**Submission of Information for Prequalification**

**Guide for Submission**

1. Please fill in all cells highlighted in yellow.
2. For Section 2 & 3, please insert additional table in same format for more job reference/personnel when necessary.

**Submitted by**

|  |  |
| --- | --- |
| **Company name:** |  |
| **Contact person:** |  |
| **Telephone No.:** |  |
| **Email address:** |  |
| **Date:** |  |

**Section 1**

|  |  |
| --- | --- |
| **Company Profile** |  |
| Year of company establishment | Established in \_\_\_\_\_\_\_\_\_\_\_Copy of business and company registration is enclosed. |  |
| Organization chart | Submitted in the form of Appendix by referring to Section No.\_\_\_ |  |
| No. of direct staff employed |  |  |
| Financial Statements forthe latest 3 years | Submitted in the form of Appendix by referring to Section No.\_\_\_ |  |
| Declaration of litigation cases in the past three years (if any).  |  |  |

**Section 2**

| **Item A** | **Job Reference in the past 5 years (since 2014) for shopping malls with gross floor area at or exceed 500,000 square feet** |  |
| --- | --- | --- |
| 1 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_\_\_ |  |

| 2 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

**Section 2**

| **Item A** | **Job Reference in the past 5 years (since 2014) for shopping malls with gross floor area at or exceed 500,000 square feet** |  |
| --- | --- | --- |
| 3 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| 4 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| **Item A** | **Job Reference in the past 5 years (since 2014) for shopping malls with gross floor area at or exceed 500,000 square feet** |  |
| --- | --- | --- |
| 5 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| 6 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

**Section 2**

| **Item B** | **Job Reference in the past 5 years (since 2014) for shopping malls with gross floor area below 500,000 square feet** |  |
| --- | --- | --- |
| 1 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| 2 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

**Section 2**

| **Item B** | **Job Reference in the past 5 years (since 2014) for shopping malls with gross floor area below 500,000 square feet** |  |
| --- | --- | --- |
| 3 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| 4 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| **Item B** | **Job Reference in the past 5 years (since 2014) for shopping malls with gross floor area below 500,000 square feet** |  |
| --- | --- | --- |
| 5 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| 6 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

**Section 2**

| **Item C** | **Job Reference in the past 5 years (since 2014) for commercial buildings/hotels with manpower deployment not less than 25 headcount** |  |
| --- | --- | --- |
| 1 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| 2 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

**Section 2**

| **Item C** | **Job Reference in the past 5 years (since 2014) for commercial buildings/hotels with manpower deployment not less than 25 headcount** |  |
| --- | --- | --- |
| 3 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| 4 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| **Item C** | **Job Reference in the past 5 years (since 2014) for commercial buildings/hotels with manpower deployment not less than 25 headcount** |  |
| --- | --- | --- |
| 5 | Location of Services & Floor Area |  |  |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

| 6 | Location of Services & Floor Area |  |  |
| --- | --- | --- | --- |
|  | Name of the Client |  |  |
|  | No. of direct cleaners |  |  |
|  | Contract Value  |  |  |
|  | Contract Period |  |  |
|  | Client’s commendation letters (if any) | Submitted in the form of Appendix by referring to Section & Item Nos.\_\_\_ |  |

***(Please insert page and table beyond this page for more job reference when necessary)***

**Section 3**

|  |  |
| --- | --- |
| **Strength and Quality of Management**  |  |
| Human Resources Management Plan | Submitted in the form of Appendix by referring to Section No. \_\_\_ |  |
| Recruitment Criteria and Methodology | Submitted in the form of Appendix by referring to Section No. \_\_\_ |  |
| Training Plan and Methodology | Submitted in the form of Appendix by referring to Section No. \_\_\_ |  |
| Structure of Management Team | Submitted in the form of Appendix by referring to Section No. \_\_\_ |  |

**Section 3**

|  |  |
| --- | --- |
|  | **Strength and Quality of Management Team**  |
| 1 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 2 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 3 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 4 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

**Section 3**

|  |  |
| --- | --- |
|  | **Strength and Quality of Management Team**  |
| 5 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 6 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 7 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 8 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

**Section 3**

|  |  |
| --- | --- |
|  | **Strength and Quality of Management Team**  |
| 9 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 10 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 11 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 12 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

**Section 3**

|  |  |
| --- | --- |
|  | **Strength and Quality of Management Team**  |
| 13 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 14 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 15 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 16 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

**Section 4**

|  |  |
| --- | --- |
| **Others** |  |
| Has your company worked with MTR Corporation for shopping malls before? | Yes / No | If Yes, please list out the job details: |  |
|  |  |
| Does your company have any Quality Management System? | Yes / No | If Yes, please specify(e.g. ISO9001 or eqv) |  |  |
| Please provide the related documents including Quality Management Plan, if anyin Appendix. |  |
| Does your company have any Safety Management System? | Yes / No | If Yes, please specify(e.g. OHSAS 18001 or eqv) |  |  |
| Please provide the related documents including Safety Plan, Safety Policy Statement and Safety Training Manual, if any in Appendix. |  |
| Does your company have any Environmental Management System? | Yes / No | If Yes, please specify(e.g. ISO14001 or eqv) |  |  |
| Please provide the related documents including Environmental Management Plan and Policy Statement, if any in Appendix. |  |