

Application for Inclusion in the Property Management Services Authority Supplier List
申請納入物業管理業監管局供應商名冊

This form should be completed in FULL and returned (together with the required documents) to:
請詳細填寫本申請表格及把所需文件交回：

Property Management Services Authority (Administration Division)
Units 806-8, 8/F, Dah Sing Financial Centre,
248 Queen's Road East, Wan Chai, Hong Kong
物業管理業監管局（行政部）
香港灣仔皇后大道東 248 號
大新金融中心 8 樓 806-8 室
Email 電子郵件: procurement@pmsa.org.hk

PART 1: COMPANY INFORMATION 第一部：公司資料

1.	Name of Company 公司名稱	English 英文：		
		Chinese 中文：		
2.	(a) Registered Address 註冊地址：	English 英文：		
		Chinese 中文：		
3.	(b) Correspondence Address (if different from registered address) 通訊地址（如與註冊地 址不同）：	English 英文：		
		Chinese 中文：		
	(c) Tel No. 電話號碼：	(d) Fax No. 傳真號碼：		
	(e) Email Address 電子郵件：	(f) Website 網址：		
4.	Nature of Business 業務性質：			
5.	Years in Business 業務年期：			
6.	Number of full-time employees 全職僱員人數：			
7.	Contact Information 聯絡人資料			
	(a) Name 姓名：		(b) Title 職位：	
	(c) Tel. No. 電話號碼：		(d) E-mail 電子郵件：	

PART 2: BUSINESS REGISTRATION CERTIFICATION **第二部：業務證明文件**

Please attach a copy of the following documents for reference and record 請一併寄交下列文件副本各一份以作參考及存檔：

1.	Valid Business Registration Certificate (or documentary evidence showing that exemption of business registration is granted under the Business Registration Ordinance (Cap. 310) 有效的商業登記證（或根據《商業登記條例》（第 310 章）獲豁免商業登記的證明文件。）
2.	Certificate of Incorporation (For corporations only e.g. Limited Company) 公司註冊證明書（祇適用於法團，例如有限公司）

PART 3: CUSTOMER REFERENCE **第三部：客戶參考資料**

Please provide major customers for reference and record 請提供主要客戶資料以作參考及存檔：

	Company Name 公司名稱	Products/Services supplied 供應產品/服務
1.		
2.		
3.		

PART 4: CLASSIFICATION OF GOODS AND SERVICES **第四部：產品及服務類別**

Please select the goods and/or services which your company can supply 請選擇所供應的貨品及/和服務：

	Categories 種類	Sub-categories 分類
1.	Cleaning, Recycling and Disposal Services / Related Materials 清潔、回收及棄置服務/清潔用品	<input type="checkbox"/> Car Cleaning 汽車清洗 <input type="checkbox"/> Carpet Cleaning 地氈清洗 <input type="checkbox"/> General Cleaning 一般清潔 <input type="checkbox"/> Recycling/Disposal Services 回收/棄置服務 <input type="checkbox"/> Cleaning Materials 清潔用品
2.	Delivery/Courier/Transportation / Logistics Management Service 送運/速遞/運輸/物流管理服務	<input type="checkbox"/> Delivery Service 送運服務 <input type="checkbox"/> Courier Service 速遞服務 <input type="checkbox"/> Courier Service 運輸服務 <input type="checkbox"/> Logistics Management 物流管理 <input type="checkbox"/> Removal of Offices 辦公室搬遷
3.	Domestic Appliances and Parts 家用電器及零件	<input type="checkbox"/> Electrical Appliance 電器
4.	Electrical Equipment and Related Services 電器及機電服務	<input type="checkbox"/> Air-Conditioning System 冷氣系統 <input type="checkbox"/> PA System 揚聲系統 <input type="checkbox"/> Pumping Works 泵送系統 <input type="checkbox"/> Electrical Works 電力工程 <input type="checkbox"/> Fire Services 消防服務
5.	Finance and Insurance 財務及保險	<input type="checkbox"/> Insurance Services 保險服務 <input type="checkbox"/> Insurance Brokerage 保險經紀服務 <input type="checkbox"/> Auditing 審計服務

6.	Food and Drinking Water 食物及飲用水	<input type="checkbox"/> Food provisions 食品 <input type="checkbox"/> Drinking Water 飲用水 <input type="checkbox"/> Water Dispenser 蒸餾水機 <input type="checkbox"/> Catering Service 餐飲服務
7.	HR Service 人力資源服務	<input type="checkbox"/> Employee Assistance Program 僱員支援計劃 <input type="checkbox"/> Employee Benefits Consulting 僱員福利諮詢 <input type="checkbox"/> Human Capital Consulting 人力資本諮詢 <input type="checkbox"/> Talent Acquisition 人才招聘
8.	IT Equipment / Services 資訊科技設備 / 服務	<input type="checkbox"/> Computer Supplies 電腦用品 <input type="checkbox"/> System Development and Maintenance 系統開發及維修保養 <input type="checkbox"/> Application Development and Maintenance 應用程式開發及維修保養 <input type="checkbox"/> IT Solutions and Information Security Consultancy Services 資訊科技及資訊保安顧問服務 <input type="checkbox"/> System Implementation and Integration (including Office Automation Solutions) 系統執行及整合 (包括辦公室自動化解決方案) <input type="checkbox"/> Telephone Systems 電話系統
9.	Office Equipment and Related Services 辦公室設備及相關服務	<input type="checkbox"/> Binding Machine 釘裝機 <input type="checkbox"/> Photocopier 影印機 <input type="checkbox"/> Overhead Projector / LCD Projector 投影機 / 液晶顯示投影機 <input type="checkbox"/> Video Conferencing System 視頻會議系統 <input type="checkbox"/> Other Office Machines 其他辦公室器材
10.	Office Interior Design and Renovation Service / Furniture 辦公室室內設計及裝修服務 / 傢俬	<input type="checkbox"/> Office Interior Design and Renovation Service 辦公室室內設計及裝修服務 <input type="checkbox"/> Furniture 辦公室傢俬
11.	Office Sundries 辦公室文儀用品	<input type="checkbox"/> Chop 原子印 <input type="checkbox"/> Lanyard and Staff Badge 頸繩及職員證件套 <input type="checkbox"/> Stationery Supplies 文房用品 <input type="checkbox"/> Paper 紙品
12.	Publishing and Printing Services / Printing Equipment, Supplies and Service 印刷 / 打印設備、用品及服務	<input type="checkbox"/> Printing Service 印刷服務 <input type="checkbox"/> Envelope 信封 <input type="checkbox"/> General Printing (Handbook, Form, Letterhead, Colour Label) 普通印刷 (手冊、表格、信紙、顏色標籤) <input type="checkbox"/> Leaflet 傳單 <input type="checkbox"/> Pad-printing Service 打印服務 <input type="checkbox"/> Printing Equipment 印刷設備 <input type="checkbox"/> Printing Supplies 印刷用品

13.	Publicity and Promotional Services 宣傳推廣服務	<input type="checkbox"/> Consultancy Services 顧問服務 <input type="checkbox"/> Event Management 活動管理 <input type="checkbox"/> Media Relations 媒體關係 <input type="checkbox"/> Annual Report 年報製作 <input type="checkbox"/> Graphic Design 圖像設計 <input type="checkbox"/> Video Production 影片製作 <input type="checkbox"/> Advertising and Marketing 市場推廣及廣告行銷 <input type="checkbox"/> Souvenir Production 紀念品製作
14.	Other 其他	Please specify:

PART 5: TERMS & CONDITIONS 第五部：條款及條件

1. Purpose of Collection 資料用途

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

在此表格內填報的個人資料，監管局會用作處理有關納入監管局供應商名冊的申請，以便日後向名冊上的供應商發出招標通知。

2. Access to or Correction of Personal Data 查閱或改正個人資料

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 of 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.

根據《個人資料(私隱)條例》(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這份申請內提供的個人資料的副本。

3. Persons included in the PMSA Supplier List ("Suppliers") may receive notification of invitations to tender from time to time issued by PMSA for the supply of goods or services as and when opportunities arise ("Notifications"). Suppliers on the PMSA Supplier List 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 the PMSA concerning an invitation to tender for a contract does not imply that the Supplier will be awarded with that contract. Neither a Supplier's inclusion in the PMSA Supplier List, nor receipt of a Notification, implies that the PMSA recognises that the Supplier has the necessary fitness, propriety or capability for entering into the contract with the PMSA for the supply of the category of goods or services 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 the PMSA. 如有需要，監管局或會不時就供應採購貨品或服務，向供應商名冊上的人士(“供應商”)發出招標通知(“通知”)。供應商名冊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。供應商收到監管局就某合約發出的通知，並不表示會獲批該合約。供應商無論是已列入監管局的供應商名冊，或是收到通知，均不表示監管局認可該供應商一定適合、恰當，或具備所需的能力與監管局簽訂合約以供應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條款受到評審。

4. The PMSA reserves the right to review whether any Supplier should continue to be included in the PMSA Supplier List in light of any relevant information (e.g. the Supplier's responsiveness to invitation to tender, cessation of business, and out of contact, etc.) and to remove a Supplier's information from the PMSA Supplier List any time without prior notice and without compensation. 監管局有權因應任何有關資料（例如供應商對招標的回應情況、業務停止或無法聯絡等），重新審視供應商是否繼續被納入監管局供應商名冊內，亦可隨時將任何供應商的資料從監管局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。
5. Whilst the PMSA 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 PMSA 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 PMSA 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 PMSA Supplier List. 儘管監管局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不正確、錯誤或遺漏而引致的損失、損害或開支，監管局、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監管局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，監管局、其僱員及代理人亦不會承擔法律責任。
6. Any Notification or other communication from the PMSA to Suppliers may be sent by post, by fax or by email. 監管局可透過郵遞、傳真或電郵方式，向供應商發出任何通知或其他通訊。
7. The PMSA reserves the right to make further changes to these Terms and Conditions. Such changes will be published on the webpage of the PMSA and/or separately notified to you. 監管局保留日後更改上述條款及條件的權利。有關改動會在監管局網站刊登，並／或另行向你發出通知。
8. In the event of any inconsistency between the English version and the Chinese version of the Terms and Conditions, the English version shall prevail. 如本條款及條件的英文版本與中文版本存在任何不一致之處，應以英文本為準。

☐ I have read, understood and agreed with the terms and conditions above. 本人已閱讀、理解並同意
以上條款及條件。

Signature:

簽署: _____

Name in block letters:

姓名 (正楷): _____

Designation:

職銜: _____

Tel No.:

電話: _____

(Space for Company Chop)
(公司蓋印)

Date:

日期: _____

End 完