

## **将供应商列入通知名单／从名单中除名的准则及指南**

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

消防处按招标需要备有货品和服务供应商的通知名单（"通知名单"）。消防处会不时就采购的货品及／或服务，向通知名单中相应组别的供应商发出招标通知。

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.

如欲加入消防处通知名单，可以经由信件、传真、电邮或以电子方式向本处提交申请，以供考虑是否纳入本处通知名单。申请时须填写《消防处货品和服务供应商通知名单登记申请表》，并连同以下所需文件（包括但不限于）交回至本处：

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) 商业登记证；

Business Registration Certificate;

- ii) 公司简介（如适用）；

Company profile (if any);

- iii) 产品资料（如适用）；以及

Products details (if any); and

- iv) 产品目录（如适用）。

Product catalogues (if any).

- (a) 如选择以**邮寄／传真**方式递交申请，请填写申请书，并連同相关文件，交回至：

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

香港消防处採購及物流课  
香港九龍尖沙咀东部  
康 庄 道 1 号  
消防总部大厦 10 樓北翼  
经办人：助理物料供应主任(行政)  
(传真号码：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) 如选择以**电邮**方式递交申请，请填写申请书，并連同相关文件，电邮至：  
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) 如选择以**电子方式**递交申请，请浏览：  
If suppliers submit the application through **Electronic Submission**, please refer to below website:

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

待消防处批准后，供应商方获纳入通知名单。

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

## 消防处通知名单的供应商指南

### Guidance Notes for Suppliers in the FSD Notification Lists

消防处通知名单内所有供应商均须遵守以下规定：

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

#### **(I) 通知名单的供应商责任**

##### **Responsibilities of a supplier in notification lists**

- (a) 提交正确及最新的公司资料，包括有效的商业登记证、最新的公司简介、产品资料及产品目录；  
To submit correct and updated company particulars including valid business registration certificate, latest company profile, product details and product catalogue;
- (b) 回复消防处的要求/查询；  
To respond to FSD's request/enquiries;
- (c) 获发合约／采购单后，完全遵守有关的规定。  
To comply fully with the contract/ order requirements after award of contract/ order.

#### **(II) 引起规管行动(例如从消防处通知名单中除名)的情况包括：**

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

- (a) 失去联络；  
Lost trace;
- (b) 业务变更；  
Change of business
- (c) 业务终止；  
Cessation of business
- (d) 因业务性质改变而更改公司名称；  
Change of company name with change of business nature;
- (e) 供应商自愿从通知名单中除名；  
Voluntary withdrawal from supplier inclusion in the notification list;
- (f) 报价欠佳；  
Poor quotation response;

(续) 引起规管行动的情况包括

**(Continued) Circumstances leading to regulating action including:**

- (g) 履约的表现恶劣，即所提供的售后或支援服务及产品质量素欠佳；  
Poor contract performance in term of delivery performance after-sales or supporting services and product quality;
- (h) 违约；  
Contract default;
- (i) 破产；或  
Bankruptcy; or
- (j) 商业骗案或任何不道德的做法。  
Business fraud or any unethical practice.

## **(II) 如何提交报价书／标书**

**How to submit quotation / tender**

- (a) 按照 AMMS604／AMMS604A 的报价条款及 GF230／GF231 投递标书的规定，在截止时间前将报价书／标书投入指定的报价书收集箱／投标箱内；  
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) 逾期提交的报价书／标书将不获考虑；  
Late quotation / tender will not be considered;
- (c) 必须签署「应约履行」及价目表；  
“OFFER TO BE BOUND” and price schedule must be signed;
- (d) 报价书收集箱位于消防处采购及物流课(地址：香港九龍尖沙咀东部康庄道 1 号消防总部大厦 10 樓北翼)，开放时间为平日上午 8 时 30 分至下午 5 时 45 分，公众假期除外。  
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**

有关防止賄賂的报价／招标条款载于报价／招标文件中。供应商务须遵守有关规定。

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

供应商可否继续名列消防处通知名单，视乎供应商能否提供具竞争力的报价，以及其履行获发採購单或合约的表现。消防处有权根据可能影响某公司作为消防处供应商的资料，审视该公司名列消防处通知名单的供应商的资格。

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.