

Highways Department
Research and Development Division

**List of Approved Suppliers of Materials and
Specialist Contractors for Public Works under
Road Marking 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” (Guideline) 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 Nos. 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>
----------------	-------------------------

19. 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 other supporting documents (see Guideline No. 4)
- 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 showing 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 for laying road markings;
- 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 projects completed in the past 3 years;
- o. site demonstration proposal;
- * p. relevant certificates; and
- * q. others (please specify).

Signed _____
Name _____
Designation _____
Date _____

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