

e-Procurement System

User Manual

for the

SOA-QPS

(Contractor)

Version 1.4

25 Jul 2024

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A. Go to e-Procurement

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

1. Account Activation

Step	Screen
<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</p> <p>PIN Letter</p>

Step	Screen
	<div data-bbox="902 316 1187 379" data-label="Text"> <p>香港特別行政區政府 數字政策辦公室</p> </div> <div data-bbox="1288 331 1411 459" data-label="Image"> </div> <div data-bbox="1518 316 1821 344" data-label="Text"> <p>DIGITAL POLICY OFFICE</p> </div> <div data-bbox="1485 422 1854 481" data-label="Text"> <p>The Government of the Hong Kong Special Administrative Region</p> </div> <div data-bbox="819 504 1003 533" data-label="Text"> <p>Date: 12-06-2024</p> </div> <div data-bbox="819 560 1001 588" data-label="Text"> <p>Dear Sir/Madam,</p> </div> <div data-bbox="819 616 1874 703" data-label="Text"> <p>Thank you for your interest in the e-Procurement System. The PIN to activate your account is 7dAgZam. 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> </div> <div data-bbox="891 727 1344 761" data-label="Text"> <p>http://www.eprocurement.gov.hk/en/supplier</p> </div> <div data-bbox="819 783 1892 873" data-label="Text"> <p>Please note that, for security reason, the PIN will be valid for 30 days only from the issue of this letter. If you do not login and activate your account within 30 days from the issue of this letter, you will need to re-apply for a new PIN.</p> </div> <div data-bbox="819 895 1874 1040" data-label="Text"> <p>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> </div>

Step	Screen
<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>Procurement at your fingertips</p> <p>user friendly</p> <p>easier access</p> <p>reduce transaction cost</p> <p>paperless transactions</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.

GovHK 香港政府一站通
e-Procurement

EN 繁 简 A A ?

Account Activation  Fields with * are mandatory

1 2 3 4 5 6
Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement

Activation ID *
Please enter the activation ID 
[Click here to reissue Activation ID](#)

PIN *
Please enter the PIN 
[Click here to reissue Activation PIN](#)

Validation Code *
Please enter the characters as shown in box below (left)

Y X n b 

If you cannot see the characters above clearly, please click: [Regenerate](#) to get another set of characters.

Terms and conditions *
You are requested to read the following terms and conditions carefully:

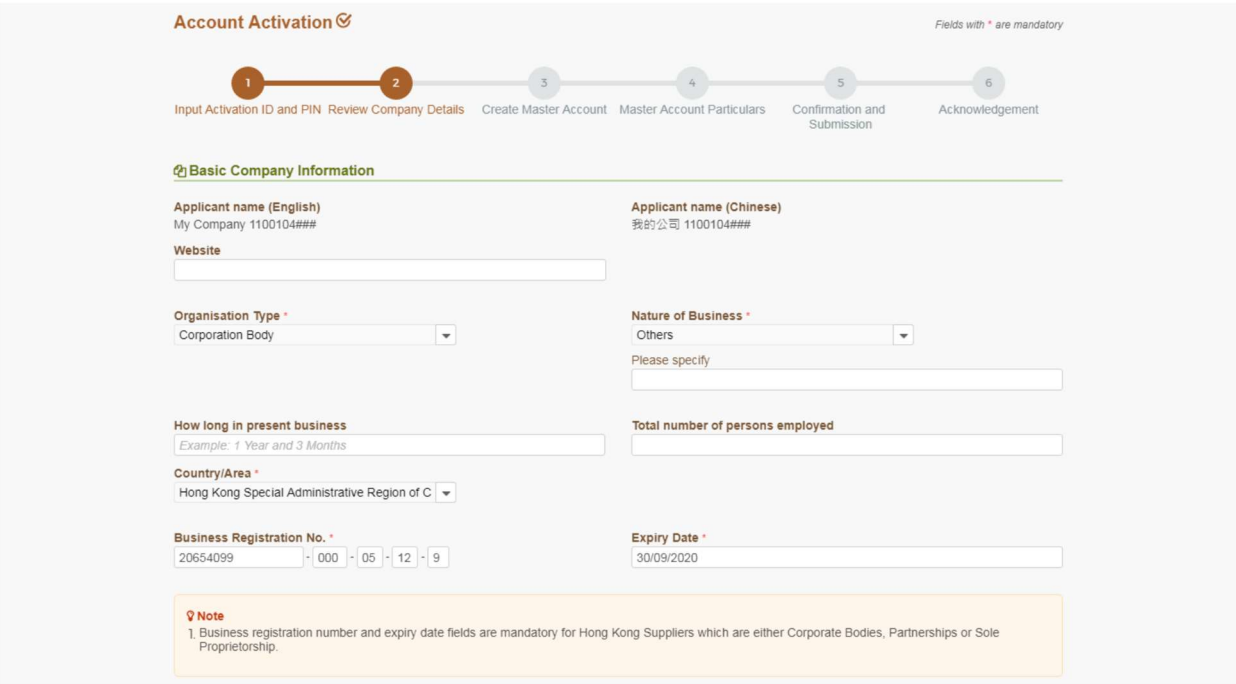
E-PROCUREMENT SYSTEM

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 ("Participation Terms and Conditions"). Please read them carefully. You cannot complete your registration and use the e-Procurement System without agreeing to comply with the 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 any Participation Terms and Conditions at any time without giving prior notice to any person. Please check the


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


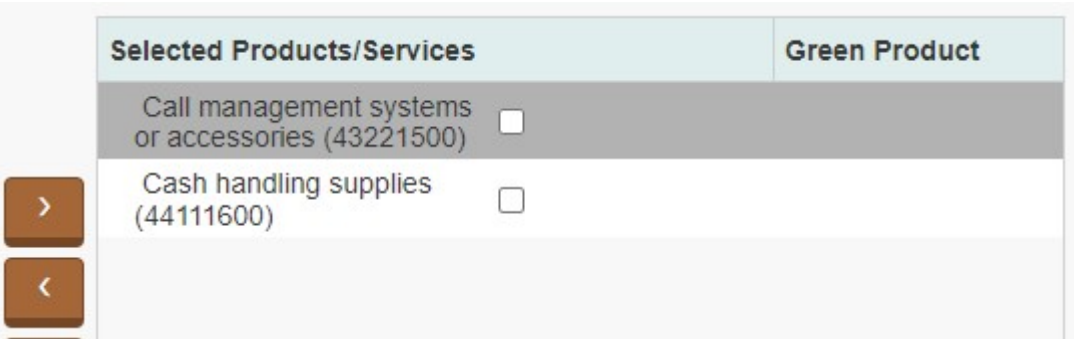
[Exit](#) [Accept](#)



Step	Screen
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. Note: both Telephone Number, Fax Number and Business Address are mandatory</p>




Step	Screen
	<div> <div> Company Contact Information (I) </div> <div> <div> <div>Tel. No. 1 *</div> <div>88888888 - Extension i</div> </div> <div> <div>Tel. No. 2</div> <div>Subscriber Number - Extension i</div> </div> </div> <div> <div> <div>Fax No. 1 *</div> <div>22222222 - Extension i</div> </div> <div> <div>Fax No. 2</div> <div>Subscriber Number - Extension i</div> </div> </div> <div> <div> Point to note 1. Format: Local Number - Extension Number </div> </div> <div> <div> Company Contact Information (II) </div> <div> <div>Email</div> <div></div> </div> <div> <div> <div>Address (English) *</div> <div>#### 940 &### 941 Nan Fung####</div> <div>####-298 C####astle Peak Rd####</div> <div></div> <div></div> <div></div> </div> <div> <div>Address (Chinese)</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> </div> </div> <div> 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 SOA-QPS. </div> <div> <div> Departments </div> <div> <div> Please select departments being served <input checked="" type="checkbox"/> Serve All Departments </div> </div> </div>

Step	Screen											
	<p>Click  to select all departments to be served.</p> <div data-bbox="801 443 2101 978"> <p>Departments</p> <p>Please select departments being served</p> <p><input type="checkbox"/> Serve All Departments</p> <table border="1"> <thead> <tr> <th data-bbox="813 579 1417 619">Available Department</th><th data-bbox="1496 579 2089 619">Selected Department</th></tr> </thead> <tbody> <tr> <td data-bbox="813 627 1417 659">Agriculture, Fisheries and Conservation Department</td><td data-bbox="1496 627 2089 683" rowspan="8"> <div data-bbox="1753 635 1843 675">  Unselected </div> </td></tr> <tr><td data-bbox="813 667 1417 699">Architectural Services Department</td></tr> <tr><td data-bbox="813 707 1417 738">Audit Commission</td></tr> <tr><td data-bbox="813 746 1417 778">Auxiliary Medical Service</td></tr> <tr><td data-bbox="813 786 1417 818">Buildings Department</td></tr> <tr><td data-bbox="813 826 1417 858">Census and Statistics Department</td></tr> <tr><td data-bbox="813 866 1417 898">Chief Executive's Office</td></tr> <tr><td data-bbox="813 906 1417 938">Chief Executive's Policy Unit</td></tr> </tbody> </table> </div> <p>d. If you are a supplier of the Government Logistics Department or a supplier of any one of the participating B/Ds, please select goods and related services supplied by you in terms of UNSPSC (United Nations Standard Products and Services Code).</p> <ul style="list-style-type: none"> 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. 	Available Department	Selected Department	Agriculture, Fisheries and Conservation Department	<div data-bbox="1753 635 1843 675">  Unselected </div>	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	<div data-bbox="1753 635 1843 675">  Unselected </div>											
Architectural Services Department												
Audit Commission												
Auxiliary Medical Service												
Buildings Department												
Census and Statistics Department												
Chief Executive's Office												
Chief Executive's Policy Unit												

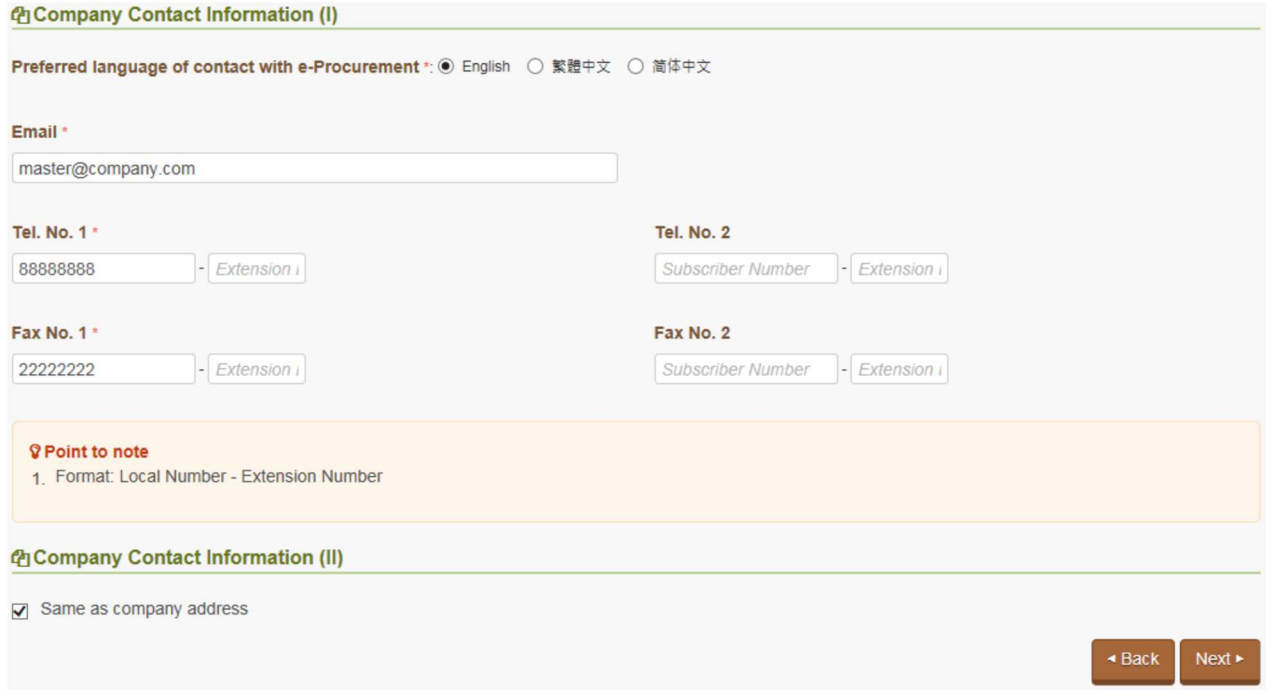
Step	Screen
	<div> <div> <div>Available Products/Services</div> <div> <input type="text"/> Search <input type="button" value="x"/> </div> <div> <ul style="list-style-type: none"> ▶ Live Plant and Animal Material and Accessories and Supplies123 (10000000) ▶ Mineral and Textile and Inedible Plant and Animal Materials (11000000) ▶ Chemicals including Bio Chemicals and Gas Materials (12000000) ▶ Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials (13000000) ▶ Paper Materials and Products (14000000) ▶ Fuels and Fuel Additives and Lubricants and Anti corrosive Materials (15000000) ▶ Mining and Well Drilling Machinery and Accessories (20000000) ▶ Farming and Fishing and Forestry and Wildlife Machinery and Accessories (21000000) </div> <div> <input type="button" value="➤"/> <input type="button" value="➤"/> <input type="button" value="⏪"/> </div> </div> <div> <div>Selected Products/Services</div> <div>Green Product</div> <div> Novelty paper (14111600) <input type="checkbox"/> </div> </div> </div> <ul style="list-style-type: none"> Click the item (highlighted in blue) and the  button to move to the Selected Products/Services table. You can indicate whether the provided goods/services have green element by checking the Green Product box. <div> <div> <div>Available Products/Services</div> <div> <input type="text"/> Search <input type="button" value="x"/> </div> <div> <ul style="list-style-type: none"> ▶ Editorial and Design and Graphic and Fine Art Services (82000000) ▶ Public Utilities and Public Sector Related Services (83000000) ▶ Financial and Insurance Services (84000000) ▶ Healthcare Services (85000000) ▶ Education and Training Services (86000000) ▶ Travel and Food and Lodging and Entertainment Services (90000000) ▶ Personal and Domestic Services (91000000) ▶ National Defense and Public Order and Security and Safety Services (92000000) ▶ Politics and Civic Affairs Services (93000000) ▶ Organizations and Clubs (94000000) ▶ Media, Trade, Recreation, and Other Services (95000000) </div> <div> <input type="button" value="➤"/> <input type="button" value="➤"/> <input type="button" value="⏪"/> </div> </div> <div> <div>Selected Products/Services</div> <div>Green Product</div> <div> Water and sewer utilities (83101500) <input checked="" type="checkbox"/> </div> </div> </div>


Step	Screen
	<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. Click Next button to go to next Step.





Step	Screen
	<div data-bbox="801 292 2033 1185"> <h3>Account Activation </h3> <p><small>Fields with * are mandatory</small></p> <div data-bbox="808 371 1995 459"> 1 — 2 — 3 — 4 — 5 — 6 </div> <div data-bbox="808 419 1995 459"> Input Activation ID and PIN Review Company Details Create Master Account Master Account Particulars Confirmation and Submission Acknowledgement </div> <div data-bbox="808 496 1249 547"> <p>User ID</p> <input type="text" value="master"/> </div> <div data-bbox="808 592 954 616"> <p> Authorization</p> </div> <p>Please select using Password or Digital Certification for Authorization</p> <p><input checked="" type="radio"/> Password <input type="radio"/> Digital Certification</p> <div data-bbox="808 711 1870 762"> <div> <p>Password</p> <input type="password" value="••••••••"/> </div> <div> <p>Confirm Password</p> <input type="password" value="••••••••"/> </div> </div> <div data-bbox="808 799 2018 1102"> <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> <div data-bbox="1854 1134 2018 1177"> ◀ Back Next ▶ </div> </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
	<p>Account Activation  Fields with * are mandatory</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>Master Account Particulars</p> <p>Title * MR. </p> <p>Contact Person (English) * Contact Person (Chinese)</p> <p>Sam 陳大文</p> <p>Official Capacity * MANAGER </p> <p>Position/Post Title Sr.Mgt(1)</p> <p>As a contact to receive invitation to quotation / proposal * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Note 1. Select 'No' if you do not want the Master Account to receive any Invitation to Quotation notification.</p>

- b. You can select whether the Master Account holder will receive notification (email and fax) of invitation to Quotations or Proposal (as the case may be).

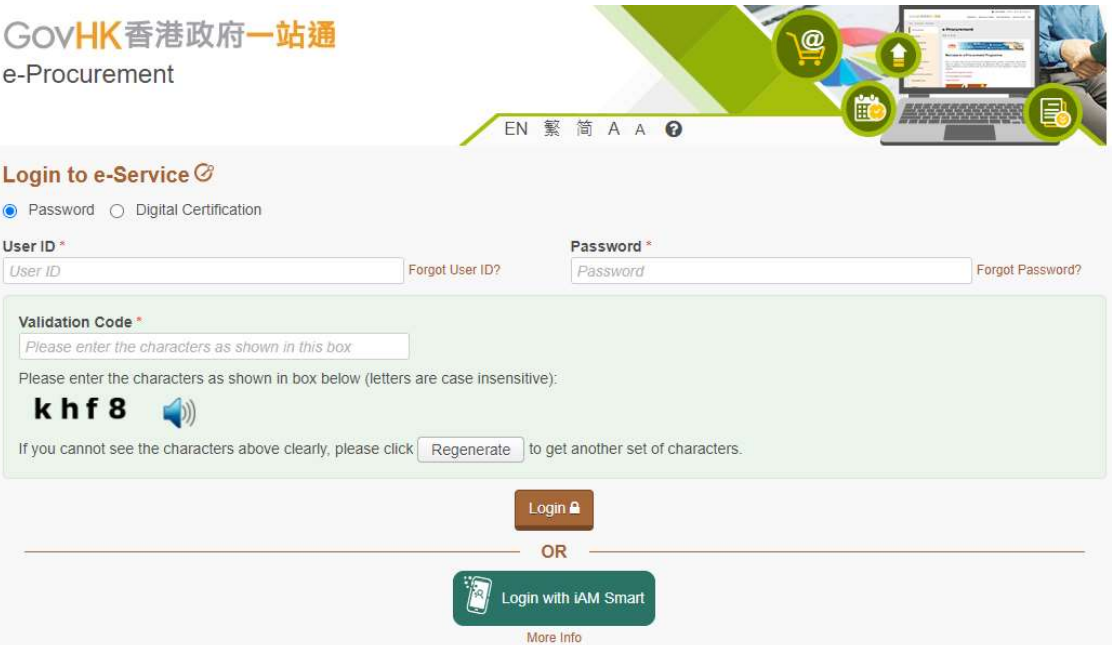
Step	Screen
	<p>c. Input the Preferred Language, Email Address for receiving notifications, Telephone and Fax No., and Address.</p> <p>d. Click Next button to go to next Step.</p>  <p>Company Contact Information (I)</p> <p>Preferred language of contact with e-Procurement *: <input checked="" type="radio"/> English <input type="radio"/> 繁體中文 <input type="radio"/> 简体中文</p> <p>Email *</p> <p>master@company.com</p> <p>Tel. No. 1 *</p> <p>88888888 - Extension 1</p> <p>Tel. No. 2</p> <p>Subscriber Number - Extension 1</p> <p>Fax No. 1 *</p> <p>22222222 - Extension 1</p> <p>Fax No. 2</p> <p>Subscriber Number - Extension 1</p> <p>Point to note</p> <p>1. Format: Local Number - Extension Number</p> <p>Company Contact Information (II)</p> <p><input checked="" type="checkbox"/> Same as company address</p> <p>◀ Back Next ▶</p>

Step	Screen
<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 Input Activation ID and PIN 2 Review Company Details 3 Create Master Account 4 Master Account Particulars 5 Confirmation and Submission 6 Acknowledgement</p> <p>Basic Company Information</p> <p>Applicant name (English) My Company 1100023###</p> <p>Website ----</p> <p>Nature of Business Transportations</p> <p>Total number of persons employed ----</p> <p>Country/Area Hong Kong Special Administrative Region of China</p> <p>Applicant name (Chinese) 我的公司 1100023###</p> <p>Organisation Type Corporation Body</p> <p>How long in present business ----</p>
<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
	<div data-bbox="795 295 2038 742"><div data-bbox="795 295 2038 335">Account Activation </div><div data-bbox="1825 311 2016 335"><i>Fields with * are mandatory</i></div><div data-bbox="795 343 2038 478"><div data-bbox="884 383 929 422">1</div><div data-bbox="1086 383 1131 422">2</div><div data-bbox="1288 383 1332 422">3</div><div data-bbox="1489 383 1534 422">4</div><div data-bbox="1691 383 1736 422">5</div><div data-bbox="1892 383 1937 422">6</div><div data-bbox="795 422 2038 478"><div>Input Activation ID and PIN</div><div>Review Company Details</div><div>Create Master Account</div><div>Master Account Particulars</div><div>Confirmation and Submission</div><div>Acknowledgement</div></div></div><div data-bbox="795 486 2038 742"><div data-bbox="1377 526 1433 582"></div><div data-bbox="1097 590 1713 622">You have successfully activated the e-service account.</div><div data-bbox="1814 686 1904 726">Login </div><div data-bbox="1915 686 2004 726">Close </div></div></div>

2. Login e-Procurement

Step	Screen
<div>1. Go to e-Procurement via https://www.gov.hk/en/theme/eprocurement/eppp/</div> <div>2. Click Login button</div>	<div><div><div>GovHK 香港政府一站通</div><div>Archive</div><div><div> < — — ></div></div></div><div><div><div>New e-Procurement System has been launched!</div><div></div><div>New user interface and enhanced system functionality. For details, please refer to the User Manual.</div><div>User Manual</div><div><div>Login</div><div>Join Us</div></div></div></div></div>

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>	


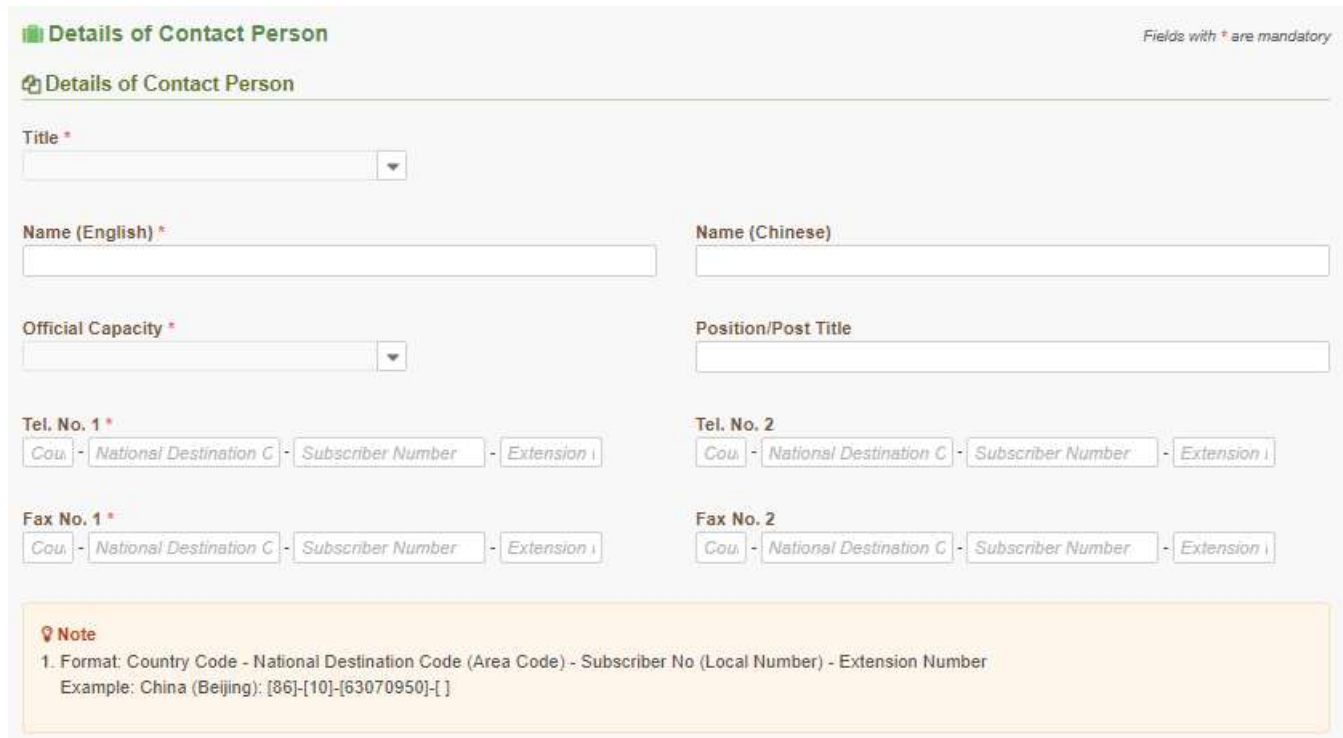
B. Setup Contact List

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

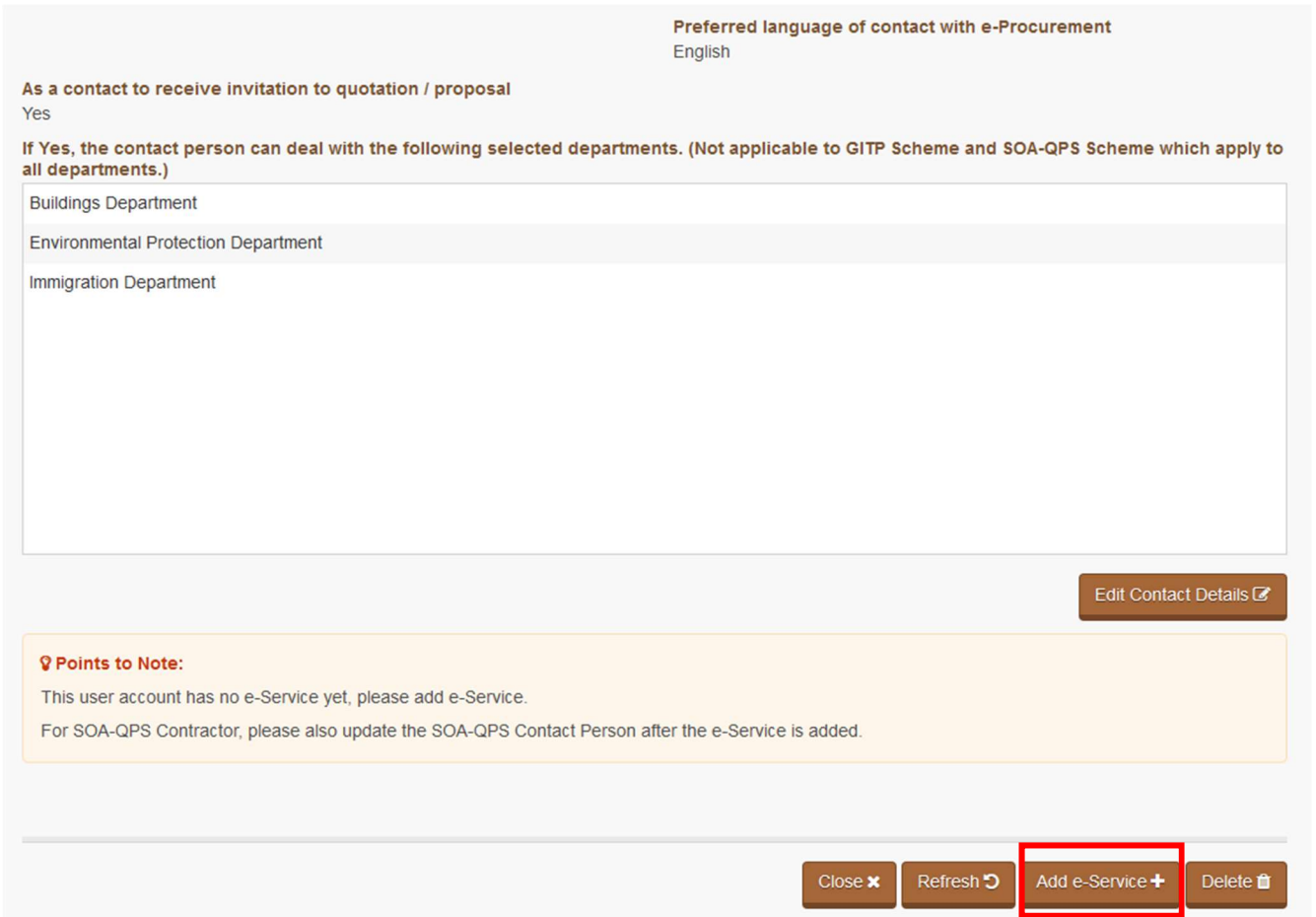
Update all the contact person(s) of the Supplier/Contractor.

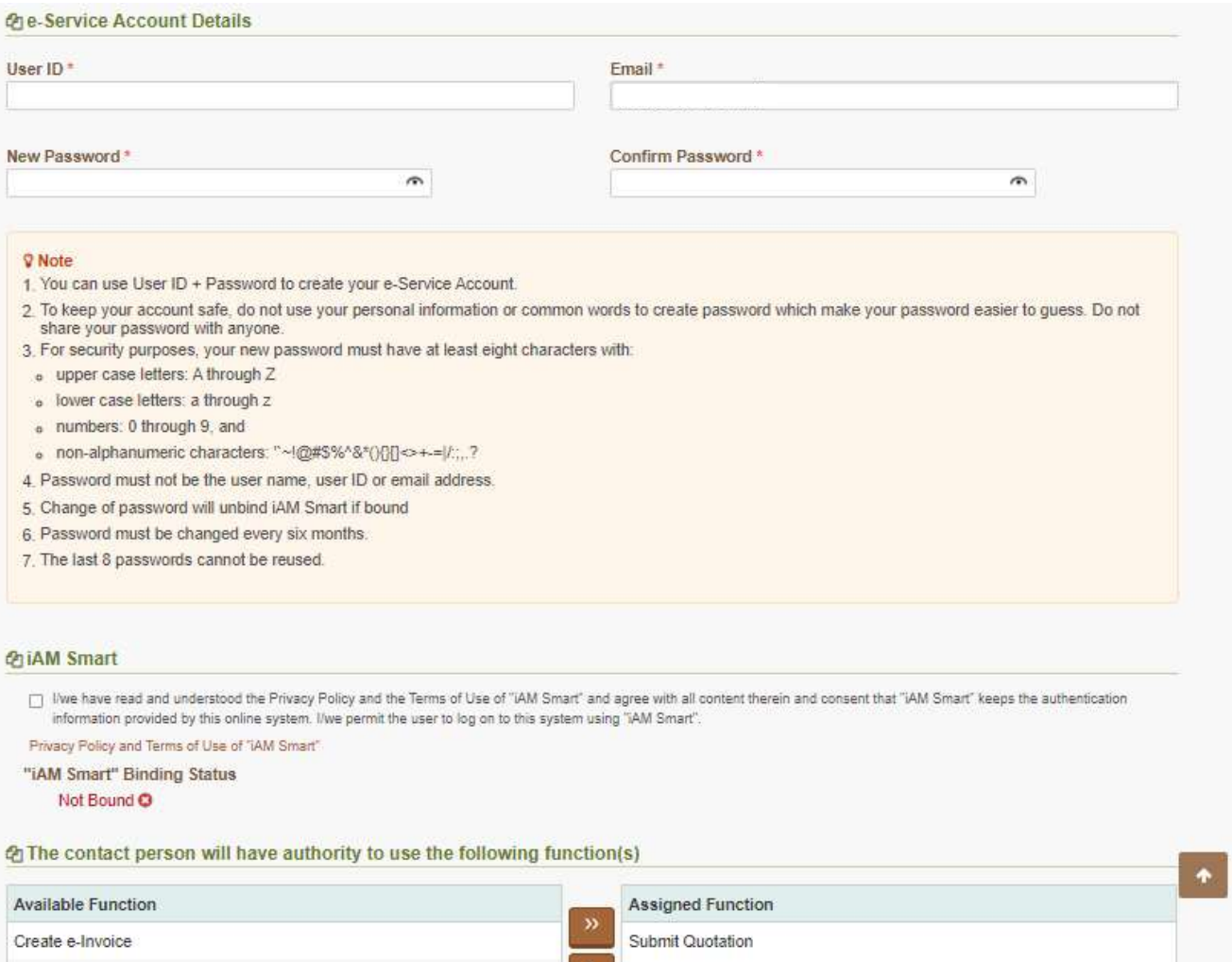
Step	Screen
1. Click List of Contact Person on the Menu	 The screenshot shows the GovHK e-Procurement portal. At the top, it says 'GovHK 香港政府一站通 e-Procurement'. Below this, there's a user profile for 'S CHAN'. A navigation bar contains 'Home', 'My Account +', 'Company Profile', and 'Quotation I'. A dropdown menu is open from 'My Account +', showing 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 navigation bar, there's a section for 'Recent Invitations' with a toggle for 'Outstanding' (selected) and 'Outstanding'. A pagination bar shows '1 / 2'. Below that, there's a card for '3232' with details like 'Invitation to Quotation No.: 08', 'Closing Date Time: 12 Nov 20', and 'Submission History: (0) A'.

Step	Screen
2. Click Add Contact Person button	
3. Enter Details of Contact Person <ul style="list-style-type: none"> Note 1: Invitation of Proposal will be sent to the Email that is set out on the “List of Contact Person”. Note 2: Please provide the Position/Post Title such as Programme Manager and Deputy Programme Manager for SOA-QPS Programme Management office 	 <p>Details of Contact Person Fields with * are mandatory</p> <p>Details of Contact Person</p> <p>Title *</p> <p>Name (English) *</p> <p>Name (Chinese)</p> <p>Official Capacity *</p> <p>Position/Post Title</p> <p>Tel. No. 1 *</p> <p>Cou. - National Destination C - Subscriber Number - Extension</p> <p>Tel. No. 2</p> <p>Cou. - National Destination C - Subscriber Number - Extension</p> <p>Fax No. 1 *</p> <p>Cou. - National Destination C - Subscriber Number - Extension</p> <p>Fax No. 2</p> <p>Cou. - National Destination C - Subscriber Number - Extension</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
	<div> <div>Email *</div> <div></div> </div> <div> <div>Address (English) *</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div>Address (Chinese)</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div>Preferred language of contact with e-Procurement *</div> <div> <input checked="" type="radio"/> English <input type="radio"/> 繁體中文 <input type="radio"/> 简体中文 </div> </div> <div> <div>As a contact to receive invitation to quotation / proposal *</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>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.)</div> <div> <div> <div>Available Department</div> <div> Agriculture, Fisheries and Conservation Department Architectural Services Department Audit Commission Auxiliary Medical Service Buildings Department Census and Statistics Department Chief Executive's Office Chief Executive's Policy Unit </div> </div> <div> <div>Selected Department</div> <div> <div>Unselected</div> </div> </div> <div> <div>>></div> <div>></div> <div><</div> <div><<</div> </div> </div> </div>

Step	Screen
	<div data-bbox="745 296 2063 595"> <p> Notes for Guidance</p> <hr/> <p> Transfer of Data</p> <p>The data you provide by means of this online application may be disclosed to the Government Logistics Department for use by it for such purposes as specified in its privacy policy published on its website.</p> <p> <input checked="" data-bbox="795 464 817 480" type="radio"/> I/we agree to the above. <input data-bbox="795 501 817 517" type="radio"/> I/we do not agree to the above. </p> </div>
4. Click Save button to save the contact person details	<div data-bbox="745 628 891 705"> <p>Save </p> </div>

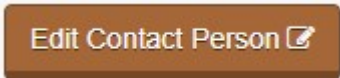

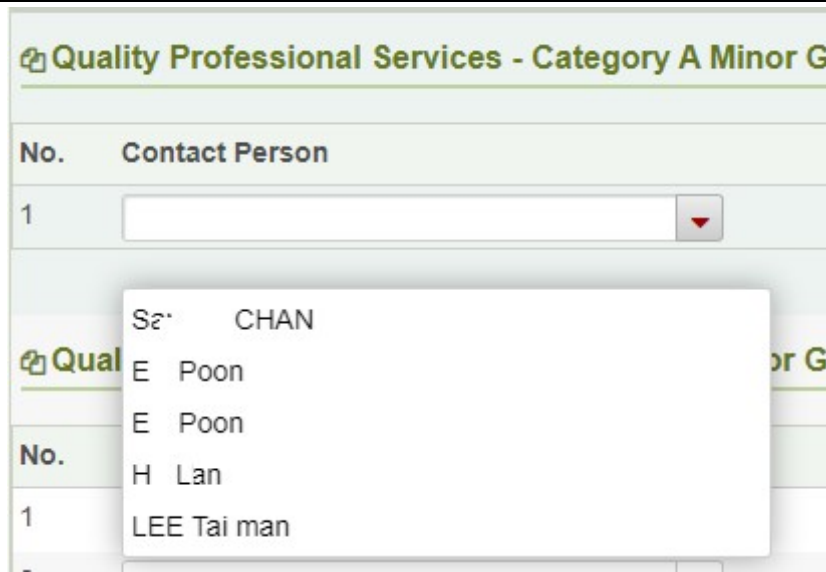
Step	Screen
<p>5. Click Add e-Service + to add e-Service to the contact person</p> <ul style="list-style-type: none"> • Note: It is important to add e-Service for the contact person AND assign at least the “Submit Quotation” function to him/her in the following step. Otherwise, the contact person cannot have access to the assignment and cannot submit quotation through this on-line system. 	
<p>6. Input the account details for e-Service. Click Save button to save</p>	

Step	Screen				
<p>the e-Service account details.</p> <ul style="list-style-type: none"> Note: Enable the “iAM Smart” for allowing sub-account to login e-PS via “iAM Smart”. 	 <p>The screenshot displays the 'e-Service Account Details' and 'iAM Smart' configuration interface. The 'e-Service Account Details' section includes input fields for 'User ID *', 'Email *', 'New Password *', and 'Confirm Password *'. Below these fields is a 'Note' box containing seven instructions for account creation and password requirements. The 'iAM Smart' section features a checkbox for agreeing to the Privacy Policy and Terms of Use, a link to the 'Privacy Policy and Terms of Use of "iAM Smart"', and a 'Binding Status' indicator showing 'Not Bound'. At the bottom, there is a table for assigning functions to the contact person.</p> <table border="1"> <thead> <tr> <th data-bbox="757 1233 1344 1265">Available Function</th> <th data-bbox="1344 1233 1989 1265">Assigned Function</th> </tr> </thead> <tbody> <tr> <td data-bbox="757 1265 1344 1316">Create e-Invoice</td> <td data-bbox="1344 1265 1989 1316">Submit Quotation</td> </tr> </tbody> </table>	Available Function	Assigned Function	Create e-Invoice	Submit Quotation
Available Function	Assigned Function				
Create e-Invoice	Submit Quotation				

2. SOA-QPS Contact Persons

- The SOA-QPS Contact Persons is for updating each Category's contact persons. Only the contact person(s) of the Category will receive email for the related Category for the invitation to proposal and submit proposals.
- The contacts of each Category is selected from the contacts which updated at "List of Contact Person".

Step	Screen
1. Click List of SOA-QPS Contact Person on the Menu	 <p>The screenshot shows the GovHK e-Procurement portal. The user is logged in as 'CHAN'. The 'My Account +' menu is open, displaying options: Company Details, Organisation and Staff, List of Contact Person, SOA-QPS Contact Persons (highlighted with a red box), Business Activities, and e-Catalogue. The background shows the 'Recent Invitations' section with a table of outstanding invitations.</p>

Step	Screen
2. Click Edit Contact Person button	
3. Click Add Contact Person link	
4. Select the Contact Person for each Category of SOA-QPS which you are on the list of SOA Contractor for such Category. Note: At least one contact person shall be assigned to each Category which you are the SOA Contractor.	

Step	Screen
5. Click Save button to save the changes	 A rectangular button with a brown gradient background. It contains the word "Save" in white text, followed by a small white icon of a floppy disk.

C. Prepare and Submit Quotation/Proposal

1. Access the Invitation

Step

Screen

1. The invitation can be accessed through

- email or
- Home page of e-Procurement

2. Click Read More of the selected invitation.

☰ [WCH SIT] A requisition is issue - case id 08021-00137

You may download the requisition details

case.subject : Combined System Development Services for Centralised System - 09

case.id : 08021-00137

requisition.issueDate : 08 Nov 2021 12:47:19

requisition.closingDate : 08 Nov 2021 16:30:00

system.externalUrl : <http://www.gov.hk/eprocurement>

system.externalEmail : eppadmin@mail.eps.test

system.externalHotlineTel : 81070608

system.externalFax : 2573 7073

supplier.secretCode : E5dpraW3

supplier.name : Samsung Supermarket

supplier.contactName : Samuel CHAN

request.govGeneralContactInTable :

Name	Tel No.	Email
Test Account 1 [eprocid1]	55555555	sctchan@mail.eps.test
Test Account 2 [eprocid2]	29618247	sctchan@mail.eps.test

request.govIssuingContactInTable :

Name	Tel No.	Email
Test Account 1 [eprocid1]	55555555	sctchan@mail.eps.test




request.govGeneralContactList : Test Account 1 [eprocid1] (Tel No.:55555555,Fax No.:66666666),
Test Account 2 [eprocid2] (Tel No.:29618247,Fax No.:25737113)










request.govIssuingContactList : Test Account 1 [eprocid1] (Tel No.:55555555,Fax No.:66666666)

request.purchaseOrderNo : ---


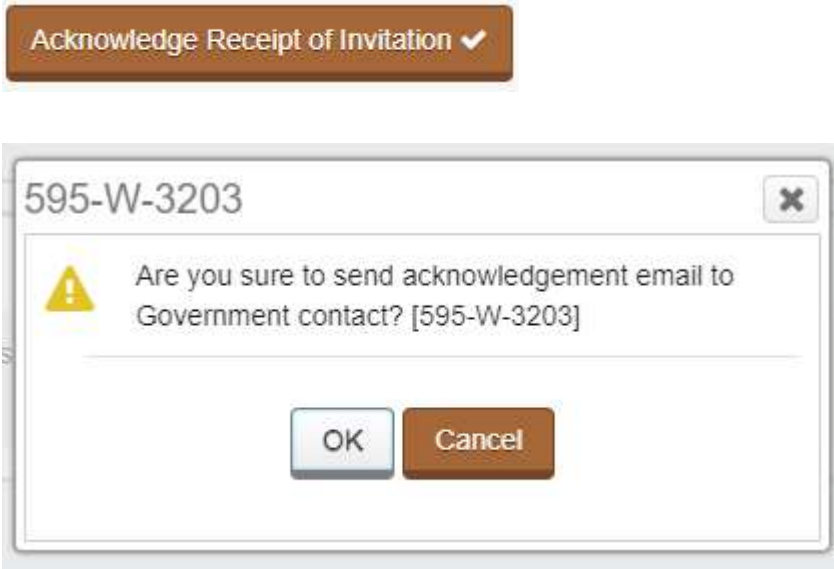
Step	Screen
	 <p>GovHK 香港政府一站通 e-Procurement</p> <p>Samuel CHAN</p> <p>EN 繁 简 A A ? Logout X</p> <p>Home My Account + Company Profile + Quotation / Proposal Invitation Clarification Purchase Order Invoice +</p> <p>Recent Invitations</p> <p><input checked="" type="radio"/> Outstanding <input type="radio"/> Outstanding and to be closed today <input type="radio"/> Outstanding and to be closed within 7 days <input type="radio"/> Submitted and still opened for submission</p> <p>► Combined System Development Services for Centralised System - 21 (Closed on 31-Dec)</p> <p>Invitation to Quotation / Proposal No.: 08021-00216 Procurement B/D: Demo Department</p> <p>Closing Date Time: 31 Dec 2021 15:00 (Hong Kong Time) Attention To: You, EPoon 002 SS</p> <p>Submission History: (0) ^</p> <p>Read More</p>

Step	Screen
3. Invitation details are shown the screen.	 <p>The screenshot displays the GovHK e-Procurement interface. At the top, the header includes the GovHK logo and the text '香港政府一站通 e-Procurement'. Below this, the user 'Samuel Chan' is logged in. A navigation bar contains links for 'Home', 'My Account +', 'Company Profile +', 'Quotation / Proposal Invitation', 'Clarification', 'Purchase Order', and 'Invoice +'. The 'Quotation / Proposal Invitation' section is active, showing a green checkmark and the title 'Quotation / Proposal Invitation'. Below this, a breadcrumb trail shows 'Quotation / Proposal Invitation' followed by the ID '1C321-00003'. The main content area is titled 'Invitation Details' and contains the following information:</p> <ul style="list-style-type: none"> Invitation to Proposal No.: 1C321-00003 (Invitation to Proposal on the terms set out in the Standing Offer Agreement for Quality Professional Services (SOA-QPS) and the Brief issued for this Invitation to Proposal.) Procurement B/D: Demo Department Issue Date: 03 Jan 2022 Closing Date/Time: 31 Jan 2022 12:00 noon (Hong Kong Time)

Step	Screen				
	<p>Subject SOA-QPS 20220210</p> <p> This invitation to Proposal is issued under the Standing Offer Agreement for Quality Professional Services</p> <p>Submission of Proposal Online submission through this e-Procurement system</p> <p> Submit technical proposal and price proposal separately in sealed envelopes</p> <p>Contact Person Test Account (Tel: 55555555 Fax: 66666666 Email: demo@department.gov.hk) Test Account 1 (Tel: 55555555 Fax: 66666666 Email: demo@department.gov.hk)</p> <p> Terms Applicable to This Invitation</p> <p>For details of the requirements and other terms and conditions, please refer to the Standing Offer Agreement for Quality Professional Services (SOA-QPS) and the Brief issued for this Invitation to Proposal.</p> <table> <tr> <td>Acceptance Criteria</td><td>Overall</td></tr> <tr> <td>Delivery Address</td><td>-</td></tr> </table>	Acceptance Criteria	Overall	Delivery Address	-
Acceptance Criteria	Overall				
Delivery Address	-				


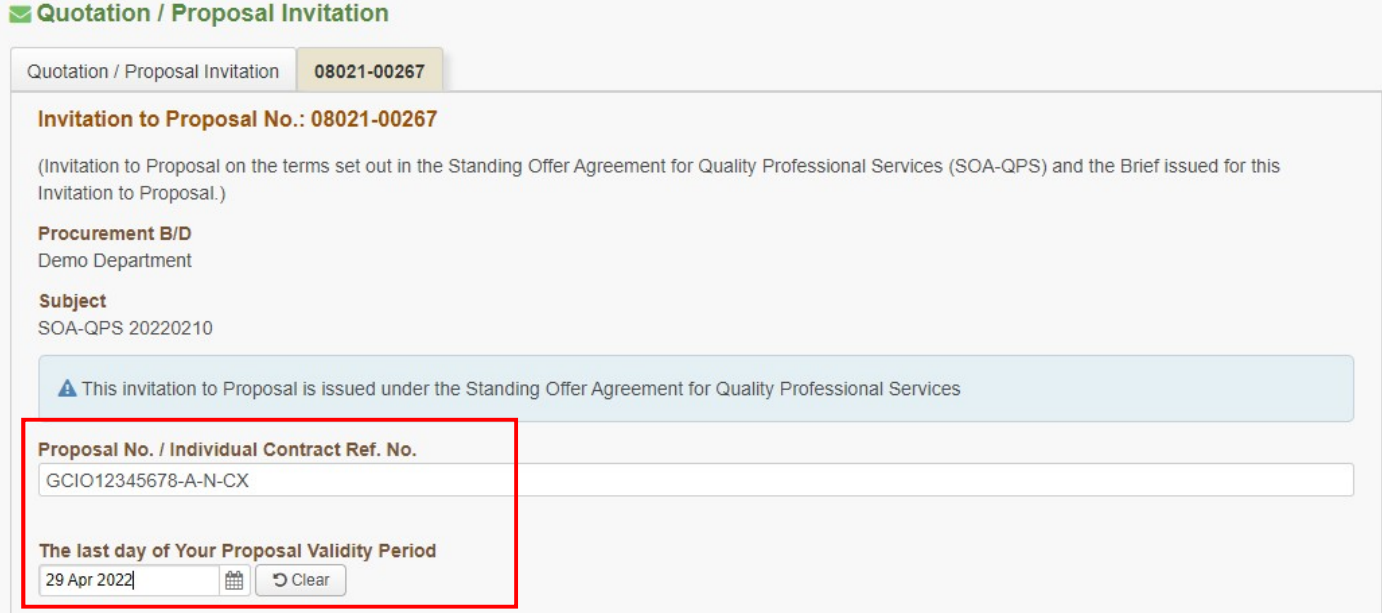


Step	Screen
	<div data-bbox="555 292 929 323">  Description of Goods/Services </div> <div data-bbox="577 379 703 403">  Item No. 1 </div> <div data-bbox="589 443 1438 507"> > Combined System Development Services for Centralised System - 21 (Closed on 31-Dec) 1 Service </div> <div data-bbox="555 595 687 627">  The Brief </div> <div data-bbox="577 667 801 699"> Full Set of the Brief  </div> <div data-bbox="589 722 687 754"> 1. WAB  </div> <div data-bbox="1137 842 1216 866">Close </div> <div data-bbox="1261 842 1373 866">Download </div> <div data-bbox="1417 842 1753 866"> Acknowledge Receipt of Invitation  </div> <div data-bbox="1798 842 2000 866"> Prepare Proposal  </div>

2. Download Work Assignment Brief

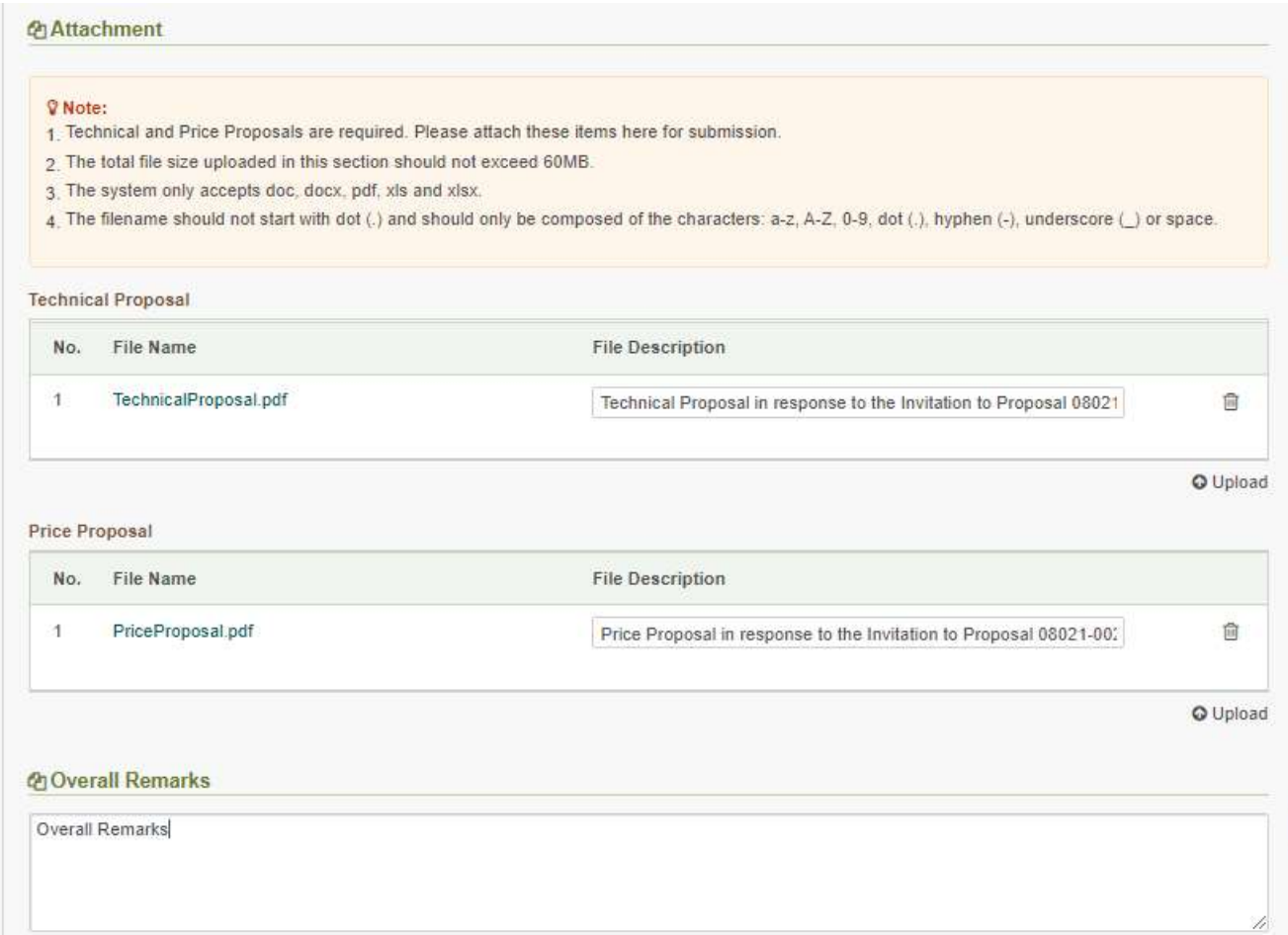
Step	Screen
1. Click Download button to download the invitation in ZIP file format.	 <p>The screenshot shows a brown button labeled "Download" with a download icon. Below it, a notification bar displays a ZIP file icon and the filename "08021-00137-QuotInvDtIs-20211108_141943.zip".</p>
2. Click Acknowledge Receipt of Invitation button to send the acknowledgment to the Government officer. <ul style="list-style-type: none">An email is sent the Government officer.	 <p>The screenshot shows a brown button labeled "Acknowledge Receipt of Invitation" with a checkmark icon. Below it, a confirmation dialog box is displayed with the title "595-W-3203". The dialog contains a yellow warning icon and the text "Are you sure to send acknowledgement email to Government contact? [595-W-3203]". At the bottom of the dialog are "OK" and "Cancel" buttons.</p>


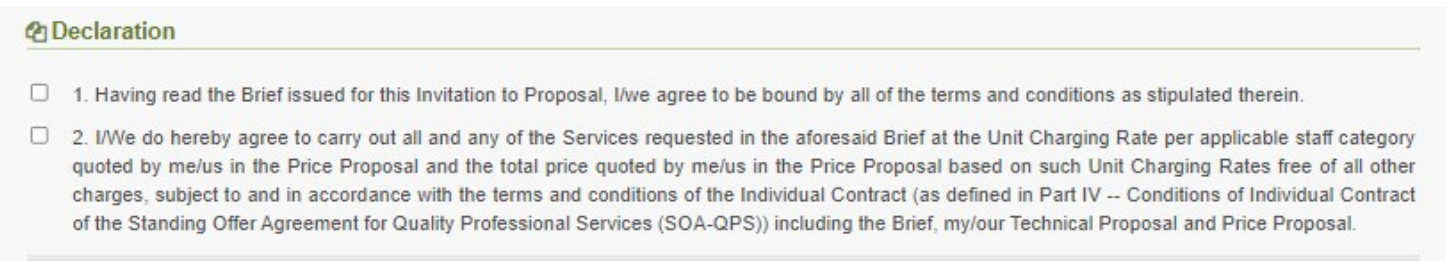

Step	Screen
	<div data-bbox="629 284 2072 459"> <div>Delivery Address</div> <div>15/E. Manchoi Tower, 12 Harbour Road, Wan Chai, Hong Kong</div> <div>Remarks</div> <div> <div>Information</div> <div>* An acknowledgement email has been sent to Government contact successfully. [595-I-3204]</div> </div> <div>Description of Goods/Services</div> </div> <div data-bbox="629 566 2072 1197"> <p>Dear Sir / Madam,</p> <p>Please be informed that the SOA contractor Demo Company (Contact: Samuel Chan) hereby acknowledges receipt your invitation to quotation / proposal Case No: 1C321-00006 on 10-01-2022 at 10:50:54.</p> <p>Regards, e-Procurement System</p> <p>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>

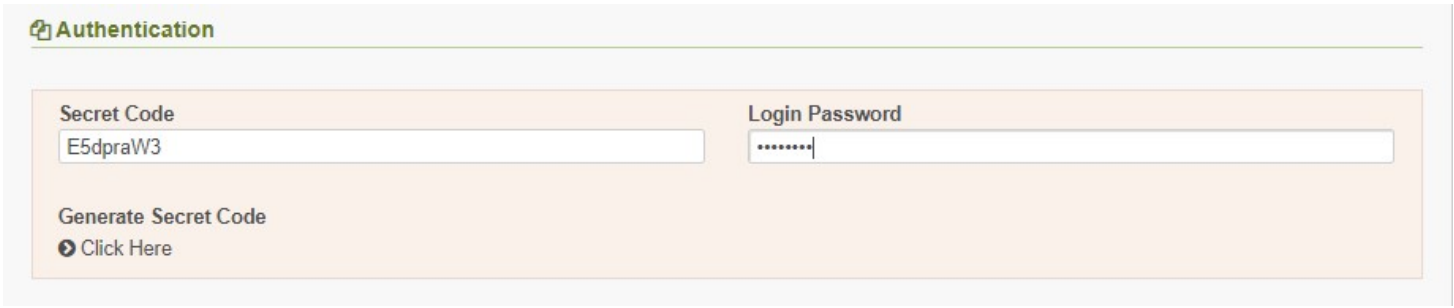

3. Prepare and Submit Quotation/Proposal

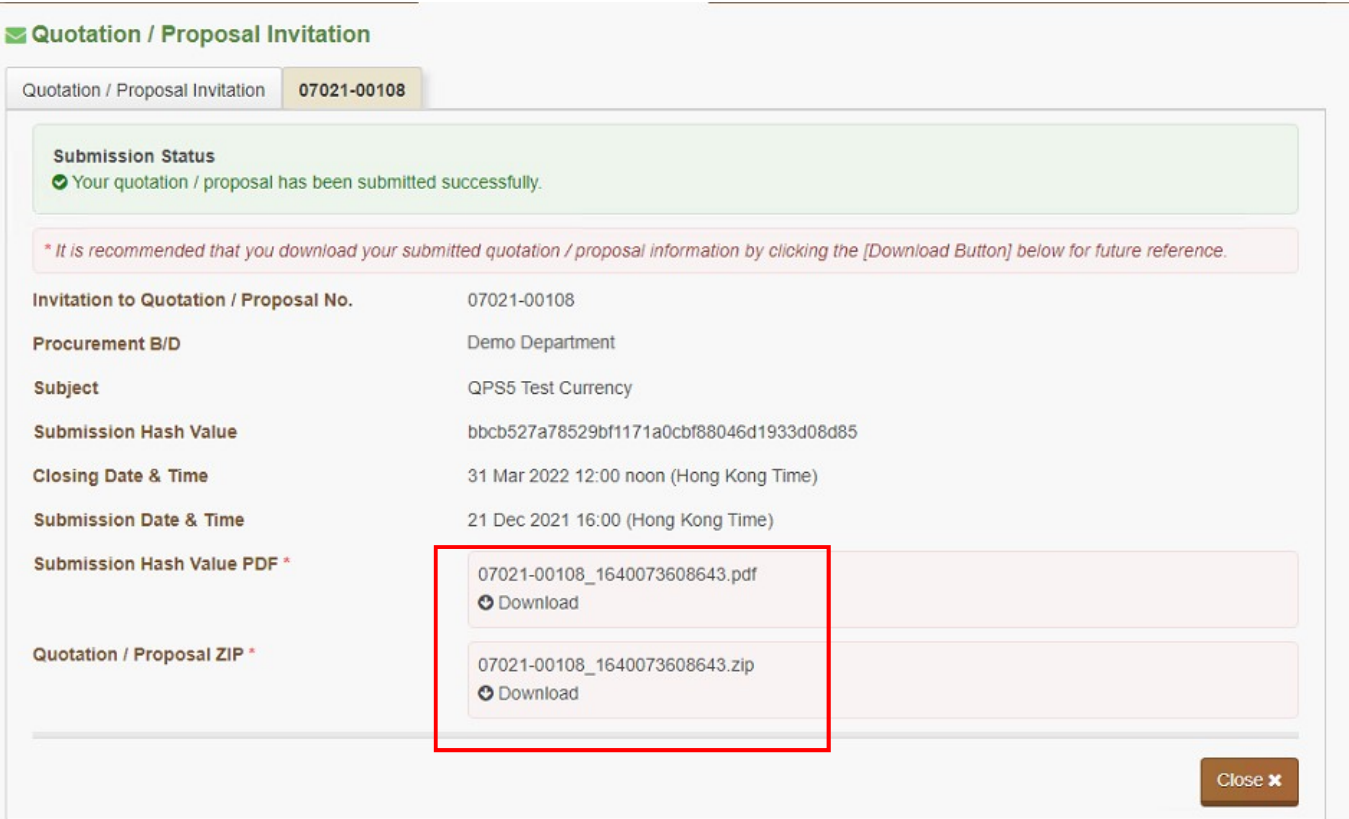
Step	Screen
<p>1. Click Prepare Proposal button to next page to enter the requested information and upload the Technical and Price Proposals.</p>	
<p>2. Enter the Proposal details</p> <p>a. Enter the Individual Contract Ref. No.</p> <p>b. The last day of Your Proposal Validity Period</p> <p>c. Response</p> <ul style="list-style-type: none"> If select Offer, enter Currency (default HKD, if USD is selected, please enter the USD amount), Service Description and Total Price, and Remarks (if any). 	 <p>Quotation / Proposal Invitation 08021-00267</p> <p>Invitation to Proposal No.: 08021-00267</p> <p>(Invitation to Proposal on the terms set out in the Standing Offer Agreement for Quality Professional Services (SOA-QPS) and the Brief issued for this Invitation to Proposal.)</p> <p>Procurement B/D Demo Department</p> <p>Subject SOA-QPS 20220210</p> <p>⚠ This invitation to Proposal is issued under the Standing Offer Agreement for Quality Professional Services</p> <p>Proposal No. / Individual Contract Ref. No. GCIO12345678-A-N-CX</p> <p>The last day of Your Proposal Validity Period 29 Apr 2022  </p>

Step	Screen								
<p>d. Upload Technical and Price proposals</p> <p>e. Enter Overall Remarks, if any.</p>	<div data-bbox="645 288 2047 1286"> <div> Proposal Summary </div> <div> <p>Note:</p> <p>1. The entered Total Price shall be in the range of Category of SOA-QPS.</p> </div> <div> <p>Item</p> <p>> Combined System Development Services for Centralised System - 23</p> </div> <div> <p>Response * <input checked="" type="radio"/> Offer <input type="radio"/> No Offer</p> </div> <div> <p>Currency *</p> <p>HKD</p> </div> <div> <p>Proposal</p> <table> <thead> <tr> <th>Service Description</th><th>Total Price</th></tr> </thead> <tbody> <tr> <td>Combined System Development Services for Centralised System Service</td><td>999,999.00</td></tr> <tr> <td colspan="2"></td></tr> <tr> <td colspan="2">\$ Grand total 999,999.00</td></tr> </tbody> </table> </div> <div> <p>Remarks</p> <p>Service Remarks</p> </div> </div>	Service Description	Total Price	Combined System Development Services for Centralised System Service	999,999.00			\$ Grand total 999,999.00	
Service Description	Total Price								
Combined System Development Services for Centralised System Service	999,999.00								
\$ Grand total 999,999.00									

Step	Screen
<p>3. Update Technical and Price proposals.</p> <p>Note on Price proposal:</p> <ul style="list-style-type: none"> Category A Minor Group: total price shall be \$3M or less Category A Major Group: the total price shall be between \$3,000,001 and \$20M Category B: total price shall not be more than \$20M Category C Minor Group: the total price shall not more than be \$3M or less Category C Major Group: the total price shall be between \$3,000,001 and \$20M 	<p>Note: File Description shall always be entered as follows.</p> <ul style="list-style-type: none"> Technical / Price Proposal in response to the Invitation to Proposal [invitation to proposal no.]  <p>The screenshot shows a web interface titled 'Attachment'. It contains a 'Note' section with four instructions: 1. Technical and Price Proposals are required. Please attach these items here for submission. 2. The total file size uploaded in this section should not exceed 60MB. 3. The system only accepts doc, docx, pdf, xls andxlsx. 4. 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. Below the note are two sections: 'Technical Proposal' and 'Price Proposal'. Each section has a table with columns 'No.', 'File Name', and 'File Description'. In the 'Technical Proposal' table, row 1 shows 'TechnicalProposal.pdf' with description 'Technical Proposal in response to the Invitation to Proposal 08021'. In the 'Price Proposal' table, row 1 shows 'PriceProposal.pdf' with description 'Price Proposal in response to the Invitation to Proposal 08021-00:'. Each table has an 'Upload' button to its right. At the bottom is an 'Overall Remarks' section with a text area.</p>

Step	Screen
4. Enter Overall Remarks	
5. Tick Declaration after read	 <p><input type="checkbox"/> 1. Having read the Brief issued for this Invitation to Proposal, I/we agree to be bound by all of the terms and conditions as stipulated therein.</p> <p><input type="checkbox"/> 2. I/We do hereby agree to carry out all and any of the Services requested in the aforesaid Brief at the Unit Charging Rate per applicable staff category quoted by me/us in the Price Proposal and the total price quoted by me/us in the Price Proposal based on such Unit Charging Rates free of all other charges, subject to and in accordance with the terms and conditions of the Individual Contract (as defined in Part IV -- Conditions of Individual Contract of the Standing Offer Agreement for Quality Professional Services (SOA-QPS)) including the Brief, my/our Technical Proposal and Price Proposal.</p>
6. Buttons a. Click Save as Draft button to save the draft of quotation. b. Click Load Draft button to load the saved draft. c. Click Continue button to next page to review the entered details and enter the Secret Code and Login	

Step	Screen
Password for submission.	
<p>7. 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 secret code. <p>b. Login Password</p>	 <p>The screenshot shows an 'Authentication' section with a light green header. Below it is a light orange box containing two input fields: 'Secret Code' with the value 'E5dpraW3' and 'Login Password' with masked characters '.....'. Below these fields is a link that says 'Generate Secret Code' with a circular arrow icon and the text 'Click Here'.</p>
<p>8. Submit Quotation</p> <ul style="list-style-type: none"> Click Submit Proposal button to submit the quotation. 	 <p>The screenshot shows a single button with a brown gradient background and the text 'Submit Proposal' followed by a right-pointing triangle icon.</p>

Step	Screen
<p>9. Download Submission Details as copies</p> <ul style="list-style-type: none"> Download the Submission Hash Value in PDF file format. Download the submitted quotation in ZIP file format. <p>10. Click Close button to complete the submission.</p> <ul style="list-style-type: none"> Note: The hash value and quotation copies cannot be re-downloaded after clicking the Close button. 	 <p>The screenshot displays the 'Quotation / Proposal Invitation' interface. At the top, a green banner indicates a successful submission. Below this, a table lists key details: Invitation No. (07021-00108), Procurement B/D (Demo Department), Subject (QPS5 Test Currency), Submission Hash Value (bbcb527a78529bf1171a0cbf88046d1933d08d85), Closing Date & Time (31 Mar 2022 12:00 noon), and Submission Date & Time (21 Dec 2021 16:00). Two download links are provided: '07021-00108_1640073608643.pdf' and '07021-00108_1640073608643.zip', both with 'Download' buttons. A red rectangle highlights these download links. A 'Close' button is located at the bottom right of the screen.</p>

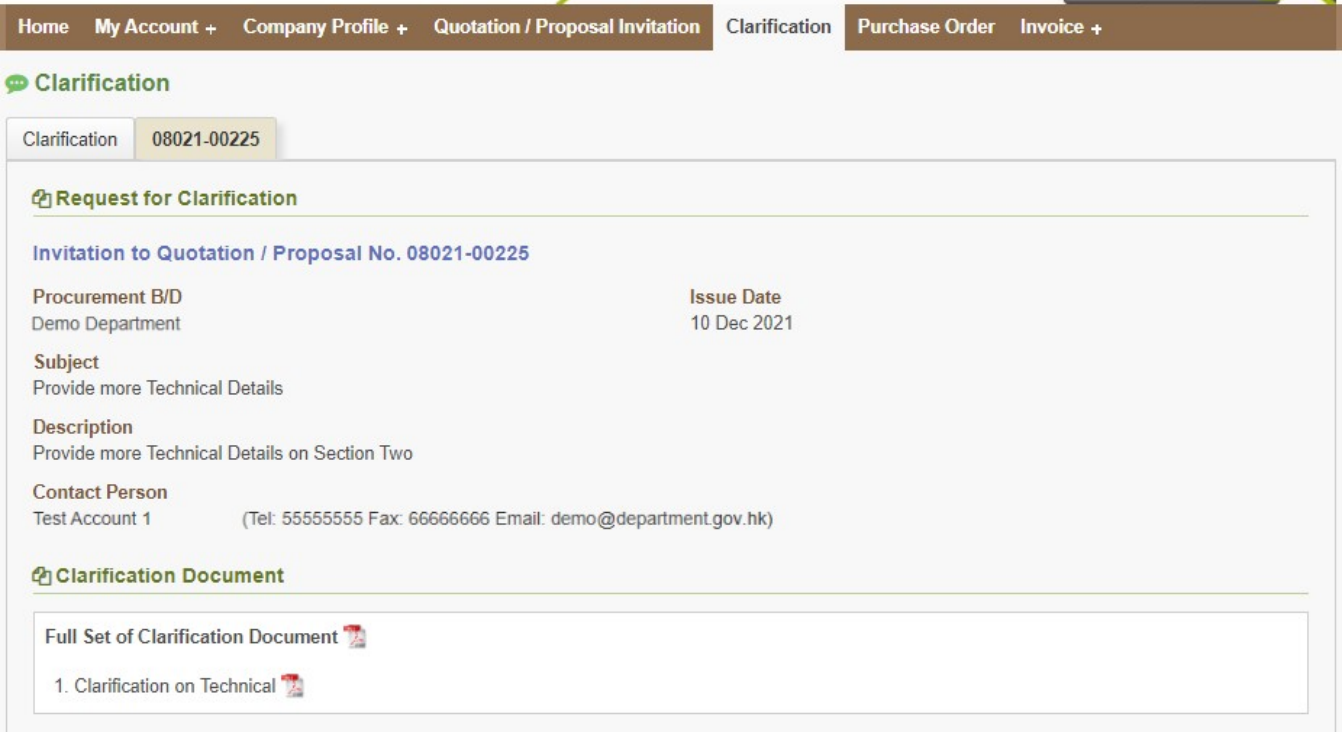
D. Respond Clarification

1. Access the Clarification

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

Step	Screen
	<div> <div> Home My Account + Company Profile + Quotation Invitation Clarification Purchase Order Invoice + </div> <div> <div>Clarification</div> <div>Clarification</div> <div> <div>Invitation to Quotation / Proposal No.</div> <div>08021-00137</div> </div> <div> <div>Department</div> <div>--Any--</div> </div> <div> <div>Issue Date</div> <div>DD/MM/YYYY To DD/MM/YYYY</div> </div> <div> <div>Status</div> <div>--Any--</div> </div> <div> <div>Subject Keyword</div> <div>Subject Keyword</div> </div> <div> Reset Search </div> <div>Search Result</div> <div> <div>Sort by</div> <div>Issue Date</div> <div>Asc</div> </div> <div> <div> <div>Technical Clarification</div> <div> <div>Invitation to Quotation No.: 08021-00137</div> <div>Procurement B/D: Demo Department</div> </div> <div> <div>Issue Date: 08 Nov 2021</div> <div>Attention To: Samuel CHAN</div> </div> <div> <div>Status: Pending Reply</div> <div>Read More</div> </div> </div> </div> </div> </div>

2. Prepare and Submit Clarification

Step	Screen
<p>1. Download the clarification document submitted by the Government officer.</p>	 <p>The screenshot displays the 'Clarification' page in a web application. At the top, there is a navigation bar with links: Home, My Account +, Company Profile +, Quotation / Proposal Invitation, Clarification, Purchase Order, and Invoice +. Below the navigation bar, the page title is 'Clarification' with a sub-tab '08021-00225'. The main content area is titled 'Request for Clarification' and contains the following information:</p> <ul style="list-style-type: none"> Invitation to Quotation / Proposal No. 08021-00225 Procurement B/D: Demo Department Issue Date: 10 Dec 2021 Subject: Provide more Technical Details Description: Provide more Technical Details on Section Two Contact Person: Test Account 1 (Tel: 55555555 Fax: 66666666 Email: demo@department.gov.hk) <p>Below this information, there is a section titled 'Clarification Document' which contains a link to download the 'Full Set of Clarification Document' and a list of documents, including '1. Clarification on Technical'.</p>

Step	Screen						
2. Respond the clarifications a. Enter Content b. Upload Attachment , if any.	<div><div><div><div><div><div></div><div>Response to Clarification</div></div></div><div><div>Content * (Max. 1000 Characters)</div><div>Fields with * are mandatory</div><div><div>Use the latest version of OS of V10 for the implementation.</div></div></div></div></div><div><div>Attachment</div><table><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><div>Clarification response for the invitation of proposal no. 08021-00225</div><div></div></td></tr></tbody></table><div><div>Upload</div></div><div><div><div>Note</div><div>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.</div></div></div></div></div> <div><div><div>Submit</div></div></div>	No.	File Name	File Description	1	Technical_Clarifications.pdf	<div>Clarification response for the invitation of proposal no. 08021-00225</div> <div></div>
No.	File Name	File Description					
1	Technical_Clarifications.pdf	<div>Clarification response for the invitation of proposal no. 08021-00225</div> <div></div>					
3. Submit clarifications to the Government officer and click Save as PDF button for reserving a copy.							

- System will prompt if close without save.

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

Clarification
08021-00225

Response to Clarification Acknowledgement

Submission Status

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

Request for Clarification

Invitation to Quotation / Proposal No. 08021-00225

Procurement B/D
Demo Department

Issue Date
10 Dec 2021

Subject
Provide more Technical Details

Description
Provide more Technical Details on Section Two

Contact Person
Test Account 1 (Tel: 55555555 Fax: 66666666 Email: demo@department.gov.hk)

Clarification Document

Full Set of Clarification Document

1. Clarification on Technical

Response to Clarification

Use the latest version of OS of V10 for the implementation.

Attachment

No.	File Name	File Description
1	Technical_Clarifications.pdf	Clarification response for the invitation of proposal no. 08021-00225

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

Close x Save as PDF

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 ~