

本處檔號：() in
Our Ref:

路政署
Highways Department (“HyD”)
納入路政署供應商名冊申請表格
Application Form for Inclusion in the HyD Supplier Lists

(*必須填寫 Required Information)

請詳細填寫本申請表格及把所需文件交回：

This form should be completed in FULL and returned (together with the required documents) to :

香港北角渣華道333號
北角政府合署8樓
路政署物料供應組

Supplies Section
Highways Department
8/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong

第一部 – 公司資料
PART I – DETAILS OF THE COMPANY

1.	公司名稱 Name of Company	*(英文): (English): (中文): (Chinese):
2.	(a) 通訊地址 Correspondence Address	*(英文): (English): (中文): (Chinese):
	(b) *電話號碼 : Tel. No.: *電郵地址 : E-mail Address:	傳真號碼 : Fax No.: 網址(如適用) : Website (if applicable):
	(c) *與路政署的首選通訊方式 (請選剔 <input checked="" type="checkbox"/> 一方格) : Preferred method of communication with HyD (Please tick <input checked="" type="checkbox"/> one box):	<input type="checkbox"/> 傳真 <input type="checkbox"/> 電郵 <input type="checkbox"/> 郵寄 Fax Email Post
	(d) *與路政署的首選通訊語言 (請選剔 <input checked="" type="checkbox"/> 一方格) : Preferred language of communication with HyD (Please tick <input checked="" type="checkbox"/> one box):	<input type="checkbox"/> 英文 <input type="checkbox"/> 中文 English Chinese

第二部 – 採購物品類別編號及業務證明文件
PART II – CLASS CODE AND BUSINESS REGISTRATION CERTIFICATION

1.	*請在附件選擇與貴公司所供應的貨品和有關服務相符的採購物品類別編號。 In the attached Annex, please select the Class Code(s) pertaining to the goods and related services which your company can supply.
2.	*請一併寄交有效的商業登記證(或顯示根據香港法律第310章的《商業登記條例》獲得豁免商業登記的證明文件)的副本一份，以供本署參考和存檔。 Please attach a copy of a valid Business Registration Certificate (or documentary evidence showing that exemption of business registration is granted under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong)) for this department’s reference and record.
3.	如申請者未在香港開展業務，請提供其營業所在地的有關當局發出的營業登記證明(或同類)文件，以供本署參考和存檔。 If the applicant does not carry on business in Hong Kong, please provide the business registration proving document (or equivalent) issued by the respective authority of the place of business of the applicant for this department’s reference and record.
4.	請夾付貴公司所供應的貨品或服務的相關目錄及詳細的說明書(如有的話)，以供本署參考。 Please attach the relevant catalogues and descriptive literature of the goods/services which your company can supply (if any) for this department’s reference.

第三部 – 證明
PART III – CERTIFICATION

*本人謹代表上述公司，申請納入路政署供應商名冊。

I apply, on behalf of the Company, for inclusion in the HyD Supplier Lists.

簽署:

Signature: _____

姓名 (正楷):

Name in block letters: _____

職銜:

Designation: _____

日期:

Date: _____

(公司印鑑)

(Space for company chop)

更改公司資料

Change of Company Details

倘若貴公司的公司資料有所更改，請重新填寫此申請表格並註明「資料更新」，郵遞至路政署物料供應組(地址：香港北角渣華道333號北角政府合署8樓)，以便更改貴公司的記錄。

In case there is a change in your company details, please resubmit this application form and mark “REVISE”, and send to Supplies Section of the Highways Department by post (address: 8/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong), to amend your record.

備註
NOTES FOR GUIDANCE

資料用途

Purpose of Collection

在此表格內填報的個人資料，供政府用以處理有關納入路政署供應商名冊的申請，以便本署日後向已登記的供應商發出招標通知/報價邀請。

The personal data provided by means of this form will be used by the Government for processing the application for inclusion in the HyD Supplier Lists for sending tender notification/quotation invitation to the concerned suppliers.

資料轉介

Transfer of Data

本署可能會向其他政府決策局/部門或非政府機構披露填報在此表格內的個人資料。

The personal data provided by means of this form may be disclosed to other government bureaux/departments or non-government organisations.

查閱及改正個人資料

Access to and Correction of Personal Data

根據《個人資料(私隱)條例》(香港法例第486章)第18及22條和附表1第6原則，你有權查閱和改正你的個人資料。查閱資料的權利包括索取於這個申請內提供的個人資料的副本。

You have the right of access and correction with respect to your personal data as provided in Sections 18 and 22 of, and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the personal data provided by you in this application.

評審供應商的資格

Review of Suppliers' Status

納入路政署物料供應商名冊的申請，一般可於本署接獲全部所需文件後的30個工作天內處理完畢。政府有權因應任何有關資料，重新審視供應商是否應繼續被納入本署供應商名冊內，亦可隨時將任何供應商的資料從本署的供應商名冊內刪除，而無須事前作出通知，亦無須作出賠償。

Generally, applications for inclusion in the HyD Supplier Lists will be processed and completed within 30 working days upon receipt of all necessary documents. The Government reserves the right to review whether any Supplier should continue to be included in the HyD Supplier Lists in the light of any relevant information and to remove a Supplier's information from the HyD Supplier Lists any time without prior notice and without compensation.

查詢

Enquiries

如要查閱或改正本署所持有你的個人資料，或查詢納入路政署物料供應商名冊的申請進度，請與下述人員聯絡：

Requests for access to or correction of your personal data held by HyD, or enquiries concerning the application progress of inclusion in the HyD Supplier Lists, should be addressed to:

路政署物料供應組
香港北角渣華道333號
北角政府合署8樓
電話：(852) 2231 5720
傳真：(852) 2383 7073
電郵：so.acc@hyd.gov.hk

SUPPLIES SECTION
HIGHWAYS DEPARTMENT
8/F., NORTH POINT GOVERNMENT OFFICES
333 JAVA ROAD, NORTH POINT, HONG KONG
Tel.: (852) 2331 5720
Fax: (852) 2383 7073
Email: so.acc@hyd.gov.hk

條款及條件

Terms and Conditions

- (a) 路政署或會不時就採購的貨品或服務，向供應商名冊上有關採購物品類別編號(“類別編號”)的供應商發出招標通知或報價邀請(“通知”)。在路政署供應商名冊上的供應商(“供應商”)並無接收通知的專有權，亦無任何權利或期望一定會收到上述通知。即使沒有收到任何通知，供應商仍可就公開招標遞交標書。供應商收到路政署就某招標發出的通知，並不表示會獲批該招標涉及的合約。供應商無論是否已納入路政署某類別編號的供應商名冊，或是否收到通知，均不表示政府或路政署認可該供應商一定適合、恰當，或具備所需的能力與政府簽訂合約以供應該類別編號所涵蓋或該通知所指的貨品或服務類別。至於供應商是否適合獲批合約，每宗個案均會按照招標/報價邀請條款受到評審。

Suppliers included in a supplier list in respect of a Class Code of the HyD Supplier Lists may receive notification of invitations to tender/quotation from time to time issued by HyD for the supply of goods or services covered by that Class Code as and when opportunities arise (“Notifications”). Suppliers on the HyD Supplier Lists (“Suppliers”) do not have the exclusive right to receive Notification, or any right or expectation that they must receive such Notifications. Suppliers not having received any Notification may still submit tender in response to an open invitation to tender. A Supplier’s receipt of a Notification from HyD concerning an invitation to tender/quotation for a contract does not imply that the Supplier will be awarded that contract. A Supplier’s inclusion in a supplier list in respect of a Class Code of the HyD Supplier Lists or receipt of a Notification does not imply that the Government or HyD recognises that the Supplier has the necessary fitness, propriety or capability for entering into the contract with the Government for the supply of the category of goods or services covered by that Class Code, or specifically covered by that Notification. The suitability of a Supplier will be assessed on a case-by-case basis according to the terms of the tender/quotation invitation issued by HyD.

- (b) 政府有權因應任何有關資料(例如供應商對招標/報價邀請的回應情況、業務停止或無法聯絡等)，重新審視供應商是否應繼續被納入本署供應商名冊內，亦可隨時將任何供應商的資料從本署的供應商名冊內刪除，而無須事前作出通知，亦無須作出賠償。

The Government reserves the right to review whether any Supplier should continue to be included in the HyD Supplier Lists in the light of any relevant information (e.g. the Supplier’s responsiveness to invitations to tenders/quotations, cessation of business, and out of contact, etc.) and to remove a Supplier’s information from HyD Supplier Lists any time without prior notice and without compensation.

- (c) 儘管代表政府的路政署已盡量確保所發出的通知準確，但所有通知均以“現況”形式發出，並無任何種類的明示或隱含的保證，尤其並無對該等通知的準確性、可靠性、完整性、安全性、及時間性作任何保證，亦沒有保證該等通知並無侵權、適合作某特定用途或不含電腦病毒。對於任何因該等通知的不正確、錯誤或遺漏而引致的任何損失、損害或開支，政府、其僱員及代理人概不承擔任何法律責任。對於任何人(包括任何供應商)根據或依賴該等通知，或因未能收到該等通知，或源自或與供應商的資料從路政署供應商名冊上被刪除有關而作出的決定、行動或不採取行動，因而導致的損害(包括但不限於直接、一般、特別、附帶或衍生的損害)，不論是基於合約、侵權或其他理由，政府、其僱員及代理人亦不會承擔法律責任。

While the Government acting through HyD endeavours to ensure the accuracy of information contained in any Notification which may be issued, all Notifications are issued on an “as is” basis without express or implied warranty of any kind. In particular, no warranty regarding accuracy, reliability, non-infringement, completeness, security, timeliness, fitness for a particular purpose or freedom from computer viruses is given in connection with any such Notification. The Government and its employees and agents disclaim all liability for any loss, damage or expense arising from any inaccuracies of, errors in, or omissions from any such Notification. The Government and its employees and agents will not be liable to any person including any Supplier whether in contract or in tort or otherwise for any damages whatsoever, including without limitation any direct, general, special, incidental or consequential damages arising from or in connection with any decision, action or non-action based on or in reliance upon any such Notification or failure to receive any such Notification, or arising from or in connection with a Supplier’s information being removed from the HyD Supplier Lists.

- (d) 路政署可透過郵遞、傳真或電郵方式，向供應商發出任何通知或其他通訊。
Any Notification or other communication from HyD to Suppliers may be sent by post, by fax or by email.
- (e) 路政署保留日後更改上述條款及條件的權利。有關改動會在路政署網站刊登，並 / 或另行通知你。
HyD reserves the right to make any further changes to these Terms and Conditions. Such changes will be published on the website of HyD and/or separately notified to you.
- (f) 上述條款及條件的中文譯本如與英文本有異，以英文本為準。
In the event of any inconsistency between the English version and the Chinese version of the Terms and Conditions, the English version shall prevail.

本處檔號：() in
Our Ref:

貨品和服務的分類 **Classification of Goods and Services**

請最少在一個空格內加上「✓」號
Please tick ✓ at least one box

貨品 **Products**

採購物品類別編號說明 Class Code Description	採購物品類別編號 Class Code	
推廣禮品及紀念品 Advertising Gift and Souvenir	P00001(0)	<input type="checkbox"/>
電腦輔助攝影測量系統 Computer-Aided Photogrammetric System	P00002(0)	<input type="checkbox"/>
展覽物料 Exhibition Materials	P00003(0)	<input type="checkbox"/>
大地測量資訊系統 Geodetic Survey Information System	P00004(0)	<input type="checkbox"/>
全球定位系統 Global Positioning System	P00005(0)	<input type="checkbox"/>

服務 **Services**

採購物品類別編號說明 Class Code Description	採購物品類別編號 Class Code	
諮詢服務 – 特定範疇 Advisory Services – Specific	S00001(0)	<input type="checkbox"/>
諮詢服務 – 培訓及綜合管理服務 Advisory Services – Training and General Management	S00002(0)	<input type="checkbox"/>
認證服務 – ISO 14001 Certification Services – ISO 14001	S00003(0)	<input type="checkbox"/>
認證服務 – ISO 9001 Certification Services – ISO 9001	S00004(0)	<input type="checkbox"/>
清潔服務 Cleansing Services	S00005(0)	<input type="checkbox"/>
設計及製作服務 Design and Production Services	S00006(0)	<input type="checkbox"/>
園藝服務 Horticultural Services	S00007(0)	<input type="checkbox"/>
模型製作服務 Model Making Services	S00008(0)	<input type="checkbox"/>
保安服務 Security Services	S00009(0)	<input type="checkbox"/>
人事服務 Staffing Services	S00010(0)	<input type="checkbox"/>
測量服務 Survey Services	S00011(0)	<input type="checkbox"/>
旅遊服務 Travelling Services	S00012(0)	<input type="checkbox"/>