

Prequalification Questionnaire
THE PO LEUNG KUK - HONG KONG

PO LEUNG KUK

PREQUALIFICATION QUESTIONNAIRE

PREQUALIFICATION QUESTIONNAIRE

This Questionnaire should be read in conjunction with any letter, advertisement and / or supplementary information document published by Po Leung Kuk (the Kuk).

Responses to the attached Questions are intended to provide information required by the Kuk to enable them to determine companies' suitability to provide services to the Kuk.

Unless specifically stated, the Kuk will, based solely on the responses to the questionnaire, place qualified companies on the list of acceptable contractors. These lists will be subdivided by worktype and value.

Completion of this Questionnaire is subject to the following conditions :-

- Responses shall be made in full to all questions or the question shall be endorsed "NOT APPLICABLE".
- The Questionnaire shall be signed by a director of the company (or a person at the equivalent level of authority).
- Completion of the Questionnaire will not bind the Kuk to include the company on any list or to invite the company to submit any tender and the Kuk shall not be obligated to give reasons for the exclusion of unsuccessful companies.
- The selection of tender lists from the lists of prequalified contractors for any contract rests entirely with the Kuk whose decision in this matter will be final.
- The Kuk reserves the right to publish the names of companies on lists of prequalified companies either generally or by specific type of work.
- All costs incurred by the applicant in submitting this questionnaire shall be the responsibility of the applicant.
- Nothing in this questionnaire or anything resulting therefrom shall constitute any obligation on the part of the Kuk.
- The inclusion of the company's name on any list shall not constitute approval or acceptance of the quality of any service or product.

COMPLETION OF QUESTIONNAIRE

- At least one sheet shall be completed for each section. If not relevant, it shall be clearly marked "NOT APPLICABLE".
- Additional pages may be added to each section as necessary. Each shall be consecutively numbered and the number of pages shall be inserted in the appropriate space in Item G12 of the Questionnaire.
- The right hand column of the Questionnaire is for the Kuk's use and shall be left blank.
- All applications shall be made in English or in Chinese. In case of doubt, the English text shall prevail.

SUBMISSION OF QUESTIONNAIRE

The application should be sent to the following address:

Po Leung Kuk
Property & Works Department
9/F, PLK Vicwood K.T. Chong Building
66 Leighton Road
Hong Kong

Before the closing date and be clearly marked

PREQUALIFICATION QUESTIONNAIRE

The following documents should be inserted into a loose leaf binder with individual sections separated by labelled dividers. Documents submitted are not returnable.

- (a) Two copies of the completed Questionnaire.
- (b) Two copies of Business Registration Certificate.
- (c) Copy of Certificate of Incorporation. (for limited companies only)
- (d) Copy of any Certificate or Licence (i.e. Certificate of Registration of Contractor under Building Ordinance) in relation to the category applied for.
- (e) Two copies of documents supporting the company's updated financial status. (i.e. audited accounts for limited companies).
- (f) Copies of recommendation letters from architects, government departments, building owners and others.
- (g) Any other relevant supporting documents.

Confidential financial information may be provided in a separate sealed envelope clearly marked "Financial Details". Any queries in connection with the questionnaire should be addressed to Mr. Christopher Chau at the above address. Telephone – 2277 8222 and Fax – 2881 7961

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<u>GENERAL</u>		PAGE No.	G.1
G.1	Registered Name of Company		
G.2	Registered Address		
G.3	Telephone	G.4	Fax / E-mail
G.5	Contact Person	G.6	Designation
G.7	Authorized Signatory	G.8	Designation
G.9	Declaration of relationship with Po Leung Kuk 's current directors, ex-directors & staff		
G.10	I declare that the information supplied in this Questionnaire is true to the best of my knowledge and belief ; and undertake (i) to inform the Kuk immediately in writing of any changes in the structure or number of our staff of director's level, company's financial arrangement or any incident that may result in changing the information supplied in this Questionnaire; and (ii) to inform the Kuk immediately in writing, if any director of our company has any potential conflict of interests in handling the tendering and contractual matters with the Kuk. Signature (to be signed by a Director of the Company or person with the equivalent level of authority with Company's Chop) Name: Position: Date:		
Remarks: If the Kuk discovers the information provided is not true, the Kuk reserves the rights to remove the name of the contractor from our registered lists.			

GENERAL		PAGE No.	G.2
G.11	Type of Service The applicant shall indicate in the appropriate box by means of a [✓] the type of work for which he wishes to be included in the approved class list (The applicant can select more than one class).		
	A	Greenery	
		1) Horizontal works, eg. Green Roof, Green Podium	[]
		2) Vertical works, eg. Green Wall System	[]
	B	Energy Efficient	
		1) Energy Efficient Room Cooler	[]
		2) T5 Fluorescent Tube	[]
		3) LED Exit Sign	[]
		4) Solar Film/Coating	[]
		5) Motion Sensor	[]
	C	Energy Recycling	
		1) Solar Panel	[]
		2) Small Wind Turbine	[]
		3) Solar Water Heating Unit	[]
	D	Environmental Facilities	
		1) Food Waste Composter	[]
		2) Kitchen Equipment, eg. Dish Washer	[]
G. 12	Contents and attachments If there are any further attachments the number of sheets in each section shall be Indicated in column A.		
		A Attachments / enclosures	
	General		
	Part A		
	Company Details		
	Financial Details		
	Company Management		
	Recent Projects (Hong Kong)		
	Insurance & Legal		

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PART ‘A’

Prequalification Questionnaire
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COMPANY DETAILS		PAGE No.	A1								
1.1	Registered Name of Company										
1.2	Registered Address										
1.3	Country										
1.4	<p>Company Registration</p> <p>Type of Company (e.g. Sole Proprietor, Partnership, Corporation)</p> <p>Date Established</p> <p>Place of Registration</p> <p>Registration Number</p>										
1.5	<p>Parent/Holding Companies</p> <p>Immediate Parent Company</p> <p>Address</p> <p>Country of Registration</p> <p>Ultimate Holding Company</p> <p>Address</p> <p>Country of Registration</p>										
1.6	<p>Associate and Subsidiary Companies</p> <p>Insert the names, and specialities, of any subsidiary and associated companies which would be involved in any tender.</p> <table border="0"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Specialism</th> </tr> </thead> <tbody> <tr> <td>A</td> <td></td> </tr> <tr> <td>B</td> <td></td> </tr> <tr> <td>C</td> <td></td> </tr> </tbody> </table>	Name	Specialism	A		B		C			
Name	Specialism										
A											
B											
C											

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FINANCIAL DETAILS				PAGE No.	A2
A2.1	Total Registered Share Capital		A2.2	Currency	
A2.3	Financial Year End				
A2.4	Name the current top five voting shareholders of the Company and all voting shareholders whose individual holding amounts to more than 2.5% of the share issue, with the percentages of their holdings. Name of Company/Individual Shareholding (%)				
A2.5	List a summary of the accounts for the three year period to the end of the last completed financial year				
	Year Ended	Gross Turnover	Net Profit Before Tax	Current Assets	Current Liabilities
NB	A copy of the latest audited accounts of the Company and the ultimate holding company, if applicable, must be attached.				
A2.6	Provide details of any substantial changes in the Company during the past <u>3 years</u> .				
A2.7	Principal Bankers				
	Name of Bank				
	Branch				
	Address				
	Manager			Telephone	
A2.8	Additional Sources of Funds / Unutilised Banking Facility				
	Approved Amount :				
	Unutilised Amount :				
Remarks: Supporting documents have to be submitted together with the questionnaire.					

COMPANY MANAGEMENT	PAGE No.
<p>Management Resources List the current number of management, professional and administrative employees</p> <p>3.1 Managerial Staff</p> <p>3.2 Professional/Technical Staff</p> <p>3.3 Administrative Staff</p> <p>3.4 Provide a brief description of the overall management structure of the Company. Provide an organisation chart as appropriate.</p>	A3

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RECENT PROJECTS							PAGE No.
Provide the following information in respect of all projects commenced and/or completed in Hong Kong over the past <u>10 years</u> in relating to the application.							A4
TYPE OF SERVICE							
Name and Location	Status of Participation (Main contractor, Sub-contractor)	Client	Consultant	Start Date	Completion Date	Value HK\$ M	Brief Description of Work Performed

NB 1. Separate sheets shall be completed in respect of each type of work indicated on Item G11 of Pages G2 which prequalification is sought.

PART 'B'

(To be completed by applicants for major works ONLY-
project sum exceeding \$3 mil.)

COMPANY DETAILS	PAGE No	B1																		
<p>B1.1 Corresponding Category of registration under Buildings (Amendment) Ordinance 1996 (e.g. RGBC) or enlisted under relevant Government Authorities (e.g. ASD)</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>Category</u></th> <th style="text-align: center;"><u>Registration No.</u></th> </tr> </thead> <tbody> <tr> <td>() Registered General Building Contractors</td> <td>_____</td> </tr> <tr> <td>() Registered Specialist Contractors in Ventilation Category</td> <td>_____</td> </tr> <tr> <td>() Registered Specialist Contractors in Demolition Category</td> <td>_____</td> </tr> <tr> <td>() Registered Specialist Contractors in Foundation Category</td> <td>_____</td> </tr> <tr> <td>() Registered Specialist Contractors in Site Formation Category</td> <td>_____</td> </tr> <tr> <td>() Approved Contractors for Public Works (Please specify the Works Category & Approved Group)</td> <td>_____ _____</td> </tr> <tr> <td>() Approved Specialist Contractors for Public Works (Please specify the Category & Approved Group)</td> <td>_____ _____</td> </tr> <tr> <td>() Approved Contractors for other Government Authorities (Please specify details)</td> <td>_____ _____</td> </tr> </tbody> </table> <p>B1.2 Provide the date and details of any changes of the Registered Name of Company and the Partners during the past five years.</p>	<u>Category</u>	<u>Registration No.</u>	() Registered General Building Contractors	_____	() Registered Specialist Contractors in Ventilation Category	_____	() Registered Specialist Contractors in Demolition Category	_____	() Registered Specialist Contractors in Foundation Category	_____	() Registered Specialist Contractors in Site Formation Category	_____	() Approved Contractors for Public Works (Please specify the Works Category & Approved Group)	_____ _____	() Approved Specialist Contractors for Public Works (Please specify the Category & Approved Group)	_____ _____	() Approved Contractors for other Government Authorities (Please specify details)	_____ _____		
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FINANCIAL DETAILS	PAGE No.	B2																		

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Applicants shall submit a copy of the latest audited accounts of the company, and the Ultimate Holding Company, if applicable. In case of the audited accounts provided are for the year ended 6 months before the date of application, management accounts for the period ended not earlier than 3 months before the date of application shall also be submitted.

B2.1 List the Parent Company / Shareholder Guarantee, if any:

B2.2 List the Contingent Liability such as Guarantee of Undertakings, if any:

B2.3 List a summary of the Shareholders' Funds for the three year period to the end of the last completed financial year

Year Ended

Shareholders' Funds

B2.4 Shareholders' Sources of Funds & the total amount of available funding.

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<p>B3.1 List the Company's Prime and Subsidiary Businesses</p>											
<p>B3.2 Provide a list of principal production facilities including the following details for each</p> <table border="1"> <thead> <tr> <th data-bbox="183 392 454 515"><u>Location</u></th> <th data-bbox="454 392 726 515"><u>Main Function</u></th> <th data-bbox="726 392 869 515"><u>Size (Area)</u></th> <th data-bbox="869 392 1109 515"><u>Production Employees</u></th> <th data-bbox="1109 392 1399 515"><u>Annual Turnover (State Currency & exchange rate)</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Location</u>	<u>Main Function</u>	<u>Size (Area)</u>	<u>Production Employees</u>	<u>Annual Turnover (State Currency & exchange rate)</u>						
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<p>B3.3 Provide a list of facilities related to the type of work offered including the following Details of each.</p> <table border="1"> <thead> <tr> <th data-bbox="183 1198 454 1321"><u>Location</u></th> <th data-bbox="454 1198 726 1321"><u>Function</u></th> <th data-bbox="726 1198 869 1321"><u>Size</u></th> <th data-bbox="869 1198 1109 1321"><u>Annual Capacity (State Unit)</u></th> <th data-bbox="1109 1198 1399 1321"><u>Current Orders (State Unit)</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Location</u>	<u>Function</u>	<u>Size</u>	<u>Annual Capacity (State Unit)</u>	<u>Current Orders (State Unit)</u>						
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<p>QUALITY AND SAFETY (Applicants who do not have a formal policy for quality and safety may ignore items B4.1 to B4.4)</p>	<p>PAGE No B4</p>										

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<p>QUALITY</p> <p>B4.1 Quality Policy A summary or the Table of Contents of the Company's Quality Manual or appropriate extracts should be attached.</p> <p>B4.2 Quality Systems Insert a brief description of the Company's Quality Systems and Organisation</p>	
<p>SAFETY</p> <p>B4.3 Safety Policy Insert Company Safety Policy Statement. A summary of the Company 's Safety Manual or appropriate extracts should be attached.</p> <p>B4.4 Safety Department Describe the company 's safety department, number of safety officers and training policy. A copy of an organisation chart should be attached.</p> <p>B4.5 Accident Record Insert number of fatal and reportable accidents over the past <u>3 years</u>. <u>Year</u> <u>Fatal Accidents</u> <u>Reportable Accidents</u></p> <p>B4.6 Litigation in respect of Health & Safety matters over the past <u>3 years</u></p>	
<p>CONSTRUCTION MANAGEMENT</p>	<p>PAGE No B5</p>

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B 5.1 No. of Construction Staff on company's pay-role by category.	
B 5.2 No. of Craft Labour Resources on company's pay-role by category.	
B 5.3 List the Name and Qualification of the Authorized Signatory	
B 5.4 List the Name and Qualification of Technical Competent Person	
B 5.5 Describe the hardware and software normally used by the company for project planning and indicate the number of specialised personnel employed in this field	
CONSTRUCTION EQUIPMENT	PAGE No. B6

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B6.1 Construction Plant and Equipment owned by the Company	
B6.2 Fabrication and Production Facilities owned and operated by the Company	