



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

## 提交詢價單 ( RFQ ) / 投標書 ( RFT ) 提問

# 提交查詢

- ▶ 在詢價/投標活動中，供應商和香港賽馬會將在EPRO進行溝通。
- ▶ 在提交詢價單/投標書之前，供應商可以提交相關查詢，要求香港賽馬會回答/澄清採購活動中的詳細信息。
- ▶ 請注意，供應商必須在詢價/投標活動頁面所示的查詢截止日期之前提交查詢。

# 點擊“My invitations”

- ▶ 步驟 1：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

# 點擊“My invitations”

- ▶ 步驟 2：在“My Invitations”頁面中識別相應的詢價/招標活動。
- ▶ 步驟 3：點擊詢價/投標活動的相應參考編號。

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 - 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

# 提交查詢

- ▶ 步驟 4：在詢價/招標活動中，點擊 “Submit RFQ Queries” / “Submit RFT Queries”

EPRO Website > [Home](#) > [Request for Quotation](#) > Reference No. RFQ/23/263



Reference No.: RFQ/23/263

Subject: RFQ/263

Description: The Club hereby invites interested organizations to submit quotations 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 RFQ Particulars and the Instruction for Quotation Submission.

Contact: Lam, Calvin T H  
23456789

Closing Date/Time: 2023/07/01 (Sat) 09:00 HKT (GMT+08:00). Bid Validity Period has 12 days.

# 提交查詢

- ▶ 步驟 5：供應商需要以附件形式(.pdf、.docx 格式)提交查詢。選擇附加的文件，然後點擊 “Submit RFQ Queries” / “Submit RFT Queries”

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

Attachment(s)

- 未選擇任何檔案
- 未選擇任何檔案

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



1. 查詢只能在查詢截止日期之前提出。查詢截止日期後，“Submit RFQ Queries”/“Submit RFT Queries” 按鈕將不可點擊
2. 供應商可以在查詢截止日期前提交多個查詢

# 提交查詢

- ▶ 步驟 6：您可以在活動頁面查看您的查詢提交記錄，如下

## RFQ Queries

	[ File ]	[ File Size ]	
	Queries.pdf	28 KB <a href="#">Click to download</a>	2023/06/18 22:41

## Submission History

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

# 獲取查詢回復

當香港賽馬會回復查詢時，供應商將收到電子郵件通知

-----  
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>



# 獲取查詢回復

然後供應商可以登錄EPRO系統以獲取 “Response to RFQ Queries” / “Response to RFT Queries” 部分下的回復

回復將採用附件格式。按 “Click to download”

## RFQ Documents & Annex(s)

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

## Response to RFQ Queries

Reference No.: RFQ263-Q1	2023/06/18 22:44
Please see attached.	
[ File ]	[ File Size ]
Queries_reply	28 KB <a href="#">Click to download</a>