**Prequalification Invitation**

**Approved Suppliers List (ASL) for Information Technology Services Department (2020-2023)**

**IMPORTANT Notes to Applicants**

You are invited to express interest for inclusion in the ASL for the period from 2020 to 2023.

All Applicants should also note the following:

1. All existing ASL suppliers MUST re-apply for registration on the ASL and submit **Appendix 1**. They should also update their company profile information in the E-tendering System as needed.
2. All new applicants MUST fully complete the Prequalification (PQ) Questionnaire with valid Business Registration Certificate copy and provide relevant job reference information to support their listing(s) application as stated in **Appendix 1**.
3. PQ assessment is based on company profile information and relevant job reference. Applications without relevant job reference will NOT be considered. Only qualified suppliers will be included in the ASL.
4. During tender invitation, Tenderers shall not submit independent tenders for the Contract if they intend to act as a supplier, sub-contractor or sub-consultant for another tenderer, or if they are a partner of a joint venture established to tender for the Contract.
5. During tender invitation, Tenderers having linkage to each other, e.g. subsidiaries, holding or sister companies, shall not submit tenders for the same Contract, whether on their own or as a partner of a joint venture. “Sister companies” shall mean all companies which are subsidiaries of or otherwise belonging to the same holding company. The existence of a holding-subsidiary relationship shall be determined in accordance with the provisions in Sections 13 to 15 of the Companies Ordinance (Cap. 622) of Hong Kong. Tenderers having linkage to each other shall determine which company will submit a tender.
6. Tenderers are also required to disclose any potential conflict of interest that may have for taking up any contract.

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