

Contractor Profile Form

Instruction:

- 1) Tick the appropriate boxes, you can choose more than one option for each question.
- 2) Submit relevant documents corresponding to each ticked box.

No.	Description of Item	Relevant document(s)
I.	<i>Contractor Details</i>	
a)	Name of Company	
	(English): _____	
	(Chinese): _____	
	Business Address: _____ _____	
	Telephone No.: _____	
	Fax No.: _____	
	E-mail address: _____	
	Date Established: _____	
b)	List being applied	
	Building Repairs and Maintenance Term Contract 2023/2026 (Ref No. BRM23)	
c)	Is your company on current Government's List of Approved Contractors for Public Works (under Buildings Category)?	
	<input type="checkbox"/> Group A Contractor <input type="checkbox"/> Group B Contractor <input type="checkbox"/> Other, please specify: _____	Copies of Letter, Certificate etc.

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No.	Description of Item	Relevant document(s)																				
2.	<i>Company Structure</i>																					
a)	Please provide the following documents																					
	i) Organisation chart ii) CV of Director / Managing Director iii) CV of PM iv) CV of other key personnel <input type="checkbox"/> Other, please specify: _____	1) Organisation chart; and 2) CV should include positions, date of joining firm, relevant qualification, experience etc.																				
3.	<i>Financial Position in the latest 3 years and current period</i>																					
a)	Annual turnover in the past 3 years																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Year</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>HK\$</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Year					HK\$					1) Audit accounts for the latest 3 years; and 2) Profit and loss statement and balance sheet for current period										
Year																						
HK\$																						
b)	Current assets, current liabilities and profit after tax																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">Year</td> <td style="width: 15%;">Year</td> <td style="width: 15%;">Year</td> </tr> <tr> <td></td> <td>(HK\$)</td> <td>(HK\$)</td> <td>(HK\$)</td> </tr> <tr> <td style="text-align: center;">Current assets</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Current liabilities</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Profit after tax</td> <td></td> <td></td> <td></td> </tr> </table>		Year	Year	Year		(HK\$)	(HK\$)	(HK\$)	Current assets				Current liabilities				Profit after tax				
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No.	Description of Item	Relevant document(s)
4.	<i>Relevant Job Reference</i>	
a)	Does your company have the following contract in the past 5 years? If yes, please state the number of contract.	
	<input type="checkbox"/> Repairs & Maintenance contract with each contract value >HK\$20M (Number of contract: _____) <input type="checkbox"/> Alterations & Additions contract with each contract value >HK\$20M (Number of contract: _____) <input type="checkbox"/> Term contract with each contract value >\$20M per annum (Number of contract: _____) <input type="checkbox"/> University's contract (Number of contract: _____) <input type="checkbox"/> Government department and other public organisation contract (Number of contract: _____) <input type="checkbox"/> Other, please specify: _____ (Number of contract: _____)	Corresponding contract details should include the following information:- 1. Contract title; and 2. Contract amount; and 3. Contract period; and 4. Job description; and 5. Name of Employer
b)	Does your company have contractor performance report in past 5 years?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contractor performance report

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No.	Description of Item	Relevant document(s)
5.	<i>Quality Assurance System</i>	
a)	Does your company have the following certification?	
	<input type="checkbox"/> ISO 9001:2015 Certification <input type="checkbox"/> Integrated Management System / other certification <input type="checkbox"/> Other, please specify: _____	Corresponding certificate(s) etc.
6.	<i>Health, Safety and Environment Policy</i>	
a)	Does your company have the following documents?	
	<input type="checkbox"/> Outline health, safety and environment plan <input type="checkbox"/> Policy statement for health, safety and environment <input type="checkbox"/> Certificate of safety supervisor / safety officer <input type="checkbox"/> Declaration of any prosecutions against Cap 59 of Factories and Industrial Undertakings Ordinance and Cap 509 of Occupational Safety and Health Ordinance	As described on left column
b)	Did your company hire scaffolding contractor which listed as Occupational Safety & Health Council Star Enterprise?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	receipt from scaffolding contractor
I declare that the information given in this form is true and correct. Signature: _____ Name: _____ Post: _____ Date: _____		Company Chop: