Prequalification document

華潤物業管理有限公司

華潤大廈節能改造項目

信件編號：

香港灣仔港灣道26號

華潤大廈12樓

華潤物業有限公司

Project Management Department

楊家鈞先生

致楊先生：

**利益申報**

我在此申報本公司與華潤集團、其轄下之華潤物業有限公司、立案法團、業主委員會之委員、大廈業主沒有任何利益衝突。

如有任何查詢，請致電XXXX XXXX與本人聯絡。

XXX公司

2022年X月X日

Part A - Contract Information

1. Contract Information

**The Site**

華潤大廈

**Description of the Works**

|  |
| --- |
| 提供及實行華潤大廈節能改造方案 |

**Rejection of Application and Disqualification of applicants**

If the Owner becomes aware that an applicant has ceased to be able to meet the prequalification requirements, the Owner may disqualify the Tenderer at its discretion at any time prior to acceptance of the tender, and replace that applicant.

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?  *[Contractor to complete]* |
|  | 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 - Subcontract Safety Questionnaire | Yes |  YES  NO |
|  | Form 8 - List of Major Plant and Equipment (if any) | 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 A, B, E, F and G are to be completed by each company of the Joint Venture.

**COMPANY NAME (公司名称)**

English (英文): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chinese (中文):

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**I. Registration Information (商业登记数据)**

**Please supply a copy of the Organization Chart and the Business License / Company Registration showing the initial capital and the allocation of shares of the company.**

**请提供贵公司企业架构图及营业执照/商业登记之副本(当中列明注册资金及股权分配)。**

Type of Company (公司类型):

□ Publicly Listed (上市公司)

□ Private Limited (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 (国藉) Percent Ownership (持股比例)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**II. Company Offices’ 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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Contracting Office (其他办事处)

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)**

**公司责负人 (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 A - 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:  □ for **Hong Kong** companies, certificate of incorporation from the Hong Kong Companies Registry (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 Information | | |  |  | |  | | |
| Primary Banker | | |  |  | |  | | |
| Other Banks | | |  |  | |  | | |
|  | |  |  | | | | | | | | |
| **5.** | | **Contractors license details** | A list of your current Specialist Contractor’s License **must be attached**, detailing the category and class of each trade for the Government of Hong Kong Special Administrative Region.  □ the list is attached | | | | | | | | |
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| **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 organisation chart **must be attached** showing the structure of the group.  □ the organization 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 Owner 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 |
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**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 anywhere in the world?  If yes, give details : |  | YES/NO |
| 2. | Has the company, or any constituent part of a joint venture, failed to complete any contract anywhere in the world in the past 5 years?  If yes, give details : |  | YES/NO |
| 3. | Has the company, or any constituent part of a joint venture, had a contract terminated anywhere in the world in the past 5 years?  If yes, give details : |  | YES/NO |
| 4. | Has the company, or any constituent part of a joint venture, had a bank, or other, guarantee called anywhere in the world in the past 5 years?  If yes, give details : |  | YES/NO |
| 5. | Has the company, or any constituent part of a joint venture, had any EOT and Loss or Expenses Claims anywhere in the world in the past 5 years?  If yes, give details : |  | YES/NO |
| 6. | Has the company, or any constituent part of a joint venture, had any record of EHS offences anywhere in the world in the past 5 years? |  | YES/NO |

**INTEREST IN VARIOUS TRADES**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description of Trade** | **Interest (High/Moderate/None)** | **Joint-venture (Yes/No)** |
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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**

PAST PROJECTS - LIST OF ALL RELEVANT PROJECTS COMPLETED IN THE LAST 10 YEARS, ESPECIALLY IN HONG KONG AND MAINLAND CHINA.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF CLIENT | TYPE OF PROJECT | LOCATION | BRIEF DESCRIPTION OF WORKS | NAME OF CONSULTANT | NAME OF MAIN CONTRACTOR | TOTAL  VALUE | JOINT  VENTURE  PERCENTAGE | DATE  COMMENCED | DATE  COMPLETED | REMARKS |
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**EXPERIENCE RECORD**

LIST OF PROJECTS IN PROGRESS AND OUTSTANDING IN HONG KONG AND MAINLAND CHINA

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF CLIENT | TYPE OF PROJECT | LOCATION | BRIEF DESCRIPTION OF WORKS | NAME OF CONSULTANT | NAME OF MAIN CONTRACTOR | TOTAL  VALUE | JOINT  VENTURE  PERCENTAGE | DATE  COMMENCED | DATE  COMPLETED | REMARKS |
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**EXPERIENCE RECORD**

LIST OF PROJECTS TENDERED BUT YET TO BE AWARDED IN HONG KONG AND MAINLAND CHINA

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

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

C. If the applicant is interested in tendering for more than one contract package, a separate organisation chart for each trade is required.

D. If the applicant is interested in tendering for a multi-services package, a combined organisation chart is required.

**STAFF PROPOSED FOR EXECUTION OF THE WORKS**

Submit details of personnel proposed for the Development.

A. HEAD OFFICE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Name(s)** | **Age** | **Years of**  **Experience** | **Education** | **Relevant**  **Experience** |
| 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 Development.

B. SITE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Name(s)** | **Age** | **Years of**  **Experience** | **Education** | **Relevant**  **Experience** |
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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 Tendered Works. |  |
|  | | |

**SUBCONTRACT SAFETY QUESTIONNAIRE**

**1. HEALTH & SAFETY POLICY STATEMENT**

1.1 Please attach a copy of your latest 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 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.