

*Prequalification Questionnaire for Registered Contractors*  
*THE PO LEUNG KUK - HONG KONG*

# **PO LEUNG KUK**

## **PREQUALIFICATION QUESTIONNAIRE FOR REGISTERED CONTRACTORS**

**January 2018**

## **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.

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**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) One copy of the completed Questionnaire.
- (b) One copy 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 General Building and/or Minor Works Contractor under Buildings Ordinance) in relation to the category applied for.
- (e) 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 Ms. Olivia Wong at the above address. Telephone – 2277 8109 and Fax – 2881 7961

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<b><u>GENERAL</u></b>		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		

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<b><u>GENERAL</u></b>	PAGE No.	<b>G.2</b>
G.10	Corresponding Category of registration under Buildings (Amendment) Ordinance 1996 (e.g. RGBC) or enlisted under relevant Government Authorities (e.g. ASD)	
	<u>Category</u>	<u>Registration No.</u>
	( ) Registered General Building Contractors	_____
	( ) Registered Minor Works Contractors	_____
	( ) Registered Electrical Contractors (EMSD)	_____
	( ) 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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<b>GENERAL</b>		PAGE No.	G.4
G.12	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).		
	A1. Minor works of project sum less than \$0.5 mil. including all kinds of fitting-out and maintenance works. (Please complete Part A of this Questionnaire)	[ ]	
	A2. Minor works of project sum between \$0.5 mil. and \$3 mil. (inclusive) including fitting-out and maintenance works. (Please complete Part A of this Questionnaire)	[ ]	
	A3. Minor building services works including F.S., E/M & plumbing, etc of project sum less than \$3 mil (inclusive). (Please complete Part A of this Questionnaire)	[ ]	
	A4. Signage works (Please complete Part A of this Questionnaire)	[ ]	
	B. Major works of project sum more than \$3 mil. (Please complete both Parts A and B of this Questionnaire)	[ ]	
G. 13	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		
	Part B		
	Company Details		
	Financial Details		
	Company Resources		
	Quality & Safety		
	Construction Management		
	Construction Equipment		

# PART ‘A’

(To be completed by ALL applicants)

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<b>COMPANY DETAILS</b>		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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<b>COMPANY MANAGEMENT</b>	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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<b>RECENT PROJECTS</b>								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> .								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 G12 of Pages G4 which prequalification is sought.
2. In case of applicants applying for the inclusion into the list of Major works of project sum \$3.0 mil. or above have previously completed any PLK project shall submit details of projects, if any, including project name, date of tender submission and contract value...etc.



# PART 'B'

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

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<b>COMPANY DETAILS</b>	PAGE No
B1.1 Provide the date and details of any changes of the Registered Name of Company and the Partners during the past five years.	B1



<b>COMPANY RESOURCES</b>	PAGE No B3										
B3.1 List the Company's Prime and Subsidiary Businesses											
B3.2 Provide a list of principal production facilities including the following details for each <table border="1" data-bbox="183 470 1500 1167"> <thead> <tr> <th data-bbox="183 470 446 593"><u>Location</u></th> <th data-bbox="446 470 718 593"><u>Main Function</u></th> <th data-bbox="718 470 861 593"><u>Size (Area)</u></th> <th data-bbox="861 470 1085 593"><u>Production Employees</u></th> <th data-bbox="1085 470 1500 593"><u>Annual Turnover (State Currency &amp; 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 &amp; exchange rate)</u>					
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B3.3 Provide a list of facilities related to the type of work offered including the following Details of each. <table border="1" data-bbox="183 1232 1500 1957"> <thead> <tr> <th data-bbox="183 1232 446 1355"><u>Location</u></th> <th data-bbox="446 1232 718 1355"><u>Function</u></th> <th data-bbox="718 1232 861 1355"><u>Size</u></th> <th data-bbox="861 1232 1085 1355"><u>Annual Capacity (State Unit)</u></th> <th data-bbox="1085 1232 1500 1355"><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>					
<u>Location</u>	<u>Function</u>	<u>Size</u>	<u>Annual Capacity (State Unit)</u>	<u>Current Orders (State Unit)</u>							

<b>QUALITY AND SAFETY</b> (Applicants who do not have a formal policy for quality and safety may ignore items B4.1 to B4.4)	PAGE No B4			
<p><b>QUALITY</b></p> <p><b>B4.1 Quality Policy</b>                      A summary or the Table of Contents of the Company's Quality Manual or appropriate extracts should be attached.</p> <p><b>B4.2 Quality Systems</b>                      Insert a brief description of the Company's Quality Systems and Organisation</p>				
<p><b>SAFETY</b></p> <p><b>B4.3 Safety Policy</b>                      Insert Company Safety Policy Statement. A summary of the Company 's Safety Manual or appropriate extracts should be attached.</p> <p><b>B4.4 Safety Department</b>                      Describe the company 's safety department, number of safety officers and training policy. A copy of an organisation chart should be attached.</p> <p><b>B4.5 Accident Record</b>                      Insert number of fatal and reportable accidents over the past <u>3 years</u>.  <table data-bbox="287 1512 1165 1568"> <tr> <td><u>Year</u></td> <td><u>Fatal Accidents</u></td> <td><u>Reportable Accidents</u></td> </tr> </table> </p> <p><b>B4.6 Litigation in respect of Health &amp; Safety matters over the past <u>3 years</u></b></p>	<u>Year</u>	<u>Fatal Accidents</u>	<u>Reportable Accidents</u>	
<u>Year</u>	<u>Fatal Accidents</u>	<u>Reportable Accidents</u>		

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<b>CONSTRUCTION MANAGEMENT</b>	PAGE No	B5
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		

<b>CONSTRUCTION EQUIPMENT</b>	PAGE No.
B6.1 Construction Plant and Equipment owned by the Company	B6
B6.2 Fabrication and Production Facilities owned and operated by the Company	