**Guide for Submission**

1. Please fill in all cells highlighted in yellow.
2. For Section 2
	1. Please submit with photos of job reference and clients’ commendation (if any) in Appendix with the Item No.
	2. Please insert additional table in same format for more job reference when necessary.
3. For Section 3, please insert additional table in same format for more personnel when necessary.

**Submitted by**

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

**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. |  |
| No. of direct staff employed |  |  |
| Disclosure of any potential conflict of interest that may have for taking up this Contract | (if yes, please specify details) |  |

 **Section 2**

| **Item** | **Job Reference in the past 5 years in descending order (from 2015 to 2020)** |  |
| --- | --- | --- |
| 1 | Location of Services(Malls, Event & Exhibition Centre etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value | Submitted in the form of appendix by referring to Section & Item Nos. |  |
|  | Client’s commendation (if any) |  |  |
| **Item** | **Job Reference in the past 5 years in descending order (from 2015 to 2020)** |  |
| 2 | Location of Services(Malls, Event, Exhibition etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| 3 | Location of Services(Malls, Event & Exhibition Centre etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| **Item** | **Job Reference in the past 5 years in descending order (from 2015 to 2020)** |  |
| 4 | Location of Services(Malls, Event, Exhibition etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| 5 | Location of Services(Malls, Event & Exhibition Centre etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| **Item** | **Job Reference in the past 5 years in descending order (from 2015 to 2020)** |  |
| 6 | Location of Services(Malls, Event, Exhibition etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| 7 | Location of Services(Malls, Event & Exhibition Centre etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| **Item** | **Job Reference in the past 5 years in descending order (from 2015 to 2020)** |  |
| 8 | Location of Services(Malls, Event, Exhibition etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| 9 | Location of Services(Malls, Event & Exhibition Centre etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| **Item** | **Job Reference in the past 5 years in descending order (from 2015 to 2020)** |  |
| 10 | Location of Services(Malls, Event, Exhibition etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| 11 | Location of Services(Malls, Event & Exhibition Centre etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| **Item** | **Job Reference in the past 5 years in descending order (from 2015 to 2020)** |  |
| 12 | Location of Services(Malls, Event, Exhibition etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| 13 | Location of Services(Malls, Event & Exhibition Centre etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| **Item** | **Job Reference in the past 5 years in descending order (from 2015 to 2020)** |  |
| 14 | Location of Services(Malls, Event, Exhibition etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |
| 15 | Location of Services(Malls, Event & Exhibition Centre etc.) |  |  |
|  | Job Description |  |  |
|  | Name of the Client |  |  |
|  | Contract Period |  |  |
|  | No. of event helpers/promoters provided (Part time) |  |  |
|  | No. of event helpers/promoters provided (Full time) |  |  |
|  | Contract Value |  |  |
|  | Client’s commendation (if any) | Submitted in the form of appendix by referring to Section & Item Nos. |  |

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

**Section 3**

|  |  |
| --- | --- |
|  | **Key Personnel, Account Servicing and Support Team**  |
| 1 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 2 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 3 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 4 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
|  | **Account Servicing and Support Team**  |
| 5 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 6 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 7 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 8 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

**Section 3**

|  |  |
| --- | --- |
| **Strength of Quality Services** |  |
| Human Resources Management Plan | Submitted in the form of appendix by referring to this Section No. |  |
| Recruitment Criteria and Methodology | Submitted in the form of appendix by referring to this Section No. |  |

**Section 4**

|  |  |
| --- | --- |
| **Others** |  |
| Has your company worked with MTR Corporation before? | Yes / No | If Yes, please list out the job details: |  |
|   |  |
| Does your company has any Quality Management Plan? | Yes / No | If Yes, please specify(e.g. ISO9001 or eqv) |  |  |
| Please provide the related documents in Appendix. |  |
| Does your company has any Safety Plan or Manual? | Yes / No | If Yes, please specify(e.g. OHSAS 18001 or eqv) |  |  |
| Please provide the related documents in Appendix. |  |