

Highways Department
List of Approved Suppliers of Materials and Specialist Contractors for Public Works

Guidelines for Applicants in Completing the Questionnaire

1. Introduction

The questionnaire shall be completed for application for inclusion in the following categories of List of Approved Suppliers of Materials and Specialist Contractors for Public Works for investigation of technical and management capability of the applicant by the Bridges and Structures Division of the Highways Department :

- Design, Manufacture and Installation of Glass (or Fibre) Reinforced Plastic Units
- Prestressed Concrete Works for Highway Structures
 - Class I : Supply and Installation of Prestressing Systems
 - Class II : Supply of Prestressed Concrete Units
- Specialized Operations for Highway Structures
 - Class I : Guniting
 - Class II : Waterproofing of Concrete Surfaces
 - Class III : Repair of Cracked Concrete by Resin Injection
 - Class IV : Non-destructive Testing of Welds
 - Class V : Hot Dip Galvanizing
- Structural Steelwork
- Supply and Installation of Bearings for Highway Structures
 - Class I : Mechanical Bearings
 - Class II : Elastomeric Bearings
- Supply and Installation of Expansion Joints for Highway Structures
- Transparent Panels for Noise Barriers on Highways

Companies making application for inclusion in the List of Approved Suppliers of Materials and Specialist Contractors for Public Works are required to have financial resources, local offices, workshops and labour resources of their own adequate for carrying out the works for which they wish to be enlisted.

2. Registered Name of the Company

This is the name appearing on the Business Registration Certificate. A photocopy of the Business Registration Certificate must be attached.

In the case of an incorporated company, a copy of the Certificate of Incorporation and a copy of the Memorandum and Articles of Association must be attached.

3. Financial Status

Companies on the List are required to have finance adequate for carrying out their contractual obligations and enquiries may be made at any time into their financial status. Inadequate financial support may result in rejection of an application or removal of a company's name from the List.

The Highways Department will only investigate into the technical suitability of the applicant. Financial eligibility will be separately assessed by the Development Bureau.

4. Staff Organization

The organization chart of the company together with qualifications, experience and length of service of all engineering/professional staff assigned to the category or class of works applied for must be submitted.

Directly employed work force by trade and number and qualifications and experience of skilled workers employed must be given.

5. Office, Works Area and Workshop

Layout plans of offices, works areas and workshops with principal dimensions and showing locations of major equipment and facilities must be submitted.

6. Plant and Equipment

Details of plant and equipment owned by the company, which will be utilised in executing the category or class of works applied for, must be given. Details of hire and agreement of any plant and equipment not owned by the company must be submitted. An album of properly labelled photographs of the plant and equipment shall also be submitted.

7. Technical Information of Products or Proprietary Systems

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 must be provided.

8. Method Statement

A detailed description of the method of carrying out the category of works for which the application is made must be given.

9. Relevant Projects Handled or Being Handled by Applicant

Particulars must be given of works relevant to the category or class applied for completed in the past 3 years and currently being undertaken, including:

- a. Project Title and Contract Number, if any,
- b. dates of commencement and completion of works,
- c. description of works and value of works, and
- d. name and address of consulting engineer (architect or client if there is no consulting engineer),

Site inspections will be carried out by representatives of this Department to assess the workmanship of some of the works.

10. References

At least three references from consulting engineers (architects or clients if there is no consulting engineer) for relevant projects completed by the applicant in the past 3 years must be submitted. The details of the projects including a description of works, dates and the value of works as described in 9(a), (b) and (c) above together with the performance of the applicant and the workmanship of the works MUST be confirmed in the references.

References from contractors are not acceptable.

11. Site Demonstration

For some categories, site demonstrations, mock-up installations or trial installations will be required if the information and references submitted are satisfactory.

12. Advisory Services Group, Corruption Prevention Department, ICAC

All applicants are informed that the Corruption Prevention Department of the Independent Commission Against Corruption provides an advisory service to private

companies on ways to reduce potential opportunities for corruption. Recommendations made through this service do not carry the force of law and need be implemented only insofar as they are compatible with the other aims of the company. If you consider this service could prove beneficial to your company, you may arrange an initial meeting by calling the Advisory Services Group at telephone number 2526 6363.

13. Further enquiries

General enquiries can be directed to the Bridges and Structures Division, Highways Department, Room 1502, Skyline Tower, 39 Wang Kwong Road, Kowloon, Hong Kong.

Telephone Numbers: 3188 3404 or 3188 3405

Facsimile Number: 2714 5219