



香港賽馬會

The Hong Kong Jockey Club

同心同步同進 RIDING HIGH TOGETHER

# 香港賽馬會 EPRO ( 電子投標系統 ) 供應商頁面

## 提交報價單/投標書補充 (PTA)

# 提交詢價單/投標書 以回應詢價/投標附錄

詢價/投標截止日期後，香港賽馬會可能會發布詢價/招標附錄 (PTA)，並要求供應商作出回應。

1. 供應商將收到一封電子郵件通知，要求對附錄作出回應。
2. 參考編號將與詢價/投標參考編號相同，末尾帶有後綴。
  - ▶ PTA 使用相同的詢價/投標參考號，後綴為 **A1**
  - ▶ E.g. (RFQ/23/001-A1)
3. 供應商可以登錄EPRO下載附錄文件。
4. 供應商必須在截止日期和時間之前在 EPRO 上提交回復。

# 提交詢價單/投標書 以回應詢價/投標附錄

- ▶ 步驟1: 當香港賽馬會買家發出PTA時，供應商將會收到一封電子郵件。

Post Request for Quotation Addendum (RFQ/23/393-A1 - RFQ393)



Lam, Calvin T H  
Today, 11:25 AM  
eprosup041

Reply all

Inbox

To: Dummy Company  
Dear Sir/Madam,

Please note that an Post Request for Quotation Addendum has been issued. For more information and to access the Addendum, please log onto the EPRO Website.

Post Request for Quotation Addendum Information

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Reference No.: RFQ/23/393-A1  
Title: RFQ393  
Issue Date: 2023/06/19 HKT (GMT+08:00)  
Closing Date & Time: 2023/07/23 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: calvin.th.lam@qcew.com

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

Yours sincerely,  
The Hong Kong Jockey Club

Web : <https://www.hkjc.com/home/english/index.aspx>

This email was generated automatically by the system. Please do not reply to this message.

# 點擊“My invitations”

步驟2: 使用邀請電子郵件中提供的鏈接登錄 EPRO, 然後點擊 “My Invitations” 按鈕。

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



## Notifications

Record 1 - 4 of 4

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

# “My Invitations”的畫面

步驟3: 在 “My Invitations” 頁面中識別相應的詢價/投標附錄。

步驟4: 點擊詢價/投標附錄的參考編號。

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 - 6 of 6

	[ Reference No. ]	[ Type ]	[ Subject ]	[ Closing Date/Time ]	[ Last Action / Submission ]
1.	<a href="#">PQ/23/174</a>	EOI/Pre-Qualification	EOI/174	2023/07/01 (Sat) 09:00	Reply Slip
2.	<a href="#">RFQ/23/263</a>	Request for Quotation	RFQ/263	2023/07/01 (Sat) 09:00	Reply Slip
3.	<a href="#">RFQ/23/394</a>	Request for Quotation	RFQ/394	2023/07/01 (Sat) 09:00	Registration Form for RFQ Briefing
4.	<a href="#">RFQ/23/393-Q1</a>	Clarification	RFQ393	2023/07/20 (Thu) 18:45	Reply to Clarification
5.	<a href="#">RFQ/23/393-A1</a>	Addendum	RFQ393	2023/07/23 (Sun) 09:00	---
6.	<a href="#">RFQ/23/393</a>	Request for Quotation	RFQ393	2023/06/19 (Mon) 11:11	Proposal Submitted

# 提交詢價單/投標書 以回應詢價/投標附錄

- ▶ 步驟5: 點擊 “Submit Reply Slip” 。

EPRO Website > [Home](#) > Request for Quotation > Addendum > Reference No. RFQ/23/393-A1

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**Request for Quotation Information**

Reference No. [RFQ/23/393](#)  
Subject RFQ393

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**Addendum Information**

Reference No.: RFQ/23/393-A1  
Contact: Lam, Calvin T H  
23456789

Closing Date/Time: 2023/07/23 (Sun) 09:00 HKT (GMT+08:00). Bid Validity Period has 34 days.

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**Reply Slip**

We will reply to this Addendum.

[Submit Reply Slip](#)

# 提交詢價單/投標書 以回應詢價/投標附錄

- ▶ 步驟6: 點擊 “Addendum Document(s)” 下的 “Click to download” 並下載詢價/招標後的附錄文件。

EPRO Website > [Home](#) > Request for Quotation > Addendum > Reference No. RFQ/23/393-A1

[Reply to Addendum](#)

### Request for Quotation Information

Reference No. [RFQ/23/393](#)  
Subject RFQ393

### Addendum Information

Reference No.: RFQ/23/393-A1  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/07/23 (Sun) 09:00 HKT (GMT+08:00). Bid Validity Period has 34 days.

### Addendum Document(s)

[ Description ]	[ File Size ]	
Addendum	28 KB	<a href="#">Click to download</a>

### Submission History

[ Submission ]	[ Date/Time ]
Acknowledge received and read the email	2023/06/19 11:49

# 提交詢價單/投標書 以回應詢價/投標附錄

- ▶ 步驟7: 點擊 "Reply to Addendum" 按鈕。

## Reply to PTA

EPRO Website > [Home](#) > Request for Quotation > Addendum > Reference No. RFQ/23/393-A1

[Reply to Addendum](#)

### Request for Quotation Information

Reference No. [RFQ/23/393](#)  
Subject RFQ393

### Addendum Information

Reference No.: RFQ/23/393-A1  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/07/23 (Sun) 09:00 HKT (GMT+08:00). Bid Validity Period has 34 days.

### Addendum Document(s)

[ Description ]	[ File Size ]
Addendum	28 KB <a href="#">Click to download</a>

### Submission History

[ Submission ]	[ Date/Time ]
Acknowledge received and read the email	2023/06/19 11:49



# 提交詢價單/投標書 以回應詢價/投標附錄

- ▶ 步驟8: 點擊 “Choose File” 將文檔上傳到每個文件夾。
- ▶ 步驟9: 點擊 “Request One-Time Password (OTP)” 。

Please provide the following document(s):-

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.

**Commercial \***

Choose File No file chosen

Choose File No file chosen

**5**

**Check All Uncheck All More Files**

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

**Technical \***

Choose File No file chosen

Choose File No file chosen

**6**

**Check All Uncheck All More Files**

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

**Request One-time Password (OTP) Cancel**

**9**

# 提交詢價單/投標書 以回應詢價/投標附錄

▶ 步驟10: 閱讀並勾選複選框以接受每個條款。

▶ 步驟11: 填寫發送到您郵箱的一次性密碼。

▶ 步驟12: 點擊 “Submit” 。



1. 請確保文件夾下提交的文件正確。

2. 如果文檔需要更新，點擊 “Cancel”，您將返回上一頁更改附件。

EPRO Website > [Home](#) > Request for Quotation > Addendum > Reference No. RFQ/23/393-A1

\* Required Field

### Addendum Information

Reference No.: RFQ/23/393-A1  
Subject: RFQ393  
Closing Date/Time: 2023/07/23 09:00 HKT (GMT+08:00)

### Reply to Addendum

Response \*  We are interesting in submitting the proposal and quotation for the captioned project.

Revised Price Summary

[ File ] [ File Size ]  
pricing\_doc.pdf XXXXXXXX

Revised Technical Spec

[ File ] [ File Size ]  
technicalspec.pdf 28 KB [Click to download](#)

### Offer to be Bound

7 \*  Having read the Addendum Documents, I/we, the Bidder mentioned below, agree to be bound by all of the terms and conditions as stipulated therein.  
\*  I/We, the Bidder mentioned below, do hereby agree to supply the Goods and/or carry out all and any of the Services at the Unit Price(s) quoted by me/us in the Price Schedule free of all other charges, subject to and in accordance with the terms and conditions of the Addendum Documents.

Name of the Bidder: Dummy Company

### Terms and Conditions and Privacy Policy

7 \*  Your submission must be sent to us before our prescribed deadline, 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 prescribed deadline. 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 by our prescribed deadline.  
\*  You acknowledge that you have received all documents relating to this Addendum and have taken them into account in your submissions.  
\*  You acknowledge that you have read and accepted our [EPRO Website Terms of Use](#) and our [Privacy Policy Statement](#).

Reference Date/Time: 2023/06/19 11:53 HKT (GMT+08:00)  
One-Time Password \* 828 -

8 9 10

# 提交詢價單/投標書 以回應詢價/投標附錄

1. 系統將顯示此操作成功的消息。
2. 提交的歷史記錄將顯示如下。
3. 您的提交已完成，香港賽馬會買家將評估您的詢價單/投標書。

uat8.e-tendering.com 顯示

Your submission was successfully transmitted.

1

確定

EPRO Website > [Home](#) > Request for Quotation > Addendum > Reference No. RFQ/23/393-A1

[Reply to Addendum](#)

## Request for Quotation Information

Reference No. [RFQ/23/393](#)  
Subject RFQ393

## Addendum Information

Reference No.: RFQ/23/393-A1  
Contact: Lam, Calvin T H  
23456789

Closing Date/Time: 2023/07/23 (Sun) 09:00 HKT (GMT+08:00). Bid Validity Period has 34 days.

## Addendum Document(s)

[ Description ]	[ File Size ]
Addendum	28 KB <a href="#">Click to download</a>

2


## Submission History

[ Submission ]	[ Date/Time ]
Reply to Addendum	2023/06/19 11:55
Acknowledge received and read the email	2023/06/19 11:49

# 提交詢價單/投標書 以回應詢價/投標附錄

## 4. 您將收到一封電子郵件關於 PTA 的傳輸歷史記錄。

Reply to Post Request for Quotation Addendum (RFQ/23/393-A1 - RFQ393)

 qctepro\_service  
Today, 11:55 AM  
eprosup041

Inbox

To: Dummy Company  
Dear Sir/Madam,

Your submission was transmitted

The Submission End Time stated below is the date and time of when your submission completed its transmission. This date and time is final and binding.

Submission Ref. : 2462

Submission Start Time: 2023/06/19 11:53 HKT (GMT+08:00)  
Submission End Time: 2023/06/19 11:55 HKT (GMT+08:00)

Revised Price Summary:  
.....pricing\_doc.pdf  
Revised Technical Spec:  
.....technicalspec.pdf  
CV of Involved staff and consultant:  
.....CV.pdf

Post Request for Quotation Addendum Information  
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Reference No.: RFQ/23/393-A1  
Title: RFQ393  
Issue Date: 2023/06/19 HKT (GMT+08:00)  
Closing Date & Time: 2023/07/23 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