

Send Messages/ Tender Queries to Procuring Department

For Registered Users

Login to the e-Tendering System and launch <View Details of Tender Notice> page

Step 1 – Click “**Send Messages/ Tender Queries**” and a dialog will pop up

My Tender Manage Account Forecast of Works Tenders Tender Notice Contract Award Notice

View Details of Tender Notice

Download Tender Document **Send Messages/Tender Queries**

Tender Reference	[Test] GE/XXXX/RC
Procuring Bureau/Department	Civil Engineering and Development Department
Subject	[Test] [the subject of the tender or prequalification exercise]
Description	[Test] [a brief description in one or two sentences on the goods or services to be procured, or in respect of works contracts, the scope of project [The description should be the same as given in the Gazette Notice if appropriate], the contract period and the scheduled date for the contract commencement.]

Step 2 – <Send Messages/Tender Queries> dialog will pop up

Step 3 – Input subject, messages/ tender queries and click “**Upload**” to upload attachment

Step 4 – Click “**Send**” to send the message to procuring department for processing

Send Messages / Tender Queries

Subject*
Email test -

Messages /
Tender 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 format.
3. The number of attachments uploaded in this section should not exceed 5.

Step 5 – The sent messages/ tender queries can be read at the bottom of < View Details of Tender Notice> page, section <Messages/Tender Queries Sent>

Messages/Tender Queries Sent

Subject: abc
Sent on: 20 October 2021 12:38 (Hong Kong Time)

Messages/Tender	abc
Queries:	

Receive Response to Messages/ Tender Queries from Procuring Departments

A notification email will be sent to user after the procuring department responded to the messages/ tender queries

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

Messages/Tender Queries Sent

Subject: abc
Sent on: 20 October 2021 13:11 (Hong Kong Time) Responded on: 20 October 2021 13:12 (Hong Kong Time)

Messages/Tender	abc
Queries:	
Response:	xyz
File Name (File Size):	Row 121 - 电子服务.pdf (0.09 MB)