

本處檔案：
Our Reference:



香港消防處

Hong Kong Fire Services Department

消防處貨品和服務供應商通知名單登記申請表
Application Form for Inclusion in the FSD Notification Lists for Suppliers of Goods and Services

請詳細填寫本申請書及把所需文件交回：

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

香港消防處 – 採購及物流課

Hong Kong Fire Services Department – Procurement & Logistics Division

香港九龍尖沙咀康莊道一號

10/F, North Wing, Fire Services Headquarters Building

消防總部大廈 10/F, 北翼

No. 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon, Hong Kong

助理物料供應主任(行政)收

Attn: Assistant Supplies Officer (Administration)

(傳真號碼: 852-2367 3234)

(Fax No. 852-2367 3234)

(電郵地址: fsdasoa@hkfsd.gov.hk)

(Email Address: fsdasoa@hkfsd.gov.hk)

第一部 — 公司資料 PART I — DETAILS OF THE COMPANY

1.	公司名稱 (中文): Name of Company (English):	
2.	(i) 通訊地址 (中文):	室/單位/層/座 大廈名稱 街道名稱及門牌號碼 區域 郵遞編號 (海外適用) 國家
	Correspondence address (English):	Rm/Flat/Floor/Block: Name of Building/Estate: No. & Name of Street / Road: District/Region: Postal Code (for Overseas) Country
	(ii) 電話號碼: Tel. No.:	(iii) 圖文傳真號碼: Fax No.:
	(iv) 電郵地址(如適用) E-mail address (if applicable):	
	(v) 網址(如適用) Website (if applicable):	

第二部 — 公司組織及職員資料 PART II — ORGANISATIONS AND STAFF

1.	公司成員： Members of the organisation:			
	(a)*常務董事： Managing Director	姓名 <u>Name</u>	1. _____	
	(b)*董事 (不超過兩名)： Directors (not more than two names)	1. _____	2. _____	
	(c)*東主 (不超過兩名)： Proprietors (not more than two names)	1. _____	2. _____	
	(d)*合夥人 (不超過兩名)： Partners (not more than two names)	1. _____	2. _____	
	*將不適用者刪去 Delete where inappropriate			
2.	獲授權回答有關報價／合約等問題的負責人 Contact Persons on matters relating to quotations/contracts:			
	姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.	圖文傳真號碼 Fax No.
	1. _____	_____	_____	_____
	2. _____	_____	_____	_____

第三部 — 業務狀況及證明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS

1.	貴公司所供應的貨品和有關服務： Goods and related services which your company can supply:			
	(a) 請剔選✓適用之方格及在以下空位列明所供應的貨品和有關服務： Please tick ✓ in the box(es) as appropriate and list out goods and related services in the following space:			
	貨品和有關服務(見註 1) <u>Goods and related services</u> (see Note 1)	相關的採購物品組別編號 (見註 2) <u>Relevant Code</u> (see Note 2)		
	A <input type="checkbox"/> 消防及救援器材 Fire-fighting and Rescue Equipment	_____		
	B <input type="checkbox"/> 個人保護器材 Personal Protection Equipment	_____		
	C <input type="checkbox"/> 醫療器材及其消耗品 Medical Equipment and Consumable	_____		
	D <input type="checkbox"/> 呼吸儀器及潛水器材 Breathing Apparatus and Diving Equipment	_____		
	E <input type="checkbox"/> 其他(貨品或服務) Others: (Goods or Services)	_____		
	F <input type="checkbox"/> 制服 Uniform	_____		
	(b) 倘若貴公司並非製造商，請提供授權貴公司為代理商／分銷商的商號的名稱。 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.			

(c) 請夾付有關提供的貨品或服務的目錄及詳細的說明書(如有的話)，以供本處參考。
Please attach the relevant catalogues and descriptive literature of the goods/services provided (if any) for reference.

註1 :如空位不足，請另外加紙列出

Note 1 :If space is not sufficient, please use separate sheet.

註2 :請參閱載於本處網頁上的產品類型及產品編號。

Note 2 :Please refer to product categories and product codes published in FSD website.

(d) 請一併寄交有效的商業登記證或證明文件以顯示根據香港法律第 310 章的《商業登記條例》獲得豁免商業登記的副本一份，以供本處參考和存照。

Please attach a copy of a valid Business Registration Certificate or documentary evidence showing that exemption of business registration is granted under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong) for reference and record.

(e) 是否已登記成為政府採購卡商戶？

(請剔選✓適用之方格 Please tick ✓ in the box as appropriate)

是 Yes

否 No

如貴公司欲申請成為政府採購卡商戶，請自行與以下銀行聯絡申請 Please contact the following :

匯豐銀行 HSBC (熱線電話 Hotline: 2969 9888) / 花旗銀行 Citibank (熱線電話 Hotline: 800-931-328)

If your company wants to apply to become a government procurement card merchant, please contact the following banks to apply.

HSBC (Hotline: 2969 8888) / Citibank (Hotline: 800-931-328)

第四部 — 證明 PART IV — CERTIFICATION

本人謹代表上述公司，申請登記成為香港消防處通知名單的供應商，可接受報價/ 投標邀請書，就供應本表格第三部所列物料及有關服務參加競投。本人明白倘若故意在本表格內提供任何虛假資料，可使本人喪失申請資格，即使申請已獲批准，也會被即時除名。

I apply on behalf of the Company for inclusion as a Supplier on the FSD Notification List(s) for receiving invitations to quotation/tender for goods and related services listed in Part 3 of this form. I understand that any willful 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.

簽署:

Signature: _____

姓名(正楷):

Name in block letters: _____

職銜:

Designation: _____

日期:

Date: _____

(公司印鑑)

(Space for company chop)

備註

NOTES FOR GUIDANCE

資料用途

Purpose of Collection

填報在此表格內的個人資料，會供政府用以審批有關登記成為香港消防處通知名單的申請，以便本處日後向已登記於通知名單上的供應商發出報價/招標通知。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the FSD Notification Lists for quotation / tender notification.

資料轉介

Transfer of Data

本處可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

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

查閱或改正個人資料

Access to or Correction of Personal Data

如要查閱或改正個人資料，請向香港消防處個人資料私隱主任提出，地址為香港九龍尖沙咀康莊道一號消防總部大廈九樓。

Requests for access to or correction of personal data should be addressed to the Personal Data Privacy Officer, Fire Services Department, 9/F, Fire Services Headquarters Building, No. 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon, Hong Kong.

重新評審通知名單的資格

Review of Suppliers' Status

政府有權因應任何可能影響貴公司資格的新資料，對貴公司作為本處通知名單的資格作出評審。此外，政府可隨時從本處的通知名單刪除貴公司，而事前無須作出通知和賠償。

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

條款及條件

Terms and Conditions

- (a) Persons (“Suppliers”) included in a FSD Notification List in relation to a category may receive notification of invitations to tender from time to time issued by FSD for the supply of goods or services as covered by that category as and when opportunities arise (“Notifications”). Suppliers on a FSD Notification List in relation to a category do not have the exclusive right to receive Notification, or any right or expectation that they must receive such Notifications. Suppliers not having received any Notification may still submit tender in response to an open invitation to tender. A Supplier’s receipt of a Notification from FSD concerning an invitation to tender for a contract does not imply that the Supplier will be awarded with that contract. Neither a Supplier’s inclusion in a FSD Notification List in relation to a category, nor receipt of a Notification, implies that the Government or FSD recognises that the Supplier has the necessary fitness, propriety or capability for entering into the contract with the Government for the supply of the category of goods or services covered by that category, or specifically covered by that Notification. The suitability of a Supplier will be assessed on a case-by-case basis according to the terms of the invitation issued by FSD.

如有需要，政府消防處（“消防處”）或會不時就供應採購物品組別編號（“組別編號”）所涵蓋的貨品或服務，向有關組別編號通知名單上的人士（“供應商”）發出招標通知（“通知”）。在消防處組別編號通知名單上的供應商並無接收通知的專有權，亦無任何權利或期望一定會收到上述通知。即使沒有收到任何通知，供應商仍可就公開招標遞交標書。供應商收到消防處就某合約發出的通知，並不表示會獲批該合約。供應商無論是已列入消防處某組別編號的通知名單，或是收到通知，均不表示政府或消防處認可該供應商一定適合、恰當，或具備所需的能力與政府簽訂合約以供應該組別編號所涵蓋或該通知所指的貨品或服務類別。至於供應商是否適合獲批合約，每宗個案均會按照招標條款受到評審。

- (b) A Supplier's responsiveness to invitation to quotations / tenders issued for goods or services covered by the category of a FSD Notification List which it has been included will be subject to constant review. To continue staying in the FSD Notification List(s), it should be necessary that the Supplier will have demonstrated adequate response to FSD's invitations and the ability to offer competitive quotations / tenders. FSD may from time to time review the Supplier's status as a Supplier on the FSD Notification List(s) and remove its name from the Notification List(s) any time without prior notice and without compensation.

倘供應商已列入某組別編號的通知名單，香港消防處會經常評審其對該組別編號所涵蓋貨品或服務招標的回應情況。供應商必須就香港消防處的報價 / 招標提交足夠的回應，並須能提交有競爭力的標書，才可繼續保留在通知名單上。本處可不時評審供應商作為納入香港消防處通知名單的資格，亦可隨時從通知名單刪除任何供應商名稱，而事前無須作出通知和賠償。

- (c) Whilst the Government acting through FS endeavours to ensure the accuracy and reliability of any Notification which may be issued, all Notifications are issued on an "as is" basis without express or implied warranty of any kind. In particular, no warranty regarding accuracy, reliability, non-infringement, completeness, security, timeliness, fitness for a particular purpose or freedom from computer viruses is given in connection with any such Notification. The Government and its employees and agents disclaim all liability for any loss, damage or expense arising from any inaccuracies of, errors in, or omissions from any such Notification. The Government and its employees and agents will not be liable to any person including any Supplier whether in contract or in tort or otherwise for any damages whatsoever, including without limitation any direct, general, special, incidental or consequential damages arising from or in connection with any decision, action or non-action based on or in reliance upon any such Notification or failure to receive any such Notification, or arising from or in connection with a Supplier being removed from the FSD Notification List(s).

儘管代表政府的香港消防處已盡量確保所發出的通知準確可靠，但所有通知均以“現況”形式發出，並無任何種類的明示或隱含的保證，尤其並無對該等通知的準確性、可靠性、完整性、安全性、及時間性作任何保證，亦沒有保證該等通知並無侵權、適合作某特定用途或不合電腦病毒。對於任何因該等通知不正確、錯誤或遺漏而引致的損失、損害或開支，政府、其僱員及代理人概不承擔任何法律責任。對於任何人(包括任何供應商)根據或依賴該等通知，或因未能收到該等通知，或源自或與供應商從香港消防處通知名單上被刪除有關而作出的決定、行動或不採取行動，因而導致的損害(包括但不限於直接、一般、特別、附帶或衍生的損害)，不論是基於合約、侵權或其他理由，政府、其僱員及代理人亦不會承擔法律責任。

- (d) Any Notification or other communication from FSD to Suppliers may be sent by post, by fax or by email.

香港消防處可透過郵遞、傳真或電郵方式，向通知名單上的供應商發出任何通知或其他通訊。

- (e) FSD reserves the right to make further changes to these Terms and Conditions. Any such changes will be published on the website of FSD and/or separately notified to you.

香港消防處保留日後更改上述條款及條件的權利。任何相關的改動會在香港消防處網站刊登，並／或另行通知你。

- (f) In the event of any inconsistency between the English version and the Chinese version of the Terms and Conditions, the English version shall prevail.

上述條款及條件的中文譯本如與英文本有異，以英文本為準。