**Submission of Information for Prequalification**

**Guide for Submission**

1. Please fill in all cells highlighted in yellow.
2. For Section 2
	1. Please submit with photos of job reference and clients’ commendation (if any) in Appendix with the Item No.
	2. Please insert additional table in same format for more job reference when necessary.
3. For Section 3, please insert additional table in same format for more 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 |  |  |

**Section 2**

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 1 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer:  | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 2 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer:  | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

**Section 2**

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 3 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer: | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 4 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer: | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

**Section 2**

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 5 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer: | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 6 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer: | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

**Section 2**

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 7 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer: | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 8 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer: | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

**Section 2**

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 9 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer: | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

| **Item** | **Job Reference in the past 5 years in descending order (from 2014 to 2018)** |  |
| --- | --- | --- |
| 10 | Location of Services(Shopping Mall/ New Project etc.) | Shopping Mall/Developer: | Commercial Sectors: |  |
|  | Job Description/ Scope of Works |  |  |  |
|  | Name of the Client |  |  |  |
|  | Contract Value |  |  |  |
|  | Client’s commendation (if any) with supporting attached. |  |  |  |

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

**Section 3**

|  |  |
| --- | --- |
|  | **Marketing 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**

|  |  |
| --- | --- |
|  | **Marketing 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 4**

|  |  |
| --- | --- |
| **Others** |  |
| Has your company worked with MTR Corporation before? | Yes / No | If Yes, please list out the job details: |  |
|  |  |
| Do your company have any Quality Management Plan? | Yes / No | If Yes, please specify(e.g. ISO9001 or eqv) |  |  |
| Please provide the related documents in Appendix. |  |
| Do your company have any Safety Plan or Manual? | Yes / No | If Yes, please specify(e.g. OHSAS 18001 or eqv) |  |  |
| Please provide the related documents in Appendix. |  |