

Item 3.2 – Design and Advertising Services

Please name your documents in the following numbering index:-

<u>Items</u>	<u>Index No.</u>
Company profile	
– Company name, their profile and organization chart of the Applicant, including all the related companies with the Applicant under the same holding company in accordance with the provisions in Section 13 to 15 of the Companies Ordinance (Cap. 622) of Hong Kong.	1
– Year of establishment with supporting documents including copy of Business and Company Registration.	2
– Number of Employee (Direct Staff)	3
– Clientele	4
Job reference in the past 10 years (based on Contract commencement date)	
– Past job references for providing the relevant promotional services to shopping malls or other commercial sectors which can demonstrate the creativity, strength and capability of the company. Please illustrate with photos and provide details of client, site location and scope of services especially the media coverage of the promotional event/campaign.	
– Job reference for local/overseas shopping malls	5
– Job reference for other commercial sectors	6
– Compliments or Awards	7
Profile of Creative and Support Services Team	
– Structure of Creative and Support Services Team and CVs of the Key Personnel	8
Quality Management	
– Copy of ISO 9001, ISO 14001 and ISO 45001 or equivalent (if any)	9
Safety Management	
– Safety Policy/Statement	10
– Safety Management Plan (e.g. Safety organization, health and safety training, in-house safety rule and regulations, program for inspection to hazardous condition, job hazards analysis and control, personal protection programme, accident/dangerous occurrence investigation and reporting, emergency preparedness, safety committee, safety promotion, health assurance programme, evaluation, selection and control of sub-contractors, review of safety management system, safety audit)	11
– Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	12
Pre-qualification Questionnaire	
– Compliance to Supplier Code of Practice	13
– Corporate Responsibility Questionnaire	14
– Environmental Management Questionnaire	15