



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/投標書

# 提交詢價單/投標書的關鍵步驟

提交詢價單/投標書應有 6 個主要步驟



# 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

# “My invitations” 的功能

## 1 Reference No.

- ▶ 意向書 (EOI)/詢價單 (RFQ)/投標書 (Tender)的參考編號

## 2 Type

- ▶ 顯示邀請類型  
例如詢價單 (Request for Quotation)

## 3 Subject

- ▶ 採購活動的標題

## 4 Closing Date/Time

- ▶ 截止日期/時間顯示的是香港時間(GMT+08:00)
- ▶ 截止日期/時間後系統將不再接受任何提案

## 5 Last Action/Submission

- ▶ 顯示每個邀請的最後一個操作

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.

1

2

3

4

5

Re 4 - 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 /	2023/05/29 (Mon) 14:45	Reply Slip

# 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

# 提交詢價單/投標書

- a. 提交回條
- b. 提交保密協議/承諾 ( NDA/NDU ) ( 如果需要 )
  - 請參閱網頁NDA/NDU提交部分
- c. 獲取詢價/招標文件和附錄
- d. 詢價/招標簡報會登記 ( 如果需要 )
- e. 提交詢價單/投標書

# a: 提交回條

- ▶ 步驟 1：打開電子郵件中提供的網址
- ▶ 步驟 2：登錄EPRO
- ▶ 步驟 3：點擊“My invitation”中的[參考編號](#)

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: 提交回條 -- 對此報價/招標感興趣

- ▶ 步驟 4 : 選擇“**We are interested to this Request for Quotation/Tender**”
- ▶ 步驟 5 : 點擊“Submit Reply Slip”



Supplier: Supplier Experience 8  
User Name: Supplier Experience 8

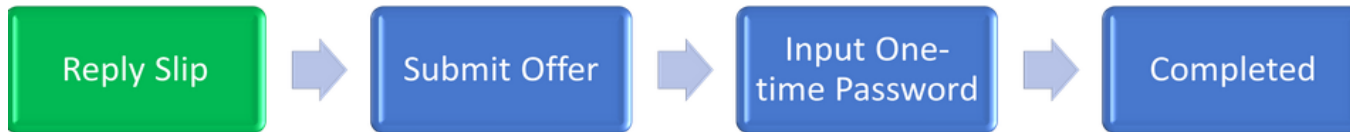
Logoff



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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: 提交回條 -- 對此報價/招標不感興趣

- ▶ 如果選擇"**We are not interested to this Request for Quotation/Tender.**"，您需要提供原因。
- ▶ 索取並輸入一次性密碼。您將收到一封有關一次性密碼的電子郵件。
- ▶ 不感興趣的供應商將無法獲取詢價/招標文件。

## 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](#)

# 提交詢價單/投標書

- a. 提交回條
- b. 提交保密協議/承諾 ( NDA/NDU ) ( 如果需要 )
  - 請參閱網頁NDA/NDU提交部分
- c. 獲取詢價/招標文件和附錄
- d. 詢價/招標簡報會登記 ( 如果需要 )
- e. 提交詢價單/投標書

## b. 提交保密協議/承諾 ( NDA/NDU )

- ▶ 保密協議/承諾 (NDA/NDU) 是僅在某些詢價或招標活動中需要執行的步驟。
- ▶ 請參閱網頁NDA/NDU 提交部分，了解如何在獲取詢價或招標文件之前提交保密協議/承諾。

# 提交詢價單/投標書

- a. 提交回條
- b. 提交保密協議/承諾 ( NDA/NDU ) ( 如果需要 )
  - 請參閱網頁NDA/NDU提交部分
- c. 獲取詢價/招標文件和附錄
- d. 詢價/招標簡報會登記 ( 如果需要 )
- e. 提交詢價單/投標書

# c. 獲取詢價/招標文件和附錄

▶ 點擊“Click to download”以獲取詢價/招標文件或附錄

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. 如果針對詢價/投標發布了附錄，供應商將收到電子郵件通知
2. 供應商可以登錄系統以獲取“RFQ Document & Annex(s)”/ “Tender Document & Annex(s)”部分下的附錄

詢價/招標文件

詢價/投標附錄  
( 如果可供使用 )

# 提交詢價單/投標書

- a. 提交回條
- b. 提交保密協議/承諾 ( NDA/NDU ) ( 如果需要 )
  - 請參閱網頁NDA/NDU提交部分
- c. 獲取詢價/招標文件和附錄
- d. 詢價/招標簡報會登記 ( 如果需要 )
- e. 提交詢價單/投標書

## d. 詢價/招標簡報會登記

- ▶ 詢價/招標簡報會是僅在某些詢價或招標活動中需要執行的步驟
- ▶ 由香港賽馬會買家指定登記方式，為詢價/招標簡報會提供資料
  
- ▶ 2個登記方式的主要流程（由馬會買家指定）
  - i. 方式1：通過隨附的詢價/投標簡報會登記表提交
    1. 下載詢價/招標簡報會登記表
    2. 填寫表格
    3. 在EPRO上上傳填妥的表格
  
  - ii. 方式2：通過網上詢價/投標簡報會登記表提交
    1. 填寫在線表格並提交

## d. 詢價/招標簡報會登記

方式1：通過隨附的詢價/投標簡報會登記表提交



# d. 詢價/招標簡報會登記 方式1. 通過附件提交

- ▶ 步驟1：點擊“here”下載詢價/招標簡報會登記表

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. 詢價/招標簡報會登記

## 方式1. 通過附件提交

- ▶ 步驟2：在電腦中填寫下載的登記表
- ▶ 步驟3：點擊“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 . 詢價/招標簡報會登記 方式1. 通過附件提交

- ▶ 步驟4：點擊“選擇檔案”並上傳填寫完畢的登記表
- ▶ 步驟5：點擊“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 . 詢價/招標簡報會登記 方式1. 通過附件提交

步驟6：提交歷史記錄將顯示如下

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.

## 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

## d. 詢價/招標簡報會登記

方式2：通過網上詢價/投標簡報會登記表提交

# d. 詢價/招標簡報會登記 方式2. 通過在線表格提交

## ▶ 步驟1：點擊“Registration Form for RFQ/Tender Briefing”

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. 詢價/招標簡報會登記 方式2. 通過在線表格提交

- ▶ 步驟2：填寫以下資料 [參加者姓名], [職位名稱], [聯繫電話], [電子郵件地址]
- ▶ 步驟3：點擊“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

2

## d. 詢價/招標簡報會登記 方式2. 通過在線表格提交

步驟4：提交歷史記錄將顯示如下

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



# 提交詢價單/投標書

- a. 提交回條
- b. 提交保密協議/承諾 ( NDA/NDU ) ( 如果需要 )
  - 請參閱網頁NDA/NDU提交部分
- c. 獲取詢價/招標文件和附錄
- d. 詢價/招標簡報會登記 ( 如果需要 )
- e. 提交詢價單/投標書

# e : 提交詢價單/投標書

- ▶ 在詢價/投標截止日期之前允許多次提交
- ▶ 每次提交都需要提交**整套文件**，之前提交的文件將被**忽略並替換**。
- ▶ **僅記錄最後提交的内容**。
- ▶ 為確保提交成功，建議供應商
  - ▶ 準備好用戶名，並在提交前至少 **24 小時**嘗試登錄
  - ▶ 至少在截止日期前 **24 小時**提交詢價單/投標書

# e : 提交詢價單/投標書

步驟1 : 點擊“Submit Proposal and Quotation/ Submit No Offer” ( 詢價案例 )  
“Submit Tender/ No Offer” ( 投標案例 )

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 : 提交詢價單/投標書

- ▶ 步驟2 : 選擇“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 : 提交詢價單/投標書

▶ 步驟3 : 點擊“Choose File”上傳文檔 :



請按照詢價/招標文件的說明將相關文件上傳到文件夾中，特別是涉及個人資料的文件

\* 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 : 提交詢價單/投標書

1. 文件命名：
  - a. 文件應為 .ai 、 .pdf 、 .xls 、 .xlsx 、 .doc 、 .docx 、 .ppt 、 .pptx 格式
  - b. 所有文件名必須為英文。僅接受以下字符 ( az 、 AZ 、 0-9 ) 、 下劃線 “ \_ ” 、 句號 “ . ” 、 連字符 “ - ” 、 與號 “ & ” 、 左括號 “ ( ” 和右括號 “ ) ” 。
  - c. 文件名不能包含空格
2. 每次上傳的文檔總大小限制為 **900 MB**
3. 每個文件夾 ( 例如定價提案、技術提案 ) 必須上傳 **至少一份文檔**
4. 請 **取消** 不會提交的文件
5. 如果您想將更多文件附加到該文件夾，請點擊 **“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 : 提交詢價單/投標書

## ▶ 步驟4 : 點擊“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 : 提交詢價單/投標書

▶ 步驟5 : 閱讀並勾選複選框以接受每個條款

▶ 步驟6 : 填寫發送到您郵箱的一次性密碼

▶ 步驟7 : 點擊“Submit”



1. 請確保各文件夾下提交的文件正確

2. 如果文檔需要更新，點擊底部“Cancel”，您將返回上一頁更改附件

### 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 : 提交詢價單/投標書

1. 系統將顯示此操作成功的消息
2. 提交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，如果您入圍詢價/投標活動，將進一步通知/邀請您。

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 : 提交詢價單/投標書

4. 您將收到一封電子郵件，其中包含提交詢價單/投標書的傳輸歷史記錄

## 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