

## **Criteria of Inclusion of Suppliers into FSD Supplier Lists**

Suppliers should submit an application form "*Application Form for Inclusion in the FSD Specialist Equipment / Others (Goods or Services) Supplier Lists*" together with the following documents (included by not limited to) to the Fire Services Department for consideration of including their company names into the supplier lists:

- i) Business Registration Certificate;
- ii) Company profile (if any);
- iii) Products details (if any); and
- iv) Product catalogues (if any).

(a) If suppliers submit the application through **Mail / Fax**, the application should be completed in **FULL** and returned to:

Hong Kong Fire Services Department – Procurement & Logistics Division  
10/F, North Wing, Fire Services Headquarters Building,  
No. 1 Hong Chong Road  
Tsim Sha Tsui East, Kowloon, Hong Kong  
(Attn: Assistant Supplies Officer (Administration))  
(Fax no. 852-2367 3234)

(b) If suppliers submit the application through **E-mail**, the application should be completed in **FULL** and returned to:

[fsdasoa@hkfsd.gov.hk](mailto:fsdasoa@hkfsd.gov.hk)

(c) If suppliers submit the application through **Electronic Submission**, please refer to below website:

<https://eform.cefs.gov.hk/form/fsd002/en/>

Inclusion of suppliers into the supplier lists will be subject to the approval of the Fire Services Department.

## **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 / 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 Hong Kong Fire Services Department, Procurement and Logistics Division (10/F, North Wing, Fire Services Headquarters Building, No. 1 Hong Chong Road, Tsim Sha Tsui 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 FSD's supplier in the light of any information that may affect such status.