

# Prequalification document

Invitation to express interest and notice  
of

China resources building typical lift lobby renovation works

# Part B - Prequalification Forms

The prequalification package shall be prepared and submitted by the applicant based on the proforma in the attached forms:

Form	Is Form required for this tender?	Is Form attached? <i>[Contractor to complete]</i>	
Form 1 – Contractor Information	Yes	YES	NO
Form 2 - Commercial Information	Yes	YES	NO
Form 3 - Interest in Various Trades	Yes	YES	NO
Form 4 - Relevant Project Experience	Yes	YES	NO
Form 5 - Proposed Project Organization Chart	Yes	YES	NO
Form 6 - Management and Quality Systems	Yes	YES	NO
Form 7 - Safety Questionnaire	Yes	YES	NO
Form 8 - List of Major Plant and Equipment (if any)	Yes	YES	NO
Form 9 - Contractor's own Factory in PRC	Yes	YES	NO
Form 10 - Financial Capability	Yes	YES	NO
Form 11 - Report on Extension of Time and Loss and/or Expenses claims and Liquidated and Ascertained Damages imposed	Yes	YES	NO

Additional pages may be inserted where necessary. Each page is to be clearly identified.

In the case of joint ventures separate copies of forms 1, 2, 5, 6, 7, 9, 10 and 11 are to be completed by each company of the Joint Venture.

**COMPANY NAME (公司名称)**

English (英文):

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Chinese (中文):

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**I. Company Information (公司資料)**

**Please supply a copy of the Corporate Structural Chart, Company Registration Certificate, and the relevant corporate documents showing the capital and the shares of the company.**

请提供贵公司企业架构图, 商业登记以及相關公司文件列明公司资本及股权情况之副本。

Type of Company (公司类型):

- Publicly Listed (上市公司)
- Private Limited (私人有限公司)
- Partnership (合伙/无限公司)
- Sole Proprietorship (独资经营)

**If Publicly Listed (如属上市公司, 请注明以下):**

Name of Stock Exchange Market (交易所名称): \_\_\_\_\_

**If Privately Held, please Indicate the following (如属私人持有之公司, 请注明以下):**

Owner(s)/Shareholders (持有人/股东)	Nationality (国籍)	Percent Ownership (持股比例)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**II. Company's Address (公司地址)**

- Headquarters (总公司)

Address (地址): \_\_\_\_\_

Contact Person (联络人): \_\_\_\_\_

Department (部门): \_\_\_\_\_ Contact Number (联络电话): \_\_\_\_\_

Email (电邮): \_\_\_\_\_ Fax Number (传真): \_\_\_\_\_

- Other Office's Address (其他办事处地址)

Address (地址): \_\_\_\_\_

Contact Person (联络人): \_\_\_\_\_

Department (部门): \_\_\_\_\_ Contact Number (联络电话): \_\_\_\_\_

Email (电邮): \_\_\_\_\_ Fax Number (传真): \_\_\_\_\_

**III. Company Officers (please also enter Chinese characters if applicable)**

公司负责人 (如适用, 请同时以中文填写)

Name of CEO/President (行政总裁/董事长姓名): \_\_\_\_\_

Name of CFO/Treasurer (财务总监/司库姓名): \_\_\_\_\_

Name of Company (公司名称): \_\_\_\_\_

Contact Person (联络人): \_\_\_\_\_ Contact Number (联络电话): \_\_\_\_\_

Title (职位): \_\_\_\_\_

**FORM 1 - APPENDIX - GENERAL INFORMATION**

**1. Documents**

A copy of the documents evidencing company registration and incorporation of the Tenderer in its country of incorporation **must be attached** (please tick the appropriate box below), being:

- 1. certificate of incorporation from the Hong Kong Companies Registry (duly certified as a true and correct copy by the company secretary or a director); and
- 2. certificate of Business Registration from the Hong Kong Inland Revenue Department (duly certified as a true and correct copy by the company secretary or a director); or
- for companies from **all other countries**, such other evidence as required in the home jurisdiction of the Tenderer.

**3. Main Line of Business**

- 1. \_\_\_\_\_ since \_\_\_\_\_
- 2. \_\_\_\_\_ since \_\_\_\_\_
- 3. \_\_\_\_\_ since \_\_\_\_\_

**4. Banking Information**

	Name of Bank	Account Number
Bank	_____	_____
Primary Banker	_____	_____
Other Banks	_____	_____

**5. Contractors license details**

A list of your current Contractor’s License **must be attached**, detailing the category and class of each trade for the Government of Hong Kong Special Administrative Region. (Please provide copy of your current Contractor’s License)

- the list is attached

**6. Corporate Structure**

A list of names of intermediate and ultimate holding companies, controlling entities, subsidiaries or associated companies, if any.

the list is attached

A group structural chart **must be attached** showing the corporate structure of the group.

the group structural (duly certified as a true and correct copy by the company secretary or director) chart is attached

A letter of confirmation from the ultimate holding company of the Tenderer **must be attached** (if applicable) that the ultimate holding company will provide an Ultimate Holding Company Guarantee in favour of the Employer in the form set out in the Contract.

(if applicable) the letter of confirmation is attached

**7. Organization Chart**

A company organisation chart **must be attached** showing the structure of the company including names and position of Directors/Administrators, Company Secretary, treasurer and key personnel.

the company organization chart is attached

**COMMERCIAL INFORMATION**

1. Is the company, or any constituent part of a joint venture, currently involved in any litigation/arbitration/dispute resolution procedure relating to any contract works local and overseas? YES/NO  
  
If yes, give details :
2. Has the company, or any constituent part of a joint venture, involved in any litigation/ arbitration/dispute resolution procedure relating to any contract works in the past 5 years? YES/NO  
  
If yes, give details :
3. Will the company, or any constituent part of a joint venture, be involved in any potential litigation/arbitration/dispute resolution procedure relating to any company held by China Resources Group? YES/NO  
  
If yes, give details :
4. Has the company, or any constituent part of a joint venture, failed to complete any contract anywhere in the past 5 years? YES/NO  
  
If yes, give details :
5. Has the company, or any constituent part of a joint venture, had a contract terminated anywhere in the past 5 years? YES/NO  
  
If yes, give details :
6. Has the company, or any constituent part of a joint venture, had a bank, or other, guarantee called anywhere in the past 5 years? YES/NO  
  
If yes, give details :
7. Has the company, or any constituent part of a joint venture, had any Liquidated and Ascertained Damages being imposed or/and any Extension of Time and Loss or Expenses Claims anywhere in the past 5 years? YES/NO  
If yes, give details by completing the Form 11.
8. Has the company, or any constituent part of a joint venture, had any record of Environmental, Health and Safety offences anywhere in the past 5 years? YES/NO

**INTEREST IN VARIOUS TRADES**

1. Please indicate your interest in various trades, which you are technically and financially capable of undertaking for this Project.

<b>Item</b>	<b>Description of Trade</b>	<b>Interest (High/Moderate/ None)</b>	<b>Joint-venture (Yes/No)</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
16			
17			
18			

Note:

(\*) Please list down your interest on specified trade(s).



**RELEVANT PROJECT EXPERIENCE**

1. Insert details of past, in progress and tendered projects on following schedules.





**EXPERIENCE RECORD**

## LIST OF PROJECTS TENDERED BUT YET TO BE AWARDED IN HONG KONG

NO.	NAME OF PROJECT	LOCATION	ESTIMATED VALUE	ESTIMATED CONTRACT PERIOD		REMARKS*
				DATE OF COMMENCEMENT	DURATION (MONTHS)	

NB (\*) Indicate in Remarks Column other particulars of interest eg. joint venture percentage/partner.

**PROPOSED PROJECT ORGANISATION CHART**

A. PROPOSED PROJECT ORGANISATION CHART

To be attached by the applicant.

- B. Insert details of staff proposed, together with CVs of key personnel dedicated to these works, in the following schedules.

**STAFF PROPOSED FOR EXECUTION OF THE WORKS**

Submit details of personnel proposed for the Contract.

**A. HEAD OFFICE**

<b>Category</b>	<b>Name(s)</b>	<b>Age</b>	<b>Years of Experience</b>	<b>Education</b>	
General Management					
Administration					
Technical Management					
Contract Management					
Others					

NB CVs of the work experience of each key member of staff must be attached.

**STAFF PROPOSED FOR EXECUTION OF THE WORKS [ ]\***

Submit details of personnel proposed for the Contract.

**B. SITE**

Category	Name(s)	Age	Years of Experience	Education	Relevant Experience

NOTE:

C.V.s of the work experience of each key member of staff shall be attached.

(\* Specify which discipline(s)

**MANAGEMENT AND QUALITY SYSTEMS**

**Product / Service :**

Do you have a person with written responsibility for Quality Assurance? If yes, state :

Name ..... Title .....

Do you have a Quality System Manual? If YES, please provide a copy.

Please outline and state any management systems which will be utilized in controlling the programme, safety and quality of the works for this Project.



## **SAFETY QUESTIONNAIRE**

### **1. ENVIRONMENTAL, HEALTH & SAFETY POLICY STATEMENT**

- 1.1 Please attach a copy of your latest Environmental, Health and Safety Policy, Organisation & Arrangements.
  
- 1.2 What is the name, initial and title of the individual in your Company who has responsibility for coordinating Environmental, Health and Safety matters and reporting on these to your Board of Directors? Who would assume these duties on site?
  
- 1.3 Please indicate the method you adopt to promote and enforce at the site your declared Head Office Safety Policy and Procedures.
  
- 1.4 Please submit the safety statistic of the last 5 years.

**LIST OF MAJOR PLANT AND EQUIPMENT (if any)**

The applicant must attach to this form:

- (a) a list of plant and equipment for the Works together with the rate of output for each item of plant and equipment.

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### **CONTRACTOR'S OWN FACTORY IN PRC (If Applicable)**

The applicant must attach to this form (if the applicant owned any facade factory in PRC:

(a) Related information about the contractor's own factory in PRC

Including but not limited to:

- 1) Factory location
- 2) Percentage of factory asset being held by the applicant
- 3) Major pre-fabricated products provided by the factory
- 4) Rate of productivity and number / type of production line
- 5) Logistics and transportation support for product to be delivered to the site etc

**FINANCIAL CAPABILITY**

Please submit the Audit Reports of your Company for the past 3 years and fill in the following information as extracted from the Audit Report:-

<b>HK\$/Year</b>	<b>20__</b>	<b>20__</b>	<b>20__</b>
Turnover			
Current assets			
Current liabilities			
Total Assets			
Bank balance and cash			
Share capital			
Net profit for the year			

