

本辦公室檔號：

Our Ref:

「電子採購試點部門」供應商登記申請書

Application Form for Inclusion in the Supplier List of the e-Procurement Pilot Departments

申請者須知

Notes to Applicant

如貴公司已是其中一個試點部門(環境保護署、入境事務處、政府資訊科技總監辦公室)或政府物流服務署^(註 1)有關物料或服務的供應商，則無須填寫申請書。

If you are already a supplier of any one of the three Pilot Departments (i.e. Environmental Protection Department (EPD), Immigration Department (ImmD), Office of the Government Chief Information Officer (OGCIO)) or Government Logistics Department ^(Note 1) (GLD) for the provision of the specific goods and related services, you need not fill out the application form.

表格填妥並遞交後，貴公司的申請將會轉交適當部門處理。我們會盡快通知貴公司有關的申請結果。

After completing and submitting this form, your application will be passed to appropriate departments for further processing. We will inform you of the result about your application as soon as possible.

請填妥本申請書及交回：

This form should be completed in FULL and returned to:

「電子採購試點計劃」辦公室

電郵地址：eppmgttoff@ogcio.gov.hk

傳真號碼：28276646

E-Procurement Pilot Programme Office

E-mail: eppmgttoff@ogcio.gov.hk

Fax No.: 28276646

第一部 —— 公司資料 PART I — DETAILS OF THE COMPANY

1.	公司名稱： Name of Company:	
2.	地址： Address(es): (1) 總公司名稱： Office: (2) 電郵地址(如適用)： E-mail (if applicable): (3) 公司網址(如適用)： Company Website (if applicable)	電話號碼： Tel. No.: 傳真號碼： Fax No.:
3.	業務性質： Nature of business:	
4.	經營現今業務多久？ How long in present business?	

(註 1：政府物流服務署備有特定貨品和相關服務的供應商名單。供應商如欲查看“政府物流服務署按採購物品組別編號採購的貨品”資料，可瀏覽網址 http://www.gld.gov.hk/eng/services_2_m.htm。如供應商提供該等採購物品組別編號以外的貨品和服務，便須填寫本申請表以便列入試點部門之供應商名單。)

(Note 1: GLD used to include suppliers who sell specific commodities and related services in its supplier list. Reference can be made to the “Commodities that GLD purchases under Purchasing Group Codes” section at website address http://www.gld.gov.hk/eng/services_2_m.htm. In case a supplier wishes to be recorded for performing business(es) that fall outside the GLD Purchasing Group Codes, this application form can be filled in for inclusion in one of the three pilot Departments’ supplier list.)

第二部 —— 公司組織及職員資料 PART II — ORGANIZATIONS AND STAFF

<p>1.</p>	<p>公司成員： Members of organization:</p> <p style="text-align: right;">姓名 Name</p> <p>(1) *常務董事： Managing Director:</p> <p>(2) *董事 (不超過兩名)： Directors (not more than two names are required):</p> <p>(3) *東主 (不超過兩名)： Proprietors (not more than two names are required):</p> <p>(4) *合夥人 (不超過兩名)： Partners (not more than two names are required):</p> <p>*請將不適用者刪去 (Delete where inappropriate)</p>			
<p>2.</p>	<p>僱員總數： Total number of persons employed:</p>			
<p>3.</p>	<p>獲授權回答有關合約問題的負責人： Persons to contact on matters relating to contracts:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">姓名 Name(s)</td> <td style="width: 33%; text-align: center;">職位 Official Capacity</td> <td style="width: 33%; text-align: center;">電話號碼 Tel. No.</td> </tr> </table>	姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.
姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.		

第三部 — 業務狀況及證明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS

1. 貴公司所供應的貨品及有關服務：
Goods and related services which your company can supply:

- (i) 詳細列明所供應的貨品及有關服務：
(貨品及有關服務的代碼，請參閱申請指南內的附件《聯合國標準產品與服務代碼下可供選擇的貨品及有關服務一覽表》)
Detailed list of goods and related services:
(For the code of goods and related services, please refer to the “List of Goods and Related Services under UNSPSC” attached with the guideline.)

聯合國標準產品與服務代碼 UNSPSC	聯合國標準產品與服務代碼名稱 UNSPSC Description	環保產品* Green Product*
舉例: 39101600 For example: 39101600	燈 Lamps	是 Yes

*若貴公司所供應的產品符合以下網址 www.eprocurement.gov.hk/tc/greenprocurement 所載的環保產品規格，請於“環保產品”一欄內填上“是”。

*If your products meet the green procurement specifications in the following link www.eprocurement.gov.hk/en/greenprocurement, please indicate “Yes” under the “Green Product” column.

- (ii) 倘若貴公司並非製造商，請提供授權貴公司為代理商／分銷商的商號的名稱。
Please provide the name(s) of the principal(s) for whom you act as the accredited agent(s)/distributor(s) in case you are not the manufacturer.

- (iii) 請透過傳真或電郵送交有關目錄及詳細說明書，以供本辦公室參閱。
Please fax or email relevant catalogues and descriptive literature for consideration.

(註：如空位不足，請另紙列出)

(Note: If space is not sufficient, please use separate sheet)

2.	<p>請透過傳真或電郵送交下列文件，以供本辦公室參考和存照： Please fax or email the following documents for reference and record:</p> <p>(a) 有效商業登記證的副本。 A copy of a valid Business Registration Certificate.</p> <p>(b) 公司簡介及年報。 Company profile and annual report.</p> <p>(c) 公司紀律守則 (如有的話)。 Code of conduct (if any).</p>
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第四部 —— 登記使用電子服務 PART IV — ENROLLMENT TO USE E-SERVICES

1.	<p>貴公司會否登記使用「電子採購試點計劃」所提供的電子服務？如欲獲得更多有關該等電子服務的資訊，請參閱附件《申請指南》。</p> <p>Do you want to enroll to e-services under the e-Procurement Pilot Programme (Pilot Programme)? For more information on the e-services, please refer to the “Guidelines for Applicant” attached.</p> <p>會 Yes <input type="checkbox"/> (有關的用戶編碼及登入密碼會另行通知) (We will provide a userid and password to you)</p> <p>不會 No <input type="checkbox"/></p> <p>如以上選擇“會”，貴公司必須於第五部選擇“是”，以使用試點計劃的電子服務。</p> <p>If you have selected “Yes” in the above, you also need to select “Yes” in “Part V” to enjoy e-services under the Pilot Programme.</p>
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第五部 —— 接收電子訊息聲明 PART V — RECEIVING ELECTRONIC MESSAGES DECLARATION

1.	<p>本人現要求香港政府在合適情況下向本公司發出報價邀請。本人明白報價邀請可由香港政府以郵件或電子方式（如電子郵件或傳真）發送。</p> <p>I hereby request the Government to send invitations to quote to our company whenever such opportunity arises. I understand that the invitations may be sent from the Government by mail or electronic means such as email or fax.</p> <p>是 Yes <input type="checkbox"/> 不是 No <input type="checkbox"/></p>
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第六部 —— 證明 PART VI — CERTIFICATION

本人謹代表上述公司，申請成爲 (選擇至少一個)^(註 2)

I propose to be included in the supplier list of (select at least one)^(Note 2)

試點部門
The Pilot Departments

政府物流服務署
Government Logistics Department

的供應商，就本表格第三部所列貨品及有關服務接受報價邀請 (或由政府物流服務署發出的投標邀請)。本人明白倘若故意在本表格內提供任何虛假資料，可使本公司喪失申請資格，即使申請已獲批准，也會被即時除名。

for receiving invitations to quotation for goods and related services listed in Part III of this form (or tender invitations issued by the Government Logistics Department as appropriate.). I understand that any wilful submission of false information by means of this form will result in our disqualification and, in such case, our company will be removed from the list forthwith despite successful application.

簽署: _____

Signature

姓名 (正楷): _____

Name in block letters

職銜: _____

Designation

電話號碼: _____

Tel. No.

傳真號碼: _____

Fax No.

日期: _____

Date

(公司印鑑)
(Space for company chop)

(註 2 : 如必要的話，試點部門或政府物流服務署可以要求供應商提供補充資料。)

(Note 2: The Pilot Departments or the Government Logistics Department may request for supplementary information as deemed necessary.)

備註
NOTES FOR GUIDANCE

資料用途

Purpose of Collection

本表格內填報的資料 (包括個人資料), 會供政府審批有關登記成為試點部門或政府物流服務署供應商的申請, 以便日後邀請報價或投標之用。

The data (including personal data) provided by means of this form will be used by the Government for consideration on the application for inclusion in the supplier list of the Pilot Departments or the Government Logistics Department for quotation or tender invitation.

資料轉介

Transfer of Data

本表格內填報的資料 (包括個人資料), 可能會向其他政府部門或非政府機構披露。

The data (including personal data) you provide by means of this form may be disclosed to other government departments and non-government organizations.

查閱個人資料

Access of Personal Data

根據《個人資料 (私隱) 條例》第 18 條、第 22 條及附表 1 第 6 原則, 你有權查閱及更正個人資料, 包括索取本表格內填報資料的副本。

You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

查詢

Enquiries

如欲查詢本表格內的資料, 包括查閱途徑及更正資料, 請以下述方式與我們聯絡:

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

「香港政府採購通」熱線
GovProcurement Hotline

電話號碼 : (852) 8107 0608
Tel:

傳真號碼 : (852) 2827 6646
Fax:

電郵地址 : eppmgmtoff@ogcio.gov.hk
E-mail: