

Supplier User Manual

For West Kowloon Procurement System (WKProcure) For
West Kowloon Cultural District Authority (WKCDA)

Version 4.0

Document Change Record

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2.0	VO 1	10 & 11	Giselle Hung	25 SEP 2020
3.0	Update of System Requirements	System Requirements	Steven Yuen	03 JAN 2023
4.0	Update of Logo & Table of Contents	Main Page & Table of Contents	Steven Yuen	01 AUG 2024

Table of Contents

1 System Requirements	4
2 Guest Login	5
2.1 Login	5
2.2 Search Tender/PQ Notice	5
2.3 View Tender/PQ Notice	6
3 New Registration	7
3.1 Create New Account	7
3.2 Submit Application Form for Approval	11
4 Supplier Login	12
5 Account Management	14
5.1 Create/Disable Sub-Accounts	14
5.2 Activate Sub-Account	15
5.3 Change Account Details	18
5.4 Change Password	19
5.5 Forgot / Reset Password	20
6 Change Company Information	23
7 RFQ/Tender/PQ Notice	25
8 RFQ/Tender/PQ Documents	27
8.1 EOI/Letter of Undertaking	27
8.2 Briefing/Site Visit Registration	29
8.3 RFQ/Tender/PQ Documents	31
8.4 Revision/Addendum	32
9 RFQ/Tender/PQ Query	33
9.1 Raise Query	33
9.2 View Response to Query	34
10 RFQ/Tender/PQ Submission	35
10.1 Private Digital Certificate	35
10.1.1 Apply Private Digital Certificate	35
10.1.2 Re-apply Private Digital Certificate	37
10.2 Submission	39
10.3 Decline RFQ/Tender/PQ Invitation	42
11 Change of Submitted Proposal	44
11.1 Supplement	44
11.2 Supersede	47
11.3 Withdraw	50
12 Clarification	52
12.1 Download & Respond to Clarification	52
12.2 Letter of Clarification (LOC)	54
13 Letter of Acceptance	56
14 Regret Letter	58

1 System Requirements

<https://wkcdawestkowlon.hk>

Operating Systems: Windows

8, 8.1, 10

MacOS X 10.14

Internet Browser:

Chrome 77

Safari 7

2 Guest Login

2.1 Login

Login to <https://wkcdawestkowlon.hk>

Click “Guest”

ENG | 繁體 | 簡體



WKProcure

Login	WKProcure
► Procurer	This e-Tendering System, WKProcure, is hosted by the West Kowloon Cultural District Authority and its subsidiaries (collectively the "Authority"). This e-Tendering System facilitates the procurement process of the Authority by providing an internet-based platform for eligible and registered suppliers and contractors to receive tender invitations and to submit tenders and other related information. WKProcure is subject to the Authority's WKProcure Terms of Use and Privacy Policy. Your use of WKProcure signifies your understanding of the Privacy Policy and your acceptance of and agreement to the WKProcure Terms of Use. For the purpose of administering and managing your Registered Account and for other related purposes, your personal data and/or those of your employees, agents or representatives may be collected at the time of registration and during the course of your use of WKProcure. Please refer to the Personal Information Collection Statement before registering a Registered Account with WKProcure.
► Admin	
► Supplier	
► Guest	

2.2 Search Tender/PQ Notice

Tender Invitations will be shown after login

Select “Search” > “Prequalification” or “Tender Invitation” to search

Enter filtering criteria to refine search results (if necessary)

Click “Submit”

Home

Search

Support

Close

Prequalification

Tender Invitation

To refine your search results, select multiple filters below.

Ref

Issue Date

YYYY

MM

DD

to

YYYY

MM

DD

Closing Date

YYYY

MM

DD

to

YYYY

MM

DD

Keyword

(Subject)

Sort by

Issue Date (Descending)

Submit

Reset

2.3 View Tender/PQ Notice

Click on the ref no of the Tender Invitation/Prequalification results to view Tender/PQ Notice

Tender Invitation – Search Result (Record 1 – 3 of 3)

 Expand All

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCD19/0041/Test	Test 1105	Closed	2019/11/07 (Thu)	2019/12/31 (Tue) 15:00
2.	WKCD19/0022/L&S	L&S-Tendering	Closed	2019/10/25 (Fri)	2019/10/28 (Mon) 12:00
3.	WKCD19/0005/TEST	1017 Procurement	Closed	2019/10/17 (Thu)	2019/10/17 (Thu) 12:00

Keyword:

Page: 1

To participate in the Tender/PQ,

- Click “Supplier Registration” to register as a new supplier, or
- Login as Supplier for registered Suppliers

Prequalification – View Details

Tender Information

Ref	WKCD19/0022/L&S
Subject	L&S-Tendering
Issue Date	2019/10/25 (Fri) HKT (GMT+08:00)
Closing Date	2019/10/28 (Mon) 12:00 HKT (GMT+08:00)
Details	

Contact Person Information

#1 Name	Tester 1		
#1 Tel. Number	22003000	#1 Fax. Number	22003001
#1 Email Address	testuser9912@outlook.com		

|

3 New Registration

3.1 Create New Account

Login to <https://wkcd.a.westkowlon.hk>

Click “Supplier”

ENG | 繁體 | 簡體



WKProcure

Login	WKProcure
► Procurer	This e-Tendering System, WKProcure, is hosted by the West Kowloon Cultural District Authority and its subsidiaries (collectively the "Authority"). This e-Tendering System facilitates the procurement process of the Authority by providing an internet-based platform for eligible and registered suppliers and contractors to receive tender invitations and to submit tenders and other related information. WKProcure is subject to the Authority's WKProcure Terms of Use and Privacy Policy. Your use of WKProcure signifies your understanding of the Privacy Policy and your acceptance of and agreement to the WKProcure Terms of Use. For the purpose of administering and managing your Registered Account and for other related purposes, your personal data and/or those of your employees, agents or representatives may be collected at the time of registration and during the course of your use of WKProcure. Please refer to the Personal Information Collection Statement before registering a Registered Account with WKProcure.
► Admin	
► Supplier	
► Guest	

Click “Click here to on-line registration”

Supplier

Registration

For those who are invited to register in WKProcure system.

[Click here to on-line registration](#)

Account Activation

For those who has registered in the WKProcure system is required to activate the account.

[Click here to activate](#)

Login

- 1) Registered suppliers can login WKProcure system to view Tender notice(s) and to retrieve the tendering materials; or
- 2) For those who would like to update the company's profile:

[Click here to login](#)

Reset Password

- 1) If you have lost the login password; or
- 2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Read the “Acceptance of Terms of Use” carefully

Click “Accept”

Supplier > Registration

Acceptance of Terms of Use

1. Please read the [Terms of Use](#) and the [Privacy Policy Statement](#) before proceeding with the registration. You will not be able to register as a registered supplier if you do not accept the Terms of Use and the Privacy Policy Statement.
2. In order to complete the registration process, you must complete the following steps:
 - a. Company Registration – You must provide all mandatory basic company information, primary contact and supporting documents as required.
 - b. Account Creation – A principal account associated with 5 sub-accounts will be set up during the registration. You will be asked to activate your account(s) and create password(s) for individual accounts.
 - c. Application Submission – Complete and submit the application form and supporting documents as required by us for enrolling into the Authority's Supplier List. Once your account(s) has been activated, you must log onto the WKProcure system using the principal account and provide additional company information as required, so as to complete the registration process.

By clicking "Accept", you confirm that you have read and accepted our Terms of Use, and have understood the Privacy Policy Statement and the above registration process.

Accept

Decline

Complete the General Information & Primary Contact sections

Note: Primary Contact information will be used for Principal Account

Click “Next”

Supplier > Registration

* Required Field

General Information

Company Name *		(English) (Chinese)
Address *		(English)
	(Street/House No.)	
	(District)	
	(City/Postal Code)	
		(Chinese)
	(Street/House No.)	
	(District)	
	(City/Postal Code)	
Country *	[Please select]	
Telephone *	(Hong Kong (+852))	
Company / Individual *	☐ Company ☐ Individual	

Primary Contact

Name *	
Position *	
Telephone *	(Hong Kong (+852))
Fax No. *	(Hong Kong (+852))
E-mail Address *	

Next

Reset

An 8-digit Verification Code is sent to the registered email address. 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

Enter the 8-digit Verification Code
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 15 minutes or use.

E-mail Address

demo@dummy.com

Verification Code

25038000

Next

Reset

An email with account User ID (Principal & Sub-Accounts) is sent to the registered email address
Click “Next”

Supplier > Registration > Details Of Supplier & Contact Information

Thank you for completing the company registration. The User IDs of Principal Account and 5 additional sub-accounts have been sent to the email address you provided to us. Please click "Next" to create your Principal Account's password.

Should you have any queries or encounter any problems whilst using this WKProcure system, please use Support under the Login Menu on the WKProcure system or send an email to wkda@e-tendering.com.

Next

Enter New Password for the Principal Account twice
Click “Submit”

Supplier > Registration > Create Password

* Required Field

User Information

User ID

9000000640

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 “Login”

Supplier> Registration > Create Password

Thank you for activating your user account. Please log onto your Principal Account to complete and submit the application form for getting into the Company's Supplier List.

Should you have any queries or encounter any problems whilst using this WKProcure system, please use Support under the Login Menu on the WKProcure system or send an email to wkcd@e-tendering.com.

Login

3.2 Submit Application Form for Approval

Login to eTS

Select “Application Form” from Menu

Click “Edit” to complete the Application Form

Home	Application Form	Setting	Support	Logout
------	-------------------------	---------	---------	--------

Application Form for Getting into the Company's Supplier List

Please complete and submit the change of supplier information form for review.

* Required Field

General Information

Edit

Submit for review

Company Name *	Prague Co 布拉格公司	(English) (Chinese)
Address *	100 Cyberport Rd	(English) (Chinese)
Country *	Hong Kong	
Telephone *	(852) 44455555	

Upon completion of Application Form, click “Submit for review”

Home	Application Form	Setting	Support	Logout
------	-------------------------	---------	---------	--------

Application Form for Getting into the Company's Supplier List

Please complete and submit the change of supplier information form for review.

* Required Field

General Information

Edit

Submit for review

Company Name *	Prague Co 布拉格公司	(English) (Chinese)
Address *	100 Cyberport Rd	(English) (Chinese)
Country *	Hong Kong	
Telephone *	(852) 44455555	

Read and agree the “Acknowledgement”

Click “Submit for Review”

Home	Application Form	Setting	Support	Logout
------	-------------------------	---------	---------	--------

Application Form for Getting into the Company's Supplier List

Acknowledgement

☐ You hereby acknowledge the receipt, and fully understand the contents of the “[Terms and Conditions of Purchase Order](#)” and the “[Purchasing Policy](#)” issued by your Company attached to this registration form. You also declare that the information provided in this registration form is true and correct that best reflects the current business situation of your company.

On behalf of Prague Co

Name : Czech

Position : Tester

Tel. No. : 44455555

Date : 2019/12/12

Submit for review

Back

4 Supplier Login

Login to <https://wkcd.a.westkowlon.hk>

Click "Supplier"

ENG | 繁體 | 簡體



WKProcure

Login	WKProcure
► Procurer	This e-Tendering System, WKProcure , is hosted by the West Kowloon Cultural District Authority and its subsidiaries (collectively the "Authority"). This e-Tendering System facilitates the procurement process of the Authority by providing an internet-based platform for eligible and registered suppliers and contractors to receive tender invitations and to submit tenders and other related information.
► Admin	
► Supplier	WKProcure is subject to the Authority's WKProcure Terms of Use and Privacy Policy . Your use of WKProcure signifies your understanding of the Privacy Policy and your acceptance of and agreement to the WKProcure Terms of Use. For the purpose of administering and managing your Registered Account and for other related purposes, your personal data and/or those of your employees, agents or representatives may be collected at the time of registration and during the course of your use of WKProcure. Please refer to the Personal Information Collection Statement before registering a Registered Account with WKProcure.
► Guest	

Click "Click here to login"

Supplier

Registration

For those who are invited to register in WKProcure system.

[Click here to on-line registration](#)

Account Activation

For those who has registered in the WKProcure system is required to activate the account.

[Click here to activate](#)

Login

- 1) Registered suppliers can login WKProcure system to view Tender notice(s) and to retrieve the tendering materials; or
- 2) For those who would like to update the company's profile:

[Click here to login](#)

Reset Password

- 1) If you have lost the login password; or
- 2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Declare you agree to the terms

Click "Accept"

Supplier > Login > Declaration

Declaration

You acknowledge and agree to the following terms:

☐ You declare that your company holds a valid business registration certificate and a certificate of incorporation, or equivalent, at the time of submission of tender document(s) / quotation document(s), and you shall provide valid certificate to the Authority for updating master record via WKProcure system if expired.

☐ You shall update us immediately if any information of your company has been changed, and confirm that the information provided in WKProcure system is accurate and most updated.

☐ You confirm and accept the [Terms of Use](#) and [Privacy Policy Statement](#).

Authority will review your company's business portfolio regularly. Authority reserves the right to disqualify your status of being a supplier of the Authority without any prior notice and without any compensation as set out in the Terms of Use, if Authority consider, in its sole discretion, that your company is no longer eligible.

By clicking "Accept", it signifies your acceptance of the above declarations, the Terms of Use, the Privacy Policy Statement and your agreement to be bound by them in WKProcure system.

Accept

Decline

Enter User ID and Password

Click "Login"

Supplier > Login

* Required Field

User ID

Password

Login

Close

5 Account Management

5.1 Create/Disable Sub-Accounts

Login to system with Principal Account

Select “Setting” > “Change User Information” from Menu

Enter details for any of the Sub-Accounts and Check “Enable”

To disable Sub-Account, uncheck “Enable”

Click “Save”

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Change User Information

Change Company Info

Change User Information

Change Password

* Required Field

Principal Account

Principal Account ID	9000000150		
Name	Dutch		
Position	Tester		
Tel No.	Hong Kong (+852)	33445566	
Fax No.	Hong Kong (+852)		
Mobile No.	Hong Kong (+852)		
E-mail Address	ams@dummy.com		

1st Sub-Account

Sub-Account ID	9000000151	Enable	☒
Name	Rotterdammer		
Position	rtm@dummy.com		
Tel No.	Hong Kong (+852)	33445577	
Fax No.	Hong Kong (+852)		
Mobile No.	Hong Kong (+852)		
E-mail Address	rtm@dummy.com		

2nd Sub-Account

Sub-Account ID	9000000152	Enable	☐
Name			
Position			
Tel No.	Hong Kong (+852)		
Fax No.	Hong Kong (+852)		
Mobile No.	Hong Kong (+852)		
E-mail Address			

SaveReset

5.2 Activate Sub-Account

Note: The same procedure is needed if email address of any existing account is changed.

Login to <https://wkcd.a.westkwoon.hk/>

Click “Supplier”

ENG | 繁體 | 簡體



WKProcure

Login	WKProcure
► Procurer	This e-Tendering System, WKProcure, is hosted by the West Kowloon Cultural District Authority and its subsidiaries (collectively the "Authority"). This e-Tendering System facilitates the procurement process of the Authority by providing an internet-based platform for eligible and registered suppliers and contractors to receive tender invitations and to submit tenders and other related information. WKProcure is subject to the Authority's WKProcure Terms of Use and Privacy Policy. Your use of WKProcure signifies your understanding of the Privacy Policy and your acceptance of and agreement to the WKProcure Terms of Use. For the purpose of administering and managing your Registered Account and for other related purposes, your personal data and/or those of your employees, agents or representatives may be collected at the time of registration and during the course of your use of WKProcure. Please refer to the Personal Information Collection Statement before registering a Registered Account with WKProcure.
► Admin	
► Supplier	
► Guest	

Click “Click here to activate”

Supplier

Registration

For those who are invited to register in WKProcure system.

[Click here to on-line registration](#)

Account Activation

For those who has registered in the WKProcure system is required to activate the account.

[Click here to activate](#)

Login

1) Registered suppliers can login WKProcure system to view Tender notice(s) and to retrieve the tendering materials; or

2) For those who would like to update the company's profile.

[Click here to login](#)

Reset Password

1) If you have lost the login password; or

2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Enter User ID and Registered Email Address of the Sub-Account

Click “Next”

Supplier > Account Activation

Required Field

User ID	9000000151
Registered E-mail Address	rtm@dummy.com (The e-mail address must be matched user ID registered in WKCD eTS Website (UAT).)

Next

Reset

An 8-digit Verification Code will be sent to the Registered Email Address

Click "Next"

Supplier > Account Activation

Verification Code has been sent to rtm@dummy.com. Please click "Next" button below and enter the Verification Code and complete the activation of your user account.

Should you have any queries or encounter any problems whilst using this eTS Website, please use the Support under the Login Menu on the eTS Website or send an email to support@e-tendering.com.

Next

Enter the Verification Code

Click "Next"

Supplier > Account Activation > Input Verification Code

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 15 minutes or use.

* Required Field

User Information

User ID	9000000151
Registered E-mail Address	rtm@dummy.com

Verification Code *	25038000
---------------------	---------------------------------------

Next

Reset

Click "Next"

Supplier > Account Activation > Input Verification Code

Please click "Next" button and proceed to create your user account password.

Should you have any queries or encounter any problems whilst using this eTS Website, please use the Support under the Login Menu on the eTS Website or send an email to support@e-tendering.com.

Next

Enter New Password twice

Click "Submit"

Supplier > Account Activation > Create Password

* Required Field

User Information

User ID	9000000151
Registered E-mail Address	rtm@dummy.com
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-enter Password *	

Submit

Reset

The Sub-Account is activated

Click “Login”

Supplier > Account Activation > Create Password

Thank you for activating your user account. Please log into your Principal Account to complete and submit the application form for Inclusion in eTS if you have not done yet.

Should you have any queries or encounter any problems whilst using this eTS Website, please use the Support under the Login Menu on the eTS Website or send an email to support@e-tendering.com.

Login

5.3 Change Account Details

Login to system

Select “Setting” > “Change User Information” from Menu

Modify information as necessary

Click “Save”

Home	Search	Setting	Support	Logout
------	--------	----------------	---------	--------

Change User Information

Change Company Info

Change User Information

Change Password

* Required Field

User ID	9000000151		
Name	Rotterdammer		
Position	rtm@dummy.com		
Tel No.	(Hong Kong (+852) ▼)	33445577	
Fax No.	(Hong Kong (+852) ▼)		
Mobile No.	(Hong Kong (+852) ▼)		
E-mail Address	rtm@dummy.com		

Save

Reset

5.4 Change Password

Login to eTS

Select “Setting” > “Change Password” from Menu

Enter New Password twice

Click “Submit”

HomeSearchSettingSupportLogout

Change PasswordChange Company InfoChange User InformationChange Password

- You are not allow to reuse passwords when change the password.

* Required Field

User Information

User ID	9000000151
Registered E-mail Address	rtm@dummy.com
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-enter Password	

Submit

5.5 Forgot / Reset Password

Login to <https://ets.towngas.com/>

Click “Supplier”

ENG | 繁體 | 簡體



WKProcure

Login	WKProcure
► Procurer	This e-Tendering System, WKProcure , is hosted by the West Kowloon Cultural District Authority and its subsidiaries (collectively the "Authority"). This e-Tendering System facilitates the procurement process of the Authority by providing an internet-based platform for eligible and registered suppliers and contractors to receive tender invitations and to submit tenders and other related information.
► Admin	
► Supplier	WKProcure is subject to the Authority's WKProcure Terms of Use and Privacy Policy . Your use of WKProcure signifies your understanding of the Privacy Policy and your acceptance of and agreement to the WKProcure Terms of Use. For the purpose of administering and managing your Registered Account and for other related purposes, your personal data and/or those of your employees, agents or representatives may be collected at the time of registration and during the course of your use of WKProcure. Please refer to the Personal Information Collection Statement before registering a Registered Account with WKProcure.
► Guest	

Click “Click here to reset the password”

Supplier

Registration

For those who are invited to register in WKProcure system.

[Click here to on-line registration](#)

Account Activation

For those who has registered in the WKProcure system is required to activate the account.

[Click here to activate](#)

Login

- 1) Registered suppliers can login WKProcure system to view Tender notice(s) and to retrieve the tendering materials; or
- 2) For those who would like to update the company's profile.

[Click here to login](#)

Reset Password

- 1) If you have lost the login password; or
- 2) You are required to reset the password every 90 days

[Click here to reset the password](#)

Enter User ID & Registered Email Address

Click “Next”

Supplier > Reset Password

		* Required Field
User ID	9000000151	
Registered E-mail Address	rtm@dummy.com	
(The e-mail address must be matched user ID registered in WKCD eTS Website (UAT).)		
Next		

An email with Verification Code is sent to the Registered Email Address

Click "Next"

Supplier > Reset Password

Verification Code has been sent to rtm@dummy.com. Please click "Next" button below and enter the Verification Code and complete the activation of your user account.

Should you have any queries or encounter any problems whilst using this eTS Website, please use the Support under the Login Menu on the eTS Website or send an email to support@e-tendering.com.

Next

Enter the Verification Code

Click "Next"

Supplier > Reset Password > Input Verification Code

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 15 minutes or use.

* Required Field

User Information

User ID	9000000151
Registered E-mail Address	rtm@dummy.com

Verification Code *	25038000
---------------------	---------------------------------------

Next

Click "Next"

Supplier > Reset Password > Input Verification Code

Please click "Next" button and proceed to create your user account password.

Should you have any queries or encounter any problems whilst using this eTS Website, please use the Support under the Login Menu on the eTS Website or send an email to support@e-tendering.com.

Next

Enter New Password twice

Click "Submit"

Supplier > Reset Password

* Required Field

User Information

User ID	9000000151
Registered E-mail Address	rtm@dummy.com
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-enter Password *	

Submit

Press “Login”

Supplier > Reset Password

The password has been set.

Login

6 Change Company Information

Login to eTS with Principal Account
Select “Setting” > “Change Company Info” from Menu
Click “Edit” under the section where changes are necessary

HomeSearchSettingSupportLogout

Change of company InfoChange User InformationChange Password

Please complete and submit the change of supplier information form for review.

* Required Field

General InformationEditSubmit for review

Company Name*

Amsterdam Co
阿姆斯特丹公司

(English)
(Chinese)

Address*

1 Holland Rd

(English)
(Chinese)

Country*

Hong Kong

Telephone*

(852) 33445566

Company / Individual

Company

E-mail Address*

xxx@dummy.com

Click “Submit for review”

HomeSearchSettingSupportLogout

Change of company InfoChange User InformationChange Password

Please complete and submit the change of supplier information form for review.

* Required Field

General InformationEditSubmit for review

Company Name*

Amsterdam Co
阿姆斯特丹公司

(English)
(Chinese)

Address*

1 Holland Rd

(English)
(Chinese)

Country*

Hong Kong

Telephone*

(852) 33445566

Company / Individual

Company

E-mail Address*

xxx@dummy.com

Read and agree the “Acknowledgement”

Click “Submit for Review”

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Change of company Information

Acknowledgement

- ☐ You hereby acknowledge the receipt, and fully understand the contents of the “[Terms and Conditions of Purchase Order](#)” and the “[Purchasing Policy](#)” issued by your Company attached to this registration form. You also declare that the information provided in this registration form is true and correct that best reflects the current business situation of your company.

On behalf of Amsterdam Co

Name : Rotterdammer
Position : rtm@dummy.com
Tel. No. : 33445577
Date : 2019/11/20

[Submit for review](#)

[Back](#)

7 RFQ/Tender/PQ Notice

Login to system

Select “Search” > “Request for Quotation” or “Tender Invitation”

Enter filtering criteria if necessary

Click “Submit”

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation

Prequalification

Request for Quotation

Tender Invitation

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

Ref

Issue Date

YYYY

MM

DD

to

YYYY

MM

DD

Closing Date

YYYY

MM

DD

to

YYYY

MM

DD

Keyword

(Subject)

Sort by

Ref

Submit

Reset

Click “ref” to view RFQ/Tender Notice details

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Search Result (Record 1 – 3 of 3)

Expand All

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCD19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCD19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCD19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

(For Open Tenders & Pre-qualifications only)

Click “Expression of Interest”

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – View Details

Tender Information

Ref

WKCD19/0053/DEMO

Subject

Demo

示範

Issue Date

2019/11/20 (Wed) HKT (GMT +08:00)

Closing Date

2019/12/31 (Tue) 15:00 HKT (GMT +08:00)

Details

Contact Person Information

#1 Name

Amy

#1 Tel. Number

25038000

#1 Fax. Number

#1 Email Address

amy@dummy.com

Expression of Interest

Back

Select “Yes” for Expression Type

Click “Submit”

Home	Search	Setting	Support	Logout
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Tender Invitation – Expression of Interest

Tender Information

Ref	WKCDA19/0054/DEMO
Subject	Demo 示範

Expression of Interest

Response Type	☐ Yes ☐ No
---------------	--

Submit

Back

8 RFQ/Tender/PQ Documents

8.1 EOI/Letter of Undertaking

Login to system

View RFQ/Tender Notice of the RFQ/Tender

Download “Letter of Undertaking”

Click “Submit” under Letter of Undertaking section

Home	Search	Setting	Support	Logout
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Tender Invitation – View Details

Tender Information

Ref	WKCD19/0052/DEMO		
Subject	Demo 示範		
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)		
Closing Date	2019/12/31 (Tue) 15:00 HKT (GMT +08:00)		
Details			
EOI/Letter of Undertaking	Click to download Deadline : 2019/11/29 (Fri) Time 23:59 HKT (GMT+08:00) Submit		

Document(s)	(By submitting EOI/Letter of Undertaking, you will be able to download documents, raise queries and read responses to queries and addendum of the current Tender after 2019/11/29.)
-------------	---

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

Back

Upload Attachment file

Click “Submit”

Home	Search	Setting	Support	Logout
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Tender Invitation – EOI/Letter of Undertaking

Tender Information

Ref	WKCD19/0052/DEMO		
Subject	Demo 示範		

EOI/Letter of Undertaking

EOI/Letter of Undertaking	Choose File No file chosen (The 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. 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 ")".)
---------------------------	--

Submit Back

Click "Resubmit" if necessary

Home	Search	Setting	Support	Logout	
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Tender Invitation – View Details

Tender Information

Ref	WKCD A19/0052/DEMO		
Subject	Demo 示範		
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)		
Closing Date	2019/12/31 (Tue) 15:00 HKT (GMT +08:00)		
Details			
EOI/Letter of Undertaking	Click to download Deadline : 2019/11/29 (Fri) Time 23:59 HKT (GMT+08:00)		<button>Resubmit</button>

Document(s)	(By submitting EOI/Letter of Undertaking, you will be able to download documents, raise queries and read responses to queries and addendum of the current Tender after 2019/11/29.)
-------------	---

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

Submission Log

Submission Date	Action
2019/11/20 13:52	EOI/Letter of Undertaking

Back

8.2 Briefing/Site Visit Registration

Login to system

View RFQ/Tender Notice of the RFQ/Tender

Download Registration Form for Tender Briefing / Site Visit (if applicable)

Click "Submit" button under Registration Form for Tender Briefing / Site Visit section

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – View Details

Tender Information

Apply a Private Digital Certificate

Ref	WKCD19/0054/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/12/31 (Tue) 15:00 HKT (GMT +08:00)
Details	
Registration Form for Briefing / Site Visit	Web Form (Non-Restricted Area) Submit

Complete the Registration Form (or upload document(s), if applicable)

Click "Submit"

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – Registration Form for Briefing / Site Visit

Tender Information

Ref	WKCD19/0054/DEMO
Subject	Demo 示範

Registration Form for Briefing / Site Visit

	Name of Attendee (as shown on their Hong Kong Identity Card or Passport)	Position Title	Contact Number	E-mail Address
☐				
☐				
☐				
☐				
☐				

(Please note that attendees must bring along their Hong Kong Identity Card or Passport when attending the briefing/site visit in order for us to confirm their identities. We have the right to refuse entry to anyone if they fail to produce their Hong Kong Identity Card or Passport and/or if they have not been successfully registered with us to attend the briefing / site visit. Access and attendance of the briefing / site is subject to our policies and procedures, which you and all attendees are obligated to comply with. on their Hong Kong Identity Card or Passport.)

Check All Uncheck All

Submit Back

Click "Resubmit" if necessary

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – View Details

Tender Information

[Apply a Private Digital Certificate](#)

Ref	WKCDA19/0054/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/12/31 (Tue) 15:00 HKT (GMT +08:00)
Details	
Registration Form for Briefing / Site Visit	Web Form (Non-Restricted Area) Resubmit

8.3 RFQ/Tender/PQ Documents

Login to system

View RFQ/Tender/PQ Notice of the RFQ/Tender

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCDA19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCDA19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCDA19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Download RFQ/Tender Documents under Documents section

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – View Details

Tender Information

Ref	WKCDA19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)
Details	

Document(s)	Description	File	File Size
	Tender Doc	Click to download	77 KB

Query

Contact Person Information

#1 Name	Amy
#1 Tel. Number	25038000
#1 Email Address	amy@dummy.com

#1 Fax. Number

|

8.4 Revision/Addendum

Login to system

View RFQ/Tender/PQ Notice of the RFQ/Tender

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCDA19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCDA19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCDA19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Download RFQ/Tender Revision/Addendum files under Revision/Addendum section

Home	Search	Setting	Support	Logout
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Tender Invitation – View Details

Tender Information

[Apply a Private Digital Certificate](#)

Ref	WKCDA19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)
Details	

Document(s)	Description	File	File Size
	Tender Doc	Click to download	77 KB

Addendum

TA1 2019/11/20 13:57	Description	File	File Size
	Addendum 1	Click to download	77 KB

Query

[New](#)

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

[Tender Submission](#) | [Back](#)

9 RFQ/Tender/PQ Query

9.1 Raise Query

Login to system

View RFQ/Tender/PQ Notice

Home	Search	Setting	Support	Logout
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Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCD19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCD19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCD19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Click “New” under Query section

Query

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

|

Upload Query document(s)

Click “Submit”

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – Query – Create New

Tender Information

Ref	WKCD19/0051/DEMO		
Subject	Demo 示範		

Document(s)

Description	File	File Size
☒	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. 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 ")".)

9.2 View Response to Query

Login to system

View RFQ/Tender/PQ Notice

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCD19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCD19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCD19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Download Response to Query under Response to Query section

Tender Invitation – View Details

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)
Details	

Document(s)	Description	File	File Size
	Tender Doc	Click to download	77 KB

Addendum

TA1 2019/11/20 13:57	Description	File	File Size
	Addendum 1	Click to download	77 KB

Response to Query

TQ1 2019/11/20 14:05	Description	File	File Size
	TQ1	Click to download	77 KB

Query

2019/11/20 14:04	Description	File	File Size
	Query	Click to download	77 KB

Contact Person Information

#1 Name	Amy	#1 Fax Number	
#1 Tel. Number	25038000		
#1 Email Address	amy@dummy.com		

|

10 RFQ/Tender/PQ Submission

10.1 Private Digital Certificate

For Tenders/PQ Only

Private Digital Certificate can be downloaded by Principal Account holder only

The certificate is needed for various submissions for Tenders / PQ

The certificate can be passed to Sub-Account holders for submission purposes

10.1.1 Apply Private Digital Certificate

Login to eTS with Principal Account

View Tender/PQ Notice

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCDA19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCDA19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCDA19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Click “Apply a Private Digital Certificate”

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – View Details

Tender Information

Ref	WKCDA19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)
Details	

Enter Password for the Certificate twice
(Note: It need not be the same as login password)
Click "Submit"

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Apply a Private Digital Certificate

- This process is to apply a private digital certificate issued by WKCDA.
- After successful verification, the digital certificate could be used for signing submissions via this website for this specified tender until its expiry.

▪ Required Field

Tender Information

Ref	WKCDA19/0051/DEMO
Subject	Demo 示範

Digital Certificate

New Password	
(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)	
Re-enter Password	

Important Notes

By clicking "Submit" button, the private digital certificate file will start to download to your computer on default location. When the file done downloading, you'll see it at the bottom of your window.

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

Download Private Digital Certificate

Tender Invitation – Apply a Private Digital Certificate

Your private digital certificate for this Tender below is ready to download.

Tender Ref: WKCDA19/0051/DEMO

Tender Title: Demo

Tender Closing Date & Time: 2019/11/20 16:00 HKT (GMT +08:00)

Private Digital Certificate: [Click to download](#)

[Back](#)

10.1.2 Re-apply Private Digital Certificate

Login to system with Principal Account

View Tender/PQ Notice

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCD19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCD19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCD19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Click “Reapply a Digital Certificate”

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – View Details

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)
Details	

Enter Password for the Certificate twice

Click “Submit”

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – Apply a Private Digital Certificate

- This process is to apply a private digital certificate issued by WKCD.
- After successful verification, the digital certificate could be used for signing submissions via this website for this specified tender until its expiry.

* Required Field

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範

Digital Certificate

New Password	 (Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)
Re-enter Password	

Important Notes

By clicking "Submit" button, the private digital certificate file will start to download to your computer on default location. When the file done downloading, you'll see it at the bottom of your window.

Tender Invitation – Apply a Private Digital Certificate

Your private digital certificate for this Tender below is ready to download.

Tender Ref: WKCDA19/0051/DEMO

Tender Title: Demo

Tender Closing Date & Time: 2019/11/20 16:00 HKT (GMT +08:00)

Private Digital Certificate: [Click to download](#)

Back

10.2 Submission

Click “RFQ Submission” / “Tender Submission”

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – View Details

Tender Information

Reapply a Private Digital Certificate

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)
Details	

Document(s)	Description	File	File Size
	Tender Doc	Click to download	77 KB

Addendum

TA1 2019/11/20 13:57	Description	File	File Size
	Addendum 1	Click to download	77 KB

Response to Query

TQ1 2019/11/20 14:05	Description	File	File Size
	TQ1	Click to download	77 KB

Query

New

2019/11/20 14:04	Description	File	File Size
	Query	Click to download	77 KB

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummys.com		

Tender Submission | Back

Select "New" for Submission

Upload required documents

Enter Total Contract Sum

Upload Private Digital Certificate and enter the password of the Certificate (for Tender/PQ only)

Enter user password (for RFQ only)

Read and agree Important Notes

Click "Submit"

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation - Submission

Important Notes

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

* Required Field

Tender Information

Ref	WKCDA19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 HKT (GMT +08:00)
Closing Date	2019/11/20 16:00 HKT (GMT +08:00)

Tender Submission

Submission Type *	☒ New ☐ Decline
Pricing Proposal *	☐ Choose File No file chosen (Please tick the checkbox for adding the files or untick the checkbox for removing the files.) Check All Uncheck All More Files
Total Contract Sum (HK\$) *	 (Please enter N/A if not applicable.)

Private Digital Certificate

File Location *	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password *	 (Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Important Notes *	☐ Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date. By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time	2019/11/20 14:18 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

A reminder message shows up to ask the supplier to confirm the supplement.

The reminder message will contain the name of every file to be submitted.

Read and agree reminder message

Click "OK"

Important Notes:

By clicking the "OK" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.

The screenshot displays the WKProcure Supplier User Manual interface. A modal dialog box is open, titled "uat5.e-tendering.com says". It asks, "Are you sure you want to submit the following files: Pricing Proposal: blank.pdf". Below this, it states: "By clicking the 'OK' button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions; and it is your responsibility to counter-check that all files/documents of your Tender proposal have been submitted for this Tender." The dialog has "OK" and "Cancel" buttons.

The background form is the "westK 西九文化區" submission page. It includes a "Total Contract Sum (HK\$)" field with "NA" entered. Below this is the "Private Digital Certificate" section with fields for "File Location" (showing a file path) and "Password". At the bottom, there is an "Important Notes" section with a checked checkbox and a "Reference Date / Time" field showing "2020/09/17 14:15".

Important Notes:

- ☒ Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date.

By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.

Reference Date / Time: 2020/09/17 14:15
(This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Back

10.3 Decline RFQ/Tender/PQ Invitation

Please note that declination is irreversible, and it is not possible to participate in the declined RFQ/Tender/PQ any longer.

Click “RFQ Submission” / “Tender Submission” / “PQ Submission”

Home	Search	Setting	Support	Logout
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Tender Invitation – View Details

Tender Information			Reapply a Private Digital Certificate
Ref	WKCDA19/0051/DEMO		
Subject	Demo 示範		
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)		
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)		
Details			
Document(s)			
	Description	File	File Size
	Tender Doc	Click to download	77 KB
Addendum			
TA1	Description	File	File Size
2019/11/20 13:57	Addendum 1	Click to download	77 KB
Response to Query			
TQ1	Description	File	File Size
2019/11/20 14:05	TQ1	Click to download	77 KB
Query			
	Description	File	File Size
2019/11/20 14:04	Query	Click to download	77 KB
New			
Contact Person Information			
#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

Tender Submission | Back

Select "Decline" for Submission

Select (and enter) the reason for declination

Upload Private Digital Certificate and enter the password of the Certificate (for Tender/PQ only)

Enter user password (for RFQ only)

Read and agree Important Notes

Click "Submit"

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Submission

Important Notes

1. After submission, your subsequent submission for this contract will not be considered by Company(s).

* Required Field

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 HKT (GMT +08:00)
Closing Date	2019/11/20 16:00 HKT (GMT +08:00)

Tender Submission

Submission Type	☐ New ☒ Decline
Reason	☐ Unable to meet the required time schedule. ☐ Unable to meet the technical specification. ☐ Others,

Private Digital Certificate

File Location	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password	 (Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Important Notes	☐ Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date. By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time	2019/11/20 14:20 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

11 Change of Submitted Proposal

11.1 Supplement

It is possible to submit additional documents for RFQ/Tender/PQ submission before closing time.

Please note that both new and previous submissions will be considered valid.

Login to eTS

View RFQ/Tender Notice of the RFQ/Tender

Home	Search	Setting	Support	Logout
------	--------	---------	---------	--------

Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCD19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCD19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCD19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Click “RFQ Submission” / “Tender Submission” / “PQ Submission”

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

Submission Log

Submission Date	Action
2019/11/20 14:22	Submission (New)

|

Select "Supplement" for Submission

Upload required documents

Upload Private Digital Certificate and enter the password of the Certificate (for Tender/PQ only)

Enter user password (for RFQ only)

Read and agree Important Notes

Click "Submit"

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Submission

Important Notes

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

* Required Field

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 HKT (GMT +08:00)
Closing Date	2019/11/20 16:00 HKT (GMT +08:00)

Tender Submission

Submission Type *	☐ Supersede ☒ Supplement ☐ Withdraw
Pricing Proposal	☐ Choose File No file chosen (Please tick the checkbox for adding the files or untick the checkbox for removing the files.) Check All Uncheck All More Files

Private Digital Certificate

File Location *	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password *	 (Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Important Notes *	☐ Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date. By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time	2019/11/20 14:18 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

A reminder message shows up to ask the supplier to confirm the supplement.

The reminder message will contain the name of every file to be submitted.

Read and agree reminder message

Click "OK"

Important Notes:

By clicking the "OK" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.

The screenshot shows the WestK tender submission interface. At the top left is the WestK logo with the Chinese text '西九文化區'. Below it is a section for 'Total Contract Sum (HK\$)' with a value of 'NA' and a note '(Please enter N/A if not applicable.)'. To the right of this is a confirmation dialog box from 'uat5.e-tendering.com' asking 'Are you sure you want to submit the following files: Pricing Proposal: blank.pdf'. The dialog box contains a detailed acknowledgment statement and 'OK' and 'Cancel' buttons. Below the contract sum is the 'Private Digital Certificate' section, which includes a 'File Location' field with a 'Choose File' button and a file path, and a 'Password' field with a masked password. Below this is the 'Important Notes' section, which contains a checked checkbox and a paragraph of text. At the bottom is the 'Reference Date / Time' section showing '2020/09/17 14:15'. At the very bottom are 'Submit' and 'Back' buttons.

westK
西九文化區

(Please tick the checkbox for adding the files or
Check All Uncheck All More Files

Total Contract Sum (HK\$) NA
(Please enter N/A if not applicable.)

Private Digital Certificate

File Location Choose File 9000000220_00159_200917.c
(The digital certificate file extension should be .cer.)

Password *****
(Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Important Notes

☒ Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date.

By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.

Reference Date / Time 2020/09/17 14:15
(This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

Submit Back

11.2 Supersede

It is possible to make new RFQ/Tender/PQ submission to replace the original submission before closing time.

Please note that all previous submission will be replaced by new submission.

Login to eTS

View RFQ/Tender/PQ Notice

Home	Search	Setting	Support	Logout
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Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCDA19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCDA19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCDA19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Click “RFQ Submission” / “Tender Submission” / “PQ Submission”

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

Submission Log

Submission Date	Action
2019/11/20 14:22	Submission (New)

|

Select "Supersede" for Submission

Upload required documents

Enter Total Contract Sum

Upload Private Digital Certificate and enter the password of the Certificate (for Tender only)

Enter user password (for RFQ only)

Read and agree Important Notes

Click "Submit"

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Submission

Important Notes

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

* Required Field

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 HKT (GMT +08:00)
Closing Date	2019/11/20 16:00 HKT (GMT +08:00)

Tender Submission

Submission Type	☒ Supersede ☐ Supplement ☐ Withdraw
Pricing Proposal	☐ Choose File No file chosen (Please tick the checkbox for adding the files or untick the checkbox for removing the files.) Check All Uncheck All More Files
Total Contract Sum (HK\$)	 (Please enter N/A if not applicable.)

Private Digital Certificate

File Location	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password	 (Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Important Notes	☐ Your submission must complete its transmission by the Closing Date; otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date. By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time	2019/11/20 14:18 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

A reminder message shows up to ask the supplier to confirm the supplement.

The reminder message will contain the name of every file to be submitted.

Read and agree reminder message

Click "OK"

Important Notes:

By clicking the "OK" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.

The screenshot displays the WestK e-tendering system interface. A confirmation dialog box is overlaid on the main form, asking the user to confirm the submission of files. The dialog box text includes: "uat5.e-tendering.com says", "Are you sure you want to submit the following files:", "Pricing Proposal: blank.pdf", and a detailed acknowledgment statement. The main form contains the following sections:

- westK 西九文化區** logo and header.
- Total Contract Sum (HK\$)**: NA (Please enter N/A if not applicable.)
- Private Digital Certificate**: File Location (Choose File 9000000220_00159_200917.cer), Password (masked).
- Important Notes**: A checkbox is checked, indicating the user acknowledges the submission deadline and the acknowledgment statement.
- Reference Date / Time**: 2020/09/17 14:15 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

At the bottom of the form, there are "Submit" and "Back" buttons.

11.3 Withdraw

It is possible to withdraw from an RFQ/Tender that is previously submitted before closing time.

Please note that withdrawal is irreversible, and it is not possible to participate in the withdrawn RFQ/Tender any longer.

Login to eTS

View RFQ/Tender Notice of the RFQ/Tender

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Search Result (Record 1 – 3 of 3)

[Expand All](#)

	Ref	Subject	Status	Issue Date	Closing Date
1.	WKCD A19/0051/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/11/20 (Wed) 16:00
2.	WKCD A19/0052/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00
3.	WKCD A19/0053/DEMO	Demo	Issued	2019/11/20 (Wed)	2019/12/31 (Tue) 15:00

Keyword:

Page: 1

Click “RFQ Submission” / “Tender Submission”

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

Submission Log

Submission Date	Action
2019/11/20 14:22	Submission (New)

[Tender Submission](#) | [Back](#)

Select "Withdraw" for Submission

Select (and enter) the reason for withdrawal

Upload Private Digital Certificate and enter the password of the Certificate (for Tender/PQ only)

Enter user password (for RFQ only)

Read and agree Important Notes

Click "Submit"

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Submission

Important Notes

1. After submission, your subsequent submission for this contract will not be considered by Company(s). Moreover, your submission made before this submission will also become void.

* Required Field

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 HKT (GMT +08:00)
Closing Date	2019/11/20 16:00 HKT (GMT +08:00)

Tender Submission

Submission Type *	☐ Supersede ☐ Supplement ☒ Withdraw
Reason *	☐ Unable to meet the required time schedule. ☐ Unable to meet the technical specification. ☐ Others,

Private Digital Certificate

File Location *	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password *	 (Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Important Notes *	☐ Your submission must complete its transmission by the Closing Date, otherwise it will not be considered or accepted by Company(s). It is your responsibility to ensure that you click the "Submit" button well in advance to allow for enough time for your submission to complete its transmission by the Closing Date. We have no obligation to and shall not take into consideration any Tenders or other submissions that are not fully and successfully transmitted and received by us through this website by the Closing Date. By clicking "Submit" button, you acknowledge that you have received all Tender Documents relating to this Tender (including Addendum and Response to Queries if any) and have taken them into account in your submissions.
Reference Date / Time	2019/11/20 14:18 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)

12 Clarification

12.1 Download & Respond to Clarification

Upon receipt of notification email requesting Clarification, login to system

View RFQ/Tender/PQ Notice of the RFQ/Tender/PQ

Home	Search	Setting	Support	Logout
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Tender Invitation – View Details

Tender Information

Reapply a Private Digital Certificate

Ref	WKCDA19/0051/DEMO		
Subject	Demo 示範		
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)		
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)		
Details			

Document(s)

Description	File	File Size
Tender Doc	Click to download	77 KB

Download Clarification file under Clarification Section
Click “Response to Clarification”

Clarification

Response to Clarification

Clarification 1 2019/11/21 09:31	Description	File	File Size
	TC1	Click to download	77 KB

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

Submission Log

Submission Date	Action
2019/11/20 14:22	Submission (New)

Back

Select the Clarification to respond to

Upload Response to Clarification

Upload Private Digital Certificate and enter the password of the Certificate (for Tender/PQ only)

Enter user password (for RFQ only)

Enter Password

Click "Submit"

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Response to Clarification

Important Notes

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

* Required Field

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 HKT (GMT +08:00)
Closing Date	2019/11/20 16:00 HKT (GMT +08:00)

Response to Clarification

Clarification	[Please select]
Document	Choose File No file chosen

Private Digital Certificate

File Location	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password	 (Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Reference Date / Time	2019/11/21 11:13 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)
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12.2 Letter of Clarification (LOC)

Upon receipt of notification email, login to system

View RFQ/Tender/PQ Notice of the RFQ/Tender/PQ

Home	Search	Setting	Support	Logout
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Tender Invitation – View Details

Tender Information		Reapply a Private Digital Certificate
Ref	WKCD19/0051/DEMO	
Subject	Demo 示範	
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)	
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)	
Details		

Document(s)	Description	File	File Size
	Tender Doc	Click to download	77 KB

Download Clarification file under Clarification Section

Click “Response to Clarification”

Letter of Clarification		Return of signed LOC	
1 2019/11/21 11:25	Description	File	File Size
	LOC	Click to download	77 KB

Letter of Clarification		Return of signed LOC	
1 2019/11/21 11:25	Description	File	File Size
	LOC	Click to download	77 KB

Contact Person Information

#1 Name	Amy		
#1 Tel. Number	25038000	#1 Fax. Number	
#1 Email Address	amy@dummy.com		

Submission Log

Submission Date	Action
2019/11/21 11:16	Response to Clarification
2019/11/20 14:22	Submission (New)

[Back](#)

Select Ref of the LOC
 Upload the Signed LOC
 Upload Private Digital Certificate and enter the password of the Certificate (for Tender/PQ only)
 Enter user password (for RFQ only)
 Enter Password
 Click "Submit"

Home	Search	Setting	Support	Logout
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Tender Invitation – Return of signed LOC

Important Notes

(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf. 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 ")".)

* Required Field

Tender Information

Ref	WKCD19/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 HKT (GMT +08:00)
Closing Date	2019/11/20 16:00 HKT (GMT +08:00)

Return of signed LOC

Ref	[Please select]
Document	Choose File No file chosen

Private Digital Certificate

File Location	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password	 (Password is case sensitive. It must be at least 8 characters long and consist of characters including letters, numbers and special characters, except ?, #, %, &, =.)

Reference Date / Time	2019/11/21 11:36 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)
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Submit

Back

13 Letter of Acceptance

Login to system

View RFQ/Tender Notice of the RFQ/Tender

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – View Details

Tender Information

[Reapply a Private Digital Certificate](#)

Ref	WKCDAT9/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 (Wed) HKT (GMT +08:00)
Closing Date	2019/11/20 (Wed) 16:00 HKT (GMT +08:00)
Details	

Document(s)	Description	File	File Size
	Tender Doc	Click to download	77 KB

Letter of Acceptance

[Return of signed LOA](#)

2019/11/21 11:40	Description	File	File Size
	LOA	Click to download	77 KB

Contact Person Information

#1 Name	Amy
#1 Tel. Number	25038000
#1 Email Address	amy@dummy.com

Submission Log

Submission Date	Action
2019/11/21 11:46	Return of signed LOC
2019/11/21 11:16	Response to Clarification
2019/11/20 14:22	Submission (New)

[Back](#)

Download Letter of Acceptance under Letter of Acceptance section

Click “Return of Signed LOA”

Letter of Acceptance

[Return of signed LOA](#)

2019/11/21 11:40	Description	File	File Size
	LOA	Click to download	77 KB

Upload Return of Signed LOA

Upload Private Digital Certificate (for Tender only)

Enter Password

Click "Submit"

[Home](#) [Search](#) [Setting](#) [Support](#) [Logout](#)

Tender Invitation – Return of signed LOA

Important Notes

1. The total document size for each upload is limited to 500 MB.
2. The filename extension should be .pdf
3. All file names must be in English.
4. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".

* Required Field

Tender Information

Ref	WKCDAT9/0051/DEMO
Subject	Demo 示範
Issue Date	2019/11/20 HKT (GMT +08:00)
Closing Date	2019/11/20 16:00 HKT (GMT +08:00)

Return of signed LOA

Document *	Choose File No file chosen
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Private Digital Certificate

File Location *	Choose File No file chosen (The digital certificate file extension should be .cer.)
Password *	 (Please enter the password of the certificate.)

Reference Date / Time *	2019/11/21 11:48 (This clock shows the Hong Kong time (GMT +8:00) and it is for reference only.)
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14 Regret Letter

Login to system
Click Subject under System Message

Home	Search	Setting	Support	Logout
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System Message – Search Results (Record 1 – 50 of 65)

New Search

	From	Subject	Received
1.	WKCD A eTS Website (UAT)	(UAT) Regret Letter (WKCD A19/0055/DEMO – Demo)	2019/11/21 11:50

View Regret Letter

Home	Search	Setting	Support	Logout
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System Message – View

From	WKCD A eTS Website (UAT)	Received	2019/11/21 11:50
Subject	(UAT) Regret Letter (WKCD A19/0055/DEMO – Demo)		
Message	Dear Sir/Madam, Thank you for your Tender Submission dated 2019/11/20 16:00 HKT (GMT+08:00) in respect of the Tender detailed below. The West Kowloon Cultural District Authority (WKCD A) has carefully evaluated your Tender Submission but we regret to advise you that on this occasion you were unsuccessful. Tender Information ===== Tender Ref: WKCD A19/0055/DEMO Tender Title: Demo (English) Tender Title: 示範 (Chinese) Tender Issue Date: 2019/11/20 HKT (GMT+08:00) ===== The time and effort that you have put into this Tender Submission are greatly appreciated and we look forward to your continued interest in future business opportunities with WKCD A. WKCD A WKProcure (Website: TBC) Please do not reply to this message. This e-mail was generated automatically by the system.		

View Back