

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>
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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>
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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>
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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 should also be provided if appropriate. (See Guideline No. 8)

15. A detailed description of the method for laying road markings. (See Guideline No. 9)

16. Relevant projects 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 projects completed in the past 3 years. (See Guideline No. 11)

18. Site demonstration proposal. (See Guideline No.12)

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