

## SEARCH AND VIEW INVITATION TO QUOTATION

After login the e-Procurement System, the Home Page displays the recent invitations which are not yet closed.

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.: 06517-00126 Procurement B/D: Demo Department

Closing Date Time: 30 Nov 2017 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** [Recent Purchase Orders](#)

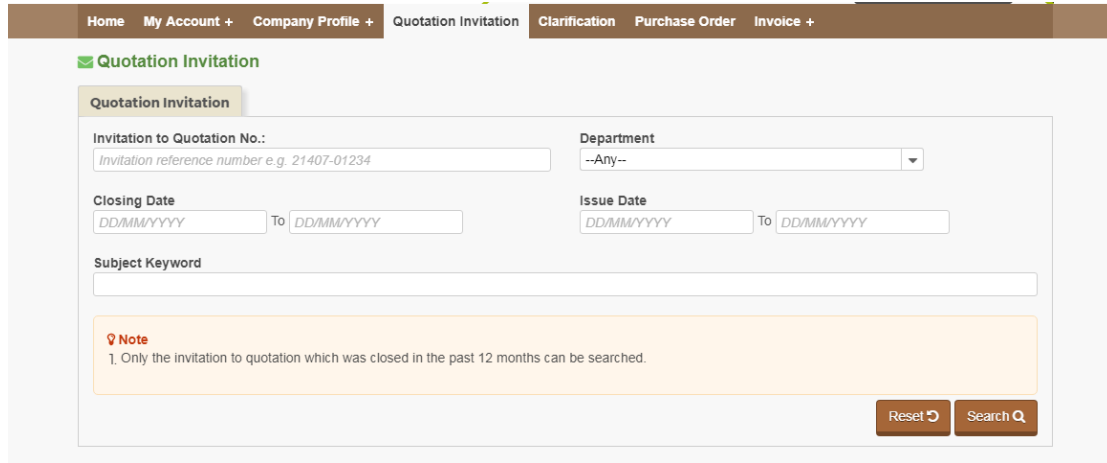
No record found No record found

1. Select the Option to list out respective invitations. Explanation of the options and fields –

Options / Fields	Description
Outstanding	Display the invitations which are not yet closed and waiting for your company to submit quotations, (i.e. your company has not submitted quotation).
Outstanding and to be closed today	Display the invitations which will be closed today and your company has not submitted quotation.
Outstanding and to be closed within 7 days	Display the invitations which will be closed within 7 days and your company has not submitted quotation.
Submitted and still opened for submission	Display the invitations which are not yet closed and your company has submitted quotation. Your company can still submit quotation for the invitation.
Invitation to Quotation No.	Invitation to Quotation Number. A unique ID for the invitation to quotation.
Procurement B/D	The bureau or department which issues this invitation to quotation.
Closing Date Time	The closing date and time of this invitation to quotation. Note: An asterisk * will display if the closing date time is postponed due to the bad weather.
Attention To	The primary contact(s) of your company selected by the Procurement B/D for receiving this invitation to quotation.
Submission History	Indicate the number of times of quotation submission by your company for this invitation.
<a href="#">Read More</a>	A link directs you to go to the invitation detail page.

1. SEARCH INVITATION TO QUOTATION

1. Apart from the invitations to quotation displayed in the **Home** page, you can search them and view their details in the **Quotation Invitation** page.
2. Select **Quotation Invitation** in the menu item.

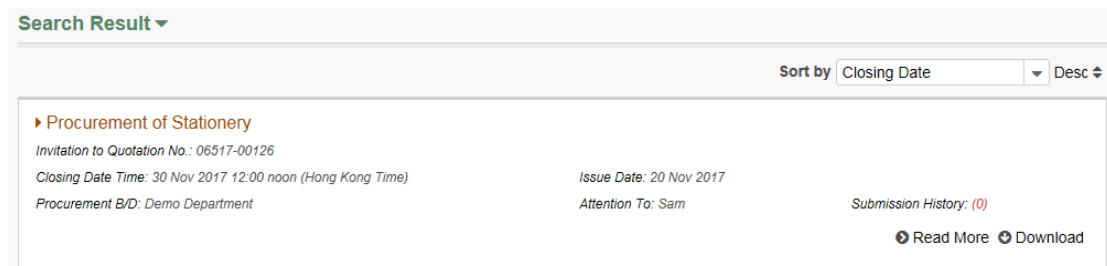


3. Click **Search** button to retrieve all invitation to quotations issued to your company. To shorten the query time, we suggest you can input keywords in the search criteria fields, e.g. the procurement department, closing date or etc., to retrieve relevant invitations.

4. Explanation of the search criteria fields –

Field	Description
Invitation to Quotation No.	Invitation to Quotation Number. A unique ID for the invitation to quotation.
Department	The bureau or department which issues this invitation to quotation.
Closing Date	A range of closing dates of the invitation to quotation. <b>Note:</b> You can only retrieve the invitations with closing date from the past 12 months.
Issue Date	A range of issue dates of the invitation to quotation.
Subject Keyword	You can input the keywords of the invitation subject to search relevant invitations to quotation.

5. The search result is listed out.



6. Click **Download** to download the full set of the documents for the invitation to quotation, including the invitation details, the quotation documents, and addendum documents (if any).

7. Click [Read More](#) to go to the **Invitation Details** page of the invitation. For example –

**Quotation Invitation** 06517-00126

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**Invitation Details**

**Invitation to Quotation No.: 06517-00126**

(Terms and Conditions of Invitation to Quotation via the e-Procurement System)

<b>Procurement B/D</b> Demo Department	<b>Closing Date/Time</b> 30 Nov 2017 12:00 noon (Hong Kong Time)
<b>Issue Date</b> 20 Nov 2017	
<b>Subject</b> Procurement of Stationery	
<b>Submission of Quotation</b> Online submission through this e-Procurement system OR Submit the proposal by post to 19/F Wu Chung House, Wanchai, Hong Kong (Attn: Sam Chan)	
<b>Contact Person</b> Abram Wong (Tel: 22221111 Fax: 22221111 Email: cclyeung@ogcio.gov.hk) eprocid1@ibm2it (Tel: 12345678 Fax: - Email: cclyeung@ogcio.gov.hk)	

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**Terms Applicable to This Invitation**

For details of the requirements and other terms and conditions (if any), please see the quotation documents.

<b>Acceptance Criteria</b>	Overall
<b>Evaluation Criteria</b>	One-off cost
<b>Payment Schedule</b>	Within 30 clear working days from date of receipt of invoice or acceptance of goods/services, which ever is the later
<b>Price Validity</b>	Remain valid for a period of 120 days from the quotation closing date
<b>Duration of Contract</b>	Eighteen (18) months from date of order/acceptance of offer
<b>Delivery Address</b>	19/F Wu Chung House 213 Queen's Road Wanchai Hong Kong

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**Description of Goods/Services**

- Item No. 1
  - > Black ball pen
  - 2,500 Dozen
- Item No. 2
  - > A4 paper
  - 100,000 Sheet

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
**Quotation Document**

GF604

**Full Set of Invitation to Quotation Document**

1. Requirement Specification
2. Contract Schedule Part 1
3. Contract Schedule Part 2

8. The **Invitation Details** page contains the following sections –

Section	Description
Notice	<p>Display alert messages for the following status.</p> <hr/> <p> This invitation has 1 addendum(s)</p> <p>There is/are addendum(s) issued. Details can be found in the <b>Addendum Document</b> section.</p> <hr/> <p> This invitation was cancelled</p> <p>The invitation to quotation was cancelled. You cannot submit quotation for this invitation.</p> <hr/> <p> This invitation was closed</p> <p>The invitation to quotation was closed. You cannot submit the quotation for this invitation.</p> <hr/> <p> The closing date and time of this invitation was postponed due to bad weather</p> <p>The closing date and time was postponed due to bad weather. Please read the new closing date and time in the <b>Invitation Details</b> section.</p>
Invitation Details	Display the general information of the invitation to quotation, for instance, the Invitation to Quotation No., the procurement B/D, the closing date time, government contacts, etc.
Terms Applicable to This Invitation	Display the terms for this invitation, e.g. price validity, acceptance criteria, etc.
Description of Goods and Services	Display the acquired goods or services details, for instance, description, quantity, etc.
Addendum Document	If the invitation to quotation has addendum(s), the respective documents are listed for downloading.
Quotation Document	List out the quotation documents, for instance, requirement specifications, contract schedule, etc., for downloading.

9. Click **Close** button to return to **Quotation Invitation** page.

SUBMIT QUOTATION

After login the e-Procurement System, the Home Page displays the recent invitations which are not yet closed.

The screenshot shows the Home Page navigation menu with 'Quotation Invitation' selected. The 'Recent Invitations' section displays a list of invitations, including one for 'Procurement of Stationery' with details like 'Invitation to Quotation No.: 06517-00126' and 'Closing Date Time: 30 Nov 2017 12:00 noon (Hong Kong Time)'. Below this, there are sections for 'Outstanding Clarification' and 'Recent Purchase Orders', both showing 'No record found'.

Besides, you can search the invitation to quotation by selecting the Quotation Invitation in the menu item and inputting the searching criteria. For details of searching and viewing the invitation to quotation, please refer to the Search and View Invitation to Quotation section of the user manual.

The screenshot shows the 'Quotation Invitation' search page. It features a search form with fields for 'Invitation to Quotation No.', 'Department', 'Closing Date', and 'Issue Date'. A note states: 'Only the invitation to quotation which was closed in the past 12 months can be searched.' There are 'Reset' and 'Search' buttons at the bottom right.

Note: If the invitation to quotation is addressed to you, you will receive an email notification and a fax page of this invitation. Please keep the one-time secret code printed on the email notification for your submission of quotation. For example –

Dear Sam (User ID: master),  
 You are invited to submit quotation in response to the Invitation to Quotation No. 06517-00075 issued by Demo Department on or before 06 Feb 2018 12:00:00. Late quotation(s) will not be considered.  
 Please login our e-Procurement System at <http://www.gov.hk/eprocurement> to download the details of the invitation and the related terms and conditions.  
 To submit your quotation for this invitation in the system, please use the following Secret Code if you do not use digital certificates for authentication of quotation submission:  
**Secret Code for Invitation to Quotation No. 06517-00075**  
**oq8N6mg6**  
 (Note: this secret code is not your login password)

Please be reminded that each account holder receives a unique secret code for each invitation. You must use your own account and secret code for quotation submission.

In case of any inquiries for this invitation, please contact:

Name	Tel No.	Email
Abram Wong	22221111	tclyeung@ogcio.gov.hk
eprocid1@ibm2it	12345678	tclyeung@ogcio.gov.hk
Samuel Chan	12340888	tclyeung@ogcio.gov.hk

Thank you.  
 Yours sincerely,  
 E-Procurement Programme Office  
 E-mail: [eprogmtoff@ogcio.gov.hk](mailto:eprogmtoff@ogcio.gov.hk)  
 Hotline: 81070608  
 Fax No.: 25737113  
 Website: <http://www.gov.hk/eprocurement>

## 1. INPUT QUOTATION INFORMATION

1. In the **Invitation Details** page of the invitation to quotation, click the **Prepare Quotation** button (at the bottom of the page)

**Quotation Invitation** 06517-00126

**Invitation Details**

**Invitation to Quotation No.: 06517-00126**  
(Terms and Conditions of Invitation to Quotation via the e-Procurement System)

**Procurement B/D**  
Demo Department

**Closing Date/Time**  
30 Nov 2017 12:00 noon (Hong Kong Time)

**Issue Date**  
20 Nov 2017

**Subject**  
Procurement of Stationery

**Submission of Quotation**  
Online submission through this e-Procurement system OR Submit the proposal by post to 19/F Wu Chung House, Wanchai, Hong Kong (Attn: Sam Chan)

**Contact Person**  
Abram Wong (Tel: 22221111 Fax: 22221111 Email: colyeung@ogcio.gov.hk)  
eprocid1@bim24 (Tel: 12345678 Fax: - Email: colyeung@ogcio.gov.hk)

**Terms Applicable to This Invitation**

For details of the requirements and other terms and conditions (if any), please see the quotation documents.

Acceptance Criteria	Overall
Evaluation Criteria	One-off cost
Payment Schedule	Within 30 clear working days from date of receipt of invoice or acceptance of goods/services, whichever is the later
Price Validity	Remain valid for a period of 120 days from the quotation closing date
Duration of Contract	Eighteen (18) months from date of order/acceptance of offer
Delivery Address	19/F Wu Chung House 213 Queen's Road Wanchai Hong Kong

**Description of Goods/Services**

**Item No. 1**  
> Black ball pen  
2,500 Dozen

**Item No. 2**  
> A4 paper  
100,000 Sheet

**Quotation Document**

GF604

Full Set of Invitation to Quotation Document

1. Requirement Specification
2. Contract Schedule Part 1
3. Contract Schedule Part 2

Close Download Generate Secret Code **Prepare Quotation**

2. The **Quotation Invitation** page is launched.

**Quotation Invitation** 06517-00126

**Invitation to Quotation No.: 06517-00126**  
(Terms and Conditions of Invitation to Quotation via the e-Procurement System)

**Procurement B/D**  
Demo Department

**Subject**  
Procurement of Stationery

**Your Quotation Ref. No.**

**Quotation Details**

**Item No. 1** **Group No. 1**  
> Black ball pen  
2500.00 Dozen

Response -  Offer  No Offer

3. Explanation of the input fields –

Input Field	Description																
Your Quotation Ref. No.	The reference number used by your company for this quotation. It is optional field.																
<div data-bbox="240 383 1355 1792"> <p><b>Quotation Details</b></p> <p><b>Quotation Details</b></p> <p>Item No. 1 Group No. 1</p> <p>&gt; Black ball pen 2500.00 Dozen</p> <p>Response - <input checked="" type="radio"/> Offer <input type="radio"/> No Offer</p> <p>Currency - HKD</p> <p>Proposed Sub-items</p> <table border="1"> <thead> <tr> <th>Sub-item Description</th> <th>Qty/Unit (a)</th> <th>Unit Price (b)</th> <th>Total Maint. (c)</th> </tr> </thead> <tbody> <tr> <td>1.1</td> <td>2,500.00 Dozen</td> <td></td> <td><input type="radio"/> Input Detail</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Sub-Total (a) x (b) + (c)</b></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>\$ Grand total</b></td> <td>0.00</td> </tr> </tbody> </table> <p>Remarks</p> </div>		Sub-item Description	Qty/Unit (a)	Unit Price (b)	Total Maint. (c)	1.1	2,500.00 Dozen		<input type="radio"/> Input Detail	<b>Sub-Total (a) x (b) + (c)</b>				<b>\$ Grand total</b>			0.00
Sub-item Description	Qty/Unit (a)	Unit Price (b)	Total Maint. (c)														
1.1	2,500.00 Dozen		<input type="radio"/> Input Detail														
<b>Sub-Total (a) x (b) + (c)</b>																	
<b>\$ Grand total</b>			0.00														
Response	Your response: i. Offer or ii. No Offer, for each item.																
Currency	Currency code of your proposed unit price.																

For Invitation to Quotation under SOA PC Products, or Network & Server SOA, a notice will appear under the case subject. For example -

**Quotation Invitation**

Quotation Invitation 06517-00127

**Invitation to Quotation No.: 06517-00127**

(Terms and Conditions of Invitation to Quotation via the e-Procurement System)

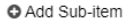

**Procurement B/D**  
Demo Department

**Subject**  
Procurement of PC

**▲ This invitation to Quotation is under SOA PC Products**

Your Quotation Ref. No.

**Quotation Details**

Sub-item Description	<p>Input the description of your proposed item.</p> <p>If your proposed item is composed of a number of sub-items with their own quantity and unit price, you can click  button to input their details one by one –</p> <p>You can click  button to remove the sub-item</p> <p><b>Note:</b> The first one item cannot be deleted.</p>
Qty / Unit	The proposed quantity and unit of measurement. Default is the ones required in this invitation.
Unit Price	The proposed unit rate.
Total Maint.	<p>You can input the annual maintenance for each year.</p> <p><b>Note:</b> the 0<sup>th</sup> year refers to the first 12 months.</p>
Sub-Total	Total value of the sub-item (Qty x Unit Price) + Total Maint.
Grand Total	Sum of Sub-Total of the sub-items.
Remarks	Additional information for the proposed item.

**Note:** The sum of Grand Total of all proposed items in your submitted quotation cannot be less than 0.

For Invitation to Quotation under SOA PC Products, or Network & Server SOA,, one more field: **SOA Item No.** in the **Quotation Details** Section is required to input

**Quotation Details**

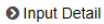
Item No. 1 Group No. 1

> Desktop PC  
2.00 Unit

Response  Offer  No Offer

Currency \* HKD

Proposed Sub-items

Sub-item Description	SOA Item No.	Qty/Unit (a)	Unit Price (b)	Total Maint. (c)
1.1	<input type="text"/>	2.00 Unit	<input type="text"/>	<input type="text"/> 
<b>Sub-Total (a) x (b) + (c)</b>				
<b>Grand total</b>				0.00

SOA Item No.	<p>The 5-digit unique identifier of your contract item when you submitted it to the GLD product list.</p> <p>Please do not include the UNSPSC code in this field.</p>
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**Attachment Proposal**

Single Envelope Assessment

**Attachment**

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**Proposal**

No.	File Name	File Description	
1	Proposal.doc	<input type="text"/>	

Upload

**Signed copy of General Form 604 (or GF604A) \***

No.	File Name	File Description	
1	GF604.doc	GF604/GF604A	

2-Envelope Assessment

**Technical Proposal**

No	File Name	File Description	
1	Technical Proposal.doc	<input type="text"/>	

Upload

**Price Proposal**

No	File Name	File Description	
1	Price Proposal.doc	<input type="text"/>	

Upload

**Please upload a signed copy of General Form 604 (or GF604A) \***

No	File Name	File Description	
1	GF604.doc	GF604/GF604A	

Upload	<p>You can upload documents for your quotation/proposal.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- For 2-envelope assessment, please upload the Price Proposal and Technical Proposal to their respective upload sections.</li> <li>- Subject to the quotation requirement, you need to upload a signed copy of General Form 604 (or GF604A). The form can be downloaded in the <a href="#">Invitation Details</a> page.</li> </ul>
	To remove the respective uploaded document.

### Other Information

#### Prompt Payment Discount

for payment within the following specified period after issue of invoice or acceptance of goods/services, whichever is later:

Within 7 days  %

Within 14 days  %

Within 28 days  %

Within  days  %

**Note:**  
 Payment shall be made through Government Purchasing Card if the amount of each payment is below HK\$50,000.  
 If payment is to be made through Government Purchasing Card, the following bank is chosen:  
 (Please tick only one as appropriate)

HSBC Purchasing card  
  Citibank Purchasing card  
  Either One

#### Overall Remarks

#### Declaration

I/We have read, understood and agreed with all the terms set out in the Invitation Terms and Conditions, the Quotation Documents and this Electronic Invitation to Quotation. I/We do hereby offer to supply the goods in the quantities and/or services for the contract period as specified in this Electronic Invitation to Quotation at the prices quoted by me/us in this Electronic Invitation to Quotation, free of all other charges, on and subject to the Quotation Documents (if any), this Electronic Invitation to Quotation, and the [Invitation Terms and Conditions](#).

Prompt Payment Discount	It is an optional field. Indicate the discount (in terms of percentage) for prompt payment. You can indicate the percentage and no. of prompt payment days in the last input fields – <div style="border: 1px solid #ccc; padding: 2px; width: fit-content; margin: 5px 0;">                     Within <input type="text"/> days <input type="text"/> %                 </div> Note: 100% prompt payment discount is not allowed.
Purchase Card Bank	It is optional field. Indicate which bank to be make through for payment via Government Purchasing Card for amount below HK\$50,000.
Overall Remarks	It is optional field. Additional information for your overall quotation/proposal.
Declaration	It is mandatory to make declaration before continuing to next step.

- Click **Continue** button to go to next step or **Close** button to return back to the **Quotation Invitation** page.

Note: you can click **Save as Draft** button to save your input to an Excel file for next time processing. The draft copy can be loaded to this screen by clicking **Load Draft** button

## 2. SUBMISSION OF QUOTATION

1. After clicking **Continue** button, the system returns your inputted information for your verification.

**Quotation Invitation**  
Quotation Invitation: 06517-00126

**Invitation to Quotation No.: 06517-00126**  
(Terms and Conditions of Invitation to Quotation via the e-Procurement System)

Procurement B/D  
Demo Department

**Subject**  
Procurement of Stationery

Your Quotation Ref. No.  
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**Quotation Details**

Item No. 1 Group No. 1  
> Black ball pen  
2,500.00 Dozen

**Response - Offer**  
Currency - HKD

Proposed Sub-Items

Sub-Item Description	Qty/Unit (a)	Unit Price (b)	Total Maint. (c)
1.1 ABC Black Ball Pen	2,500.00 Dozen	2.00	---
<b>Sub-Total (a) x (b) + (c)</b>			<b>5,000.00</b>
<b>\$ Grand total</b>			<b>5,000.00</b>

Remarks  
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2. You can click **Back** button (at the bottom of the page) to return back the input page for modifying your inputs.
3. If the information is correct, you need to input the one-time secret code and login password, or using your digital certificate for authentication (at the bottom of the page) before the submission of tender.

### Digital Certificate

If you are using digital certificate to login the system, you are required to perform the authentication again using the same digital certificate before confirming the submission of quotation

**Authentication**

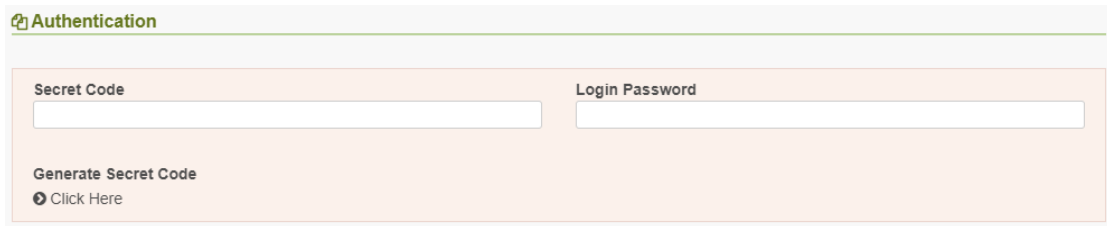
**Certificate PIN**

**Certificate File**

You can input the **Certificate PIN** and upload your certificate file (.p12).

Secret Code and Login Password

If you are using password to login the system, you are required to perform the authentication again using the same password and a one-time secret code before confirming the submission of quotation



**Authentication**

Secret Code

Login Password

Generate Secret Code  
Click Here

If you forget or do not have the one-time secret code, you can click the [\[Generate Secret Code\]](#) button to generate a new one-time secret code which will be sent to your registered email address. For example:

e-Procurement System - Resend Secret Code (Invitation to Quotation No. 06517-00073)

Dear Sir/Madam,

Thank you for using e-Procurement System. We have received a request to resend the secret code to you.

**The secret code is: jRLARU8b**

Yours sincerely,  
E-Procurement Programme Office  
E-mail: [epppmgmtoff@ogcio.gov.hk](mailto:epppmgmtoff@ogcio.gov.hk)  
Hotline: 81070608  
Fax No.: 25737113  
Website: <http://www.gov.hk/eprocurement>

- 4. Click **Submit Quotation** button to proceed the submission.
- 5. After submission is successful, the system returns an acknowledgement screen.

**Quotation Invitation**

Quotation Invitation **06517-00126**

**Submission Status**  
✔ Your proposal has been submitted successfully.

*\* It is recommended that you download your submitted quotation information by clicking the [Download Button] below for future reference.*

Invitation to Quotation No.	06517-00126
Procurement B/D	Demo Department
Subject	Procurement of Stationery
Submission Hash Value	b5885bddd8a15a6326068fd2e3c9a8e4c8b8520c
Closing Date & Time	30 Nov 2017 12:00 noon (Hong Kong Time)
Submission Date & Time	20 Nov 2017 11:09 (Hong Kong Time)
Submission Hash Value PDF *	06517-00126_1511147391977.pdf <a href="#">Download</a>
Quotation ZIP *	06517-00126_1511147391977.zip <a href="#">Download</a>

[Close ✕](#)

Note: please note the Submission Date & Time, as well as downloading your submitted quotation information (i.e. **Submission Hash Value PDF**, **Quotation ZIP**) for your retention purpose.