



香港賽馬會

The Hong Kong Jockey Club

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HKJC EPRO (E-Tendering System)  
Supplier Portal  
Post-RFQ Clarification(for RFQ) /  
Post-Tender Clarification(for RFT) Submission

# Post RFQ/Tender Clarification

After the RFQ/Tender Closing date, post RFQ/Tender clarification (PTC) may be issued and required responses from suppliers.

1. Supplier will receive an email notification requiring a response for the post RFQ/Tender clarification from the tenderer.
2. The reference number will be the same as RFQ/Tender reference number with a suffix at the end.
  - ▶ PTC use the same RFQ/Tender Ref No. with suffix **Q1**
  - ▶ e.g. (RFQ/23/001-Q1)
3. Supplier can login to EPRO to download the Clarification document(s).
4. Supplier is required to submit the responses on EPRO before the closing date and time.

# Post RFQ/Tender Clarification

## ► Step 1. Supplier will receive an email when HKJC buyer issue PTC

To: Dummy Company  
Dear Sir/Madam,

Please note that a Clarification has been issued. To access the Clarification, please log onto the EPRO Website.

Clarification for the following tender

=====

Reference No.: RFQ/23/393-Q1

Title: RFQ393

Issue Date: 2023/06/19 HKT (GMT+08:00)

Closing Date & Time: 2023/07/20 18:45 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.

# Navigate to “My invitations”

- ▶ Step 2: 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.	<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

# Navigation to “My invitations”

- ▶ Step 3: Identify the respective RFQ/Tender Clarification in “My Invitation” page.
- ▶ Step 4: Click the corresponding Reference No. for the RFQ/Tender Clarification.

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

# Post RFQ/Tender Clarification

- ▶ Step 5: Click “Submit Reply Slip”.

EPRO Website > [Home](#) > Request for Quotation > Clarification > Reference No. RFQ/23/393-Q1

## Request for Quotation Information

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

## Clarification Information

Reference No.: RFQ/23/393-Q1  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/07/20 (Thu) 18:45 HKT (GMT+08:00). Validity period has 31 days.  
Clarification Type: Technical

## Reply Slip

We will reply to this clarification.

**Submit Reply Slip**

# Post RFQ/Tender Clarification

- ▶ Step 6: Click “Click to download” under “Clarification Document(s)” to download each PTC Document(s)

EPRO Website > [Home](#) > Request for Quotation > Clarification > Reference No. RFQ/23/393-Q1

[Reply to Clarification](#)

## Request for Quotation Information

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

## Clarification Information

Reference No.: RFQ/23/393-Q1  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/07/20 (Thu) 18:45 HKT (GMT+08:00). Validity period has 31 days.  
Clarification Type: Technical

## Clarification Document(s)

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

## Submission History

[ Submission ]	[ Date/Time ]
Acknowledge received and read the email	2023/06/19 11:28

# Post RFQ/Tender Clarification

- ▶ Step 7: Click the “Reply to Clarification” Button

## Reply to PTC

EPRO Website > [Home](#) > Request for Quotation > Clarification > Reference No. RFQ/23/393-Q1

[Reply to Clarification](#)

### Request for Quotation Information

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

### Clarification Information

Reference No.: RFQ/23/393-Q1  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/07/20 (Thu) 18:45 HKT (GMT+08:00). Validity period has 31 days.  
Clarification Type: Technical

### Clarification Document(s)

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



# Post RFQ/Tender Clarification

- ▶ Step 8: Upload Document to each folder by clicking “Choose File”
- ▶ Step 9: Click “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

**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

**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**

# Post RFQ/Tender Clarification

- ▶ Step 10: Check the checkbox to accept the terms and conditions
- ▶ Step 11: Fill in the One-Time Password sent to your email
- ▶ Step 12: Click “Submit”



1. Please make sure the documents for submission under each folder are correct
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

EPRO Website > [Home](#) > Request for Quotation > Clarification > Reference No. RFQ/23/393-Q1

\* Required Field

## Clarification Information

Reference No.: RFQ/23/393-Q1  
Subject: RFQ393  
Closing Date/Time: 2023/07/20 18:45 HKT (GMT+08:00)

## Reply to Clarification

### Revised Price Summary

[ File ]	[ File Size ]
pricing_doc.pdf	28 KB <a href="#">Click to download</a>

## Terms and Conditions and Privacy Policy

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- \*  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 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 by our prescribed deadline.
- \*  You acknowledge that you have received all documents relating to this Clarification 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 11:30 HKT (GMT+08:00)

One-Time Password \* 654 -

11

12

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

# Post RFQ/Tender Clarification

1. System will show the success message of this action.
2. The submission history will be shown as below.
3. Your submission is finished and HKJC buyer will evaluate your submission.

uat8.e-tendering.com 顯示

Your submission was successfully transmitted.

1

確定

EPRO Website > [Home](#) > Request for Quotation > Clarification > Reference No. RFQ/23/393-Q1

[Reply to Clarification](#)

## Request for Quotation Information

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

## Clarification Information

Reference No.: RFQ/23/393-Q1  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/07/20 (Thu) 18:45 HKT (GMT+08:00). Validity period has 31 days.  
Clarification Type: Technical

## Clarification Document(s)

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

## Submission History

[ Submission ]	[ Date/Time ]
Reply to Clarification	2023/06/19 11:31
Acknowledge received and read the email	2023/06/19 11:28

2

# Post RFQ/Tender Clarification

4. You will receive an email for the transmission history of the PTC.

## Reply to Clarification (RFQ/23/393-Q1 - RFQ393)



qctepro\_service

Today, 11:31 AM

eprosup041

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. : 2460

Submission Start Time: 2023/06/19 11:30 HKT (GMT+08:00)

Submission End Time: 2023/06/19 11:31 HKT (GMT+08:00)

Revised Price Summary:

.....pricing\_doc.pdf

Clarification Information