hereby invites interested organizations to submit tenders for the provision of [Type of Goods / Services] for our [ Site / Location ]. Details of the invitation will be set out in the Letter of Invitation which consists of the Tender Particulars and the Instruction for Tender Submission.  
**Contact:** ts54  
12345678  
**Closing Date/Time:** 2024/03/02 (Sat) 10:15 HKT (GMT+08:00). Tender validity period has 326 days.

## Non Disclosure Agreement / Confidentiality Undertaking

The RFT documents can be accessed upon our acceptance of your signed Non Disclosure Agreement / Confidentiality Undertaking.

Please click [here](#) to download the Non Disclosure Agreement / Confidentiality Undertaking.

To submit the Non Disclosure Agreement / Confidentiality Undertaking, please print the document, 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	2023/04/11 15:37

# Non-Disclosure Agreement (NDA) / Confidentiality Undertaking

- ▶ Step 3: Click “Choose file” and upload the signed NDA document
- ▶ Step 4: Click “Return of Signed Non Disclosure Agreement/Confidentiality Undertaking”



Supplier: OF Company Two  
User Name: John

 Logoff



The Hong Kong Jockey Club  
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EPRO Website (QA) > [Home](#) > [EOI/Pre-Qualification Exercise](#) > Reference No. PQ/23/043

\* Required Field

## Return of Signed Non Disclosure Agreement / Confidentiality Undertaking

Please click [here](#) to download the Non Disclosure Agreement / Confidentiality Undertaking. To submit the Non Disclosure Agreement / Confidentiality Undertaking, print the document, sign it, scan it, attach it and then click "Return of Signed Non Disclosure Agreement / Confidentiality Undertaking" to upload the scanned document.

Signed Non Disclosure Agreement / Confidentiality Undertaking

\* 3  NDA.pdf

(The filename extension should be .pdf. 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

[Return of Signed Non Disclosure Agreement / Confidentiality Undertaking](#)

[Cancel](#)

# Non-Disclosure Agreement (NDA) / Confidentiality Undertaking

1. System will show the success message of this action.
2. The NDA returned record will show on the submission history

uat8.e-tendering.com 顯示 1

Your submission was successfully transmitted.

確定

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

## Submission Step



## 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.

1 Thank you for submitting your signed Non Disclosure Agreement / Confidentiality Undertaking. Your signed Non Disclosure Agreement / Confidentiality Undertaking is now under review and verification. You will be notified once the review is complete.

## Submission History

[ Submission ]	[ Date/Time ]
Return of Signed Non Disclosure Agreement / Confidentiality Undertaking	2023/04/22 12:46
Acknowledge received and read the email	2023/04/22 12:32

# Non-Disclosure Agreement (NDA) / Confidentiality Undertaking

3. After HKJC reviewed and approved your NDU/NDA, you will receive an email notification stating you can proceed to the EOI/RFQ/RFT stage to access the documents.

FOR OFFICIAL USE ONLY

Dear Sir/Madam,

Please note that your submission of the signed Non Disclosure Agreement / Confidentiality Undertaking has been approved. You are hereby invited to the following EOI/Pre-Qualification exercise. For more information, please log onto the EPRO Website.

EOI/Pre-Qualification Information

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Reference No.: PQ/23/249

Title: EOI 249

Issue Date: 2023/06/18 HKT (GMT+08:00)

Closing Date & Time: 2023/06/30 09:00 HKT (GMT+08:00)

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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

System Login URL: <https://qcepro.qcew.com/index.aspx>