

Guidance Notes for Application for Inclusion
as a Fire Services Department Supplier
for Specialist Equipment / Other Goods and Services

The Fire Services Department (FSD) maintains lists of suppliers of the following Specialist Equipment for issuing invitations to quotation:

- (A) Fire-fighting and Rescue Equipment;
- (B) Personal Protection Equipment;
- (C) Medical Equipment and Consumable;
- (D) Breathing Apparatus and Diving Equipment; and
- (E) Other Goods and Services.

2. Interested parties wishing to be considered for inclusion in these lists may apply in writing to FSD. Firms on the lists will receive invitations to quotation for the category(ies) of specialist equipment, for which they have been included as suppliers as when opportunities arise.

Application

3. In submitting application for inclusion as a FSD supplier, the following information should be accompanied with the application :-

- (a) Valid business registration certificate copy;
- (b) Company profile;
- (c) Product details; and
- (d) Product catalogues.

Enquiries

4. Enquiries concerning the application should be addressed to :-

Director of Fire Services
Fire Services Department
Logistics Unit
6/F., Fire Services Headquarters
No. 1 Hong Chong Road, Tsim Sha Tsui, Kowloon.
Fax : 2367 3234

Tel : 2733 7824

Email : fsdasot@hkfsd.gov.hk

Notes for Suppliers in the FSD Supplier Lists

5. All suppliers in the FSD Supplier Lists are requested to observe the following:

(I) Responsibilities of a FSD supplier

- (a) To submit correct and updated company particulars including valid business registration certificate, latest company profile, product details and product catalogue;
- (b) To respond to FSD quotations;
- (c) To comply fully with the contract/order requirements after award of contract/order.

(II) Circumstances leading to regulating action (e.g. deletion from the FSD Supplier Lists) including :

- (a) Lost trace;
- (b) Change of business;
- (c) Cessation of business;
- (d) Change of company name with change of business nature;
- (e) Voluntary withdrawal from supplier inclusion in the supplier list;
- (f) Poor quotation response;
- (g) Poor contract performance in term of delivery performance, after-sales or supporting services and product quality;
- (h) Contract default;
- (i) Bankruptcy; or
- (j) Business fraud or any unethical practice.

6. The continued inclusion of suppliers on the FSD Suppliers Lists will depend on suppliers' demonstrated ability to offer competitive quotations and on their performance in connection with any order(s) or contract(s) which they have been awarded. The FSD reserves the right to review the status of a firm as a FSD's supplier in the light of any information that may affect such status.