



香港賽馬會

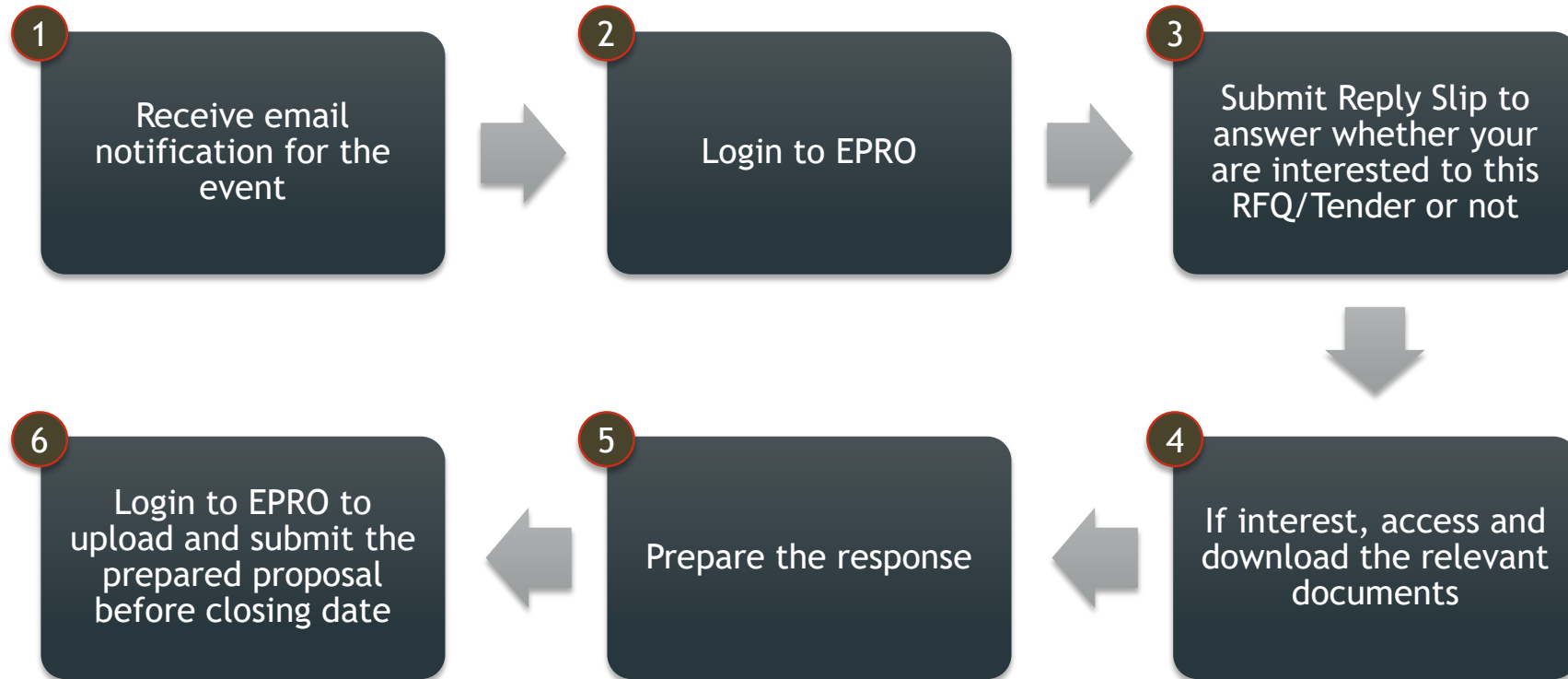
The Hong Kong Jockey Club

同心同步同進 RIDING HIGH TOGETHER

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

# KEY STEPS for Responding to RFQ/ Tender Response

There are 6 main steps for responding to RFQ/ Tender Response



# 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.

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

# Functionality of “My invitations”

## 1 Reference No.

- ▶ The reference number of the EOI/RFQ/Tender

## 2 Type

- ▶ Show the invitation type  
e.g Request for Quotation, Clarification

## 3 Subject

- ▶ The title of the Sourcing Exercise

## 4 Closing Date/Time

- ▶ This Closing Date/Time shows the **Hong Kong time** (GMT+08:00).
- ▶ **No submission will be accepted by the System** after the Closing Date/Time

## 5. Last Action/Submission

- 5 Shows the last action or submission of each invitation

EPRO Website (QA) > 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.

Page 1 - 10 of 78

	1 [ Reference No. ]	2 [ Type ]	3 [ Subject ]	4 [ Closing Date/Time ]	5 [ Last Action / Submission ]
1.	<a href="#">RFQ/23/1033</a>	Request for Quotation	TEST Buyer response tender queries to one supplier	2023/04/20 (Thu) 09:00	Reply Slip
2.	<a href="#">RFQ/23/029-N1</a>	Negotiation	Invitation to Quote for the Provision of [Type of Goods / Services ] at [ Site / Location]	2023/05/09 (Tue) 16:00	Reply Slip
3.	<a href="#">RFT/23/029-Q1</a>	Clarification	Invitation to Tender for the Provision of [Type of Goods /	2023/05/29 (Mon) 14:45	Reply Slip

# Navigation to “My invitations”

- ▶ Step 2: Identify the respective 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.	<u>RFQ/23/263</u>	Request for Quotation	RFQ/263	2023/07/01 (Sat) 09:00	Reply Slip

Page: 1

# Request for Quotation / Tender

- a. **Submit Reply Slip**
- b. **Submit NDA/NDU (Non-Disclosure Agreement/ Undertaking) (If Required)**
  - Please refer to the self-learning corner NDA/ NDU submission section
- c. **Access RFQ/Tender Document and Addendum**
- d. **RFQ/Tender Briefing Registration (If Required)**
- e. **RFQ/Tender Submission**

# a: Submit Reply Slip

- ▶ Step 1: Open the URL provided in the notification email
- ▶ Step 2: Log on to EPRO
- ▶ Step 3: Click the [Reference Number](#) in “My invitation”

EPRO Website (QA) > [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 - 10 of 78

	[ Reference No. ]	[ Type ]	[ Subject ]	[ Closing Date/Time ]	[ Last Action / Submission ]
1.	<a href="#">RFQ/23/1033</a>	Request for Quotation	TEST Buyer response tender queries to one supplier	2023/04/20 (Thu) 09:00	Reply Slip
2.	<a href="#">RFQ/23/029-N1</a>	Negotiation	Invitation to Quote for the Provision of [Type of Goods / Services] at [ Site / Location]	2023/05/09 (Tue) 16:00	Reply Slip
3.	<a href="#">RFT/23/029-Q1</a>	Clarification	Invitation to Tender for the Provision of [Type of Goods / Services] at [ Site / Location]	2023/05/29 (Mon) 14:45	Reply Slip
4.	<a href="#">RFQ/23/079</a>	Request for Quotation	Invitation to Quote for the Provision of [Type of Goods / Services] at [ Site / Location]	2023/11/14 (Tue) 17:45	Reply Slip
5.	<a href="#">RFT/22/106-N1</a>	Negotiation	test opening no fasc	2023/12/08 (Fri) 18:00	Reply Slip
6.	<a href="#">RFQ/23/035</a>	Request for Quotation	Invitation to Quote for the Provision of [Type of Goods / Services] at [ Site / Location]	2023/12/19 (Tue) 12:15	---
7.	<a href="#">RFT/23/008</a>	Request for Tender	Invitation to Tender for the Provision of [Type of Goods / Services] at [ Site / Location]	2024/01/12 (Fri) 12:00	Return of Signed Non Disclosure Agreement / Confidentiality Undertaking
8.	<a href="#">RFQ/23/015</a>	Request for Quotation	Invitation to Quote for the Provision of [Type of Goods / Services] at [ Site / Location]	2024/01/14 (Sun) 16:00	Reply Slip
9.	<a href="#">RFQ/23/017</a>	Request for Quotation	Invitation to Quote for the Provision of [Type of Goods / Services] at [ Site / Location]	2024/01/16 (Tue) 16:30	---
10.	<a href="#">RFT/23/019</a>	Request for Tender	Invitation to Tender for the Provision of [Type of Goods / Services] at [ Site / Location]	2024/01/16 (Tue) 17:00	---

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#)

# a. Reply Slip -- Interest

- ▶ Step 4: Choose “We are interested to this Request for Quotation/Tender”
- ▶ Step 5: Click “Submit Reply Slip”



Supplier: Supplier Experience 8  
User Name: Supplier Experience 8

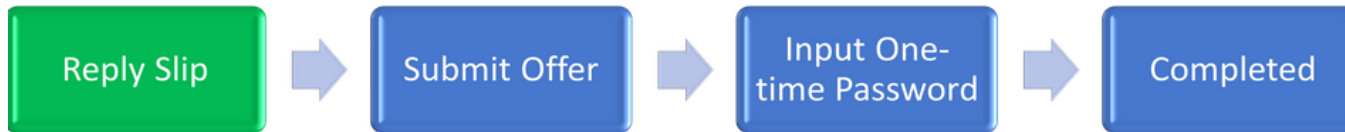
Logoff



The Hong Kong Jockey Club  
RIDING HIGH TOGETHER

EPRO Website > [Home](#) > [Request for Quotation](#) > Reference No. RFQ/23/198

## Submission Step



## Request for Quotation Information

**Reference No.:** RFQ/23/198  
**Subject:** testing  
**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:** Cheung, Mattea K L  
**Closing Date/Time:** 2023/04/18 (Tue) 18:45 HKT (GMT+08:00). Bid Validity Period has 20 days.

## Reply Slip

- We are interested to this Request for Quotation.
- We are not interested to this Request for Quotation.

Submit Reply Slip



## a. Reply Slip - Non-Interest

- ▶ If you selected "**We are not interested to this Request for Quotation/Tender.**", you will need to provide the reason.
- ▶ Request and Input the One-time Password. You will receive an email for the OTP.
- ▶ The RFQ/Tender documents will not be available to uninterested Supplier.

### Reply Slip

Indication of Interest \*  We are not interested to this Request for Quotation.

Reason \*  Unable to meet the required time schedule.  
 Unable to meet the technical specification.

(Max. 500 characters.)

[Request One-time Password \(OTP\)](#) [Cancel](#)

# Request for Quotation / Tender

- a. Submit Reply Slip
- b. Submit NDA/NDU (Non-Disclosure Agreement/ Undertaking) (If Required)
  - Please refer to the self-learning corner NDA/ NDU submission section
- c. Access RFQ/Tender Document and Addendum
- d. RFQ/Tender Briefing Registration (If Required)
- e. RFQ/Tender Submission

## b. Submit NDA/NDU (Non-Disclosure Agreement/ Undertaking)

- ▶ Non-Disclosure Agreement/ Undertaking (NDA/NDU) is a step that is only required on certain Request for Quotation (RFQ) or Tender exercises.
- ▶ Please refer to the self-learning corner NDA/ NDU submission section on how to submit NDA/NDU prior to accessing the Request for Quotation (RFQ) or Tender documents.

# Request for Quotation / Tender

- a. Submit Reply Slip
- b. Submit NDA/NDU (Non-Disclosure Agreement/ Undertaking) (If Required)
  - Please refer to the self-learning corner NDA/ NDU submission section
- c. Access RFQ/Tender Document and Addendum**
- d. RFQ/Tender Briefing Registration (If Required)
- e. RFQ/Tender Submission

## c. Access RFQ/Tender document and addendum

- ▶ Click “Click to download” to assess the RFQ/Tender document or addendum

[Submit RFQ Queries](#)   [Submit Proposal and Quotation / Submit No Offer](#)

**Submission Step**

Reply Slip → **Submit Offer** → Input One-time Password → Completed

**Request for Quotation Information**

Reference No.: RFQ/23/198  
Subject: testing  
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: Cheung, Mattea K.L.  
Closing Date/Time: 2023/04/18 (Tue) 18:45 HKT (GMT+08:00). Bid Validity Period has 20 days.

**RFQ Documents & Annex(s)**

[ Description ]	[ File Size ]
Condition of RFQ	11 KB <a href="#">Click to download</a>
Instructions to Bidders	11 KB <a href="#">Click to download</a>

Addendum Reference No.: 123      2023/04/22 15:17

[ File ]	[ File Size ]
Tender_submissin02	25 KB <a href="#">Click to download</a>
Tender_submissin03	25 KB <a href="#">Click to download</a>
Tender_submissin04	25 KB <a href="#">Click to download</a>



1. If addendum is issued for RFQ/Tender, supplier will receive an email notification
2. Supplier can then login to system to get the addendum under section “RFQ Document & Annex(s)” for RFQ & Tender Document & Annex(s)” for Tender



RFQ/Tender Documents



RFQ/Tender Addendum  
(If available)

# Request for Quotation / Tender

- a. Submit Reply Slip
- b. Submit NDA/NDU (Non-Disclosure Agreement/ Undertaking) (If Required)
  - Please refer to the self-learning corner NDA/ NDU submission section
- c. Access RFQ/Tender Document and Addendum
- d. RFQ/Tender Briefing Registration (If Required)**
- e. RFQ/Tender Submission

## d. Submit RFQ/Tender Briefing Registration

- ▶ RFQ/Tender Briefing is a step that is only required on certain projects
- ▶ There are 2 scenarios, **which is assigned by HKJC buyer**, to provide the information for RFQ/Tender Briefings
  
- ▶ Main process of 2 scenarios (Assigned by HKJC buyer)
  - i. **Scenario 1:** Required to submit through an attached RFQ/Tender Briefing Registration Form
    1. Download RFQ/Tender Briefing Registration Form
    2. Fill in the Form
    3. Upload and return the filled form on EPRO
  
  - ii. **Scenario 2:** Required to Submit through Online RFQ/Tender Briefing Registration Form
    1. Fill in the online form and submit

# Submit RFQ/Tender Briefing Registration

**Scenario 1:** Required to submit through an attached RFQ/Tender Briefing Registration Form



# d. Submit RFQ/Tender Briefing Registration Scenario 1. Submit via attachment

- ▶ Step 1: Click “here” to download the Registration Form for RFQ/Tender Briefing.

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

[Registration Form for RFQ Briefing](#) [Submit RFQ Queries](#) [Submit Proposal and Quotation / Submit No Offer](#)

Submission Step

Reply Slip → **Submit Offer** → Input One-time Password → Completed

Request for Quotation Information

Reference No.: RFQ/23/393  
Subject: RFQ393  
Description: The Club hereby invites you to submit quotations for the provision of [Type of Goods / Services] for our [ Site / Location ]. For details of the invitation, please see the attached Letter of Invitation, together with RFQ Particulars and the Instruction for Quotation Submission.  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/06/21 (Wed) 09:00 HKT (GMT+08:00). Bid Validity Period has 2 days left.

**1** [Registration Form for RFQ Briefing](#)

Please click [here](#) to download the Registration Form. To submit the Registration Form, open the document, fill and save the document and then click "Submit Registration Form for Site Visit" to attach and upload the completed document.

RFQ Documents & Annex(s)

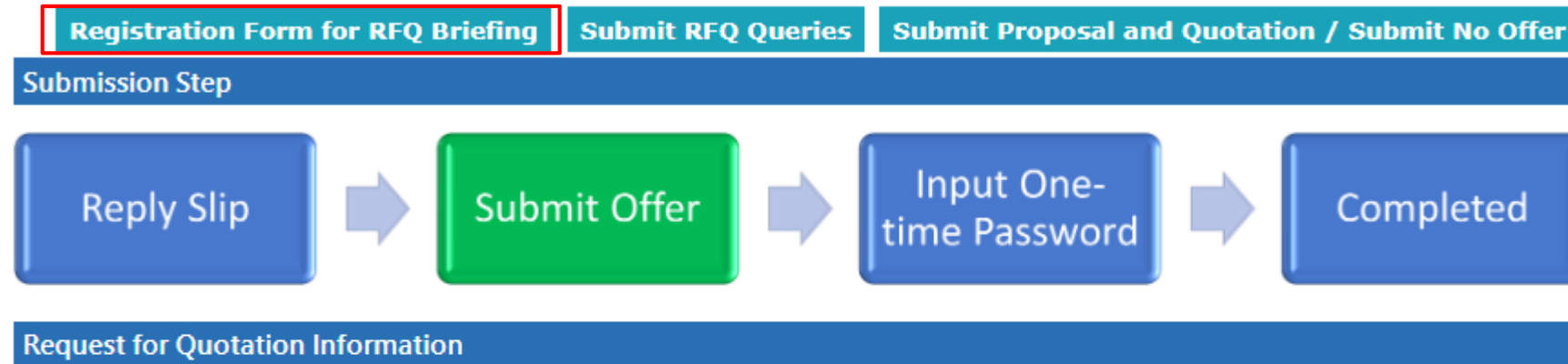
[ Description ]	[ File Size ]
Instructions to Bidders	28 KB <a href="#">Click to download</a>

# d. Submit RFQ/Tender Briefing Registration

## Scenario 1. Submit via attachment

- ▶ Step 2: Fill in the downloaded Registration form in your computer
- ▶ Step 3: Click “Registration Form for RFQ/Tender Briefing”

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



### Request for Quotation Information

Reference No.: RFQ/23/393  
Subject: RFQ393  
Description: The Club hereby invites you to submit quotations for the provision of [Type of Goods / Services] for our [ Site / Location ]. For details of the invitation, please see the attached Letter of Invitation, together with RFQ Particulars and the Instruction for Quotation Submission.  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/06/21 (Wed) 09:00 HKT (GMT+08:00). Bid Validity Period has 2 days left.

## d. Submit RFQ/Tender Briefing Registration Scenario 1. Submit via attachment

- ▶ Step 4: Click “Choose file” and upload the completed Registration Form.
- ▶ Step 5: Click “Submit”

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

\* Required Field

### Registration Form for RFQ Briefing

Please click [here](#) to download the Registration Form. To submit the Registration Form, open the document, fill and save the document, attach it and then click "Registration Form for RFQ Briefing" to upload the completed document.

Registration Form

3

選擇檔案

未選擇任何檔案

(The filename extension should be .pdf, .xls, .xlsx, .doc, .docx. 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

Submit

Cancel

# d. Submit RFQ/Tender Briefing Registration Scenario 1. Submit via attachment

Step 7: The submission history will be shown as below.

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

[Registration Form for RFQ Briefing](#) | [Submit RFQ Queries](#) | [Submit Proposal and Quotation / Submit No Offer](#)

**Submission Step**

Reply Slip → **Submit Offer** → Input One-time Password → Completed

**Request for Quotation Information**

Reference No.: RFQ/23/393  
Subject: RFQ393  
Description: The Club hereby invites you to submit quotations for the provision of [Type of Goods / Services] for our [ Site / Location ]. For details of the invitation, please see the attached Letter of Invitation, together with RFQ Particulars and the Instruction for Quotation Submission.  
Contact: Lam, Calvin T H  
23456789  
Closing Date/Time: 2023/06/21 (Wed) 09:00 HKT (GMT+08:00). Bid Validity Period has 2 days left.

**Registration Form for RFQ Briefing**

Please click [here](#) to download the Registration Form. To submit the Registration Form, open the document, fill and save the document and then click "Submit Registration Form for Site Visit" to attach and upload the completed document.

**RFQ Documents & Annex(s)**

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

**Submission History**

[ Submission ]	[ Date/Time ]
Registration Form for RFQ Briefing	2023/06/19 10:31
Acknowledge received and read the email	2023/06/19 09:50

# Submit RFQ/Tender Briefing Registration

**Scenario 2:** Required to Submit through Online RFQ/Tender Briefing Registration Form

# d. Submit RFQ/Tender Briefing Registration

## Scenario 2. Submit via online form

- ▶ Step 1: Click “Registration Form for RFQ/Tender Briefing” on the top menu

EPRO Website > [Home](#) > [Request for Quotation](#) > Reference No. RFQ/23/394

**Registration Form for RFQ Briefing** | **Submit RFQ Queries** | **Submit Proposal and Quotation / Submit No Offer**

**Submission Step**

Reply Slip **1** → Submit Offer → Input One-time Password → Completed

**Request for Quotation Information**

Reference No.: RFQ/23/394  
Subject: RFQ/394  
Description: The Club hereby invites you to submit quotations for the provision of [Type of Goods / Services] for our [ Site / Location ]. For details of the invitation, please see the attached Letter of Invitation, together with 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.

**RFQ Documents & Annex(s)**

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

**Submission History**

[ Submission ]	[ Date/Time ]
Acknowledge received and read the email	2023/06/19 10:40

# d. Submit RFQ/Tender Briefing Registration Scenario 2. Submit via online form

- ▶ Step 2: Fill the information below
- ▶ Step 3: Click “Submit”

## Registration Form for RFQ Briefing

### Important Notes:

- Fill in attendee name as shown on their Hong Kong Identity Card or Passport.
- Attendees must bring along their Hong Kong Identity Card or Passport when attending the briefing in order for us to confirm their identities. The Club has right to refuse entry from anyone if they fail to produce their Hong Kong Identity Card or Passport and/or if they have not been successfully registered with the Club to attend the briefing. Access and attendance of the site is subject to our policies and procedures, which all attendees are obligated to comply with.

	* [ Attendee Name ]	* [ Position Title ]	* [ Contact Number ]	* [ Email Address ]
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Check All

Uncheck All

Add More ...

3

Submit

Cancel

# d. Submit RFQ/Tender Briefing Registration Scenario 2. Submit via online form

Step 4: The submission history will be shown as below.

EPRO Website > [Home](#) > [Request for Quotation](#) > Reference No. RFQ/23/394

[Registration Form for RFQ Briefing](#) | [Submit RFQ Queries](#) | [Submit Proposal and Quotation / Submit No Offer](#)

**Submission Step**

Reply Slip → **Submit Offer** → Input One-time Password → Completed

**Request for Quotation Information**

Reference No.: RFQ/23/394  
Subject: RFQ/394  
Description: The Club hereby invites you to submit quotations for the provision of [Type of Goods / Services] for our [ Site / Location ]. For details of the invitation, please see the attached Letter of Invitation, together with 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.

**RFQ Documents & Annex(s)**

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

**Submission History**

[ Submission ]	[ Date/Time ]
Registration Form for RFQ Briefing	2023/06/19 10:42
Registration Form for RFQ Briefing	2023/06/19 10:41
Acknowledge received and read the email	2023/06/19 10:40



# Request for Quotation / Tender

- a. Submit Reply Slip
- b. Submit NDA/NDU (Non-Disclosure Agreement/ Undertaking) (If Required)
  - Please refer to the self-learning corner NDA/ NDU submission section
- c. Access RFQ/Tender Document and Addendum
- d. RFQ/Tender Briefing Registration (If Required)
- e. **RFQ/Tender Submission**

# e: RFQ / Tender Submission

- ▶ Multiple Submissions are allowed before the RFQ/Tender Closing date
- ▶ For **every submission**, **whole set of documents** need to be submitted and previous documents submitted will be **disregarded and replaced**.
- ▶ **ONLY** the **LAST submission** will be captured.
- ▶ In order to ensure the success submission, supplier is recommended to
  - ▶ have the **username in place and try to login at least 24 hours before your submission**.
  - ▶ **submit the response at least 24 hours before the closing date**

# e: RFQ / Tender Submission

Step 1: Click “Submit Proposal and Quotation/ Submit No Offer”(RFQ case)  
 “Submit Tender/ No Offer”(Tender case)

EPRO Website (QA) > [Home](#) > [Tender](#) > Reference No. RFT/23/111

[Submit Queries](#) [Submit Tender / No Offer](#)



## Tender Information

Reference No.: RFT/23/111  
 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: ts33  
 12345678  
 Closing Date/Time: 2024/03/09 (Sat) 09:45 HKT (GMT+08:00). Tender validity period has 354 days.

## Tender Documents & Annex(s)

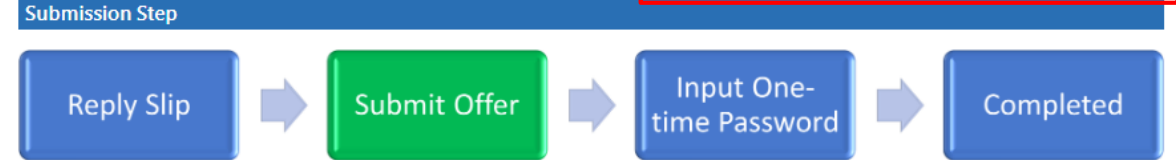
[ Description ]	[ File Size ]
Instructions to Tenderers	271 KB <a href="#">Click to download</a>

## Submission History

[ Submission ]	[ Date/Time ]
Acknowledge received and read the email	2023/03/21 16:23

EPRO Website > [Home](#) > [Request for Quotation](#) > Reference No. RFQ/23/394

[Registration Form for RFQ Briefing](#) [Submit RFQ Queries](#) [Submit Proposal and Quotation / Submit No Offer](#)



## Request for Quotation Information

Reference No.: RFQ/23/394  
 Subject: RFQ/394  
 Description: The Club hereby invites you to submit quotations for the provision of [Type of Goods / Services] for our [ Site / Location ]. For details of the invitation, please see the attached Letter of Invitation, together with 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.

## RFQ Documents & Annex(s)

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

## Submission History

[ Submission ]	[ Date/Time ]
Registration Form for RFQ Briefing	2023/06/19 10:42
Registration Form for RFQ Briefing	2023/06/19 10:41
Acknowledge received and read the email	2023/06/19 10:40

# e: RFQ / Tender Submission

- ▶ Step 2: Select “We are interested in submitting the proposal and quotation for the captioned project.”

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

\* Required Field

**Submission Step**

Reply Slip → **Submit Offer** → Input One-time Password → Completed

**Submit Proposal and Quotation / Submit No Offer**

Response \*

We are interested in submitting the proposal and quotation for the captioned project.

We are not interested to submit proposal and quotation for the captioned project.

**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.

**Pricing Proposal \***

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.)

**Technical Proposal \***

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.)

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

# e: RFQ / Tender Submission

- ▶ Step 3: Click “Choose File” to upload Document:



Please upload the relevant file to the folders according to the instruction of RFQ/Tender documents, **especially for the documents involve personal data**

\* Required Field

**Submission Step**

Reply Slip → **Submit Offer** → Input One-time Password → Completed

**Submit Proposal and Quotation / Submit No Offer**

Response  \* We are interested in submitting the proposal and quotation for the captioned project.  
 We are not interested to submit proposal and quotation for the captioned project.

**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.

**Pricing Proposal \***

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.)

**Technical Proposal \***

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.)

# e: RFQ / Tender Submission

1. File name:
  - a. File name extension should be in **.ai, .pdf, .xls, .xlsx, .doc, .docx, .ppt, .pptx** format.
  - b. 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 ")"**.
  - c. The file name **cannot contain space**.
2. The total document size for each upload is limited to **900 MB**.
3. Each folder(e.g pricing Proposal, Technical Proposal) must upload **at least one document**
4. Please **uncheck** that file which will not be submitted
5. If you want attached more file to the folder please click **"More Files"**

Pricing Proposal \*

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 Proposal \*

Choose File No file chosen

Choose File No file chosen

# e: RFQ / Tender Submission

## ► Step 4: Click “Request One-Time Password (OTP)”

Curriculum Vitae of the Key Management Staff \*

- 選擇檔案 123.pdf  
 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.)

[Request One-time Password \(OTP\)](#) [Cancel](#)

# e: RFQ / Tender Submission

- ▶ Step 5: Read and tick the checkbox to accept on each the terms and conditions
- ▶ Step 6: Fill in the One-Time Password sent to your email
- ▶ Step 7: 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

**Request for Quotation Information**

Reference No.: RFQ/23/393  
Subject: RFQ393  
Closing Date/Time: 2023/06/21 09:00 HKT (GMT+08:00)

**Submit Proposal and Quotation / Submit No Offer**

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

Pricing Proposal

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

Technical Proposal

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

**Offer to be Bound**

5 \*  Having read the RFQ 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 RFQ Documents.

Name of the Bidder : Dummy Company

**Terms and Conditions and Privacy Policy**

5 \*  Your submission must be sent to us before our Closing Time, 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 Request for Quotation 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 10:56 HKT (GMT+08:00)

One-Time Password \* 891 -

6 7



# e: RFQ / Tender Submission

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 and will further notify/invite you if you are shortlisted to our RFQ/ Tender exercise.

uat8.e-tendering.com 顯示

Your submission was successfully transmitted.

1

確定

EPRO Website (QA) > [Home](#) > [Request for Quotation](#) > Reference No. RFQ/23/084

[Submit RFQ Queries](#)

[Submit Proposal and Quotation / Submit No Offer](#)

Submission Step

Reply Slip



Submit Offer



Input One-time Password



Completed

Request for Quotation Information

Reference No.: RFQ/23/084

Subject: test SDA

Description: test SDA

Contact: ts15  
12345678

Closing Date/Time: 2023/06/07 (Wed) 09:00 HKT (GMT+08:00). Bid Validity Period has 46 days.

RFQ Documents & Annex(s)

[ Description ]	[ File Size ]
Instructions to Bidders	25 KB <a href="#">Click to download</a>

2

Submission History

[ Submission ]	[ Date/Time ]
Submitted Quotation	2023/04/22 16:55

# e: RFQ / Tender Submission

4. You will receive an email for the transmission history of the RFQ/Tender Submission.

## Quotation Submission (RFQ/23/393 - RFQ393)



qctepro\_service

Today, 11:14 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. : 2458

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

Submission End Time: 2023/06/19 11:10 HKT (GMT+08:00)

Pricing Proposal:

.....pricing\_doc.pdf

Technical Proposal:

.....technical\_requirements.pdf