**Prequalification Questionnaire**

**Guide for Submission**

1. Please fill in all cells highlighted in yellow.
2. For other supporting documents submitted in the form of Appendix, please mark the respective Section No. and Item No. on it.

**Submitted by**

|  |  |
| --- | --- |
| **Company name:** |  |
| **Company address:** |  |
| **Contact person:** |  |
| **Telephone No.:** |  |
| **Email address:** |  |
| **Date:** |  |
| **Express interest on:** (please tick  appropriate box) | **PQ078038 □ I have interest on this tender.** |
| **PQ078039 □ I have interest on this tender.** |

**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. |  |
| Total number of direct employed staff in Hong Kong Office |  |  |
| Disclosure of any potential conflict of interest that may have for taking up this Contract | Yes / No (If yes, please specify details.) |  |
| **Factory Information** |  |
| Factory Name and Address |  |  |
| Total number of workers in factory |  |  |
| Equipment  | (Please specify the name & number of machines) |  |
| **Material & Production** |  |
| Fabric Origin |  |  |
| Fabric Ordering Lead Time |  |  |
| Production Lead Time |  |  |

**Section 2**

|  |  |
| --- | --- |
| **Job Reference in the Past 3 Years for Suit Type Uniform in particular to hotel, property management and/or bank**(Please supplement with uniform photos) |  |
| Item 1 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| Item 2 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| Item 3 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| Item 4 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| Item 5 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| **Job Reference in the Past 3 Years for Non-Suit Type Uniform and Accessories (mainly on knitted items)** |  |
| Item 1 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| Item 2 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| Item 3 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| Item 4 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |
| Item 5 | Client’s name with contact person |  |  |
| Contract description including type and period of uniform supply |  |  |
| Annual contract sum |  |  |

**Section 3**

|  |  |
| --- | --- |
| **Customer Service Support** |  |
| Total number of tailor(s) in Hong Kong Office |  |  |
| Alteration available in Hong Kong | Yes / No (If yes, please specify details.) |  |
| After sales services – key account / contact person for MTR |  |  |

**Section 4**

|  |  |
| --- | --- |
| **Others** |  |
| Has your company worked with MTR Corporation before? | Yes / No | If Yes, please list out the job details: |  |
|  |  |