

HKBU eTender Box Supplier Training



Tactica (Asia) Limited
support@TacticaCommerce.com

What is eTender Box?

- A web based system which allows HKBU buyers to issue RFX (RFQ or tenders) for suppliers to respond
- No software installation is needed. All you need is a industry standard web browser and internet connection
- Recommended browsers include the latest version of Chrome, Firefox, Edge, Safari.
- **DO NOT** use IE as Microsoft will soon stop supporting this browser

Account Information Email

Account Information

Dear Test Bidder2,

You have been invited to register in [TacticaSource](#) as a potential bidder by [redacted]. Below is your account information.



Company Name: [redacted]
User ID: test2.biddercompany@tactica.com
Password: [redacted]

[Login](#)

Please note:

1. Modify your password. You can login and access “**My Profile**” to change your password to one which is easy to remember.

- Supplier will receive Account Information Email with a temporary password
- Please log in and change your password immediately
- All emails sent from the system will be from HKBU[do_not_reply_ts@tacticacommerce.com] Please whitelist our email domain TacticaCommerce.com as your email server may treat it a spam

RFX Invitation Email

RFX Invitation

Dear **[redacted]**,

[redacted] is pleased to invite you to an e-Sourcing event (RFX).



RFX ID :

R-**[redacted]**

RFX Name :

[redacted]

RFX Owner:

[redacted]

[Login](#)

- Supplier will receive Invitation Email if you are invited to bid a tender or RFQ

Home Page

The screenshot shows the 'Test Bidder 2' home page. At the top, there is a header with 'Test Bidder 2' on the left and 'Test Bidder 2' with a dropdown arrow on the right. Below the header is a teal bar with 'My Home' on the left and '9:23:35 AM UTC+8' on the right. The main content area is divided into three columns: 'Quote', 'Published RFXs', and 'Initial Bid/Live RFXs'. The 'Quote' column lists several RFXs with details like ID, description, and closing time. The 'Published RFXs' column is currently empty. The 'Initial Bid/Live RFXs' column lists RFXs that are ready for bidding, some with 'initial bid paused' status. On the left side, there is a 'Manage' section with links for 'My RFXs', 'My Surveys', 'My Awards', 'Message Center', 'Company List', and 'Training/Practice'. Below this is a search bar with a dropdown menu set to 'RFX' and a search icon. At the bottom left, there is a 'New to TS?' section with a book icon and text 'Learn with videos and interactive trainings'.

➤ Shows all the RFXs you have been invited

Prerequisites

- Some prerequisites that you need to accomplish before being allowed to read the RFX

The screenshot displays the 'Test Bidder 2' interface. At the top, there is a navigation bar with 'My Home » Tactica (Asia) Ltd » [R-50535] Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021]' and a clock showing '9:25:50 AM UTC+8'. The main content area is titled 'Reading Gate Prerequisites' and features a yellow highlighted box for the 'RFX Open Period : 6:05 PM Feb 23, 2021 - 5:00 PM Feb 26, 2021'. Below this, there are five numbered prerequisites, each with a question mark icon. The first four are: 1. All Prerequisites need to be fulfilled before proceed. 2. Please click "Submit" for every [Short Answer] and [Numeric] question. 3. If 2 or more files need to be submitted, please zip them before upload. 4. New submitted file will overwrite existing file. The fifth prerequisite is highlighted in red: 5. In your User Profile, your Region is now set as Hong Kong. Please set your Region to China only if you are in mainland China. Below the prerequisites, there are two sections: 'Company Nature [YES/NO Question]' with a question 'Whether your company is a listing Corporation?' and two buttons 'Yes' and 'No'; and 'Confidentiality agreement [Upload Attachment]' with the instruction 'Please download the confidentiality agreement, stamp and upload it.' and a file named 'Confidentiality agreement.docx' with 'Upload File' and 'Reject' buttons. A 'Proceed' button is at the bottom of the main content area. On the left, there is a 'Manage' sidebar with options like 'My RFXs', 'RFX Overview', 'RFX Messages', 'View Prerequisites', 'Bidding Page', 'My Surveys', 'My Awards', 'Message Center', 'Company List', and 'Training/Practice'. At the bottom of the page, there is a footer with 'Copyright © 2009 Tactica (Asia) Ltd. All Rights Reserved. Ver. 11.0 | Corporate Site | Terms of Service | Contact us'.

Test Bidder 2

My Home » Tactica (Asia) Ltd » [R-50535] Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021] 9:25:50 AM UTC+8

Manage

- My RFXs
 - RFX Overview
 - RFX Messages
 - View Prerequisites
 - Bidding Page
- My Surveys
- My Awards
- Message Center
- Company List
- Training/Practice

Reading Gate Prerequisites

RFX Open Period : 6:05 PM Feb 23, 2021 - 5:00 PM Feb 26, 2021

- All Prerequisites need to be fulfilled before proceed.
- Please click "Submit" for every [Short Answer] and [Numeric] question.
- If 2 or more files need to be submitted, please zip them before upload.
- New submitted file will overwrite existing file.
- In your User Profile, your Region is now set as **Hong Kong**. Please set your Region to China only if you are in mainland China.

Company Nature [YES/NO Question]

Whether your company is a listing Corporation?

Yes No

Confidentiality agreement [Upload Attachment]

Please download the confidentiality agreement, stamp and upload it.

Confidentiality agreement.docx

Upload File Reject

Proceed

Search Advanced Search...
RFX

New to TS?
Learn with videos and interactive trainings

Copyright © 2009 Tactica (Asia) Ltd. All Rights Reserved. Ver. 11.0 | Corporate Site | Terms of Service | Contact us

RFX Overview

Test Bidder 2

My Home » Tactica (Asia) Ltd » [R-50535] Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021] 9:35:58 AM UTC+8

Manage

- My RFXs
 - RFX Overview
 - RFX Messages
 - View Prerequisites
 - Bidding Page
- My Surveys
- My Awards
- Message Center
- Company List
- Training/Practice

RFX Overview

Bidding is currently Open, [Bid Now](#) Time Remaining: 2 days

ID R-50535 Blind Sealed Bid (Tender)	Title Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021] RFX Owner: Tactica (Asia) Ltd	Status OPEN	Bid Counts N/A Extension: 0
---	---	-----------------------	-----------------------------------

Published By: Tactica (Asia) Ltd
LL CHEN | lchen@tacticaasia.com | +86755 25180252

Attachments 1 files
Brief.xls version (23.00 kb)


Description
No description set.

Line Items (3 items) Currency / Resolution : USD 0.01

Item	Quantity	More Info	Must Bid	Visibility
1. Lot 1: Customer Service Centres Cleaning Services	1 (contract)	Read	No	None
2. Lot 2: Power Generation Facilities Cleaning Services	1 (contract)	Read	No	None
3. Lot 3: Back Office and Substations Cleaning Services	1 (contract)	Read	No	None

- Displays the RFX content, timeline, bidding items, attachment to be downloaded and other relevant information such as terms and conditions etc
- Agree to bid or Not Interested buttons

Bid Page

 **Test Bidder 2** Test Bidder 2 ▼

[My Home](#) » [Tactica \(Asia\) Ltd](#) » [\[R-50535\] Q0023/2102 User Guide Demo Sealed Bid R-50535 \[Feb 2021\]](#) 9:41:45 AM UTC+8

Manage


- My RFXs**
 - RFX Overview
 - RFX Messages
 - View Prerequisites
 - Bidding Page
- My Surveys
- My Awards
- Message Center
- Company List
- Training/Practice

Contacts

- LL CHEN (Main Contact)

IMPORTANT INFORMATION

Search [Advanced Search...](#)
RFX



ID R-50535 <small>Blind Sealed Bid (Tender)</small>	Title Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021] <small>RFX Owner: Tactica (Asia) Ltd</small>	Status OPEN <small>Bid Counts: N/A</small>	Time Remaining 2 days <small>Extension: 0</small>
--	--	---	--

Open Time 6:05 PM Feb 23, 2021 → 5:00 PM Feb 26, 2021 USD ▼

[Step 1] "Must-Attach" / Proposal Documents

Bidders must attach Pre-bid document before submit bids

? In your User Profile, your Region is now set as *Hong Kong*. Please set your Region to China only if you are in mainland China.

Type	Name	Size	Label	Date & Time
No Record Found.				

For attaching technical documents such as technical proposals and other related documents For attaching financial proposal only

[Step 2] Price Submission

i This is a Tender RFX. Download worksheets, fill in bid prices and Upload the worksheets. [Download Bid Worksheets](#) [Upload Bid Worksheets](#)

Line Item	Qty	Bid Amount	Subtotal
Lot 1: Customer Service Centres Cleaning Services	1 contract		
Lot 2: Power Generation Facilities Cleaning Services	1 contract		
Lot 3: Back Office and Substations Cleaning Services	1 contract		

- Step 1: Attach your proposals or other related document
- Separate buttons for attaching technical proposals and financial proposals for 2-envelop RFX

Submit Bid Worksheets

Test Bidder 2

My Home » Tactica (Asia) Ltd » [R-50535] Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021] 9:44:22 AM UTC+8

Test Bidder 2 ▼

Manage

- My RFXs
 - RFX Overview
 - RFX Messages
 - View Prerequisites
 - Bidding Page
- My Surveys
- My Awards
- Message Center
- Company List
- Training/Practice

Contacts

LL CHEN (Main Contact)

IMPORTANT INFORMATION

Search Advanced Search...
RFX

New to TS?
Learn with videos and interactive trainings

ID	Title	Status	Time Remaining
R-50535 Blind Sealed Bid (Tender)	Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021] RFX Owner: Tactica (Asia) Ltd	OPEN Bid Counts: N/A	2 days Extension: 0

Open Time 6:05 PM Feb 23, 2021 → 5:00 PM Feb 26, 2021 USD ▼

[Step 1] "Must-Attach" / Proposal Documents

Bidders must attach Pre-bid document before submit bids

🔗 In your User Profile, your Region is now set as *Hong Kong*. Please set your Region to China only if you are in mainland China.

Type	Name	Size	Label	Date & Time
	Supplier 2 technical proposal.pptx	221.80 kb		9:44 AM Feb 24, 2021

For attaching technical documents such as technical proposals and other related documents [Attach Technical Proposal](#) For attaching financial proposal only [Attach Financial Proposal](#)

[Step 2] Price Submission

📘 This is a Tender RFX. Download worksheets, fill in bid prices and Upload the worksheets.

1 [Download Bid Worksheets](#) 2 [Upload Bid Worksheets](#)

Line Item	Qty	Bid Amount	Subtotal
Lot 1: Customer Service Centres Cleaning Services	1 contract		
Lot 2: Power Generation Facilities Cleaning Services	1 contract		
Lot 3: Back Office and Substations Cleaning Services	1 contract		

➤ Step 2: Download Bid Worksheets, fill in the prices and upload back

RFX Messages

➤ Buyers and suppliers collaborate through RFX Messages

➤ Supplier can raise questions and buyer will reply here

➤ The message will be emailed and a copy will be stored here for reference any time

➤ Buyer may send addendum using this function

The screenshot displays the 'Test Bidder 2' interface. The main content area shows a list of messages under the heading 'Messages - Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021]'. A 'Compose New Message' dialog box is open in the foreground, allowing the user to create a new message. The dialog box contains the following fields:

- From:** Test Bidder 2 (Test2.Bidder@gmail.com)
- Recipients:** A button labeled 'Click to Add Recipients'.
- Subject:** [R-50535]
- Message:** A large text area for composing the message.
- Attachment:** Two input fields for file size, with a 'Browse' button and a help icon.

The background interface includes a navigation menu on the left with options like 'My RFXs', 'My Surveys', and 'My Awards'. A search bar is located at the bottom left, and a 'New to TS?' banner is at the bottom right. The top right corner shows the current time as 3:14:56 PM UTC+8.

PTQ and other general questions

Test Bidder 2

My Home » Tactica (Asia) Ltd » [R-50535] Q0023/2102 User Guide Demo Sealed Bid R-50535 [Feb 2021] 10:57:21 AM UTC+8

Manage

- My RFXs
 - RFX Overview
 - RFX Messages
 - View Prerequisites**
 - Bidding Page
- My Surveys
- My Awards
- Message Center
- Company List
- Training/Practice

Prerequisites & General Questions Status Closed

✓	Prerequisite accepted (and approved, if Buyer Review is required).
i	Bidder has not responded to Prerequisite.
!	Prerequisite has been rejected (or acceptance has been overridden by Buyer, if Buyer Review is required).
!	Prerequisite has been accepted by Bidder, but not reviewed by Buyer (only applies if Buyer Review is required).

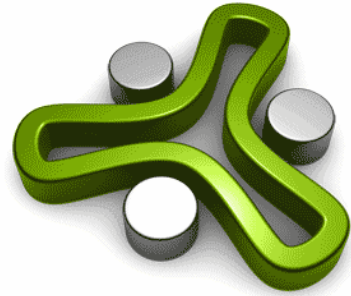
Title	Answer Before	Answer	Question Type	Gate Type	Status
Company Nature		Yes	YES/NO Question	Reading RFX Gate Automatic Approval	✓
Confidentiality agreement		Confidentiality agreement.docx	Upload Attachment	Reading RFX Gate Manual Approval	✓
PTQ #1	5:00 PM Feb 28, 2021	Upload File	Upload Attachment	General Question	i

Search [Advanced Search...](#)

RFX

New to TS?
Learn with videos and interactive trainings

- Buyers may send Post Tender Queries to suppliers
- Supplier will receive notification email and go back to the system to answer
- Suppliers need to reply the PTQ before deadline



TACTICA

Tactica Help Desk:

Tel: 8302 2180 / 92586856

Email: support@TacticaCommerce.com