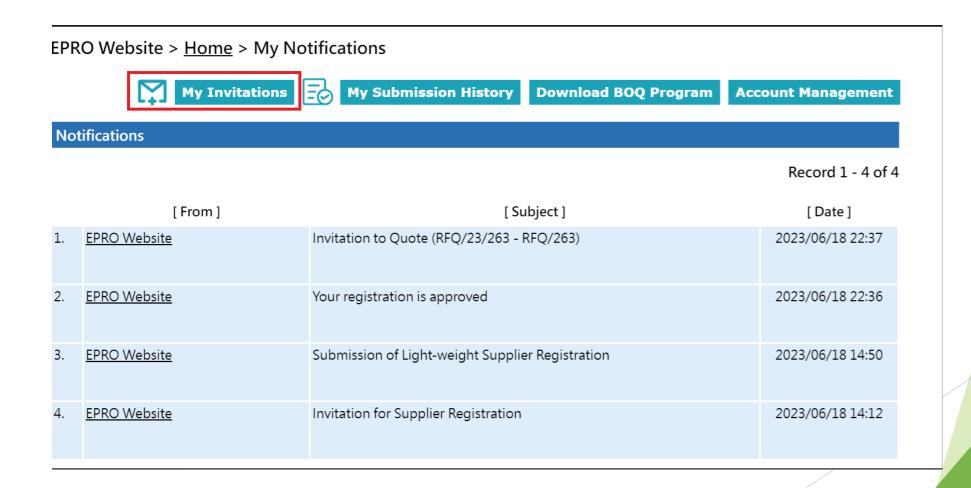香港賽馬會
The Hong Kong Jockey Club
同心同步同進 *RIDING HIGH TOGETHER*

HKJC EPRO (E-Tendering System) Supplier Portal
Request for Quotation(RFQ) Query / Tender(RFT) Query Submission

Query Submission

- ▶ In a Tender or a Request for Quotation (RFQ) exercise, Supplier and HKJC will communicate through EPRO.

- ▶ Before RFQ/Tender return, Supplier is eligible to submit RFQ/Tender Queries to request HKJC to answer/clarify details inside each sourcing exercise.

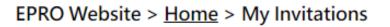- ▶ Please note that a supplier must submit the query before the query deadline as depicted in the Event page.

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.
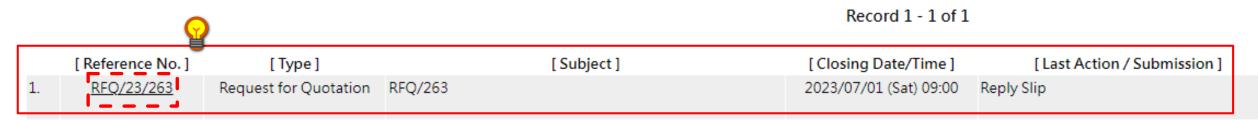
Navigation to "My invitations"

- Step 2: Identify the RFQ/Tender Exercise in "My Invitation" page.
- Step 3: Click the corresponding Reference No. for the RFQ/Tender 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 - 1 of 1

	[Reference No.]	[Type]	[Subject]	[Closing Date/Time]	[Last Action / Submission]
1.	RFQ/23/263	Request for Quotation	RFQ/263	2023/07/01 (Sat) 09:00	Reply Slip

Page: 1

Query Submission

▶ Step 4. Inside a RFQ/RFT event, Click "Submit RFQ Queries" / "Submit Tender Queries":

Query Submission

▶ Step 5: For any form of query, Supplier is required to submit the Query as an attachment. Compile your query in the form of .pdf, .docx format.

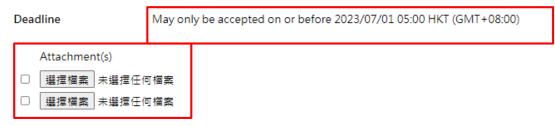▶ Choose File to attach and then "Submit"

EPRO Website > Home > Request for Quotation > Reference No. RFQ/23/263

* Required Field

RFQ Queries *

Important Notes:

- The total document size for each upload is limited to 900 MB.
- The filename extension should be .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.

Deadline   May only be accepted on or before 2023/07/01 05:00 HKT (GMT+08:00)

Attachment(s)

☐ 選擇檔案 未選擇任何檔案
☐ 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.)

Submit RFQ Queries **Back**

1. Query can only be raised before the query deadline. After query deadline, the button " Submit for queries" will NOT be available

2. Supplier can submit multiple queries before query deadline

Query Submission

▶ Step 3. You can view your Query submission record in the Event page as below

RFQ Queries			
	[File]	[File Size]	2023/06/18 22:41
	Queries.pdf	28 KB Click to download	

Submission History		
	[Submission]	[Date/Time]
	Acknowledge received and read the email	2023/06/18 22:38

Query Response

When HKJC responds to the query, the supplier will receive an email notification.

To: Dummy Company
Dear Sir/Madam,

Following the issue of Invitation to Request for Quotation on 2023/06/18 HKT (GMT+08:00) for the Request for Quotation detailed below, the Club has received Request for Quotation queries from the bidder.

Request for Quotation Information
===
Reference No.: RFQ/23/263
Title: RFQ/263
===

The Club has prepared a response to the queries. For more information and to access the Club's Response, please log onto the EPRO Website.

You are solely and fully responsible to ensure that your submission fully complies with and takes into account the Club's responses to the queries raised by the tenderer. The Club shall in no way be liable for any failure by you to take into account the response in your submission. Please refer to the EPRO Website Terms of Use.

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

Query Response

Supplier can then login to system to get the response under section "Reponses to RFQ Queries"/ "Response to Tender Queries"

The response will be in attachment format. Press "Click to Download".

RFQ Documents & Annex(s)

[Description]	[File Size]
Instructions to Bidders	28 KB <u>Click to download</u>

Response to RFQ Queries

Reference No.: RFQ263-Q1   2023/06/18 22:44

Please see attached.

[File]	[File Size]
Queries_reply	28 KB <u>Click to download</u>