

e-Procurement System

User Manual

for the

SOA-QPS

(Contractor)

Version 1.5

10 April 2025

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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 Ant Production has been included in our Supplier List. Your supplier ID in the e-Procurement System is EPS000</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 38883270 and a letter with activation PIN would be sent to your registered company address by post accordingly.</p> <p>To activate your account, please visit https://www.eprocurement.gov.hk/en/supplier.</p> <p>If you lose your account activation information, you may visit https://www.eprocurement.gov.hk/chkSupRatEN.html for applying Reissue Activation ID/PIN.</p> <p>For more information about the E-Procurement Programme, please visit https://www.gov.hk/eprocurement.</p> <p>Thank you for your application.</p> <p>Yours sincerely, E-Procurement Programme Office E-mail: eppmgmentoff@digitalpolicy.gov.hk Hotline: 81070608 Fax No.: 28024549 Website: https://www.gov.hk/eprocurement</p> <p>PIN Letter</p>

香港特別行政區政府
數字政策辦公室



DIGITAL POLICY OFFICE

The Government of the Hong Kong
Special Administrative Region



Date: 09-04-2025

Dear Sir/Madam,

Thank you for your interest in the e-Procurement System. The PIN to activate your account is **bXDCJjPF**. 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.

<https://www.eprocurement.gov.hk/en/supplier>

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.

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**.

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>The screenshot shows the GovHK e-Procurement Programme website. The header includes 'GovHK 香港政府一站通' and navigation links for 'Residents', 'Business & Trade', and 'Non-Residents'. A left-hand navigation menu lists: 'Participating B/Ds' (highlighted), 'Useful Information', 'FAQs', 'Terms and Conditions', 'User Manual', 'Search on e-Procurement', and 'Download Forms'. The main content area features a banner with the slogan 'Procurement at your fingertips' and icons for 'user friendly', 'easier access', 'reduce transaction cost', and 'paperless transactions'. Below the banner is the heading 'Welcome to e-Procurement Programme' and a paragraph explaining the portal's purpose. Under the 'e-Procurement Programme Overview' section, the link 'Account Activation for new suppliers' is highlighted with a red box. Other links include '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 * 
[Click here to reissue Activation ID](#)

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

Validation Code *
Y X n b 
If you cannot see the characters above clearly, please click to get another set of characters.

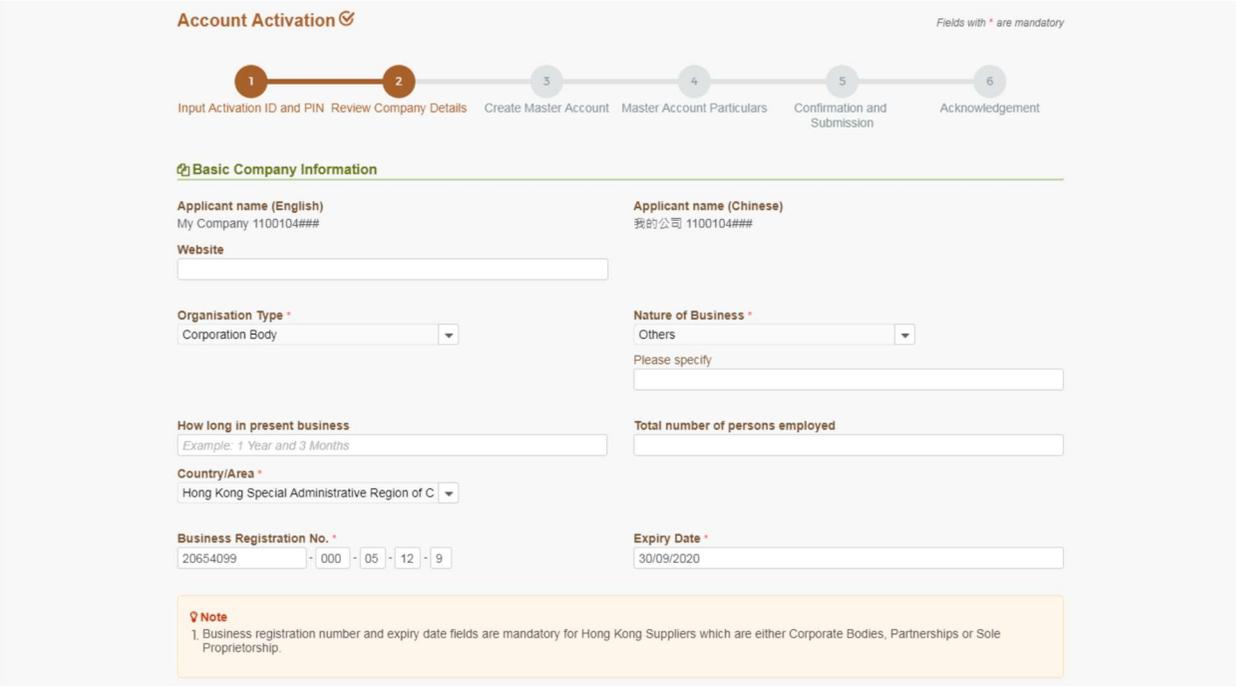
Terms and conditions *
You are requested to read the following terms and conditions carefully:

E-PROCUREMENT SYSTEM

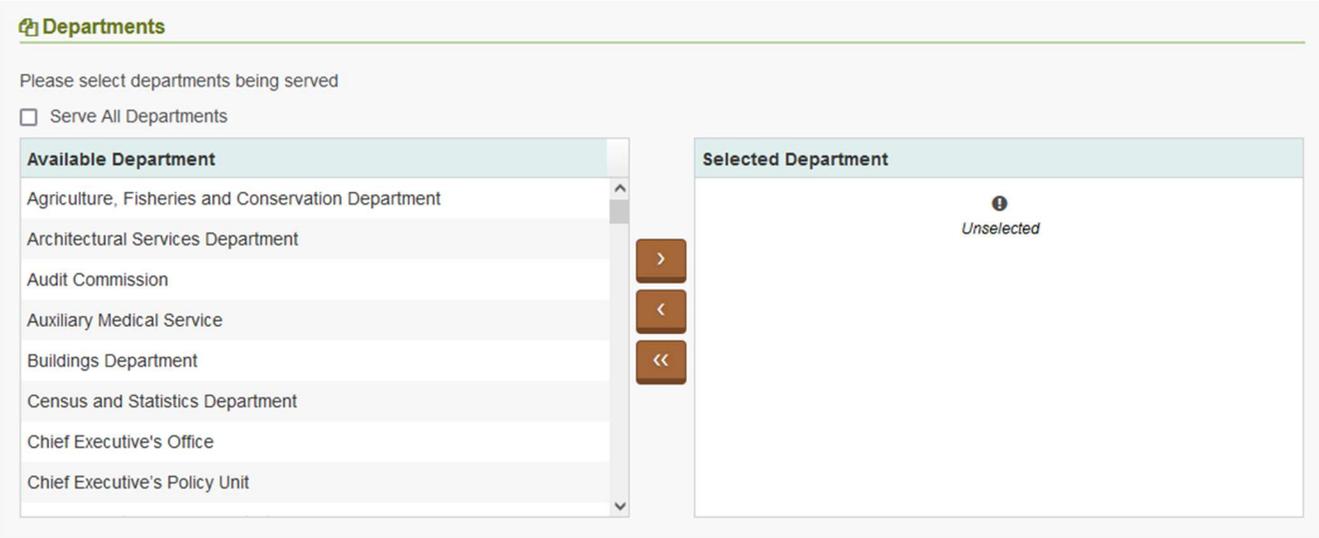
TERMS AND CONDITIONS OF USE AND PARTICIPATION

The Government provides this e-Procurement System and related services subject to your compliance with the following terms and conditions ("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

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>The screenshot shows the 'Account Activation' process with a progress bar indicating six steps: 1. Input Activation ID and PIN, 2. Review Company Details (current step), 3. Create Master Account, 4. Master Account Particulars, 5. Confirmation and Submission, and 6. Acknowledgement. Below the progress bar is the 'Basic Company Information' form. Fields include: Applicant name (English) 'My Company 1100104###', Applicant name (Chinese) '我的公司 1100104###', Website (empty), Organisation Type (dropdown: Corporation Body), Nature of Business (dropdown: Others), Please specify (empty), How long in present business (text: Example: 1 Year and 3 Months), Total number of persons employed (empty), Country/Area (dropdown: Hong Kong Special Administrative Region of C), Business Registration No. (text: 20654099 - 000 - 05 - 12 - 9), and Expiry Date (text: 30/09/2020). A note at the bottom states: '1 Business registration number and expiry date fields are mandatory for Hong Kong Suppliers which are either Corporate Bodies, Partnerships or Sole Proprietorship.'</p> <p>b. Review and update your contact information. Note: both Telephone Number, Fax Number and Business Address are mandatory</p>

Step	Screen
	<div data-bbox="801 296 2056 647"> <p>Company Contact Information (I)</p> <p>Tel. No. 1 * <input type="text" value="88888888"/> - <input type="text" value="Extension"/></p> <p>Tel. No. 2 <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension"/></p> <p>Fax No. 1 * <input type="text" value="22222222"/> - <input type="text" value="Extension"/></p> <p>Fax No. 2 <input type="text" value="Subscriber Number"/> - <input type="text" value="Extension"/></p> <p>Point to note 1. Format: Local Number - Extension Number</p> </div> <div data-bbox="801 667 2056 1034"> <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"/></p> </div> <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 SOA-QPS.</p> <div data-bbox="801 1203 2056 1329"> <p>Departments</p> <p>Please select departments being served <input checked="" type="checkbox"/> Serve All Departments</p> </div>

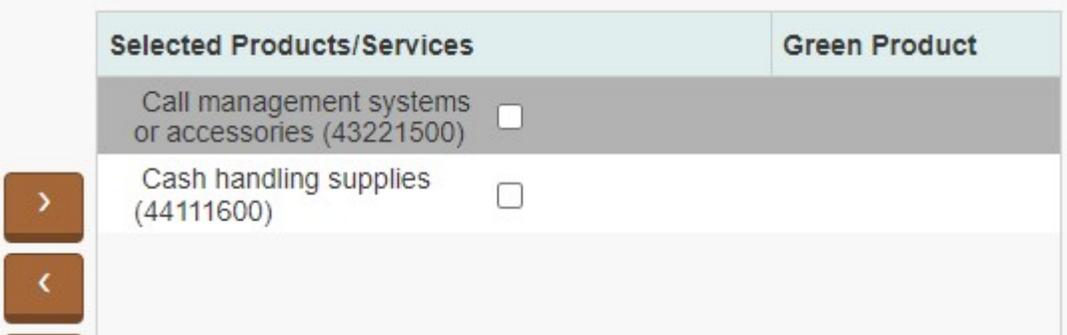
Step	Screen
	<p data-bbox="797 343 1344 406">Click  to select all departments to be served.</p> <div data-bbox="797 443 2116 981">  </div> <p data-bbox="797 1061 2083 1284">d. If you are a supplier of the Government Logistics Department or a supplier of any one of the participating B/Ds, please select goods and related services supplied by you in terms of UNSPSC (United Nations Standard Products and Services Code).</p> <ul data-bbox="840 1204 1982 1284" 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.

Step**Screen**

Available Products/Services	Selected Products/Services	Green Product
▶ Live Plant and Animal Material and Accessories and Supplies123 (10000000)	Novelty paper (14111600)	<input type="checkbox"/>

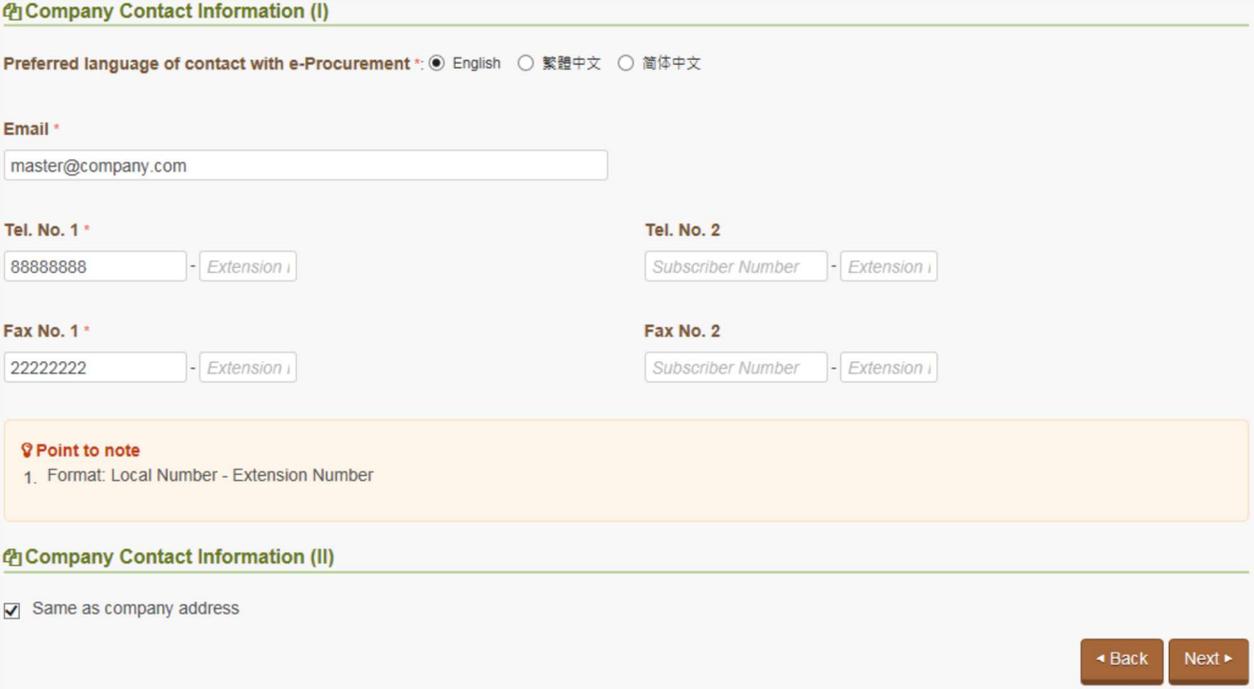
- Click the item (highlighted in blue) and the  button to move to the Selected Products/Services table.
- You can indicate whether the provided goods/services have green element by checking the Green Product box.

Available Products/Services	Selected Products/Services	Green Product
▶ Editorial and Design and Graphic and Fine Art Services (82000000)	Water and sewer utilities (83101500)	<input checked="" type="checkbox"/>

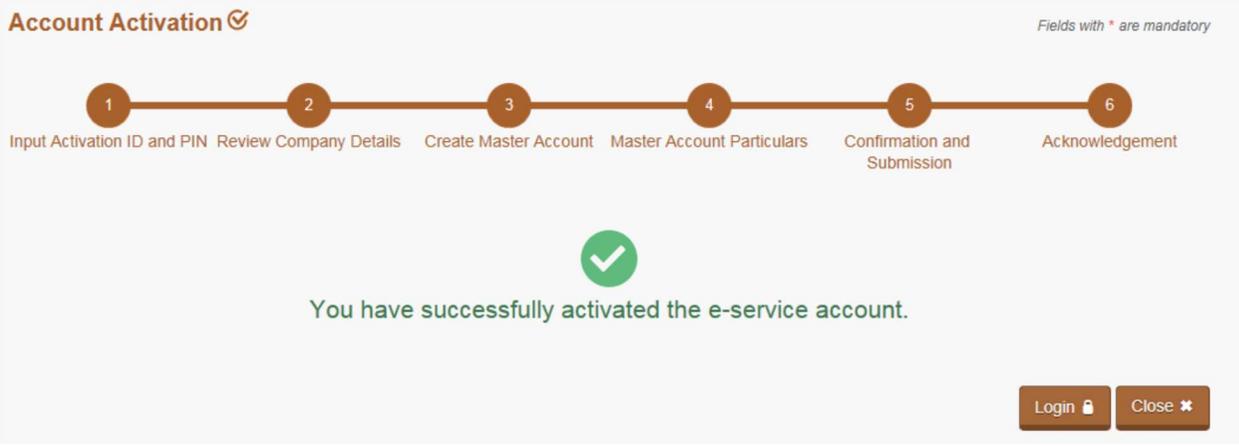
Step	Screen
	<ul style="list-style-type: none"> To remove the goods/services from the selected list, you can click the item (highlighted in blue) in the Selected Products/Services table and click the  button. The selected item will be put back to the Available Products/Services table.  <p>e. Click Next 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
	<p>Account Activation </p> <p><i>Fields with * are mandatory</i></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>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="....."/></p> <p>Confirm Password <input type="password" value="....."/></p> <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 !@#%\$ <p><input type="button" value="Back"/> <input type="button" value="Next"/></p>
6. Input Master Account Particulars	a. Input the particulars of the Master Account holder, such as Title, English name, Capacity and Post Title, etc.

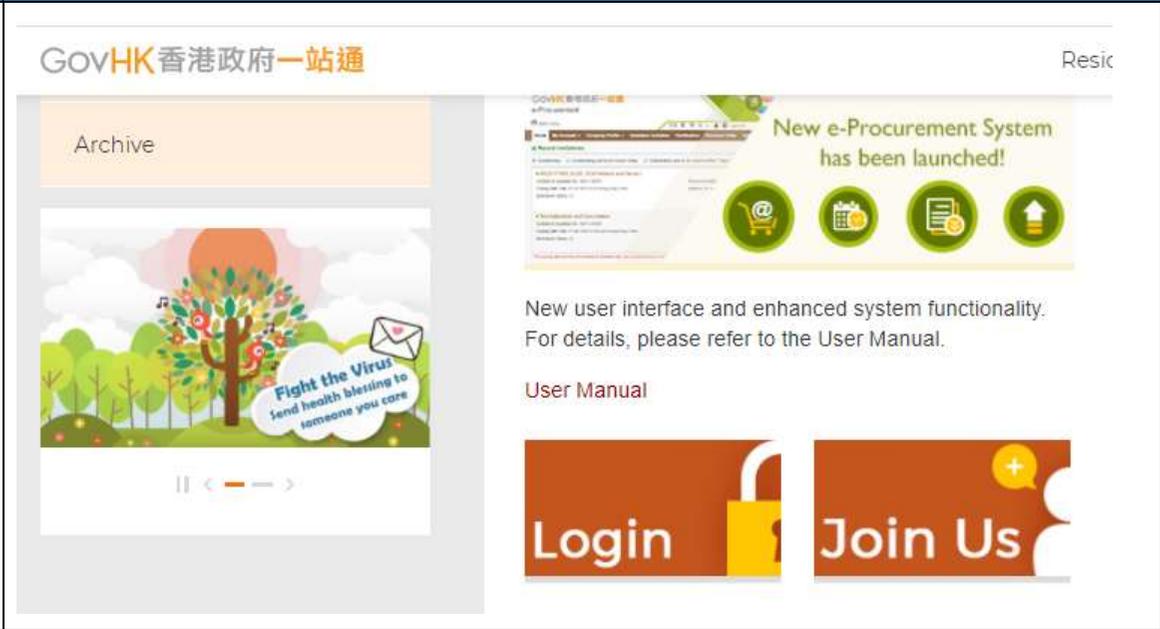
Step	Screen
	<div data-bbox="801 300 2038 1318"> <p>Account Activation  <small>Fields with * are mandatory</small></p>  <p>Master Account Particulars</p> <p>Title * <input type="text" value="MR."/> </p> <p>Contact Person (English) * <input type="text" value="Sam"/> Contact Person (Chinese) <input type="text" 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>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> </div>
	<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).</p>

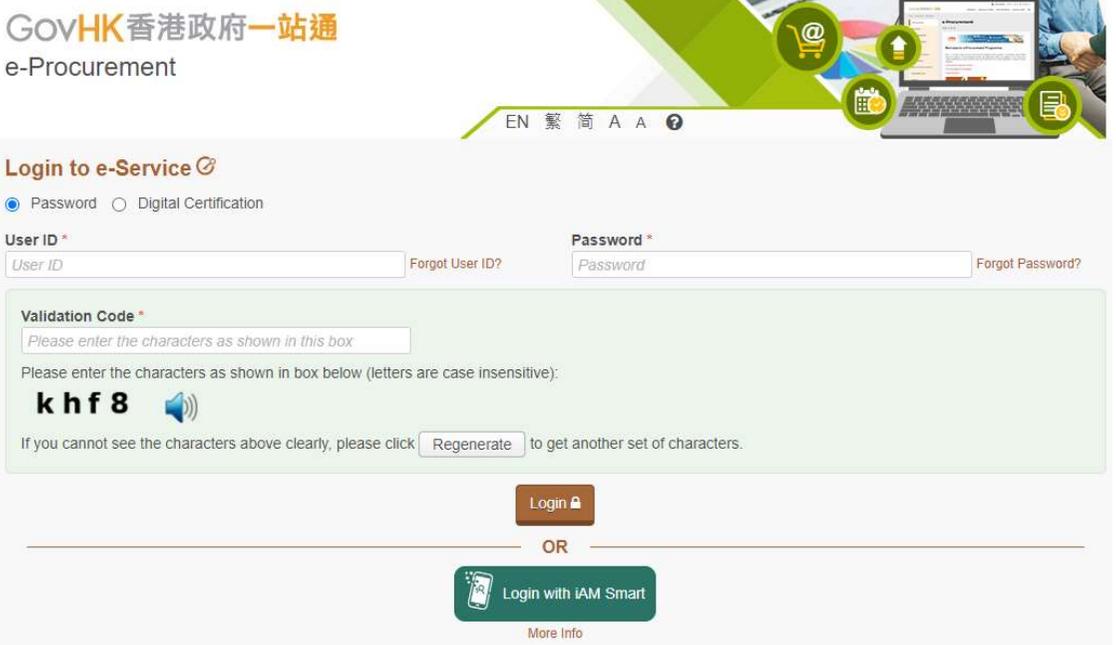
Step	Screen
	<p>c. Input the Preferred Language, Email Address for receiving notifications, Telephone and Fax No., and Address.</p> <p>d. Click Next button to go to next Step.</p>  <p>Company Contact Information (I)</p> <p>Preferred language of contact with e-Procurement *: <input checked="" type="radio"/> English <input type="radio"/> 繁體中文 <input type="radio"/> 简体中文</p> <p>Email * <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> <p>Point to note 1. Format: Local Number - Extension Number</p> <p>Company Contact Information (II)</p> <p><input checked="" type="checkbox"/> Same as company address</p> <p><input type="button" value="Back"/> <input type="button" value="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>The screenshot shows the 'Account Activation' screen with a progress bar at the top. The progress bar has six 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. Step 5 is currently active. Below the progress bar is the 'Basic Company Information' form. The form contains the following fields:</p> <ul style="list-style-type: none"> 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
	 <p>The screenshot displays the 'Account Activation' screen. At the top left, the title 'Account Activation' is followed by a checkmark icon. At the top right, a note states 'Fields with * are mandatory'. A horizontal progress bar with six numbered steps is shown: 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. Below the progress bar, a large green checkmark icon is centered, with the text 'You have successfully activated the e-service account.' underneath it. In the bottom right corner, there are two buttons: 'Login' with a lock icon and 'Close' with a star icon.</p>

2. Login e-Procurement

Step	Screen
<ol style="list-style-type: none"> Go to e-Procurement via https://www.gov.hk/en/theme/eprocurement/eppp/ Click Login button 	 <p>The screenshot shows the GovHK website header with the logo 'GovHK 香港政府一站通' and a 'Resic' link. Below the header is a navigation menu with 'Archive'. The main content area features a large banner with a colorful tree illustration and the text 'Fight the Virus send health blessing to someone you care'. To the right, a yellow banner announces 'New e-Procurement System has been launched!' with four circular icons representing different system features. Below this, a text block states 'New user interface and enhanced system functionality. For details, please refer to the User Manual.' and a link for 'User Manual'. At the bottom, there are two prominent buttons: 'Login' with a padlock icon and 'Join Us' with a plus icon.</p>

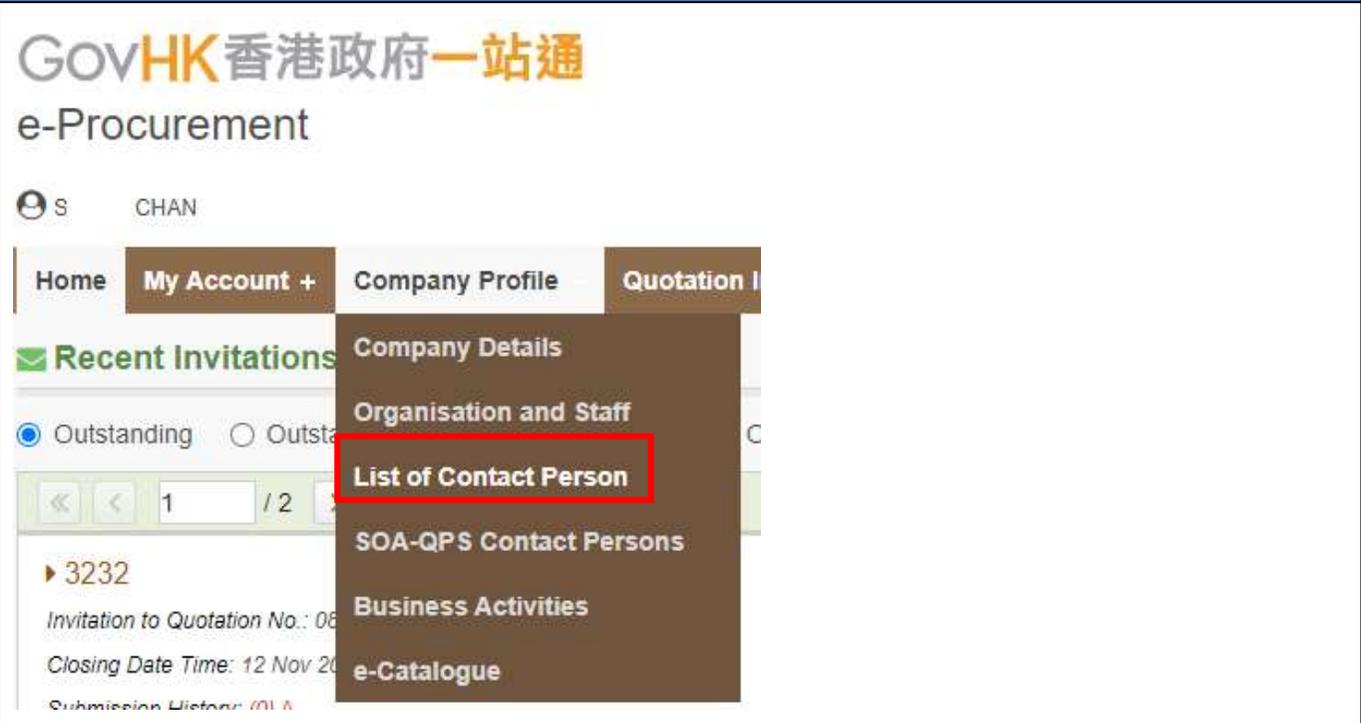
Step	Screen
<p>3. Enter User ID & Password with Validation Code, click Login button.</p> <p>OR</p> <p>4. Click Login with iAM Smart button to login. Please note that the “iAM Smart” should have been installed at your mobile before using “iAM Smart” to login e-Procurement.</p>	

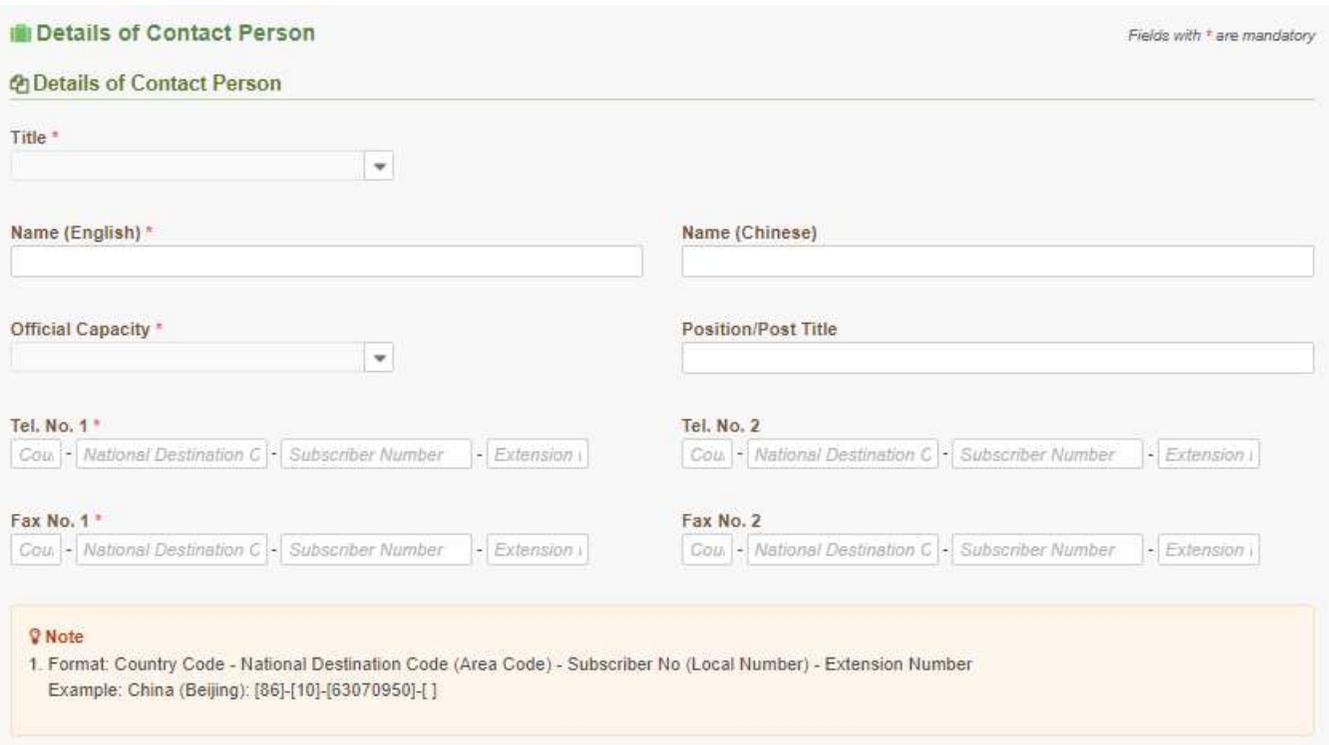
B. Setup Contact List

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

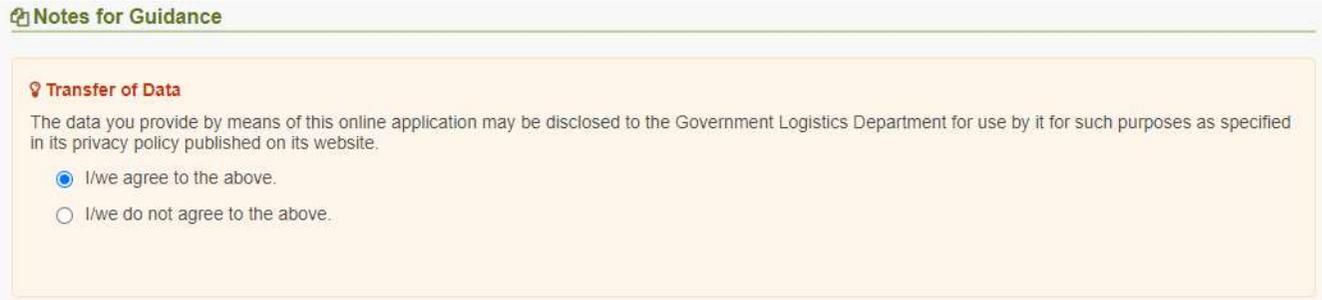
1. List of Contact Person

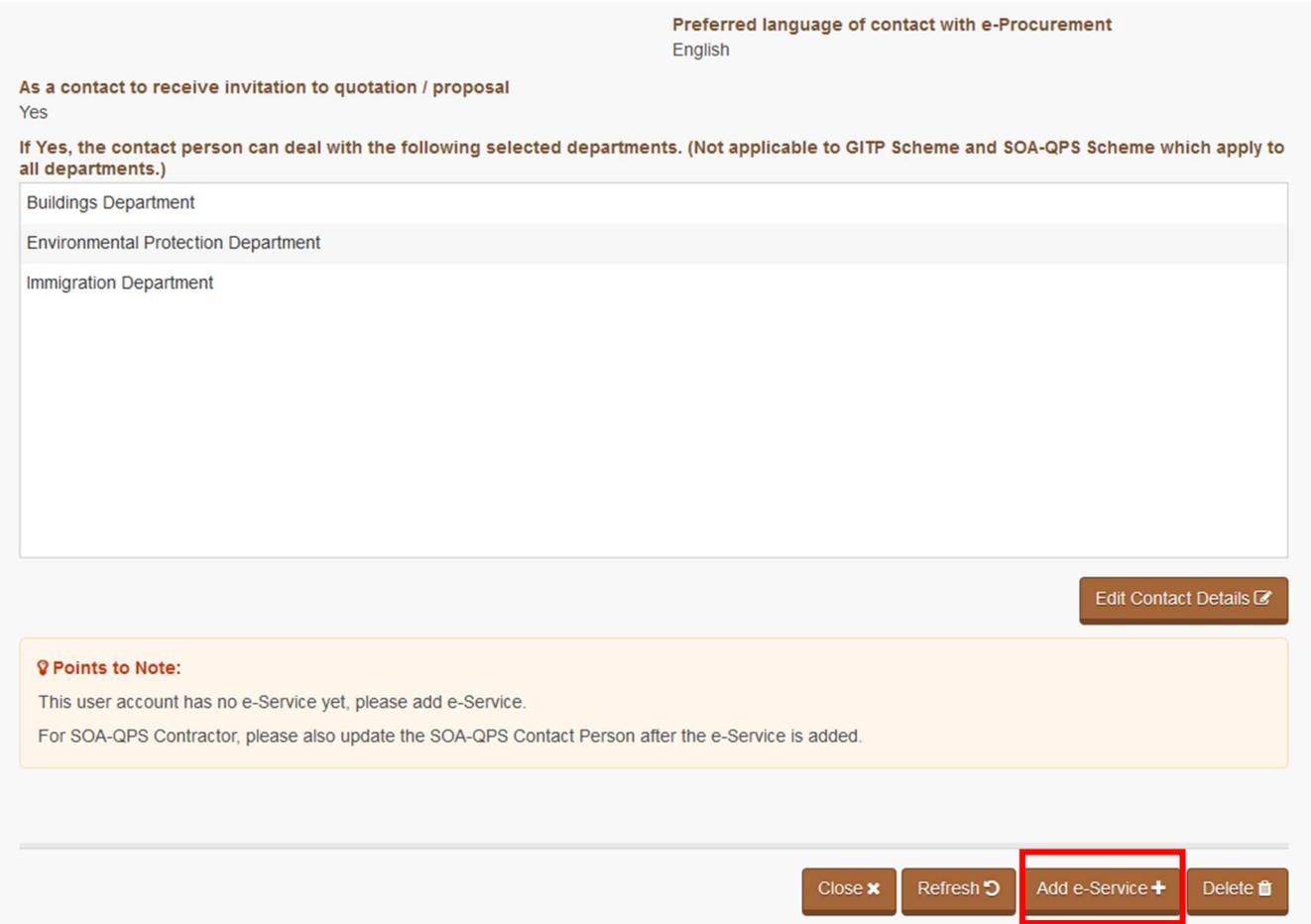
Update all the contact person(s) of the Supplier/Contractor.

Step	Screen
1. Click List of Contact Person on the Menu	 <p>The screenshot displays the GovHK e-Procurement interface. At the top, the logo 'GovHK 香港政府一站通' and 'e-Procurement' are visible. Below the logo, the user's name 'CHAN' is shown. A navigation menu includes 'Home', 'My Account +', 'Company Profile', and 'Quotation I'. A dropdown menu is open under '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 'Outstanding', a pagination control showing '1 / 2', and a list of invitation details including '3232', 'Invitation to Quotation No.: 08', and 'Closing Date Time: 12 Nov 20'.</p>

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 <small>Fields with * are mandatory</small></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>Tel. No. 2</p> <p>Fax No. 1 *</p> <p>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="757 842 1368 879">Available Department</th> <th data-bbox="1435 842 2047 879">Selected Department</th> </tr> </thead> <tbody> <tr> <td data-bbox="757 879 1368 916">Agriculture, Fisheries and Conservation Department</td> <td data-bbox="1435 879 2047 1222" rowspan="7" style="text-align: center;">  <i>Unselected</i> </td> </tr> <tr> <td data-bbox="757 916 1368 952">Architectural Services Department</td> </tr> <tr> <td data-bbox="757 952 1368 989">Audit Commission</td> </tr> <tr> <td data-bbox="757 989 1368 1026">Auxiliary Medical Service</td> </tr> <tr> <td data-bbox="757 1026 1368 1062">Buildings Department</td> </tr> <tr> <td data-bbox="757 1062 1368 1099">Census and Statistics Department</td> </tr> <tr> <td data-bbox="757 1099 1368 1136">Chief Executive's Office</td> </tr> <tr> <td data-bbox="757 1136 1368 1173">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>Notes for Guidance</p> <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="" type="radio"/> I/we agree to the above.</p> <p><input type="radio"/> I/we do not agree to the above.</p>
4. Click Save button to save the contact person details	

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>e-Service Account Details</p> <p>User ID * <input type="text"/> Email * <input type="text"/></p> <p>New Password * <input type="password"/> Confirm Password * <input type="password"/></p> <p>Note</p> <ol style="list-style-type: none"> You can use User ID + Password to create your e-Service 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. For security purposes, your new password must have at least eight characters with: <ul style="list-style-type: none"> upper case letters: A through Z lower case letters: a through z numbers: 0 through 9, and non-alphanumeric characters: " ~ ! @ # \$ % ^ & * () [] < > + = / ; , . ? Password must not be the user name, user ID or email address. Change of password will unbind iAM Smart if bound Password must be changed every six months. The last 8 passwords cannot be reused. <p>iAM Smart</p> <p><input type="checkbox"/> I've 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".</p> <p>Privacy Policy and Terms of Use of "iAM Smart"</p> <p>"iAM Smart" Binding Status</p> <p>Not Bound</p> <p>The contact person will have authority to use the following function(s)</p> <table border="1"> <thead> <tr> <th>Available Function</th> <th>Assigned Function</th> </tr> </thead> <tbody> <tr> <td>Create e-Invoice</td> <td>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 displays the GovHK e-Procurement interface. At the top, the logo 'GovHK 香港政府一站通' and 'e-Procurement' are visible. Below the logo, the user's name 'CHAN' is shown. A navigation menu includes 'Home', 'My Account +', 'Company Profile', and 'Quotation'. A dropdown menu is open under 'My Account +', listing several 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 a 'Recent Invitations' section with a filter for 'Outstanding' and a list of invitation details, including 'Invitation to Quotation No.: 08', 'Closing Date Time: 12 Nov 20', and 'Submission History: (0) ^'.</p>

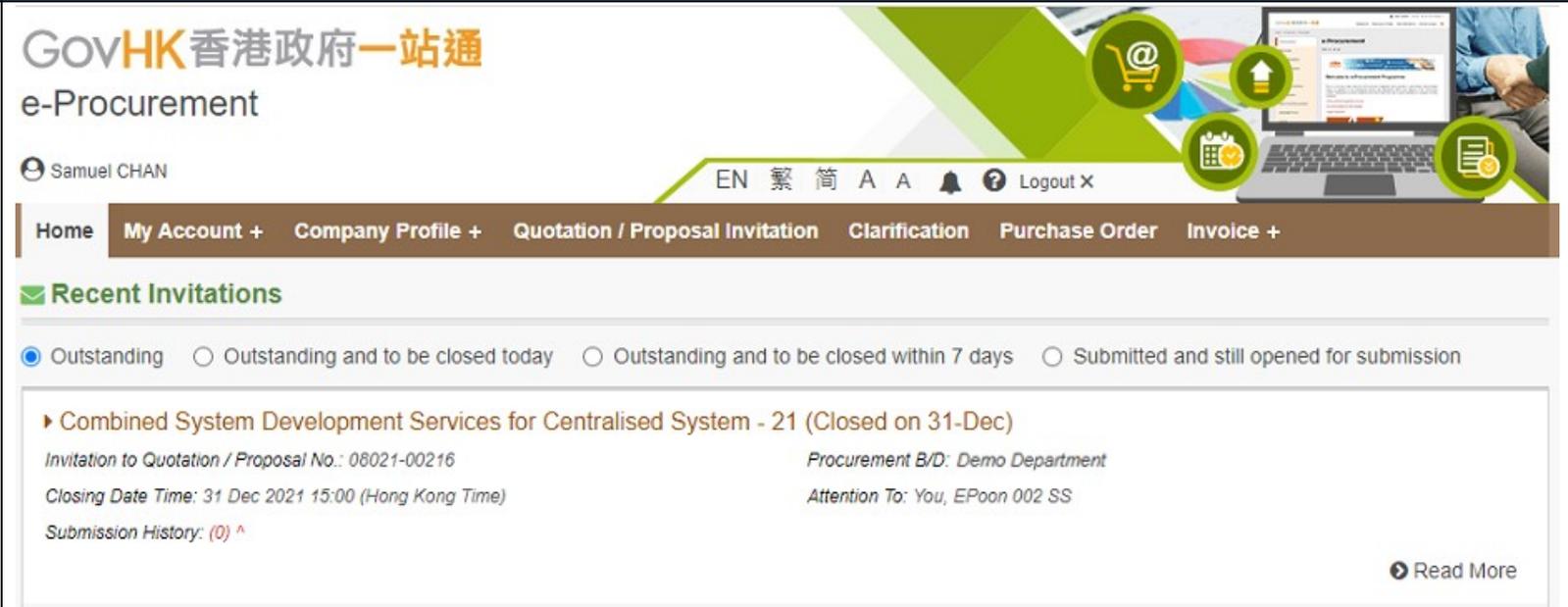
Step	Screen
2. Click Edit Contact Person button	
3. Click Add Contact Person link	
<p>4. Select the Contact Person for each Category of SOA-QPS which you are on the list of SOA Contractor for such Category.</p> <p>Note: At least one contact person shall be assigned to each Category which you are the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

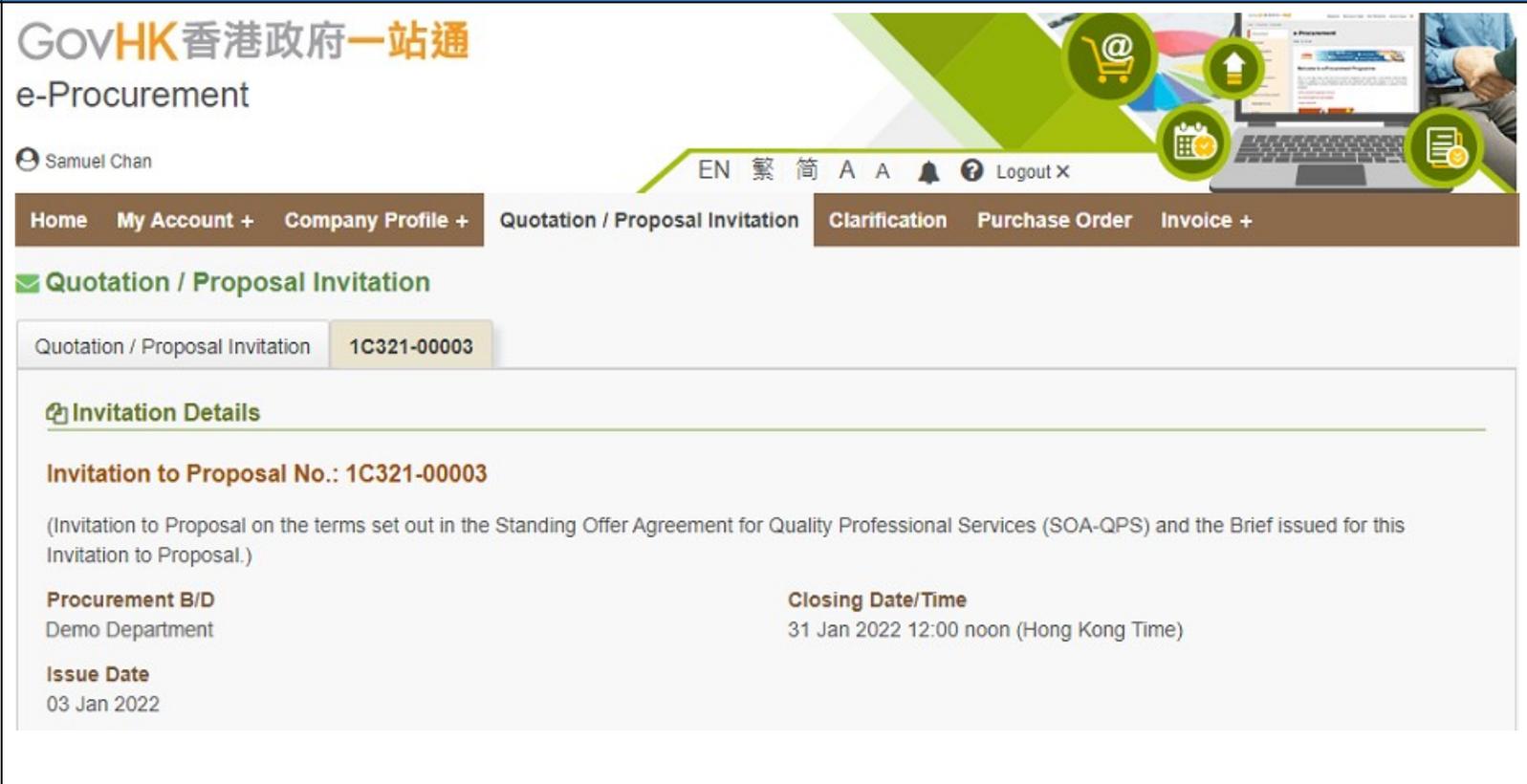
Step	Screen
5. Click Save button to save the changes	 A rectangular button with a brown gradient background. The word "Save" is written in white text on the left, and a small white icon of a floppy disk is on the right.

C. Prepare and Submit Quotation/Proposal

1. Access the Invitation

Step	Screen
<p>1. The invitation can be accessed through</p> <ul style="list-style-type: none">• email or• Home page of e-Procurement <p>2. Click Read More of the selected invitation.</p>	<p>Dear Ms. Alice [alicewyleung] (User ID:),</p> <p>You are invited to submit quotation / proposal in response to the Invitation to Quotation / Proposal No. 07094-00003 issued by Digital Policy Office <u>on or before 02 Apr 2025 17:00:00</u>. 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. 07094-00003</u> sAu8trux (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>

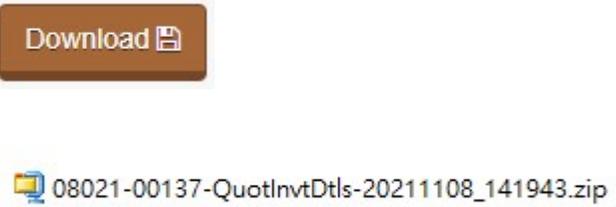
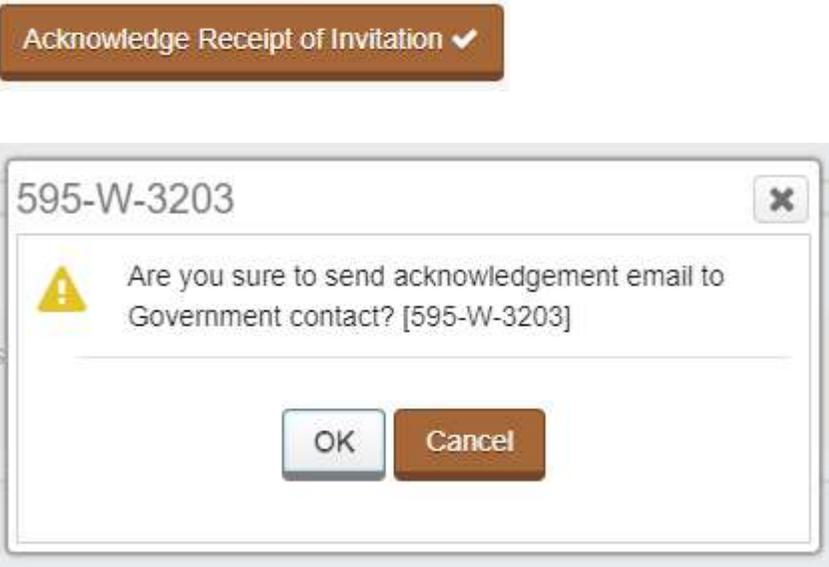
Step	Screen
	 <p>The screenshot displays the GovHK e-Procurement user interface. At the top, the logo 'GovHK 香港政府一站通 e-Procurement' is visible, along with the user name 'Samuel CHAN'. A navigation bar includes links for Home, My Account, Company Profile, Quotation / Proposal Invitation, Clarification, Purchase Order, and Invoice. Below this, a 'Recent Invitations' section is shown with radio button filters for 'Outstanding', 'Outstanding and to be closed today', 'Outstanding and to be closed within 7 days', and 'Submitted and still opened for submission'. A specific invitation is highlighted: 'Combined System Development Services for Centralised System - 21 (Closed on 31-Dec)'. Details for this invitation include the number '08021-00216', the department 'Demo Department', the closing date '31 Dec 2021 15:00 (Hong Kong Time)', and the attention to 'You, EPoon 002 SS'. A 'Read More' link is present at the bottom right of the invitation details.</p>

Step	Screen
3. Invitation details are shown the screen.	 <p>The screenshot displays the GovHK e-Procurement interface. At the top, the user is logged in as Samuel Chan. The main navigation bar includes links for Home, My Account, Company Profile, Quotation / Proposal Invitation, Clarification, Purchase Order, and Invoice. The current page is titled 'Quotation / Proposal Invitation' and shows the specific invitation details for proposal number 1C321-00003. The details include the Procurement B/D (Demo Department), Issue Date (03 Jan 2022), and Closing Date/Time (31 Jan 2022 12:00 noon (Hong Kong Time)).</p> <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>✓ Quotation / Proposal Invitation</p> <p>Quotation / Proposal Invitation 1C321-00003</p> <p>Invitation Details</p> <p>Invitation to Proposal No.: 1C321-00003</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>Issue Date 03 Jan 2022</p> <p>Closing Date/Time 31 Jan 2022 12:00 noon (Hong Kong Time)</p>

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 border="1" data-bbox="555 885 1998 992"> <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	-				

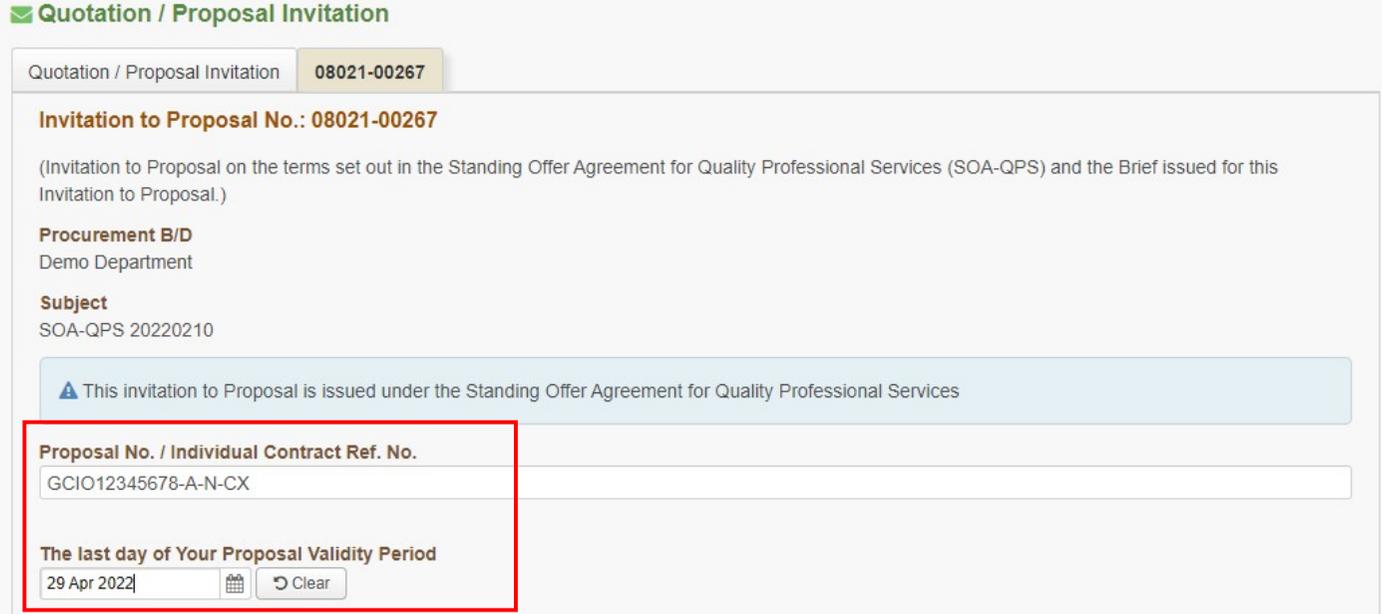
Step	Screen
	<p data-bbox="548 295 929 327">Description of Goods/Services</p> <p data-bbox="571 375 705 406">Item No. 1</p> <p data-bbox="593 438 1444 470">> Combined System Development Services for Centralised System - 21 (Closed on 31-Dec)</p> <p data-bbox="593 478 683 510">1 Service</p> <p data-bbox="548 598 694 630">The Brief</p> <p data-bbox="571 662 806 694">Full Set of the Brief</p> <p data-bbox="582 718 694 750">1. WAB</p> <p data-bbox="1131 837 1220 869">Close</p> <p data-bbox="1243 837 1377 869">Download</p> <p data-bbox="1400 837 1769 869">Acknowledge Receipt of Invitation</p> <p data-bbox="1792 837 2004 869">Prepare Proposal</p>

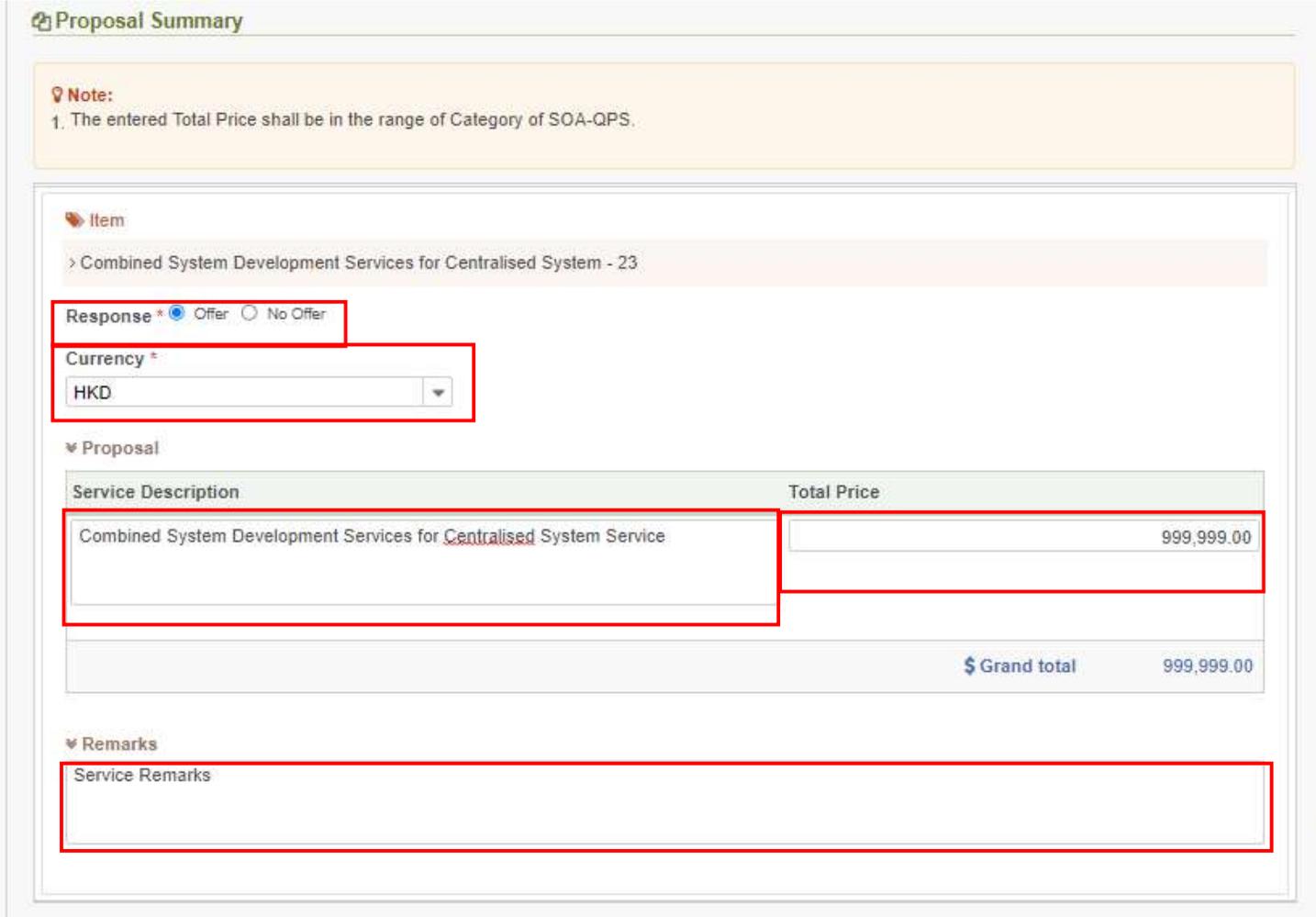
2. Download Work Assignment Brief

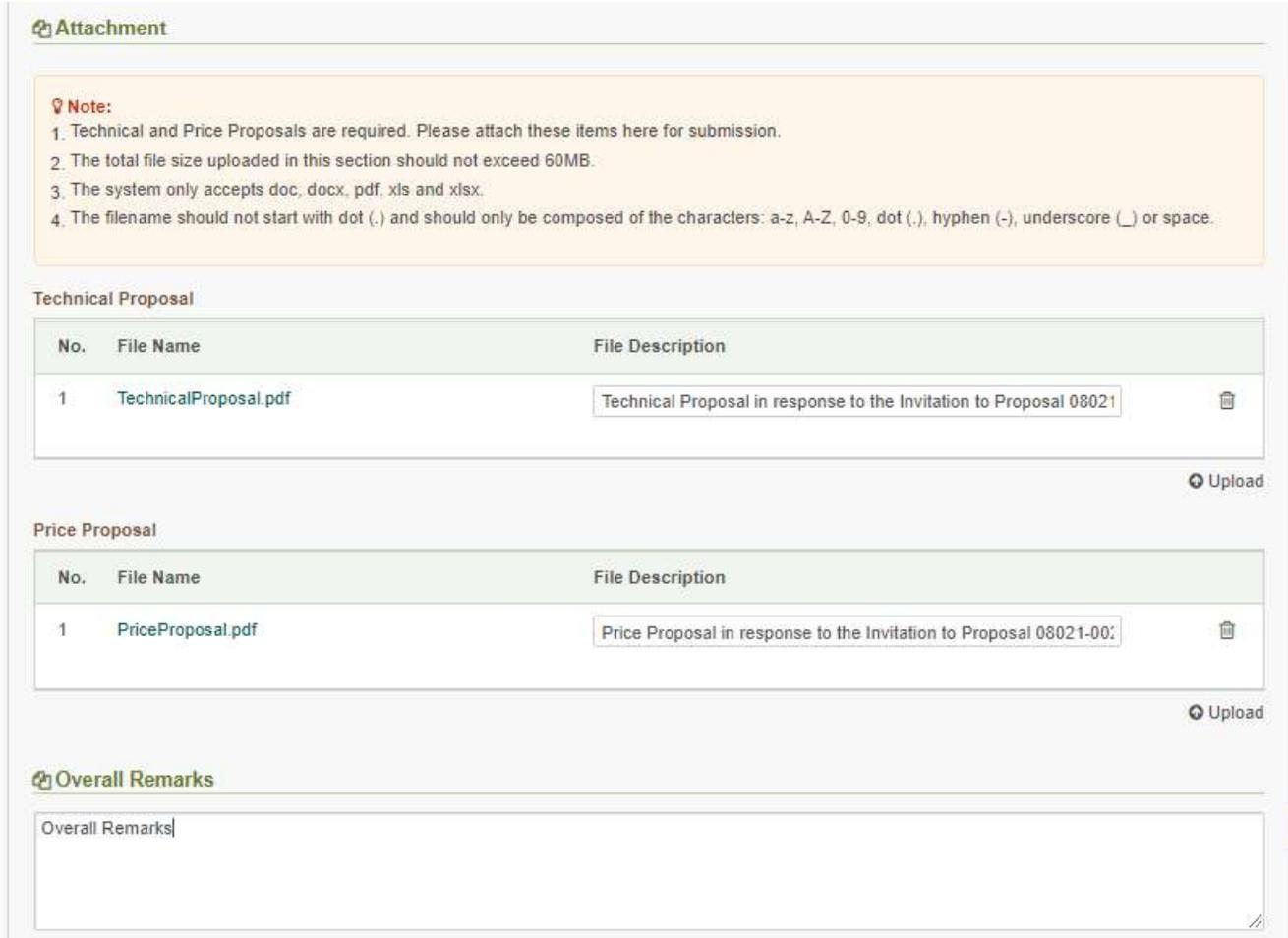
Step	Screen
<p>1. Click Download button to download the invitation in ZIP file format.</p>	 <p>A screenshot of a web interface showing a brown button labeled 'Download' with a document icon. Below it is a file icon representing a ZIP file with the name '08021-00137-QuotInvDtls-20211108_141943.zip'.</p>
<p>2. Click Acknowledge Receipt of Invitation button to send the acknowledgment to the Government officer.</p> <ul style="list-style-type: none"> An email is sent the Government officer. 	 <p>A screenshot of a web interface showing a brown button labeled 'Acknowledge Receipt of Invitation' with a checkmark. Below it is a confirmation dialog box titled '595-W-3203'. The dialog box contains a yellow warning triangle icon and the text 'Are you sure to send acknowledgement email to Government contact? [595-W-3203]'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.</p>

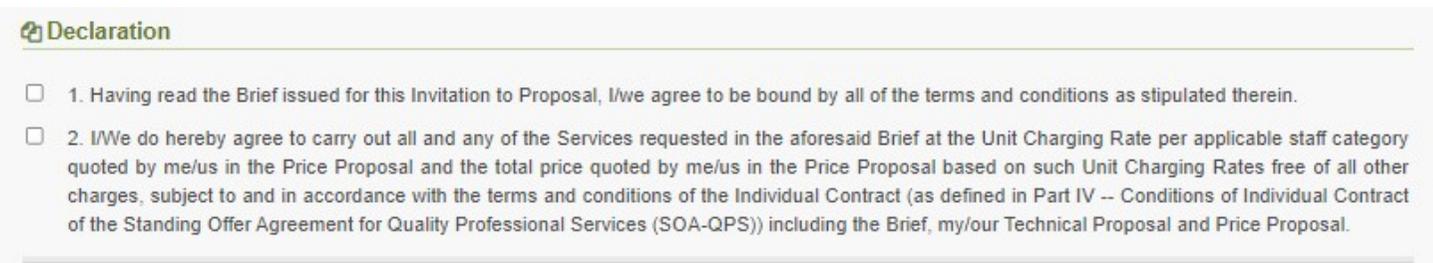
Step	Screen
	<div data-bbox="629 288 2063 459"> <p>Delivery Address 15/E Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong</p> <p>Remarks</p> <p>i Information ×</p> <p>* An acknowledgement email has been sent to Government contact successfully. [595-I-3204]</p> <p>Description of Goods/Services</p> </div> <div data-bbox="629 568 2063 1198"> <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>

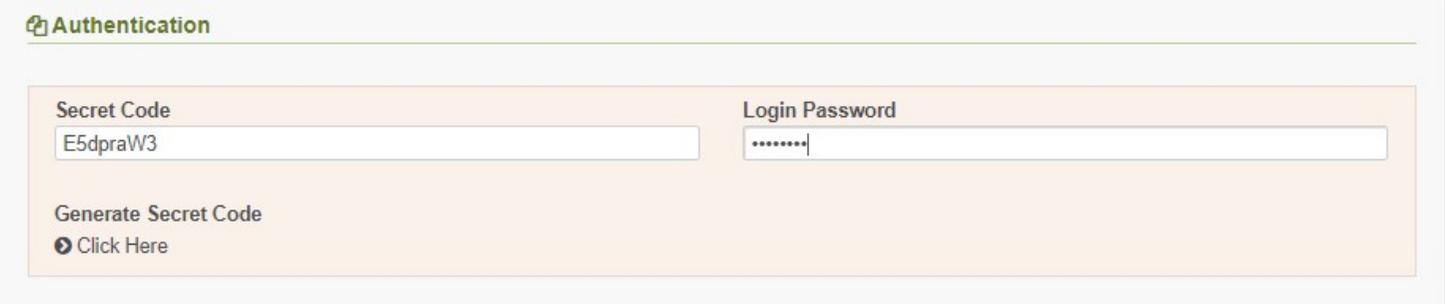
3. Prepare and Submit Quotation/Proposal

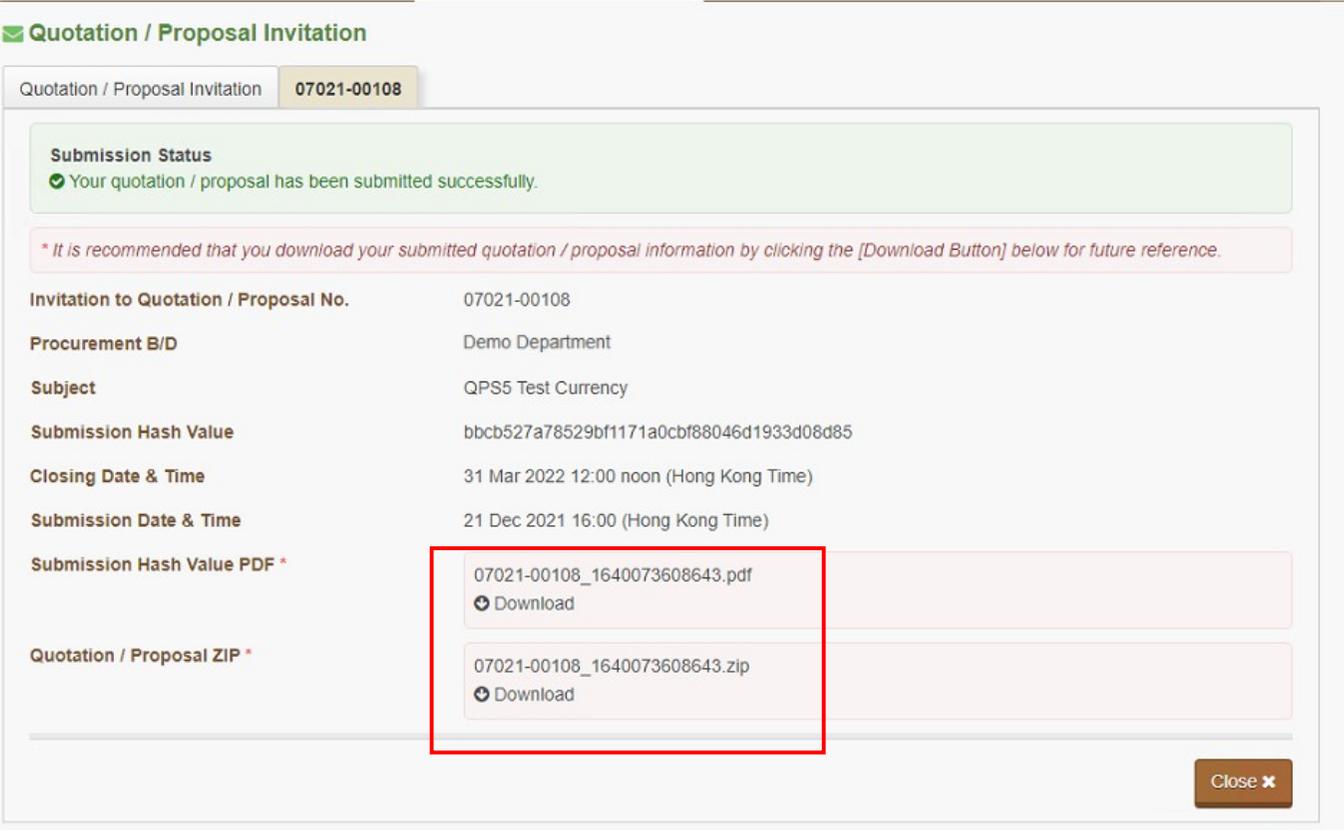
Step	Screen
<p>1. Click Prepare Proposal button to next page to enter the requested information and upload the Technical and Price Proposals.</p>	
<p>2. Enter the Proposal details</p> <p>a. Enter the Individual Contract Ref. No.</p> <p>b. The last day of Your Proposal Validity Period</p> <p>c. Response</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>d. Upload Technical and Price</p>	 <p>The screenshot shows the 'Quotation / Proposal Invitation' screen. At the top, there is a green checkmark icon and the title 'Quotation / Proposal Invitation'. Below this, there is a breadcrumb trail 'Quotation / Proposal Invitation' followed by the ID '08021-00267'. The main heading is 'Invitation to Proposal No.: 08021-00267'. Below this, there is a paragraph of text: '(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.)'. This is followed by 'Procurement B/D' (Demo Department) and 'Subject' (SOA-QPS 20220210). A light blue banner contains a warning icon and the text: 'This invitation to Proposal is issued under the Standing Offer Agreement for Quality Professional Services'. Below the banner, there are three input fields: 'Proposal No. / Individual Contract Ref. No.' with the value 'GCIO12345678-A-N-CX', 'The last day of Your Proposal Validity Period' with the value '29 Apr 2022', and a 'Clear' button. A red box highlights the 'Proposal No. / Individual Contract Ref. No.' and 'The last day of Your Proposal Validity Period' fields.</p>

Step	Screen						
<p>proposals</p> <p>e. Enter Overall Remarks, if any.</p>	 <p>Proposal Summary</p> <p>Note: 1. The entered Total Price shall be in the range of Category of SOA-QPS.</p> <p>Item > Combined System Development Services for Centralised System - 23</p> <p>Response * <input checked="" type="radio"/> Offer <input type="radio"/> No Offer</p> <p>Currency * HKD</p> <p>Proposal</p> <table border="1"> <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" style="text-align: right;">\$ Grand total 999,999.00</td> </tr> </tbody> </table> <p>Remarks Service Remarks</p>	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 for proposal submission. At the top, there is a section titled 'Attachment' with a note: '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 this are two tables. The 'Technical Proposal' table has one row with 'No.' 1, 'File Name' 'TechnicalProposal.pdf', and 'File Description' 'Technical Proposal in response to the Invitation to Proposal 08021'. The 'Price Proposal' table has one row with 'No.' 1, 'File Name' 'PriceProposal.pdf', and 'File Description' 'Price Proposal in response to the Invitation to Proposal 08021-00:'. Both tables have an 'Upload' button to the right. At the bottom, there is an 'Overall Remarks' section with a text input field.</p>

Step	Screen
4. Enter Overall Remarks	
5. Tick Declaration after read	
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 Password for submission.	

Step	Screen
<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>8. Submit Quotation</p> <ul style="list-style-type: none"> Click Submit Proposal button to submit the quotation. 	

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 for ID 07021-00108. It features a green success message: 'Your quotation / proposal has been submitted successfully.' Below this is a red advisory note: '* It is recommended that you download your submitted quotation / proposal information by clicking the [Download Button] below for future reference.' The main content area lists details: Invitation to Quotation / Proposal 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 (Hong Kong Time)), and Submission Date & Time (21 Dec 2021 16:00 (Hong Kong Time)). At the bottom, there are two download options: '07021-00108_1640073608643.pdf' and '07021-00108_1640073608643.zip', both with 'Download' buttons. A red box highlights these download options. A 'Close x' button is located in the bottom right corner.</p>

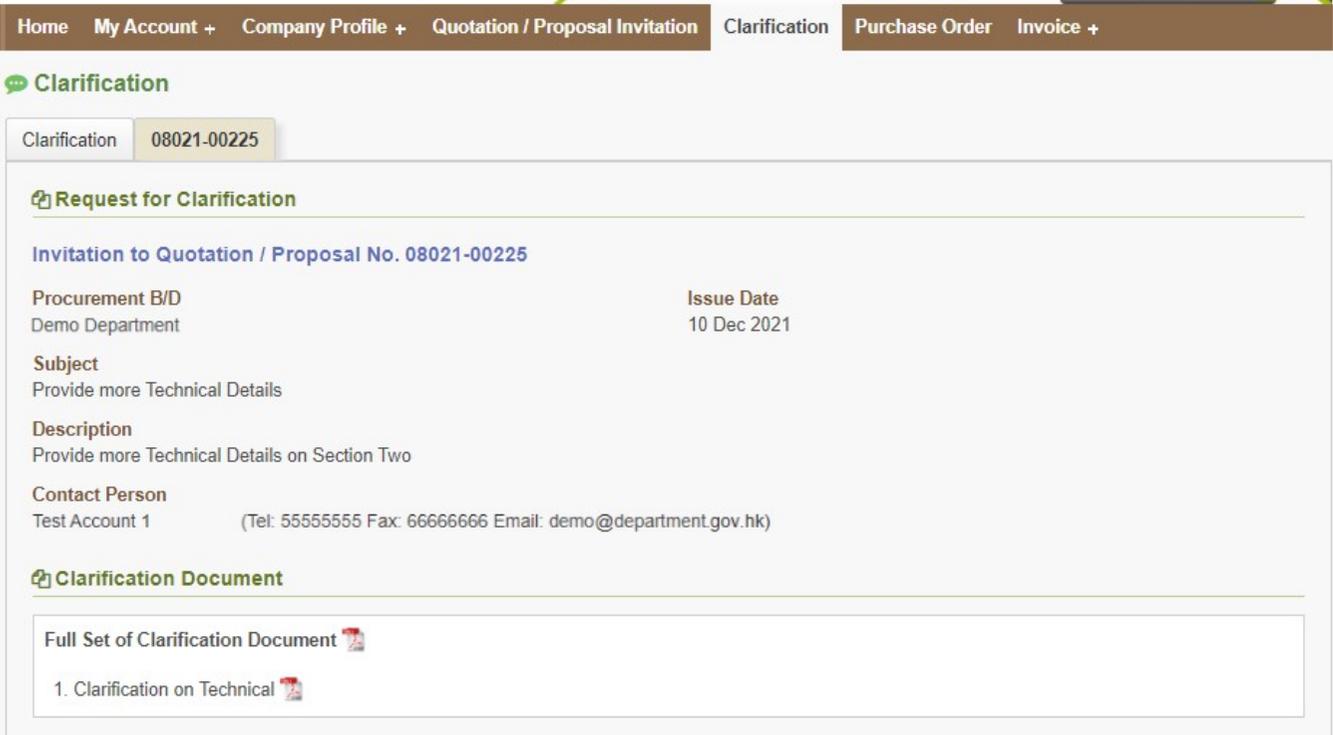
D. Respond Clarification

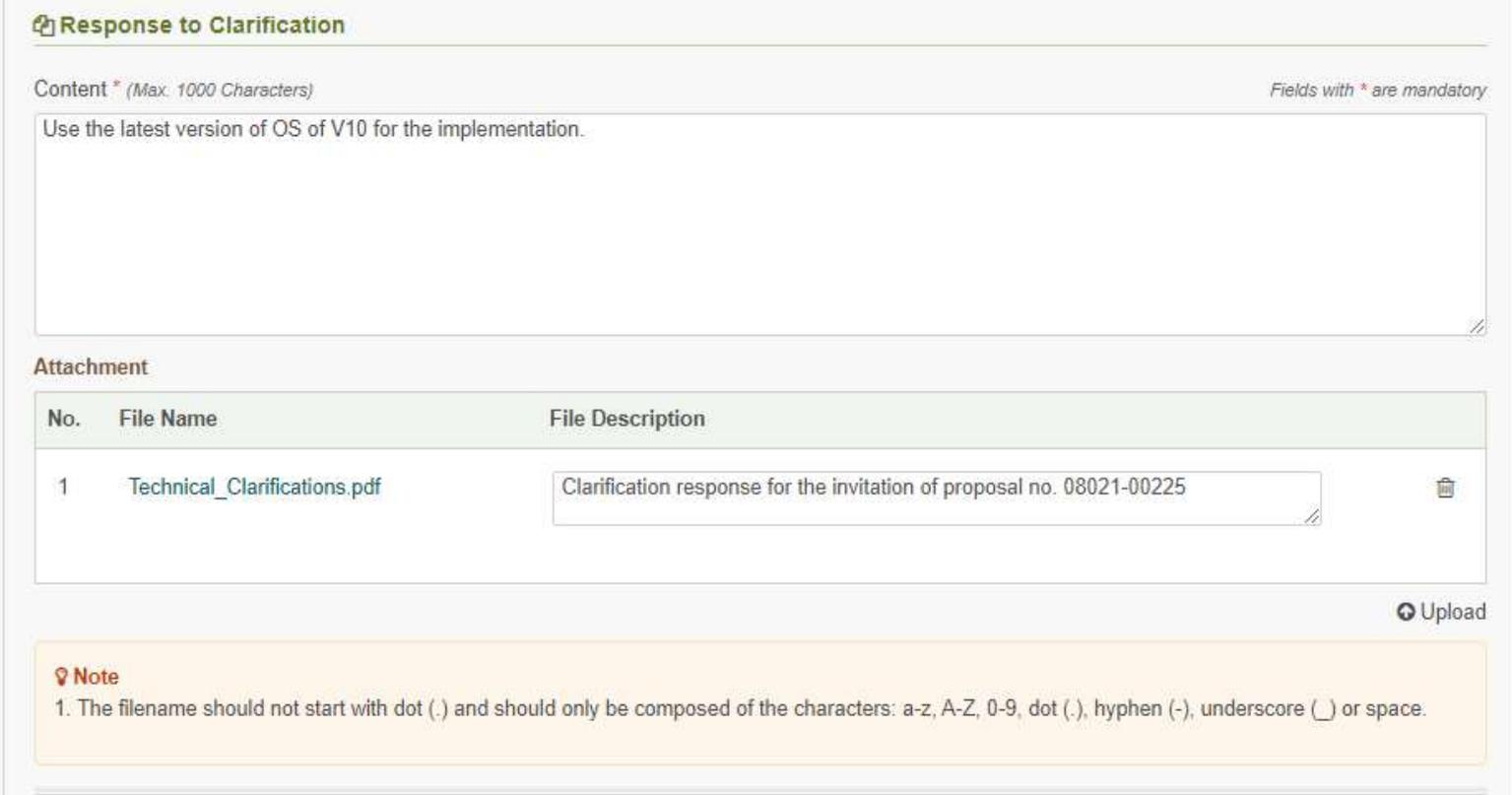
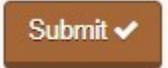
1. Access the Clarification

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>Dear Tony (User ID:),</p> <p>We would like to inform Nexus Solutions Limited that a clarification has been issued for quotation / proposal for the requisition reference: 07024-03272 issued by Digital Policy Office.</p> <p>Please login our e-Procurement System https://www.gov.hk/eprocurement for detail information.</p> <p>In case of any general inquiries, please contact:</p> <table border="1" data-bbox="638 751 2065 833"> <thead> <tr> <th>Name</th> <th>Tel No.</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>FONG,</td> <td>22315435</td> <td>---</td> </tr> </tbody> </table> <p>Thank you.</p> <p>Yours sincerely, E-Procurement Programme Office E-mail: eppmgmtoff@digitalpolicy.gov.hk Hotline: 81070608 Fax No.: 28024549 Website: https://www.gov.hk/eprocurement</p> <p>Procurement at your fingertips</p> <p><i>PLEASE NOTE THIS MAIL IS GENERATED BY THE SYSTEM AND PLEASE DO NOT REPLY TO THIS EMAIL.</i></p>	Name	Tel No.	Email	FONG,	22315435	---
Name	Tel No.	Email					
FONG,	22315435	---					

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

2. Prepare and Submit Clarification

Step	Screen
<p>1. Download the clarification document submitted by the Government officer.</p>	 <p>The screenshot shows a web interface with a navigation bar at the top containing links for Home, My Account +, Company Profile +, Quotation / Proposal Invitation, Clarification, Purchase Order, and Invoice +. Below the navigation bar is a 'Clarification' section with a sub-header 'Request for Clarification'. The main content area displays the following information:</p> <ul style="list-style-type: none"> Clarification ID: 08021-00225 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 <ul style="list-style-type: none"> 1. Clarification on Technical

Step	Screen						
<p>2. Respond the clarifications</p> <p>a. Enter Content</p> <p>b. Upload Attachment, if any.</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>	 <p>Submit ✓</p>						

- System will prompt if close without save.

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

Clarification

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 ~