

將供應商列入通知名單／從名單中除名的準則及指南

Criteria and Guidance Notes of Inclusion and Deletion of Suppliers into / from Notification Lists

消防處按招標需要備有貨品和服務供應商的通知名單（"通知名單"）。消防處會不時就採購的貨品及／或服務，向通知名單中相應組別的供應商發出招標通知。

Fire Services Department ("FSD") maintains notification lists for suppliers of goods and services tendered by FSD ("FSD Notification Lists"). Suppliers included in the FSD Notification Lists will normally receive tender notification from FSD, as and when opportunities arise, for the types of goods and/or services under the categories, for which they have been included.

如欲加入消防處通知名單，可以經由信件、傳真、電郵或以電子方式向本處提交申請，以供考慮是否納入本處通知名單。申請時須填寫《消防處貨品和服務供應商通知名單登記申請表》，並連同以下所需文件（包括但不限於）交回至本處：

Suppliers should submit an application form "Application Form for Inclusion in the FSD Notification Lists for Suppliers of Goods and Services" together with the following documents (included by not limited to) to FSD for consideration of including their company names into the notification lists:

- i) 商業登記證；
Business Registration Certificate;
- ii) 公司簡介（如適用）；
Company profile (if any);
- iii) 產品資料（如適用）；以及
Products details (if any); and
- iv) 產品目錄（如適用）。
Product catalogues (if any).

- (a) 如選擇以**郵寄／傳真**方式遞交申請，請填妥申請書，並連同相關文件，交回至：

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

香港消防處採購及物流課
香港九龍尖沙咀東部
康莊道1號
消防總部大廈10樓北翼
經辦人：助理物料供應主任(行政)
(傳真號碼：852-2367 3234)

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 (Administartion))
(Fax no. 852-2367 3234)

- (b) 如選擇以**電郵**方式遞交申請，請填妥申請書，並連同相關文件，電郵至：
If suppliers submit the application through **E-mail**, the application should be completed in FULL and returned to:

fsdasoa@hkfsd.gov.hk

- (c) 如選擇以**電子**方式遞交申請，請瀏覽：

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

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

待消防處批准後，供應商方獲納入通知名單。

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

消防處通知名單的供應商指南

Guidance Notes for Suppliers in the FSD Notification Lists

消防處通知名單內所有供應商均須遵守以下規定：

All suppliers in the FSD Notification Lists are requested to observe the following:

(I) 通知名單的供應商責任

Responsibilities of a supplier in notification lists

- (a) 提交正確及最新的公司資料，包括有效的商業登記證、最新的公司簡介、產品資料及產品目錄；
To submit correct and updated company particulars including valid business registration certificate, latest company profile, product details and product catalogue;
- (b) 回覆消防處的要求／查詢；
To respond to FSD's request/enquiries;
- (c) 獲發合約／採購單後，完全遵守有關的規定。
To comply fully with the contract/ order requirements after award of contract/ order.

(II) 引起規管行動(例如從消防處通知名單中除名)的情況包括：

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

- (a) 失去聯絡；
Lost trace;
- (b) 業務變更；
Change of business
- (c) 業務終止；
Cessation of business
- (d) 因業務性質改變而更改公司名稱；
Change of company name with change of business nature;
- (e) 供應商自願從通知名單中除名；
Voluntary withdrawal from supplier inclusion in the notification list;
- (f) 報價欠佳；
Poor quotation response;

(續) 引起規管行動的情況包括：

(Continued) Circumstances leading to regulating action including:

- (g) 履行合約的表現惡劣，即所提供的售後或支援服務及產品質素欠佳；
Poor contract performance in term of delivery performance after-sales or supporting services and product quality;
- (h) 違約；
Contract default;
- (i) 破產；或
Bankruptcy; or
- (j) 商業騙案或任何不道德的做法。
Business fraud or any unethical practice.

(II) 如何提交報價書／標書

How to submit quotation / tender

- (a) 按照 AMMS604／AMMS604A 的報價條款及 GF230／GF231 投遞標書的規定，在截止時間前將報價書／標書投入指定的報價書收集箱／投標箱內；
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) 逾期提交的報價書／標書將不獲考慮；
Late quotation / tender will not be considered;
- (c) 必須簽署「應約履行」及價目表；
“OFFER TO BE BOUND” and price schedule must be signed;
- (d) 報價書收集箱位於消防處採購及物流課(地址：香港九龍尖沙咀東部康莊道 1 號消防總部大廈 10 樓北翼)，開放時間為平日上午 8 時 30 分至下午 5 時 45 分，公眾假期除外。
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.

(III) 防止賄賂

Prevention of Bribery

有關防止賄賂的報價／招標條款載於報價／招標文件中。供應商務須遵守有關規定。

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

供應商可否繼續名列消防處通知名單，視乎供應商能否提供具競爭力的報價，以及其履行獲發採購單或合約的表現。消防處有權根據可能影響某公司作為消防處供應商的資料，審視該公司名列消防處通知名單的供應商的資格。

The continued inclusion of suppliers on the FSD Notification 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 supplier in FSD Notification List in the light of any information that may affect such status.