**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.

Applicant shall note the following:-

1. Please fill in all cells highlighted in yellow.
2. For Section 2
	1. Please submit job reference and clients’ commendation (if any) in Appendix with the Item No.
	2. Please insert additional lines in same format for more job reference when necessary.
3. For Section 3
	1. Please submit the CV of the key personnel in Appendix with the Item No.
	2. Please insert additional lines 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 (HK) |  |  |
| Submission of latest annual report and audited accounts for the preceding three financial years | □ Yes, Submitted for Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ No |  |
| Please indicate whether your company is interested in submitting proposal which project budget is: | Project Scale1. HK$ >1.5M / Project:
2. HK$ <1.5M / Project:
 | Interested?□Yes □No□Yes □No |  |

**Section 2**

Past job references for providing the relevant promotional services to 1) local/overseas shopping malls, 2) retail related and 3) other commercial sectors which can demonstrate the creativity, strength and capability of the company. Please illustrate with photos and provide details of client, site location and scope of services especially the media coverage of the promotional event/campaign

**Job Reference in the past 8 years in descending order (from 2014 to 2021)**

**(A) For Job Reference with Campaign Cost > $1.5M**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 |  |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **10** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

***(Please insert lines for more job reference when necessary***

\* Note: If the applicant can provide sufficient relevant job references related to interactive & technology content production and development, the Corporation may consider the applicant qualified for the related scope under Q090253 for ELEMENTS and THE SOUTHSIDE.

**(B) For Job Reference with Campaign Cost < $1.5M**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **10** | **Name of Client & Campaign** |  |  |
|  | **Client Type** | * + Luxury mall
	+ Regional mall
	+ Neighbourhood mall
 | * + Retail related
	+ International Luxury Brands
	+ Other Commercial Sector
 | * + Entertainment related with customer engagement
 |  |
|  | **Site location** |  |  |
|  | **Campaign Type**  | * + Decoration
 | * + Interactive & Technology Related \*Note
 |  |
|  | **Job Description / Scope of Services** |  |  |
|  | **Service Period** |  |  |
|  | **Campaign Cost (HK$)** |  |  |
|  | **Client’s commendation / Award (if any)** | * + Yes, supporting document attached □ No
 |  |

***(Please insert lines for more job reference when necessary***

\* Note: If the applicant can provide sufficient relevant job references related to interactive & technology content production and development, the Corporation may consider the applicant qualified for the related scope under Q090253 for ELEMENTS and THE SOUTHSIDE.

**Section 3**

Please provide structure of Creative and Support Services Team and CVs of the Key Personnel

**Profile of Creative and Support Services Team**

| **Item** | **Name**  | **Position** | **Years of Relevant Experience** | **CV Attached**  |  |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  | * + Yes
 |  |
| 2 |  |  |  | * + Yes
 |  |
| 3 |  |  |  | * + Yes
 |  |
| 4 |  |  |  | * + Yes
 |  |
| 5 |  |  |  | * + Yes
 |  |
| 6 |  |  |  | * + Yes
 |  |
| 7 |  |  |  | * + Yes
 |  |
| 8 |  |  |  | * + Yes
 |  |

***(Please insert lines for more job reference when necessary)***

 **Section 4**

|  |  |
| --- | --- |
| **Others**  |  |
| 1. Has your company worked with MTR Corporation before?
 |  |
| 1. with project sum

**> HK $1.5M**?  | Yes / No | If Yes, please list out the job details: |  |
| 1. with project sum

**< HK $1.5M**? | Yes / No | If Yes, please list out the job details: |  |
| 1. Do your company have any Quality Management Plan?
 | Yes / No | If Yes, please specify (e.g. ISO9001 or equivalent) and provide the related documents in Appendix. |  |
|  |
| 1. Do your company have any Safety Plan or Manual?
 | Yes / No | If Yes, please specify (e.g. OHSAS 18001 or equivalent) and provide the related documents in Appendix. |  |
|  |
| 1. Do your company have any Environmental Management Policy / System?
 | Yes / No | If Yes, please specify (e.g. OHSAS 14001 or equivalent) and provide the related documents in Appendix. |  |
|  |

**Section 5**

**Supplier Code of Practice**

Applicant is required to comply with the Corporation’s Supplier Code of Conduct.  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: |  |