

**機電工程署物料供應分部**  
**Electrical & Mechanical Services Department**  
**Supplies Sub-division**

**申請納入機電工程署供應商名冊表格**  
**Application Form for Inclusion in EMSD Supplier Lists**

請詳細填寫本申請書及把所需文件交回：

This form should be completed in FULL and returned together with the required documents to：

物料供應分部	Supplies Sub-division,
機電工程署	Electrical & Mechanical Services Department,
香港九龍啟成街3號	Room 6269, EMSD Headquarters,
機電工程署總部6269室	3 Kai Shing Street, Kowloon, Hong Kong.
傳真號碼：(852) 2504 3198	Fax No. : (852) 2504 3198
電子郵件：supplier_lists_SSD@emsd.gov.hk	E-mail : supplier_lists_SSD@emsd.gov.hk

公司名稱：

Name of Company：

(須與商業登記證／公司註冊證明書上的名稱相同並請連同有效商業登記證影印本或/及其他可證明其商業現況的文件影印本一併寄回)

(Should be identical to the Business Registration Certificate/ Certificate of Incorporation and please accompany with a copy of a valid Business Registration Certificate and/or copies of other documents evidencing your business status)

地址：

Address：

電話號碼：

Telephone No.：

圖文傳真號碼：

Fax No.：

電郵地址：

Email Address：

網址（如適用）：

Website (if applicable)：

<p>(I) 貴公司可供應的貨品/ 提供的服務，請在欄(I)位置劃上✓號 Please tick Column (I) for Goods/ Services that your company can supply/ provide.</p>		
<p>(II) 如所供應的貨品屬環保產品，請在欄(II)位置劃上✓號，及於表格第五頁列出相關產品的資料/ 規格/ 證明文件，並連隨此表格一併寄回，以作記錄。 Please tick Column (II) if the product is <u>Environmental Friendly</u> and provide further details/ specifications/ relevant certificates on Page 5 of the form. The relevant details/ certificates should be submitted together with this form for record purpose.</p>	(I)	(II)
<p>(A) <u>電器項目</u> (01) 家用器具/ 電器 (02) 電器設備及零件 (03) 其他，如消防設備 (04) 照明裝置及零件</p>	<p><u>Electrical Items</u> Domestic/ Electrical Appliances, Heaters, Hand Dryer, Dehumidifier, Refrigerator, Exhaust/ Electric Fan etc. Electrical Equipment and Spares, Capacitor, Root Controller etc. Others, e.g. Fire Fighting Equipment &amp; accessories Lighting Fixtures and Fitting &amp; accessories</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

(I) 貴公司可供應的貨品/ 提供的服務，請在欄(I)位置劃上✓號 Please tick Column (I) for Goods/ Services that your company can supply/ provide.		(I)	(II)
(II) 如所供應的貨品屬 <u>環保產品</u> ，請在欄(II)位置劃上✓號，及於表格第五頁列出相關產品的資料/ 規格/ 證明文件，並連隨此表格一併寄回，以作記錄。 Please tick Column (II) if the product is <u>Environmental Friendly</u> and provide further details/ specifications/ relevant certificates on Page 5 of the form. The relevant details/ certificates should be submitted together with this form for record purpose.		(I)	(II)
(B) <u>電子項目</u>	<u>Electronic Items</u>		
(01) 電子設備及零件	Electronic Equipment and Spares	<input type="checkbox"/>	<input type="checkbox"/>
(02) 一般電子產品	General Electronics, e.g. Dosimeter, Infra-red Thermal Imager, Emergency Stop Switch, Handheld Spectrum Analyzer	<input type="checkbox"/>	<input type="checkbox"/>
(03) 其他，如交通柱、交通燈及零件、視聽器材及配件	Others, e.g. Traffic Lamp Pole, Traffic Aids Signals and Spares, Audio & Video Equipment	<input type="checkbox"/>	<input type="checkbox"/>
(C) <u>空調項目</u>	<u>Air Conditioning Items</u>		
(01) 冷氣機及零件	Air Conditioning/ Room Coolers and Spares	<input type="checkbox"/>	<input type="checkbox"/>
(02) 過濾物品	Filter Element etc.	<input type="checkbox"/>	<input type="checkbox"/>
(D) <u>醫療項目</u>	<u>Medical Items</u>		
(01) 健康護理產品	Health Care Products, Hydraulic Filtration System etc.	<input type="checkbox"/>	<input type="checkbox"/>
(02) 電子醫療儀器及配件	Medical Electronics & Spares e.g. Infrared Handheld Thermometers, Multi-channel Infusion Pump Analyzer, International Safety Tester	<input type="checkbox"/>	<input type="checkbox"/>
(03) 其他，如呼吸器/ 口罩	Others, e.g. Respirator	<input type="checkbox"/>	<input type="checkbox"/>
(E) <u>機械項目</u>	<u>Mechanical Items</u>		
(01) 機械設備及零件	Mechanical Equipment & Spares, Tractors, Hydraulic Platforms etc.	<input type="checkbox"/>	<input type="checkbox"/>
(02) 其他，如飲水機	Others, e.g. Water Dispenser	<input type="checkbox"/>	<input type="checkbox"/>
(F) <u>五金器具及電纜</u>	<u>Tools, Hardware &amp; Cable</u>		
(01) 泵及壓縮器	Pump and Compressor etc.	<input type="checkbox"/>	<input type="checkbox"/>
(02) 其他，如工具及硬件	Others, e.g. Underground Cables, Gasket, Valve	<input type="checkbox"/>	<input type="checkbox"/>
(G) <u>金屬、塑膠及化學物品項目</u>	<u>Metal, Plastic &amp; Chemical Items</u>		
(01) 化學物料/ 物品	Chemical Minerals and Related Products e.g. Paints, Thinner	<input type="checkbox"/>	<input type="checkbox"/>
(02) 其他金屬、塑膠及物品	Others, e.g. Plastic/ Aluminum Product	<input type="checkbox"/>	<input type="checkbox"/>
(03) 工業用潤滑油	Grease, Industrial Lubricant etc.	<input type="checkbox"/>	<input type="checkbox"/>
(H) <u>紙類產品</u>	<u>Paper Products</u>		
(01) 紙張文具及硬咭紙	Paper and Paper Board etc.	<input type="checkbox"/>	<input type="checkbox"/>
(I) <u>紡織產品</u>	<u>Textile Products</u>		
(01) 衣物、制服及工具袋	Apparel, Clothing Accessories & Accoutrement etc.	<input type="checkbox"/>	<input type="checkbox"/>

(I) 貴公司可供應的貨品/ 提供的服務，請在欄(I)位置劃上✓號 Please tick Column (I) for Goods/ Services that your company can supply/ provide.		(I)	(II)
(II) 如所供應的貨品屬 <u>環保產品</u> ，請在欄(II)位置劃上✓號，及於表格第五頁列出相關產品的資料/ 規格/ 證明文件，並連隨此表格一併寄回，以作記錄。 Please tick Column (II) if the product is <u>Environmental Friendly</u> and provide further details/ specifications/ relevant certificates on Page 5 of the form. The relevant details/ certificates should be submitted together with this form for record purpose.			
(J) <u>一般項目</u>	<u>General Items</u>		
(01) 清潔工具及用品	Cleansing & Sanitary Materials, Cleansing Tools, Cleaner	<input type="checkbox"/>	<input type="checkbox"/>
(02) 雜項用品	Various Items e.g. Gloves, Rags, Mats	<input type="checkbox"/>	<input type="checkbox"/>
(03) 辦公室雜項用品	Office Stationery Sundries	<input type="checkbox"/>	<input type="checkbox"/>
(04) 攝影器材	Photographic Equipment e.g. Digital Camera	<input type="checkbox"/>	<input type="checkbox"/>
(05) 刊物及期刊	Publication and Journal etc.	<input type="checkbox"/>	<input type="checkbox"/>
(06) 材料，如木材、膠片及木板	Raw Materials e.g. Timber, Acrylic Sheet, Plywood	<input type="checkbox"/>	<input type="checkbox"/>
(K) <u>汽車項目</u>	<u>Vehicle Items</u>		
(1) 風隔、油隔、電油隔等	Filter	<input type="checkbox"/>	<input type="checkbox"/>
(2) 空調系統	Air Conditioning System	<input type="checkbox"/>	<input type="checkbox"/>
(3) 電池	Battery	<input type="checkbox"/>	<input type="checkbox"/>
(4) 軸承(啤吟)	Bearing	<input type="checkbox"/>	<input type="checkbox"/>
(5) 帶	Belt	<input type="checkbox"/>	<input type="checkbox"/>
(6) 制動系統	Brake System e.g. Hand Brake Lining Shoe etc.	<input type="checkbox"/>	<input type="checkbox"/>
(7) 離合器系統	Clutch System	<input type="checkbox"/>	<input type="checkbox"/>
(8) 冷卻系統	Cooling System	<input type="checkbox"/>	<input type="checkbox"/>
(9) 電器配件如繼電器、保險絲、 電燈泡、收音機	Electrical Accessories e.g. Relay, Fuse, Bulb, Radio	<input type="checkbox"/>	<input type="checkbox"/>
(10) 電器系統，如發電機及 起動裝置	Electrical System e.g. Alternator, Generator, Starter	<input type="checkbox"/>	<input type="checkbox"/>
(11) 排氣系統	Exhaust System e.g. Exhaust Pipe	<input type="checkbox"/>	<input type="checkbox"/>
(12) 燃料系統	Fuel System e.g. LGP Pipe	<input type="checkbox"/>	<input type="checkbox"/>
(13) 襯墊及密封墊	Gasket & Oil Seal	<input type="checkbox"/>	<input type="checkbox"/>
(14) 各類潤滑油、油及液體	Lubricant, Oil & Fluid	<input type="checkbox"/>	<input type="checkbox"/>
(15) 火花塞	Sparking Plug	<input type="checkbox"/>	<input type="checkbox"/>
(16) 導向系統	Steering System	<input type="checkbox"/>	<input type="checkbox"/>
(17) 車胎	Tyre	<input type="checkbox"/>	<input type="checkbox"/>
(18) 擋風玻璃，窗及鏡	Windscreen, Window and Mirror	<input type="checkbox"/>	<input type="checkbox"/>
(19) 擋風玻璃雨刷(水撥)	Wiper e.g. Wiper Blade	<input type="checkbox"/>	<input type="checkbox"/>
(20) 其他車輛零件，如傳輸系統	Other Vehicle Spares e.g. Transmission System	<input type="checkbox"/>	<input type="checkbox"/>
(L) <u>辦公室產品</u>	<u>Office Items</u>		
(01) 辦公室設備及傢俬	Office Equipment/ Furniture etc.	<input type="checkbox"/>	<input type="checkbox"/>



貴公司是否某類產品的獨家代理商/ 獨家分銷商？  
Are you a sole agent/ sole distributor for particular type of products?

是Yes     否No

(請在適當位置劃上✓號。如答「是」，請提供證明文件，即有效授權信或/及其他可證明其獨家代理/ 獨家分銷的文件。)

(Please tick as appropriate. If 'Yes', documentary proof should be provided, i.e. a valid authorization letter and/or other documents evidencing you are the sole agent/ sole distributor.)

如貴公司有供應環保產品，請提供有關環保產品的資料/ 規格/ 證明文件：

If you are providing environmental friendly product, please provide further details/ specifications/ relevant certificates:

(如有需要，請附加紙張列出。)

(Please attach additional sheets, if necessary.)

本人謹此證明以上所提供的資料屬真確無誤，並要求香港政府在合適情況下向本公司發出報價邀請。本人明白報價邀請可由香港政府以郵件或電子方式(如電子郵件或傳真)發送。

I certify that the information supplied above is correct. I hereby request the HKSAR Government to send invitations to quote to our company whenever such opportunity arises. I understand that the invitations may be sent from the HKSAR Government by mail or electronic means such as email or fax.

簽署： \_\_\_\_\_  
Signature

姓名(正楷)： \_\_\_\_\_  
Name in Block Letter

職銜： \_\_\_\_\_  
Designation

日期： \_\_\_\_\_  
Date

\_\_\_\_\_  
(公司印鑑)  
(Space for company chop)

## **Notes for Guidance**

### **Purpose of Collection**

The company data provided by means of this form will be used by the Government for consideration on the application for inclusion in the EMSD Supplier Lists for quotation / tender notification.

### **Transfer of Data**

The company data you provided by means of this form may be disclosed to other government departments or non-government organisations.

### **Access to or Correction of Company Data**

Requests for access to or correction of company data should be addressed to the Supplies Sub-division, Electrical and Mechanical Services Department, Room 6269, 6/F, EMSD Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong ; email address: [supplier\\_lists\\_SSD@emsd.gov.hk](mailto:supplier_lists_SSD@emsd.gov.hk)

### **Review of Suppliers' Status**

The Department reserves the right to review the status of the firm as an EMSD Supplier in the light of any new information that may affect the supplier status and remove your company from the EMSD Supplier Lists at any time without prior notice and without compensation.

## Terms and Conditions

1. Firms on the EMSD Supplier Lists (Suppliers) may receive tender/quotation invitations for the supply of category (or categories) of goods or related services, for which they have been included as suppliers as and when opportunities arise. Suppliers on a EMSD Supplier List do not have the exclusive right to receive invitation, or any right or expectation that they must receive such invitation. Suppliers not having received any invitation may still submit tender in response to an open invitation to tender. A Supplier's receipt of an invitation from EMSD concerning an invitation to quotation /tender for a contract does not imply that the Supplier will be awarded with that contract. Neither a Supplier's inclusion on a EMSD Supplier List in relation to category (or categories) of goods or related services, nor receipt of an invitation, implies that the Government or EMSD recognize that the Supplier has the necessary fitness, propriety or capability for entering into the contract with the Government for the supply of category of goods or related services, or specifically covered by that invitation. The suitability of a Supplier will be assessed on a case-by-case basis according to the terms of the invitation issued by EMSD.
2. Whilst the Department endeavours to ensure the accuracy and reliability of any invitation which may be issued, all invitation are issued on an "as is" basis without express or implied warranty of any kind. In particular, no warranty regarding accuracy, reliability, non-infringement, completeness, security, timeliness, fitness for a particular purpose or freedom from computer viruses is given in connection with any such invitation. The Government and its employees and agents disclaim all liability for any loss, damage or expense arising from any inaccuracies of, errors in, or omissions from any such invitation. The Government and its employees and agents will not be liable to any person including any Supplier whether in contract or in tort or otherwise for any damages whatsoever, including without limitation any direct, general, special, incidental or consequential damages arising from or in connection with any decision, action or non-action based on or in reliance upon any such invitation or failure to receive any such invitation, or arising from or in connection with a Supplier being removed from the EMSD Supplier List(s).
3. Any invitations or other communications from EMSD to Suppliers may be sent by post, by fax or by email.
4. EMSD reserves to make further changes to these Terms and Conditions. Such changes will be published on this webpage.
5. In the event of any inconsistency between the English version and the Chinese version of Terms and Conditions, the English version shall prevail.

## Notes to Suppliers for Supplying Goods or Services to EMSD

### **Warranty Against Collusion**

1. By submitting a tender/quotation, a supplier is regarded to have represented and warranted to the Government that in relation to the Invitation to Tender/Quotation:
  - (a) save with the prior written consent of the Government, it has not communicated and will not communicate to any person other than the Government the amount of any price submitted in its tender/quotation;
  - (b) it has not fixed and will not fix the amount of any price submitted in its tender/quotation by arrangement with any person;
  - (c) it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a tender/quotation; and
  - (d) it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tender/quotation process.
2. In the event that a supplier is in breach of any of the representations and/or warranties in Clause 1 herein, the Government shall be entitled to, without compensation to any person or liability on the part of the Government:
  - (a) reject the supplier's tender/quotation;
  - (b) if the Government has accepted the tender/quotation, withdraw its acceptance of the tender/quotation; and
  - (c) if the Government has entered into the contract with the supplier, terminate the contract.
3. By submitting a tender/quotation, a supplier is regarded to have undertaken to indemnify and keep indemnified the Government against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties in Clause 1 herein.
4. A breach by a supplier of any of the representations and/or warranties in Clause 1 herein may prejudice its future standing as a Government contractor or service provider.
5. Clause 1 herein shall have no application to supplier's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the prices quoted in its tender/quotation, or with its professional advisers, consultants or sub-contractors to solicit their assistance in preparation of its tender/quotation.
6. The rights of the Government under Clauses 2 to 4 herein are in addition to and without prejudice to any other rights or remedies available to it against the supplier.



### **Responsibilities of a EMSD supplier**

- (a) To submit correct and updated company particulars including valid business registration certificate (for suppliers from Hong Kong) or company profile/annual report (for suppliers outside Hong Kong), product lines, company restructuring, if any etc;
- (b) To respond to EMSD tenders/quotations;
- (c) To comply fully with the contract/order requirements after award of contract/order; and
- (d) To minimize the impacts of your activities on the environment. Please refer to our Environmental Policy and Guidance Notes for information and reference.

### **Circumstances leading to regulating action (e.g. deletion from the EMSD Supplier Lists) including :**

- (a) Having poor tender/quotation response rate;
- (b) Having contract default;
- (c) Having poor contract performance in terms of delivery performance, after sales or supporting services and product quality;
- (d) Having bankruptcy; and
- (e) Having involved in business fraud or any unethical practice.

## 備註

### 資料用途

填報在此表格內的公司資料，會供政府用以審批有關登記成為機電工程署供應商的申請，以便本署日後向已登記的供應商發出招標邀請。

### 資料轉介

本署可能會向其他政府部門或非政府機構披露你填報在此表格內的公司資料。

### 查閱或改正個人資料

如要查閱或改正公司資料，請向機電工程署物料供應分部提出，地址為香港九龍啟成街3號機電工程署總部大樓六樓6269室，電郵地址為 [supplier\\_lists\\_SSD@emsd.gov.hk](mailto:supplier_lists_SSD@emsd.gov.hk)。

### 重新評審供應商的資格

政府有權因應任何可能影響貴公司資格的新資料，對貴公司作為本署供應商的資格作出評審。此外，政府可隨時從本署的供應商名單刪除貴公司，而事前無須作出通知和賠償。

## 條款及條件

1. 如有需要，機電工程署或會不時就供應商所涵蓋的貨品或服務，向有關供應商名單上的公司（“供應商”）發出招標/報價邀請（“通知”）。在機電工程署供應商名單上的供應商並無接收通知的專有權，亦無任何權利或期望一定會收到上述通知。即使沒有收到任何通知，供應商仍可就公開招標遞交標書。供應商收到機電工程署就某合約發出的通知，並不表示會獲批該合約。供應商無論是已列入機電工程署的供應商名單，或是收到通知，均不表示政府或機電工程署認可該供應商一定適合、恰當，或具備所需的能力與政府簽訂合約以供應該通知所指的貨品或服務類別。至於供應商是否適合獲批合約，每宗個案均會按照招標條款受到評審。
2. 儘管代表政府的機電工程署已盡量確保所發出的通知準確可靠，但所有通知均以“現況”形式發出，並無任何種類的明示或隱含的保證，尤其並無對該等通知的準確性、可靠性、完整性、安全性、及時間性作任何保證，亦沒有保證該等通知並無侵權、適合作某特定用途或不含電腦病毒。對於任何因該等通知不正確、錯誤或遺漏而引致的損失、損害或開支，政府、其僱員及代理人概不承擔任何法律責任。對於任何人（包括任何供應商）根據或依賴該等通知，或因未能收到該等通知，或源自或與供應商從機電工程署供應商名單上被刪除有關而作出的決定、行動或不採取行動，因而導致的損害（包括但不限於直接、一般、特別、附帶或衍生的損害），不論是基於合約、侵權或其他理由，政府、其僱員及代理人亦不會承擔法律責任。
3. 機電工程署可透過郵遞、傳真或電郵方式，向供應商發出任何通知或其他通訊。
4. 機電工程署保留日後更改上述條款及條件的權利。任何相關的改動會在機電工程署網站刊登。
5. 上述條款及條件的中文譯本如與英文本有異，以英文本為準。

請所有機電工程署供應商留意以下事項：

### 針對串通作出的保證

1. 供應商一旦提交報價，即視作已就報價邀請向政府作出下列申述及保證：
  - (a) 除非事先獲得政府書面同意，否則從沒有亦不會向政府以外的任何人傳達任何報價金額的資料；
  - (b) 從沒有亦不會透過與任何人的安排，釐定任何報價金額；
  - (c) 從沒有亦不會與任何人就其本身或該另一人會或不會提交報價訂立任何安排；以及
  - (d) 從沒有亦不會在報價過程中，在其他方面以任何形式與任何人串通。
2. 如供應商違反第1條的任何申述及／或保證，政府有權採取下述行動，而無須向任何人作出補償或為此而承擔任何責任：
  - (a) 拒絕供應商的報價；
  - (b) 如政府已接納有關報價，則政府可撤回該項接納；以及
  - (c) 如政府已與供應商簽訂合約，則政府會中止該合約。
3. 供應商一旦提交報價，即視為已作出承諾，須就違反第1條的任何申述及／或保證而引致或涉及的所有損失、損害、費用或開支，向政府作出彌償，並使政府獲得彌償。
4. 供應商如違反第1條的申述及／或保證，或會對其日後成為政府承辦商或服務供應商有負面影響。
5. 第1條不適用於供應商為獲得保險報價以計算其報價單內的報價而向其承保人或經紀人發出的受嚴格保密的通訊，以及不適用於供應商為獲得協助以擬備報價單而向其專業顧問、顧問或分包商發出的受嚴格保密的通訊。
6. 第2條至4條所訂的政府權利，增補及不損害政府針對供應商而具有的任何其他權利或補救方法。

## 機電工程署供應商應負的責任

- (a) 遞交正確和最近的公司資料，包括有效的商業登記證（就香港供應商而言）或公司概況／年報（就在香港以外的供應商而言），如有的話也包括生產線、公司重組等資料；
- (b) 向機電工程署的招標／報價邀請作出回應；
- (c) 在合約／訂單批出後恪守合約／訂單規定；以及
- (d) 盡量減少對環境造成不良影響的行為。請參閱本署的環境保護政策及環保須知。

引致作出管制行動的情況，例如：從機電工程署供應商名單上除名等

- (a) 招標／報價回應率低；
- (b) 違反合約；
- (c) 就履行合約上有關送運、售後服務、支援服務和產品質素方面表現差劣；
- (d) 破產，以及
- (e) 牽涉商業詐騙或任何不合乎職業道德的做法。