

HOW TO VIEW AND REPLY CLARIFICATION

1. VIEW CLARIFICATION IN HOME PAGE

- After login the e-Procurement System, the Home Page displays the outstanding clarification awaiting for your reply.

GovHK 香港政府一站通
e-Procurement

Carol Wong

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Home My Account + Company Profile + Quotation Invitation Clarification Purchase Order Invoice +

Recent Invitations

☒ Outstanding ☐ Outstanding and to be closed today ☐ Outstanding and to be closed within 7 days ☐ Submitted and still opened for submission

► **Procurement of Stationery**
 Invitation to Quotation No.: 06517-00073 Procurement B/D: Demo Department
 Closing Date Time: 01 Jan 2018 12:00 noon (Hong Kong Time) Attention To: Sam
 Submission History: (0) [Read More](#)

► **Procurement of Stationery**
 Invitation to Quotation No.: 06517-00075 Procurement B/D: Demo Department
 Closing Date Time: 06 Feb 2018 12:00 noon (Hong Kong Time) Attention To: Sam
 Submission History: (0) [Read More](#)

* The closing date and time of Invitation to Quotation has been postponed due to the bad weather. [Special Arrangement under Bad Weather](#)

Outstanding Clarification

► **Clarification for the Technical Proposal**
 Invitation to Quotation No.: 06517-00053 Issue Date: 20 Nov 2017
[Read More](#)

Recent Purchase Orders

! No record found

2. Explanation of the fields –

Options / Fields	Description
Invitation to Quotation No.	A unique ID for the invitation to quotation.
Issue Date	The date of issuing this clarification to you.
Read More	A link directs you to go to the Clarification page to view the details.


2. SEARCH OUTSTANDING CLARIFICATIONS

1. Apart from the clarifications displayed in the **Home** page, you can search them and view their details in the **Clarification** page.
2. Select **Clarification** in the menu item.

3. Click **Search** button to retrieve all clarifications issued to you. To shorten the query time, we suggest you can input keywords in the search criteria fields, e.g. the procurement department, closing date or etc., to retrieve relevant invitations.
4. Explanation of the search criteria fields –

Field	Description
Invitation to Quotation No.	A unique ID for the invitation to quotation.
Department	The bureau or department which issues this invitation to quotation.
Issue Date	A range of issue dates of the clarification.
Status	Clarification status – Pending Reply – Pending your reply. Replied – You have submitted clarification response. Expired – Clarification has been closed by respective government staff. You cannot submit online reply for this clarification.
Subject Keyword	You can input the keywords of the subject of the clarification to search relevant clarification record.

5. The search result is listed out.

6. Click  to view its details and input response. For example –

Clarification
06517-00053

Request for Clarification

Invitation to Quotation No. 06517-00053

Procurement B/D Demo Department	Issue Date 20 Nov 2017
Subject Clarification for the Technical Proposal	
Description Please provide the details of staff experience according to the clause 1.1 in the requirement specifications	
Contact Person Abram Wong (Tel: 22221111 Fax: 22221111 Email: demo@department.gov.hk)	

Attachment

Clarification Part 1.doc Clarification document	Download
06517-00053_20171120121331_85962116.pdf This is Combined Document.	Download

Response to Clarification


Content * (Max. 1000 Characters) Fields with * are mandatory


Attachment

No.	File Name	File Description
No record found		

Upload

3. REPLY CLARIFICATION


1. Following the above Section 1 or 2 to go to the detail page of respective clarification.
2. In the detail page, scroll down to the **Response to Clarification** section.
3. Input your reply in the **Content** field. You can upload relevant documents for the reply in the **Attachment** section by clicking  **Upload** button.


 **Response to Clarification**

Content * (Max. 1000 Characters) Fields with * are mandatory

Attached please find the details of working experience of proposed staff.

Attachment

No.	File Name	File Description
1	Clarification Response.doc	<div>Reponse to your clarification</div> <div></div>

 Upload

Note

1. The filename should not start with dot (.) and should only be composed of the characters: a-z, A-Z, 0-9, dot (.), hyphen (-), underscore (_) or space.

Close ✕

Submit ✓

4. Click **Submit** button to submit the reply or **Close** button to return back to **Clarification Search** screen.
5. After your submission is successful, an acknowledgement screen will display.

Clarification
06517-00053

Response to Clarification Acknowledgement

Submission Status
Your Response to Clarification has been submitted successfully [595-I-5301]

Request for Clarification

Invitation to Quotation No. 06517-00053

Procurement B/D Demo Department	Issue Date 20 Nov 2017
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Subject
Clarification for the Technical Proposal

Description
Please provide the details of staff experience according to the clause 1.1 in the requirement specifications

Contact Person
Abram Wong (Tel: 22221111 Fax: 22221111 Email: demo@department.gov.hk)

Attachment

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Response to Clarification

Attached please find the details of working experience of proposed staff.

Attachment

No.	File Name	File Description
1	Clarification Response.doc	Reponse to your clarification

It is recommended that you SAVE a hard copy of this page.

Close x
Save as PDF

- Click **Save as PDF** button to capture the screen content in a PDF file.
- Click **Close** button to return back to the **Clarification** page