

e-Procurement System

User Manual

for the

GITP PROVIDER

(Supplier)

Version 1.4

25 September 2024

Content

A. Go to e-Procurement	1
1. Account Activation	1
2. Login e-Procurement	15
B. Setup Contact List	17
1. List of Contact Person	17
C. Prepare and Submit Quotation/Proposal	23
1. Access the Invitation	23
2. Download Invitation to Proposal Document	26
3. Prepare and Submit Quotation/Proposal	28
D. Respond Clarification	33
1. Access the Clarification	33
2. Prepare and Submit Clarification	35

A. Go to e-Procurement

New Supplier has to activate the account at e-Procurement before logging in e-Procurement.

1. Account Activation

Step	Screen / Letter
<p>1. Obtain Activation ID and PIN</p> <ul style="list-style-type: none">Once your application for the e-Service account was processed, you will receive an email notification with the Activation ID, and a PIN letter.	<p>Email Notification</p> <p>Dear Sir/Madam,</p> <p>Welcome to the E-Procurement Programme. This is to inform you that My Company ### ### ## has been included in our Supplier List. Your supplier ID in the e-Procurement System is EPS000000 .</p> <p>Please be informed that you need to use an activation ID and a PIN to activate your account in the system. Your activation ID is 92131233 and please use the latest received PIN letter for activation.</p> <p>To activate your account, please visit http://www.eprocurement.gov.hk/en/supplier. You may also refer to (http://www.eprocurement.gov.hk/tc/training/index.htm) for accessing the account activation demo.</p> <p>For more information about the E-Procurement Programme, please visit http://www.gov.hk/eprocurement.</p> <p>Thank you for your application.</p> <p>Yours sincerely, E-Procurement Programme Office E-mail: epmgt@ogcio.gov.hk Hotline: 81070608</p> <p>PIN Letter</p>

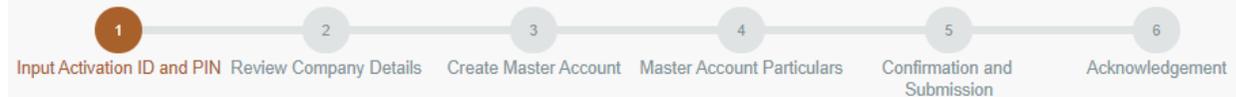
Step	Screen / Letter
	<p data-bbox="913 293 1227 360">香港特別行政區政府 數字政策辦公室</p> <p data-bbox="1361 312 1503 456"></p> <p data-bbox="1637 293 1966 320">DIGITAL POLICY OFFICE</p> <p data-bbox="1599 416 2007 480">The Government of the Hong Kong Special Administrative Region</p> <p data-bbox="815 523 1010 550">Date: 12-09-2017</p> <p data-bbox="815 587 1003 614">Dear Sir/Madam,</p> <p data-bbox="815 651 2007 746">Thank you for your interest in the e-Procurement System. The PIN to activate your account is xcKVackf. Please be reminded to use both the Activation ID and PIN for account activation. You may use the following link to access the activation page direct.</p> <p data-bbox="898 783 1272 810">http://www.gov.hk/eprocurement</p> <p data-bbox="815 847 2024 938">Please note that, for security reason, the PIN will be valid for 14 days only from the issue of this letter. If you do not login and activate your account within 14 days from the issue of this letter, you will need to re-apply for a new PIN.</p> <p data-bbox="815 975 2007 1129">Upon account activation, please confirm your profile again and edit where appropriate. The master account created during the account activation will be used to update your company profile, create and manage all sub-accounts etc. Please ensure the right capacity of your personnel is nominated for the master account. For more information, please refer to Annex 1 for important Operation Procedures for the e-Procurement System.</p>

Step	Screen / Letter
<p>2. Launch Account Activation</p> <ul style="list-style-type: none"> Launch e-Procurement page (https://www.gov.hk/en/theme/eprocurement/eppp/) and click the link [Account Activation for new Suppliers] An Account Activation user manual can be found by clicking “User Manual” of left panel. 	 <p>GovHK 香港政府一站通</p> <p>Residents Business & Trade Non-Residents</p> <p>Participating B/Ds</p> <p>Useful Information</p> <p>FAQs</p> <p>Terms and Conditions</p> <p>User Manual</p> <p>Search on e-Procurement</p> <p>Download Forms</p> <p>user friendly</p> <p>easier access</p> <p>reduce transaction cost</p> <p>paperless transactions</p> <p>Procurement at your fingertips</p> <h2>Welcome to e-Procurement Programme</h2> <p>This is a one-stop portal under the e-Procurement Programme which provides a user-friendly, Internet-based means for suppliers / contractors of the participating bureaux and departments (B/Ds) and suppliers of the Government Logistics Department to receive invitations from any of these B/Ds and to submit quotations / selected works tenders in response of these invitations.</p> <p>e-Procurement Programme Overview</p> <p>Account Activation for new suppliers</p> <p>Forgot Password?</p>

3. Input Activation ID and PIN
 - a. Refer to the Email Notification and PIN Letter, input Activation ID and PIN.
 - b. Input the Validation Code, read and check the box to agree with the Terms and Conditions.
 - c. Click Accept button to go to next Step.

Account Activation 

Fields with * are mandatory



Activation ID *

[Click here to reissue Activation ID](#)

PIN *

[Click here to reissue Activation PIN](#)

Validation Code *

Please enter the characters as shown in box below (letter)

7 h x G 

If you cannot see the characters above clearly, please click to get another set of characters.

Terms and conditions *

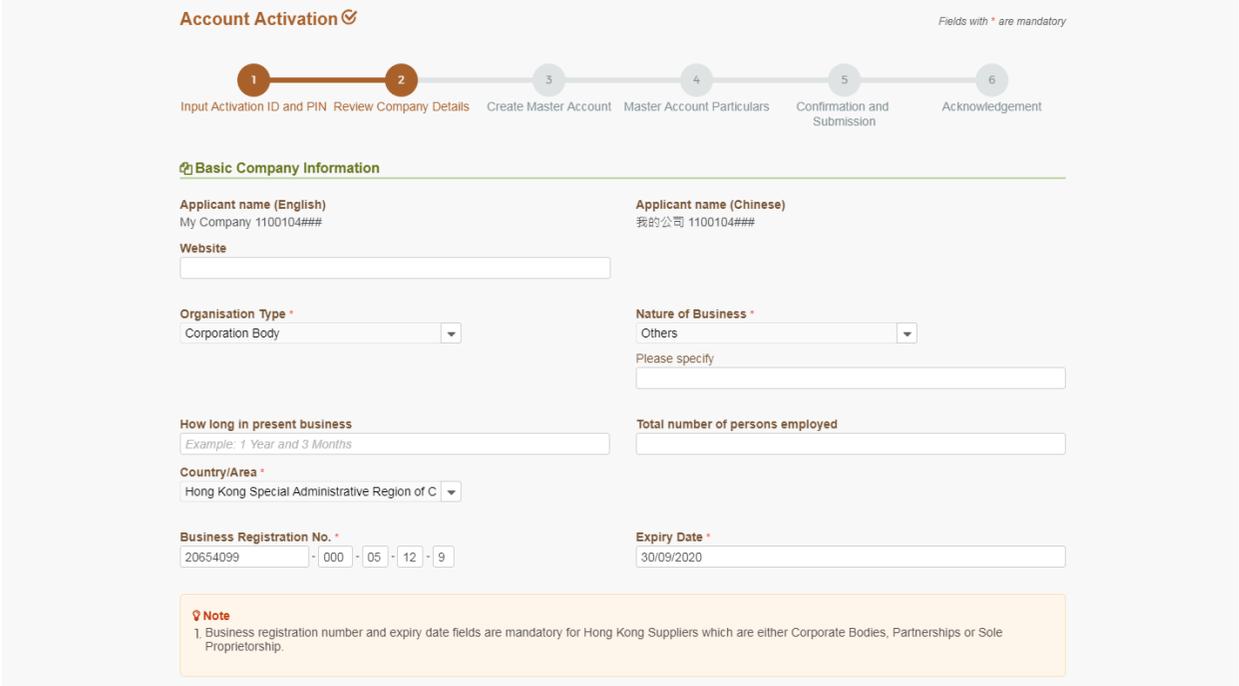
You are requested to read the following terms and conditions carefully

E-PROCUREMENT SYSTEM

TERMS AND CONDITIONS OF USE AND PARTICIPATION

The Government provides this e-Procurement System and related services subject to your compliance with the following terms and conditions of use and participation ("Participation Terms and Conditions"). Please read them carefully. You cannot complete your registration and use the e-Procurement System without agreeing to comply with these Participation Terms and Conditions. By pressing the "I ACCEPT" button at the end of the Participation Terms and Conditions, you signify your unconditional acceptance of these Participation Terms and Conditions. The Government reserves the right, at its discretion, to change or modify these Participation Terms and Conditions at any time without giving prior notice to any

I/We have read, understood and agreed with all of the above terms and conditions

Step	Screen / Letter
4. Review Company Details	<p>a. In next step, review your details recorded in the e-Procurement System. You can update your information in this page.</p>  <p>b. Review and update your contact information.</p>

Step	Screen / Letter
	<p>Note: both Telephone Number, Fax Number and Business Address are mandatory. If you don't have fax number, please put "00000000" in "Subscriber Number".</p> <p>Company Contact Information (I)</p> <p>Tel. No. 1 * <input type="text" value="88888888"/> - <input type="text" value="Extension i"/> Tel. No. 2 <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension i"/></p> <p>Fax No. 1 * <input type="text" value="22222222"/> - <input type="text" value="Extension i"/> Fax No. 2 <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension i"/></p> <p>Point to note</p> <p>1. Format: Local Number - Extension Number</p> <p>Company Contact Information (II)</p> <p>Email <input type="text"/></p> <p>Address (English) * <input type="text" value="#### 940 &### 941 Nan Fung####"/> <input type="text" value="####-298 C###astle Peak Rd####"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Address (Chinese) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>c. Select ALL departments you want to supply goods. Note: it is by default to supply to all departments. You may only select departments in respect of invitations issued under direct purchase authority but not invitations issued under the GITP Scheme.</p>

Step	Screen / Letter
------	-----------------

Departments

Please select departments being served

Serve All Departments

Click  to select all departments to be served.

Departments

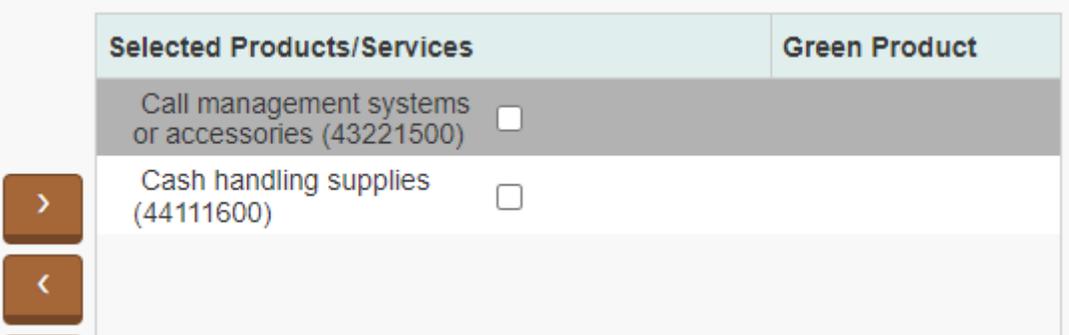
Please select departments being served

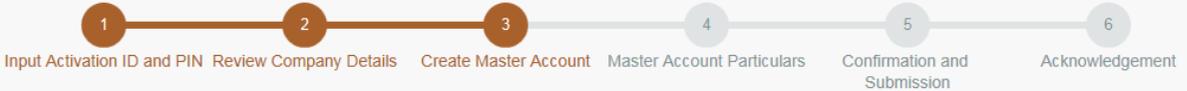
Serve All Departments

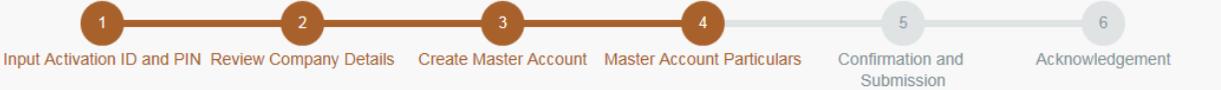
Available Department	Selected Department
Agriculture, Fisheries and Conservation Department	 <i>Unselected</i>
Architectural Services Department	
Audit Commission	
Auxiliary Medical Service	
Buildings Department	
Census and Statistics Department	
Chief Executive's Office	
Chief Executive's Policy Unit	

- d. (For Procurement under the Quotation Procedures only but not under the GITP scheme and SOA-QPS scheme) Please select goods and related services supplied by you in terms of UNSPSC (United Nations Standard Products and Services Code).
- To add new goods/services, you can browse the list (click the arrow) in the Available Products/Services table, or input the keyword to shortlist the list.

Step	Screen / Letter
	<div data-bbox="779 252 2027 624"> </div> <ul style="list-style-type: none"> • For GIP Scheme, please add 96101000 (IT Products and Related Services) if it has not been selected. • Click the item (highlighted in blue) and the  button to move to the Selected Products/Services table. • (For Procurement under the Quotation Procedures only) You can indicate whether the provided goods/services have green element by checking the Green Product box. <div data-bbox="779 970 2027 1343"> </div>

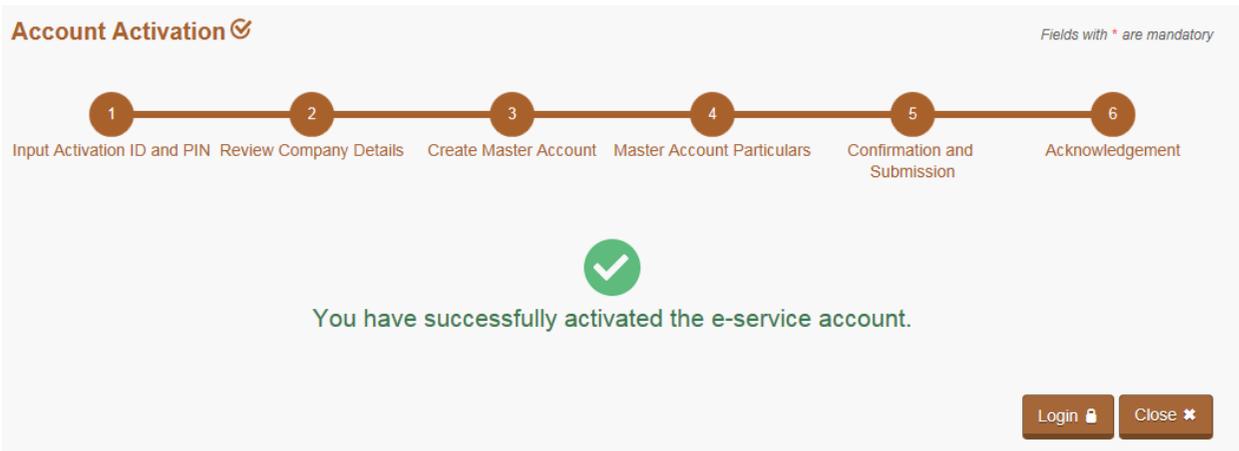
Step	Screen / Letter
	<ul style="list-style-type: none"> To remove the goods/services from the selected list, you can click the item (highlighted in blue) in the Selected Products/Services table and click the  button. The selected item will be put back to the Available Products/Services table.  <p>e. Click Next button to go to next Step</p>
5. Create Master Account	<ol style="list-style-type: none"> Each Supplier/Contractor has only 1 Master Account. Its holder can manage the Supplier/Contractor information and sub-accounts particulars for his/her colleagues in the e-Procurement System. Input User ID and Password for the Master Account. (The User ID is used for login and cannot be changed after activation.) Click Next button to go to next Step.

Step	Screen / Letter
	<div data-bbox="779 256 2007 1145"> <p>Account Activation  <small>Fields with * are mandatory</small></p>  <p>User ID <input type="text" value="master"/></p> <p>Authorization</p> <p>Please select using Password or Digital Certification for Authorization <input checked="" type="radio"/> Password <input type="radio"/> Digital Certification</p> <p>Password <input type="password" value="••••••••"/> <input type="button" value="👁"/></p> <p>Confirm Password <input type="password" value="••••••••"/> <input type="button" value="👁"/></p> <div style="border: 1px solid #f0e68c; padding: 10px; margin-top: 10px;"> <p>Point to note</p> <ol style="list-style-type: none"> You can use User ID+Password or User ID+Digital Certificate to create your Master Account. To keep your account safe, do not use your personal information or common words to create password which make your password easier to guess. Do not share your password with anyone, and never use the same password that you have used in the past. For security purposes, your new password must have at least eight characters. The password must contain characters from three of these four categories: <ul style="list-style-type: none"> upper case letters: A through Z lower case letters: a through z numbers: 0 through 9 all non-alphanumeric characters, such as !@#%\$ </div> <p style="text-align: right;"><input type="button" value="◀ Back"/> <input type="button" value="Next ▶"/></p> </div>
6. Input Master Account Particulars	a. Input the particulars of the Master Account holder, such as Title, English name, Capacity and Post Title, etc.

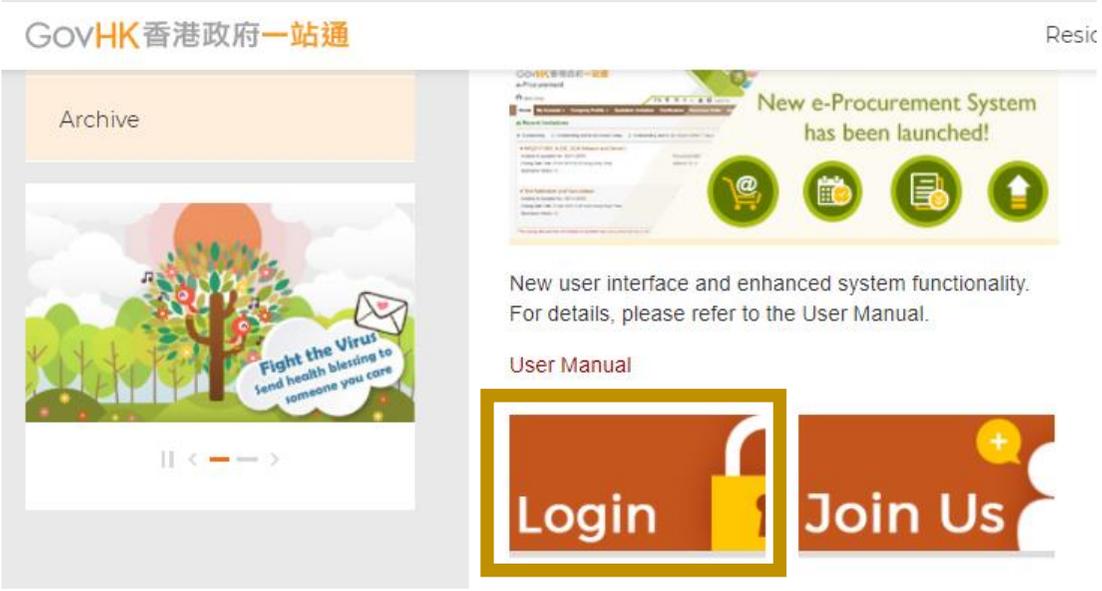
Step	Screen / Letter
	<p>Account Activation  <small>Fields with * are mandatory</small></p>  <p>Master Account Particulars</p> <p>Title * <input type="text" value="MR."/></p> <p>Contact Person (English) * <input type="text" value="Sam"/> Contact Person (Chinese) <input type="text" value="陳大文"/></p> <p>Official Capacity * <input type="text" value="MANAGER"/></p> <p>Position/Post Title <input type="text" value="Sr.Mgt(1)"/></p> <p>b. You can select whether the Master Account holder will receive notification (email and fax) of invitation to Quotation or Proposal (as the case may be).</p> <p>As a contact to receive invitation to quotation *: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <div style="border: 1px solid #f0e68c; padding: 5px; margin-top: 10px;"> <p>Note</p> <p>1. Select 'No' if you do not want the Master Account to receive any Invitation to Quotation notification.</p> </div> <p>c. Input the Preferred Language, Email Address for receiving notifications, Telephone and Fax No.,</p>

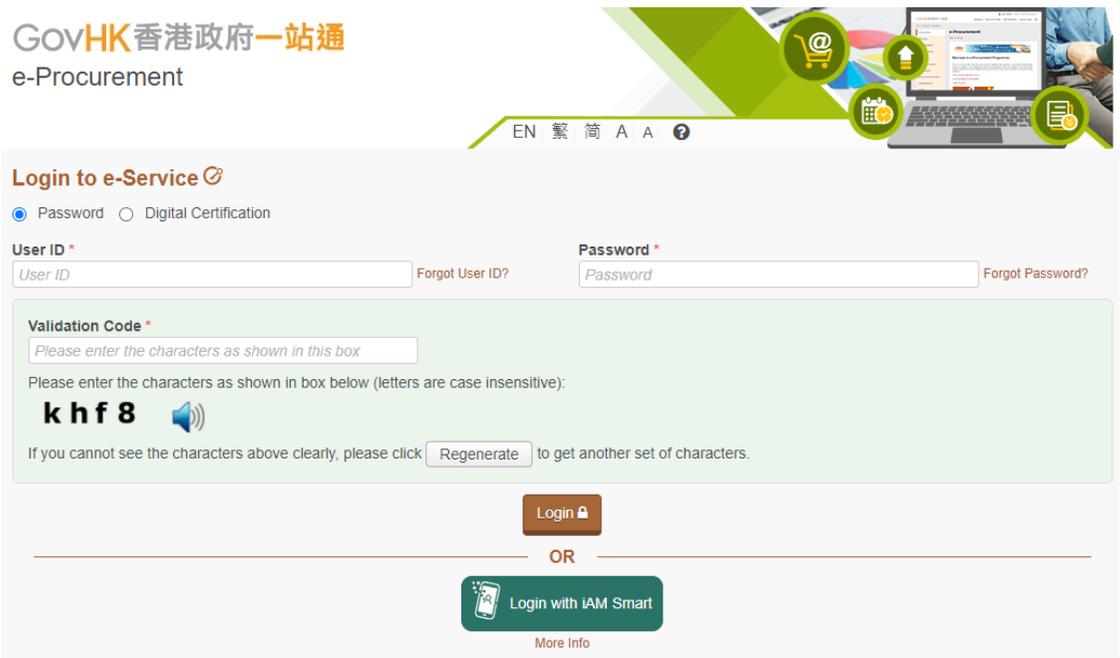
Step	Screen / Letter
	<p>and Address. If you don't have Fax No., please put "00000000" in "Subscriber Number"</p> <p>d. Click Next button to go to next Step.</p> <div data-bbox="766 352 2029 1046" style="border: 1px solid #ccc; padding: 10px;"> <p>Company Contact Information (I)</p> <p>Preferred language of contact with e-Procurement *: <input checked="" type="radio"/> English <input type="radio"/> 繁體中文 <input type="radio"/> 简体中文</p> <p>Email * <input type="text" value="master@company.com"/></p> <p>Tel. No. 1 * <input type="text" value="88888888"/> - <input type="text" value="Extension 1"/> Tel. No. 2 <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension 1"/></p> <p>Fax No. 1 * <input type="text" value="22222222"/> - <input type="text" value="Extension 1"/> Fax No. 2 <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension 1"/></p> <div style="border: 1px solid #f96; padding: 5px; margin: 10px 0;"> <p>Point to note</p> <p>1. Format: Local Number - Extension Number</p> </div> <p>Company Contact Information (II)</p> <p><input checked="" type="checkbox"/> Same as company address</p> <p style="text-align: right;"><input type="button" value="◀ Back"/> <input type="button" value="Next ▶"/></p> </div>

Step	Screen / Letter										
<p>7. Confirmation and Submission</p> <ul style="list-style-type: none"> Verify the input. Click Confirm and Submit button to submit the account activation information 	 <p>Account Activation ✓</p> <p>1 2 3 4 5 6</p> <p>Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement</p> <p>Basic Company Information</p> <table border="0"> <tr> <td>Applicant name (English) My Company 1100023###</td> <td>Applicant name (Chinese) 我的公司 1100023###</td> </tr> <tr> <td>Website ---</td> <td>Organisation Type Corporation Body</td> </tr> <tr> <td>Nature of Business Transportations</td> <td>How long in present business ---</td> </tr> <tr> <td>Total number of persons employed ---</td> <td></td> </tr> <tr> <td>Country/Area Hong Kong Special Administrative Region of China</td> <td></td> </tr> </table>	Applicant name (English) My Company 1100023###	Applicant name (Chinese) 我的公司 1100023###	Website ---	Organisation Type Corporation Body	Nature of Business Transportations	How long in present business ---	Total number of persons employed ---		Country/Area Hong Kong Special Administrative Region of China	
Applicant name (English) My Company 1100023###	Applicant name (Chinese) 我的公司 1100023###										
Website ---	Organisation Type Corporation Body										
Nature of Business Transportations	How long in present business ---										
Total number of persons employed ---											
Country/Area Hong Kong Special Administrative Region of China											
<p>8. Acknowledgement</p>	<ul style="list-style-type: none"> An acknowledgement screen will be displayed. Click Login button to login the system, or Close button to exit the activation page. <p>Note: an email will be sent to the Master Account holder’s email address to inform the holder that the account has been successfully created.</p>										

Step	Screen / Letter
	 <p>The screenshot shows a success message for account activation. At the top left, it says "Account Activation" with a checkmark icon. At the top right, it says "Fields with * are mandatory". Below this is a horizontal progress bar with six numbered steps: 1. Input Activation ID and PIN, 2. Review Company Details, 3. Create Master Account, 4. Master Account Particulars, 5. Confirmation and Submission, and 6. Acknowledgement. In the center, there is a green checkmark icon and the text "You have successfully activated the e-service account." At the bottom right, there are two buttons: "Login" with a lock icon and "Close" with a close icon.</p>

2. Login e-Procurement

Step	Screen
<ol style="list-style-type: none">1. Go to e-Procurement via https://www.gov.hk/en/theme/eprocurement/eppp/2. Click Login button	 <p>The screenshot shows the GovHK e-Procurement system homepage. At the top, the GovHK logo and '香港政府一站通' are visible. Below the header, there is a banner for the 'New e-Procurement System' with the text 'New e-Procurement System has been launched!' and four icons representing different functions. Below the banner, there is a message: 'New user interface and enhanced system functionality. For details, please refer to the User Manual.' Underneath this message, there is a link for 'User Manual'. At the bottom of the page, there are two buttons: 'Login' and 'Join Us'. The 'Login' button is highlighted with a yellow box.</p>

Step	Screen
<p>3. Enter User ID & Password with Validation Code, click Login button.</p> <p>OR</p> <p>4. Click Login with iAM Smart button to login. Please note that the “iAM Smart” should have been installed at your mobile before using “iAM Smart” to login e-Procurement.</p>	

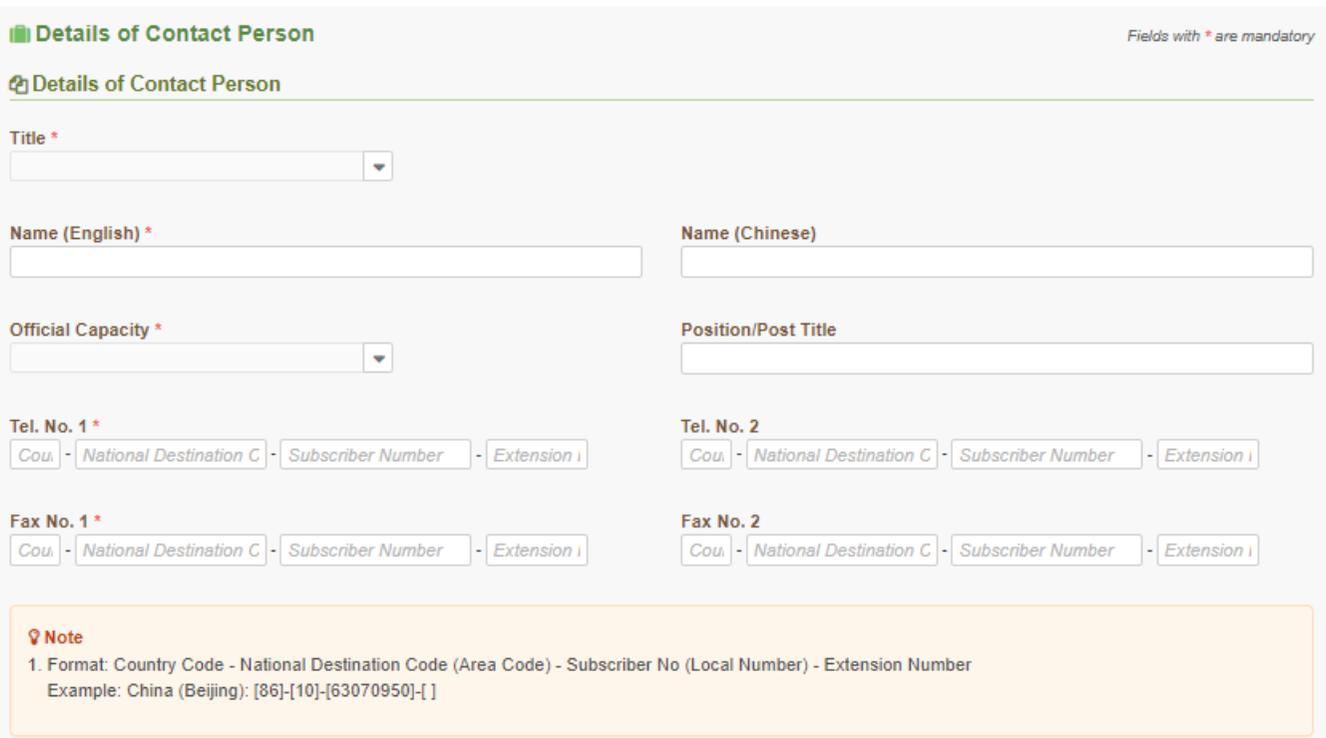
B. Setup Contact List

After the master account has been activated the account, the master account holder should add all contacts to the “List of Contact Person”.

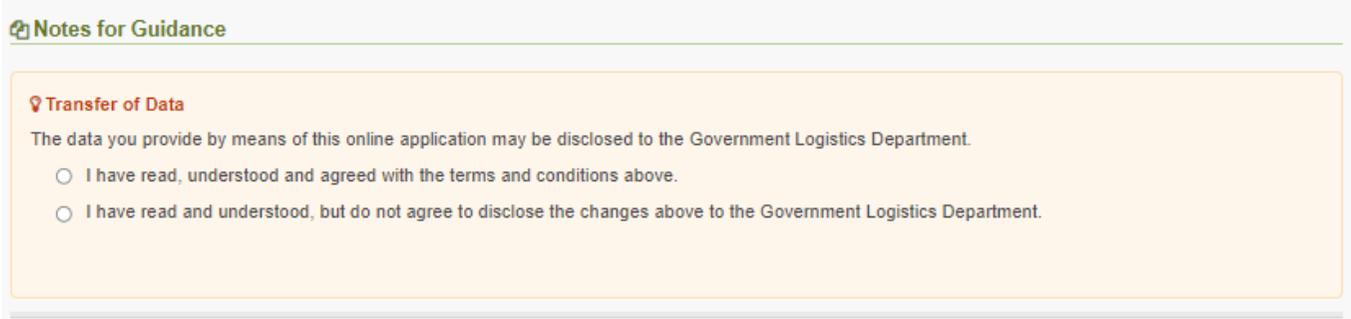
1. List of Contact Person

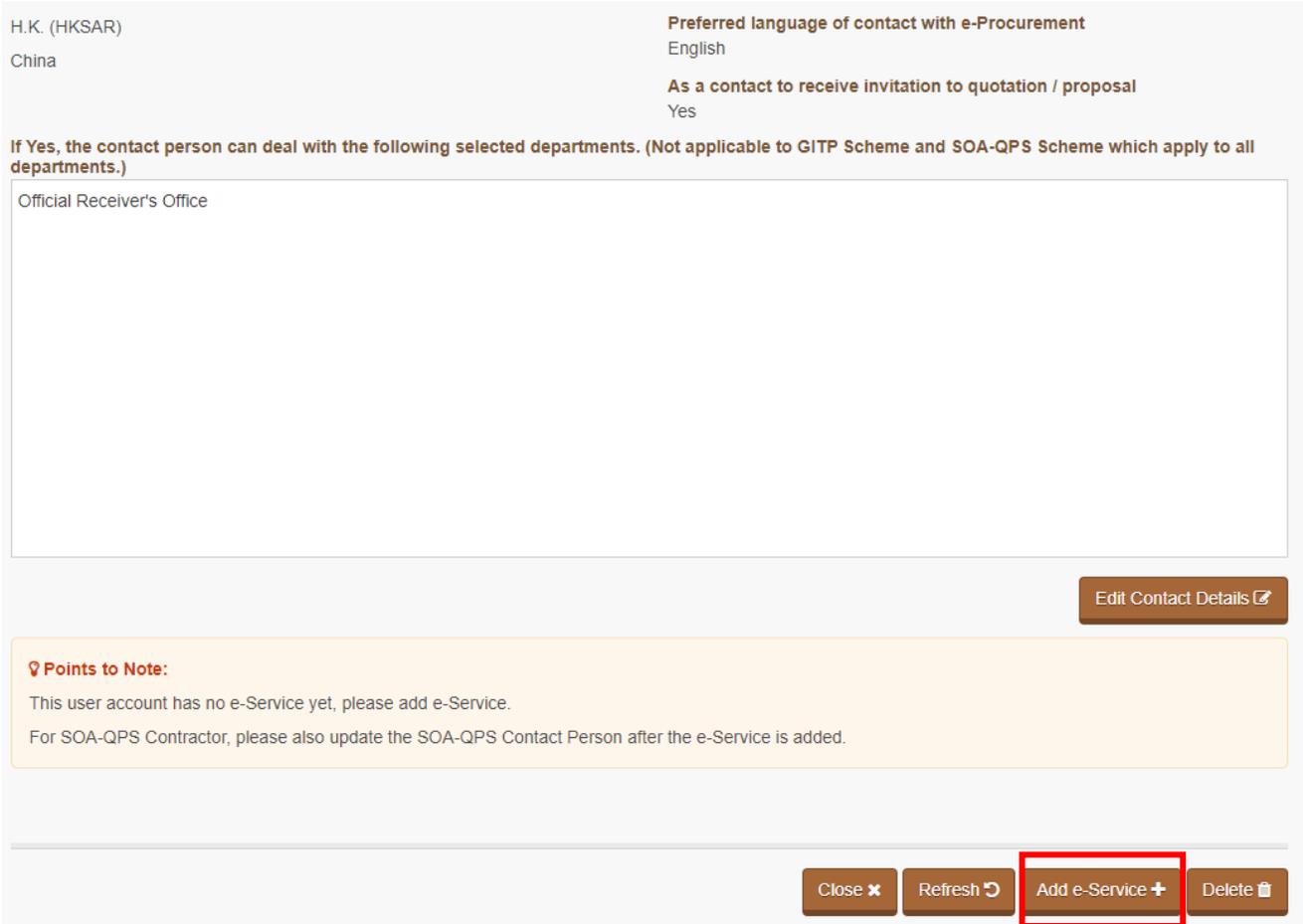
Update all the contact person(s) of the Supplier/Contractor.

Step	Screen
1. Click List of Contact Person on the Menu	 <p>The screenshot shows the GovHK e-Procurement portal. At the top, it says 'GOVHK 香港政府一站通 e-Procurement'. Below that, the user is identified as 'S CHAN'. A navigation menu includes 'Home', 'My Account +', 'Company Profile', and 'Quotation I'. A dropdown menu is open from 'My Account +', listing several options: 'Company Details', 'Organisation and Staff', 'List of Contact Person' (highlighted with a red box), 'SOA-QPS Contact Persons', 'Business Activities', and 'e-Catalogue'. Below the menu, there are sections for 'Recent Invitations' with radio buttons for 'Outstanding' and 'Outsta...', a pagination control showing '1 / 2', and a list of invitation details including 'Invitation to Quotation No.: 08...', 'Closing Date Time: 12 Nov 20...', and 'Submission History: (0) A'.</p>

Step	Screen
2. Click Add Contact Person button	
3. Enter Details of Contact Person <ul style="list-style-type: none"> Note: Invitation to Proposal will be sent to the Email that is set out on the “List of Contact Person”. 	 <p>Details of Contact Person <small>Fields with * are mandatory</small></p> <p>Details of Contact Person</p> <p>Title *</p> <p>Name (English) * Name (Chinese)</p> <p>Official Capacity * Position/Post Title</p> <p>Tel. No. 1 * Tel. No. 2</p> <p>Fax No. 1 * Fax No. 2</p> <p>Note</p> <p>1. Format: Country Code - National Destination Code (Area Code) - Subscriber No (Local Number) - Extension Number Example: China (Beijing): [86]-[10]-[63070950]-[]</p>

Step	Screen											
	<p>Email *</p> <input type="text"/> <p>Address (English) *</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p>Address (Chinese)</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p>Preferred language of contact with e-Procurement * <input checked="" type="radio"/> English <input type="radio"/> 繁體中文 <input type="radio"/> 简体中文</p> <p>As a contact to receive invitation to quotation / proposal * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If Yes, the contact person can deal with the following selected departments. (Not applicable to GITP Scheme and SOA-QPS Scheme which apply to all departments.)</p> <table border="1"> <thead> <tr> <th data-bbox="683 821 1326 861">Available Department</th> <th data-bbox="1397 821 2040 861">Selected Department</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 861 1326 901">Agriculture, Fisheries and Conservation Department</td> <td data-bbox="1397 861 2040 1220" rowspan="8" style="text-align: center;">  <i>Unselected</i> </td> </tr> <tr> <td data-bbox="683 901 1326 941">Architectural Services Department</td> </tr> <tr> <td data-bbox="683 941 1326 981">Audit Commission</td> </tr> <tr> <td data-bbox="683 981 1326 1021">Auxiliary Medical Service</td> </tr> <tr> <td data-bbox="683 1021 1326 1061">Buildings Department</td> </tr> <tr> <td data-bbox="683 1061 1326 1101">Census and Statistics Department</td> </tr> <tr> <td data-bbox="683 1101 1326 1141">Chief Executive's Office</td> </tr> <tr> <td data-bbox="683 1141 1326 1181">Chief Executive's Policy Unit</td> </tr> </tbody> </table>	Available Department	Selected Department	Agriculture, Fisheries and Conservation Department	 <i>Unselected</i>	Architectural Services Department	Audit Commission	Auxiliary Medical Service	Buildings Department	Census and Statistics Department	Chief Executive's Office	Chief Executive's Policy Unit
Available Department	Selected Department											
Agriculture, Fisheries and Conservation Department	 <i>Unselected</i>											
Architectural Services Department												
Audit Commission												
Auxiliary Medical Service												
Buildings Department												
Census and Statistics Department												
Chief Executive's Office												
Chief Executive's Policy Unit												

Step	Screen
	
<p>4. Click Save button to save the contact person details</p>	

Step	Screen
<p>5. Click Add e-Service + to add e-Service to the contact person</p> <ul style="list-style-type: none"> Note: It is important to add e-Service for the contact person AND assign at least the “Submit Quotation/Proposal” function to him/her in the following step. Otherwise, the contact person cannot have access to the assignment and cannot submit quotation / proposal through this on-line system. 	 <p>The screenshot displays the contact details for a user. At the top, it shows 'H.K. (HKSAR)' and 'China'. To the right, there are fields for 'Preferred language of contact with e-Procurement' (English) and 'As a contact to receive invitation to quotation / proposal' (Yes). Below this is a section titled 'If Yes, the contact person can deal with the following selected departments. (Not applicable to GITP Scheme and SOA-QPS Scheme which apply to all departments.)' containing a list with 'Official Receiver's Office'. An 'Edit Contact Details' button is visible on the right. A yellow 'Points to Note' box contains the text: 'This user account has no e-Service yet, please add e-Service. For SOA-QPS Contractor, please also update the SOA-QPS Contact Person after the e-Service is added.' At the bottom, there are four buttons: 'Close', 'Refresh', 'Add e-Service +' (highlighted with a red box), and 'Delete'.</p>

6. Input the account details for e-Service. Click **Save** button to save the e-Service account details.

- **Note:** Enable the “iAM Smart” for allowing sub-account to login e-PS via “iAM Smart”.

e-Service Account Details

User ID *

Email *

New Password *

Confirm Password *

Points to Note:

1. You can use User ID + Password to create an e-Service Account.
2. To keep your account safe, do not use your personal information or common words to create password which make your password easier to guess. Do not share your password with anyone. You should follow the password policy stated below in making a new password.
3. Your new password must have at least 8 characters with:
 - upper case letters: A through Z
 - lower case letters: a through z
 - numbers: 0 through 9, and
 - special characters: non-alphanumeric such as "!~!@#\$\$%^&*(){}[]<>+|=|/;,:.?"
4. Password must not be the user name, user ID or email address.
5. Password must be changed every 6 months. The last 8 passwords cannot be reused.
6. In password selection, do not use a password that contains dictionary words or repetitive/sequential characters (including keyboard sequence)
7. Change of password will unbind iAM Smart if bound

iAM Smart

I/we have read and understood the Privacy Policy and the Terms of Use of "iAM Smart" and agree with all content therein and consent that "iAM Smart" keeps the authentication information provided by this online system. I/we permit the user to log on to this system using "iAM Smart".

Privacy Policy and Terms of Use of "iAM Smart"

"iAM Smart" Binding Status

Not Bound 🔴

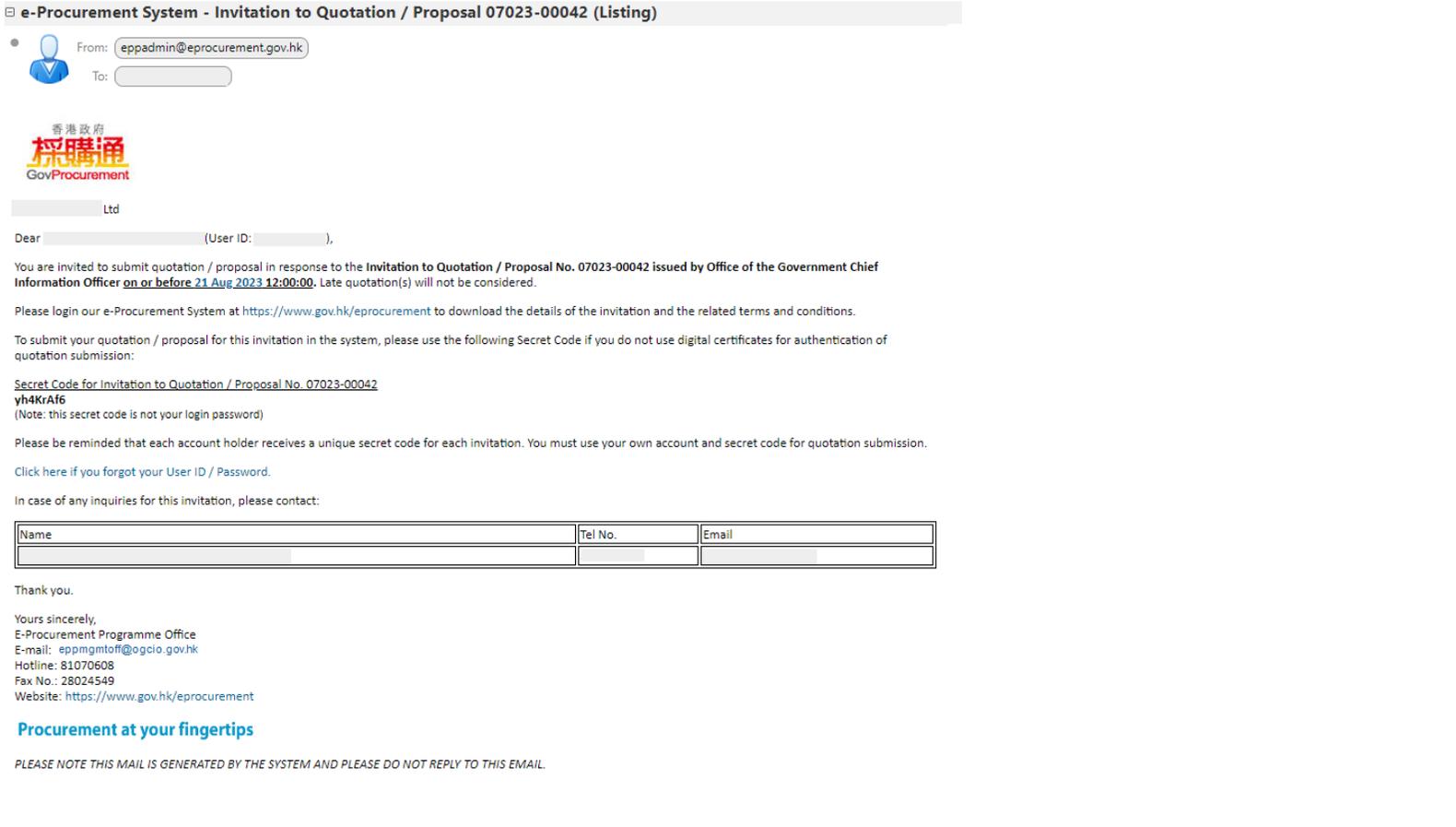
The contact person will have authority to use the following function(s)

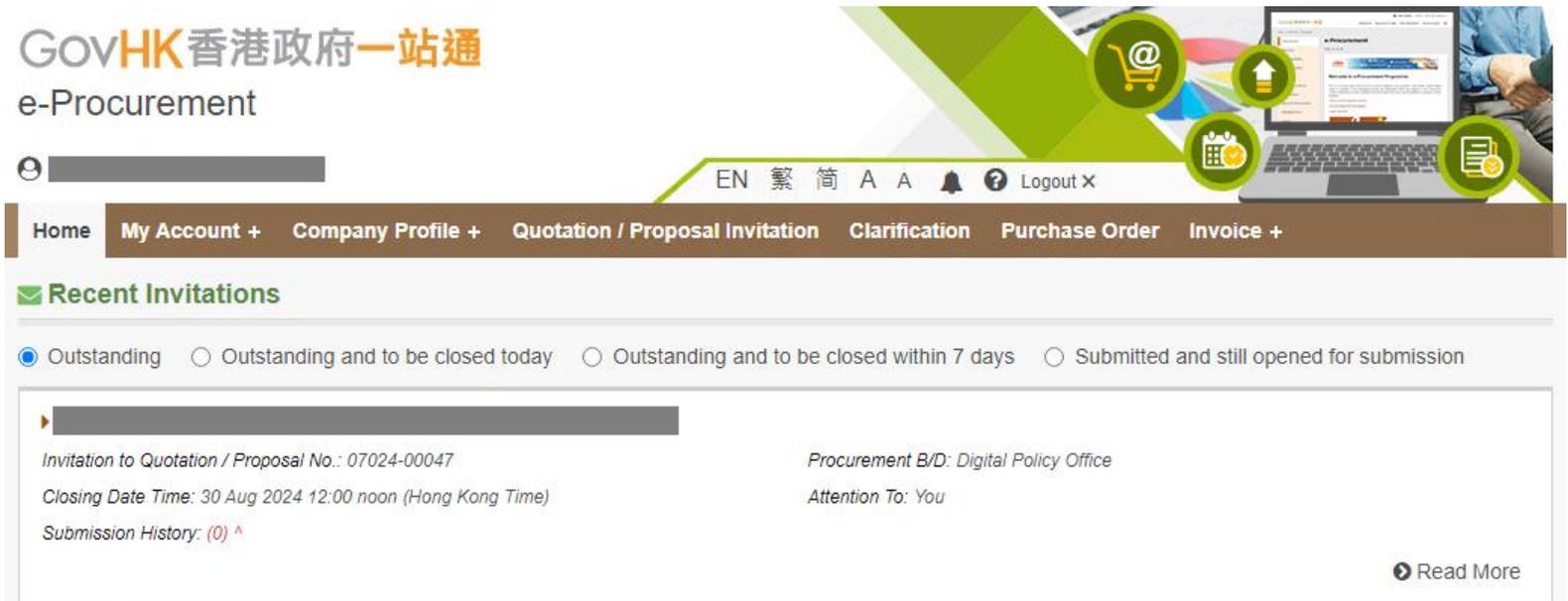
Available Function		Assigned Function
Create e-Invoice	>>	Submit Quotation/Proposal
Edit Business Activities & e-Catalogue	>	
Edit Contact Person	<	
Receive e-Invoice Acknowledgement	<<	
View Invoice		

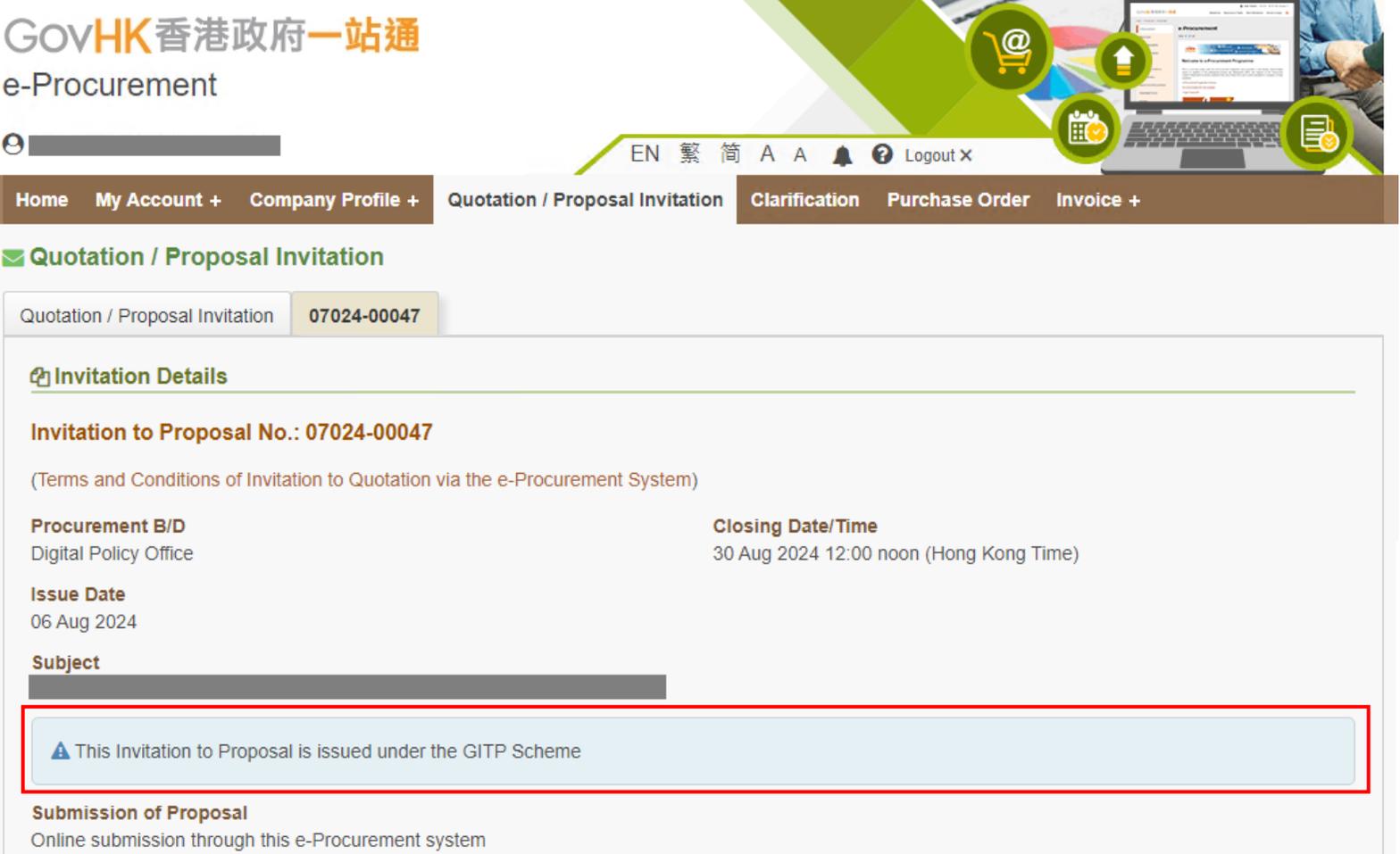
Refresh ↺
Cancel Edit ✕
Save 💾

C. Prepare and Submit Quotation/Proposal

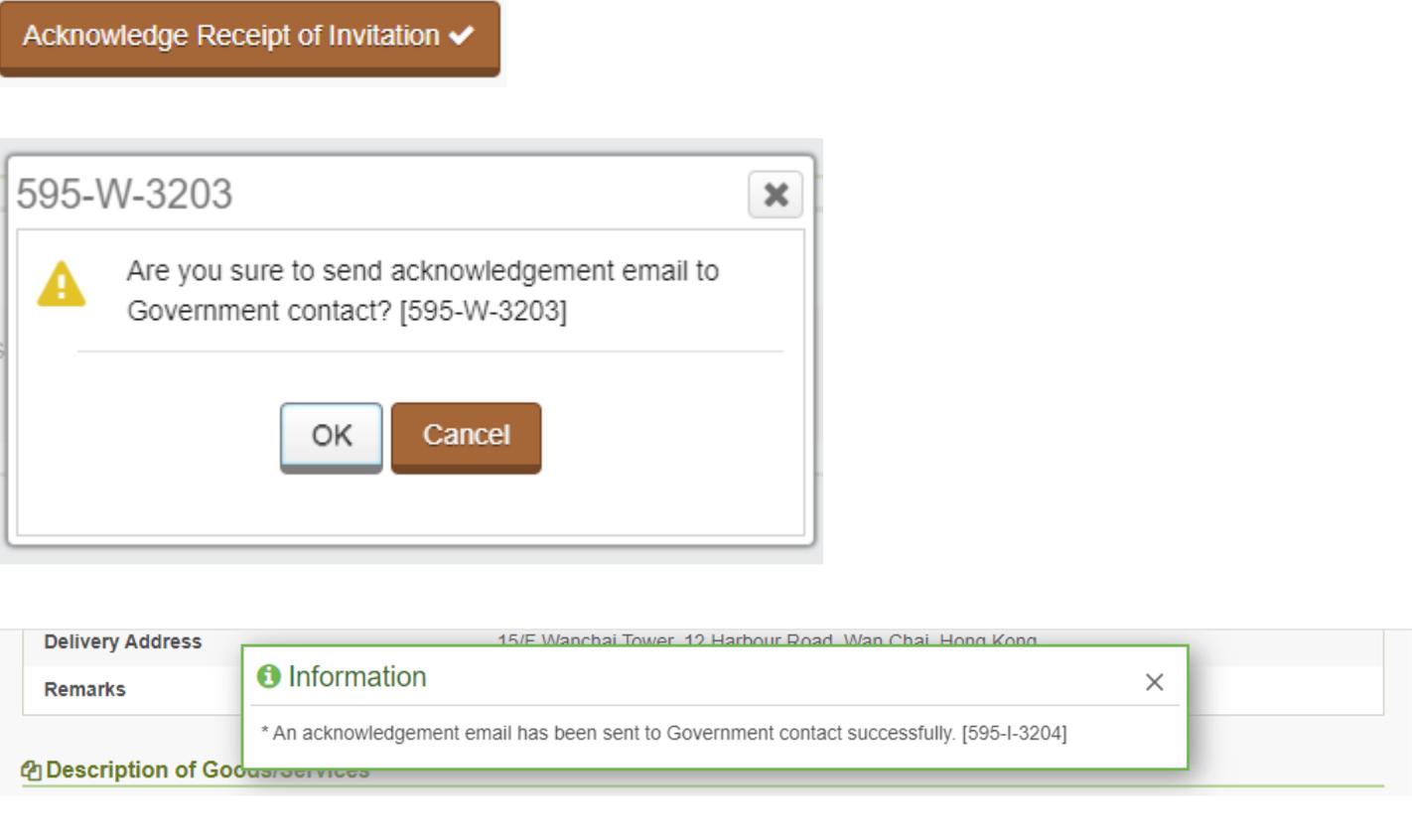
1. Access the Invitation

Step	Screen / Email						
<p>1. The invitation can be accessed through e-Procurement System</p> <p>2. Click Read More of the selected invitation.</p>	 <p>☐ e-Procurement System - Invitation to Quotation / Proposal 07023-00042 (Listing)</p> <p>From: eppadmin@eprocurement.gov.hk</p> <p>To: [redacted]</p> <p>香港政府 採購通 GovProcurement</p> <p>[redacted] Ltd</p> <p>Dear [redacted] (User ID: [redacted]),</p> <p>You are invited to submit quotation / proposal in response to the Invitation to Quotation / Proposal No. 07023-00042 issued by Office of the Government Chief Information Officer on or before 21 Aug 2023 12:00:00. Late quotation(s) will not be considered.</p> <p>Please login our e-Procurement System at https://www.gov.hk/eprocurement to download the details of the invitation and the related terms and conditions.</p> <p>To submit your quotation / proposal for this invitation in the system, please use the following Secret Code if you do not use digital certificates for authentication of quotation submission:</p> <p><u>Secret Code for Invitation to Quotation / Proposal No. 07023-00042</u> yh4KrAf6 (Note: this secret code is not your login password)</p> <p>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.</p> <p>Click here if you forgot your User ID / Password.</p> <p>In case of any inquiries for this invitation, please contact:</p> <table border="1" data-bbox="504 1021 1500 1077"> <thead> <tr> <th>Name</th> <th>Tel No.</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>[redacted]</td> <td>[redacted]</td> <td>[redacted]</td> </tr> </tbody> </table> <p>Thank you.</p> <p>Yours sincerely, E-Procurement Programme Office E-mail: eppmgmt@ogcio.gov.hk Hotline: 81070608 Fax No.: 28024549 Website: https://www.gov.hk/eprocurement</p> <p>Procurement at your fingertips</p> <p><small>PLEASE NOTE THIS MAIL IS GENERATED BY THE SYSTEM AND PLEASE DO NOT REPLY TO THIS EMAIL.</small></p>	Name	Tel No.	Email	[redacted]	[redacted]	[redacted]
Name	Tel No.	Email					
[redacted]	[redacted]	[redacted]					

Step	Screen / Email
	 <p>The screenshot displays the GovHK e-Procurement interface. At the top, the logo 'GovHK 香港政府一站通 e-Procurement' is visible. A navigation bar includes links for Home, My Account, Company Profile, Quotation / Proposal Invitation, Clarification, Purchase Order, and Invoice. Below this, a 'Recent Invitations' section features a filter menu with options: Outstanding (selected), Outstanding and to be closed today, Outstanding and to be closed within 7 days, and Submitted and still opened for submission. A list item is shown with details: 'Invitation to Quotation / Proposal No.: 07024-00047', 'Closing Date Time: 30 Aug 2024 12:00 noon (Hong Kong Time)', and 'Submission History: (0)'. The procurement B/D is identified as 'Digital Policy Office' and the attention is directed to 'You'. A 'Read More' button is located at the bottom right of the list item.</p>

Step	Screen / Email
3. Invitation details are shown on the screen.	 <p>The screenshot displays the GovHK e-Procurement interface. At the top, there is a header with the logo 'GovHK 香港政府一站通 e-Procurement'. Below the header is a navigation bar with tabs: Home, My Account +, Company Profile +, Quotation / Proposal Invitation (selected), Clarification, Purchase Order, and Invoice +. The main content area is titled 'Quotation / Proposal Invitation' and shows details for invitation number '07024-00047'. Under the 'Invitation Details' section, it lists 'Invitation to Proposal No.: 07024-00047' and '(Terms and Conditions of Invitation to Quotation via the e-Procurement System)'. Key information includes 'Procurement B/D: Digital Policy Office', 'Closing Date/Time: 30 Aug 2024 12:00 noon (Hong Kong Time)', and 'Issue Date: 06 Aug 2024'. The 'Subject' field is redacted. A red-bordered box highlights a message: 'This Invitation to Proposal is issued under the GITP Scheme'. Below this, the 'Submission of Proposal' section indicates 'Online submission through this e-Procurement system'.</p>

2. Download Invitation to Proposal Document

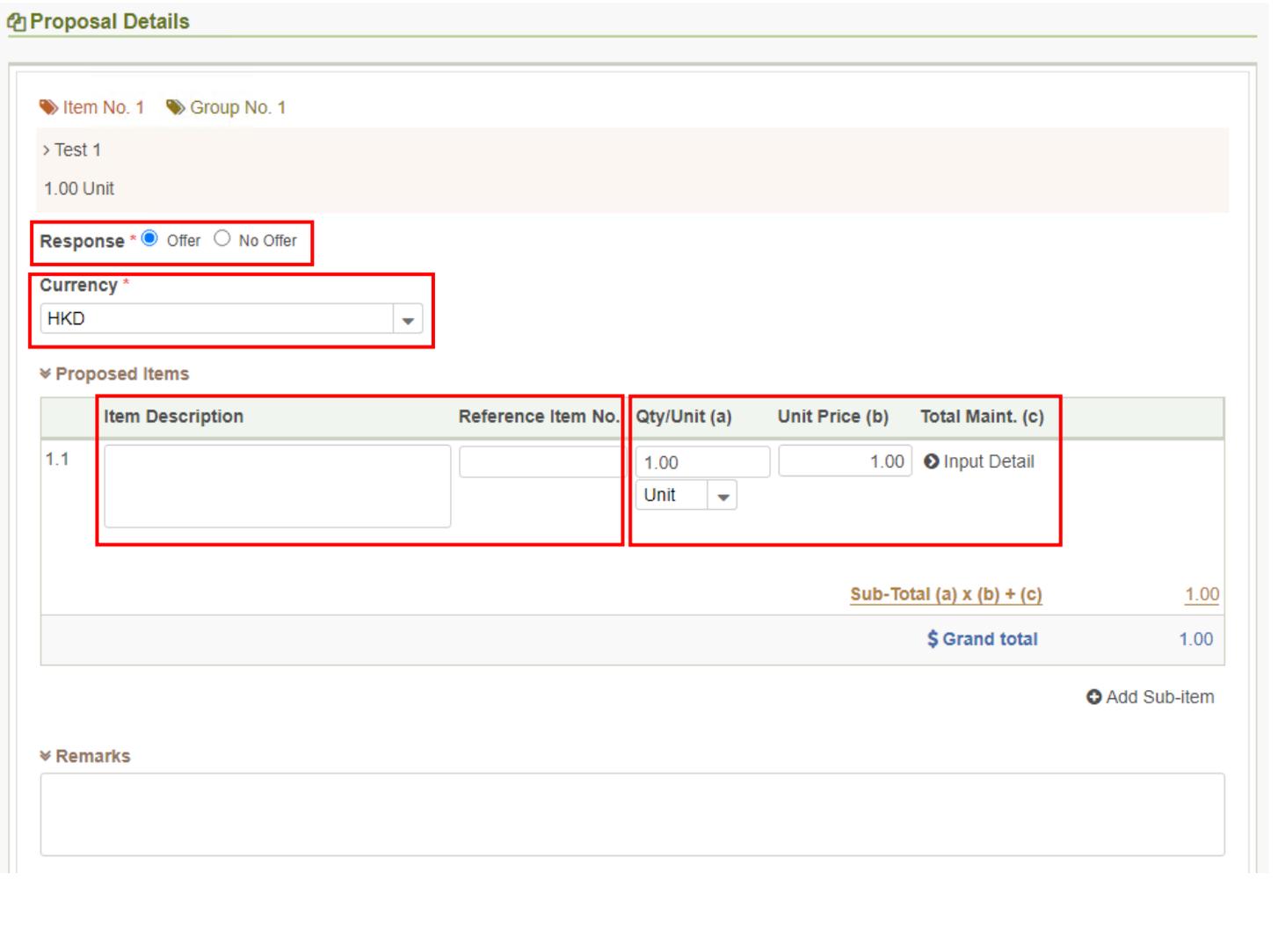
Step	Screen
<p>1. Click Download button to download the Invitation Documents in ZIP file format.</p>	
<p>(Optional, only when the Government officers provide email address to receive acknowledgement.)</p> <p>2. Click Acknowledge Receipt of Invitation to Proposal button to send the acknowledgment to the Government officer.</p> <ul style="list-style-type: none"> • An email is sent the Government officer. • E-Procurement system allows acknowledgement more than once. 	

Step	Screen
	<div data-bbox="607 256 2054 858"><p data-bbox="607 256 2054 284">☰ e-Procurement: Acknowledgement Receipt from GITP Provider for the Invitation to Quotation / Proposal (07023-00061) 1 message</p><p data-bbox="607 300 2054 327"> From: <input type="text" value="eppadmin@eprocurement.gov.hk"/> September 20, 2023 9:21 AM</p><p data-bbox="725 344 909 368">To: <input type="text"/></p><p data-bbox="725 384 909 408">Cc: <input type="text"/></p><p data-bbox="607 464 779 488">Dear Sir / Madam,</p><p data-bbox="607 552 1935 600">Please be informed that the GITP Provider <input type="text"/> (Contact: <input type="text"/>) hereby acknowledges receipt your invitation to quotation / proposal Case No: 07023-00061 on 20-09-2023 at 09:19:59.</p><p data-bbox="607 663 815 711">Regards, e-Procurement System</p><p data-bbox="607 735 1536 783">THIS MAIL IS GENERATED BY THE SYSTEM SO IT IS NOT APPLICABLE FOR HANDLING REPLY MAIL. SHOULD YOU HAVE ANY ENQUIRIES, YOU MAY CONTACT SUPPLIES COLLEAGUES OR HELPDESK AT 81070608.</p></div>

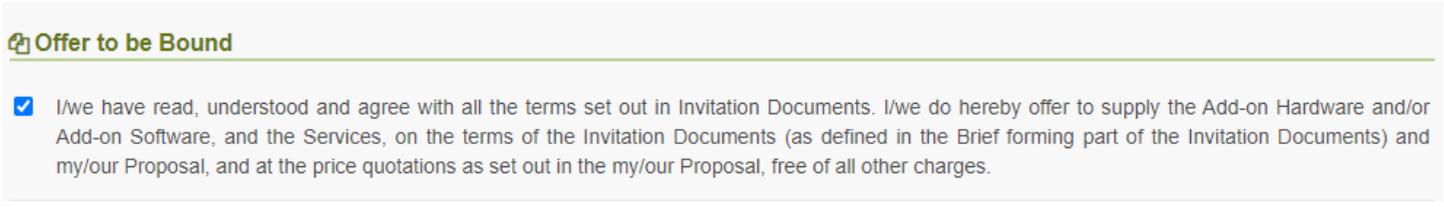
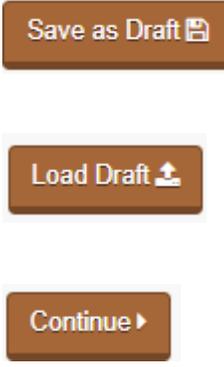
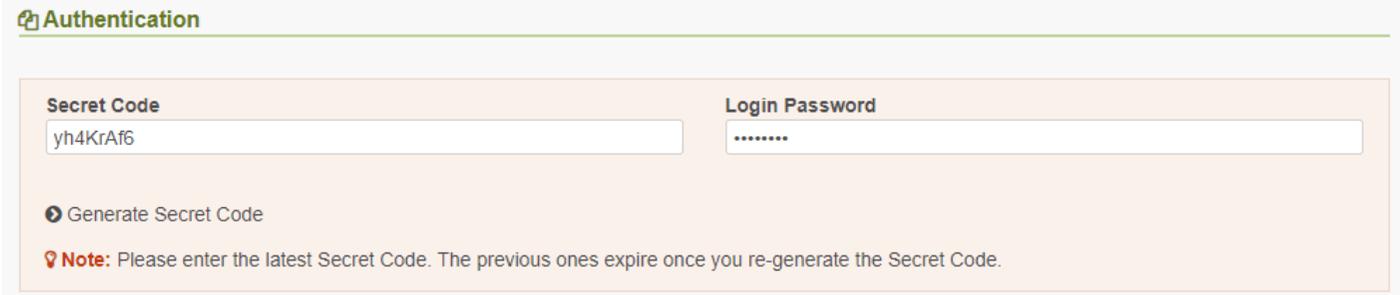
3. Prepare and Submit Quotation/Proposal

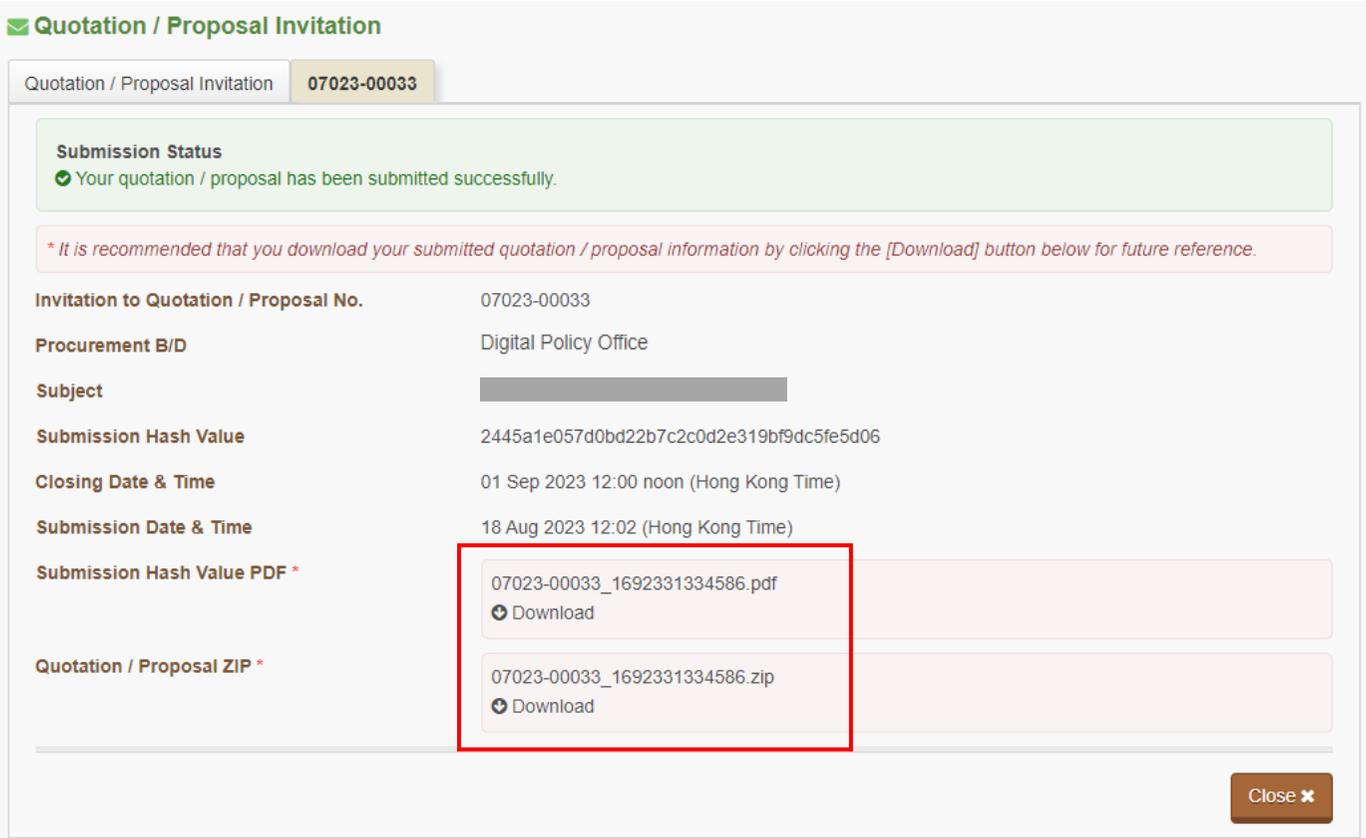
- **Note:** Multiple submission is permitted before the closing date. In general the last submission would be considered. Consideration of earlier submission will be at the discretion of the government officials. Submitted quotations/proposals are sealed and cannot be viewed or revoked in e-Procurement system.

Step	Screen
1. Click Prepare Proposal button to next page to enter the requested information and document(s).	
2. Enter the Proposal details a. Enter the Your Proposal Ref. No., Your Proposal Valid Date (if any) b. Response <ul style="list-style-type: none"> • If select Offer, enter Currency (default HKD, if other currency is selected, please enter the amount of selected currency), Item Description, Reference Item No., Qty/Unit (a), and Unit Price (b). • Note: Please input the 	 <p>The screenshot shows a web interface for 'Quotation / Proposal Invitation' with ID 07024-00022. It includes a title 'Invitation to Proposal No.: 07024-00022', a note about terms and conditions, the procurement body 'Digital Policy Office', a subject field, a warning that the invitation is issued under the GITP Scheme, and input fields for 'Your Proposal Ref. No.' and 'Your Proposal Valid Date' with a 'Clear' button.</p>

Step	Screen																				
<p>Reference Item No. under the GITP scheme for hardware item, software item and maintenance services.</p> <ul style="list-style-type: none"> • Input Detail of Maintenance (if maintenance fee are charged.) and Remarks (if any) <p>c. For 2-envelope invitation, Technical proposal and Price proposal are required to be uploaded separately.</p> <p>d. The Invitation Documents will specify the documents and proposals required to be uploaded for the Proposal.</p>	 <p>The screenshot shows the 'Proposal Details' interface. At the top, it displays 'Item No. 1' and 'Group No. 1'. Below this, there is a section for 'Test 1' with '1.00 Unit'. A 'Response' field has radio buttons for 'Offer' (selected) and 'No Offer'. A 'Currency' dropdown menu is set to 'HKD'. The 'Proposed Items' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Item Description</th> <th>Reference Item No.</th> <th>Qty/Unit (a)</th> <th>Unit Price (b)</th> <th>Total Maint. (c)</th> </tr> </thead> <tbody> <tr> <td></td> <td>1.1</td> <td>1.00 Unit</td> <td>1.00</td> <td>Input Detail</td> </tr> <tr> <td colspan="4" style="text-align: right;">Sub-Total (a) x (b) + (c)</td> <td>1.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">\$ Grand total</td> <td>1.00</td> </tr> </tbody> </table> <p>Below the table, there is a 'Remarks' section with a text input area. At the bottom right, there is a '+ Add Sub-item' button.</p>	Item Description	Reference Item No.	Qty/Unit (a)	Unit Price (b)	Total Maint. (c)		1.1	1.00 Unit	1.00	Input Detail	Sub-Total (a) x (b) + (c)				1.00	\$ Grand total				1.00
Item Description	Reference Item No.	Qty/Unit (a)	Unit Price (b)	Total Maint. (c)																	
	1.1	1.00 Unit	1.00	Input Detail																	
Sub-Total (a) x (b) + (c)				1.00																	
\$ Grand total				1.00																	

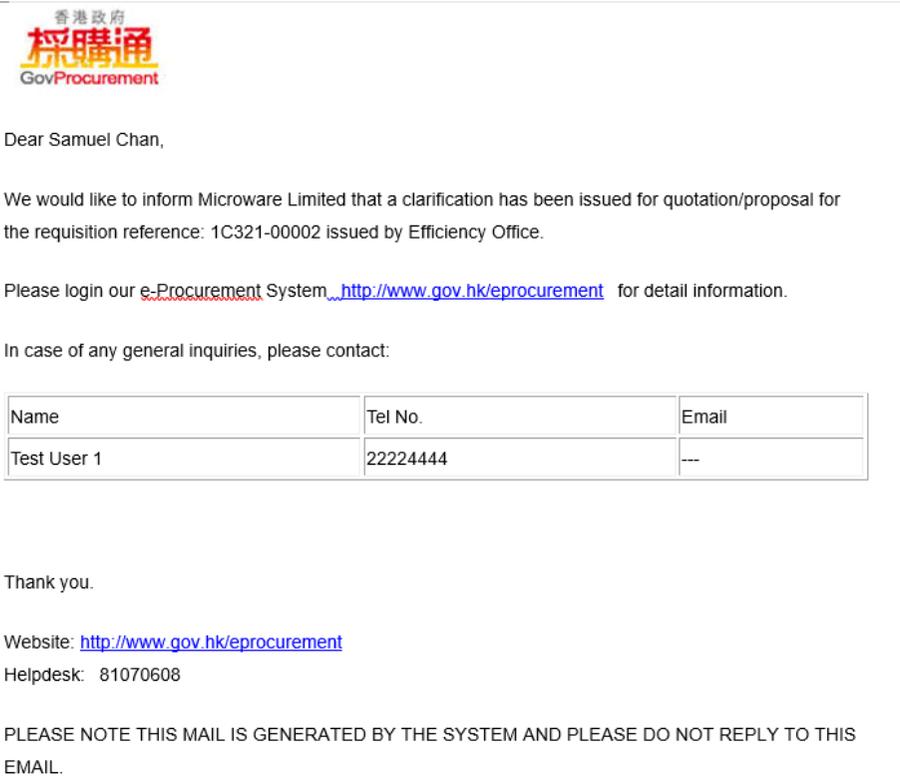
Step	Screen												
	<div data-bbox="622 261 2069 944"> <p> Attachment</p> <hr/> <p>Technical Proposal</p> <table border="1" data-bbox="629 384 2051 448"> <thead> <tr> <th>No.</th> <th>File Name</th> <th>File Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right;"> Upload</p> <p>Price Proposal</p> <table border="1" data-bbox="629 555 2051 619"> <thead> <tr> <th>No.</th> <th>File Name</th> <th>File Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right;"> Upload</p> <div data-bbox="629 703 2040 938" style="border: 1px solid #f0e68c; padding: 10px; margin-top: 10px;"> <p>Note:</p> <ol style="list-style-type: none"> If the Quotation Documents/Invitation Documents require submission of other proposals, documents and information, please attach these items here for submission. The total file size uploaded in this section should not exceed 12MB. The system only accepts doc, docx, pdf, xls and xlsx. 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. </div> </div>	No.	File Name	File Description				No.	File Name	File Description			
No.	File Name	File Description											
No.	File Name	File Description											
<p>3. Enter Overall Remarks</p>	<div data-bbox="622 1023 2069 1246"> <p> Overall Remarks</p> <hr/> <div data-bbox="629 1098 2022 1230" style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"> <p>Overall Remarks</p> </div> </div>												

Step	Screen
<p>4. Tick Offer to be Bound if agree.</p>	
<p>5. Buttons</p> <p>a. Click Save as Draft button to save the draft of quotation / proposal.</p> <p>b. Click Load Draft button to load the saved draft.</p> <p>c. Click Continue button to next page to review the entered details and enter the Secret Code and Login Password for submission.</p>	
<p>6. Enter Authentication</p> <p>a. Secret Code</p> <ul style="list-style-type: none"> Enter the Secret Code provided in the invitation email or click the Generate Secret Code link to generate a new 	

Step	Screen
secret code. b. Login Password	
7. Submit Proposal • Click Submit Proposal button to submit the Proposal.	
8. Download Submission Details for your record <i>before closing the page.</i> • Download the Submission Hash Value in PDF file format. • Download the submitted Proposal in ZIP file format. 9. Click Close button to close the submission page. Note: Submitted proposals cannot be viewed or revoked. Please download the PDF and ZIP for future reference. They cannot be downloaded after the page is closed.	 <p>The screenshot shows a web interface titled "Quotation / Proposal Invitation" with the ID "07023-00033". It displays a green "Submission Status" message: "Your quotation / proposal has been submitted successfully." Below this is a red warning: "* It is recommended that you download your submitted quotation / proposal information by clicking the [Download] button below for future reference." The page lists details for the invitation, including the Procurement B/D (Digital Policy Office), Subject (redacted), Submission Hash Value (2445a1e057d0bd22b7c2c0d2e319bf9dc5fe5d06), Closing Date & Time (01 Sep 2023 12:00 noon), and Submission Date & Time (18 Aug 2023 12:02). At the bottom, there are two download links: "07023-00033_1692331334586.pdf" and "07023-00033_1692331334586.zip", both with "Download" buttons. A "Close" button is located at the bottom right of the page.</p>

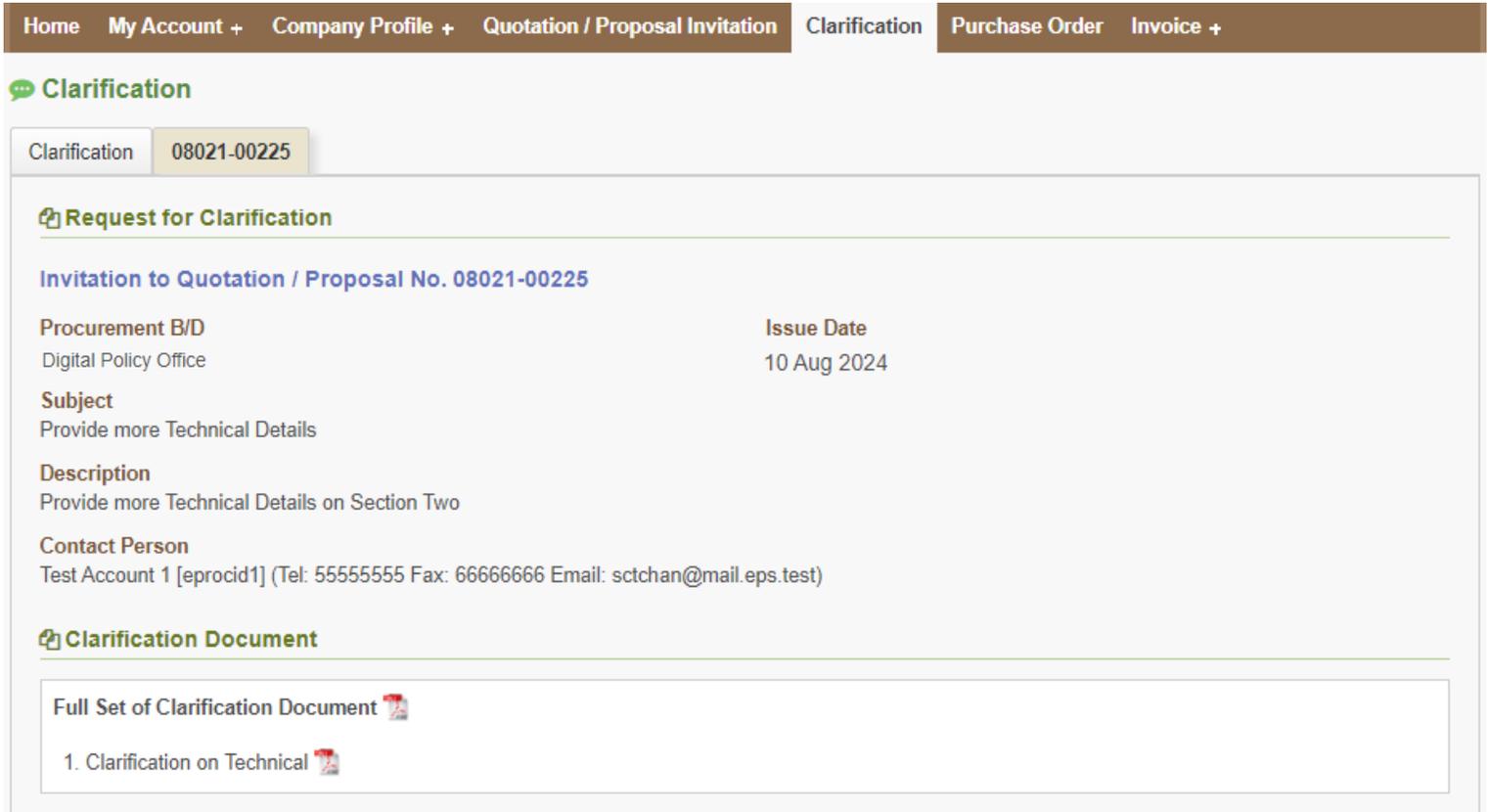
D. Respond Clarification

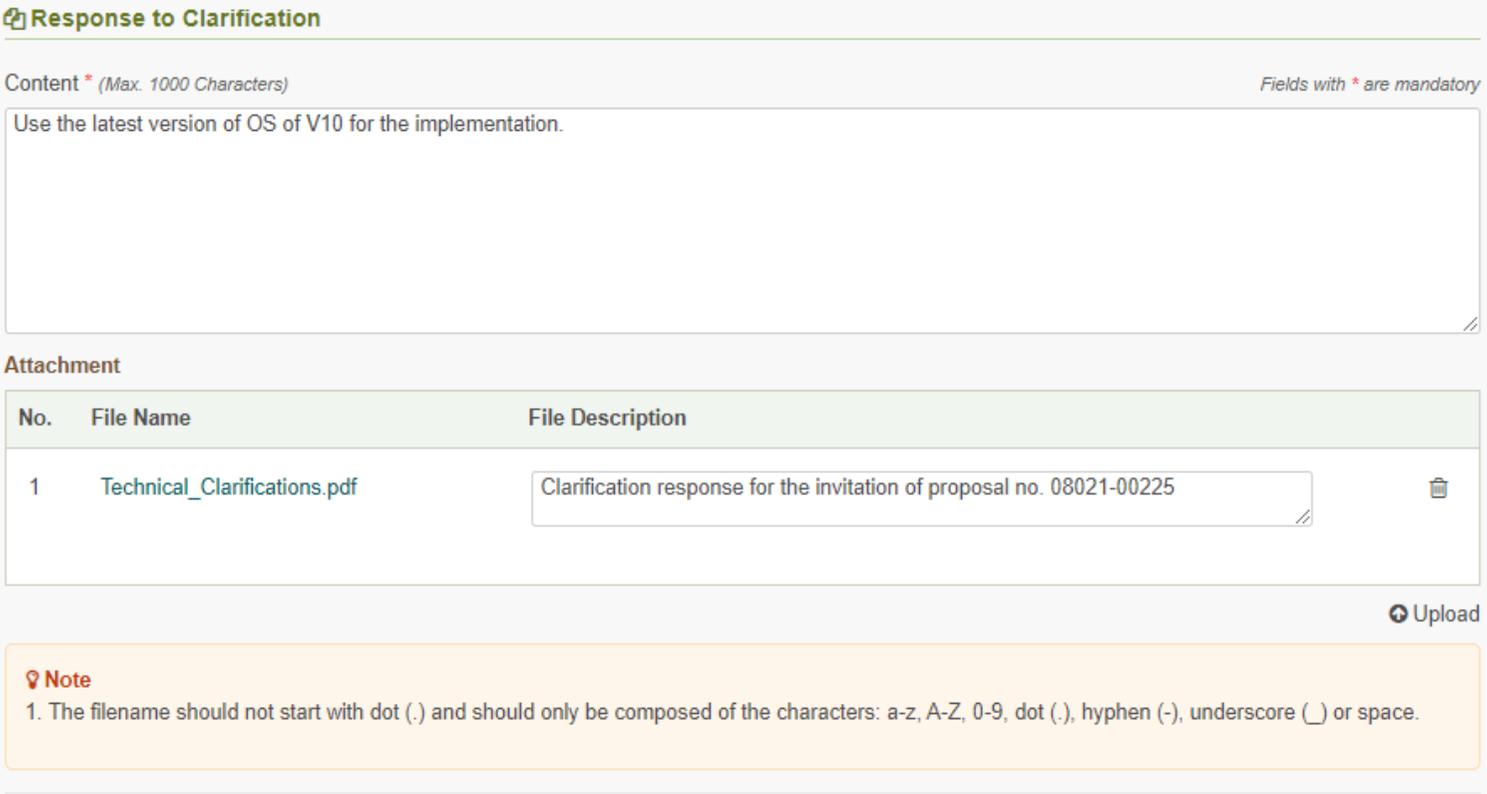
1. Access the Clarification

Step	Screen						
<p>1. The clarification can be accessed through</p> <ul style="list-style-type: none">• email or• Home -> Clarification page of e-Procurement <p>2. Click Read More of the selected invitation.</p>	 <p>香港政府 採購通 GovProcurement</p> <p>Dear Samuel Chan,</p> <p>We would like to inform Microware Limited that a clarification has been issued for quotation/proposal for the requisition reference: 1C321-00002 issued by Efficiency Office.</p> <p>Please login our e-Procurement System, http://www.gov.hk/eprocurement for detail information.</p> <p>In case of any general inquiries, please contact:</p> <table border="1" data-bbox="622 858 1485 946"><thead><tr><th>Name</th><th>Tel No.</th><th>Email</th></tr></thead><tbody><tr><td>Test User 1</td><td>22224444</td><td>---</td></tr></tbody></table> <p>Thank you.</p> <p>Website: http://www.gov.hk/eprocurement Helpdesk: 81070608</p> <p>PLEASE NOTE THIS MAIL IS GENERATED BY THE SYSTEM AND PLEASE DO NOT REPLY TO THIS EMAIL.</p>	Name	Tel No.	Email	Test User 1	22224444	---
Name	Tel No.	Email					
Test User 1	22224444	---					

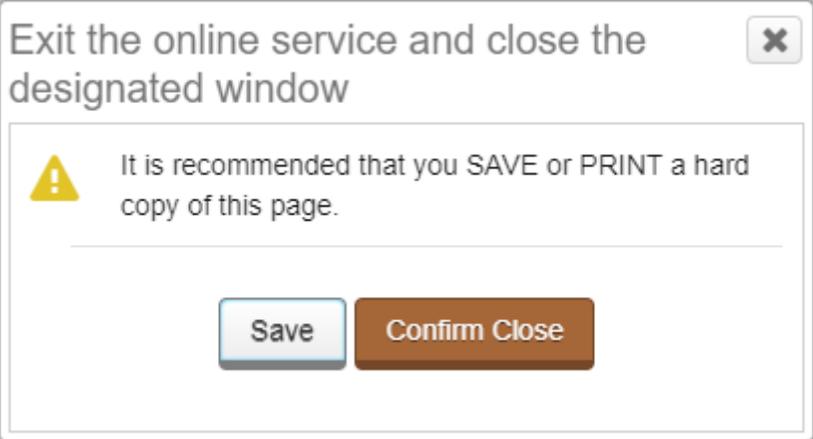
Step	Screen
	<div data-bbox="607 248 2038 300"> Home My Account + Company Profile + Quotation / Proposal Invitation Clarification Purchase Order Invoice + </div> <div data-bbox="607 316 792 347"> <p>Clarification</p> </div> <div data-bbox="607 371 757 403"> <p>Clarification</p> </div> <div data-bbox="607 419 2029 783"> <p>Invitation to Quotation / Proposal No. <input type="text" value="07013-02070"/></p> <p>Department <input type="text" value="--Any--"/></p> <p>Issue Date <input type="text" value="DD/MM/YYYY"/> To <input type="text" value="DD/MM/YYYY"/></p> <p>Status <input type="text" value="--Any--"/></p> <p>Subject Keyword <input type="text" value="Subject Keyword"/></p> <p style="text-align: right;"> <input type="button" value="Reset"/> <input type="button" value="Search"/> </p> </div> <div data-bbox="607 791 824 823"> <p>Search Result</p> </div> <div data-bbox="607 831 2029 1078"> <p style="text-align: right;">Sort by <input type="text" value="Issue Date"/> Asc</p> <div data-bbox="633 898 2009 1078"> <p>▶ Technical Clarification</p> <p> <i>Invitation to Quotation / Proposal No.:</i> 07013-02070 <i>Issue Date:</i> 10 Aug 2024 <i>Procurement B/D:</i> Digital Policy Office <i>Attention To:</i> Tester 1 (cora) <i>Status:</i> Expired </p> <p style="text-align: right;">▶ Read More</p> </div> </div>

2. Prepare and Submit Clarification

Step	Screen		
1. Download the clarification document submitted by the Government officer.	 <p>Home My Account + Company Profile + Quotation / Proposal Invitation Clarification Purchase Order Invoice +</p> <p>Clarification</p> <p>Clarification 08021-00225</p> <p>Request for Clarification</p> <p>Invitation to Quotation / Proposal No. 08021-00225</p> <table><tr><td>Procurement B/D Digital Policy Office</td><td>Issue Date 10 Aug 2024</td></tr></table> <p>Subject Provide more Technical Details</p> <p>Description Provide more Technical Details on Section Two</p> <p>Contact Person Test Account 1 [eprocid1] (Tel: 55555555 Fax: 66666666 Email: sctchan@mail.eps.test)</p> <p>Clarification Document</p> <p>Full Set of Clarification Document</p> <p>1. Clarification on Technical</p>	Procurement B/D Digital Policy Office	Issue Date 10 Aug 2024
Procurement B/D Digital Policy Office	Issue Date 10 Aug 2024		

Step	Screen						
<p>2. Respond the clarifications</p> <p>a. Enter Content</p> <p>b. Upload Attachment, if any.</p> <p>NOTE: Each response should be in response to one clarification request only.</p>	 <p>Response to Clarification</p> <p>Content * (Max. 1000 Characters) Fields with * are mandatory</p> <p>Use the latest version of OS of V10 for the implementation.</p> <p>Attachment</p> <table border="1"> <thead> <tr> <th>No.</th> <th>File Name</th> <th>File Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Technical_Clarifications.pdf</td> <td>Clarification response for the invitation of proposal no. 08021-00225</td> </tr> </tbody> </table> <p style="text-align: right;">Upload</p> <p>Note</p> <p>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.</p>	No.	File Name	File Description	1	Technical_Clarifications.pdf	Clarification response for the invitation of proposal no. 08021-00225
No.	File Name	File Description					
1	Technical_Clarifications.pdf	Clarification response for the invitation of proposal no. 08021-00225					
<p>3. Submit clarifications to the Government officer and click Save as PDF button for reserving a copy.</p> <ul style="list-style-type: none"> System will prompt if 	 <p>Submit ✓</p>						

Step	Screen								
close without save.	<div data-bbox="510 264 1592 1331"> <p>Home My Account + Company Profile + Quotation / Proposal Invitation Clarification Purchase Order Invoice +</p> <p>Clarification</p> <p>Clarification 08021-00225</p> <p>Response to Clarification Acknowledgement</p> <p>Submission Status Your Response to Clarification has been submitted successfully [595-I-5301]</p> <p>Request for Clarification</p> <p>Invitation to Quotation / Proposal No. 08021-00225</p> <table border="0"> <tr> <td>Procurement B/D Digital Policy Office</td> <td>Issue Date 10 Aug 2024</td> </tr> </table> <p>Subject Provide more Technical Details</p> <p>Description Provide more Technical Details on Section Two</p> <p>Contact Person Test Account 1 [eprocid1] (Tel: 55555555 Fax: 66666666 Email: sctchan@mail.eps.test)</p> <p>Clarification Document</p> <p>Full Set of Clarification Document</p> <p>1. Clarification on Technical</p> <p>Response to Clarification</p> <p>Use the latest version of OS of V10 for the implementation.</p> <p>Attachment</p> <table border="1"> <thead> <tr> <th>No.</th> <th>File Name</th> <th>File Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Technical_Clarifications.pdf</td> <td>Clarification response for the invitation of proposal no. 08021-00225</td> </tr> </tbody> </table> <p>It is recommended that you SAVE a hard copy of this page.</p> <p>Close x Save as PDF</p> </div>	Procurement B/D Digital Policy Office	Issue Date 10 Aug 2024	No.	File Name	File Description	1	Technical_Clarifications.pdf	Clarification response for the invitation of proposal no. 08021-00225
Procurement B/D Digital Policy Office	Issue Date 10 Aug 2024								
No.	File Name	File Description							
1	Technical_Clarifications.pdf	Clarification response for the invitation of proposal no. 08021-00225							

Step	Screen
	 <p>Exit the online service and close the designated window</p> <p>It is recommended that you SAVE or PRINT a hard copy of this page.</p> <p>Save Confirm Close</p>

~ End ~