

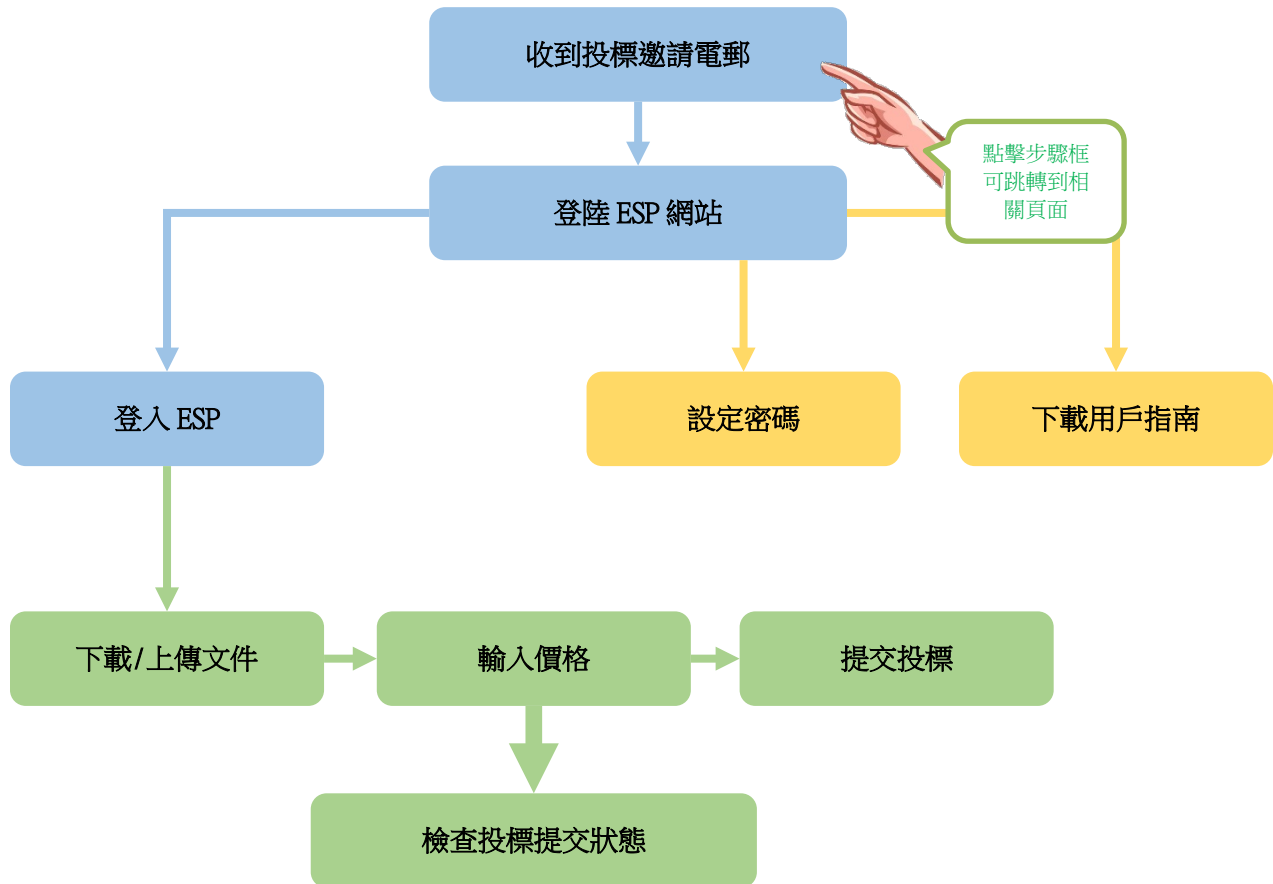


Electronic Strategic Procurement

用戶指南

Version 5.3

ESP 流程圖



實用信息

[附錄 1：系統要求.....第 23 頁](#)

[附錄 2：ESP 技術支援.....第 24 頁](#)

投標邀請電郵

下列資訊將在投標邀請電郵中提供:

- 招標編號和項目名稱 (800000xxxx)
- 遞交投標截止日期及時間(香港時間)
- ESP 登入名稱 (Z00xxxxxxxxxA)
- ESP 登入網址 https://www8.clpgroup.com/esp_tc

To [REDACTED],

We would like to draw your attention to the following bid invitation:
800000 [REDACTED]

Submission deadline (HK Time dd.mm.yyyy): 06.07.2018 17:00:00

Please click <https://www.clp.com.hk/ESP> to access the bid information in "Bidder's Dashboard" and update company information in "Supplier Information Update" if necessary.

Your User ID is Z001000 [REDACTED] A

Please click "Forget Password / Unlock Account" for first time login or if Password is forgotten

Click <https://www.clp.com.hk/en/about-clp-site/procurement-site/e-tendering-site/Documents/ESPSupplierBidGuide.pdf> for latest "Bid Submission Guide" (English Version)

Please contact us at 852 26787722 or e-mail to ESPHelpdesk@clp.com.hk in case you require any assistance.

We look forward to receiving your bid.

我們誠摯的邀請貴公司參與以下之投標項目:

投標邀請編號: 800000 [REDACTED]

投標截止日期及時間 (香港時間 日.月.年): 06.07.2018 17:00:00

請點擊 <https://www.clp.com.hk/ESP>，請在投標人控制台 (Bidder's Dashboard) 獲取投標信息，如有需要，請在供應商信息更新 "Supplier Information Update" 更新您的公司資料。

您的登入用戶名是 Z001000 [REDACTED] A

當您首次登入投標網站或忘記密碼時，請在登陸頁面點擊"設置密碼/解鎖帳戶"(Forget Password / Unlock Account)。

按 <https://www.clp.com.hk/zh/about-clp-site/procurement-site/e-tendering-site/Documents/ESPSupplierBidGuide-ChineseVersion.pdf> 下載最新之投標指南 (中文版)。

如需協助，請致電 +852 26787722 或發送電郵至 ESPHelpdesk@clp.com.hk。

Best regards,

下一步:

- 點擊 EPS 登入網址，[條款和條件](#)將會打開。

[返回 ESP 流程圖](#)

ESP 登入介面

接受條款和條件

當點擊郵件中的網址之後，條款和條件的頁面將會打開：



This platform enables supplier registration, information update and access to CLP Electronic Strategic Procurement (ESP).	個人資料收集聲明
<p>CLP Power Hong Kong Limited ("CLP") manages and administers the CLP Supplier Platform, through the web site https://www.clp.com.hk/en/about-clp-procurement ("Site"). CLP provides access to and use of the Site to you subject to the following terms and conditions ("Conditions"). You must read, agree with and accept all these Conditions before you are authorized to access and use the Site.</p>	<p>中電集團致力於保護您的私隱，實施《個人資料(私隱)條例》以及其他適用於私隱的法例、規則及法規（包括歐洲聯盟《通用數據保障條例》，如適用），包括採取所有合理步驟保護在供應商平台提供的個人資料，以免在收集、保存、處理、使用和轉移過程中未經授權的查閱、處理、銷毀或其他使用。以下所列示信息解釋我們的操作慣例和收集及使用閣下個人資料的方式。</p>
<p>By ticking the check box, you acknowledge that you have read, agreed with and accepted all the following Conditions.</p>	<p>公司持有的個人資料</p>
<p>Legal Status</p>	<p>中電持有的個人資料，例如資格、履歷、聯絡資料、職位、電郵地址等，是中電直接向閣下收集的。</p>
<p>1. The Site is provided only to legal entities, whether individuals or companies, who have the legal capacity to form legally binding contracts under applicable law. If you do not qualify, you are not authorized to access or use the Site.</p> <p>2. If you access or use the Site on behalf of a company or other entity, then you represent and warrant that you have the authority to bind such company or other entity to the Conditions.</p>	<p>收集個人資料的用途</p>
<p>Continuing Acceptance of Conditions</p>	<p>中電集團使用閣下在供應商平台，通過網站(https://www.clp.com.hk/esp)，提供的個人資料主要用於採購相關事宜及任何直接有關的用途上。中電集團也可能使用閣下的個人資料：</p>
<p>3. CLP may change these Conditions from time to time. CLP will inform you of any such changes within a reasonable advance notice period. It is your sole responsibility to monitor any such notice and to ensure that you have been updated on any change to the Conditions every time you access to the Site. If you do not agree to the changes, you must discontinue using the Site. Your continued use of the Site will signify your acceptance of the changed Conditions.</p>	<ul style="list-style-type: none">• 邀請參加投標，發出採購訂單或合約；• 回覆及跟進閣下的查詢；• 進行供應商調查；• 進行研究及統計分析；• 通知可能影響閣下的變更；• 與閣下溝通；• 以進行與採購有關的中電集團業務及其他有直接關係的用途。
<p>Password and Security</p>	<p>中電集團並無規定閣下必須提供個人資料，但印有(*)標記的個人資料是必需的資料使中電集團可處理閣下的供應商登記邀請閣下參與投標、發出採購訂單或合約。除非閣下向中電集團提供印有(*)標記的個人資料，否則中電集團可能無法處理閣下的供應商登記邀請閣下參與投標、發出採購訂單或合約。</p>
<p>4. As part of the Site's registration process, you will receive or create a log-in ID and password for access</p>	<p>Accept</p>

下一步：

- 閱讀條件和條款，然後點擊接受，螢幕會跳轉至[登入](#)介面。

[返回 ESP 流程圖](#)

ESP Logon Screen



在登入頁面，您可以：

登入 ESP

或

設定密碼
解鎖賬戶

或

下載用戶指南

- 點擊投標指南按鈕下載 ESP 用戶指南。

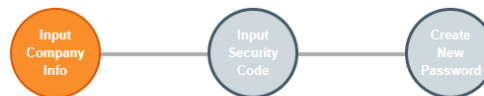
[返回 ESP 流程圖](#)

設定密碼

- 當您在首次登入 ESP 或者忘記密碼時，請在 ESP 登入介面上點擊“[忘記密碼/解鎖賬戶\(Forget Password / Unlock Account\)](#)”按鈕：

The screenshot shows the CLP login interface. On the left, there is a photo of a person using a laptop. On the right, there are input fields for 'User ID (Mandatory)' and 'Password (Mandatory)', a 'Log On' button, and a 'Forget Password / Unlock Account' button which is highlighted with an orange border. Below the login fields, there is a 'Help and Tips' section with links for 'Logon Guide', 'Bid Submission Quick Reference', 'Bid Submission Guide', and 'Supplier Information Update Quick Reference Guide'. There are also Chinese links for '登入指南', '投標簡章', '投標指南', and '供應商資訊更新簡章參考'. At the bottom, there is contact information for company and e-tender updates.

- 輸入驗證碼，
- 輸入用戶名，用於接收投標邀請的電郵位址，和投標邀請編號。以上資訊可以在投標邀請電郵中找到。



The screenshot shows the 'Supplier Password Reset' page. At the top, there are three circular icons: 'Input Company Info', 'Input Security Code', and 'Create New Password'. The main content area has the CLP logo and the title 'Supplier Password Reset'. Below the title, there is a CAPTCHA section with the text 'Type the characters shown on the right in the box below (Mandatory)' and a 'Try a different image' link. The CAPTCHA image shows the numbers '60404102'. Below the CAPTCHA, there are four input fields: 'User ID (Mandatory)', 'Registered E-mail Address (Mandatory)', and 'Bid Invitation Number'. The 'Bid Invitation Number' field has a placeholder '80xxxxxxxx'. At the bottom, there are 'Next' and 'Cancel' buttons. Four yellow callout boxes point to the CAPTCHA, User ID, Registered E-mail Address, and Bid Invitation Number fields.

[返回 ESP 流程圖](#)

- 點擊“[下一步 \(Next\)](#)”按鈕，系統驗證上述資訊無誤後，會將安全碼發送到你填寫的郵箱中。

Dear [REDACTED],

Security Code: 04 [REDACTED]

安全碼

CLP 中電

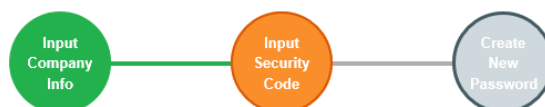
Supplier Password Reset

Security Code has been sent to the registered E-mail.
Please input Security Code below to reset password.

Security Code (Mandatory)

Regards,
Contracts & Procurement
CLP Power Hong Kong Limited

- 填寫安全碼，然後點擊“[下一步 \(Next\)](#)”按鈕：



CLP 中電

Supplier Password Reset

Security Code has been sent to the registered E-mail.
Please input Security Code below to reset password.

Security Code (Mandatory)

[返回 ESP 流程圖](#)

- 重復輸入新密碼兩次：
 - 新密碼
 - 確認密碼
- 請留意設置密碼的規則；



The image shows a 'Supplier Password Reset' form with a flow diagram above it. The flow diagram consists of three circles: 'Input Company Info', 'Input Security Code', and 'Create New Password'. The form includes a 'Tips for Password' section with the following rules:

- Avoid using popular words from dictionary
- Password is case sensitive
- At least 8 characters long
- Not the same as previous 5 passwords
- Leading 3 characters must be different
- Leading character cannot be "?" or "!"
- No consecutive letters or numbers. eg. abc,123

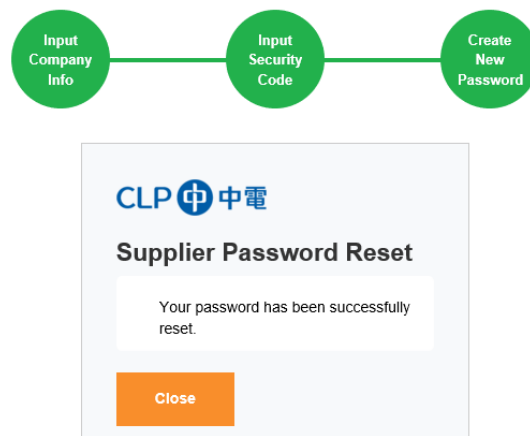
Below the tips are two input fields: 'Password (Mandatory)' and 'Confirm Password (Mandatory)'. A 'Submit' button is at the bottom left, and a 'Cancel' button is at the bottom right. A yellow callout box on the right lists password requirements:

- 密碼區分大小寫
- 不能少於 8 位
- 前五次的密碼不可重復使用
- 前三位不能完全一樣: (例如, “aaa87625” 不允許使用)
- 第一位不能為問號或者感嘆號
- 請避免使用一些專有名詞和常用詞彙, 例如人名, 國家名, 和普遍使用的詞語
- 不可使用按順序排列的字母或數字, 例如, 123xxxx, abcxxx

Yellow callout boxes also point to the 'Password (Mandatory)' field with the label '新密碼' and the 'Confirm Password (Mandatory)' field with the label '確認密碼'.

- 點擊“[提交 \(Submit\)](#)”按鈕；

當您的頁面跳轉至以下介面，您的密碼已經設置成功。



The image shows a confirmation screen with the CLP 中電 logo and the title 'Supplier Password Reset'. The main message is 'Your password has been successfully reset.' Below this message is a 'Close' button. Above the screen is a flow diagram with three circles: 'Input Company Info', 'Input Security Code', and 'Create New Password'.

現在您可以[登入 ESP](#)。

[返回 ESP 流程圖](#)

登入 ESP

CLP 中電

User ID (Mandatory)
Z0000012345A

Password (Mandatory)

Log On

[Forgot Password / Unlock Account](#)

Help and Tips:
[Logon Guide](#)
[Bid Submission Quick Reference](#)
[Supplier Information Update Quick Reference Guide](#)
For company information update, please send email to SMSHelpdesk@clp.com.hk or contact us at +852 2678 7702 within 09:00-17:30 (GMT+8).
For e-tender, please send email to ESPHelpdesk@clp.com.hk or contact us at +852 2678 7722 within 09:00-17:30 (GMT+8).

[登入指南](#)
[投標簡易參考](#)
[投標指南](#)
[供應商資訊更新簡易參考](#)

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- 輸入用戶名和密碼並點擊“[登入\(Log On\)](#)”按鈕，進入到“投標人控制台 (Bidder’s Dashboard)”：

[返回 ESP 流程圖](#)

搜索投標邀請

- 點擊投標邀請號碼(上圖中的 8000003053)，打開投標邀請。您將會進入到投標介面。

The screenshot shows the 'RFx and Auctions' interface. At the top, there are tabs for 'Active Queries' and 'eRFxs - All'. Below these, there are search filters for 'Event Number', 'Event Status', 'Creation Date', 'Deadline Date Flag', 'Status', and 'Response Timeframe'. A yellow callout box points to the 'Hide Quick Criteria Maintenance' button, with the text: '點擊“隱藏快速搜索條件(Hide Quick Criteria Maintenance)”按鈕，可輸入條件搜索需要投標的邀請編碼。' Below the filters is a table of bid invitations. The first row is highlighted, showing the bid invitation number 8000003053, description 'ESP UAT Add Item', status 'Bid Published', submission deadline date '31.01.2017', submission deadline time '00:00:00', and response status 'Saved'.

Bid Invitation	Description	Status	Submission Deadline Date	Submission Deadline Time	Response Status
8000003053	ESP UAT Add Item	Bid Published	31.01.2017	00:00:00	Saved

提示: 當點擊投標的邀請編碼之後系統沒有反應時，請檢查你的瀏覽器設置是否禁止窗口彈出。你需要將設置改為**允許視窗彈出**，從而打開投標。

提示: 當擊投標邀請編號(80000xxxxx)是灰色時或無法點擊時，請嘗試：

1. 點擊屏幕上方，eRFxs 一欄的“已發佈 (Published)” ，當列表更新後再嘗試點擊投標邀請編號；
2. 或點擊屏幕右上方的“登出 (Log Off)” 登出系統，再次登入；
3. 或在半小時（後臺系統停止）之後再次登入，在這半小時中，請不要登入。

[返回 ESP 流程圖](#)

投標介面

Edit Bid:8000003761

RFX Response Number 9000004470 RFX Number 8000003761 Submission Deadline 13.03.2019 19:30:00 UTC+8

Bid NOT submitted

Document Input Price

Notes

Category	Description
Bidder's Remarks	-Empty-
Not Confirm Bid Form Reason	-Empty-

I have read the Bid Form and accept the terms:

Name of Bidder's Authorised Officer:

Bidder's Authorised Officer means person authorised to submit this proposal on behalf of bidder company

Buyer's Remark:

CLP Tender Document Download

Document Name	Downloaded?	Uploaded On	Size(KB)	Document Type	Uploaded by (buyer name)
COC SS-PLANT-11-OA.pdf	<input type="checkbox"/>	13.03.2019 15:05:18	127	CLP Bid Documents	
Confidential Undertaking.pdf	<input type="checkbox"/>	13.03.2019 15:05:18	12	CLP Bid Documents	
BID FORM.pdf	<input type="checkbox"/>	13.03.2019 15:05:17	12	CLP Bid Documents	
Letter of Invitation.pdf	<input type="checkbox"/>	13.03.2019 15:05:16	11	CLP Bid Documents	

Select All Download selected as Zip

Supplier Quotation Upload

Folder	Description	File Name	Changed On	Size(KB)

在投標介面，你可以：

察看採購員備註/填寫你的備註

下載投標文件

上傳你的報價

輸入價格

[返回 ESP 流程圖](#)

察看採購員備註

- 您可以在“採購員備註(Buyer's Remark)”這一欄察看採購員給出的信息（可選項）：

The screenshot shows the 'Edit Bid:8000003761' interface. At the top, it displays 'Rfx Response Number 9000004470', 'Rfx Number 8000003761', and 'Submission Deadline 13.03.2019 19:30:00 UTC+8'. Below this, there is a 'Bid NOT submitted' status indicator. The interface has two tabs: 'Document' and 'Input Price'. The 'Notes' section is expanded, showing a table with columns 'Category' and 'Description'. The 'Bidder's Remarks' row is highlighted in yellow. Below the notes, there are fields for 'Name of Bidder's Authorised Officer' and 'Bidder's Authorised Officer means person authorised to submit this proposal on behalf of bidder company'. The 'Buyer's Remark' field is also present. A section titled 'CLP Tender Document Download' contains a table of documents with columns for 'Document Name', 'Downloaded?', 'Uploaded On', 'Size(KB)', 'Document Type', and 'Uploaded by (buyer name)'. Below this is a 'Supplier Quotation Upload' section with a table for uploading files, including columns for 'Folder', 'Description', 'File Name', 'Changed On', and 'Size(KB)'. At the bottom, there is a 'Bid NOT Submitted' status indicator and buttons for 'Next', 'Submit', and 'Close'.

Category	Description
Bidder's Remarks	-Empty-
Not Confirm Bid Form Reason	-Empty-

Document Name	Downloaded?	Uploaded On	Size(KB)	Document Type	Uploaded by (buyer name)
COC SS-PLANT-11-OA.pdf	<input type="checkbox"/>	13.03.2019 15:05:18	127	CLP Bid Documents	
Confidential Undertaking.pdf	<input type="checkbox"/>	13.03.2019 15:05:18	12	CLP Bid Documents	
BID FORM.pdf	<input type="checkbox"/>	13.03.2019 15:05:17	12	CLP Bid Documents	
Letter of Invitation.pdf	<input type="checkbox"/>	13.03.2019 15:05:16	11	CLP Bid Documents	

Folder	Description	File Name	Changed On	Size(KB)

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輸入投標者備註

- 點擊“投標者備註(Bidder's Remarks)”：

The screenshot shows the 'Notes' section of the bidding system. It includes a 'Clear' button, a table with 'Category' and 'Description' columns, and a 'Bidder's Remarks' field. The 'Bidder's Remarks' field is highlighted with an orange box. Below the table, there is a 'Buyer's Remark' field with the text 'This message is for User Guide.' and a 'CLP Tender Document Download' button.

- 以下窗口將會彈出。請在窗口中填寫備註，然後點擊“OK”提交：

The screenshot shows the 'Edit Bid: 8000003053' window. It displays the 'Notes' section and a dialog box titled 'Add Bidder's Remarks'. The dialog box has a 'Bidder's Remark' text area and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with an orange box. The background window shows the 'Document' and 'Input Price' tabs, a 'Notes' section, and a 'Supplier Quotation Upload' section.

- 點擊“OK”提交：

The screenshot shows the 'Notes' section of the bidding system. The 'Bidder's Remark' field is highlighted with an orange box. The 'Notes' section includes a 'Clear' button, a table with 'Category' and 'Description' columns, and a 'Bidder's Remark' field.

[返回 ESP 流程圖](#)

下載文件

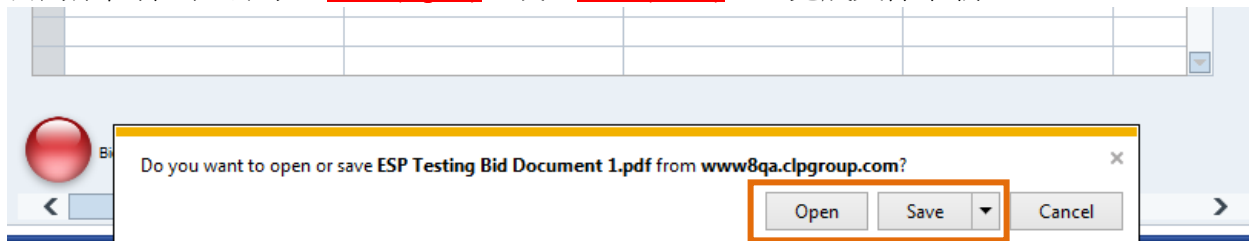
下載單個文件：

- 點擊檔案名：

Document Name	Downloaded?	Uploaded On	Size(KB)	Document Type	Uploaded by (buyer name)
ESP Testing Bid Document 1.pdf	<input type="checkbox"/>	01.09.2016 07:31:19	80	CLP Bid Documents	SRM , TESTER13
ESP Testing Bid Document.zip	<input type="checkbox"/>	01.09.2016 07:30:54	76	CLP Bid Documents	SRM , TESTER13

Select All Download selected as Zip

- 當對話框彈出，點擊“[打開\(Open\)](#)”或“[保存\(Save\)](#)”，完成文件下載：



- 重復以上的步驟，下載其它文件。

下載多個/所有文件：

- 選擇所需文件，按住“Ctrl”並點擊選擇；
- 選擇所有文件，點擊“[全選\(Select All\)](#)”；
- 點擊“[下載成壓縮文檔\(Download Selected as Zip\)](#)”：

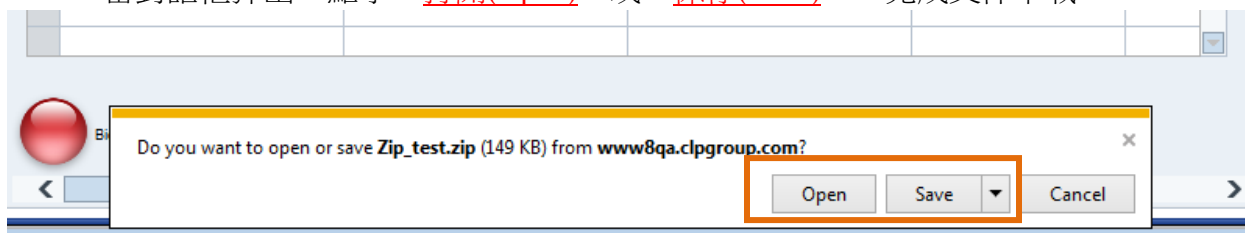
Document Name	Downloaded?	Uploaded On	Size(KB)	Document Type	Uploaded by (buyer name)
ESP Testing Bid Document 1.pdf	<input checked="" type="checkbox"/>	01.09.2016 07:31:19	80	CLP Bid Documents	SRM , TESTER13
ESP Testing Bid Document.zip	<input type="checkbox"/>	01.09.2016 07:30:54	76	CLP Bid Documents	SRM , TESTER13

Select All Download selected as Zip

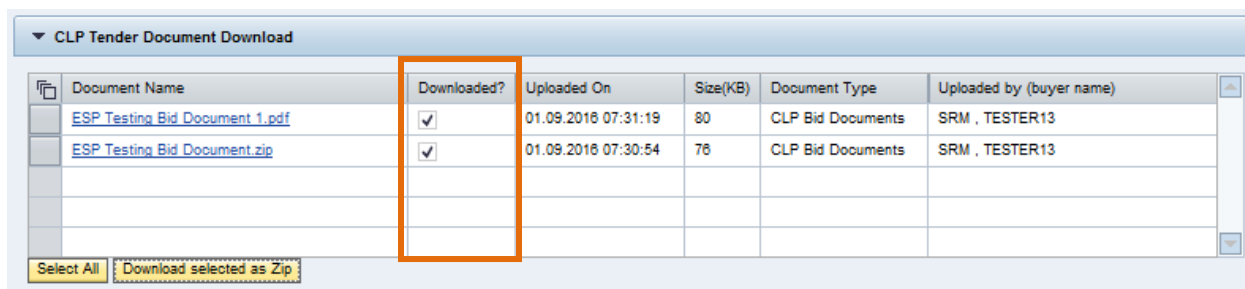
點擊此處選擇文件

[返回 ESP 流程圖](#)

- 當對話框彈出，點擊“**打開(Open)**”或“**保存(Save)**”，完成文件下載：



- 文件下載後，系統會自動勾選復選框。

A screenshot of a web application interface showing a table titled "CLP Tender Document Download". The table has columns: Document Name, Downloaded?, Uploaded On, Size(KB), Document Type, and Uploaded by (buyer name). Two rows are visible, both with checked checkboxes in the "Downloaded?" column. The "Downloaded?" column is highlighted with an orange box. Below the table are buttons for "Select All" and "Download selected as Zip".

Document Name	Downloaded?	Uploaded On	Size(KB)	Document Type	Uploaded by (buyer name)
ESP Testing Bid Document 1.pdf	<input checked="" type="checkbox"/>	01.09.2016 07:31:19	80	CLP Bid Documents	SRM , TESTER13
ESP Testing Bid Document.zip	<input checked="" type="checkbox"/>	01.09.2016 07:30:54	76	CLP Bid Documents	SRM , TESTER13

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- 勾選接受 “Bid Form”。

The screenshot shows the 'Document' tab with the 'Notes' section expanded. A table lists categories: 'Bidder's Remarks' and 'Not Confirm Bid Form Reason', both with '-Empty-' descriptions. Below the table, the checkbox for 'I have read the Bid Form and accept the terms:' is checked and highlighted with an orange box. The 'Name of Bidder's Authorised Officer' field is empty.

Category	Description
Bidder's Remarks	-Empty-
Not Confirm Bid Form Reason	-Empty-

I have read the Bid Form and accept the terms:

Name of Bidder's Authorised Officer:

Bidder's Authorised Officer means person authorised to submit this proposal on behalf of bidder company

Buyer's Remark:

- 如果不接受，請填寫原因。

The screenshot shows the 'Document' tab with the 'Notes' section expanded. The checkbox for 'I have read the Bid Form and accept the terms:' is unchecked and highlighted with an orange box. The 'Not Confirm Bid Form Reason' row in the table is also highlighted with an orange border. The 'Name of Bidder's Authorised Officer' field is empty.

Category	Description
Bidder's Remarks	-Empty-
Not Confirm Bid Form Reason	-Empty-

I have read the Bid Form and accept the terms:

Name of Bidder's Authorised Officer:

Bidder's Authorised Officer means person authorised to submit this proposal on behalf of bidder company

Buyer's Remark:

- 請填寫投標人姓名

The screenshot shows the 'Document' tab with the 'Notes' section expanded. The checkbox for 'I have read the Bid Form and accept the terms:' is checked and highlighted with an orange box. The 'Name of Bidder's Authorised Officer' field is filled with 'John Chan' and is also highlighted with an orange box. The 'Not Confirm Bid Form Reason' row in the table is highlighted with an orange border.

Category	Description
Bidder's Remarks	-Empty-
Not Confirm Bid Form Reason	-Empty-

I have read the Bid Form and accept the terms:

Name of Bidder's Authorised Officer:

Bidder's Authorised Officer means person authorised to submit this proposal on behalf of bidder company

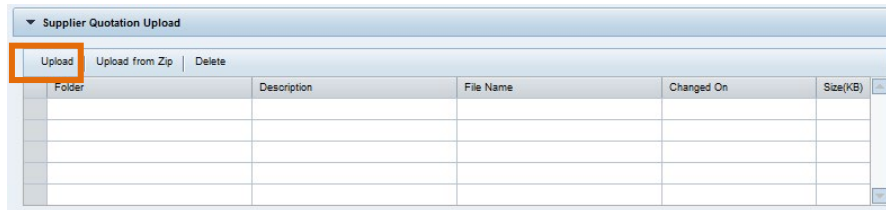
Buyer's Remark:

[BACK TO ESP PROCESS MAP](#)

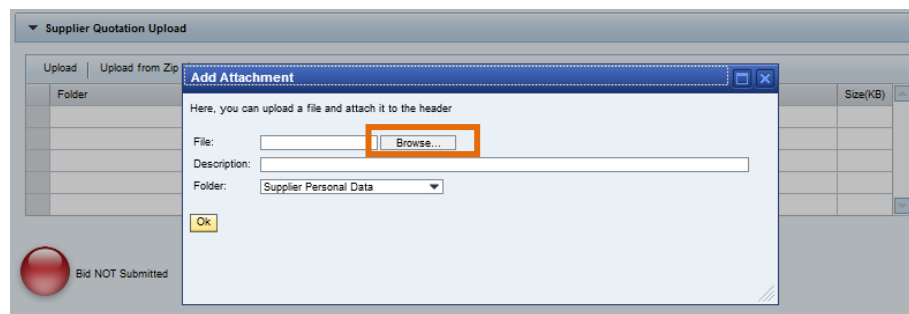
上傳文件

上傳單個文件：

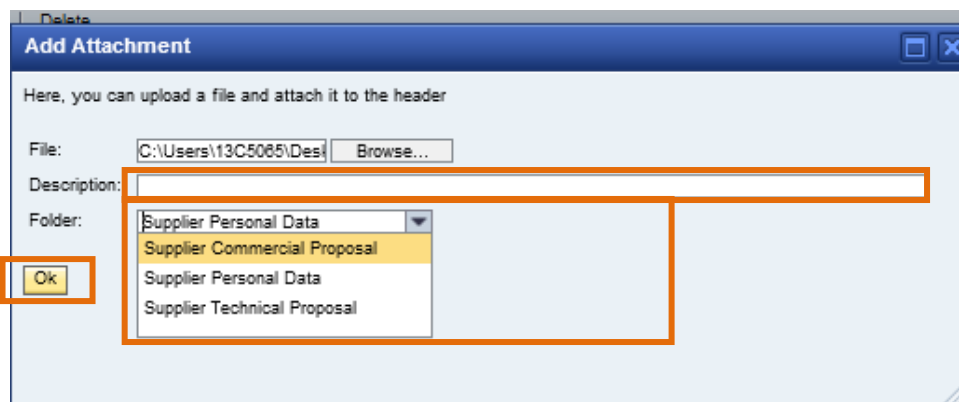
- 點擊“[上傳\(Upload\)](#)”：



- 點擊“[瀏覽\(Browse\)](#)”：



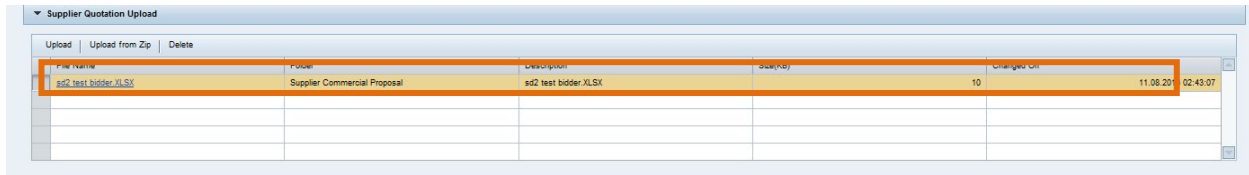
- 選擇文件後，你可以添加文件描述，選擇上傳的文件，點擊“[OK](#)”上傳文件：



注意：上傳文件之前請選擇資料夾：

選擇“供應商商業提案(Supplier Commercial Proposal)”資料夾上傳您的報價，標書，等文件；
選擇“供應商技術提案(Supplier Technical Proposal)”資料夾上傳您的上傳技術方面的提案(不包含價格資訊)；
選擇“供應商個人資訊(Supplier Personal Data)”資料夾上傳與個人資訊有關的資料，例如簡歷等。

[返回 ESP 流程圖](#)



Supplier Quotation Upload

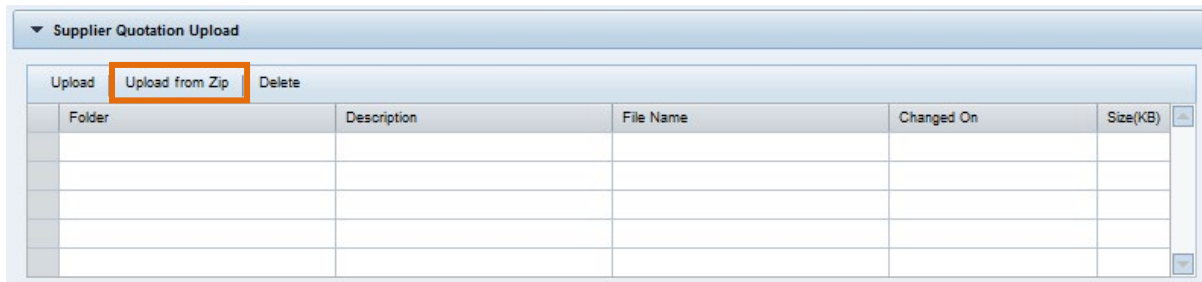
Upload | Upload from Zip | Delete

File Name	Folder	Description	Size(KB)	Changed On	
sd2_test_bidder.XLSX	Supplier Commercial Proposal	sd2 test bidder.XLSX	10	11.08.2019 02:43:07	

- 重復以上的步驟，上傳其它文件。

上傳壓縮文件:

- 點擊“[上傳壓縮文件\(Upload from Zip\)](#)”:

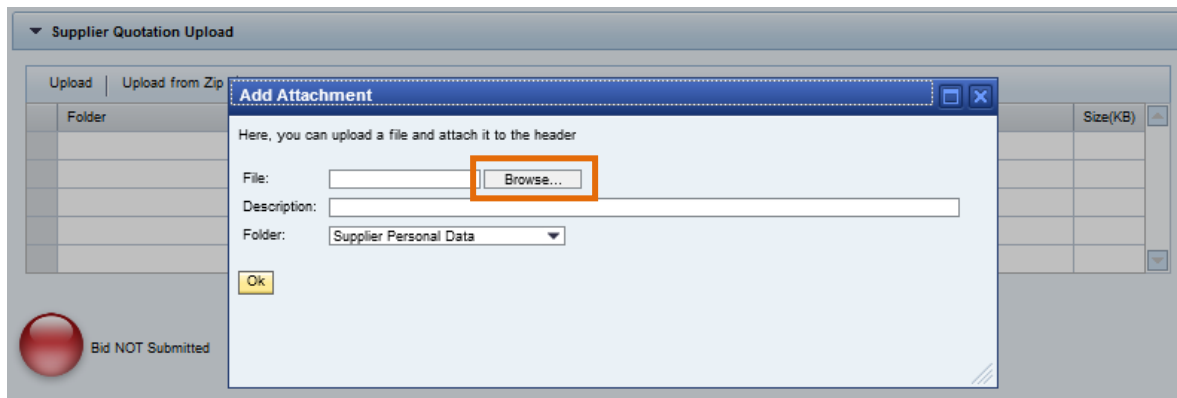


Supplier Quotation Upload

Upload | **Upload from Zip** | Delete

Folder	Description	File Name	Changed On	Size(KB)

- 點擊“[瀏覽\(Browse\)](#)”:



Supplier Quotation Upload

Upload | Upload from Zip

Add Attachment

Here, you can upload a file and attach it to the header

File: **Browse...**

Description:

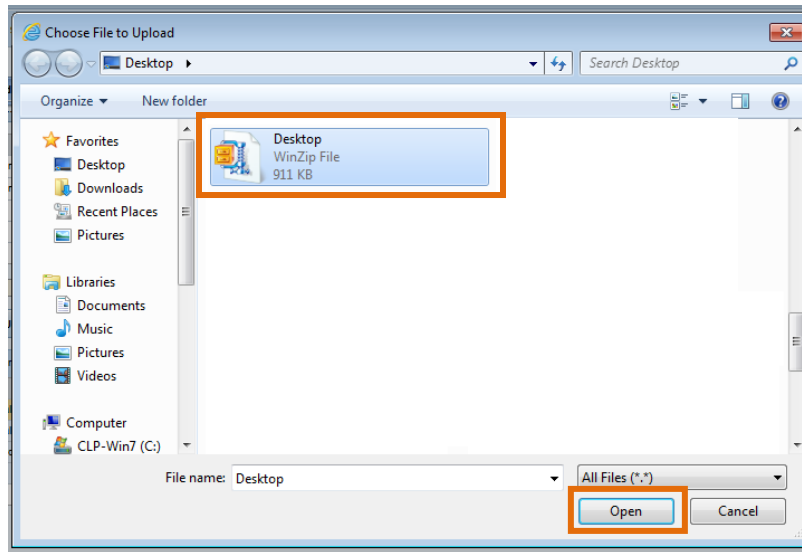
Folder: Supplier Personal Data

Ok

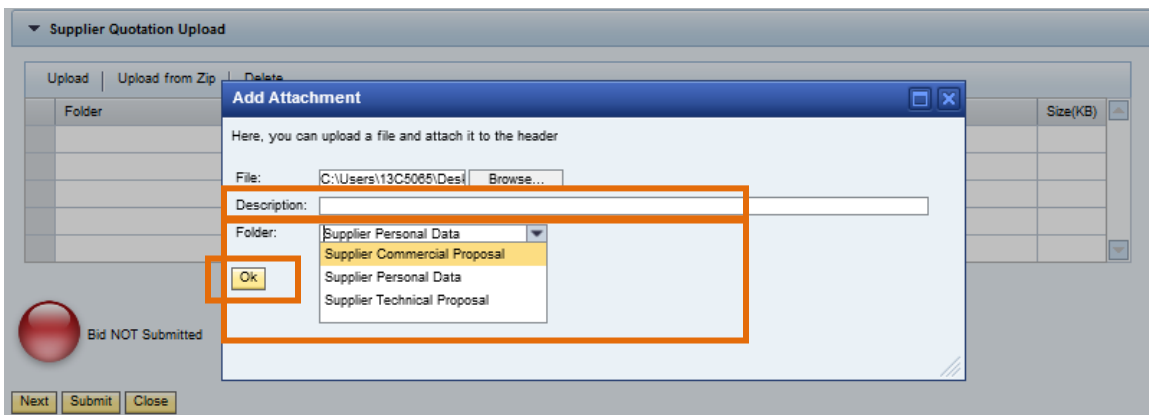
Bid NOT Submitted

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- 選擇一個壓縮文件：



- 選擇文件後，你可以添加文件描述，選擇上傳的文件，點擊“OK”上傳文件：



注意：上傳文件之前請選擇資料夾：

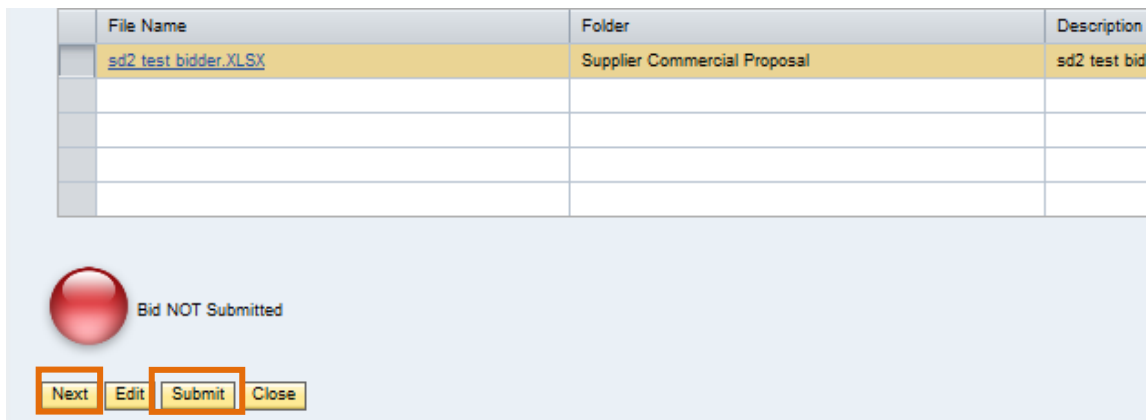
選擇“供應商商業提案(Supplier Commercial Proposal)”資料夾上傳您的報價，標書，等文件；
 選擇“供應商技術提案(Supplier Technical Proposal)”資料夾上傳您的上傳技術方面的提案(不包含價格資訊)；
 選擇“供應商個人資訊(Supplier Personal Data)”資料夾上傳與個人資訊有關的資料，例如簡歷等。

- 壓縮文件上傳時將被解壓：

Folder	Description	File Name	Changed On	Size(KB)
Supplier Technical Proposal	bid supplier.txt	bid_supplier.txt	17.07.2016	4.419
Supplier Technical Proposal	Sample questions.xlsx	Sample_questions.xlsx	18.07.2016	11
Supplier Commercial Proposal	approval_status_in_email.docx	approval_status_in_email.docx	17.07.2016	58
Supplier Personal Data	approval_status_in_email.docx	approval_status_in_email.docx	17.07.2016	58

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- 點擊“[下一頁\(Next\)](#)”到“輸入價格(Input Price)”標籤頁。你也可以在此處提交投標。



- 當投標提交之後，指示燈將轉為綠色。



輸入價格

- 通常有以下兩種類型的採購項目，每一類採購項目輸入價格的步驟有一些不同：

物料

服務

- 輸入**物料**的價格時，直接在價格(Price)這一欄填入價格，如圖所示：

Line Number	Description	Lot	Item Type	Product ID	Required Quantity	Submitted Quantity	Unit	Price	Total Value	Currency
0001	Material		Material		10	10	EA	0.00	0.00	HKD
0002	Service	<input checked="" type="checkbox"/>	Outline		1		1 PU		0.00	HKD

Total Value 0.00 HKD

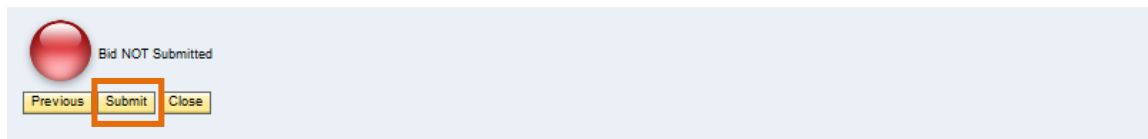
- 輸入**服務**的價格時，請先點擊左邊的▼ 標誌，展開服務項目，再將價格填入價格(Price)這一欄，如圖所示：

Line Number	Description	Lot	Item Type	Product ID	Required Quantity	Submitted Quantity	Unit	Price	Total Value	Currency
0001	Material		Material		10	10	EA	50.00	500.00	HKD
0002	Service	<input checked="" type="checkbox"/>	Outline		1		1 PU		500.00	HKD
0002_AA	ESP UAT Service Line		Service		10.0	10.0	HR	50.00	500.00	HKD

Total Value 1,000.00 HKD

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- 輸入價格之後，請點擊“[提交\(Submit\)](#)”按鈕提交報價：



- 當投標提交之後，指示燈將轉為綠色。

Display Bid:8000003037

RFX response 9000003646 submitted

RFX Response Number 9000003646 RFX Number 8000003037 Submission Deadline 30.09.2016 00:00:00 UTC+8

Bid submitted

Document Input Price

Item Overview

Line Number	Description	Lot	Item Type	Product ID	Required Quantity	Submitted Quantity	Unit	Price	Total Value	Currency
0001	Material		Material		10	10	EA	50.00	500.00	HKD
0002	Service	<input checked="" type="checkbox"/>	Outline		1	1	PU		500.00	HKD
0002.AA	ESP UAT Service Line		Service		10.0	10.0	HR	50.00	500.00	HKD
Total Value									1,000.00	HKD

Bid Submitted

Previous Edit Withdraw Close

- 在提交投標之後，如果您不再參與此次投標，您可以點擊“[回收\(Withdraw\)](#)”取消您的提交。當您點擊“[回收\(Withdraw\)](#)”之後，系統將不會再發送郵件給您。如果您需要再次參與此次投標，可以點擊“[提交\(Submit\)](#)”重新提交您的投標文件。

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附錄一：系統要求

以下為使用 ESP 的最低要求：

網絡連接	: 必須，最好為寬頻
操作系統	: Windows 或 Mac OS
瀏覽器	: Internet Explorer / Safari / Firefox / Chrome。另外暫不支持 Microsoft Edge。

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附錄二：ESP 技術支援

當您有關於投標的問題，請聯絡 ESP 幫助台：

電話 : +852 26787722
電子郵件 : smshelpdesk@clp.com.hk

工作時間： 09:00 - 17:30 (GMT +8) 星期一到星期五 (公眾假期同惡劣天氣條件下除外，例如颱風及黑色暴雨天氣。)

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