**Submission of Information for Prequalification**

**Guide for Submission**

Please fill in all cells highlighted in yellow.

**Submitted by**

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

**Section 1 – Company Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted****(Yes/No)** |
| Company Profile | *(Please submit company profile in the form of appendix with Index No. 1.)* | 1 |  |
| Organization Chart | *(Please submit organization chart in the form of appendix with Index No. 1.)* | 1 |  |
| Year of company establishment | Established in \_\_\_\_\_\_\_\_\_\_\_*(Please submit copy of business and company registration in the form of appendix with Index No. 1.)* | 1 |  |
| Business Registration Certificate  | *(Please submit related certificate in the form of appendix with Index No. 2)* | 2 |  |
| Registration of General Building Contractor Certificate | *(Please submit related certificate in the form of appendix with Index No. 2)* | 2 |  |

**Section 2 – Job Reference in the Past 5 years (Index 3)**

| **Item** | **Job Reference in the past 5 years (based on Contract commencement date)** |  |
| --- | --- | --- |
| 1 | **Shopping Malls / Commercial Buildings** |  |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |
| 2 | **Shopping Malls / Commercial Buildings** |  |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |
| 3 | **Shopping Malls / Commercial Buildings** |  |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |
| 4 | **Shopping Malls / Commercial Buildings** |  |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |

| 5 | **Shopping Malls / Commercial Buildings** |  |
| --- | --- | --- |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |
| 6 | **Shopping Malls / Commercial Buildings** |  |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |
| 7 | **Shopping Malls / Commercial Buildings** |  |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |
| 8 | **Shopping Malls / Commercial Buildings** |  |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |

| 9 | **Shopping Malls / Commercial Buildings** |  |
| --- | --- | --- |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |
| 10 | **Shopping Malls / Commercial Buildings** |  |
|  | Name of Client |  |  |
|  | Name of Shopping Mall / Commercial Building |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Contract Value (HK$) |  |  |

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

**Section 3 – Management and Project team**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted****(Yes/No)** |
| Manpower Resources of the Company | *(Please provide the information below and attach C.V & other related information in the form of appendix with Index No. 4, if any)* | 4 |  |

| **1** | **Project Team – Construction / Project Manager** |
| --- | --- |
|  | Name of Employee |  |
|  | Year of Relevant Experience |  |
|  | C.V. to attach (Y/N) |  |
|  | Name of Employee |  |
| Year of Relevant Experience |  |
| C.V. to attach (Y/N) |  |

| **2** | **Project Team – Quantity Surveyor** |
| --- | --- |
|  | Name of Employee |  |
|  | Year of Relevant Experience |  |
|  | C.V. to attach (Y/N) |  |
|  | Name of Employee |  |
| Year of Relevant Experience |  |
| C.V. to attach (Y/N) |  |

| **3** | **Project Team – Site Agent / Foreman** |
| --- | --- |
|  | Name of Employee |  |
|  | Year of Relevant Experience |  |
|  | C.V. to attach (Y/N) |  |
|  | Name of Employee |  |
| Year of Relevant Experience |  |
| C.V. to attach (Y/N) |  |
|  | Name of Employee |  |
| Year of Relevant Experience |  |
| C.V. to attach (Y/N) |  |

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

| **4** | **Project Team – Direct Technical Staff** |
| --- | --- |
|  | Number of Direct Technical Staff |  |

**Section 4 – Management and Project team**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted****(Yes/No)** |
| Sub-contractors Management Plan | *(Please submit related information in the form of appendix with Index No. 5)* | 5 |  |

**Section 5 – Management Policies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted****(Yes/No)** |
| **Environment Policy** |
| Environmental Management Policy / Statement | *(Please provide related documents in the form of Index No. 6)* | 6 |  |
| Environmental Management Plan | *(Please provide related documents in the form of Index No. 6)* | 6 |  |
| **Safety Management** |
| Safety Policy / Statement | *(Please provide related documents in the form of appendix with Index No. 7)* | 7 |  |
| Safety Management Plan | *(Please provide related documents in the form of appendix with Index No. 7)* | 7 |  |
| OSH Star Enterprise Register | *(Please provide related documents in the form of appendix with Index No. 8)* | 8 |  |
| **Quality Assurance Policy** |
| Quality Policy Statement | *(Please provide related documents in the form of appendix with Index No. 9, if any)* | 9 |  |
| Quality Management System and Manual | *(Please provide related documents in the form of appendix with Index No. 9, if any)* | 9 |  |

**Section 6 – Questionnaire and Document To Be Submitted**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted****(Yes/No)** |
| Compliance to Supplier Code of Practice | *(Please find attachment below, complete and sign the document in the form of appendix with Index No. 10)* | 10 |  |
| Corporate Responsibility Questionnaire | *(Please find attachment below, complete and sign the questionnaire in the form of appendix with Index No. 11)*  | 11 |  |
| Environmental Management Questionnaire | *(Please find attachment below, complete and sign the questionnaire in the form of appendix with Index No. 12)* | 12 |  |
| Audited Financial Statements for last 3 Years. | *(Please provide the document in the form of appendix with Index No. 13)* | 13 |  |
| Disclose of Interest | *(Please disclose any potential conflict of interest that may have for taking up this Contract and provide details in the form of appendix with Index No. 14 if any)* | 14 |  |