

Manufacturing+ ePROQ System

Applicant User Manual

Version 1.1

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1 System Requirements

1.1 Manufacturing+ ePROQ System

Website: <https://mplus-eproq.if.gov.hk>

Manufacturing+ ePROQ System should be used with the browser listed below on these Operating Systems:

- Windows 10, 11
- MacOS X 10.15

Manufacturing+ ePROQ System should be used with the below Internet Browsers (Minimum Version):

- Chrome (Version 96)
- Safari (Version 15)
- Edge (Version 96)

***Manufacturing+ ePROQ System users need to ensure their browsers have the same/ higher version than the number stated above.**

1.2 Manufacturing+ ePROQ System Timeout setting

Session timeout: 15 mins

If the User remains idle in Manufacturing+ ePROQ System for 15 mins, you will be disconnected automatically.

1.3 Rules and instructions of applicants

There are rules and restriction for applicants to note on using Manufacturing+ ePROQ system issuing RFQ as below:

1. Preparation of RFQ (Refer to [Login](#))

Prior to submitting an application under the Pilot Manufacturing and Production Line Upgrade Support Scheme ("Manufacturing+") through the Manufacturing+ System, applicants must obtain the required number of quotations or tender bids in accordance with below paragraph 1.3.2. All quotations or tender bids for the Manufacturing+ application must be obtained through the Manufacturing+ e-Procurement System.

Upon completion of the procurement process, applicants are required to provide the corresponding RFQ# (Request for Quotation Number) generated by the Manufacturing+ ePROQ System in the application form. Applicants are advised to retain all relevant RFQ details for record-keeping and future reference.

2. Minimum days to issue RFQ (Refer to [General Information](#))

Applicants will need to enter the estimated budget of their RFQ and issue days when issuing a RFQ. According to different budget, the minimum issue days will be different:

Estimated budget (HKD)	Minimum Issue Hours (Only count Working day)
\$50,000 or below	72 working day hours
Above \$50,000 up to \$300,000	120 working day hours
Above \$300,000 up to \$1,360,000	240 working day hours
Above \$1,360,000	336 working day hours

Effective from 1 January 2026

Estimated budget (HKD)	Minimum Issue Hours (Only count Working day)
\$50,000 or below	72 working day hours
Above \$50,000 up to \$300,000	120 working day hours
Above \$300,000 up to \$1,350,000	240 working day hours
Above \$1,350,000	336 working day hours

3. Query and clarifications (Refer to [Query](#) and [Clarifications](#))

All Query and clarifications in Manufacturing+ ePROQ system is in form of attachments. Applicants may use documents like Excel / Words for Query and clarifications.

4. Amendment of RFQ (Refer to [Abort RFQ](#) and [Issue](#))

Applicant is not allowed to revise a RFQ. For any amendment, applicant will need to abort issued RFQ with reason and use new interim # from Manufacturing+ System to re-issue RFQ.

2 Registration

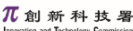
2.1 Create New Applicant Account

Visit <https://mplus-eproq.itf.gov.hk>


Click "Apply as Applicant"

ENG | 繁體 | 簡體

Manufacturing +
ePROQ


創新科技署
Innovation and Technology Commission
香港特別行政區政府
The Government of the Hong Kong Special Administrative Region

Login	Manufacturing+ ePROQ System
▶ Applicant	<p>This Manufacturing+ ePROQ System (e-Procurement System) is subject to the Terms of Use ("Terms of Use"), Privacy Policy Statement ("Privacy Policy Statement"), this Disclaimer and any other terms and conditions issued by HKPC in relation to the use of the e-Procurement System (collectively referred to as "this Agreement"). Your use of this e-Procurement System signifies your acceptance of this Agreement, as well as your agreement to be bound by them. You must not use the e-Procurement System if you do not agree to be bound by and accept this Agreement in its entirety.</p> <p>After completing the necessary e-procurement procedure through this e-Procurement system, applicants should submit their applications by one of the following methods :</p> <ol style="list-style-type: none">1. Through the Manufacturing+ dedicated website; or2. by sending the completed electronic form, together with other required documents, to the Secretariat (email: mplus-enquiry@hkpc.org). <p>Applicants should study the Guidance Notes before submitting their application and may contact the Secretariat (Tel: 2788 5346; email: mplus-enquiry@hkpc.org) for assistance if they encounter difficulties in e-procurement or submitting applications. Please note that the Secretariat will only contact applicants using email address(es) ending with the HKPC.ORG domain.</p> <p>For technical support regarding this e-procurement system, please send email to mplus-eproq@e-tendering.com. Working hours of support team: Monday to Friday (except Hong Kong Public Holidays) from 9:00 am to 6:00 pm (Hong Kong Local Time).</p>
▶ Apply as Applicant	
▶ Supplier	
▶ Guest	
▶ Guideline and Template	


Implementation Partner:
Hong Kong Productivity Council
生產力局

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Complete the General Information & Primary Contact sections then click "Next"

Applicant > Registration

* Required Field

Company Information

Name of Company *	<input type="text"/>	(English) (Chinese)
Address *	<input type="text"/> <input type="text"/> <input type="text"/>	(English) (Chinese)
City *	<input type="text"/> (e.g Hong Kong, Beijing)	
Country / Region *	[Please select]	
Tel. No. *	(Hong Kong (+852)) <input type="text"/>	
Business Registration Certificate No & Expiry Date *	BR <input type="text"/> No. : <input type="text"/> (For HK BR, Only first 8-digit of BR number is required. e.g. 12345678 - 000 - 001) Expiry Date : <input type="text"/> <input type="text"/> <input type="text"/>	
	<input type="button" value="Choose File"/> No file chosen <small>(The filename extension should be pdf, jpg, jpeg, png. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)</small>	

Primary Contact

Title *	Mr. <input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Job Title *	<input type="text"/>
General Telephone *	(Hong Kong (+852)) <input type="text"/>
E-mail Address *	<input type="text"/>

*Note: Company name is limited to 200 characters

Click "Next"

Supplier > Registration

Verification Code has been sent to your e-mail address. Please enter the Verification Code to complete the activation of your user account.

Next

An email with an 8-digits verification code will be sent to the registered email address. Enter the verification code and click "Next"

Supplier > Registration

Verification Code has been sent to your e-mail address. Please enter the Verification Code to complete the activation of your user account.

- Verification Code is 8 characters long.
- Verification Code will expire after 30 minutes or use.

* Required Field

E-mail Address 0715@dummys.com

Verification Code *

Next Reset

If the verification code is valid, you will receive another email contains the user ID

Applicant > Registration

Thank you for complete the applicant registration. A user ID has been sent to aft@dummys.com. Please click "Next" to create your Applicant Account's password.

Next

Click "Next"

Enter New Password for the Account twice

Applicant > Registration > Create Password

* Required Field

User Information

User ID 1025100002

New Password * (8-16 characters)
(Your password should be case sensitive and composed of random letters, digits and punctuation.)
(Password will expire after 90 days.)

Re-input New Password *

Submit Reset

Click "Submit"

Your account has been created successfully.

Please note that at this stage, you are not allowed to create any RFQ yet. The System will review your application and notify you for the result through email.

Home	Registration form	Logout
------	-------------------	--------

Registration form for Applicant Account

Your application is under review.

Name of Company *	REG1020	(English) (Chinese)
Address *	Line1	(English) (Chinese)
City *	HK	
Country / Region *	Hong Kong	
Tel. No. *	(852) 489234	
Business Registration Certificate *	BR - 94330291 Expiry Date - 2028/02/02 Click to download	

Primary Contact

Title *	Mr
First Name *	CHris
Last Name *	Wong
Job Title *	Tester
General Telephone *	(852) 4892375
E-mail Address *	1020@dummys.com

2.2 Re-Submit Applicant Application form

Upon receiving notification about the returned application, log in to the System and click "Application Form" from the menu bar.

Home	Registration form	Logout
------	-------------------	--------

Registration form for Applicant Account

Please update the company information and click 'Submit for review' to continue the registration.

* Required Field

Name of Company *	REG1020	(English) (Chinese)
Address *	Line1	(English) (Chinese)
City *	HK	
Country / Region *	Hong Kong	
Tel. No. *	(852) 489234	
Business Registration Certificate *	BR - 94330291 Expiry Date - 2028/02/02 Click to download	

Primary Contact

Title *	Mr
First Name *	CHris
Last Name *	Wong
Job Title *	Tester
General Telephone *	(852) 4892375
E-mail Address *	1020@dummys.com

Click "Edit" to update the application form

Registration form for Applicant Account

* Required Field

Company Information

Name of Company *	REG1020	(English)
		(Chinese)
Address *	Line1	(English)
		(Chinese)
City *	HK	
Country / Region *	Hong Kong	
Tel. No. *	(Hong Kong (+852))	489234
Business Registration Certificate *	BR	
	No. :	94330291
	Expiry Date	2028 02 02
	(For HK BR, Only first 8-digit of BR number is required. e.g. 12345678 - 000 - 001)	
	<input type="button" value="Choose File"/> No file chosen Click to download	
(The filename extension should be pdf, jpg, jpeg, png. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)		

Primary Contact

Title *	Mr.
First Name *	CHris
Last Name *	Wong
Job Title *	Tester
General Telephone *	(Hong Kong (+852)) 4892375
E-mail Address *	1020@dummy.com

Click "Save" when complete.

Click "Submit for Review" to submit the form.

Registration form for Applicant Account

Please update the company information and click 'Submit for review' to continue the registration.

* Required Field

		<input type="button" value="Edit"/>	<input type="button" value="Submit for review"/>
Name of Company *	REG1020	(English)	(Chinese)
Address *	Line1	(English)	(Chinese)
City *	HK		
Country / Region *	Hong Kong		
Tel. No. *	(852) 489234		

Registration form for Applicant Account

Your application is under review.

Name of Company *	REG1020	(English) (Chinese)
Address *	Line1	(English) (Chinese)
City *	HK	
Country / Region *	Hong Kong	


3 Login


3.1 Login to Manufacturing+ EPROQ System

Visit <https://mplus-eproq.itf.gov.hk>


Click "Applicant"

ENG | 繁體 | 簡體





Login	Manufacturing+ ePROQ System
Applicant	<p>This Manufacturing+ ePROQ System (e-Procurement System) is subject to the Terms of Use ("Terms of Use"), Privacy Policy Statement ("Privacy Policy Statement"), this Disclaimer and any other terms and conditions issued by HKPC in relation to the use of the e-Procurement System (collectively referred to as "this Agreement"). Your use of this e-Procurement System signifies your acceptance of this Agreement, as well as your agreement to be bound by them. You must not use the e-Procurement System if you do not agree to be bound by and accept this Agreement in its entirety.</p> <p>After completing the necessary e-procurement procedure through this e-Procurement system, applicants should submit their applications by one of the following methods :</p> <ol style="list-style-type: none">1. Through the Manufacturing+ dedicated website; or2. by sending the completed electronic form, together with other required documents, to the Secretariat (email: mplus-enquiry@hkpc.org). <p>Applicants should study the Guidance Notes before submitting their application and may contact the Secretariat (Tel: 2788 5346; email: mplus-enquiry@hkpc.org) for assistance if they encounter difficulties in e-procurement or submitting applications. Please note that the Secretariat will only contact applicants using email address(es) ending with the HKPC.ORG domain.</p> <p>For technical support regarding this e-procurement system, please send email to mplus-eproq@e-tendering.com. Working hours of support team: Monday to Friday (except Hong Kong Public Holidays) from 9:00 am to 6:00 pm (Hong Kong Local Time).</p>
Apply as Applicant	
Supplier	
Guest	
Guideline and Template	




Implementation Partner:
Hong Kong Productivity Council

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Enter Captcha verification code

Applicant > Security Check

Security Check Code *



Enter your user ID, password, and click "Login"

Applicant > Login

* Required Field

User ID *

Password *

(Password is case sensitive and must at least 8 characters long and consisting of characters from letters, numbers and special characters on the keyboard, except ?, #, %, &, =.)

The System will send an email to the registered email address with a verification Code for login

Applicant > Login

Verification Code has been sent to 10102@dummy.com. Please click "Next" button below and enter the Verification Code to login your user account.

Next

Applicant > Verification Code

Verification Code has been sent to 10102@dummy.com. Please click "Submit" button below and enter the Verification Code to login your user account.

- Verification Code is 8 characters long.
- Verification Code will expire after 30 minutes or use.

* Required Field

User Information

User ID	1025100001
Registered E-mail Address	10102@dummy.com
Verification Code *	<input type="text"/>

Submit

The system will redirect to the landing page after successful login

[Home](#) [New](#) [Search](#) [Change Company Info](#) [Logout](#)

Summary of RFQ

	Created	Approved	Issued	Closed	Price Opening	Contract Award	Aborted	Total
RFQ	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>

System Message (Record 1 - 2 of 2)

	From	Subject	Received
1.	Manufacturing+ ePROQ System	Notification and Invitation of Request for Quotation (RFQ) (RFQ202510-042 - RFT for Training)	2025/10/10 17:08
2.	Approver 2	Manufacturing+ ePROQ System - Thank You For Applicant Registration	2025/10/10 17:00

Page: 1

4 RFQ

To Issue a RFQ, please follow section 4.2 for issue RFQ instruction.
Section 4.5 will show how to download and assess quotation in Manufacturing+ ePROQ.

For any reason applicant need to terminate the RFQ, section 4.3.2 will show the steps needed.
Please note that this could only be done before the closing date.

4.1 Search for RFQ

Select "Search" > "RFQ"
Enter filtering criteria if necessary
Click "Submit"

Home New **Search** Change Company Info Logout

RFQ

RFQ - Search

- To refine your search results, select multiple filters below.

Ref	<input type="text"/>
Applicant ID	<input type="text"/>
Technological Solution Code	<input type="text" value="[Please select]"/>
	<input type="text" value="[Please select]"/>
	<input type="text" value="[Please select]"/>
	<input type="text" value="[Please select]"/>
	<input type="text" value="[Please select]"/>
Issue Date	YYYY MM DD to YYYY MM DD
Closing Date	YYYY MM DD to YYYY MM DD
Status	<input type="text" value="[Show All]"/>
Keyword	<input type="text"/>
Sort by	Ref (Ascending)

Submit

Click "ref" to access RFQ Notice details.

Home New Search Change Company Info Logout

RFQ - Search Results (Record 1 - 8 of 8)

Ref	Subject	Status	Issue Date	Closing Date	Applicant ID	No. of Replies	Budget	Technological Solution Code
1. RFQ202509-013	Test	Created			REG 0910	0		
2. RFQ202509-014	Test	Created			REG 0910	0		
3. RFQ202509-015	Test111	Created			REG 0910	0		
4. RFQ202509-016	Test	Created			REG 0910	0		
5. RFQ202509-036	RFT for Training	Issued	2025/09/25 (Thu)	2026/03/02 (Mon) 16:00	REG 0910	2	\$10,000.00	001 - Technology Consultancy
6. RFQ202510-037	RFT for Training	Created	2025/11/01 (Sat)	2025/11/20 (Thu) 16:00	2025090002	0	\$14,000,000.00	001 - Technology Consultancy
7. RFQ202510-038	RFT for Training	Created			2025090002	0		
8. RFQ202510-039	RFQ for Training	Contract Award	2025/10/08 (Wed)	2025/10/08 (Wed) 14:59	2025090002	2	\$1,500,000.00	001 - Technology Consultancy

Keyword: Search on Results

Page: 1

4.2 Create New RFQ

Click “New >RFQ” from the menu bar.

Home **New** Search Change Company Info Logout

RFQ

RFQ - Create New RFQ Exercise

* Required Field

General Information

Subject * (English)

Enter the RFQ subject, and edit the contact information if needed.

RFQ - Create New RFQ Exercise

* Required Field

General Information

Subject * (English)
 (Chinese)

Contact Information

Contact Person *

Tel. Number

Email Address *

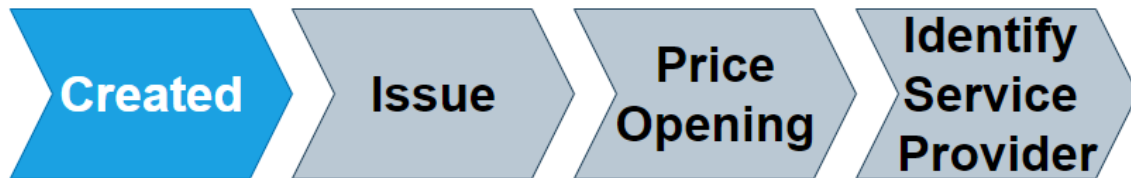
Click “Submit”, the system will redirect to the RFQ details page.

RFQ - View Details

General Information

Ref	RFQ202510-045	Status	Created
Subject	RFQ for Training		(English) (Chinese)
Issue Date			
Closing Date			
Estimated Budget (HKD)			
Background and Objective			
Scope of Work			
Proposed Smart Manufacturing Technological Solutions / Services			
Before publishing the RFQ,	<input type="checkbox"/> Have you provided sufficient information on company background , including existing manufacturing operation or		

4.3 Issue



4.3.1 General Information

Click "Edit" under General Information section

RFQ - View Details

General Information		<input type="button" value="Edit"/>
Ref	RFQ202510-045	Status
Subject	RFQ for Training	Created
Issue Date		(English) (Chinese)
Closing Date		
Estimated Budget (HKD)		
Background and Objective		
Scope of Work		
Proposed Smart		

Fill in the RFQ Information as required.

RFQ Issue date needs to be at least 48 Working day hours after.

Estimated Budget will determine the minimum issue days for this RFQ:

Estimated budget (HKD)	Minimum Issue Hours (Only count Working day)
\$50,000 or below	72 working day hours
Above \$50,000 up to \$300,000	120 working day hours
Above \$300,000 up to \$1,360,000	240 working day hours
Above \$1,360,000	336 working day hours

Effective from 1 January 2026

Estimated budget (HKD)	Minimum Issue Hours (Only count Working day)
\$50,000 or below	72 working day hours
Above \$50,000 up to \$300,000	120 working day hours
Above \$300,000 up to \$1,350,000	240 working day hours
Above \$1,350,000	336 working day hours

Types of required solution in the proposed project should be selected. Applicants may click the "Add More" button to include additional types. Please note RFQ for External Audit Service must be issued separately from the RFQ(s) for other solution types. Service providers who are interested in the relevant solution types will receive a notification on RFQ issue.

General Information

Ref	RFQ202510-045	
Subject *	<input type="text" value="RFQ for Training"/>	(English) (Chinese)
Estimated Budget (HKD) *	\$ <input type="text"/>	
Issue Date *	YYYY <input type="text"/> MM <input type="text"/> DD <input type="text"/> 0 Time <input type="text" value="15"/> <input type="text" value="00"/> HKT (GMT+08:00) (2 working days after today)	
Closing Date *	YYYY <input type="text"/> MM <input type="text"/> DD <input type="text"/> 0 Time <input type="text" value="16"/> <input type="text" value="00"/> HKT (GMT+08:00)	
Background and Objective *	<div style="border: 1px solid black; height: 150px;"></div> <p>(Max. 5000 characters.)</p>	
Scope of Work *	<div style="border: 1px solid black; height: 150px;"></div> <p>(Max. 5000 characters.)</p>	
Type of required solution *	1. <input type="text" value="[Please select]"/> <input type="button" value="v"/> 2. <input type="text" value="[Please select]"/> <input type="button" value="v"/> 3. <input type="text" value="[Please select]"/> <input type="button" value="v"/> 4. <input type="text" value="[Please select]"/> <input type="button" value="v"/> 5. <input type="text" value="[Please select]"/> <input type="button" value="v"/> <input type="button" value="Add More"/>	
Allow multiple selection, except External Audit Service		
Before publishing the RFQ, please check that:	<input type="checkbox"/> Have you provided sufficient information on company background, including existing manufacturing operation or production line? <input type="checkbox"/> Have the purpose of upgrade and expected deliverables been properly defined? <input type="checkbox"/> Are the expected deliverables able to achieve the purpose of "smart manufacturing" and help in upgrading existing manufacturing operation/production line? <input type="checkbox"/> Are the technical specifications, e.g., specification of equipment or hardware, interface of system, required standards or regulations clearly mentioned?	

Click "Save"

4.3.2 RFQ Documents

Click "Edit" under Document(s) section

RFQ Document(s) Edit

RFQ Document(s)	Description	File	File Size
-----------------	-------------	------	-----------

Upload Documents

Click "Save"

RFQ - Documents * Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Document(s) *

Description	File Name	File Size
<input checked="" type="checkbox"/> Document	<input type="text" value="Choose File"/>	Sample (3) (1) (1) (1) (1).pdf

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
(The total document size for each upload is limited to 500 MB)
(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf, .ai. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

4.3.3 Contact Person Information

Click "Edit" under Contact Person Information section

Contact Person Information Edit

Name	
Tel. Number	Fax. Number
Email Address	

Enter your contact information and click "Save".

RFQ - Change Contact Information * Required Field

General Information

Ref	RFQ202510-059
Subject	Test RFQ

Contact Information

Name of Company	REG 0910
Contact Person *	<input type="text" value="Mr. Chris Wong"/>
Tel. Number	<input type="text" value="49839220"/>
Email Address *	<input type="text" value="reg0910@dummy.com"/>

4.3.4 Issue RFQ

Click "Issue RFQ Invitation"

RFQ - View Details

[Issue RFQ Invitation](#) [Abort RFQ](#) [Email Log](#)

General Information [Edit](#)

Ref	RFQ202510-045	Status	Created
Subject	RFQ for Training		(English) (Chinese)
Issue Date	2025/11/03 (Mon) 15:00		
Closing Date	2026/02/02 (Mon) 16:00		
Estimated Budget (HKD)	\$10,000.00		
Background and Objective	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eaet condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed		

Select "Issue" for Status

Specify Issue/Closing Date and Time

Click "Submit"

RFQ - Issue

* Required Field

General Information

Ref	RFQ202308-0046
Subject	Test
Status *	<input type="radio"/> Created <input checked="" type="radio"/> Issue
Issue Date *	2024 ▾ 02 ▾ 02 ▾ (Fri) Time 15 ▾ 00 ▾ HKT (GMT+08:00)
Closing Date *	2024 ▾ 08 ▾ 02 ▾ (Fri) Time 16 ▾ 00 ▾ HKT (GMT+08:00)
Estimated Cost	\$1,000,000.00

[Submit](#) [Back](#)

The RFQ status will change from Created to Issued after issue date

RFQ - View Details

[Revision of the Closing Time](#) [Abort RFQ](#) [Decline / Withdrawal List](#) [Email Log](#)

General Information

Ref	RFQ202207-0037	Status	Issued
Subject	RFQ for Manual		(English) (Chinese)
Issue Date	2022/07/15 (Fri) 15:01		
Closing Date	2023/03/06 (Mon) 16:00		
Estimated Budget (HKD)	\$100,000.00		
Details	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. i luctus et		

4.4 Query



4.4.1 View Query submitted by Supplier

Supplier can send query via Manufacturing+ ePROQ, and you will receive email notification on it. Upon receiving email notification, login to the Manufacturing+ ePROQ System.

Click the file link and download Query under Query section

Query

EDINBURGH CO LTD (001013005) 2022/07/15 15:06	Description	File	File Size
	Query1	Click to download	33 KB

4.4.2 Response to Query (Public)

Click "New" under Response to Query section

*The response to RFQ/RFP query is addressing to **all** participated suppliers

Response to Query [New](#) [Download List](#)

Query

EDINBURGH CO LTD (001013005) 2022/07/15 15:06	Description	File	File Size
	Query1	Click to download	33 KB

Upload prepared response document

Click "Save"

RFQ - Response to Query - Create New

* Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Response to Query Information

Ref *	<input type="text" value="TQ1"/>
-------	----------------------------------

Document(s) *

Description	File Name	File Size
<input checked="" type="checkbox"/> Document	<input type="text" value="Choose File"/>	Sample (3) (1) (1) (1) (1) (2).pdf

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
(The total document size for each upload is limited to 500 MB)
(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf, .ai. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

Click "Issue" of the created Response to Query

Response to Query				Download List
TQ1 2022/07/15 15:10 Created	Description File	File Size		Edit Issue
	Document Click to download	33 KB		

Select "Issued" for status

Click "Submit"

RFQ - Response to Query - Issue

* Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Response to Query Information

Ref	TQ1
------------	-----

Status *

Created
 Issued

Submit Back

4.5 Amendments



4.5.1 Revision of Closing Date and Time

*After the submission deadline, the Closing Date and Time cannot be changed.

Click "Revision of the Closing Time"

RFQ - View Details

Revision of the Closing Time Abort RFQ Decline / Withdrawal List Email Log	
General Information	
Ref	RFQ202207-0037 Status Issued
Subject	RFQ for Manual (English) (Chinese)
Issue Date	2022/07/15 (Fri) 15:01
Closing Date	2023/03/06 (Mon) 16:00
Estimated Budget (HKD)	\$100,000.00
Details	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis

Set new Closing Date & Time

Click "Submit"

RFQ - Revision of the Closing Time

* Required Field

RFQ Information	
Ref	RFQ202207-0037
Subject	RFQ for Manual
Closing Date *	2023 03 06 (Mon) Time 16 00

[Submit](#) [Back](#)

Email notification will be sent to all participated suppliers

4.5.2 Abort

*Supplier's submission file cannot be downloaded after abort

You can only abort RFQ before closing date

Click "Abort RFQ"

RFQ - View Details

Revision of the Closing Time Abort RFQ Decline / Withdrawal List Email Log			
General Information			
Ref	RFQ202207-0037	Status	Issued
Subject	RFQ for Manual		(English) (Chinese)
Issue Date	2022/07/15 (Fri) 15:01		
Closing Date	2023/03/06 (Mon) 16:00		
Estimated Budget (HKD)	\$100,000.00		
Details	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim		

Select "Abort" for Status

Fill in Remark

Click Submit

RFQ - Abort

* Required Field	
RFQ Submit for Approval	
Ref	RFQ202207-0037
Subject	RFQ for Manual
Status *	<input type="radio"/> Issued <input checked="" type="radio"/> Aborted
Remark *	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>(Max. 500 characters.)</p>
Submit Back	

Email notification will be sent to all participated suppliers if the RFQ is aborted after issue

4.6 Price Opening



Click "Submission Log" under Opening section

RFQ Opening (2 quote(s) received)

Change to Contract Award

Submission log

Record Stage 2 - Price Opening View

Opening Start Time: 2023/10/26 15:16

Opening End Time: 2023/10/26 15:16

Download the Submission Documents and Clarification

RFQ - Submission log

General Information

Ref	RFQ202306-0010
Subject	Test

Submission log

	Last Submission Date	Supplier's Name	Contact Person Name	Position	Tel. Number	E-mail Address	F1. Pricing Proposal	F2. Signed Probity and Non-Collusive Quotation / Tendering Certificate	Clarification
1.	2023/06/08 16:23	AMSTERDAM CO (001013001)	Dutch A.	Tester	(852) 48391199	ams@dummy.com	Click to download	Click to download	

Back

All submitted file for that folder will be included in one zip file

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
BOQ_RFP202202-032_2022-03-28_14-59-06-814	Microsoft Excel Worksheet	17 KB	No	28 KB	40%	3/28/2022 2:59 PM
Sample (5)	Brave HTML Document	30 KB	No	34 KB	13%	3/29/2022 5:22 PM

4.6.1 Clarifications

4.6.1.1 Prepare Clarifications

*Please clarify all outstanding issues **WITHIN** the Manufacturing+ ePROQ system using 'Clarification' function **BEFORE** awarding the RFQ to selected supplier.

Click "New" under Clarification section to prepare Clarification

Clarification	<input type="button" value="New"/>	<input type="button" value="Download List"/>	<input type="button" value="Submission Log"/>
Contact Person Information	<input type="button" value="Edit"/>		
Name	Tester		
Tel. Number		Fax. Number	
Email Address	tester@dummv.com		

Select Supplier. (One supplier for each clarification)

Upload Clarification Document

Click "Save"

RFQ - Clarification - Create New

* Required Field

RFQ Information							
Ref	RFQ202207-0037						
Subject	RFQ for Manual						
Clarification Information							
Supplier/Contractor*	[Please select]						
Ref *	Clarification 1						
Document(s) *	<table><thead><tr><th>Description</th><th>File Name</th><th>File Size</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="text"/> <input type="button" value="Choose File"/></td><td>No file chosen</td></tr></tbody></table> <p>(Please tick the checkbox for adding the files or untick the checkbox for removing the files.) (The total document size for each upload is limited to 500 MB) (The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf, .ai. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)</p> <input type="button" value="Check All"/> <input type="button" value="Uncheck All"/> <input type="button" value="More Files"/>	Description	File Name	File Size	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Choose File"/>	No file chosen
Description	File Name	File Size					
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Choose File"/>	No file chosen					

4.6.1.2 Issue Clarifications

Click "Issue" to issue clarification

Clarification			New	Download List	Submission Log
Clarification 1 BERLIN CO (001013002) 2022/07/15 16:09 Created	Description File	File Size	Edit Issue		
	Document Click to download	33 KB			

Select "Issued" for status

Click "Submit"

Supplier will receive email notification about the clarification

RFQ - Clarification - Issue

* Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Clarification Information

Ref	Clarification 1
Supplier	BERLIN CO

Status *	<input type="radio"/> Created
	<input checked="" type="radio"/> Issued

Submit Back

4.6.1.4 View Submitted Clarifications

After Supplier submitted reply to Clarifications, you will receive email notification.

Login to Manufacturing+ EPROQ System

Click "Submission Log" under clarification section

Clarification		New	Download List	Submission Log
Clarification 1 BERLIN CO (001013002) 2022/07/15 16:09	Description File	File Size		
	Document Click to download	33 KB		

Download the Clarifications Documents

RFQ - Clarification - Submission Log

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Submission Log

Clarification 1

	Submission Date	Supplier Name	Contact Person Name	Position	Tel. Number	E-mail Address	Clarification
1.	2022/07/15 16:24	BERLIN CO (001013002)	Deutsch B.	Tester		ber@dummy.com	Click to download

[Back](#)

4.6.2 RFQ Price Assessment



4.6.2.1 Prepare RFQ Open Summary

Click "Edit" in "RFQ Open Summary" row under "Assessment" section.

Assessment

RFQ Open Summary		<input type="button" value="Edit"/>
Supplementary Documents	Description File File Size	<input type="button" value="Edit"/>

*The submitted price is inputted by Supplier via Manufacturing+ ePROQ System for reference. Please refer the actual cost in the submitted quotation.

Update supplier selection with justification

Click "Save" to continue

RFQ - Recommendation Form

RFQ Information

RFQ Reference No.	RFQ202207-0037
RFQ Subject	RFQ for Manual
Estimated Contract Sum (HKD)	\$100,000.00
Type of Tender	Open
Date Issued	15/07/2022 00:00
Date Closed	06/03/2023 16:00

Evaluation

Evaluation Approach	Offline Assessment
No. of Bid Received	3

Fee Evaluation

Name of Supplier(s)	Results	Submitted Price (HKD) *
1. BERLIN CO	88.9/100.0	110291.00
2. DUBLIN CO	98.1/100.0	100000.00
3. EDINBURGH CO LTD	100.0/100.0	98102.00

Justification

(Max. 1000 characters.)

Overall Evaluation

Name of Supplier(s)	Total Scores	Submitted Price (HKD)
1. EDINBURGH CO LTD	100.0	98,102.00
2. DUBLIN CO	98.1	100,000.00
3. BERLIN CO	88.9	110,291.00

Supplier Selection *

Justification *

(Max. 1000 characters.)

4.6.2.2 Upload Supplementary Documents

For additional document (e.g. Recommendation and Supplementary Documents for internal record), applicant can upload under Assessment.

Click "Edit" in "Supplementary Documents" row under "Assessment" section

Assessment

RFQ Open Summary	Click to download	<input type="button" value="Edit"/>
Supplementary Documents	Description File File Size	<input type="button" value="Edit"/>

Upload file by using the "Choose file" button

Click "Save"

RFQ - Supplementary Documents

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Document(s)

Description	File Name	File Size
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Choose File"/> No file chosen	

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
(The total document size for each upload is limited to 500 MB)
(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf, .ai. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

4.7 Identify Service Provider



4.7.1 Change Status to "Identify Service Provider"

View RFQ Information

Click "Identify Service Provider" under Opening section

*This function and the button will only be available if the applicant has saved the RFQ open summary

RFQ Document(s) Download List

Document(s)	Description	File	File Size
	Document1	Click to download	33 KB

RFQ Opening (1 quote(s) received) Identify Service Provider Submission log

Please click 'Identify Service Provider' to complete the procurement procedure.

Record	View
Stage 2 - Price Opening Opening Start Time: 2025/11/25 10:29 Opening End Time: 2025/11/25 10:29	

Assessment

Open Summary	Click to download	Edit
Supplementary	Description File	File Size