Application for Admission to the
<u>Contractors List for Electronic System Integration (ESI) System</u>

1. Registered name of company/firm
    Under Business Registration
    Ordinance, Laws of Hong Kong

    _____

    _____

    _____

2. Registered address of company/firm
    Under Business Registration
    Ordinance, Laws of Hong Kong

    _____

    _____

    _____

    Telephone No.

    _____

    Facsimile No.

    _____

3. Date of formation or incorporation
    under Companies Ordinance,
    Laws of Hong Kong

    _____

4. Date of original registration under
    Business Registration Regulations,
    Business Registration Ordinance,
    Laws of Hong Kong.

    _____

5. Business Registration Certificate No.

    _____

    Date of Expiry
    Business Registration Regulations,
    Business Registration Ordinance,
    Laws of Hong Kong.

    _____

6. The company/firm is
    * (a) a body corporate, registered under the Companies Ordinance, or
    * (b) a partnership (unincorporated), or
    * (c) a sole proprietorship (unincorporated).

7. Previous name(s) of company/firm with dates, if any.

8. Name(s) of ultimate holding company, parent company, subsidiary or associated companies etc.

9. Names of directors/managers and length of service with the applicant

Name	Designation	Length of Service

10. Name and designation of person(s) who will sign contracts with Government

Name	Designation

11. Banker(s) to whom reference may be made

Name	Address

12. Address of trading office
     (if different from registered
     address) and approximate
     area of office

     Telephone No. _____

     Facsimile No. _____

13. Expertise

The contractor shall employ at least one no. of full-time qualified technical staff [a] with relevant experience on system integration projects with hardware and software; and employ at least one no. of full-time system analyst/programmer [b] with relevant experience on design, coding, testing and maintenance of embedded software.

Full-time qualified technical staff having relevant experience on system integration projects with hardware and software

No.	Name	Qualification	No. of years relevant experience in HKSAR

Full-time system analyst/programmer [b] with relevant experience on design, coding, testing and maintenance of embedded software

No.	Name	Qualification	No. of years relevant experience in HKSAR

[a]- The qualification of the technical staff concerned shall at least possess:-
  - ➢ a higher diploma or higher certificate of relevant discipline with minimum 5 years relevant experience in HKSAR, or
  - ➢ a degree from a University of relevant discipline with minimum 3 years relevant experience in HKSAR.

[b] - The qualification of the system analyst/programmer concerned shall at least possess:-
  - ➢ an ordinary diploma or ordinary certificate of relevant discipline with minimum 5 years relevant experience in HKSAR, or
  - ➢ a higher diploma or higher certificate of relevant discipline with minimum 3 years relevant experience in HKSAR.

14. Job Experience/Reference

The contractor shall have relevant job experiences and shall have completed at least two local jobs with proper testing and commissioning records. Each of the completed local jobs shall be of at least HK$ 0.5M value and completed (warranty expiry) within 5 years from the date of application. Sub-contract will not be considered as relevant job experience/reference.

No.	Project Title	Description/Nature of the Project	Client	Certified Completion Date	Contract Sum (HKD)

15. Office and Testing Facilities

The contractor shall possess local office, workshop and storage space of at least 20 sq. metres each.

	Area (sq. metres)
Local Office	
Workshop	
Storage Space	

The contractor shall also possess at least two workstations or personal computers with software development facilities.

Details of the workstations/personal computers

Description	Quantity	Model	Details of the Software development facilities

16. Training, Documentation, Spares and Maintenance

The contractor shall be able to provide necessary training, documentation, software licenses, spares and maintenance works, or suggest satisfactory alternative arrangement that could ensure effective operation and maintenance of the equipment or software supplied.

a)Training
State whether training facilities are available – YES/NO*
If the answer to the above is YES, please provide the details of the training facilities:-

If the answer to the above is NO, please state if any alternative arrangement could be made if training is required in a contract:-

b) <u>Documentation</u>
Please state if detailed documentations, e.g. circuit diagrams, fault diagnostic charts, operation flow charts, programme codes, etc. will be made available to Government in respect of all equipment and software supplied and installed – YES/NO*

If the answer to the above is NO, please state restrictions and limitations.

c) <u>Software Licenses</u>
Please state the details of the software licenses:-

d) <u>Spare Parts</u>
Please state the policies on spare holdings relating to maintenance in terms of the following :-
    (i)   For particular installations (quote examples)

    (ii) For general purposes

e) <u>Maintenance Works</u>

    Please state if your company is willing to take up maintenance works – YES/NO *

    If the answer to the above is YES, please state the number and grade of staff deployed for maintenance activities.

    If the answer to the above is NO, please state if any alternative arrangement could be made to provide the maintenance services for the equipment and software supplied in a contract.

17.   I certify that all information provided is true and complete to the best of my knowledge. The following supporting documents are forwarded herewith :-

    (i)   A copy of the Business Registration Certificate.

    (ii)   * A copy of Memorandum and Articles of Association.
               * A copy of Application for Registration of Business (Partnership)
               * A copy of Application for Registration of Business (Sole Proprietorship)
               under Business Registration Regulations.

    (iii)   * Details/catalogues of equipment to be offered for Government installations

    (iv)   * Details of works carried out and currently in hand.

    (v)   An organization chart.

    (vi)   Office layout plan with principal dimensions and positions of major development facilities

    (vii)   * A copy of the Certificate of Incorporation under Companies Ordinance

Date _____   Signed   _____

                                       Name   _____

                                         Designation _____

*-- *Delete as appropriate*