**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**

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

**Section 1**

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| **Company Profile** |  |
| Year of company establishment | Established in \_\_\_\_\_\_\_\_\_\_\_Copy of business and company registration is enclosed. |  |
| Company profile and history | Submitted in the form of Appendix by referring to Section No. |  |
| Disclosure of any potential conflict of interest that may have for taking up this Contract | Yes / No |  |

**Section 2**

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| **Job Reference in the Past 5 Years (for Package 1) and 8 Years (for Package 2)** |  |
| Relevant job references in handling civil cases of enforcing DMC for the past 5 years (for Package 1) and 8 years (for Package 2), with the following details for each job reference:* Name of the client (Owners Incorporation or Building Management Company)
* Name and address of the estate or building
* Description of contract and scope of services
* Contract period
* Names of key persons responsible for the contract
* Clients’ contacts for obtaining reference
 | Submitted in the form of Appendix by referring to this Section No. |  |

**Section 3**

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| **Firm’s Manpower Resources** |  |
| 1. Copy of receipt for payment of the contribution made by your firm required by the Solicitors’ (Professional Indemnity) Rules.
 | Copy of receipt is enclosed. |  |
| 1. Total no. of direct employed solicitors and legal executives in your firm
 |  |  |
| 1. Structure of Management Team with C.V. indicating their working experience and qualification.
 | Submitted in the form of Appendix by referring to Section No. |  |

| **Section 3** |  |  |
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| **Firm’s Manpower Resources** |  |  |
| 1. Please provide the names of solicitors in the firm with practising experience in handling civil litigation in Hong Kong.
 |  |
| Name | Position Held | Number of years of practising experience in handling civil litigation in Hong Kong (only a FULL year will be counted) | Number of years of Post-admission experience in Hong Kong (only a FULL year will be counted) |  |
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**Section 4**

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| **Project Team’s Experience (for Package 2)****(It is required to assign ONE Leading Solicitor and ONE Supporting Solicitor for this Contract.)**  |  |
| 1. Please give the name of the **Leading Solicitor (ONE only)** as detailed below :-
 |
| Name |  |  |
| Number of years of Post-admission experience in Hong Kong (only a FULL year will be counted) |  |  |
| Relevant Litigation Experience – Please give details of previous 5 different (most difficult and complicated) cases handled by the Leading Solicitor to advise on the enforcement of DMC and to take enforcement actions for matters concerning particularly (i) noise nuisance, (ii) pets issue, (iii) wrongful occupation of common areas and/or (iv) management fee in arrears within the last 8 years prior to the date of this submission. |  |
| Nature of Case (including description of the matter in dispute, the party represented, whether the other party was legally represented) **(Note 1)** | Description of areas of work (including any special feature) | Period during which the case was handled (month/year to month/year) | Percentage of involvement | Result of Case |  |
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**Note 1** - Please include not more than 5 cases. If more than 5 cases are included, only the first 5 cases will be considered.

**Section 4**

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| **Project Team’s Experience (for Package 2)****(It is required to assign ONE Leading Solicitor and ONE Supporting Solicitor for this Contract.)**  |  |
| 1. Please give the name of the **Supporting Solicitor (ONE only)** as detailed below :-
 |
| Name |  |  |
| Number of years of Post-admission experience in Hong Kong (only a FULL year will be counted) |  |  |
| Relevant Litigation Experience – Please give details of previous 5 different (most difficult and complicated) cases handled by the Supporting Solicitor to advise on the enforcement of DMC and to take enforcement actions for matters concerning particularly (i) noise nuisance, (ii) pets issue, (iii) wrongful occupation of common areas and/or (iv) management fee in arrears within the last 8 years prior to the date of this submission. |  |
| Nature of Case (including description of the matter in dispute, the party represented, whether the other party was legally represented) **(Note 1)** | Description of areas of work (including any special feature) | Period during which the case was handled (month/year to month/year) | Percentage of involvement | Result of Case |  |
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**Note 1** - Please include not more than 5 cases. If more than 5 cases are included, only the first 5 cases will be considered.

**Section 5**

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| **Professionalism**  |  |
| Please confirm that within the last 5 years prior to the date of this submission, no sanction has been imposed by the Law Society on the firm either by way of a letter of regret or a letter of disapproval. | We do so confirm. / We are unable to give the confirmation. (please delete as appropriate) |  |
| Please confirm that within the last 5 years prior to the date of this submission, the Leading Solicitor named in Section 4 above has not been subject to any order made by the Solicitors Disciplinary Tribunal under section 10(2) of the Legal Practitioners Ordinance. | We do so confirm. / We are unable to give the confirmation. (please delete as appropriate) |  |
| Please confirm that within the last 5 years prior to the date of this submission, the Supporting Solicitor named in Section 4 above has not been subject to any order made by the Solicitors Disciplinary Tribunal under section 10(2) of the Legal. Practitioners Ordinance. | We do so confirm. / We are unable to give the confirmation. (please delete as appropriate) |  |