

CLP ESP Bid Submission Quick Reference Guide

Tips for Bidders

Supported System/Browsers

- ESP is compatible with most browsers, including IE/Safari/Firefox/Chrome, with Win or Mac OS.

Reset Password

- Click “Set Password” button on login page.
- Input information as below, you can find in bid invitation email
 - Bid Invitation Number (800000XXXX) and descriptions
 - Submission Deadline
 - Your User ID (Z00XXXXXXXX)

Document Type and Size

- It is recommended to convert bid document to PDF format. However, ESP does not block any document type.
- Recommended document size is within **50MB** to avoid time out in case of low internet speed.

Change Bid Price and Documents

- Before submission deadline, you can:
 - Delete uploaded documents and upload new documents;
 - Click “Edit” button and change unit price in items

****After changing price, must click “Submit” button again, otherwise no price will be submitted.***

Where to Get Help?


- Refer to the Bidder Guide in the logon page for details;
- Contact ESP Helpdesk
 - Tel: +852 26787722
 - Email : esphelpdesk@clp.com.hk

CLP ESP Bid Submission Quick Reference Guide

Open Bid

Edit Bid:8000003053

RFx Number 8000003053 Status Saved RFx Owner Aray Chow

 Bid NOT submitted

Document **Input Price**

Tab 2: Input price
(Tab will be hidden if price input is NOT required)

Notes

Clear

Category	Description
Bidder's Remarks	-Empty-

Buyer's Remark:

Message from Buyer


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

Supplier Quotation Upload

Upload Upload from Zip Delete

Folder	Description	File Name	Changed On	Size(KB)

 Bid NOT Submitted

Next Submit Close

Bid submission status light:

- **Red:** not submitted
- **Green:** submitted

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Download and Upload Documents

Edit Bid:8000003053

RFx Number 8000003053 Status Saved RFx Owner Aray Chow

Bid NOT submitted

Document Input Price

Notes

Clear

Category Bidder's Remarks

Buyer's Remark:

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 07:30:54	78	CLP Bid Documents	SRM , TESTER13
ESP Testing Bid Document.zip	<input type="checkbox"/>				

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

... Input your remarks here

... Click Document Name to download document

... Click "Upload" or "Upload from Zip" to upload document

... Submit Bid (if no Input Price tab)

Click "Next", go to Input Price tab

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Input Price

Edit Bid:8000003053

RFx Number 8000003053 Status Saved RFx Owner Aray Chow

Bid NOT submitted

Document **Input Price**

Item Overview

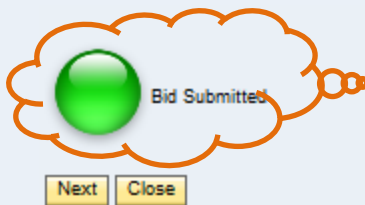
Details Add New Copy Paste Delete Calculate Value Filter Expand All Collapse All Settings

Line Number	Description	Item Type	Product ID	Required Quantity	Submitted Quantity	Unit	Price	Total Value	Currency	
0001	ESP UAT Add Item	Material		8		8 EA	0.00	0.00	HKD	
								Total Value	0.00	HKD

Submit Bid

Input price here

After Bid Submitted



After bid submitted successfully, Bid submission status light will turn to green