

For Official Use
Our Ref :



**Application Form for Inclusion in the Drainage Services Department Notification Lists
(For Goods and General Services)**

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

Drainage Services Department - Supplies Unit
16/F, Drainage Services Tower,
8 Ying Wa Street, Cheung Sha Wan,
Kowloon

By email : supplies@dsd.gov.hk
By fax : 3965 8499

PART I — DETAILS OF THE COMPANY

1.	Name of Company :
2.	Address(es) : _____ _____ _____
	Tel. No. :
	Fax No. :
	E-mail Address:
3.	Nature of business : _____ _____
4.	How long in the present business? Year: Month:

PART II — ORGANISATIONS AND STAFF

1.	<p>Members of organisation :</p> <div style="text-align: right; margin-top: -20px;"><u>Name(s)</u></div> <p>(1) * Managing Director : _____</p> <p>(2) * Directors (not more than two names are required) : _____ _____</p> <p>(3) * Proprietors (not more than two names are required) : _____ _____</p> <p>(4) * Partners (not more than two names are required) : _____ _____</p> <p>*(Delete where inappropriate)</p>																		
2.	<p>Total number of employees employed :</p>																		
3.	<p>Contact Persons on matters relating to tenders/contracts :</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;"><i>Name(s)</i></th> <th style="text-align: left; width: 33%;"><i>Official Capacity</i></th> <th style="text-align: left; width: 33%;"><i>Tel. No.</i></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	<i>Name(s)</i>	<i>Official Capacity</i>	<i>Tel. No.</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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PART III — BUSINESS ACTIVITIES AND DOCUMENTS

1. Goods and services which your company can provide :

(i) Please list goods and services in detail and complete the attached Category List.

(ii) Please provide the name(s) of the principal(s) for whom you act as the accredited agent(s) / distributor(s) in case you are not the manufacturer.

(Note : If space is not sufficient, please use separate sheet.)

2. Please attach a copy of the following documents for reference and record :

(a) Valid Business Registration Certificate or equivalent documents.

(b) Business registration proving document (or equivalent) issued by the respective authority of the place of business of the applicant (if applicant does not carry on business in Hong Kong).

(c) Relevant catalogue and descriptive literature of goods / services

(d) Valid accredited agency document (if any).

PART IV – CERTIFICATION

I apply on behalf of the Company for inclusion in the Drainage Services Department Notification Lists (For Goods and General Services). I understand that any wilful submission of false information by means of this form will result in my disqualification and, in such case, I will be removed from the lists forthwith despite successful application.

I on behalf of the Company have read and understood the Guidance Notes and Disclaimer on Application for Inclusion in the Drainage Services Department Notification Lists (For Goods and General Services).

Signature:

Name in block letters: _____

Designation: _____

Date: _____

(Company Chop)

GUIDANCE NOTES

Purpose of Collection

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the Drainage Services Department (DSD) Notification Lists (For Goods and General Services) for quotation / tender invitation.

Transfer of Data

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

Access to or Correction of Personal Data

You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 of, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of the personal data provided by you in this application, subject to payment of a fee.

Review of Suppliers' Status in the Notification Lists

The Government reserves the right to review whether any Supplier should continue to be included in the DSD Notifications Lists in the light of any relevant information (e.g. the Supplier's responsiveness to invitations to quotation/tender, cessation of business, and out of contact, etc.) and to remove Supplier's information from the DSD Notification Lists at any time without prior notice and without compensation.

Disclaimer

(a) The Notification lists (“Lists”) maintained by the DSD are intended for mailing purposes (where applicable) only. None of the Lists or DSD’s notifications of quotation / tender invitation for the supply of goods or general services (“Notifications”) shall give rise to any right or expectation on the part of the suppliers on any Lists (“Suppliers”) or any obligation on the part of the Government of the Hong Kong Special Administrative Region (“Government”). The Government makes no statement, representation or warranty (express or implied) to Suppliers that the Notifications or any of them will be uninterrupted, timely, secure, or error free.

(b) The Government shall not in any event be liable to any Suppliers for any loss or damage whatsoever arising out of or in relation to any failure or delay in receiving any Notifications (whether transmitted by electronic means or otherwise) or removal of any Suppliers from any Lists at any point of time, including but not limited to direct, indirect, special, incidental or consequential damages, damages for loss of profits, business interruption, loss of business information, or other pecuniary loss, even if DSD has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

(c) Any Notifications or other communications from DSD to the Suppliers shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of despatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Suppliers have actually received such Notifications or communications (as the case may be).

(d) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :

Supplies Officer
Drainage Services Department – Supplies Unit
16/F, Drainage Services Tower,
8 Ying Wa Street, Cheung Sha Wan,
Kowloon
Tel. : 3965 8432
Fax : 3965 8499

Category List

Please put a 'tick' on the appropriate box of goods and services for which your company can supply, and provide one set of relevant catalogue and descriptive literature for reference and consideration.

<u>Code</u>	<u>Product/General Services Category</u>	<u>Catalogue/Descriptive Literature Attached</u>
01	Pumps Submersible	*
02	Pumps Sewage & Miscellaneous	*
03	Electrical & Mechanical Equipment not Specified Elsewhere	*
04	Engines & Motors	*
05	Power Generating Machinery & Parts	*
06	Mechanical Handling Equipment	*
07	Conveyors & Lifting Systems	*
08	Computer Accessories	*
09	Scientific Instrument	*
10	Metal Works	*
11	Chemicals & Related Products	*
12	Electronic Devices	*
13	Air Blowers & Relief Valves	*
14	Equipment Printing	*
15	Filtering Machinery & Related Spares for Sewage Treatment (e.g. Filter Press)	*
16	Furniture	*
17	Gases, Industrial & Medical	*
18	Security Services	*
19	Gas Compressor	*
20	Computer Hardware	*
21	Computer Software	*
22	Centrifuges & Related Spares	*
23	Office Equipment	*
24	Pipes & Fittings	*
25	Design of Publications & Printing	*
26	Gear Boxes	*
27	Safety Equipment	*
28	Survey Equipment	*
29	Uniform	*
30	Transportation	*
31	Miscellaneous	*
32	Cleansing Services	*
33	Consulting & Training Services	*
34	Telecommunications & Audio-Video Equipment	*
35	Air-Conditioning & Refrigeration Equipment	*
36	Laboratory Supplies	*
37	Ultraviolet Lamp & Accessories (Sewage Treatment)	*
38	Paint	*
39	Petroleum Products	*
70	Office Support Services (e.g. Secretarial & Clerical Services)	*
71	Exhibition - Organising, Display Designing & Producing	*
72	Travel Agent & Services for Operating Eco/ Historical Tours	*
73	Services for Operating Social Media Platforms	*

(Delete where inappropriate)

Your company being included in the Notification Lists of the product / services category(ies) may be prejudiced if the relevant catalogue /descriptive literature is not provided.