### 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

## Messages/Tender Queries Sent

#### Tender Clarifications

Tender Clarification No.1: Issued on: 31 May 2022 15:01 (Hong Kong Time)



	Tender Clarification	
ſ	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*	
	File Name	-
1		
		Upload
	Points to Note	
	1. The total file size of attachments uploaded in this section should not exceed 100MB.	
	2 The system only accepts attachments in p7s format	
	<ol> <li>The number of attachments uploaded in this section should not exceed 5.</li> </ol>	
1	_	

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

# e-Tendering System

**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.

4		
	- Tender Clarification	
der	Issued on: 31 May 2022 15:01 (Hong Kong Time)	
	File Name (File Size): Tender Clarification.pdf (137.9 KB)	load
	✓ Response to Tender Clarification*	
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	Points to Note	
	1. The total file size of attachments uploaded in this section should not exceed 100MB.	lor
	2. The system only accepts attachments in p7s format.	20.5
	3. The number of attachments unloaded in this section should not exceed 5	
	5. The number of attachments uploaded in this section should not exceed 5.	

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 Tender Clarification No.1: Issued on: 31 May 2022 15:01 (Hong Kong Time) Response Submitted on: 31 May 2022 16:08 (Hong Kong Time)

# e-Tendering System

