

Highways Department

List of Approved Suppliers of Materials and Specialist Contractors for Public Works under

- (1) Design, Manufacture and Installation of Glass (or Fibre) Reinforced Plastic Units for Highway Structures,**
- (2) Prestressed Concrete Works for Highway Structures,**
- (3) Specialized Operations for Highway Structures,**
- (4) Structural Steelwork,**
- (5) Supply and Installation of Bearings for Highway Structures,**
- (6) Supply and Installation of Expansion Joints for Highway Structures, and**
- (7) Transparent Panels for Noise Barriers on Highways.**

Questionnaire for Application for Inclusion in the List / Pre-application vetting

Please read the “Contractor Management Handbook” issued by Development Bureau and “Guidelines for Applicants in Completing the Questionnaire” carefully before completing this questionnaire. If the space provided is insufficient, additional sheets shall be attached to this questionnaire for amplification. (Please enter ✓ in appropriate box(es) and delete whichever is inapplicable for items marked with *.)

1.	Category	
	Class*	
	Trade name of the product under application*	
	Manufacturer of the product and its address*	
2.	Registered name of company (See Guideline No. 2)	
3.	Registered address of company	
4.	Date of establishment of company	21/1/7
5.	Business Registration Certificate No.	
	Date of Expiry (dd/mm/yyyy)	
6.	The company is	☒ a body corporate under the Companies Ordinance, ☐ a partnership (unincorporated), or ☐ 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. Name(s) of top management (i.e. President, Chairman, Director, Managing Director, Executive Director or General Manager, etc.) and length of service with company.

Name	Designation	Length of service with company

10. Names and position of top management, professional, technical and qualified safety personnel. Qualifications and experience shall be provided in resume form. (See Guidelines No. 4 and 5)

Name	Position

11. Directly employed work force. (See Guideline No. 4)

Trade	Number of staff

12. Details of office(s), works area(s) and workshop(s). (See Guideline No. 7)

	Address	Approximate area
Office		
Workshop		
Works area		

13. List of plant and equipment. (See Guideline No. 8)

Plant/equipment	Owned/hired	Quantity

14. Full details of the products or proprietary systems under application including type, manufacturer, materials, mechanical properties and proof of compliance with relevant British Standards, Eurocodes or equivalent. Technical and performance data should also be provided if appropriate. (See Guideline No. 9)

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15. A detailed method statement of carrying out the category of works. (See Guideline No.10)

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16. Relevant projects completed in the past 3 years and currently being undertaken by the company. (See Guidelines No. 11 and 12)

Project Title (with Contract Number, if any, and description of works)	Date of commencement (dd/mm/yyyy)	Date of completion (dd/mm/yyyy)	Value of relevant works	Name and address of the consulting engineers (architects or clients if there is no consulting engineer)	Brief information of reference including file reference and date
	20/12/3				

I certify that all the information provided above is true and correct to the best of my knowledge. The following documents are enclosed herewith:

- a. ☐ a copy of the Business Registration Certificate with valid date and address proof,
- * 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 including the role of top management, professional staff and technical staff,
- * e. ☐ declaration on compliance with safety criteria or other supporting documents (see Guideline No. 5),
- f. ☐ a copy of latest edition of integrity management policy (See Guideline No. 6),
- g. ☐ resumes of top management, professional, technical and qualified safety personnel showing details of local experience relevant to the category or class of works applied
- h. ☐ documentary proof, e.g., notes of minutes of the works to demonstrate sufficient commitment for control of works from the top management (See Guideline No. 4),
- i. ☐ qualifications and experience of skilled workers employed (e.g. valid construction workers registration cards),
- j. ☐ proof of valid full time employment, e.g., employment contracts, MPF records, etc., for all the named technical staff member including directly work force,
- k. ☐ layout plans of offices, works areas and workshops with principal dimensions and showing location of major equipment/ facilities,
- l. ☐ details of plant and equipment owned and hired,
- m. ☐ details of products or proprietary systems under the application,
- n. ☐ method statement of carrying out the category of works (See Guideline No. 10),
- o. ☐ details of works carried out in the past 3 years and currently in hand,
- p. ☐ references from consulting engineers, architects or clients for relevant projects completed in the past 3 years (See Guideline No. 12),
- * q. ☐ relevant professional certificates/test certificates/testing reports,
- * r. ☐ others (please specify).

Signature _____

Name _____

Designation _____

Date _____