

For Official Use
Our Ref :



**Drainage Services Department**  
The Government of the Hong Kong Special Administrative Region

**Application Form for Inclusion in the Drainage Services Department Suppliers List  
(Headquarters Supplies)**

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

Drainage Services Department Supplies Unit  
4/F, Western Magistracy  
2A Pok Fu Lam Road  
Hong Kong

Email : [supplies@dsd.gov.hk](mailto:supplies@dsd.gov.hk)

**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.	Length in 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>Persons to contact 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.

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(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.

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*(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) Company profile / annual report (for suppliers outside 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 Suppliers List (Headquarters Supplies). 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 list forthwith despite successful application.

I on behalf of the Company have read and understand the Guidance Notes and Disclaimer on Application for Inclusion in the Drainage Services Department Suppliers List (Headquarters Supplies).

*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) Suppliers List (Headquarters Supplies) for quotation / tender invitation.

### **Transfer of Data**

The personal data provided by you by means of this form may be disclosed to other government departments.

### **Access of Personal Data**

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

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

The Government reserves the right to review your company status as a DSD supplier in the light of any new information that may affect such status and remove your company from the DSD Supplier List at any time without prior notice and without compensation.

### **Disclaimer**

(a) The supplier list (List) 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 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  
4/F, Western Magistracy  
2A Pok Fu Lam Road  
Hong Kong  
Tel. : 2159 3442  
Fax : 2572 0736

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

(Delete where inappropriate)

# Your company being included as a supplier of the product / services category(ies) may be prejudiced if the relevant catalogue / descriptive literature is not provided.