

**Application for Admission to the  
Contractors List for Private Automatic Branch Exchange (PABX) System**

1. Registered name of company/firm \_\_\_\_\_  
Under Business Registration \_\_\_\_\_  
Ordinance, Laws of Hong Kong \_\_\_\_\_
  
2. Registered address of company/firm \_\_\_\_\_  
in Hong Kong 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 two no. of full-time qualified technical staff with one<sup>[a]</sup> having relevant experience on PABX system design and operation and the other technical staff<sup>[b]</sup> with relevant experience on PABX system installation, testing and commissioning.

**Full-time qualified technical staff having relevant experience on PABX system design and operation**

<u>No.</u>	<u>Name</u>	<u>Qualification</u>	<u>No. of years relevant experience in HKSAR</u>

**Full-time qualified technical staff having relevant experience on PABX system installation, testing and commissioning**

<u>No.</u>	<u>Name</u>	<u>Qualification</u>	<u>No. of years relevant experience in HKSAR</u>

[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 other technical staff 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\$ 0.3M value and completed (warranty expiry) within 5 years from the date of application. Sub-contract will not be considered as relevant job experience/reference.

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

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 testing tools with valid calibration certificate, if applicable, for cable continuity testing and voltage measurement.

Details of the Testing Tools

<u>Description</u>	<u>Quantity</u>	<u>Model</u>	<u>Calibration Certificate (Ref. No.)</u>	<u>The latest calibration date</u>

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) Documentation

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) Software Licenses

Please state the details of the software licenses:-

d) Spare Parts

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) Maintenance Works

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