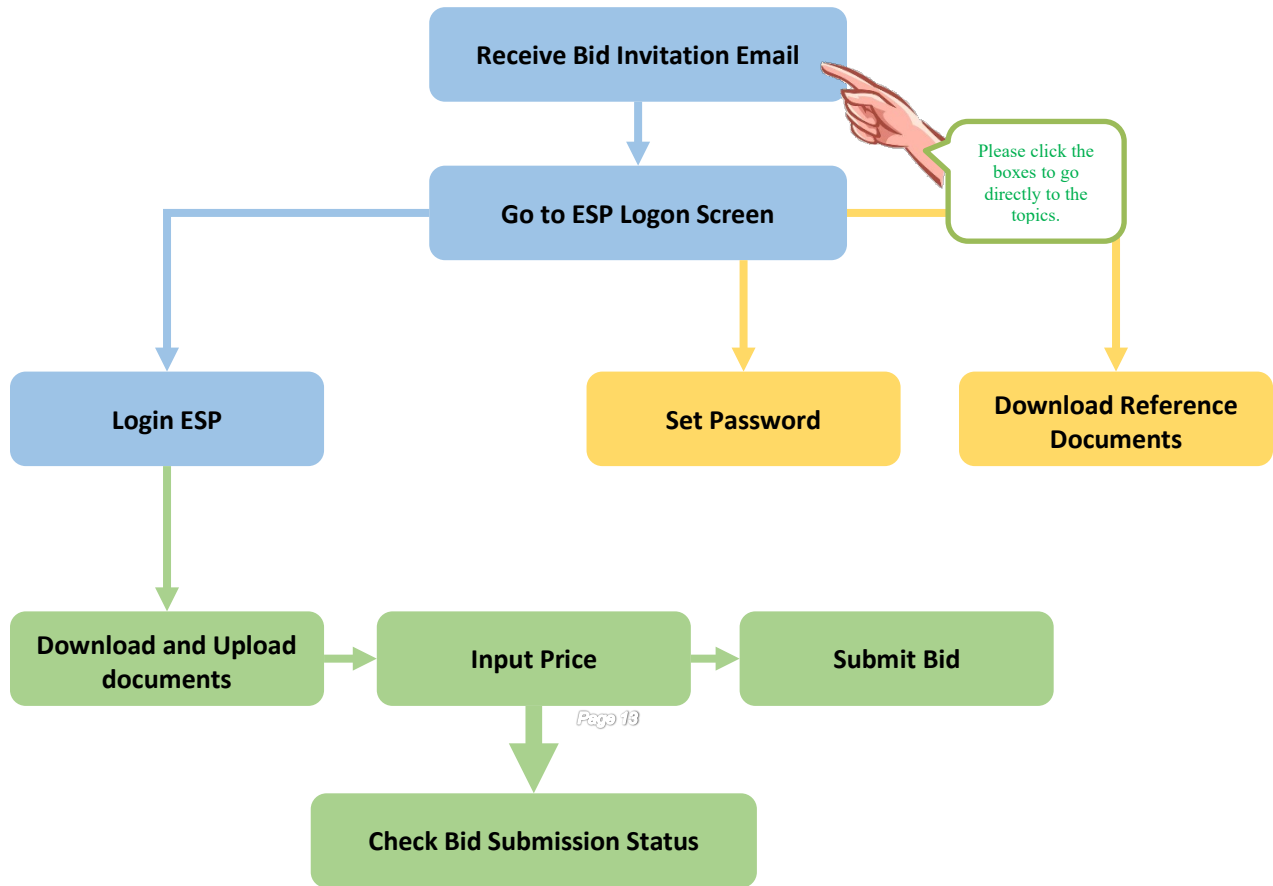




Electronic Strategic Procurement Bidder Guide

Version 5.3

ESP Process Map



Useful Information

[Appendix 1: System Requirements.....Page 23](#)

[Appendix 2: ESP HelpdeskPage 24](#)

Bid Invitation Email

The following information is provided in the Bid Invitation e-mail:

- Bid Invitation Number and Description
- Submission Deadline (Hong Kong Time)
- Bidder's User ID, for logon to ESP
- URL https://www8.clpgroup.com/esp_tc to access ESP

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,

Next Step:

- Click the URL to start accessing ESP logon screen. The ESP [Terms and Conditions](#) page will be opened.

[BACK TO ESP PROCESS MAP](#)

ESP Logon Screen

Accept Terms & Conditions

After clicking the URL in e-mail, the following “Terms and Conditions” screen will be opened:

CLP 中電
Energy for Life

This platform enables supplier registration, information update and access to CLP Electronic Strategic Procurement (ESP).

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.

By ticking the check box, you acknowledge that you have read, agreed with and accepted all the following Conditions.

Legal Status

- 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.
- 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.

Continuing Acceptance of Conditions

- 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.

Password and Security

- As part of the Site’s registration process, you will receive or create a log-in ID and password for access

Personal Information Collection Statement

CLP is committed to protecting your privacy and implementing the requirements of the Personal Data (Privacy) Ordinance (“Ordinance”) and all other applicable laws, rules and regulations relating to data privacy (including EU General Data Protection Regulation (“GDPR”), if applicable) by taking all reasonable steps to safeguard the personal data provided in the CLP Supplier Platform from unauthorised access, processing, erasure or other use during collection, holding, processing, using and transfer. Set out below is information that explains our practices about the way your personal data (“the Personal Data”) is collected and used.

Personal Data We Hold

Personal Data held by CLP includes information such as credentials, C.V., contact information, job title, email address, etc which were collected from you directly.

Purpose of Collection

CLP may use the personal data you provide in CLP Supplier Platform, through the web site (<https://www.clp.com.hk/esp>) (“Site”) for sourcing related activities and any directly related purposes. CLP may also use such personal data:

- to invite to tender, issue purchase orders or contracts;
- to respond to and follow up on your enquiries;
- to conduct supplier surveys;
- to conduct research and perform statistical analysis;
- to notify you of changes that may affect you;
- to communicate with you; and
- for other CLP operations in connection with sourcing and directly related purposes.

You are not required to provide the personal data requested in this site. However, personal data marked

Next Step:

- Read the Terms and Conditions, and click “Accept” button to open the [Logon Screen](#) of ESP.

[BACK TO ESP PROCESS MAP](#)

ESP Logon Screen



Logon ESP

OR

**Set Password /
Unlock Account**

OR

**Download
Reference
Documents**

➤ Click the “Bid Submission Guide” buttons to download reference documents of ESP.

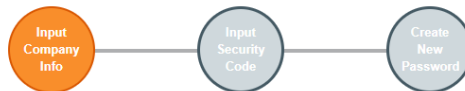
[BACK TO ESP PROCESS MAP](#)

Set Password

- If you are logging in ESP for the first time or have forgotten your password, please click “Forget Password / Unlock Account” on ESP Logon Screen:



- Type in the letters shown in the “Image Verification” picture,
- Input User ID, Email address for receiving Bid Invitations, and Bid Invitation No. for verification. This information can be found in bid invitation email.



- Click “Next” button to proceed.

[BACK TO ESP PROCESS MAP](#)

- You will receive an email with a Security Code;

Dear [REDACTED],
Security Code: 04 [REDACTED]

CLP 中電
Supplier Password Reset

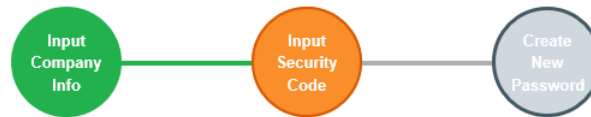
Security Code has been sent to the registered E-mail.
Please input Security Code below to reset password.

Security Code (Mandatory)

Next Cancel

Regards,
Contracts & Procurement
CLP Power Hong Kong Limited

- Input Security Code and click “Next”;



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)

Next Cancel

[BACK TO ESP PROCESS MAP](#)

- Input the New Password twice, for both;
 - “New Password”
 - “Confirm Password”

- Click “Submit” button;

When you see this, password has been changed successfully:

Now, you can start [Logon ESP](#).

[BACK TO ESP PROCESS MAP](#)

Log in 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](#)
[Bid Submission Guide](#)
[Supplier Information Update Quick Reference Guide](#)
[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](#)

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).

©2017 CLP Power Hong Kong Limited.

- Type in **User ID** and **Password** and click “**Log On**” button to continue. “Bidder’s Dashboard” will be opened:

[BACK TO ESP PROCESS MAP](#)

Find Bid Invitation

- Click the Bid Invitation No. (8000003053 in this example) to open the Bid Invitation. Bid submission screen will be displayed.

The screenshot shows the 'eRFxs - All' section of the system. A yellow callout box highlights the 'Hide Quick Criteria Maintenance' button. Below the callout, the search criteria are visible, including Event Number (8000003053), Event Status, Creation Date, Deadline Date Flag, Status, and Response Timeframe. At the bottom, a table lists the bid invitation details.

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

Hint: If there is no response after clicking Bid Invitation No., it is because pop-up window is blocked by your internet browser setting. Turn on “Allow pop-up” to proceed.

Hint: If the Bid Invitation No. is grey out and cannot be clicked, please try the following:

1. Click “Published” under eRFxs to refresh. See if you can access the bid.
2. Or, logout the system by clicking “Log Off” at the top right hand corner. And then login again.
3. Or, wait for ½ hour for system time out. During the ½ hour, please do not login.

[BACK TO ESP PROCESS MAP](#)

Bid Submission Screen

Options ▾

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 Filter Settings

Clear

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

Upload Upload from Zip Delete

Folder	Description	File Name	Changed On	Size(KB)

Bid NOT Submitted

[Next](#) [Submit](#) [Close](#)

Check Buyer's
Remark &
Input Remarks
to Buyer

Download
CLP Tender
Documents

Upload
Quotation

Input Price

[BACK TO ESP PROCESS MAP](#)

Check Buyer Remarks

- Check Buyer’s Remark (optional) in “Document” tab:

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

Upload Upload from Zip Delete

Folder	Description	File Name	Changed On	Size(KB)

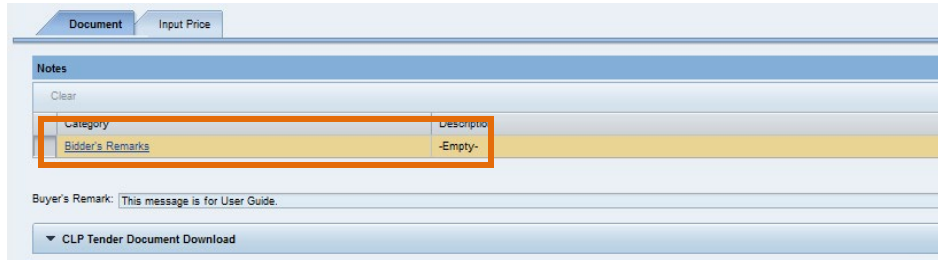
Bid NOT Submitted

[Next](#) [Submit](#) [Close](#)

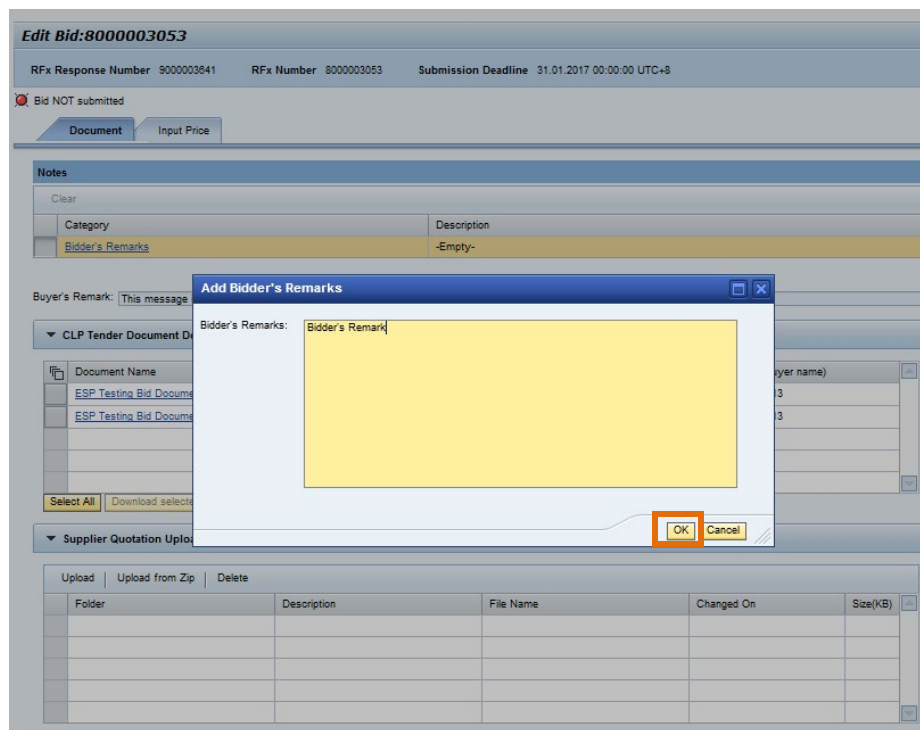
[BACK TO ESP PROCESS MAP](#)

Input Bidder Remark

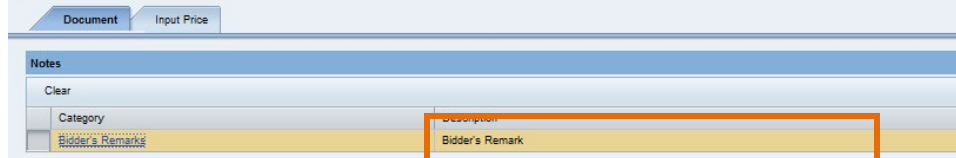
- Click “Bidder’s Remarks” (optional):



- “Add Bidder’s Remarks” Window will pop up, input Bidder’s Remarks in text box:



- Click “OK” button, Bidder’s Remarks will be updated:



[BACK TO ESP PROCESS MAP](#)

Download Documents

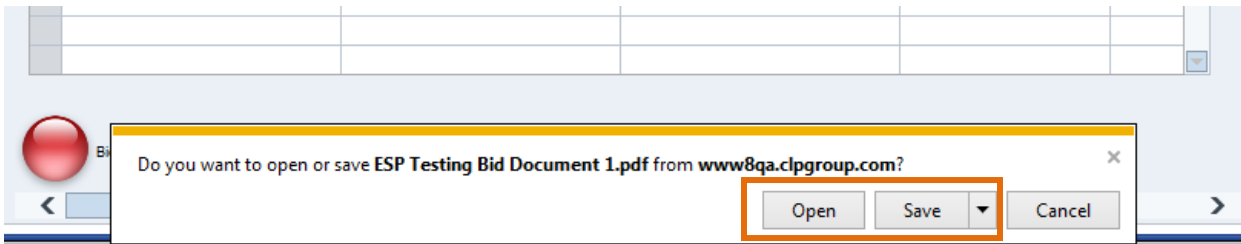
Download Documents One by One:

- Click document name:

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

- When prompted, click “[Open](#)” or “[Save](#)” button to complete download of the document:



- Repeat the above steps to download other documents.

Download Selected/All Documents:

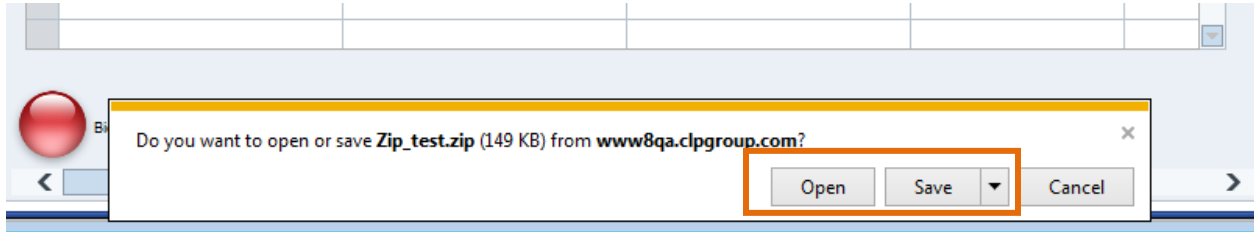
- To select
 - Some documents, press “Ctrl” and select required document line by line.
 - All documents, click “[Select All](#)” button.
- Click “[Download selected as Zip](#)” button:

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

[BACK TO ESP PROCESS MAP](#)

- When prompted, click “[Open](#)” or “[Save](#)” button to complete download of the document:



- After documents are downloaded, the download indicator will be ticked.

CLP Tender Document Download					
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

Select All Download selected as Zip

[BACK TO ESP PROCESS MAP](#)

- Click to confirm acceptance of Bid Form

The screenshot shows the 'Document' and 'Input Price' tabs at the top. Below them is a 'Notes' section with a 'Clear' button and a 'Filter Settings' link. A table lists categories: 'Bidder's Remarks' and 'Not Confirm Bid Form Reason', both with '-Empty-' descriptions. Below the table, the text 'I have read the Bid Form and accept the terms:' is followed by a checked checkbox. Below this are input fields for 'Name of Bidder's Authorised Officer' and 'Buyer's Remark'.

- If not accept Bid Form, please do not tick and fill in “Not accept Bid Form Reason”

This screenshot is similar to the previous one, but the checkbox for 'I have read the Bid Form and accept the terms:' is unchecked. The row for 'Not Confirm Bid Form Reason' in the table is highlighted with an orange border, indicating it should be filled in if the bid is not accepted.

- Fill in Name of Bidder's Authorised Officer.

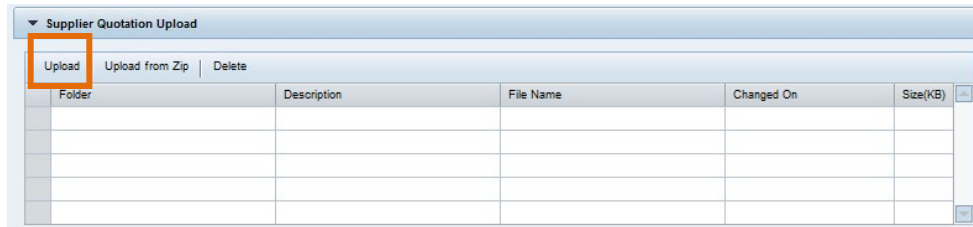
In this screenshot, the checkbox for 'I have read the Bid Form and accept the terms:' is checked. The input field for 'Name of Bidder's Authorised Officer:' is filled with the text 'John Chan'. The entire section containing the checkbox and the name field is highlighted with an orange border.

[BACK TO ESP PROCESS MAP](#)

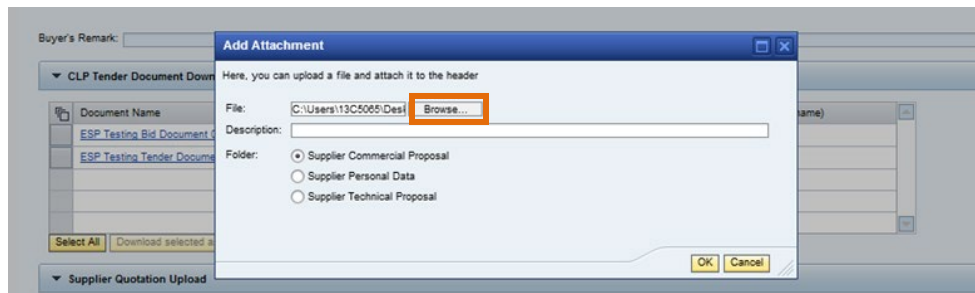
Upload Documents

Upload Documents One by One:

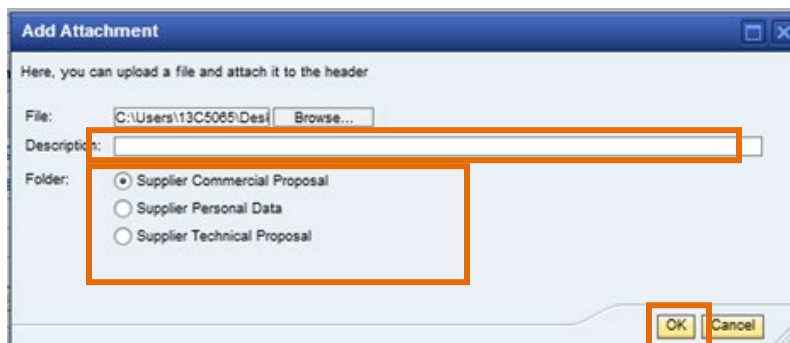
- Click “[Upload](#)”:



- Click “[Browse](#)” button:



- After selecting a document, you can input Description and select Folder for this document, then click “[OK](#)” button to upload document.



Note: Select Folder BEFORE Upload

Select Supplier Commercial Proposal folder for uploading proposal, e.g. bid form, quotation, etc.
Select Supplier Technical Proposal folder for uploading technical specification (no price information);
Select Supplier Personal Data folder for uploading files related to personal information, e.g. CV, etc.

[BACK TO ESP PROCESS MAP](#)

File Name	Folder	Description	Size(KB)	Changed On
sd2 test bidder.XLSX	Supplier Commercial Proposal	sd2 test bidder.XLSX	10	11.08.2016 02:43:07

- Repeat the above steps to upload other documents.

Upload Documents from Zip File:

- Click “[Upload from Zip](#)”:

Folder	Description	File Name	Changed On	Size(KB)

- Click “[Browse](#)” button:

Buyer's Remark: _____

CLP Tender Document Download

Document Name

- ESP_Testing_Bid_Document_0.zip
- ESP_Testing_Tender_Document.doc

Select All | Download selected as Zip

Supplier Quotation Upload

Add Attachment

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

File: C:\Users\13C5085\Desktop **Browse...**

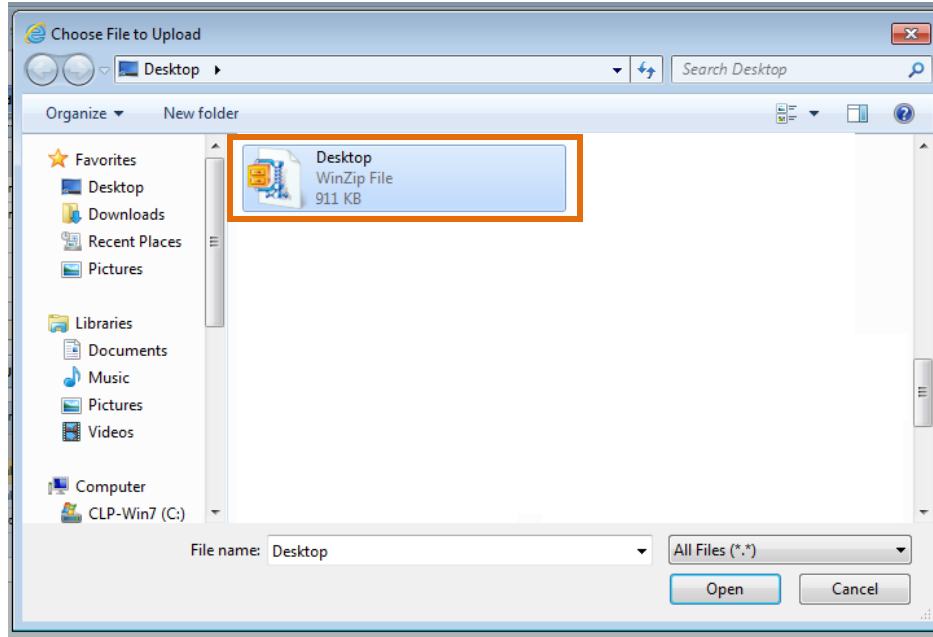
Folder:

- Supplier Commercial Proposal
- Supplier Personal Data
- Supplier Technical Proposal

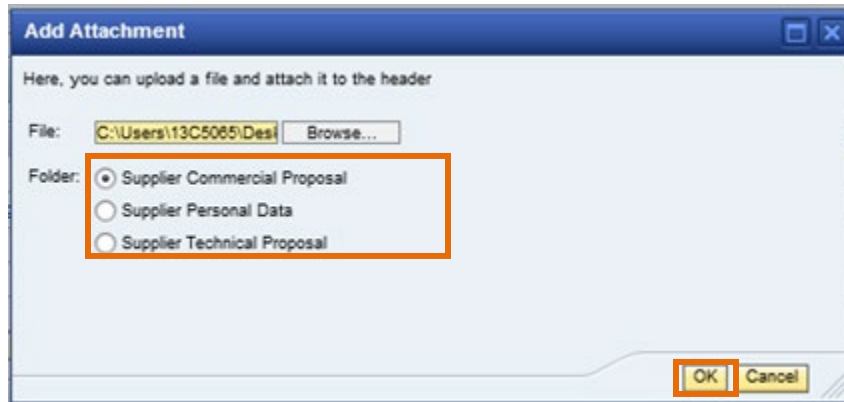
OK | Cancel

[BACK TO ESP PROCESS MAP](#)

- Select a zip file:



- After selecting a document, you can and select Folder for this document, then click “**Ok**” button to upload document:



Note: Select Folder BEFORE Upload

Select Supplier Commercial Proposal folder for uploading proposal, e.g. bid form, quotation, etc.
 Select Supplier Technical Proposal folder for uploading technical specification (no price information);
 Select Supplier Personal Data folder for uploading files related to personal information, e.g. CV, etc.


[BACK TO ESP PROCESS MAP](#)

- Zip file will be extracted and uploaded.


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

- Click “**Next**” button to “Input Price” Tab. (if applicable)
- Or, You can click “Submit” otherwise:

File Name	Folder	Description
sd2_test_bidder.XLSX	Supplier Commercial Proposal	sd2 test bid

 Bid NOT Submitted

- After bid is submitted, the bid submission status light will turn to **Green**:

 Bid Submitted

[BACK TO ESP PROCESS MAP](#)

Input Price

- There are **2 types** of items with slightly different steps of price input:

Material

Service

- For **Material** Item, simply enter price at the “Price” field:

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

- For **Service** Item, click the sign▼ to expand into next level, then input price at “Price” field:

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

[BACK TO ESP PROCESS MAP](#)

- After inputting price, click “[Submit](#)” button to submit the price:



- After bid is submitted, the bid submission status light will turn to **Green**:

A screenshot of the "Display Bid-8000003037" page. At the top, there is a green circular light and the text "Bid submitted". Below this, there are buttons for "Previous", "Edit", "Withdraw", and "Close". The "Withdraw" button is highlighted with an orange rectangular box. The main content area shows a table of bid items with the following data:

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

- If you don’t want to participate in this bid after submission, you can click “[Withdraw](#)” button to cancel bid submission. After withdrawal, you will no longer receive any further emails from ESP regarding this bid invitation. Please note that this is not reversible, any submitted documents will not be considered for further processing. If you want to re-participate in this bid, you can click “[Submit](#)” button to re-submit.

[BACK TO ESP PROCESS MAP](#)

Appendix 1: System Requirements

The followings are the minimum requirements to access ESP:

Internet Connection : Must, Preferably Broadband

Operating System : Windows or Mac OS

Browser : Internet Explorer / Safari / Firefox / Chrome

[NOTE: Microsoft Edge in Windows 10 is NOT compatible]

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Appendix 2: ESP Helpdesk

You can contact the ESP Helpdesk for any queries regarding bid submission:

Telephone : +852 26787722
E-mail Address : smshelpdesk@clp.com.hk

Business Hours: 09:00 - 17:30 (GMT +8) Monday to Friday (except [Public Holidays](#) or adverse weather conditions - e.g. Typhoon)

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