Send Messages/ Queries to Procuring Department

- 1. Send Messages/ Queries to Procuring Department
- 2. <u>Receive Response to Messages/ Queries from Procuring Departments</u>

1. Send Messages/ Queries to Procuring Department

For Registered Users

Only Registered Users that have been invited can send messages/ queries to Procuring Department.

Login to the e-Tendering System (Works Consultancy Services) and launch <View Details of Invitation Notice> page.

Step 1 – Click "Send Messages/Queries" and a dialogue will pop up.

View Details of Invitation Notice					
		Back to Invitation Notice	Download Invitation Document	Send Messages/Queries	Submit EOI
Consultancy Agreement No.	20231027_AACSB tesing with EOI_1				
Procuring Bureau / Department	Architectural Services Department				
Agreement Title	20231027_AACSB tesing with EOI_1				
Type of Invitation	EOI				

Step 2 – Input the subject, messages/ queries and click "Upload" to upload the attachment.

Points to Note:

- 1. The total file size of attachments uploaded in this section should not exceed 20MB.
- 2. The system only accepts attachments in PDF, .p7s format.
- 3. The number of attachments uploaded in this section should not exceed 5.

Step 3 – Click "Send" to send the message to the procuring department for processing.

e-Tendering System (Works Consultancy Services)

N

essages / Queries		
▼ Subject*		
20231027_AACSB tesing with EOI_1 -		
▼ Messages / Queries*		
Upload Attachment		
File Name		
Points to Note		
1. The total file size of attachments uploaded in this section should not exceed 20MB.		
2. The system only accepts attachments in PDF, P7S format.	_	
3. The number of attachments uploaded in this section should not exceed 5.		
	Cancel Send	

Step 4 – The sent messages/ queries can be read at the bottom of <View Details of Invitation Notice> page, section <Messages/ Queries Sent>

Me	Messages/ Queries Sent			
+	 Subject: Sent on: 	test 27 October 2023 17:25 (Hong Kong Time)		

e-Tendering System (Works Consultancy Services)

2. Receive Response to Messages/ Queries from Procuring Departments

A notification email will be sent to you after the procuring department responded to the messages/ queries.

The response from the procuring department can be read at the bottom of <View Details of Invitation Notice> page, section <Messages/ Queries Sent>

Messages/ Queries Sent					
-	Subject test Sent on: 27 October 2023 17:25 (Hong Kong Time)		Latest Responded on: 27 October 2023 17:28 (Hong Kong Time)		
	Messages/ Queries:	abc			
	Response No. 1: File Name (File Size):	xyz Response to Queries.pdf (0.03 MB)	▲ Download Responded on: 27 October 2023 17:28 (Hong Kong Time)		