

Tender No. Q055421

Operation of Duty Free Business at Express Rail Link Hong Kong West Kowloon Station

Interested Companies are required to submit their Prequalification Information together with below checklist on/before 4 September 2017.

Description	Page No(s) in the Prequalification Submission
A. Basic Company Information <ul style="list-style-type: none">- Company name for tenderer prequalification and subsequent tender submission if being invited- Contact person, telephone number and email address	
B. Company Background and Profile <ul style="list-style-type: none">- Date of incorporation (please enclose supporting document showing number of years in business)- Company organization (please provide organization chart showing company structure and functions)- Number of directors and key management (please state those with experience not less than 10 years)- Number of employees in Duty Free Business	
<ul style="list-style-type: none">- Shareholding and financial information<ul style="list-style-type: none">➤ Shareholding and financial information together with audited reports/financial statements (including notes to financial statements) for the last three years of the company and their parent/holding company (if any)➤ Group company organisation chart showing relation between the registered company and their parent/holding company	Please do not bind this information with other prequalification submission and submit it separately with a softcopy in CD ROM.
C. Business Performance <ul style="list-style-type: none">- Reference from landlord(s) or licensor(s) (please provide reference letters issued by landlord(s) or licensor(s) regarding current/past performance in duty free business within 5 years)- Annual gross sales turnover in duty free business for the past six years (from 2011 to 2016)	
D. Relevant Duty Free Business <ul style="list-style-type: none">- Total number of years in duty free business (including border, airport, downtown, cruise, online sales, etc)- Total number of sales outlets in Hong Kong or elsewhere (i.e. different categories of duty free concessions)- Operational capability and relevant experience in operating duty free business along cross-boundary and international border business (please state number of years with details)- Total number of greenfield projects operated (please provide the project name and project's start date)	