



ePROQ (TVP) System

Applicant User Manual

Version 1.8

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1. System Requirements

1.1. TVP ePROQ System

Website: <https://tvp-eproq.hkpc.org/>

TVP ePROQ System should be used with the browser listed below on these Operating Systems:

- Windows 8, 8.1, 10, 11
- MacOS X 10.15

TVP ePROQ System should be used with the below Internet Browsers (Minimum Version):

- Chrome (Version 96)
- Safari (Version 15)
- Edge (Version 96)

**TVP ePROQ System users need to ensure their browsers have the same/ higher version than the number stated above.*

1.2. TVP ePROQ System Timeout setting

Session timeout: 15 mins

If the User remains idle in TVP ePROQ System for 15 mins, you will be disconnected automatically.

1.3. Rules and instructions of applicants

There are rules and restriction for applicants to note on using TVP ePROQ system issuing RFQ as below:

1. Preparation of RFQ (Refer to [Login](#))

Before login and issue RFQ from TVP ePROQ system, Applicant needed to obtain interim# and registered an account at TVP system:

1. Register an account in TVP system (<https://tvp.itf.gov.hk/>)
Please refer to [Use ePROQ in TVP System](#)
2. Apply for a New application, select "Use ePROQ for Quotation" in part B of the application form.
3. In page **Enter ePROQ**, Click "**Add**" button to obtain an interim # to issue ePROQ and click "**Save**" button to save this draft.
4. Go to ePROQ system to complete the RFQ process with interim # and your email account.

Each Applicants have maximum 10 interim# to create 10 RFQ.

The ePROQ system is not applicable for the following cases:

1. Applicant upgrades an existing system with its existing supplier through single quotation. Procurements with aggregate value over \$1,360,000 as assessment in respect of factors other than price may be featured in the open tender document.

2. Minimum days to issue RFQ (Refer to [General Information](#))

Applicants will need to enter the estimated budget of their RFQ and input when issuing RFQ. According to different budget, the minimum issue days will be different:

Estimated budget (HKD)	Minimum Issue Hours (Only count Working day)	Examples of closing date (If applicant issued RFQ on 19 Aug, 2022)
\$50,000 or below	72 working day hours	24 Aug 2022
Above \$50,000 up to \$300,000	120 working day hours	26 Aug, 2022
Above \$300,000 up to \$1,360,000	240 working day hours	2 Sept, 2022
Above \$1,360,000	SYSTEM NOT allow to issue RFQ above \$1,360,000	

3. Query and clarifications (Refer to [Query](#) and [Clarifications](#))

All Query and clarifications in TVP ePROQ system is in form of attachments. Applicants may use documents like Excel / Words for Query and clarifications.

4. Amendment of RFQ (Refer to [Abort RFQ](#) and [Issue](#))

Applicant is not allowed to revise RFQ. For any amendment, applicant will need to abort issued RFQ with reason and use new interim # from TVP system to re-issue RFQ.

2. Login

Login to TVP EPROQ System

Visit <https://tvp-eproq.hkpc.org/>

Click "Applicant"



Login	e-Procurement System
Applicant	This e-Procurement website ("ProSmart Website") is hosted by Computer and Technologies and its subsidiaries ("C&T" or "we" or "us" or "our").
Supplier	This e-Procurement System is subject to our Terms of Use ("Terms of Use"), Privacy Policy Statement ("Privacy Policy Statement"), this Disclaimer and any other terms and conditions issued by C&T in relation to the use of the e-Procurement System (collectively referred to as "this Agreement"). Your use of this e-Procurement System signifies your acceptance of this Agreement, as well as your agreement to be bound by them. You must not use the e-Procurement System if you do not agree to be bound by and accept this Agreement in its entirety.
Guest	
Support	

Should you have any queries or encounter any problems whilst using this e-Procurement System, please send email to enquiry@e-tendering.com.hk for enquiry.

Working hours of support team: Monday to Friday (except Hong Kong Public Holidays) from 9:00 am to 6:00 pm (Hong Kong Local Time).

e-Procurement System is powered by PROSmart.
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Enter Captcha verification code



Applicant > Security Check

Security Check *	 <input type="text"/>
<input type="button" value="Submit"/>	

Enter your TVP interim # and email address used in the TVP system

Applicant > Login

Application ID *	<input type="text"/>	* Required Field
TVP E-mail *	<input type="text"/>	
<input type="button" value="Login"/>		

System will send email to applicant on verification Code for login

Verification Code has been sent to bryanwong@hkpc.org. Please click "Next" button below and enter the Verification Code to login your user account.

Next



Applicant > Verification Code

Verification Code has been sent to bryanwong@hkpc.org. Please click "Next" button below and enter the Verification Code to login your user account.

- Verification Code is 8 characters long.
- Verification Code will expire after 30 minutes or use.

* Required Field

User Information

User ID	IP/00038-01/22
Registered E-mail Address	bryanwong@hkpc.org
Verification Code *	<input type="text"/>

Submit

System will redirect to your RFQ page after successful login

RFQ - View Details

Issue RFQ Invitation Abort RFQ Email Log

General Information

Edit

Ref	RFQ202207-0037	Status	Created
Subject			(English) (Chinese)
Closing Date			
Estimated Budget (HKD)			
Details			

RFQ Document(s)

Edit

RFQ Document(s)	Description	File	File Size

Assessment

Contact Person Information

Edit

Name			
Tel. Number		Fax. Number	
Email Address			

3. RFQ

In TVP ePROQ, Applicant are allowed to issue one RFQ per application ID. The RFQ will be created when applicant first login to the system. To Issue RFQ, please follow [section 3.1](#) for issue RFQ instruction. [Section 3.5](#) will show how to download and assess quotation in TVP ePROQ.

For any reason applicant need to terminate the RFQ, [section 3.3.2](#) will show the steps needed. Please note that this could only be done before the closing date

3.1. Issue



3.1.1. General Information

Click "Edit" under General Information section

RFQ - View Details

General Information

Ref	RFQ202207-0037	Status	Created
Subject			(English) (Chinese)
Closing Date			
Estimated Budget (HKD)			
Details			

Fill in the RFQ Information as required

RFQ Issue date needs to be at least 48 Working day hours after.

Estimated Budget will determine the minimum issue days for this RFQ

Estimated budget (HKD)	Minimum Issue Hours (Only count Working day)	Examples of closing date (If applicant issued RFQ on 19 Aug, 2022)
\$50,000 or below	72 working day hours	24 Aug 2022
Above \$50,000 up to \$300,000	120 working day hours	26 Aug, 2022
Above \$300,000 up to \$1,360,000	240 working day hours	2 Sept, 2022
Above \$1,360,000	SYSTEM NOT allow to issue RFQ above \$1,360,000	

You could select up to 5 Proposed Technological Solutions for the project in the RFQ. Service providers who are interested in the relevant technological solutions will receive a notification on RFQ issue

RFQ - Change General Info

* Required Field

General Information

Ref	RFQ202210-0050	
Subject *	<input type="text"/> <input type="text"/>	(English) (Chinese)
Estimated Budget (HKD) *	\$ <input type="text"/> (Total value per purchase \$1 to \$1,400,000)	
Issue Date *	YYYY ▼ MM ▼ DD ▼ () Time 15 ▼ 00 ▼ HKT (GMT+08:00) (2 working days after today)	
Closing Date *	YYYY ▼ MM ▼ DD ▼ () Time 16 ▼ 00 ▼ HKT (GMT+08:00)	
Details *	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p>(Max. 5000 characters.)</p>	
Proposed Technological Solutions (Select up to 5)	1. [Please select] ▼ 2. [Please select] ▼ 3. [Please select] ▼ 4. [Please select] ▼ 5. [Please select] ▼	

Click "Save"

3.1.2. RFQ or RFP Documents

Click "Edit" under Document(s) section

RFQ Document(s) **Edit**

RFQ Document(s)	Description	File	File Size
-----------------	-------------	------	-----------

Upload Documents

Click "Save"

RFQ - Documents * Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Document(s) *

Description	File Name	File Size
<input checked="" type="checkbox"/> Document	<input type="text" value="Choose File"/>	Sample (3) (1) (1) (1) (1).pdf

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
(The total document size for each upload is limited to 500 MB)
(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf, .ai. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

3.1.3. Contact Person Information

Click "Edit" under Contact Person Information section

Contact Person Information **Edit**

Name	
Tel. Number	Fax. Number
Email Address	

Enter your contact information and click "Save".

RFQ - Change Contact Person Info * Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Contact Person Information

Name *	<input type="text"/>		
Tel. Number	<input type="text"/>	Fax. Number	<input type="text"/>
E-mail Address *	<input type="text"/>		

3.1.4. Issue RFQ

Click “Issue RFQ Invitation” / “Issue RFP Invitation”
RFQ - View Details

[Issue RFQ Invitation](#) [Abort RFQ](#) [Email Log](#)

General Information

[Edit](#)

Ref	RFQ202207-0037	Status	Created
Subject	RFQ for Manual		(English) (Chinese)
Closing Date	2023/03/06 (Mon) 16:00		
Estimated Budget (HKD)	\$100,000.00		
Details	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. i luctus et		

Select “Issue” for Status
Specify Issue/Closing Date and Time
Click “Submit”

RFQ - Issue

* Required Field

General Information

Ref	RFQ202308-0046
Subject	Test
Status *	<input type="radio"/> Created <input checked="" type="radio"/> Issue
Issue Date *	2024 ▾ 02 ▾ 02 ▾ (Fri) Time 15 ▾ 00 ▾ HKT (GMT+08:00)
Closing Date *	2024 ▾ 08 ▾ 02 ▾ (Fri) Time 16 ▾ 00 ▾ HKT (GMT+08:00)
Estimated Cost	\$1,000,000.00

[Submit](#) [Back](#)

The RFQ/RFP status will change from Created to Issued after meeting the issue date

RFQ - View Details

[Revision of the Closing Time](#) [Abort RFQ](#) [Decline / Withdrawal List](#) [Email Log](#)

General Information

Ref	RFQ202207-0037	Status	Issued
Subject	RFQ for Manual		(English) (Chinese)
Issue Date	2022/07/15 (Fri) 15:01		
Closing Date	2023/03/06 (Mon) 16:00		
Estimated Budget (HKD)	\$100,000.00		
Details	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. i luctus et		

3.2. Query



3.2.1 View Query submitted by Supplier

Supplier can send query via TVP ePROQ, and you will receive email notification on it. Upon receiving email notification, login to the TVP ePROQ System.

Click the file link and download Query under Query section

Query

EDINBURGH CO LTD (001013005) 2022/07/15 15:06	Description	File	File Size
	Query1	Click to download	33 KB

3.2.2. Response to Query (Public)

Click "New" under Response to Query section

*The response to RFQ/RFP query is addressing to **all** participated suppliers

Response to Query [New](#) [Download List](#)

Query

EDINBURGH CO LTD (001013005) 2022/07/15 15:06	Description	File	File Size
	Query1	Click to download	33 KB

Upload prepared response document

Click "Save"

RFQ - Response to Query - Create New

* Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Response to Query Information

Ref *	<input type="text" value="TQ1"/>
-------	----------------------------------

Document(s) *

Description	File Name	File Size
<input checked="" type="checkbox"/> Document	Choose File	Sample (3) (1) (1) (1) (1) (2).pdf

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
(The total document size for each upload is limited to 500 MB)
(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf, .ai. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

[Check All](#) [Uncheck All](#) [More Files](#)

[Save](#) [Back](#)

Click "Issue" of the created Response to Query

Response to Query

Download List

TQ1 2022/07/15 15:10 Created	Description File	File Size	<input type="button" value="Edit"/> <input type="button" value="Issue"/>
	Document Click to download	33 KB	

Select "Issued" for status

Click "Submit"

RFQ - Response to Query - Issue

* Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Response to Query Information

Ref	TQ1
------------	-----

Status *

Created

Issued

3.3. Amendments



3.3.1. Revision of Closing Date and Time

*After the submission deadline, the Closing Date and Time cannot be changed.

Click "Revision of the Closing Time"

RFQ - View Details

Revision of the Closing Time Abort RFQ Decline / Withdrawal List Email Log	
General Information	
Ref	RFQ202207-0037 Status Issued
Subject	RFQ for Manual (English) (Chinese)
Issue Date	2022/07/15 (Fri) 15:01
Closing Date	2023/03/06 (Mon) 16:00
Estimated Budget (HKD)	\$100,000.00
Details	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis

Set new Closing Date & Time

Click "Submit"

RFQ - Revision of the Closing Time

* Required Field

RFQ Information	
Ref	RFQ202207-0037
Subject	RFQ for Manual
Closing Date *	2023 03 06 (Mon) Time 16 00

[Submit](#) [Back](#)

Email notification will be sent to all participated suppliers

3.3.2. Abort

***Supplier's submission file cannot be downloaded after abort**

You can only abort RFQ before closing date

Click "Abort RFQ"

RFQ - View Details

Revision of the Closing Time Abort RFQ Decline / Withdrawal List Email Log			
General Information			
Ref	RFQ202207-0037	Status	Issued
Subject	RFQ for Manual		(English) (Chinese)
Issue Date	2022/07/15 (Fri) 15:01		
Closing Date	2023/03/06 (Mon) 16:00		
Estimated Budget (HKD)	\$100,000.00		
Details	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim		

Select "Abort" for Status

Fill in Remark

Click Submit

RFQ - Abort

* Required Field	
RFQ Submit for Approval	
Ref	RFQ202207-0037
Subject	RFQ for Manual
Status *	<input type="radio"/> Issued <input checked="" type="radio"/> Aborted
Remark *	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>(Max. 500 characters.)</p>
Submit Back	

Note: The application ID. cannot be reused after RFQ is aborted

Email notification will be sent to all participated suppliers if the RFQ is aborted after issue

3.4. Price Opening



Click "Submission Log" under Opening section

RFQ Opening (2 quote(s) received)

[Change to Contract Award](#) [Submission log](#)

Record Stage 2 - Price Opening [View](#)

Opening Start Time: 2023/10/26 15:16

Opening End Time: 2023/10/26 15:16

Download the Submission Documents and Clarification

RFQ - Submission log

General Information

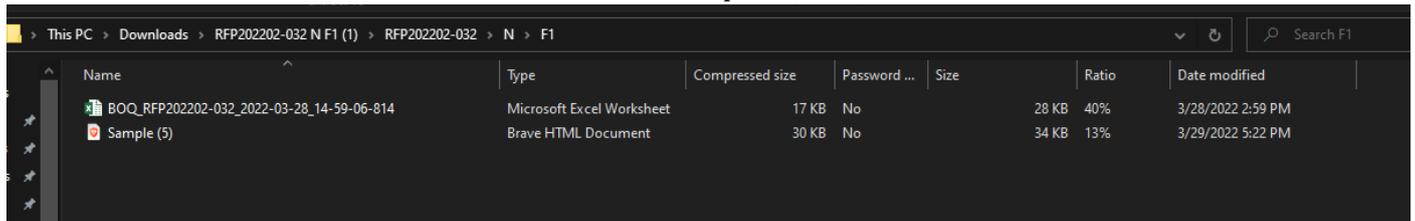
Ref	RFQ202306-0010
Subject	Test

Submission log

	Last Submission Date	Supplier's Name	Contact Person Name	Position	Tel. Number	E-mail Address	F1. Pricing Proposal	F2. Signed Probity and Non-Collusive Quotation / Tendering Certificate	Clarification
1.	2023/06/08 16:23	AMSTERDAM CO (001013001)	Dutch A.	Tester	(852) 48391199	ams@dummy.com	Click to download	Click to download	

[Back](#)

All submitted file for that folder will be included in one zip file



3.4.1. Clarifications

3.4.1.1. Prepare Clarifications

Click "New" under Clarification section to prepare Clarification

Clarification

Contact Person Information

Name	Tester	
Tel. Number		Fax. Number
Email Address	tester@dummv.com	

Select Supplier. **(One supplier for each clarification)**

Upload Clarification Document

Click "Save"

RFQ - Clarification - Create New

* Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Clarification Information

Supplier/Contractor*	[Please select]
Ref *	Clarification 1

Document(s) *

Description	File Name	File Size
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Choose File"/>	No file chosen

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
(The total document size for each upload is limited to 500 MB)
(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf, .ai. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

3.4.1.2. Issue Clarifications

Click "Issue" to issue clarification

Clarification			New	Download List	Submission Log
Clarification 1 BERLIN CO (001013002) 2022/07/15 16:09 Created	Description File	File Size	Edit Issue		
	Document Click to download	33 KB			

Select "Issued" for status

Click "Submit"

Supplier will receive email notification about the clarification

RFQ - Clarification - Issue

* Required Field

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Clarification Information

Ref	Clarification 1
Supplier	BERLIN CO

Status *	<input type="radio"/> Created
	<input checked="" type="radio"/> Issued

Submit Back

3.4.1.3. View Submitted Clarifications

After Supplier submitted reply to Clarifications, you will receive email notification.

Login to TVP EPROQ System

Click "Submission Log" under clarification section

Clarification		New	Download List	Submission Log
Clarification 1 BERLIN CO (001013002) 2022/07/15 16:09	Description File	File Size		
	Document Click to download	33 KB		

Download the Clarifications Documents

RFQ - Clarification - Submission Log

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Submission Log

Clarification 1

	Submission Date	Supplier Name	Contact Person Name	Position	Tel. Number	E-mail Address	Clarification
1.	2022/07/15 16:24	BERLIN CO (001013002)	Deutsch B.	Tester		ber@dummy.com	Click to download

[Back](#)

3.4.2. RFQ Price Assessment



3.4.2.1. Prepare RFQ Open Summary

Click “Edit” in “RFQ Open Summary” row under “Assessment” section.

Assessment

RFQ Open Summary		<input type="button" value="Edit"/>
Supplementary Documents	Description File File Size	<input type="button" value="Edit"/>

The submitted price is the figure that

- Inputted by Supplier via TVP ePROQ system
 - o Submitted price can't be amend until contract award stage

Update supplier selection with justification

Click “Save” to continue

RFQ - Recommendation Form

RFQ Information

RFQ Reference No.	RFQ202207-0037
RFQ Subject	RFQ for Manual
Estimated Contract Sum (HKD)	\$100,000.00
Type of Tender	Open
Date Issued	15/07/2022 00:00
Date Closed	06/03/2023 16:00

Evaluation

Evaluation Approach	Offline Assessment
No. of Bid Received	3

Fee Evaluation

Name of Supplier(s)	Results	Submitted Price (HKD) *
1. BERLIN CO	88.9/100.0	110291.00
2. DUBLIN CO	98.1/100.0	100000.00
3. EDINBURGH CO LTD	100.0/100.0	98102.00

Justification

(Max. 1000 characters.)

Overall Evaluation

Name of Supplier(s)	Total Scores	Submitted Price (HKD)
1. EDINBURGH CO LTD	100.0	98,102.00
2. DUBLIN CO	98.1	100,000.00
3. BERLIN CO	88.9	110,291.00

Supplier Selection *

[Please Select] ▾

Justification *

(Max. 1000 characters.)

3.4.2.2. Upload Supplementary Documents

For additional document, buyer can upload them under Price Assessment Summary, Recommendation and Supplementary Documents for internal record.)

Click "Edit" in "Supplementary Documents" row under "Assessment" section

Assessment

RFQ Open Summary	Click to download	<input type="button" value="Edit"/>
Supplementary Documents	Description File File Size	<input type="button" value="Edit"/>

Upload file by using the "Choose file" button

Click "Save"

RFQ - Supplementary Documents

RFQ Information

Ref	RFQ202207-0037
Subject	RFQ for Manual

Document(s)

Description	File Name	File Size
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Choose File"/> No file chosen	

(Please tick the checkbox for adding the files or untick the checkbox for removing the files.)
(The total document size for each upload is limited to 500 MB)
(The filename extension should be .pdf, .doc, .docx, .xls, .xlsx, .pptx, .ppt, .txt, .rtf, .html, .tiff, .bmp, .jpg, .jpeg, .gif, .png, .epsf, .dwg, .dxf, .ai. All file names must be in English. Only the following characters are accepted (a-z, A-Z, 0-9), underscore "_", full stop ".", hyphen "-", ampersand "&", left parenthesis "(" and right parenthesis ")".)

3.5. Contract Award



3.5.1. Change Status to “Contract Award”

View RFQ Information

Click “Change to Contract Award” under Opening section

*This function and the button will only be available if the applicant has saved the RFQ open summary

RFQ Opening (3 quote(s) received)

[Change to Contract Award](#) [Download](#) [Submission Log](#)

Record		
	Stage 2 - Price Opening	View Edit
	Opening Start Time: 2022/07/15 16:01	
	Opening End Time: 2022/07/15 16:03	
	Signed By Position	
	IP/0016-05/22	

ePROQ RFQ record will be submitted to TVP System, file transfer of quotation and related documents will be completed in 2 hours.