

Highways Department

**List of Approved Suppliers of Materials and
Specialist Contractors for Public Works**

Application for Inclusion in the List - Questionnaire

Please read the “Contractor Management Handbook” issued by Development Bureau and “Guidelines for Applicants in Completing the Questionnaire” carefully before completing this questionnaire. If the space provided is insufficient, additional sheets can be attached to this questionnaire for amplification.

1. Category

Class*

Product name and manufacturer*

2. Registered name of company
(See Guideline No. 2)

3. Registered address of company

4. Date of formation of company

5. Business Registration Certificate No.

Date of Expiry

6. The company is

* a. a body corporate under the Companies Ordinance, or

* b. a partnership (unincorporated), or

* c. a sole proprietorship (unincorporated).

7. Previous name(s) of company with dates, if any.

8. Name(s) of ultimate holding company, subsidiaries or associated companies, if any.

9. Names of directors/partners and length of service with company.

<u>Name</u>	<u>Designation</u>	<u>Length of Service</u>
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10. Qualifications and experience of professional/technical staff in resume form. (See Guideline No. 4)

11. Directly employed work force. (See Guideline No. 4)

<u>Trade</u>	<u>Number</u>
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12. Address(es) and approximate area(s) of office(s), works area(s) and workshop(s). (See Guideline No. 5)

<u>Address</u>	<u>Approximate Area</u>
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13. Plant and equipment owned/hired. (See Guideline No. 6)

<u>Plant/Equipment</u>	<u>Quantity</u>
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14. Full details of the products or proprietary systems offered including type, manufacturer, materials, mechanical properties and proof of compliance with relevant British Standards or equivalent. Technical and performance data should also be provided if appropriate. (See Guideline No. 7)

15. A detailed description of the method of carrying out the category of works. (See Guideline No.8)

16. Relevant projects completed in the past 3 years and currently being undertaken by the company. (See Guideline No. 9)

#	<u>Project Title</u>	<u>Date of Commencement</u>	<u>Date of Completion</u>	<u>Value of Works</u>	<u>Name and Address of Engineer</u>

17. At least 3 references from consulting engineers, architects or clients for relevant projects completed in the past 3 years. (See Guideline No.10)

18. I certify that all information provided is true and complete to the best of my knowledge. The following documents are enclosed herewith:

- a. a copy of the Business Registration Certificate,
- * b. a copy of the Certificate of Incorporation under Companies Ordinance,
- * c. a copy of the Memorandum and Articles of Association,
- d. an organization chart,
- e. resumes of professional/technical staff,
- f. qualifications and experience of skilled workers employed,
- g. layout plans of offices, works areas and workshops with principal dimensions and showing location of major equipment/ facilities,
- h. details of plant and equipment owned and hired,
- i. details of products or proprietary systems offered,
- j. description of method of carrying out the category of works,
- k. details of works carried out in the past 3 years and currently in hand,
- l. at least 3 references from consulting engineers, architects or clients for relevant projects completed in the past 3 years,
- * m. certificates,
- * n. others (please specify).

Signed _____
 Name _____
 Designation _____
 Date _____

* Delete as appropriate
 # with Contract Number, if any, and description of works