**Prequalification Questionnaire for Prospective Contractors**

**General Instructions**

The responses to Section 1 to 5 below by applicants for prequalificationshall provide complete, true, accurate and up to date information required to enable the MTR Corporation Limited (the Corporation) to prequalify a company (the Applicant) to tender for the Contract(s) as described in the Prequalification Questionnaire.

When completing this Prequalification Questionnaire, Applicants shall be aware of the following conditions:

1. The Corporation shall treat all responses in this Prequalification Questionnaire as confidential and undertakes not to disclose the responses to others (with the exception of the Corporation's financial, legal and insurance advisors and the Government of Hong Kong Special Administrative Region, as appropriate, during the prequalification and the tender assessment period).
2. Completion of the Prequalification Questionnaire shall not bind the Corporation to invite an Applicant to submit a tender and no reasons shall be given for the exclusion of unsuccessful Applicants.
3. The composition of the list of tenderers shall rest entirely with the Corporation and its decisions shall be final.
4. In the event that the Applicant has or may have a conflict of interest which may affect its judgment in relation to the contract or its ability to properly discharge the works or services to be delivered (including dealings with third parties), then the Applicant shall immediately notify the Corporation as to the nature of the conflict or potential conflict of interest and thereafter shall discuss and agree with the Corporation what action is necessary to resolve the conflict.
5. The Applicant shall not, and shall ensure that its directors, employees, agents and subcontractors shall not, offer or give any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any employee or agent of the Corporation. Any breach of or non-compliance of this condition by the Applicant shall, without affecting its liability for such breach or non-compliance, result in its application not being considered.

**Guide for Submission**

1. Please fill in all cells highlighted in yellow.
2. For Section 1, please submit related documents in the form of appendix with Index No. 1 to 5.
3. For Section 2, please insert additional table in same format for more job reference when necessary.
4. For Section 3, please submit related documents in the form of appendix with Index No. 6 to 7 (if any).
5. For Section 4, please submit related documents in the form of appendix with Index No. 8 (if any).
6. For Section 5
7. Safety Management, please submit related documents in the form of appendix with Index No. 9 to 12 (if any).
8. Environmental Management, please submit related documents in the form of appendix with Index No. 13 to 14 (if any).

**Submitted by**

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

**Section 1 – Company Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Company Profile | (Please submit company profile in the form of appendix with Index No. 1.) | 1 |  |
| Organization Chart | (Please submit organization chart in the form of appendix with Index No. 1.) | 1 |  |
| Year of company establishment | Established in \_\_\_\_\_\_\_\_\_\_\_  (Copy of business and company registration is enclosed in the form of appendix with Index No. 2.) | 2 |  |
| Manpower Resources of the Company | Number of direct labour related to plumbing and drainage system maintenance or installation :  \_\_\_\_\_\_\_\_\_ | 3 |  |
| Number of competent safety supervisor :  \_\_\_\_\_\_\_\_\_ |
| Inventory and Logistic Control | (Please submit related information in the form of appendix with Index No. 4) | 4 |  |
| Financial Statements for the latest 3 years | Submitted in the form of Appendix with Index No.5 | 5 |  |

**Section 2 – Job Reference in the Past 10 years**

| **Item** | **Job Reference in the past 10 years (based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| 1 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 2 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 3 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 4 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |

| **Item** | **Job Reference in the past 10 years (based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| 5 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 6 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 7 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 8 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |

| **Item** | **Job Reference in the past 10 years (based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| 9 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 10 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 11 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 12 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |

| **Item** | **Job Reference in the past 10 years (based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| 13 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 14 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 15 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |
| 16 | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Description of the System |  |  |
|  | Type of the System |  |  |
|  | No. of pump set and water tank |  |  |
|  | Contract Value |  |  |

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

**Section 3 – Technical Competence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Relevant Trade of License | No. of License Plumber in Water Supplies Department\_\_\_\_\_\_\_\_\_\_  *(Please submit related license in the form of appendix with Index No. 6, if any)* | 6 |  |
| Proven Experience | *(Please provide proven experience of maintenance or installation of the following Plumbing and Drainage Systems in the form of appendix with Index No. 7)*  a) Transfer Tank Pumping System  b) Flushing Water System  c) Potable Water System  d) Sump Pump System  e) Water Feature System  f) Irrigation Plant System  g) Computerized system interfacing with BMS system  h) Motor Control Panel installation  i) Drainage and Vent pipe installation  j) Availability of major testing equipment for testing and maintenance | 7 |  |

**Section 4 - Quality Management**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Accreditation Certificate | *(Please provide related certificates in the form of appendix with Index No. 8)*  *(e.g. ISO 9001, ISO14001, ISO 45001, OHSAS 18001, etc.)* | 8 |  |

**Section 5 - Safety Management and Environmental Management**

|  |  |  |  |
| --- | --- | --- | --- |
| **Safety Management** | | | |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Safety Policy / Statement | *(Please provide related documents in the form of appendix with Index No. 9)* | 9 |  |
| Safety Management Plan | *(Please provide related documents in the form of appendix with Index No. 10)* | 10 |  |
| Safety Records of Past 2 Years | *(Please provide related documents in the form of appendix with Index No. 11, if any)*  *(e.g. fatal accident, reportable accident, dangerous occurrence, safety related prosecution, etc.)* | 11 |  |
| OSH Gold Star Enterprise Register | *(Please provide related documents in the form of appendix with Index No. 12)* | 12 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental Management** | | | |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Environmental Management Policy / Statement | *(Please provide related documents in the form of Index No. 13)* | 13 |  |
| Environmental Management Plan | *(Please provide related documents in the form of Index No. 14)* | 14 |  |

**Section 6 – Supplier Code of Practice**

Applicant is required to comply with the Corporation’s Supplier Code of Practice. This provides an ethical and behavioural framework for contractor doing business with the Corporation.



On behalf of the management and staff, I confirm full compliance with this Ethical Code of Conduct.

### (to be signed by the Chairman, CEO, Human Resources Director or a member of Senior Management)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |
| Name / Title: |  |  | Company: |  |
| And |  |  |  |  |
| Signature: |  |  | Date: |  |
| Name / Title: |  |  | Company: |  |