e-Procurement System

User Manual

for the

SOA-QPS

(Contractor)

Version 1.2

27 May 2022

CONTENTS

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
1. Obtain Activation ID and PIN • Once your application for the e-Service account was processed, you will receive an email notification with the Activation ID, and a PIN letter.	**Email Notification** Dear Sir/Madam, 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** . 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. 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. For more information about the E-Procurement Programme, please visit http://www.gov.hk/eprocurement. Thank you for your application. Yours sincerely, E-Procurement Programme Office E-mail: eppmgmtoff@ogcio.gov.hk Hotline: 81070608 **PIN Letter**

Step	Screen
	香 港 特 別 行 政 區 政 府 政 府 資 訊 科 技 總 監 辦 公 室 OFFICE OF THE GOVERNMENT CHIEF INFORMATION OFFICER The Government of the Hong Kong Special Administrative Region Date: 12-09-2017 Dear Sir/Madam, Thank you for your interest in the e-Procurement System. The PIN to activate your account is **xcKVAckf**. Please be reminded to use both the Activation ID and PIN for account activation. You may use the following link to access the activation page direct. http://www.gov.hk/eprocurement Please note that, for security reason, the PIN will be valid for 14 days only from the issue of this letter. If you do not login and activate your account within 14 days from the issue of this letter, you will need to re-apply for a new PIN. 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
2. Launch Account Activation • 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.	

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 (lette

Y X n b 🔊

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

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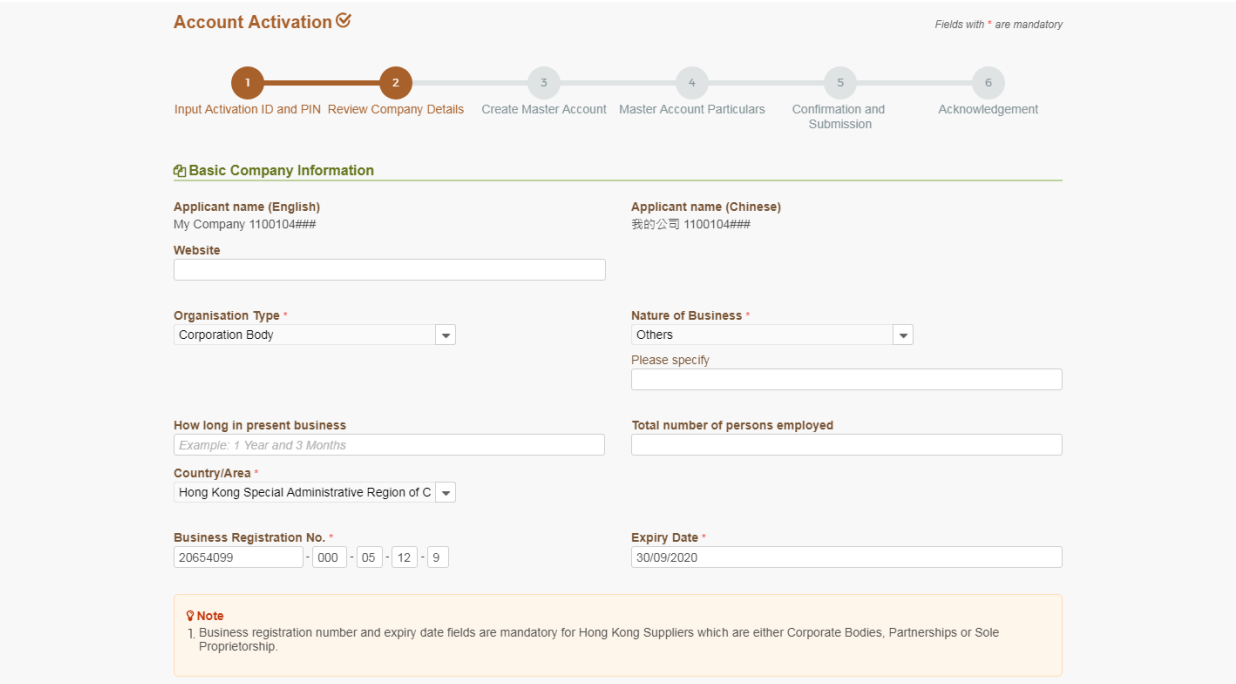You are requested to read the following terms and conditions carefully

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
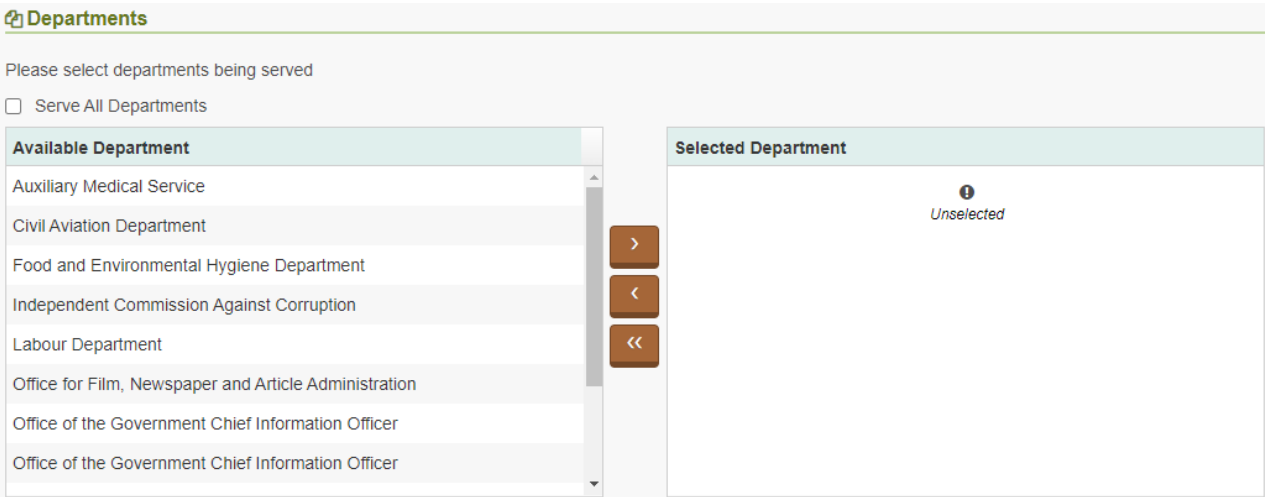
☐ I/We have read, understood and agreed with all of the above terms and conditions
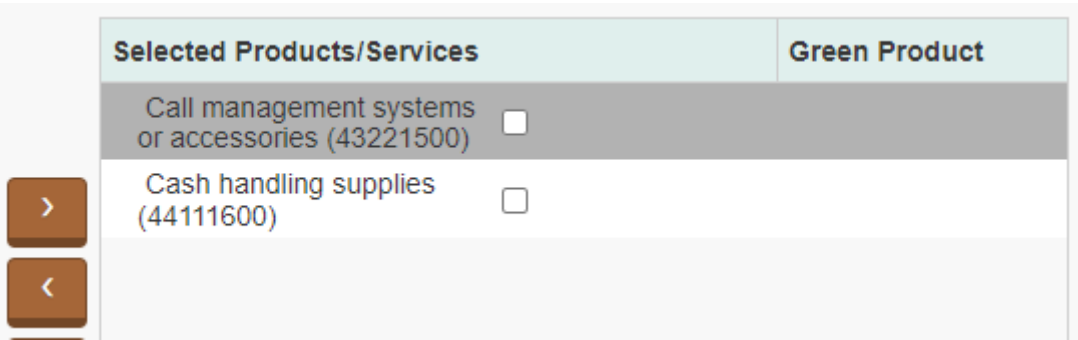
[Exit ➡] [Accept ▶]

Step	Screen
4. Review Company Details	a. In next step, review your details recorded in the e-Procurement System. You can update your information in this page. b. Review and update your contact information. Note: both Telephone Number, Fax Number and Business Address are mandatory

Step	Screen

	Company Contact Information (I)
	
	Tel. No. 1 * **Tel. No. 2**
	`88888888` - *Extension ı* *Subscriber Number* - *Extension ı*
	
	Fax No. 1 * **Fax No. 2**
	`22222222` - *Extension ı* *Subscriber Number* - *Extension ı*
	
	Point to note
	1. Format: Local Number - Extension Number
	
	Company Contact Information (II)
	
	Email
	
	Address (English) * **Address (Chinese)**
	`#### 940 &### 941 Nan Fung####`
	`####-298 C###astle Peak Rd####`
	
	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.
	
	Departments
	
	Please select departments being served
	☑ Serve All Departments

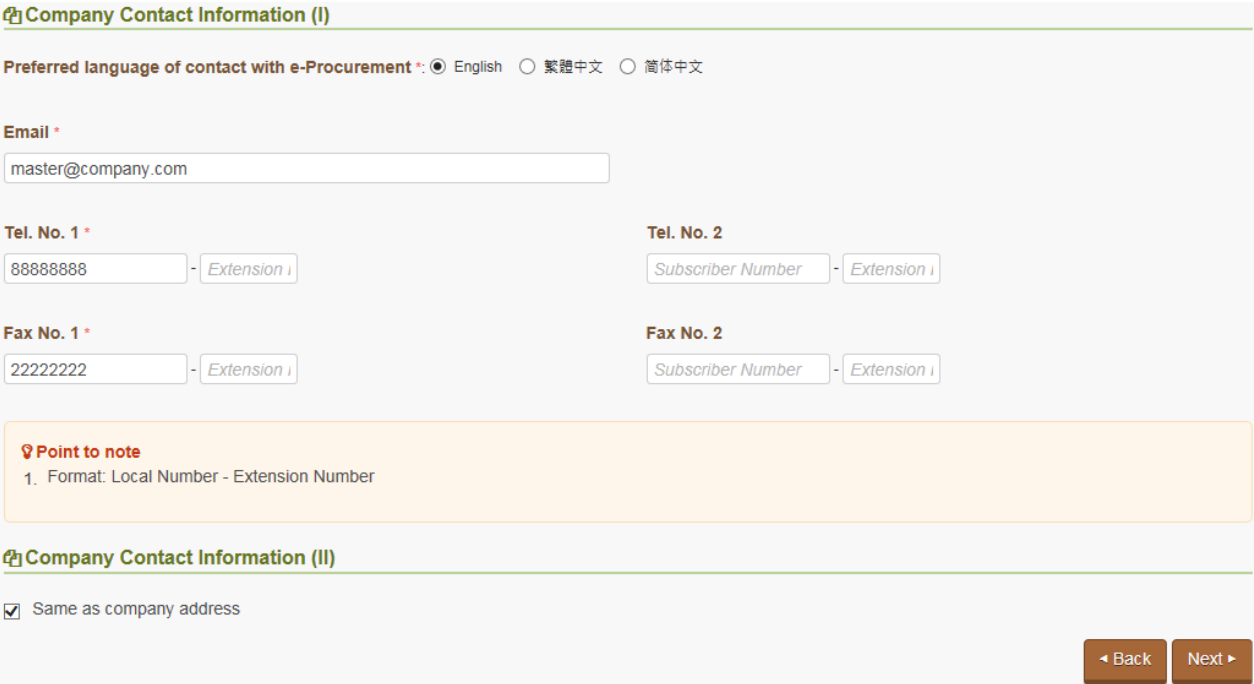| Step	Screen
	Click [>] to select all departments to be served. **Departments** Please select departments being served ☐ Serve All Departments **Available Department** Auxiliary Medical Service Civil Aviation Department Food and Environmental Hygiene Department Independent Commission Against Corruption Labour Department Office for Film, Newspaper and Article Administration Office of the Government Chief Information Officer Office of the Government Chief Information Officer [>] [<] [«] **Selected Department** ❶ Unselected 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). • 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

- 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.

Step	Screen
	• 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. **Selected Products/Services** — **Green Product** Call management systems or accessories (43221500) ☐ Cash handling supplies (44111600) ☐ [>] [<] e. Click Next button to go to next Step
5. Create Master Account	a. 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. b. Input User ID and Password for the Master Account. c. Click Next button to go to next Step.

Step	Screen

	Account Activation ✅ *Fields with * are mandatory*
	
	① Input Activation ID and PIN ② Review Company Details ③ Create Master Account ④ Master Account Particulars ⑤ Confirmation and Submission ⑥ Acknowledgement
	
	User ID
	master
	
	🗗 **Authorization**
	
	Please select using Password or Digital Certification for Authorization
	⦿ Password ○ Digital Certification
	
	Password **Confirm Password**
	●●●●●●●● ●●●●●●●●
	
	🔖 **Point to note**
	1. You can use User ID+Password or User ID+Digital Certificate to create your Master Account.
	2. To keep your account safe, do not use your personal information or common words to create password which make your password easier to guess. Do not share your password with anyone, and never use the same password that you have used in the past.
	3. For security purposes, your new password must have at least eight characters.
	4. The password must contain characters from three of these four categories:
	    ▫ upper case letters: A through Z
	    ▫ lower case letters: a through z
	    ▫ numbers: 0 through 9
	    ▫ all non-alphanumeric characters, such as !@#%$
	
	◄ Back Next ►

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
	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 **⚏ Master Account Particulars** **Title** * MR. ▼ **Contact Person (English)** * **Contact Person (Chinese)** Sam 陳大文 **Official Capacity** * MANAGER ▼ **Position/Post Title** Sr.Mgt(1) 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). **As a contact to receive invitation to quotation / proposal** * ⦿ Yes ○ No **♀ Note** 1. Select 'No' if you do not want the Master Account to receive any Invitation to Quotation notification.

Step	Screen
	c. Input the Preferred Language, Email Address for receiving notifications, Telephone and Fax No., and Address. d. Click Next button to go to next Step.

Company Contact Information (I)

Preferred language of contact with e-Procurement *: ● English ○ 繁體中文 ○ 简体中文

Email *

master@company.com

Tel. No. 1 *

88888888 - *Extension*

Tel. No. 2

Subscriber Number - *Extension*

Fax No. 1 *

22222222 - *Extension*

Fax No. 2

Subscriber Number - *Extension*

♥ Point to note
1. Format: Local Number - Extension Number

Company Contact Information (II)

☑ Same as company address

◄ Back   Next ►

Step	Screen
7. Confirmation and Submission • Verify the input. Click Confirm and Submit button to submit the account activation information	**Account Activation** ☑ ① Input Activation ID and PIN ② Review Company Details ③ Create Master Account ④ Master Account Particulars ⑤ Confirmation and Submission ⑥ Acknowledgement **Basic Company Information** **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
8. Acknowledgement	• An acknowledgement screen will be displayed. Click Login button to login the system, or Close button to exit the activation page. 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.

Step	Screen
	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 ✓ You have successfully activated the e-service account. Login 🔒 Close ✖

2. Login e-Procurement

Step	Screen
1. Go to e-Procurement via https://www.gov.hk/en/theme/eprocurement/eppp/ 2. Click **Login** button	

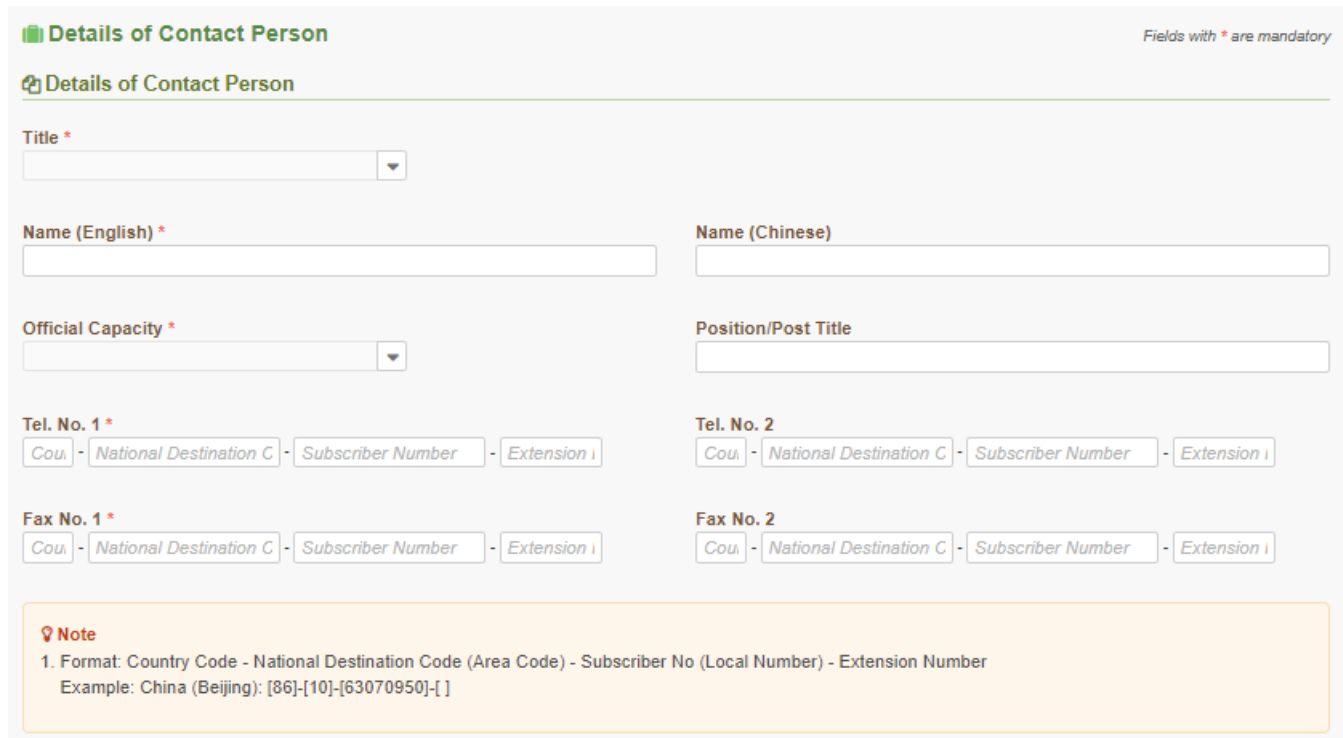| Step	Screen
3. Enter **User ID** & **Password** with Validation Code, click **Login** button. OR 4. Click **Login with iAM Smart** button to login. Please note that the "iAM Smart" should have been installed at your mobile before using "iAM Smart" to login e-Procurement.	

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".
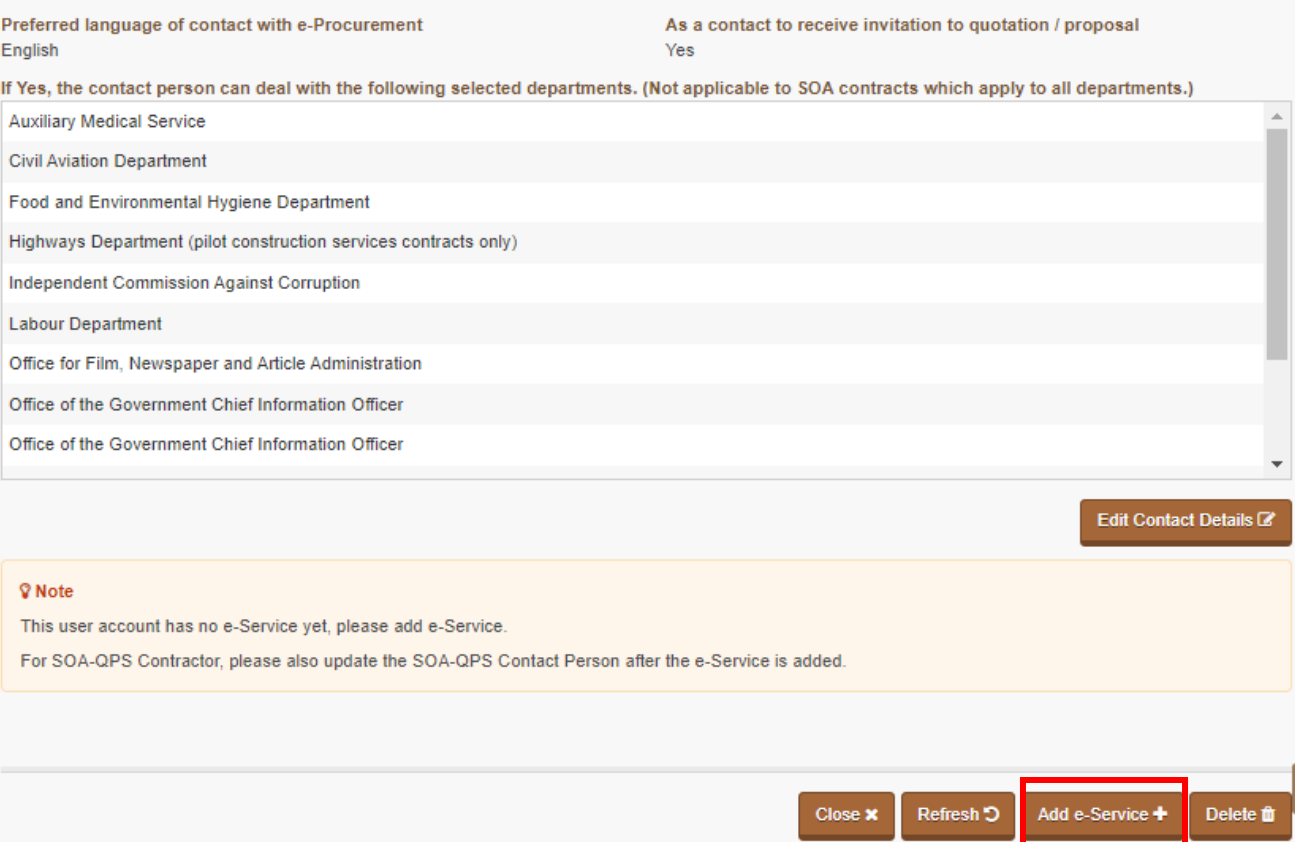
1. List of Contact Person

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

Step	Screen
1. Click **List of Contact Person** on the Menu	

Step	Screen
2. Click **Add Contact Person** button	Add Contact Person +
3. Enter Details of Contact Person • 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	**Details of Contact Person** *Fields with * are mandatory* **Details of Contact Person** Title * Name (English) * Name (Chinese) Official Capacity * Position/Post Title Tel. No. 1 * Tel. No. 2 Cou - National Destination C - Subscriber Number - Extension Cou - National Destination C - Subscriber Number - Extension Fax No. 1 * Fax No. 2 Cou - National Destination C - Subscriber Number - Extension Cou - National Destination C - Subscriber Number - Extension **Note** 1. Format: Country Code - National Destination Code (Area Code) - Subscriber No (Local Number) - Extension Number Example: China (Beijing): [86]-[10]-[63070950]-[ ]

Step	Screen
	Email * **Address (English)** * **Address (Chinese)** Preferred language of contact with e-Procurement * ⦿ English ○ 繁體中文 ○ 简体中文 As a contact to receive invitation to quotation / proposal * ⦿ Yes ○ No If Yes, the contact person can deal with the following selected departments. (Not applicable to SOA contracts which apply to all departments.) **Available Department** Auxiliary Medical Service Civil Aviation Department Food and Environmental Hygiene Department Highways Department (pilot construction services contracts only) Independent Commission Against Corruption Labour Department Office for Film, Newspaper and Article Administration Office of the Government Chief Information Officer **Selected Department** ❶ *Unselected*

Step	Screen
	Notes for Guidance **Transfer of Data** 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. ⦿ I/we agree to the above. ◯ I/we do not agree to the above.
4. Click **Save** button to save the contact person details	Save 🖫

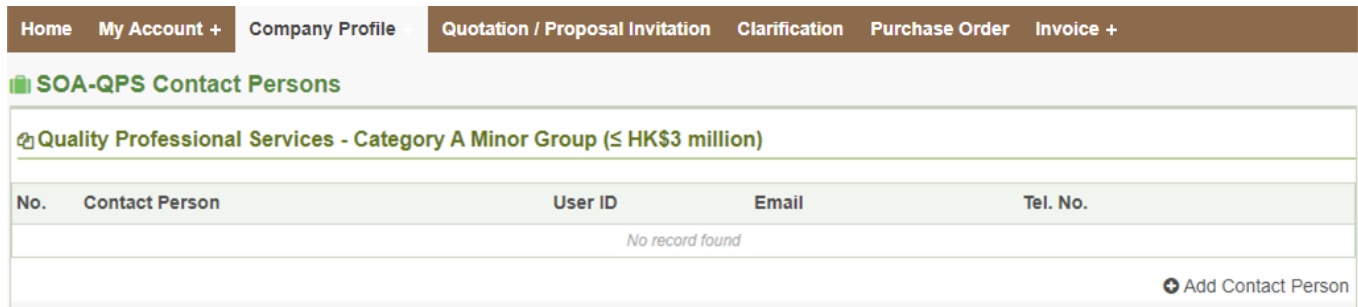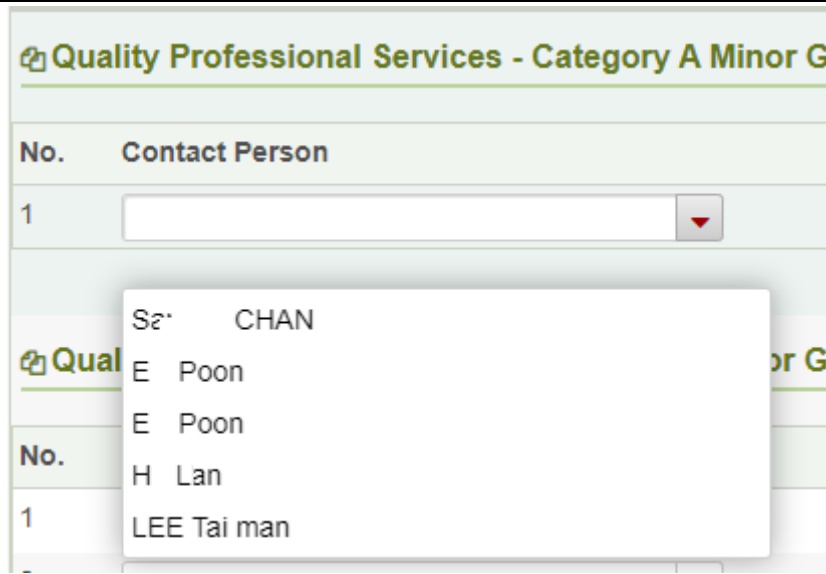| Step	Screen
5. Click **Add e-Service +** to add e-Service to the contact person • **Note**: It is important to add e-Service for the contact person AND assign at least the "Submit Quotation" function to him/her in the following step. Otherwise, the contact person cannot have access to the assignment and cannot submit quotation through this on-line system.	Preferred language of contact with e-Procurement: English As a contact to receive invitation to quotation / proposal: Yes If Yes, the contact person can deal with the following selected departments. (Not applicable to SOA contracts which apply to all departments.) Auxiliary Medical Service Civil Aviation Department Food and Environmental Hygiene Department Highways Department (pilot construction services contracts only) Independent Commission Against Corruption Labour Department Office for Film, Newspaper and Article Administration Office of the Government Chief Information Officer Office of the Government Chief Information Officer **Edit Contact Details** ♀ **Note** This user account has no e-Service yet, please add e-Service. For SOA-QPS Contractor, please also update the SOA-QPS Contact Person after the e-Service is added. Close ✖ Refresh ↻ **Add e-Service ✚** Delete 🗑
6. Input the account details for e-Service. Click **Save** button to save the e-Service account details. • **Note**: Enable the "iAM Smart" for	

Step	Screen
allowing sub-account to login e-PS via "iAM Smart".	

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	

Step	Screen
2. Click **Edit Contact Person** button	Edit Contact Person
3. Click **Add Contact Person** link	Home My Account + **Company Profile** Quotation / Proposal Invitation Clarification Purchase Order Invoice + **SOA-QPS Contact Persons** **Quality Professional Services - Category A Minor Group (≤ HK$3 million)** No. Contact Person User ID Email Tel. No. *No record found* ● Add Contact Person
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.	**Quality Professional Services - Category A Minor G** No. **Contact Person** 1 [▼] **Qual** **or G** No. 1 Sa· CHAN E Poon E Poon H Lan LEE Tai man

Step	Screen
5. Click **Save** button to save the changes	Save 💾

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.	

Step	Screen

Step	Screen
3. Invitation details are shown the screen.	**GovHK香港政府一站通** e-Procurement Samuel Chan EN 繁 简 A A 🔔 ❓ Logout ✕ **Home** **My Account +** **Company Profile +** **Quotation / Proposal Invitation** **Clarification** **Purchase Order** **Invoice +** ✉ **Quotation / Proposal Invitation** Quotation / Proposal Invitation **1C321-00003** 📑 **Invitation Details** **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** **Closing Date/Time** Efficiency Office 31 Jan 2022 12:00 noon (Hong Kong Time) **Issue Date** 03 Jan 2022

Step	Screen
	Subject SOA-QPS 20220210 ⚠ This invitation to Proposal is issued under the Standing Offer Agreement for Quality Professional Services **Submission of Proposal** Online submission through this e-Procurement system Please note the following arrangement in case the proposal cannot be submitted through the e-Procurement System: jpwli@ogcio.gov.hk ⚠ Submit technical proposal and price proposal separately in sealed envelopes **Contact Person** Test Account 1 [eprocid1] (Tel: 55555555 Fax: 66666666 Email: jpwli@ogcio.gov.hk) Test Use @IBM2IT [testuser1] (Tel: 11223344 Fax: 11112222 Email: sctchan@ogcio.gov.hk) **⚐ Terms Applicable to This Invitation** 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. | Acceptance Criteria	Overall
Delivery Address	-	

Step	Screen

2. Download Work Assignment Brief

Step	Screen
1. Click **Download** button to download the invitation in ZIP file format.	Download 💾 🖥 08021-00137-QuotInvtDtls-20211108_141943.zip
2. Click **Acknowledge Receipt of Invitation** button to send the acknowledgment to the Government officer. • An email is sent the Government officer.	Acknowledge Receipt of Invitation ✔ 595-W-3203 ✖ ⚠ Are you sure to send acknowledgement email to Government contact? [595-W-3203] OK Cancel

Step	Screen
	Delivery Address 15/F Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong **Remarks** ⓘ Information ✕ * An acknowledgement email has been sent to Government contact successfully. [595-I-3204] 🗐 **Description of Goods/Services** Dear Sir / Madam, Please be informed that the SOA contractor **Microware Limited (Contact: Samuel Chan)** hereby acknowledges receipt your invitation to quotation / proposal **Case No: 1C321-00006** on **10-01-2022** at **10:50:54**. Regards, e-Procurement System 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.
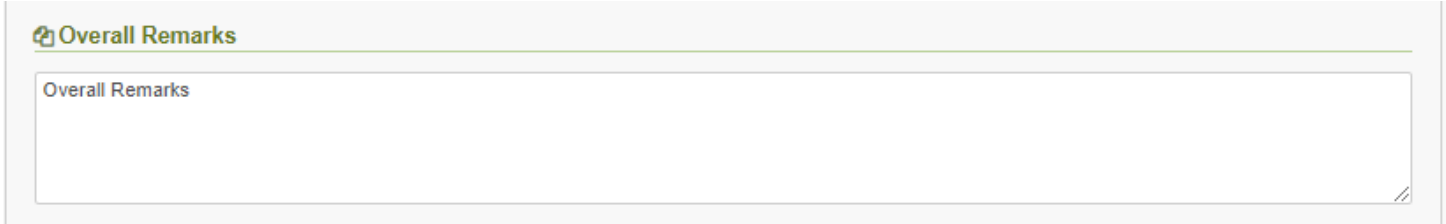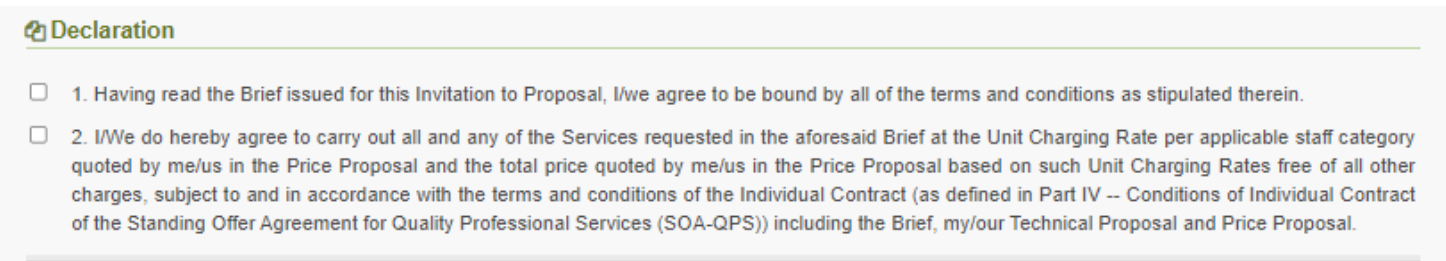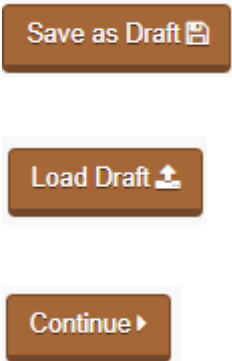
3. Prepare and Submit Quotation/Proposal
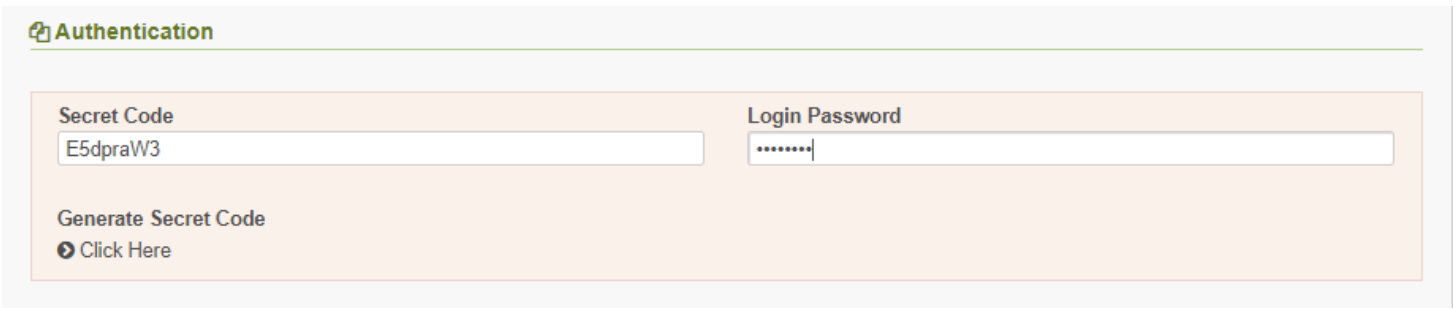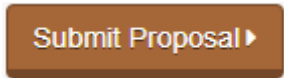
Step	Screen
1. Click **Prepare Proposal** button to next page to enter the requested information and upload the Technical and Price Proposals.	Prepare Proposal ✎

Step	Screen
2. Enter the Proposal details a. Enter the **Individual Contract Ref. No.** b. **The last day of Your Proposal Validity Period** c. Response • 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). d. Upload **Technical** and **Price** proposals e. Enter **Overall Remarks**, if any.	✉ **Quotation / Proposal Invitation** Quotation / Proposal Invitation 08021-00267 **Invitation to Proposal No.: 08021-00267** (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** Office of the Government Chief Information Officer **Subject** SOA-QPS 20220210 ⚠ This invitation to Proposal is issued under the Standing Offer Agreement for Quality Professional Services **Proposal No. / Individual Contract Ref. No.** GCIO12345678-A-N-CX **The last day of Your Proposal Validity Period** 29 Apr 2022 📅 ⟲ Clear
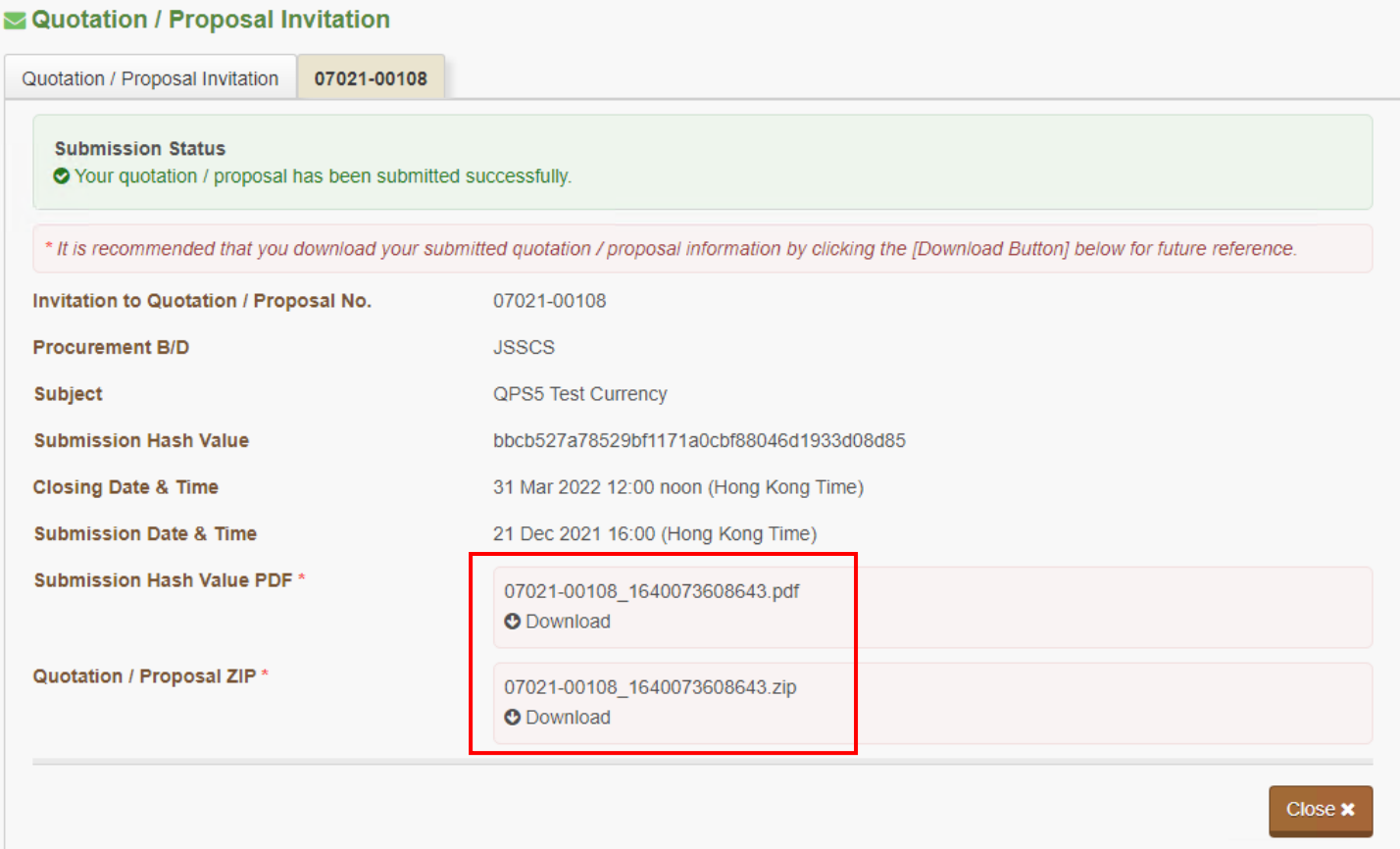
Step	Screen
	Proposal Summary **Note:** 1. The entered Total Price shall be in the range of Category of SOA-QPS. **Item** › Combined System Development Services for Centralised System - 23 Response * ● Offer ○ No Offer Currency * HKD **Proposal** 	Service Description	Total Price	 	Combined System Development Services for Centralised System Service	999,999.00	 $ Grand total 999,999.00 **Remarks** Service Remarks

Step	Screen
3. Update Technical and Price proposals. Note on Price proposal: • 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	**Note**: File Description shall always be entered as follows. • Technical / Price Proposal in response to the Invitation to Proposal [inivitation to proposal no.] **Attachment** **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 and xlsx. 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. **Technical Proposal** 	No.	File Name	File Description	
---	---	---	---
1	TechnicalProposal.pdf	Technical Proposal in response to the Invitation to Proposal 08021	🗑 | ⊕ Upload **Price Proposal** | No.	File Name	File Description	
---	---	---	---
1	PriceProposal.pdf	Price Proposal in response to the Invitation to Proposal 08021-00:	🗑	 ⊕ Upload **Overall Remarks** Overall Remarks

Step	Screen
4. Enter **Overall Remarks**	**⊘ Overall Remarks** Overall Remarks
5. Tick **Declaration** after read	**⊘ Declaration** ☐ 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. ☐ 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.
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	Save as Draft 🖫 Load Draft ⬆ Continue ▶

Step	Screen
Password for submission.	
7. Enter Authentication a. Secret Code • Enter the Secret Code provided in the invitation email or click the **Generate Secret Code** link to generate a new secret code. b. Login Password	**🗗 Authentication** Secret Code Login Password E5dpraW3 •••••••• Generate Secret Code ❍ Click Here
8. Submit Quotation • Click **Submit Proposal** button to submit the quotation.	Submit Proposal ▶

Step	Screen
9. Download Submission Details as copies • Download the Submission Hash Value in PDF file format. • Download the submitted quotation in ZIP file format. 10. Click **Close** button to complete the submission. • Note: The hash value and quotation copies cannot be re-downloaded after clicking the **Close** button.	✉ **Quotation / Proposal Invitation** Quotation / Proposal Invitation 07021-00108 **Submission Status** ✔ Your quotation / proposal has been submitted successfully. ** It is recommended that you download your submitted quotation / proposal information by clicking the [Download Button] below for future reference.* **Invitation to Quotation / Proposal No.** 07021-00108 **Procurement B/D** JSSCS **Subject** QPS5 Test Currency **Submission Hash Value** bbcb527a78529bf1171a0cbf88046d1933d08d85 **Closing Date & Time** 31 Mar 2022 12:00 noon (Hong Kong Time) **Submission Date & Time** 21 Dec 2021 16:00 (Hong Kong Time) **Submission Hash Value PDF *** 07021-00108_1640073608643.pdf ⊕ Download **Quotation / Proposal ZIP *** 07021-00108_1640073608643.zip ⊕ Download Close ✖
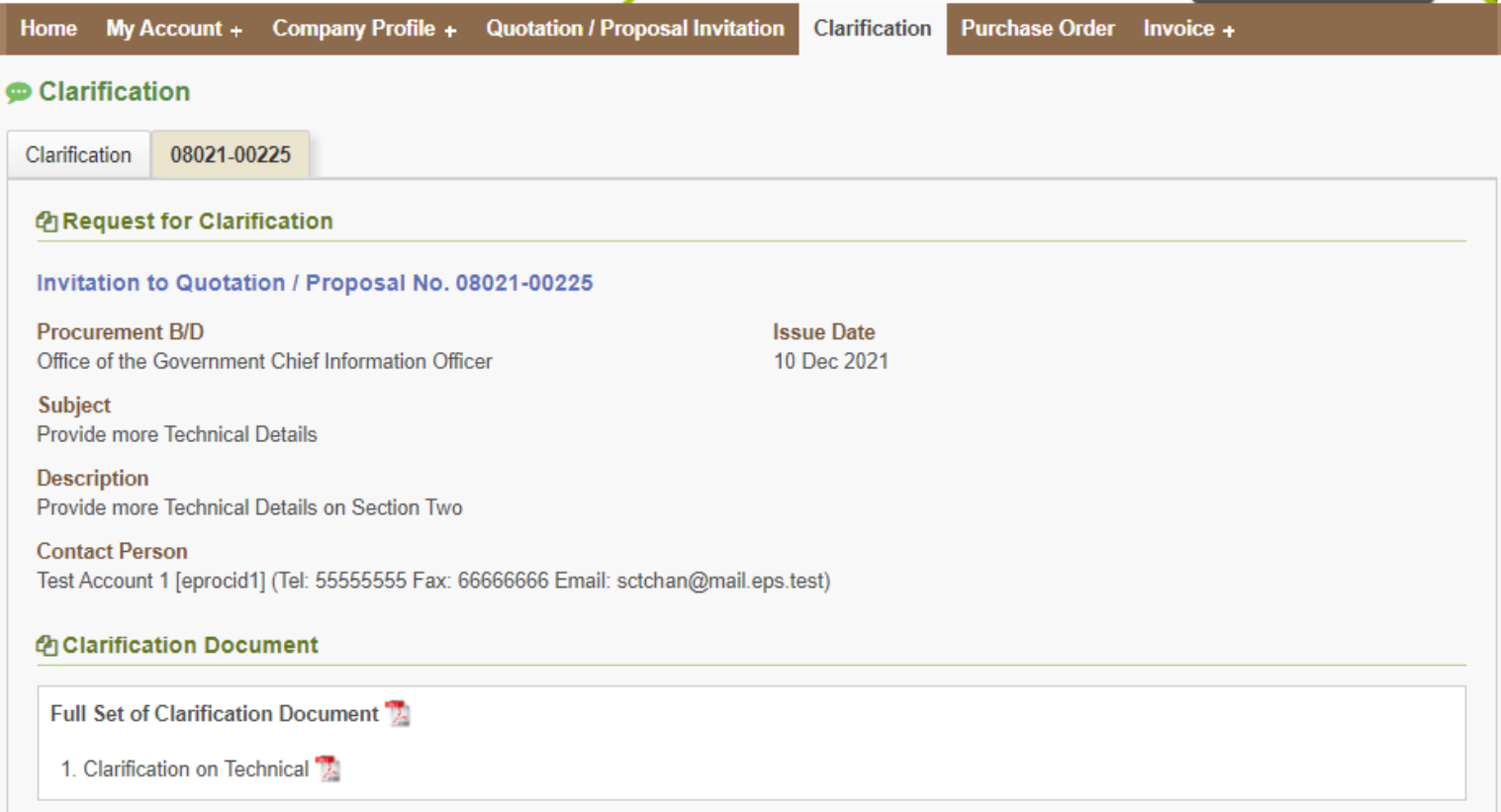
D. Respond Clarification

1. Access the Clarification

Step	Screen
1. The clarification can be accessed through • email or • **Home** -> **Clarification** page of e-Procurement 2. Click **Read More** of the selected invitation.	香港政府 採購通 GovProcurement Dear Samuel Chan, We would like to inform Microware Limited that a clarification has been issued for quotation/proposal for the requisition reference: 1C321-00002 issued by Efficiency Office. Please login our e-Procurement System http://www.gov.hk/eprocurement for detail information. In case of any general inquiries, please contact: | Name	Tel No.	Email
---	---	---
Test User 1	22224444	---	 Thank you. Website: http://www.gov.hk/eprocurement Helpdesk: 81070608 PLEASE NOTE THIS MAIL IS GENERATED BY THE SYSTEM AND PLEASE DO NOT REPLY TO THIS EMAIL.

Step	Screen
	Home **My Account +** **Company Profile +** **Quotation Invitation** **Clarification** **Purchase Order** **Invoice +** 💬 **Clarification** **Clarification** **Invitation to Quotation / Proposal No.** 08021-00137 **Department** --Any-- **Issue Date** DD/MM/YYYY To DD/MM/YYYY **Status** --Any-- **Subject Keyword** Subject Keyword Reset 🔄 Search 🔍 **Search Result ▼** Sort by Issue Date Asc ⇕ ▸ Technical Clarification *Invitation to Quotation No..: 08021-00137* *Issue Date: 08 Nov 2021* *Procurement B/D: Office of the Government Chief Information Officer* *Attention To: Samuel CHAN* *Status: Pending Reply* ❯ Read More

2. Prepare and Submit Clarification

Step	Screen
1. Download the clarification document submitted by the Government officer.	**Home** **My Account +** **Company Profile +** **Quotation / Proposal Invitation** **Clarification** **Purchase Order** **Invoice +** 💬 **Clarification** Clarification | 08021-00225 ⮎ **Request for Clarification** **Invitation to Quotation / Proposal No. 08021-00225** **Procurement B/D** **Issue Date** Office of the Government Chief Information Officer 10 Dec 2021 **Subject** Provide more Technical Details **Description** Provide more Technical Details on Section Two **Contact Person** Test Account 1 [eprocid1] (Tel: 55555555 Fax: 66666666 Email: sctchan@mail.eps.test) ⮎ **Clarification Document** Full Set of Clarification Document 📄 1. Clarification on Technical 📄

Step	Screen
2. Respond the clarifications a. Enter **Content** b. Upload **Attachment**, if any.	**⏁ Response to Clarification** Content * *(Max. 1000 Characters)* *Fields with * are mandatory* 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	🗑	 ⊕ Upload **♀ Note** 1. The filename should not start with dot (.) and should only be composed of the characters: a-z, A-Z, 0-9, dot (.), hyphen (-), underscore (_) or space.
3. Submit clarifications to the Government officer and click **Save as PDF** button for reserving a copy.	**Submit ✔**

- System will prompt if close without save.

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
Office of the Government Chief Information Officer

Issue Date
10 Dec 2021

Subject
Provide more Technical Details

Description
Provide more Technical Details on Section Two

Contact Person
Test Account 1 [eprocid1] (Tel: 55555555 Fax: 66666666 Email: sctchan@mail.eps.test)

Clarification Document

Full Set of Clarification Document

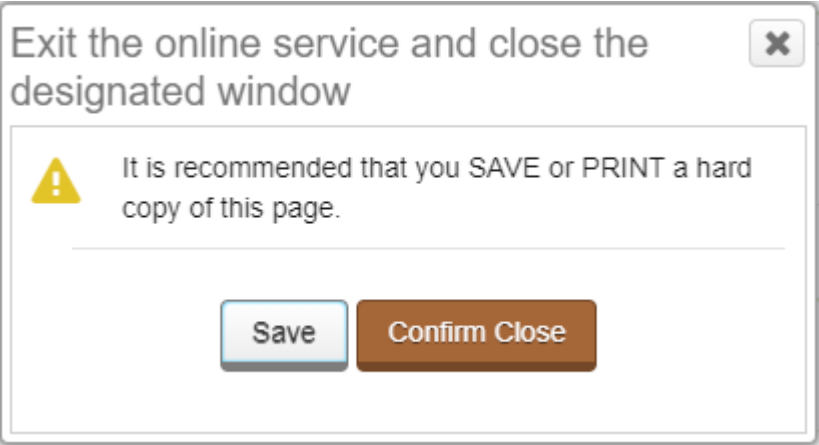1. Clarification on Technical

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.

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Step	Screen
	Exit the online service and close the designated window ✖ ⚠ It is recommended that you SAVE or PRINT a hard copy of this page. [Save] [Confirm Close]

~ End ~