

# **PO LEUNG KUK**

## **PREQUALIFICATION QUESTIONNAIRE FOR REGISTERED CONTRACTORS**

## **1. GENERAL NOTES TO ALL APPLICANTS**

This Prequalification Questionnaire should be read in conjunction with any letter, advertisement and / or supplementary information document published by Po Leung Kuk (the Kuk).

Responses to this Prequalification Questionnaire are intended to provide information required by the Kuk to enable them to determine the suitability of the applicants in providing services to the Kuk.

Unless specifically stated, the Kuk will, based solely on the responses to this Prequalification Questionnaire, include qualified companies on the respective list(s) of Registered Contractors under the Kuk.

Completion of this Prequalification Questionnaire is subject to the following conditions :-

- Responses should be made in full to all questions or the questions should be marked “NOT APPLICABLE”.
- This Prequalification Questionnaire should be signed by a director of the company (or a person at the equivalent level of authority).
- Completion and/or submission of this Prequalification Questionnaire will not bind the Kuk to include any company on any list or to invite any company to submit any tender and the Kuk should not be obligated to give reasons for the exclusion of unsuccessful applicants.
- The selection of qualified companies from the list(s) of Registered 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 the list(s) of Registered Contractors.
- All costs incurred by the applicant in submitting this Prequalification Questionnaire should be the sole responsibility of the applicant.
- Nothing in this Prequalification Questionnaire or anything resulting therefrom shall constitute any obligation on the part of the Kuk.
- The inclusion of the any company on any list should not constitute approval or acceptance of the quality of any service or work.

## **2. SUBMISSION OF QUESTIONNAIRE**

The application should include the following documents to be inserted into a loose leaf binder with individual sections separated by labelled dividers :-

- (1) The completed Prequalification Questionnaire**
- (2) One copy of Business Registration Certificate**
- (3) One copy of Certificate of Incorporation (for limited companies only)**
- (4) One copy of any Certificate or Licence (e.g. Certificate of Minor Works Contractors and/or RGBC under Buildings Ordinance, etc.) in relation to the category(ies) applied for**
- (5) One copy of documents supporting the company's current financial status (e.g. audited accounts for limited companies)**
- (6) One copy of commendation letter(s) issued by government departments and non-profit making organizations (if any)**
- (7) Any other relevant supporting documents (if any)**

The application should be submitted to the following address :-

**Po Leung Kuk  
Property & Works Department  
9/F, PLK Vicwood K.T. Chong Building,  
66 Leighton Road  
Hong Kong**

and be clearly marked on the cover as :-

### **PREQUALIFICATION QUESTIONNAIRE FOR REGISTERED CONTRACTORS**

Documents submitted are not to be returned.

Please contact us at 2277 8109 or 2277 2222 regarding any queries in connection with this Prequalification Questionnaire.

**3. COMPANY DETAILS**

Please fill in the following information :-

3.1 Registered Company Name : (Eng) \_\_\_\_\_  
(Chi) \_\_\_\_\_

3.2 Registered Address : (Eng) \_\_\_\_\_  
\_\_\_\_\_  
(Chi) \_\_\_\_\_  
\_\_\_\_\_

3.3 Telephone : \_\_\_\_\_

3.4 Fax : \_\_\_\_\_

3.5 E-mail : \_\_\_\_\_

3.6 Contact Person and Designation: \_\_\_\_\_

3.7 Authorized Signatory and Designation : \_\_\_\_\_

3.8 Declaration of relationship with Po  
Leung Kuk's current directors, ex-  
directors and staff : \_\_\_\_\_

**3. COMPANY DETAILS (CONT'D)**

Please fill in the following information :- (Cont'd)

3.9.1 I declare that information submitted under this Prequalification Questionnaire is true to the best of my knowledge and belief, and undertake to :-

- (i) inform the Kuk immediately in writing of any changes in the structure or number of our staff of director's level, company's financial arrangement or any incident that may result in changing the information submitted under this Prequalification Questionnaire; and
- (ii) inform the Kuk immediately in writing, if any director of our company has any potential conflict of interests in handling the tendering and contractual matters with the Kuk.

Remarks: If the Kuk discovers that information submitted is not true, the Kuk reserves the rights to remove your company from the list(s) of Registered Contractors.

3.9.2 Signature : \_\_\_\_\_  
(to be signed by a director of the company or person with the equivalent level of authority **with company chop**)

3.9.3 Name : \_\_\_\_\_

3.9.4 Position : \_\_\_\_\_

3.9.5 Date : \_\_\_\_\_

#### **4. TYPE(S) OF WORKS**

Please indicate in the appropriate box(es) by means of [✓] to the following type(s) of works for which you wish to apply to be included in the relevant list(s) of Registered Contractors of the Kuk :-

##### **A Minor Works**

- A1) Minor fitting-out and maintenance works of project sum of HK\$700,000 or below. [ ]**

Prequalification Criteria :

Contractors with :-

- (1) net asset value of not less than HK\$250,000, and
- (2) relevant certificate(s) and licence.

- A2) Minor fitting-out and maintenance works of project sum above HK\$700,000 and up to HK\$3,500,000. [ ]**

Prequalification Criteria :

Contractors with :-

- (1) net asset value of not less than HK\$1,500,000,
- (2) relevant certificate(s) and licence, and
- (3) relevant work experience with project sum over HK\$2,500,000.

- A3) Minor building service works of project sum up to HK\$3,500,000. [ ]**

Prequalification Criteria :

Contractors with :-

- (1) net asset value of not less than HK\$250,000,
- (2) relevant certificate(s) and licence, and
- (3) relevant work experience.

**4. TYPE(S) OF WORKS (CONT'D)**

**A Minor Works (Cont'd)**

**A4) Signage works. [ ]**

Prequalification Criteria :

Contractors with :-

- (1) net asset value of not less than HK\$250,000,
- (2) relevant certificate(s) and licence, and
- (3) relevant work experience.

**B Major Works**

**Major works of project sum over HK\$3,500,000. [ ]**

Prequalification Criteria :

Contractors with :-

- (1) net asset value of not less than HK\$3,000,000,
- (2) working capital not less than 10% of the awarded project sum,
- (3) Certificate of Registered General Building Contractor (“RGBC”),
- (4) relevant certificate(s) and licence, and
- (5) relevant work experience.

**5. CERTIFICATE(S) AND LICENCE**

Please indicate in the appropriate box(es) by means of [✓] to the following type(s) of certificates and licence for which you possess (please submit a copy of the certificate(s) and licence together with your application) :-

- A Registered Minor Works Contractors [ ]  
(Please specify Registration No.:\_\_\_\_\_)
- B Registered General Building Contractors [ ]  
(Please specify Registration No.:\_\_\_\_\_)
- C Registered Electrical Contractors under EMSD [ ]  
(Please specify Registration No.:\_\_\_\_\_)
- D Registered Fire Services Installation Contractors under FSD [ ]  
(Please specify Registration No.:\_\_\_\_\_)
- E Approved Contractors for Public Works [ ]  
(Please specify Category and Approved Group:\_\_\_\_\_ )  
\_\_\_\_\_ )
- F Approved Specialist Contractors for Public Works [ ]  
(Please specify Category and Approved Group:\_\_\_\_\_ )  
\_\_\_\_\_ )
- G Others [ ]  
(Please specify:\_\_\_\_\_ )  
\_\_\_\_\_ )

**6. ASSOCIATE AND SUBSIDIARY COMPANY(IES)**

Please fill in the name(s) and specialty(ies) of any of your associated or subsidiary company which may be involved in any tender of the Kuk :-

**Company Name**

**Category of Services**

**7. CLAIM HISTORY**

Please declare if you have made any significant claim over the past 3 years (if so, please submit detail information of the claim(s) for the Kuk's assessment).

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**8. LITIGATION HISTORY**

Please declare if you, or your subsidiary or associated company, or any director or staff have been involved in any legal proceeding over the past 3 years, including those are on-going or likely to give rise to a liability on the part of the company and the financial impact to the company (if so, please submit detail information of the litigation record(s) for the Kuk's assessment).

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**9. RECENT PROJECT(S)**

Please submit list of job reference for project(s) commenced and completed in Hong Kong over the past 5 years. The format of the list should follow the following table:-

<b>Project Name</b>	<b>Location</b>	<b>Nature of Participation (e.g. Main Contractor, Sub-contractor, etc.)</b>	<b>Employer</b>	<b>Consultant</b>	<b>Commencement Date</b>	<b>Completion Date</b>	<b>Project Sum (HK\$)</b>	<b>Brief Description of Works Performed</b>

Remarks :-

1. Projects listed above must be completed by the submission of this Prequalification Questionnaire.