

## **Item 4.5 – Interior Design Services**

Please name your documents in the following numbering index:-

<b><u>Items</u></b>	<b><u>Index No.</u></b>
<b>Company profile</b>	
- Company name, 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.	<b>1</b>
- Year of establishment with supporting documents including copy of Business and Company Registration.	<b>2</b>
- Manpower Resources (Direct Staff)	<b>3</b>
<b>Job reference in the past 10 years (based on Contract commencement date)</b>	
- Proven job reference of relevant services for shopping centres or commercial development.  Please provide details of client, site location, scope of services, project commencement and completion date, project cost (\$2M or above).	<b>4</b>
<b>Reputation and Awards Gained in the past 10 years</b>	
Reputation / awards gained on architectural / design in relation to  - Commercial project (e.g. hotel, office building, etc.)  - Shopping centre	<b>5</b>
<b>Competence of Professional</b>	
- Experience and qualification of key personnel.  Please provide CVs of directorates and registered professionals.	<b>6</b>
<b>Quality Management</b>	
- Quality Policy Statement	<b>7</b>
- Quality Management System and Manual, including copy of ISO 9001, ISO 14001 and OHSAS 18001 or equivalent (if any)	<b>8</b>
<b>Safety Management</b>	
- Safety Policy/Statement	<b>9</b>
- 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)	<b>10</b>
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	<b>11</b>

<b>Environmental Management</b>	
- Environmental Policy Statement	<b>12</b>
- Environmental Management Plan	<b>13</b>
<b>Prequalification Questionnaire</b>	
- Compliance to Supplier Code of Practice	<b>14</b>
- Corporate Responsibility Questionnaire	<b>15</b>
- Environmental Management Questionnaire	<b>16</b>