

本處檔號：() in
Our Ref:

路政署
Highways Department

路政署供應商註冊申請書
Application Form for Registration as HyD Suppliers

(*必須填寫或提供 Must be completed or provided)

請詳細填寫本申請書及把所需文件交回：

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.:	傳真號碼： Fax No.:
	電郵地址： E-mail Address:	網址(如適用)： Website (if applicable):
	(c) *與路政署的首選通訊方式 (請選別 ✓ 一方格)： Preferred method of communication with HyD (Please tick ✓ 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 (請選別 ✓ 一方格)： Preferred language of communication with HyD (Please tick ✓ one box):	<input type="checkbox"/> 英文 <input type="checkbox"/> 中文 English Chinese

第二部 – 業務證明文件 PART II – BUSINESS REGISTRATION CERTIFICATION

1.	*請在附件選擇與貴公司所提供的貨品或服務相關的類別編號。 Please select the relevant Class Code(s) in the attached Annex in relation to the goods or services which your company can provide.
2.	*請一併寄交有效的商業登記證或證明文件以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副本一份，以供本署參考和存照。 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 reference and record.
3.	如申請人未在香港開展業務，請提供其營業地點當局發出的相關文件，以供本署參考和存照。 If the applicant does not carry on business in Hong Kong, please provide the equivalent document issued by the authority of the place of business of the applicant for reference and record.
4.	請夾付有關提供的貨品或服務的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 provided (if any) for reference.

第三部 - 證明 PART II - CERTIFICATION

*本人謹代表本公司，申請註冊為路政署供應商。

I apply on behalf of the Company to register as a HyD Supplier.

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，請重新填寫此申請書並註明「資料更新」用以通知路政署物料供應組，香港北角渣華道333號北角政府合署8樓，以便更改貴公司的地址記錄。

In case there is a change in your company details, please resubmit this application form and marked "REVISE" to notify Supplies Section of the Highways Department, 8/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong, to amend your address record.

備註
NOTES FOR GUIDANCE

資料用途

Purpose of Collection

填報在此表格內的個人資料，會供路政署審批註冊為路政署物料供應商申請之用，以便本署日後向已註冊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 Highways Department for consideration on the application for HyD supplier registration for tender notification / quotation invitation.

資料轉介

Transfer of Data

本署可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

The personal data you provided by means of this form may be disclosed to other government 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)條例附表1原則第6項第18及22段，你有權查閱及改正個人資料，包括查閱此表格內填報的資料副本。

You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 Principal 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

重新評審供應商的資格

Review of Suppliers' Status

香港特別行政區政府 (政府)有權因應任何可能影響貴公司資格的新資料，對貴公司作為本署供應商的資格作出評審。此外，政府可隨時從本署的供應商名單刪除貴公司，而事前無須作出通知和賠償。

The Government of the Hong Kong Special Administrative Region (“Government”) reserves the right to review your company status as a HyD supplier in the light of any new information that may affect such status and remove your company from the HyD Supplies List at any time without prior notice and without compensation.

查詢

Enquiries

如查詢此表格內的資料，包括查閱途徑及修訂資料，請與下述人員聯絡：

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

傳真：(852) 2383 7073

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

SUPPLIES SECTION

HIGHWAYS DEPARTMENT

8/F., NORTH POINT GOVERNMENT OFFICES

333 JAVA ROAD, NORTH POINT, HONG KONG

Fax: (852) 2383 7073

條款及條件

Terms and Conditions

- (a) 如有需要，路政署或會不時就類別編號所涵蓋的貨品或服務，向有關類別編號供應商名單上的人士（“供應商”）發出招標通知或報價邀請（“通知”）。在路政署類別編號供應商名單上的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合約發出的通知，並不表示會獲批該合約。供應商無論是已註冊為路政署某類別編號的供應商名單，或是收到通知，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。

Persons registered in a HyD Supplier List (“Suppliers”) in relation to a Class Code may receive notification of invitations to tender / quotation from time to time issued by HyD for the supply of goods or services as covered by that Class Code as and when opportunities arise (“Notifications”). Suppliers on a HyD Supplier List in relation to a Class Code 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 with that contract. Neither a Supplier’s registration in a HyD Supplier List in relation to a Class Code, nor receipt of a Notification, implies 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 invitation issued by HyD.

- (b) 倘供應商已註冊某類別編號的供應商名單，路政署會經常評審其對該類別編號所涵蓋貨品或服務招標 / 報價邀請的回應情況。供應商必須就路政署的招標 / 報價邀請提交足夠的回應，並須能提交有競爭力的標書 / 報價，才可繼續保留在供應商名單上。本署可不時評審供應商作為路政署供應商的資格，亦可隨時從供應商名單刪除任何供應商名稱，而事前無須作出通知和賠償。

A Supplier’s responsiveness to invitation to tenders / quotations issued for goods or services covered by the Class Code of a HyD Supplier List which it has been registered will be subject to constant review. To continue staying in the HyD Supplier List, it should be necessary that the Supplier will have demonstrated adequate response to HyD’s invitations and the ability to offer competitive tenders / quotations. HyD may from time to time review the Supplier’s status as a HyD supplier and remove its name from the Supplier List 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可靠，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不正確、錯誤或遺漏而引致的損失、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，或源自或與供應商從路政署供應商名單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。

Whilst the Government acting through HyD endeavours to ensure the accuracy and reliability of 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 being removed from the HyD Supplier List.

- (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。任何相關的改動會在路政署網站刊登，並 / 或另行通知你。
HyD reserves the right to make further changes to these Terms and Conditions. Any such changes will be published on the website of HyD and/or separately notified to you.
- (f) 上述條款及條件的如中文譯本與英文本有異，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"/>