

## **Item 5.1 – Security Guarding 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, their profile and organization chart of 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 Security Staff) of the company	<b>3</b>
- Copy of Security License issued by Hong Kong Police Force	<b>4</b>
- Audited Financial Statements for the last three years	<b>5</b>
<b>Job reference in the past 5 years (based on Contract commencement date)</b>	
- Proven job reference of Security Guarding Services of followings:  a) Private Residential Estate b) Office Building c) Shopping Centre and others  Please provide details of client, site location, description of contract works, contract commencement and completion date, number of flats, number of headcount, contract value).	<b>6</b>
<b>Strength and Quality of Work Force</b>	
- Training Scope and Methodology	<b>7</b>
- Staff Relationship Management System	<b>8</b>
- Proposal for Human Resources Management Plan and Retirement Scheme	<b>9</b>
<b>Quality Management</b>	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 (if any)	<b>10</b>
<b>Safety Management</b>	
- Safety Policy/Statement	<b>11</b>
- Safety Management Plan (e.g. Safety organization, health and safety training, in-house safety rule and regulations, program for inspection to hazardous condition, emergency preparedness, job hazards analysis and control, personal protection programme, accident/dangerous occurrence investigation and reporting, safety committee, safety promotion, health assurance programme, evaluation, selection and control of sub-contractors, review of safety management system, safety audit)	<b>12</b>
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	<b>13</b>

Environmental Management	
- Environmental Management Policy/Statement	<b>14</b>
- Environmental Management Plan	<b>15</b>
Prequalification Questionnaire	
- Compliance to Supplier Code of Practice	<b>16</b>
- Integrated Management System Policy	<b>17</b>
- Corporate Responsibility Questionnaire	<b>18</b>
- Environmental Management Questionnaire	<b>19</b>

**Remark:**

*Only company with valid Security License issued by Hong Kong Police Force will be considered.*