

## Respond to Tender Clarification

(IMPORTANT: This manual is only applicable to specific contracts which invite tenders via the e-Tendering System after 14 June 2022.)

Registered Users may receive notification email for clarification of tender from the e-Tendering System

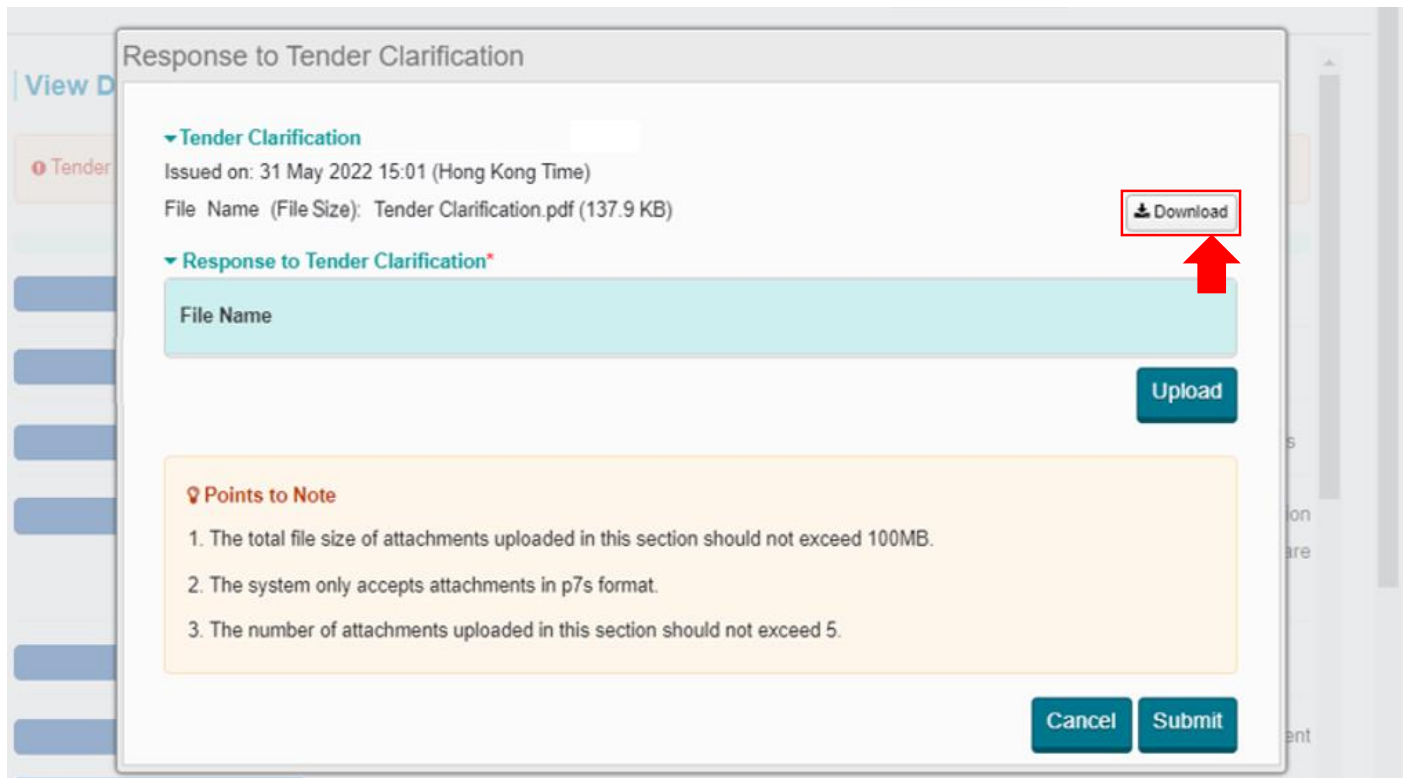
Login to the e-Tendering System and launch <View Details of Tender Notice> page

The request for Tender Clarification from procuring department can be found at the bottom of <View Details of Tender Notice> page, under <Tender Clarifications> section

**Step 1** – Click the corresponding Tender Clarification and a dialogue box will pop up



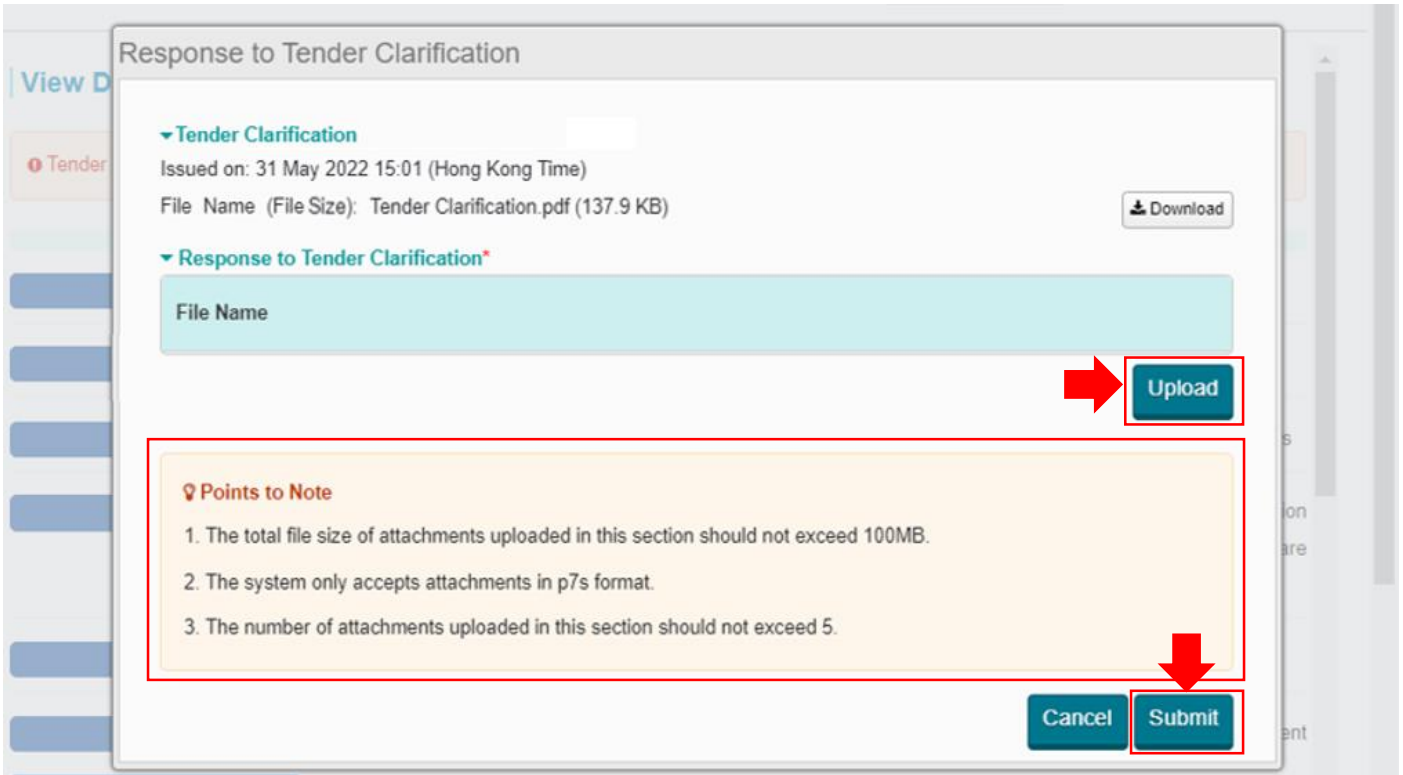
**Step 2** – Click “Download” to download the Tender Clarification issued by the procuring department



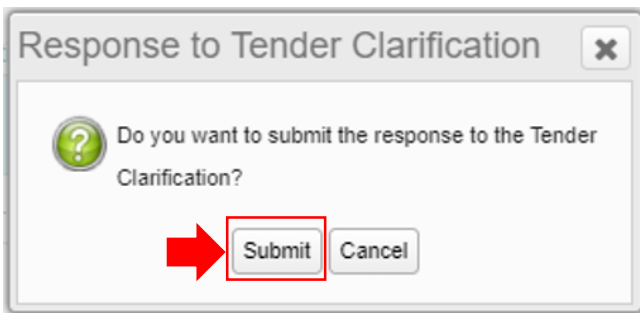
**Step 3** – Please read the Points to Note in detail to prepare the Response to Tender Clarification

**Step 4** – When your Response to Tender Clarification is ready, click “**Upload**” to upload the response.

**Step 5** – After uploading the response, click “**Submit**” to submit the response.

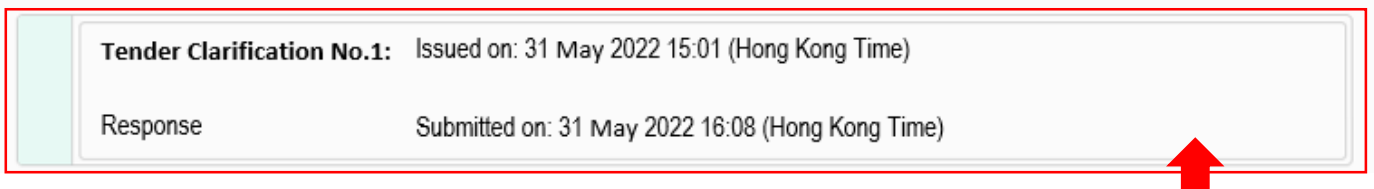


**Step 6** – Click “**Submit**” in the confirmation dialogue box to confirm the submission. An acknowledgement will pop up after successful submission.



**Step 7** – The response can be read by clicking the corresponding Tender Clarification at the bottom of <View Details of Tender Notice> page

### Tender Clarifications



Response to Tender Clarification

▼ **Tender Clarification**  
Issued on: 31 May 2022 15:01 (Hong Kong Time)  
File Name (File Size): Tender Clarification.pdf (137.9 KB) [Download](#)

▼ **Response to Tender Clarification**  
Submitted on: 31 May 2022 16:08 (Hong Kong Time)  
File Name (File Size): Response to Tender Clarification.pdf.p7s (760.6 KB) [Download](#)

