

**Application for Admission to the
Departmental Contractor List for Biomedical and Electronics Engineering Services –
Central Control and Monitoring 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 under _____
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

| <u>Name</u> | <u>Designation</u> | <u>Length of Service</u> |
|-------------|--------------------|--------------------------|
|-------------|--------------------|--------------------------|

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

| <u>Name</u> | <u>Designation</u> |
|-------------|--------------------|
|-------------|--------------------|

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

| <u>Name</u> | <u>Address</u> |
|-------------|----------------|
|-------------|----------------|

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

Telephone No.

Facsimile No.

13. Address and approximate area
of Workshop/Office

Telephone No.

Facsimile No.

14. (a) Name, qualifications, experience, training received, and length of service of professional/ technical staff.

- (b) Direct employed work-force.

Trade/Stream/Grade

No.

15. Please provide details of development facilities and equipment including quantity and make/model/capacity of each. For test equipment please also state where and when they were last calibrated.

| Item | Description | Quantity | Make/Model | Capacity | Calibration | |
|------|-----------------------------|----------|------------|----------|-------------|------|
| | | | | | Where | Date |
| 1. | Digital Voltage Meter (DVM) | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |

16. **Relevant Projects Handled**

The company/firm is required to state below briefly his previous experience in execution of related projects (inclusive of supply / installation / maintenance types) as well as particulars of the projects currently being executed. The projects quoted here shall be located in the territories of Hong Kong and may be available for inspection.

Description/Nature of Project

Client

Construction Period

Contract Sum

17. **Training**

State whether training facilities are available – YES/NO *

If the answer to the above is YES, please state how training of Government employees would be provided as part of a contract.

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

18. **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.

19. **Maintenance**

Please state if the company/firm will be 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.

20. **Spare Holding Policies**

Please state the policies on spare holdings relating to maintenance in terms of the following :-

(a) For particular installations (quote examples)

(b) For general purposes

21. 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 of works carried out and currently in hand.

(iv) An organization chart.

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

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

Date _____ Signed _____

Name _____

Designation _____

* -- Delete as appropriate