

HKUST e-Tendering System - Guide to Quotation/Tender Submission

香港科技大學電子投標系統-報價/投標指南 (繁體版)



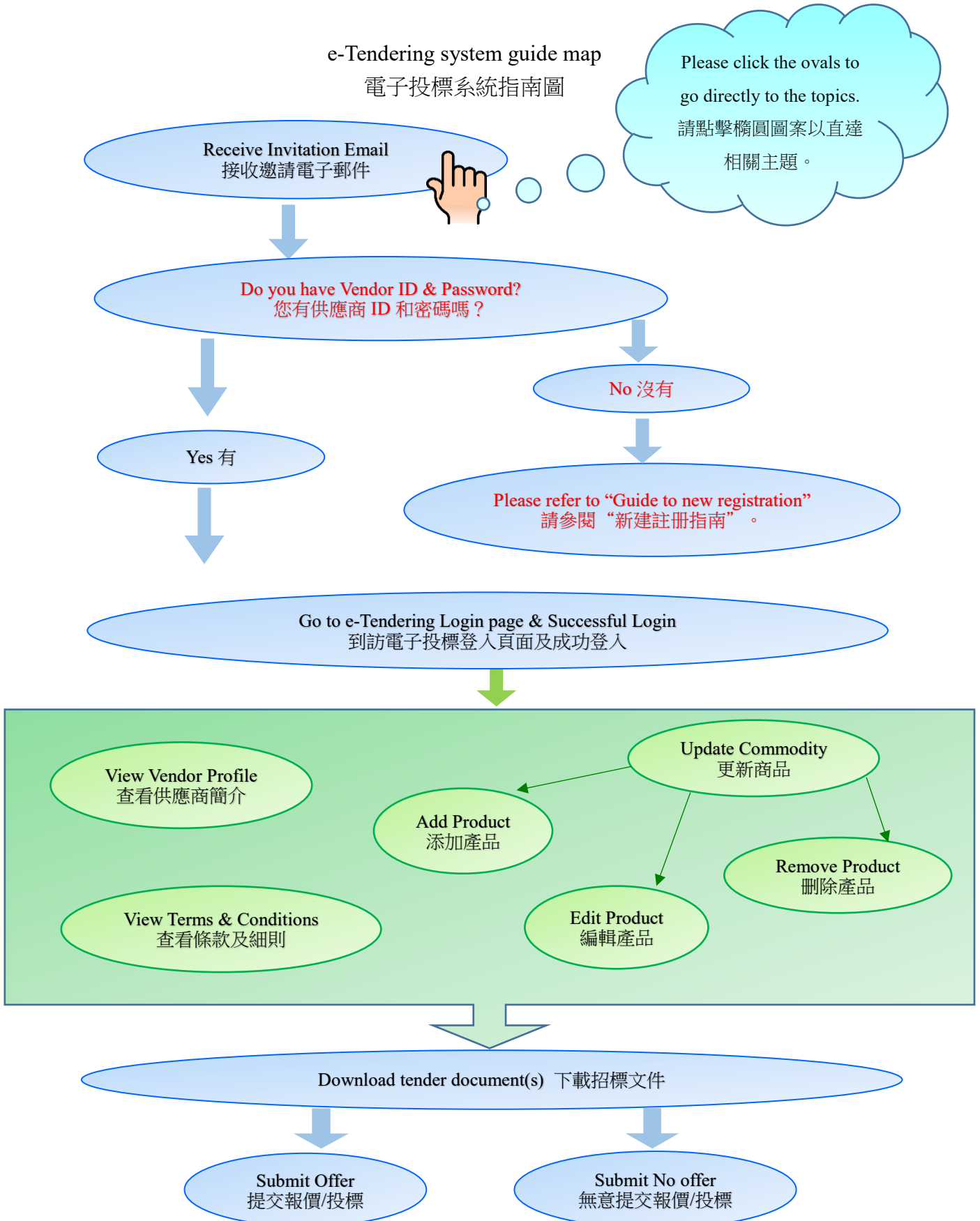
香港科技大學
THE HONG KONG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

HKUST e-Tendering System - Guide to Quotation/Tender Submission

香港科技大學電子投標系統-報價/投標指南

e-Tendering system guide map
電子投標系統指南圖

Please click the ovals to go directly to the topics.
請點擊橢圓圖案以直達相關主題。



Receiving Invitation Email 接收邀請電子郵件

To
致
[REDACTED]

From
由 Purchasing Office, The Hong Kong University of Science & Technology
香港科技大學採購處

Subject
主旨 Invitation to Tender 投標邀請

Tender/ Quotation Ref.
科大文件編號 TNU1800133

Description
內容 [REDACTED]

Closing Date
截標日期 04-Mar-2019 (3:00pm Hong Kong Time / 香港時間下午三時正)

Dear Sir / Madam,

Tender documents are now available in the HKUST e-Tendering System. You are hereby invited to quote/ tender for the supply of all or any of the items listed in the invitation documents.

Please [logon](#) the e-Tendering System with your **Vendor ID** [REDACTED] and password. In case you forget the password, you can retrieve it via [Change / Forget Password](#) in the logon page. New passcode will be sent to your registered email. Upon successful logon, you can download tender document and submit offer via the System.

The University only accepts online tender submission. Please submit your offer before the closing date and time. **LATE QUOTATION/TENDER WILL NOT BE CONSIDERED**

Should you have any problem in accessing the System or queries, please contact Unit Head - TK or call our general line (852) 2358 6406 for assistance.

Thank you for attention.

Best Regards,
尊敬的先生/女士:

有關上述招標文件現已上載至香港科技大學電子投標系統。特此邀請 貴公司/閣下登錄電子投標系統下載招標文件，並就文件內所有或部分專案交付報價/投標。

請使用您的**供應商編號** [REDACTED] 和密碼**登錄**電子投標系統。如忘記密碼，請在電子投標系統登錄頁面點擊**更改 / 忘記密碼**來重設您的密碼，新密碼將發送到您註冊的電子郵箱。成功登錄後，您可以下載招標文件並通過系統提交報價/投標。

大學只接受經由電子投標系統提交的報價/投標。請在截標日期和時間之前提交您的報價。**逾時提交一概不受理。**

如在使用有關電子投標系統過程中遇到任何問題或有其他查詢，請致電(852) 2358 6406 聯繫採購處或向邀請函上的聯絡人查詢。

Unit Head - TK
香港科技大學採購處

Click into the 'Logon' link to access HKUST e-Tendering System.

點擊“登入”連結，進入香港科技大學電子投標系統。

Login e-Tendering system 登入電子投標系統

Step 1: Access to HKUST e-Tendering System via

https://w5.ab.ust.hk/jstd/td_welcome?page=td_login

After reading the Terms and Conditions, check the box and click the “Accept” button.

步驟 1：通過 https://w5.ab.ust.hk/jstd/td_welcome?page=td_login 進入香港科技大學電子招標系統。閱讀條款後，點選方框並按“接受”按鈕。

The screenshot shows the HKUST e-Tendering System login page. At the top, there is a header with the HKUST logo and the text "THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY". Below the header, there is a section titled "Welcome to HKUST e-Tendering System". The main content area contains a scrollable box with the following text:

HKUST provides this e-Tendering System (System) and related services subject to your compliance with the following terms and conditions ("Terms and Conditions"). Please read them carefully. The use of the System shall be governed by these Terms and Conditions. By pressing the "ACCEPT" button, you signify your unconditional acceptance of these Terms and Conditions. The Terms and Conditions may be revised and/or amended from time to time by the HKUST without prior notice to any person. Please check these Terms and Conditions regularly for any revisions and/or amendments which may be made.

The e-Tendering System is an electronic platform for supplier registration, displaying tender notices, downloading tender documents and submitting tender responses. Any parties interested to become supplier of the University can register online by providing the required information and documents for inclusion in the HKUST supplier lists and setup the access to the System.

Registration Obligations

1. When you register, you agree to: (a) provide true, accurate, current and complete information about your organization (or yourself in the case of an individual user) and (b) maintain and promptly update the vendor information to keep it true, accurate, current and complete in particular email address. You acknowledge and agree to receive e-messages or process e-transactions when you register on the System.
2. You are responsible for any loss or damage arising if there is any missing email message or electronic notice resulting from any out-dated, incorrect or unclear contact information. If you notice or suspect that you could not receive any email message or electronic notice sent by the System, it is your sole responsibility to inform HKUST and provide the right contact information to HKUST.
3. The System is provided only to legal entities, whether individual 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 System. If you register, access or use the System 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 these Terms and Conditions.

Below the scrollable box, there is a checkbox labeled "I have read and agreed the Terms and Conditions on Use of e-Tendering System" which is currently unchecked. To the right of the checkbox is a blue button labeled "Accept" with the Chinese characters "接受" next to it.

Step 2: Input your Vendor ID & Password, and then click 'login' button to login e-Tendering system.

步驟 2：輸入您的供應商 ID 和密碼，然後按“登入”按鈕登入電子投標系統。

The screenshot shows the login page for the HKUST e-Tendering System. The page title is "Logon to HKUST e-Tendering System". There are two input fields: "Vendor ID 供應商編號" and "Password 密碼 (?)". To the right of the Vendor ID field is a link "Forget Vendor ID 忘記供應商編號". To the right of the Password field is a link "Change/Forget Password 更改/忘記密碼". Below the input fields is a link "New Registration/Unlock Account 新註冊/帳戶解鎖". At the bottom, there is a blue button labeled "Logon 登錄" which is circled in red.

Download tender document(s) 下載招標文件

In the Tender notice page, you can find the Quotation/Tender Invitation / Interested Quotation/Tender and other Tender listed in Public Notice. You can type the Tender No. in Filter to find the tender.

在報價/招標公告頁面，您可以看到報價/招標邀請書/感興趣的投標書以及於公告中列出的其他投標書。您可以在篩檢程式中輸入報價/投標編號以查找投標。

The screenshot displays the HKUST e-Tendering System interface. At the top, there is a navigation bar with 'Tender Notice', 'Terms & Conditions', 'My Account', and 'Logout'. Below this is a section titled 'List of Tenders 報價/招標書清單'. It includes search filters for 'Vendor ID: 供應商 ID' and 'Vendor Name: 供應商名稱'. A 'Filter Tender(s):' input field is highlighted with a green circle. Below the filters is a section for 'My Tender Invitation / Interested Tender 我的報價/招標邀請書/感興趣的投標書', which contains a table of tenders. This table has columns for 'Tender No.', 'Description', 'Closing Date & Time (HKT)', 'Submit Bid', 'Edit Bid', and 'Last Submission Record (HKT)'. The table lists three tenders: STU1800033 (Recirculating Cooler), TNU1800133, and TNU1800037. Below this table is another 'Filter Tender(s):' input field. The bottom section is titled 'Tender Notice 報價/招標公告', also with a green circle around the title. It contains a similar table with 8 entries, including TNV1800131, TNV1800132, TNV1800087, TNV1800113, TNV1800086, TNQ1800011, TNU1800036, and TNQ1800024. The interface also shows 'Showing 1 to 3 of 3 entries' and 'Showing 1 to 8 of 8 entries'.

Download tender document(s) 下載招標文件

Step 3: Click the Quotation/Tender Description in red circle to enter the Quotation/Tender document download page.

步驟 3: 點擊紅色圓圈內的投標說明，進入投標文件下載頁面。

報價/招標書篩檢器

Filter Tender(s): STU1800033

報價/投標編號 Tender No.	Description 報價/招標描述	截止日期時間 (香港時間) Closing Date & Time (HKT)*	Submit Bid 提交報價/投標	編輯報價/招標 Edit Bid	Last Submission Record (HKT)*	最後提交記錄 (香港時間)
STU1800033	Recirculating Cooler	04-Mar-2019 15:00:00	Submit Offer 提交報價/招標	Submit No Offer 無意報價/招標	/	

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Filter Tender(s):

Tender No.	Description	Closing Date & Time (HKT)*	Submit Bid	Edit Bid	Last Submission Record (HKT)*

Step 4: Click 'Download' button or 'Download All' button (for more than one documents) to download all Quotation/Tender document(s) before submission.

步驟 4: 提交投標文件前，點擊“下載”按鈕或“全部下載”按鈕（對於多個檔案），下載所有投標文件。

下載報價/招標文件
Tender Document(s) Download

最後提交記錄
(香港時間)
Closing Date HKT (GMT + 8:00): 04-Mar-2019 15:00:00

報價/招標編號
Tender No.: STU1800033

報價/招標描述
Tender Description: Recirculating Cooler

Click document link to download tender document

文件類型 Type	File name 檔名	文件類型 Doc Subject	上傳時間 Updated On (HKT)	文件大小 Size	Download Download (全部下載)	最後下載記錄 (香港時間) Last Download On (HKT)
Invitation	STU1800033ORI_I01.pdf	Invitation	04-Mar-2019 11:44:16	138.1 KB	Download Download All ↓	-

Showing 1 to 1 of 1 entries

Important Notes: The system will record the downloading information of the tenderers for subsequent notification on changes of the tender and supplier evaluation. A "No Offer" should be submitted via the HKUST e-Tendering System if the tenderers wish not to make an offer.

重要事項: 系統將記錄投標人的下載信息，以便通知相關投標的變更及作日後供應商評估之用。如果投標者無意提交報價/投標，應通過香港科技大學電子投標系統提交“無意投標”。

Download tender document(s) 下載招標文件

After successful download, the last download time will show in blue circle.

下載成功後，最後一次下載時間將顯示於藍色圓圈內。

Tender Document(s) Download

Tender No.: STU1800033 Closing Date HKT (GMT + 8:00): 04-Mar-2019 15:00:00

Tender Description: Recirculating Cooler

Click document link to download tender document

Type	File name	Doc Subject	Updated On (HKT)	Size	Download (Download All)	Last Download On (HKT)
Invitation	STU1800033ORI_I01.pdf	Invitation	04-Mar-2019 11:44:16	138.1 KB		04-Mar-2019 12:35:55

Showing 1 to 1 of 1 entries

If you want to receive updates on this particular tender, you can type the additional contact person, Tel no. and email, and then click ‘Save Updated Contact’ button. Any updates will be sent to the Primary Registered Email and the additional email* provided here.

如果您希望接收此特定投標的更新訊息，您可以輸入其他聯絡人、電話號碼和電子郵件，然後按“保存更新的連絡人”按鈕。有關此報價/投標的更新訊息會發送至主要註冊電子郵件及在此新增之電子郵件*

Information related to this tender will be sent to your registered email (?)

In addition to your registered email, the below person will also receive updates on this tender. Override the contact details as necessary:

Contact Person: 聯絡人

Tel: 聯絡電話 (Country Code / Tel No. / Extension)

Email: (?) 電郵地址

Note: Any updates on this tender will be sent to [redacted]

保存更新的連絡人

[Back](#) [Submit Offer](#) [Submit No Offer](#)

*Note: Only applicable for this Quotation/Tender. If you want to update the Primary Registered Email, please complete the form under “My Account”.

*注意；只適用於此報價/投標。如欲更新主要註冊電子郵件，請填妥於“我的賬戶”內之申請表。

Submit Offer 提交報價/投標

Step 5: Click ‘Submit Offer’ button to enter the Quotation/Tender Submission page.

步驟 5: 點擊“提交報價/投標”按鈕，進入標書提交頁面。

Tender Document(s) Download

Tender No.: STU1800033 Closing Date HKT (GMT + 8:00): 04-Mar-2019 15:00:00

Tender Description: Recirculating Cooler

Click document link to download tender document

Type	File name	Doc Subject	Updated On (HKT)	Size	Download (Download All)	Last Download On (HKT)
Invitation	STU1800033ORI_01.pdf	Invitation	04-Mar-2019 11:44:16	138.1 KB		04-Mar-2019 12:35:55

Showing 1 to 1 of 1 entries

Information related to this tender will be sent to your registered email (?)

In addition to your registered email, the below person will also receive updates on this tender. Override the contact details as necessary:

Contact Person:

Tel: (Country Code / Tel No. / Extension)

Email: (?)

Note: Any updates on this tender will be sent to

提交報價/招標

Or 或

Tender No.	Description	Closing Date & Time (HKT)	Submit Bid	Edit Bid	Submission Record (HKT)
STU1800033	Recirculating Cooler	04-Mar-2019 15:00:00		/	
TNU1800133	[Redacted]	04-Mar-2019 15:00:00		/	
TNU1800037	[Redacted]	19-Dec-2019 15:00:00		/	

Showing 1 to 3 of 3 entries

Submit Offer 提交報價/投標

Step 6: Click ‘+Upload Proposal’ button. It is noted that the proposal supported **PDF Only with 50MB Maximum Uploaded Files Size**. Please ensure **no Duplicated Filename**.

步驟 6: 點擊 “+上傳檔案” 按鈕。請注意，最大上傳文件大小為 **50MB** 的 **PDF** 檔案。請確保文件檔名不相同。

Please complete Step 1 to Step 4 for a successful Quotation/Tender submission. Uploaded file(s) will be discarded if you leave the page without completing all the steps.

請完成步驟 1 至步驟 4，以便成功提交標書。如未能完成所有步驟而中途離開頁面，上傳的檔案將會被丟棄。

After successful upload, the information of Proposal type, File Name, File Size and Uploaded time will show in blue box.

上傳成功後，文件類型、檔名、文件大小和上傳時間將顯示於藍色框中。

Submit Offer 提交報價/投標

Step 7: After reading the Terms and Conditions, check the box and click the “Next” button.

步驟 7：閱讀條款後，點選方框並按“下一步”按鈕。

I acknowledge below points:

1. The submitted document(s) are signed with company stamp.
2. Tender Submission is NOT completed until the acknowledgement shown in Step 4.
3. Tender Submission must complete its transmission by the Closing Time. It is my responsibility to ensure that I click the "Submit" button well in advance to allow enough time for my submission to complete its transmission. The University 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 HKUST through the e-Tendering System by the Closing Time.

下一步

Step 8: To declare any Conflict of Interest, type in the declared person information. Check the boxes after reading the Terms and Conditions, check the two boxes and click the “Next” button.

步驟 8：輸入有關利益衝突申報人資料。閱讀條款後，點選方框並按“下一步”按鈕。

Tender Submission

Important Note: Please complete Step 1 to Step 4 for a successful tender submission. An acknowledgement page will be displayed after you successfully submit your offer. Uploaded file(s) will be discarded if you leave the page without completing all the steps.

Step 1 - Upload Step 2 - Declaration Step 3 - Review and Submit Step 4 - Complete

Tender No.: STU1800033 Closing Date HKT (GMT + 8:00): 04-Mar-2019 15:00:00

Tender Description: Recirculating Cooler

1. Any HKUST Staff or Staff of HKUST affiliates/subsidiaries has financial or other interest in the bidder's company either directly or indirectly through members of his/her family.

Affiliates/Subsidiaries of HKUST include:

- Hong Kong University of Science & Technology R and D Corporation Ltd
- HKUST R and D Corporation (Guangzhou) Ltd
- Guangzhou HKUST Fok Ying Tung Research Institute
- HKUST R and D Corporation (Shenzhen) Ltd
- HKUST Shenzhen Research Institute

No Yes, details as below:

Name of HKUST employee:

Relationship:

Department:

Title:

In addition to the declaration, I/we hereby confirm the above declared person has no conflict between his/her private interests and professional obligations to the University.

2. All goods/services are designed and produced under an environmental management system accredited with ISO 14000 series.

No Yes

3. I / We confirm that the anti-collusion clause stipulated in the Terms and Instructions of Submitting an Offer.

4. I / We have read and agree to the Terms and Conditions

Submit Offer 提交報價/投標

Information of the uploaded offer submission will be shown on the screen.

所上載的報價/投標檔案資料將顯示於頁面。

Tender Submission

Important Note: Please complete Step 1 to Step 4 for a successful tender submission. An acknowledgement page will be displayed after you successfully submit your offer. Uploaded file(s) will be discarded if you leave the page without completing all the steps.

Step 1 - Upload Step 2 - Declaration Step 3 - Review and Submit Step 4 - Complete

Tender No.: STU1800033 Closing Date HKT (GMT + 8:00): 04-Mar-2019 15:00:00

Tender Description: Recirculating Cooler

Submit offer with the following uploaded documents:

Folder	File Name	Size	Uploaded On (HKT)
Tender	Vendor upload 001.pdf	438.7 KB	04-Mar-2019 12:37:17

Showing 1 to 1 of 1 entries

Step 9: In case the contractual name for receiving purchase order/contract is different from login name, type the ‘Updated Contractual Company Name’ in the box provided, and then click ‘Confirm to Submit’ button. (Only applicable for this Quotation /Tender.)

步驟 9：如採購單/合同上的名稱與登入名稱不同，請輸入所需名稱，然後按“確認提交”按鈕。(只適用於此報價/投標)

契約公司名稱
Contractual Company Name: com one

Company name specified above will be used for ordering and payment if you are awarded with the tender. Please update if necessary and ensure the name is correct.

Updated Contractual Company Name 更新契約公司名稱
(For This Tender Submission ONLY) (只適用於此報價/投標)

In specifying the Contractual Company Name which is different from the login supplier name, you confirm, represent and warrant that you have obtained the full rights and authority to act for and on behalf of that legal entity and bind such legal entity to the Terms of Use and Terms and Conditions applicable to this tender.

確認提交

Back Confirm to Submit

Submit Offer 提交報價/投標

Step 10: To complete the Quotation/Tender submission, review the information uploaded and click “OK” and/or print for recording.

步驟 10：檢查上載的檔案資料並按“確定”按鈕和“列印作記錄”按鈕以完成報價/投標程序。

Tender Submission Acknowledgement

Important Note: Please complete Step 1 to Step 4 for a successful tender submission. An acknowledgement page will be displayed after you successfully submit your offer. Uploaded file(s) will be discarded if you leave the page without completing all the steps.

Step 1 - Upload > Step 2 - Declaration > Step 3 - Review and Submit > Step 4 - Complete

Your response for the following tender has been submitted to HKUST e-Tendering system successfully on HKT (GMT + 8:00) 04-Mar-2019 12:39:46

Tender Ref. No.: STU1800033
Description: Recirculating Cooler
Vendor ID: ██████████
Vendor Name: ██████████
Contractual Company Name: ████████████████████

Offer Submitted with the following documents:

Folder	File Name	Size	Uploaded On (HKT)
Tender	Vendor upload 001.pdf	438.7 KB	04-Mar-2019 12:37:17

Showing 1 to 1 of 1 entries

View Offer/Edit Offer 查閱/編輯報價/投標

The Last Submission Record is shown in the blue box. You can click ‘Edit Offer’ to change the file uploaded or change to submit No Offer.

最後提交記錄將顯示於藍色框中。您可以按“編輯報價/投標”更改上傳的文件，或更改為無意提交報價/投標。

The screenshot shows the HKUST e-Tendering System interface. At the top, there is a navigation bar with the HKUST logo, the text 'HKUST e-Tendering System', and links for 'Tender Notice', 'Terms & Conditions', 'My Account', and 'Logout'. Below this is a 'List of Tenders' section. It includes a search filter for 'STU1800033' and a table titled 'My Tender Invitation / Interested Tender'. The table has columns for 'Tender No.', 'Description', 'Closing Date & Time (HKT)', 'Submit Bid', 'Edit Bid', and 'Last Submission Record (HKT)'. The first row shows tender STU1800033 for 'Recirculating Cooler' with a closing date of 04-Mar-2019 15:00:00. In the 'Submit Bid' column, there are two buttons: 'Edit Offer' (circled in red) and 'Submit No Offer'. In the 'Edit Bid' column, there is an 'Edit' button (circled in red). The 'Last Submission Record (HKT)' column shows a timestamp '04-Mar-2019 12:39:46' which is highlighted with a blue box. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'. At the bottom, there is a 'Tender Notice' section with a similar table structure.

Once you click ‘Edit Offer’ button, ensure to complete all the steps until you obtain the updated ‘Tender Submission Acknowledgement’ for a successful tender submission. Otherwise, uploaded file(s) will be discarded.

當點擊“編輯報價/投標”按鈕，你必須完成所有步驟，直至獲得更新的投標確認書。否則，上傳的檔案將被丟棄。

Submit No offer 無意提交報價/投標

Step 5: Click ‘Submit No Offer’ button to enter the Quotation/Tender Submission page.

步驟 5：點擊“無意提交報價/投標”按鈕，進入標書提交頁面。

Tender Document(s) Download

Tender No.: STU1800033 Closing Date HKT (GMT + 8:00): 04-Mar-2019 15:00:00
Tender Description: Recirculating Cooler

Click document link to download tender document

Type	File name	Doc Subject	Updated On (HKT)	Size	Download (Download All)	Last Download On (HKT)
Invitation	STU1800033ORI_I01.pdf	Invitation	04-Mar-2019 11:44:16	138.1 KB		04-Mar-2019 12:35:55

Showing 1 to 1 of 1 entries

Information related to this tender will be sent to your registered email (?)

In addition to your registered email, the below person will also receive updates on this tender. Override the contact details as necessary:

Contact Person:

Tel: (Country Code / Tel No. / Extension)

Email: (?)

Note: Any updates on this tender will be sent to

無意提交報價/投標

Or 或

Tender No.	Description	Closing Date & Time (HKT)	Submit Bid	Edit Bid	Submission Record (HKT)
STU1800033	Recirculating Cooler	04-Mar-2019 15:00:00	<input type="button" value="Submit Offer"/> <input type="button" value="Submit No Offer"/>	/	
TNU1800133	[Redacted]	04-Mar-2019 15:00:00	<input type="button" value="Submit Offer"/> <input type="button" value="Submit No Offer"/>	/	
TNU1800037	[Redacted]	19-Dec-2019 15:00:00	<input type="button" value="Submit Offer"/> <input type="button" value="Submit No Offer"/>	/	

Showing 1 to 3 of 3 entries

Submit No offer 無意提交報價/投標

Step 6: Choose Reason(s) for no offer and input remarks. You can choose more than one reasons. **It is mandatory to full in remarks if ‘Others reason’ is chosen.**

步驟 6：點選無意提交報價/投標的原因並輸入備註。您可以同時選擇多個原因。如點選“其他原因”，則必須填寫備註。

HKUST e-Tendering System - Submit No Offer

Tender Ref. No.: STU1800033
Description: Recirculating Cooler
Vendor ID: [REDACTED]
Vendor Name: [REDACTED]
Contractual Company Name: [REDACTED]

無意提交報價/投標的原因（允許多個）
Reason(s) for No Offer (Multiple Allowed) Remarks (if Any) 備註

- No suitable offer to meet the specification 沒有符合規格的合適報價 selected
- Delivery schedule cannot be met 無法滿足交貨計畫 Optional if selected
- Quantity required is too small 所需數量太小 Optional if selected
- Heavy work load on hand 現時工作量大 Optional if selected
- Invitation documents misplaced/overlooked 邀請文件被誤放/被忽視 selected
- Others (please specify) 其他（請填寫備註） Must fill in if selected

[← Back](#) [✔ Submit No Offer](#) 無意提交報價/投標

Step 7: Click ‘Submit No Offer’ button

步驟 7：按“無意提交報價/投標”按鈕。

System pop up message: Submit No Offer successfully. Please click OK button.

系統彈出訊息：成功“無意提交報價/投標”。請按“確定”按鈕

Success

Submit No Offer successfully.

✔ OK

Submit No offer 無意提交報價/投標

Step 8: To complete the Quotation/Tender submission, review the information uploaded and click “OK” and/or print for recording.

步驟 8：檢查上載的檔案資料並按“確定”按鈕和“列印作記錄”按鈕以完成報價/投標程序。

Submit No Offer Acknowledgement

Your response for the following tender has been submitted to HKUST e-Tendering system successfully on HKT (GMT + 8:00) 04-Mar-2019 12:43:44

Tender Ref. No.:	STU1800033
Description:	Recirculating Cooler
Vendor ID:	██████████
Vendor Name:	██████████
Contractual Company Name:	██████████

No Offer submitted with the following reason(s)	Remarks (if Any)
No suitable offer to meet the specification	
Others	others remark ██████████

[Print for recording](#) [OK](#)

View Terms & Conditions 查看條款及細則

Step 1: Click ‘Terms & Conditions’ button in the top-bar-right.

步驟 1：按右上欄中的“條款及細則”按鈕。



System will show the following General Conditions of Contract, Personal Data Privacy Terms for Contract & ICAC Prevention Guide.

系統將顯示契約通用條款、個人資料保密合約條款和廉政公署防貪指南。

TERMS & CONDITIONS

TERMS & CONDITIONS

(I) Suppliers are advised to review relevant terms and conditions before **submission of tender/quotation**. No request for change of price due to whatever reasons will be entertained after closing of tender/request for quotation. Please click the links below for details.

[Terms and Instructions of Submitting an Offer \(PURO/R02/17/R14\(W\)\)](#)

[General Conditions of Contract for Supply of Goods \(PURO/R04/17/R8\(W\)\)](#)

[General Conditions of Contract for Services and Maintenance Works \(PURO/R05/09/R5\(W\)\)](#)

[Code of Conduct for Outsourcing Services of HKUST \(PURO/R07/15/R1\(W\)\)](#)

[Personal Data Privacy Terms for Tender \(PURO/R08/18\(W\)\)](#)

(II) Suppliers are required to observe the General Conditions of Contract when they accept **HKUST's Purchase Orders**, whether they are incorporated or otherwise. Please click the link below for details.

[General Conditions of Contract](#)

[Personal Data Privacy Terms for Contract \(PURO/R09/18\(W\)\)](#)

INTEGRITY AND CORRUPTION PREVENTION GUIDE ON MANAGING RELATIONSHIP WITH PUBLIC SERVANTS

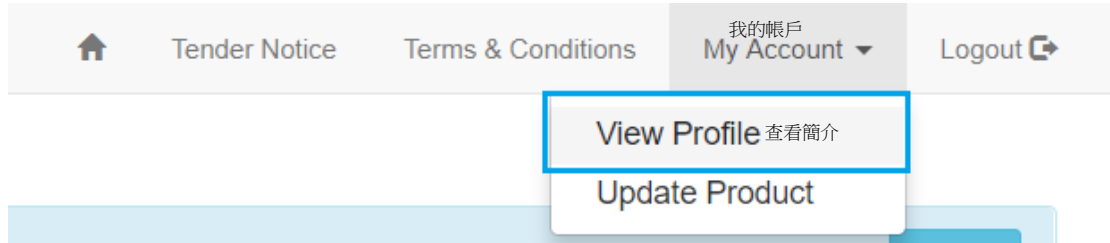
Suppliers shall note that employees of the University are designated "public servant" under the provision of the Prevention of Bribery Ordinance (Cap. 201 of the Law of Hong Kong). The policy of the University requires all its employees to avoid any conflict between their personal interest and the University's interest in dealing with suppliers and all other organizations or individuals doing or seeking to do business with the University.

[Prevention Guide \(English\) - Provided by ICAC](#)

View Vendor Profile 查看供應商簡介

Step 1: In the top-bar-right, click ‘My Account’ button, and then click ‘View Profile’ button.

步驟 1：在右上欄中，按“我的帳戶”按鈕，然後按“查看簡介”按鈕。



System will show your Company Information, Payment Information & Products/Services Provided.

Vendor Info

Company Information (Please email to [redacted] for update if necessary)

Company Name: [redacted] Business Reg. No.: [redacted]

Address: [redacted] Primary Registered Email: [redacted]
This is used for password retrieval and receiving documents (including tender, purchase order) from the HKUST Purchasing Office. Please contact HKUST Purchasing Office to change the email if need.

Tel.: [redacted] Fax: [redacted]

Payment Information (Please email to [redacted] for update if necessary)

Name of Beneficiary: [redacted] Account Number: [redacted]

Name of Bank: [redacted] A/C Contact Person Tel.: [redacted]

Contact Person Information (Please email to [redacted] for update if necessary)

Main Contact Person

Name: [redacted] Job Title: [redacted]

Tel.: [redacted] Mobile: [redacted]

Email Address: [redacted]

Products/Services Provided Update

Category & Product	Category	Product
	IT Consultancy/ Service	Computing, IT Consultant, Computer Maintenance & Support

Showing 1 to 1 of 1 entries

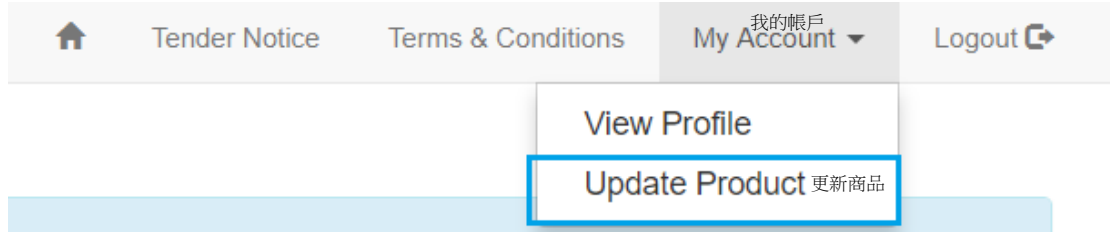
Additional Information

Brand Name

Update Commodity (Add Product) 更新商品 (添加產品)

Step 1: In the top-bar-right, click ‘My Account’ button, and then click ‘Update Product’ button.

步驟 1：在右上方的欄中，按“我的帳戶”按鈕，然後按“更新產品”按鈕。



System will show the product list of your company.

系統將顯示貴公司的產品清單。

Product List + Add

Welcome to the Vendor Registration System of the Hong Kong University of Science & Technology.
Please review and update the product list recorded in the system. A maximum of 10 products that best represent the products sold by your company can be added. [+ Add more product\(s\)](#)

Show entries Filter Product(s):

Category	Product	Action
Construction Works/ Consultancy	Construction Contractor (Licence)	

附加資料

Additional Information

Brand Name 品牌名稱

更新

You can type the ‘Additional Information’ and ‘Brand Name’ in blue box to update information, and then click ‘Update’ button. (If any)

您可以於藍色框中輸入“附加資料”和“品牌名稱”以更新資訊，然後按“更新”按鈕。(如有)

Update Commodity (Add Product) 更新商品 (添加產品)

Step 2: Click '+Add' button or '+Add more product(s)' button to direct to 'Commodity Add' page.

步驟 2：點擊“+添加”按鈕或“+添加更多產品”按鈕，直接進入“商品添加”頁面。

Product List

Welcome to the Vendor Registration System of the Hong Kong University of Science & Technology.
Please review and update the product list recorded in the system. A maximum of 10 products that best represent the products sold by your company can be added.

Show 10 entries Filter Product(s):

Category	Product	Action
Construction Works/ Consultancy	Construction Contractor (Licence)	

Additional Information

Brand Name

Update

Step 3: Click 'Category' box to choose one of the following categories.

步驟 3：按“類別”框，選擇以下類別之一。

Commodity Add

Search commodity by selecting the category or product or entering keyword(s)

Category: 類別 Choose one of the following...

Keyword(s): 關鍵字 Enter keyword to search

Back Search

Update Commodity (Add Product) 更新商品 (添加產品)

You can also enter keyword to search products or commodity.

您亦可輸入關鍵字來搜尋產品或商品。

Commodity Add

Search commodity by selecting the category or product or entering keyword(s)

Category:

Keyword(s):

[← Back](#) [Search](#)

After entering keyword, then click 'Search' button.

輸入關鍵字後，按“搜尋”按鈕。

Commodity Add

Search commodity by selecting the category or product or entering keyword(s)

Category:

Keyword(s):

[← Back](#) [Search](#) 搜尋

The product(s) match with the certain category will show in the below list.

產品以及其類別將顯示於下列清單中。

Commodity Add

Search commodity by selecting the category or product or entering keyword(s)

Category:

Keyword(s):

[← Back](#) [Search](#)

Below is a list of matched Product(s):

Show entries

Product	Category
Catering Service, Food Supply	Banquet/ Catering/ Food Supply
Convenient Store	Banquet/ Catering/ Food Supply
Wine, Beverage	Banquet/ Catering/ Food Supply
Catering Equipment, Kitchen-Ware, Catering Consumables	Catering Equipment/ Consumable
Vending Machine	Catering Equipment/ Consumable

Showing 1 to 5 of 5 entries

Previous **1** Next

[✓ Submit](#) [✗ Cancel](#)

Update Commodity (Add Product) 更新商品 (添加產品)

Step 4: Click the product you want, and then click 'Submit' button.

步驟 4：點擊所需產品，然後按“提交”按鈕。

Commodity Add

Search commodity by selecting the category or product or entering keyword(s)

Category: Building Maintenance Service

Keyword(s): Enter keyword to search

< Back Search

Below is a list of matched Product(s):

Show 10 entries

Product	Category
Aluminum Contractor, Windows, Awning	Building Maintenance Service
Boilers, Pressure Equipment & Service	Building Maintenance Service
Plumbing/ Piping (Building) Engineering Works & Repair	Building Maintenance Service
Scaffolding	Building Maintenance Service
Waterproof Service & Supply	Building Maintenance Service
Window Contractor	Building Maintenance Service

Showing 1 to 6 of 6 entries

Previous 1 Next

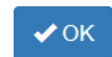
Submit Cancel
提交 取消

The chosen item will be paint in blue. You can choose more than one products simultaneously to update.

所選項目將塗成藍色。您可以同時選擇多個產品進行更新。

Success

Commodity record successfully added.



Update Commodity (Add Product) 更新商品 (添加產品)

Step 5: System pop up message: Commodity record successfully added. Click OK button.

步驟 5：系統彈出訊息：商品記錄添加成功。按“確定”按鈕。









The Product List will be updated.

產品清單更新。

Product List + Add

Welcome to the Vendor Registration System of the Hong Kong University of Science & Technology.
Please review and update the product list recorded in the system. A maximum of 10 products that best represent the products sold by your company can be added. [+ Add more product\(s\)](#)

Show entries Filter Product(s):

Category	Product	Action
Building Maintenance Service	Boilers, Pressure Equipment & Service	 
Building Maintenance Service	Plumbing/ Piping (Building) Engineering Works & Repair	 
Building Maintenance Service	Scaffolding	 
Construction Works/ Consultancy	Construction Contractor (Licence)	 

Previous **1** Next

Additional Information

Brand Name

✓ Update

A maximum of **10 products** that best represent the products sold by your company can be added.

最多可添加 **10 項**最能代表貴公司的產品。

Update Commodity (Remove Product) 更新商品 (刪除產品)









Step 1: Click ‘Remove’ button on the specified product.

步驟 1: 於指定產品按“刪除”按鈕

Product List + Add

Welcome to the Vendor Registration System of the Hong Kong University of Science & Technology.
Please review and update the product list recorded in the system. A maximum of 10 products that best represent the products sold by your company can be added. [+ Add more product\(s\)](#)

Show entries Filter Product(s):

Category	Product	Action
Building Maintenance Service	Boilers, Pressure Equipment & Service	 
Building Maintenance Service	Plumbing/ Piping (Building) Engineering Works & Repair	 
Building Maintenance Service	Scaffolding	 
Construction Works/ Consultancy	Construction Contractor (Licence)	 

Previous **1** Next

Additional Information

Brand Name

Step 2: After checking the removed product, click ‘Submit’ button.

步驟 2: 檢查刪除的產品後，按“提交”按鈕。

Product Remove

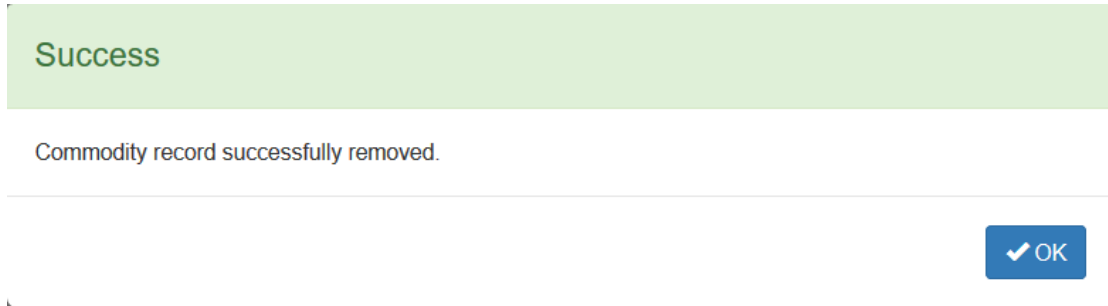
Category: Construction Works/ Consultancy

Product: Construction Contractor (Licence)

Update Commodity (Remove Product) 更新商品 (刪除產品)

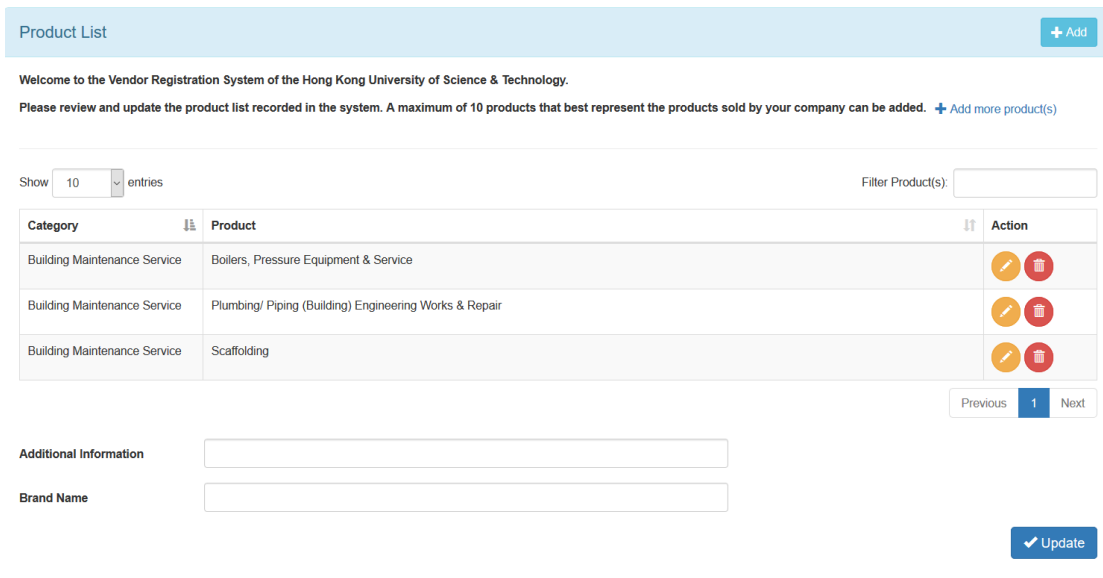
Step 3: System pop up message: Commodity record successfully removed. Click OK button.

步驟 3：系統彈出訊息：商品記錄已成功刪除。按“確定”按鈕。









The Product List will be updated.

產品清單更新。



A screenshot of the "Product List" interface. At the top, there is a blue header with "Product List" and an "+ Add" button. Below the header, there is a welcome message: "Welcome to the Vendor Registration System of the Hong Kong University of Science & Technology. Please review and update the product list recorded in the system. A maximum of 10 products that best represent the products sold by your company can be added. + Add more product(s)".

Below the message, there is a "Show 10 entries" dropdown and a "Filter Product(s):" search box. The main content is a table with three columns: "Category", "Product", and "Action".







Category	Product	Action
Building Maintenance Service	Boilers, Pressure Equipment & Service	 
Building Maintenance Service	Plumbing/ Piping (Building) Engineering Works & Repair	 
Building Maintenance Service	Scaffolding	 

Below the table, there is a pagination control with "Previous", "1", and "Next" buttons. At the bottom, there are two input fields labeled "Additional Information" and "Brand Name". At the bottom right, there is a blue button with a white checkmark and the text "Update".

Update Commodity (Edit Product) 更新商品 (編輯產品)

Step 1: Click 'Edit' button.

步驟 1: 按“編輯”按鈕

Category	Product	Action
Building Maintenance Service	Boilers, Pressure Equipment & Service	 
Building Maintenance Service	Plumbing/ Piping (Building) Engineering Works & Repair	 
Building Maintenance Service	Scaffolding	 

Step 2: Choose the product you want.

步驟 2: 點選所需的產品。

Category: Building Maintenance Service

Product:

- Window Contractor
- Aluminum Contractor, Windows, Awning
- Boilers, Pressure Equipment & Service
- Plumbing/ Piping (Building) Engineering Works
- Scaffolding
- Waterproof Service & Supply
- Window Contractor

Step 3: Click 'Submit' button.

步驟 3: 點擊“提交”按鈕。

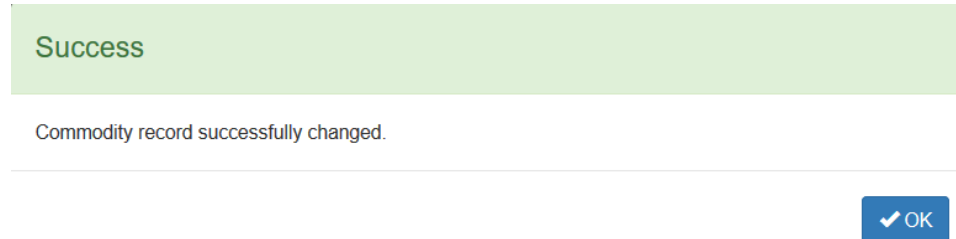
Category: Building Maintenance Service

Product:

Update Commodity (Edit Product) 更新商品 (編輯產品)

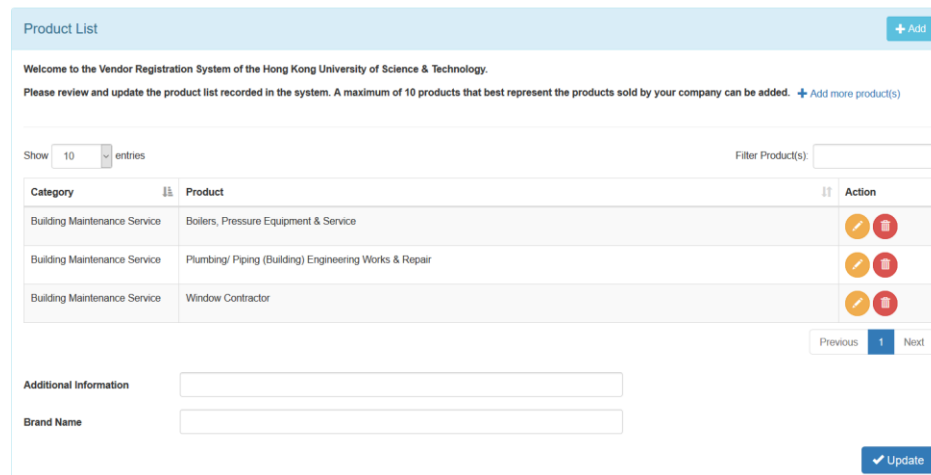
Step 4: System pop up message: Commodity record successfully changed. Click OK button.

步驟 4：系統彈出訊息：商品記錄更改成功。按“確定”按鈕。



The Product List will be updated.

產品清單更新。



Logout the e-Tendering system 登出電子投標系統

If you finish all the tender submission, click 'Logout' button.

如果你完成所有投標，按“登出”按鈕。

