

## **Guidance Notes for Suppliers in the FSD Supplier Lists**

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.

### **(III) How to submit quotation / tender**

- (a) Follow the requirements in the Terms of Quotation in AMMS604 /AMMS 604A and Lodging of Tender in GF230 and GF231 to deposit quotation / tender to the specified quotation / tender box before the closing time;
- (b) Late quotation / tender will not be considered;

- (c) “OFFER TO BE BOUND” and price schedule must be signed;
- (d) The quotation box located at Fire Services Department, Procurement and Logistics Unit (Address: Room 614, 6/Fl., Fire Services HQs Bldg., 1 Hong Chong Road, Tsimshatsui East, Kowloon, Hong Kong) open from 08:30 to 17:45 of each weekday except public holiday.

**(IV) Prevention of Bribery**

Terms of quotation / tender concerning the prevention of bribery are included in the quotation / tender document. Suppliers are reminded to observe the relevant requirement.

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.