



How to prepare for e-RFQ in TVP System

Step 1 – Apply for new application

New Application

Funding Programme	Application Period	
Technology Voucher Programme (rev. 05/2022)	All Year Round	Apply

© 2022 - Innovation and Technology Commission

[Copyright Notice](#) | [Disclaimer](#) | [Personal Information Collection Statement](#) | [Privacy Policy Statement](#) | [Terms and Conditions](#)

To submit for new application, applicant can click [Apply](#) to start preparing new application.

How to prepare for e-RFQ in TVP System

Step 2 – select to prepare for ePROQ

π 創新科技署
Innovation and Technology Commission

Restricted Chinese Outline N.A.

My Account 繁體中文

Home Application Project Change Request Report Events Supplementary Documents

General

PART A
PARTICULARS OF THE
APPLICANT

**PART B
PROJECT INFORMATION**

PART C
SUBMISSION OF
QUOTATIONS / TENDER
BIDS

PART D
DECLARATION

ATTACHMENT(S)

(F) Information of selected technology consultant / service provider(s) / external auditor
To encourage proper consideration of the local setting in the formulation of technological solutions, the technology consultant must be a local university or research institution, or a company registered in Hong Kong under the Business Registration Ordinance at the time of application.
The technology consultant, service provider(s) and external auditor must not be related to the applicant in terms of management or ownership.
Applicant is able to obtain quotation from public ePROQ system(<https://tvp-eproq.hkpc.org>) .Please start by checking "Use ePROQ for Quotation" and click on "enter ePROQ" .Please find [how to use ePROQ](#) for more details.

1. Use ePROQ for Quotation

2.

Save Generate Submit Cancel

In part B of application form, applicant can either obtain quotation from TVP ePROQ system:

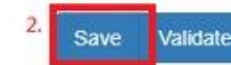
1. Check **Use ePROQ for Quotation**
2. Click **Enter ePROQ**



How to prepare for e-RFQ in TVP System

Step 3 – Obtain interim#

Enter ePROQ



You can obtain quotation from ePROQ system (<https://tvp-epeq.hkpc.org>), please follow procedures below:

1. Click "Add" button to add interim # to issue ePROQ and click "Save" button save this draft.
2. Go to ePROQ system to prepare for RFQ with interim # and your email account.
3. After supplier is selected at ePROQ system, complete supplier information as below:
 - Item Name
 - RFQ# from ePROQ System
 - Selected Supplier
 - Justification (If Applicable)
4. Click "Validate" Button to confirm your ePROQ record and continue to submit your application form.

Interim #	Item Name	RFQ# from ePROQ System	Selected Supplier	Justification (If Applicable)	Validation Result	
IP/00051-01/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x Remove"/>



At Enter ePROQ screen:

1. Applicant should click **Add** to obtain interim #.
2. Click **Save** to save obtained interim #.

How to prepare for e-RFQ in TVP System

Step 4 – Login TVP ePROQ System and Issue RFQ

-Justification (If Applicable)

4. Click "Validate" Button to confirm your ePROQ record and complete the application.

Interim #	Item Name	Remarks
IP/00044-11/22		

Add

Please use interim # and your registered email to initiate open application.

My Account

Report Events Supplementary Documents

Title Mr

First Name HKPC

Last Name Test 82

Chinese Name HKPC Test 82

Post Title Senior Manager

English Address asdfasds
aseearve
weraverfaew
awefraverawe
awearvraew

Chinese Address N.A.

Tel 852-12345678

Fax 852-12345678

Email test.applicant@dummy.com

Application ID

TVP E-mail

Login

* Required Field

Afterwards, please login TVP ePROQ system (<https://tvp-eproq.hkpc.org/>) with obtained **Interim#** and your **TVP account email**, and complete RFQ process.

Applicant can refer to the [User manual](#) on TVP ePROQ system to complete the RFQ process.



How to prepare for e-RFQ in TVP System

Step 5 – Input RFQ information and Validate to confirm

Enter ePROQ



You can obtain quotation from **ePROQ** system (<https://tvp-eproq.hkpc.org>), please follow procedures below:

1. Click "**Add**" button to add interim # to issue ePROQ and click "**Save**" button save this draft.
2. Go to ePROQ system to prepare for RFQ with interim # and your email account.
3. After supplier is selected at ePROQ system, complete supplier information as below:
 - Item Name
 - RFQ# from ePROQ System
 - Selected Supplier
 - Justification (If Applicable)
4. Click "**Validate**" Button to confirm your ePROQ record and continue to submit your application form.

Interim #	Item Name	RFQ# from ePROQ System	Selected Supplier	Justification (If Applicable)	Validation Result	
IP/00051-01/22	1. ERP system subscript	RFQ202207-0022	LIVERPOOL COMPN/A		▼	✕ Remove

Add

Please use interim # and your registered email to initiate open tender at eProcurement system, and click [here](#) to enter eProc platform.

After applicant COMPLETED RFQ process in TVP ePROQ system. Applicant is required to complete RFQ information in application form at TVP system:

Please fill in **1. RFQ item**, **2. corresponding RFQ # from TVP ePROQ system**, **3. Selected Supplier of RFQ and Justification of selection**

Afterwards, applicant should press **Validate** to confirm RFQ information.



How to prepare for e-RFQ in TVP System

Step 6 – Complete information in Application form

Organisation Information Contact Information Save Cancel

General

PART A PARTICULARS OF THE APPLICANT

PART B PROJECT INFORMATION

PART C SUBMISSION OF QUOTATIONS / TENDER BIDS

PART D DECLARATION

ATTACHMENT(S)

Service Provider Category	Technology Consultant	Title	Miss
RFQ# from ePROQ System	RFQ202207-0022	First Name	Provider
English Name	ABC Service Provider 85	Last Name	85
Chinese Name	ABC Provider 85	Chinese Name	Provider 85
Business Registration No. (if applicable)	12345678	Post Title	Senior Consultant
		Please input the Tel/Fax in the following format: [Area Code] - [Phone Numbers], e.g. 852-12345678	
		Tel	852-12345678
		Fax	852-12345678

ATTACHMENT(S)

NOTE: Applicant are no longer required to certify the supporting documents for submission in their applications.

File Name	File Description	Attachment Type	
2_gameplay (5).jpg	Evidence of substantive business operations	Evidence of st	Remove
2_gameplay (5).jpg	HKID Card / Passport of person signing application	HKID Card / p:	Remove
2_gameplay (5).jpg	BR Cert of tech consultant	BR Certificate	Remove
2_gameplay (5).jpg	Form 1(a) / 1 (c)	Form 1 (a) / 1 (Remove

.jpg .jpeg .pdf .png Browse...

Also, applicant will need to beware on below information when completing application form:

1. RFQ# from ePROQ system is required to select for service provider at Part B(F) section.
2. Quotation and Signed probity is NOT NEEDED to upload under Attachment(s) section, which is expected in TVP ePROQ System.



How to prepare for e-RFQ in TVP System

Step 7 – Submit Application form

The screenshot shows the 'Application Submission Confirmation' dialog box overlaid on the TVP System application form. The dialog box contains the following text:

You are required to attach the following documents in your application:

- ✓ A copy of Form 1(a)/ 1(c) of the Business Registration Office or Annual Return of the Companies Registry (Form NAR1) of your entity
- ✓ Copy of the documentary evidence proving that your entity has **substantive business operations** in Hong Kong which is relevant to the project under application at the time of application. For example, invoices/receipts or commercial contracts issued within three months before submitting application, the latest audited account, profits tax returns and taxation assessment issued by the Inland Revenue Department.
- ✓ A copy of the valid Hong Kong Identity Card or passport of the person signing the application form for and on behalf of your entity
- ✓ Copy(ies) of all the **signed probity and non-collusive quotation/tendering certificate(s)** as stipulated in paragraph 12 of the Guidance Notes for Applications.^{Note}
- ✓ Copies of the quotation(s) submitted by the bidder(s) showing their detailed contact information (including address, telephone number and email address).

Please indicate which quotation is to be chosen by the applicant and how the item(s) listed in individual quotation(s) correspond to the expenditure item(s) listed in Part B(1) of the application form.

You are also required to attach the relevant documents under the following circumstances:

- Will you engage any technology consultant in your project?
 - ✓ Yes - A copy of the valid Business Registration Certificate of the consultant.
- Are there any individuals holding 30% or more of ownership in your entity (as

At the bottom of the dialog box, there are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a red box and has a '2.' next to it. In the background, the application form is visible, with a 'Submit' button also highlighted with a red box.

Finally, applicant should enter required information at application form to **Submit** and **Confirm** the TVP application.

如何使用科技券招標系統進行電子招標

步驟1 - 遞交新申請

新申請

資助計劃	開放申請期間	
科技券計劃 (修訂: 05/2022)	全年接受申請	申請

申請者登入到TVP系統後，可按"[申請](#)">"[新申請](#)"進行科技券申請

如何使用科技券招標系統進行電子招標

步驟2 – 揀選"使用ePROQ"選項

一般

甲部
申請者資料

乙部
項目資料

丙部
提交報價 / 標書

丁部
聲明

附件

儲存 製作 提交 取消

(F) 獲選的科技顧問 / 服務提供者 / 外聘審計師 資料

申請者委聘的科技顧問須為本地大學 / 科研機構，或按照《商業登記條例》在香港登記的公司，以期在制定科技方案時能適當考慮本地情況。

科技顧問、服務提供者和外聘審計師不得與申請者在管理或擁有權上有任何關係。

申請人可以從科技券招標系統獲得報價(<https://tvp-eproq.hkpc.org>)。請先選中“使用ePROQ進行報價”，然後按一下“輸入ePROQ”。並可按[如何使用科技券招標系統](#)獲知使用方法。

1. 使用ePROQ 招標以獲取報價 / 標書

2. 使用ePROQ

機構資料

聯絡人資料

如申請人需要使用科技券招標系統獲得標書，可在申請表乙部揀選有關選項：

1. 揀選 **使用ePROQ 招標以獲取報價/標書**
2. 按 **使用ePROQ**

如何使用科技券招標系統進行電子招標

步驟3 – 獲取項目編號

使用ePROQ

請跟據以下步驟以透過科技券電子招標平台 (<https://tvp-eproq.hkpc.org>) 取得項目報價 / 標書:

1. 按"新增"取得"臨時項目編號", 並"儲存"你的"臨時項目編號"和項目。
2. 以"臨時項目編號"和"TVF帳戶登記電郵"登入科技券電子招標平台 (<https://tvp-eproq.hkpc.org>)
3. 當你在科技券電子招標平台取得項目報價 / 標書後, 回到這個頁面輸入相關資料:
 - 項目
 - 科技券電子招標平台 - 招標編號
 - 獲選的服務供應商
 - 採納報價的原因 (如適用)
4. 按"核實結果"去確定項目報價 / 標書。



項目編號	項目	ePROQ系統 - 招標編號	獲選的服務供應商	採納報價的原因 (如適用)	核實結果	
IP/00048-03/22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x 移除"/>

1.



請先以項目編號及登記賬號的電郵地址按此進入ePROQ開戶並開始招標。

進入**使用ePROQ** 介面後, 申請人按下述步驟獲取項目編號以登入科技券招標系統招標:

1. 按 **新增** 按鈕以獲得**項目編號**
2. 按**儲存**以保存**項目編號**

如何使用科技券招標系統進行電子招標

步驟4 – 使用項目編號及用戶電郵登用科技券招標系統並進行招標

π 創新科技署
Innovation and Technology Commission

限開

我的帳戶 English

主頁 申請 項目

使用ePROQ

項目編號

IP/00050-01/22

公司資料

商業登記號碼 22348022
到期日 31/12/2022
公司英文名稱 HKPC Test Company 82
公司中文名稱 HKPC Test Company 82
商標
成立年份 2019
英文地址 asdfasds
aseearve
weraverfaew
awefraverawe
awearewaew
中文地址 N.A.
電話 852-12345678
傳真 852-1234567

聯絡資料

稱謂 先生
英文名字 HKPC
英文姓氏 Test 82
中文姓名 HKPC Test 82
職位 Senior Manager
英文地址 asdfasds
aseearve
weraverfaew
awefraverawe
awearewaew
中文地址 N.A.
電話 852-12345678
傳真 852-12345678
電郵 test.applicant@dummy.com

ePROQ TVP

Applicant > Login

Application ID

TVP E-mail

Login

* Required Field

申請人使用項目編號及用戶電郵登用科技券招標系統 (<https://tvp-eproq.hkpc.org/>)提交電子標書進行項目招標

關於科技券招標系統的詳作操作，申請人可參考[科技券招標系統用戶手冊](#)

如何使用科技券招標系統進行電子招標

步驟5 – 在TVP系統輸入並確認招標項目

使用ePROQ

儲存

驗證

請跟據以下步驟以透過科技券電子招標平台 (<https://tvp-eproq.hkpc.org>) 取得項目報價 / 標書:

1. 按"新增"取得"臨時項目編號", 並"儲存"你的"臨時項目編號"和項目。
2. 以"臨時項目編號"和"TVP帳戶登記電郵"登入科技券電子招標平台 (<https://tvp-eproq.hkpc.org>)
3. 當你在科技券電子招標平台取得項目報價 / 標書後, 回到這個頁面輸入相關資料:
 - 項目
 - 科技券電子招標平台 - 招標編號
 - 獲選的服務供應商
 - 採納報價的原因 (如適用)
4. 按"核實結果"去確定項目報價 / 標書, 1.

項目編號	項目	ePROQ系統 - 招標編號	獲選的服務供應商	採納報價的原因 (如適用)	核實結果	
IP/00048-04/22	Some ERP 系統	RFQ202207-0021	ABC Supplier 1		▼	✕ 移除

新增

請先以項目編號 及登記賬號的電郵地址按此進入ePROQ客戶並開始招標。

當申請人在科技券招標系統獲得合適標書後, 申請人需回到TVP系統申請書內的使用ePROQ部份輸入並確認招標項目:

1. 填寫**項目**, **ePROQ系統-招標編號**, **獲選的服務供應商**和**採納報價的原因**
2. 並按**驗證**以確認項目

如何使用科技券招標系統進行電子招標

步驟6 – 填寫申請書

機構資料		聯絡人資料		
服務類別	技術顧問	稱謂	小姐	
ePROQ系統 - 招標編號	RFQ202207-0022	英文名字	Provider	
英文名稱	ABC Service Provider 85	英文姓名	85 ✕ 移除	
中文名稱	ABC Provider 85	中文姓名	Provider 85	
商業登記號碼 (如適用)	12345678	職銜	Senior Consultant	
英文地址	safsadfasd	請按以下格式輸入電話 / 傳真號碼: [區碼] - [電話號碼] 例: 852-12345678	電話	852-12345678
中文地址	NA	傳真	852-12345678	
		電郵	test@gmail.com	

附件		
注意：提交申請時，申請者不再需要為證明文件進行核證的手續。		
檔案名稱	檔案描述	附件類別
2.gameplay (5).jpg	Evidence of substantive business operation	實質業務運作 ✕ 移除
2.gameplay (5).jpg	HKID Card / Passport of signing person	簽署申請表格 ✕ 移除
2.gameplay (5).jpg	BR Cert of Tech consultant	科技顧問的商標 ✕ 移除
2.gameplay (5).jpg	Form 1(a)/1(c)	申請者的表格 ✕ 移除

在填寫申請書時，申請人需注意申請書之以下內容：

1. 在乙部為項目供應商揀選相對應的**ePROQ系統-招標編號**
2. **顯示詳細聯絡資料的報價單**和**已簽署的誠信及不合謀報價確認書**應已上存至**科技券招標系統**，故不需重覆上載。

如何使用科技券招標系統進行電子招標

步驟7 - 提交申請書

The screenshot shows a web application interface for the Innovation and Technology Commission. A modal dialog box titled "Application Submission Confirmation" is displayed in the center. The dialog lists required documents and circumstances for application submission. A red box highlights the "Submit" button in the background and the "Confirm" button in the dialog. The dialog content is as follows:

Application Submission Confirmation

You are required to **attach** the following documents in your application:

- ✓ A copy of Form 1(a)/ 1(c) of the Business Registration Office or Annual Return of the Companies Registry (Form NAR1) of your entity
- ✓ Copy of the documentary evidence proving that your entity has **substantive business operations** in Hong Kong which is relevant to the project under application at the time of application. For example, invoices/receipts or commercial contracts issued within three months before submitting application, the latest audited account, profits tax returns and taxation assessment issued by the Inland Revenue Department.
- ✓ A copy of the valid Hong Kong Identity Card or passport of the person signing the application form for and on behalf of your entity
- ✓ Copy(ies) of all the signed probity and non-collusive quotation/tendering certificate(s) as stipulated in paragraph 12 of the Guidance Notes for Applications.^{Note}
- ✓ Copies of the quotation(s) submitted by the bidder(s) showing their detailed contact information (including address, telephone number and email address). Please indicate which quotation is to be chosen by the applicant and how the item(s) listed in individual quotation(s) correspond to the expenditure item(s) listed in Part B(1) of the application form.

You are also required to attach the relevant documents under the following circumstances:

- Will you engage any technology consultant in your project?
 - ✓ Yes - A copy of the valid Business Registration Certificate of the consultant.
- Are there any individuals holding 30% or more of ownership in your entity (as

2. **Confirm** Cancel

Applicant Name HKPC Test Company 78
HKPC Test Company 78 CH

最後，申請人需完成填寫申請書的剩餘內容，**確認**並**提交**申請書