

Highways Department
Research and Development Division

**List of Approved Suppliers of Materials and
Specialist Contractors for Public Works under
Supply of Bituminous Pavement Materials and Construction of Special Bituminous
Surfacing Category**

Application for Inclusion in the List – Questionnaire for Pre-application Vetting

Please read the “Contractor Management Handbook” issued by Development Bureau and “Guidelines for Applicants in Completing the Questionnaire for Pre-application Vetting” (Guidelines) 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/or 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 corporated 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 top management (i.e. President, Chairman, Partner, Director, Managing Director, Executive Director or General Manager, etc.) and length of service with company:

<u>Name</u>	<u>Designation</u>	<u>Length of Service</u>

10. Names and positions of top management, professional, technical and safety staff. Qualifications and experience shall be provided in resume form. (See Guideline No. 3 and 4)

11. Directly employed work force: (See Guideline No. 3)

<u>Trade</u>	<u>Number</u>	<u>Qualifications</u>	<u>Experience</u>

12. Address and approximate area of office(s), works area(s) and workshop(s): (See Guideline No. 6)

<u>Address</u>	<u>Approximate Area</u>

13. Plant and equipment owned/hired: (See Guideline No. 7)

<u>Plant/Equipment</u>	<u>Quantity</u>	<u>Owned/Hired</u>

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 shall also be provided if appropriate. (See Guideline No. 8)
15. A detailed description of the method in construction of the bituminous pavement materials and/or special bituminous surfacing. (See Guideline No. 9)
16. Relevant project(s) completed in the past 3 years and currently being undertaken by the company: (See Guideline No. 10)

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

17. References from consulting engineer, architect or client for relevant project(s) completed in the past 3 years. (See Guideline No. 11)
18. Details of manufacturing the bituminous pavement material and quality control procedures during manufacture. (See Guideline No. 12)
19. Proof of meeting building requirements and showing the proper land use of the bituminous materials mixing plant from Buildings Department, Lands Department and Planning Department. (See Guideline No. 13a)
20. Proof of meeting the environmental requirements from Environmental Protection Department for the production of bituminous materials. (See Guideline No. 13b)
21. I certify that all information provided is true and completed 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. declaration on compliance with safety criteria or supporting documents (See Guideline No. 5);
 - f. a copy of integrity management policy (See Guideline No. 5);
 - g. resumes of top management, professional/technical and safety staff;
 - h. qualifications and experience of skilled workers employed;
 - i. layout plans of offices, works areas and workshops with principal dimensions and show location of major equipment/facilities;
 - j. details of plant and equipment owned and hired;

- k. details of products or proprietary systems offered;
- l. description of method on laying of the special bituminous surfacing;
- m. details of works carried out in the past 3 years and currently being undertaken;
- n. references from consulting engineer, architect or client for relevant project(s) completed in the past 3 years;
- o. details of manufacturing bituminous pavement material and quality control procedures during manufacture;
- p. proof of meeting requirements from Buildings Department, Lands Department and Planning Department;
- q. proof of meeting requirements from Environmental Protection Department;
- * r. relevant certificates; and
- * s. others (please specify).

Signed _____
 Name _____
 Designation _____
 Date _____

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