

Contractor Pre-qualification Assessment

The contractor is required to fill in all the information required as below. All information given must be genuine, missing/ incorrect information will affect the ranking of the contractor.

1.0 PARTICULARS OF CONTRACTOR
Company Name: Registered Address: Postal Address: (if different from above) Business Registration No.: Authorized Signatory: Position: Telephone No.: Email Address: Fax No.:

1.1 Company structure and staff assigned to this project						
Company structure and staff organization						
Year of company establishment	No. of director	No. of management staff	No. of professional / technical staff	No. of administration staff	No. of DIRECT labour/ worker (relevant trade)	Total no. of staff
Details of director / management / professional / technical staff to be assigned to this project						
Name	Position	Qualification	Year of Experience	Job reference in similar nature		

* - delete as appropriate.

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1.2 Availability of plant				
List of major equipment/ plant				
Description	Capacity / Size	Quantities	Year of Manufacturer	Owned/ Hired

1.3 Implementation Plan for Quality Assurance	
<i>Do you have the following:-</i>	<i>Yes/ No *</i>
ISO9000 certification	
ISO14000 certification	

* - delete as appropriate.

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2.0 RELEVANT JOB REFERENCE		
2.1 Relevant Completed Projects in past 5 years		
Name and Scope of Project ^{Note 1}	Contract Value (HK\$)	Year of Completion

2.2 Project Completion on Time			
<i>Do you have any project with delay in past 5 years?</i>			<i>Yes/ No*</i>
If yes, please list five nos. of projects with most significant delay in HK for the COMPANY			
Name and Scope of Project ^{Note 1}	Contractual Completion Time	Actual Completion Time	Reason for Delay

2.3 Projects in Progress		
Name and Scope of Project ^{Note 1}	Contract Value (HK\$)	Anticipated Year of Completion

* - delete as appropriate.

Note 1: Please indicate the project particulars such as the site area, GFA and etc. for 2.1 to 2.3.

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3.0 SITE SAFETY	
3.1 Implementation Plan for Site Safety Assurance	
Do you have the following:-	Yes/ No *
Contractor's in-house site safety plan	

3.2 Fatal Accident / Dangerous Occurrence	
Do you have any project with fatal accident / dangerous occurrence in past 5 years?	Yes/ No *
If yes, please provide details:-	

3.3 Charges by Labour Dept. or other Govt. Authorities in 5 Years	
<i>Do you have any charges by Labour Department or other Govt. authorities in past 5 years?</i>	Yes/ No*
If yes, please provide details:-	

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4.0 FINANCIAL STATUS IN PAST 3 YEARS			
(HK\$)	Year 20__	Year 20__	Year 20__
Annual Turnover			
Annualized uncompleted contract value on hand			
Net Profit/ Loss:			
Net Asset			
Working Capital			

5.0 PROJECT CLAIM & LEGAL CASE / LITIGATION	
5.1 Involvement in Legal Case/Litigation in 5 Years	
Do you involve any legal case/ litigation in the past 5 years?	Yes/ No*
If yes, please provide details:-	

* - Delete as appropriate.

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Please provide the following documents for our verification:-

- (1) Contract person and contact particulars for this Tender
- (2) Business Registration
- (3) Company Organization Chart together to CV for major personnel
- (4) Experience in similar job and project reference in past 5 years
- (5) RGBC Certificate or relevant Certificate of Registration of Specialist Contractor
- (6) List of major plant and equipment
- (7) ISO Certificate
- (8) Site Safety Plan
- (9) Audit Report in past 3 years
- (10) Declaration on any involvement in legal case/ litigation within 5 years
- (11) Declaration on any charges by Labour Department or other government authority within 5 years

I hereby declare that the above-stated information and documents provided are genuine and correct.

Authorised Signature with company chop

Name in Block Letters:

Title:

Date: