



22 October 2024

Dear Sir / Madam,

**EOI Reference No. (571) in P/AE/PUR/AGC**  
**Invitation to Expression of Interest (EOI) for**  
**Provision of Enterprise Resource Planning (ERP) Solution**  
**for the Construction Industry Council**

You are invited to submit an EOI proposal for Provision of Enterprise Resource Planning (ERP) Solution for the Construction Industry Council as specified in the invitation documents.

1. Your EOI proposal, **in copies specified in the invitation document**, should be submitted in a sealed envelope.
2. The vendor shall deposit a sealed envelope with a label as specified below into the tender box located at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong not later than 12:00 noon on 19 November 2024.** Late submissions will NOT be considered.
  - a) Label with "Invitation to Expression of Interest (EOI) for Provision of Enterprise Resource Planning (ERP) Solution for the Construction Industry Council"

Please note that the envelope labelled with "Expression of Interest" shall **NOT** include any pricing details. Failure to do so will render the submission null and void. Submissions submitted after the above time or submissions deposited at places other than that stated above will **NOT** be considered.

3. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted within the office hour (8:30 am – 6:18 pm) on the closing date, the closing time will be postponed to 12:00 noon of the next working day.
4. Construction Industry Council is not bound to accept any proposal it may receive.
5. It should be noted that the Council will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.

6. Vendor who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Annex 1 of the EOI Document.
7. The EOI documents can be downloaded from CIC's website: [http://www.cic.hk/eng/main/aboutcic/procurement/tender\\_details/](http://www.cic.hk/eng/main/aboutcic/procurement/tender_details/).
8. For queries regarding this EOI invitation, please contact Mr. Wicky CHAN, Assistant Manager, on telephone 2100-9039 or via e-mail: [wickychan@cic.hk](mailto:wickychan@cic.hk).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Eric Lee', with a long horizontal stroke extending to the left.

Eric LEE  
Manager – Procurement

Encl.

# Construction Industry Council

## Provision of Enterprise Resource Planning (ERP) Solution for the Construction Industry Council

Please adhere the following label on a sealed envelope of your submission.



<b>“Confidential”</b>	<b>Construction Industry Council (CIC)</b> <b>The Tender Box</b> <b>G/F, Hong Kong Institute of Construction –</b> <b>Kowloon Bay Campus, 44 Tai Yip Street,</b> <b>Kowloon Bay, Kowloon, Hong Kong</b>	<b>EOI</b>
<b>Expression of Interest</b>	<b>Ref. No.: [(571) in P/AE/PUR/AGC]</b> <b>Provision of Enterprise Resource Planning (ERP) Solution</b> <b>for the Construction Industry Council</b>	
<b>Company Name:</b> _____		
<b>Closing Time and Date: <u>12:00 noon on 19 November 2024</u></b>		



**Invitation**  
**for**  
**Expression of Interest (EOI)**  
**for**  
**Provision of Enterprise Resource**  
**Planning (ERP) Solution**  
**for**  
**the Construction Industry Council**

Oct 2024

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## 1. Background

The Construction Industry Council (**CIC**) was formed in 2007. CIC consists of a chairman and 24 members representing various sectors of the construction industry including employers, professionals, academics, contractors, workers, independent persons and Government officials.

The main functions of CIC are to forge consensus on long-term strategic issues, convey the industry's needs and aspirations to Government, as well as provide a communication channel for Government to solicit advice on all construction-related matters.

To propagate improvements across the entire construction industry, CIC is empowered to formulate codes of conduct, administer registration and rating schemes, steer forward research and manpower development, facilitate adoption of construction standards, promote good practices and compile performance indicators.

### 1.1. CIC organisation structure

CIC is staffed by about 900 employees in Hong Kong. There are five functional divisions:

- a) Industry Development (**ID**)
- b) Hong Kong Institute of Construction (**HKIC**)
- c) Registration Services (**RS**)
- d) Trade Testing (**TT**)
- e) Corporate Services (**CS**)

For the organization chart, please refer to CIC website:

[https://www.cic.hk/eng/main/aboutcic/leadership/Org\\_Structure/](https://www.cic.hk/eng/main/aboutcic/leadership/Org_Structure/)

### 1.2. Purpose

CIC would like to solicit proposals from Enterprise Resource Planning (**ERP**) solution provider(s) on the provision of Software-as-a-Service (**SaaS**) ERP solution as described in this invitation for expression of interest (**EOI**). All potential ERP solution providers (the respondents) are invited to submit their EOIs.

### **1.3. ERP revamp objectives**

The increasing demand from the construction industry for services and projects posed a heavy operational workload on the CIC. The pace and scale of the change are expected to increase, creating a clear imperative to transform.

Due to the changing needs and business process, the CIC is executing a digital transformation plan to improve the operation and services level. As such, the CIC intends to engage an external contractor to provision and implement a new ERP solution with necessary integration to replace the legacy ERP system currently in use.

The main objectives for the ERP revamp are:

- a) to streamline processes and improve operation efficiency;
- b) to lower the operational cost by enabling end-to-end processes and work procedures re-design that drive simplification, standardisation and enable automation;
- c) to renew and embed refreshed standards, policies and governance procedures, setting a foundation for future growth;
- d) to maintain a high standard of cybersecurity;
- e) to enjoy a faster system processing time;
- f) to provide a better employee experience, and to make better business decisions based on better access to quality data;
- g) to offer a higher system availability; and
- h) to offer better integration with other applications of CIC and external parties

### **1.4. Current usage of ERP and supplier portal**

The current ERP system used at CIC is an on-premises solution (Yonyou NC 6.3.3) implemented in 2016. It supports CIC's major daily operations including finance, budgeting, end-to-end procurement with supplier portal (for RFP and RFQ) and inventory management. The solution has reached its end of life and the technology has become outdated. It imposes risks and limitation to the operation.

On top of the core ERP, CIC is using a e-Tendering system (Prosmart) with supplier portal to support the operation of tendering process from the stage of Expression of Interest with approval workflow.

## **2. Assignment Scope**

CIC wishes to replace the current Yonyou ERP with a Software-as-a-Service (SaaS) ERP software package with new functions. Operational processes are expected to be reviewed and re-designed by basing on the practices incorporated in the software packages, with benchmarking with industry standards, compiling with CIC's Policies and Procedures and meeting the operation needs of CIC (as per highlighted in section 2.3).

This section defines the scope and the capabilities of the required ERP solution. The respondents should provide proposal that covers the following areas under the EOI.

### **2.1. Entity Scope**

The current entities scope of the ERP Project covers CIC and its subsidiaries including Hong Kong Institute of Construction (**HKIC**), Zero Carbon Park (**ZCP**), Construction Sector Imported Labour Quarters (**CSILQ**), and Guangzhou office.

CIC provides shared services such as procurement, finance, legal, and human resources to its subsidiaries. The structure of the subsidiaries may change over time. The future ERP shall be able to manage multiple entities with consolidation function and provide scalability on future changes.

### **2.2. Number of users**

The ERP project will serve a combination of CIC and its subsidiary's employees. The total number of employees is estimated to be 900, and around 50% are active users.

Here is the average current usage:

- a) Finance users - 35
- b) Procurement users - 15
- c) Inventory users - 110
- d) Users raise procurement request and create supplier invoice – 260  
(some are overlapping with users in c and e)
- e) Approvers - 100
- f) Expense claim users - 900 (some are overlapping with users in a-e)
- g) Suppliers – over 10,000 (external suppliers)



The current usage is for reference only. The future usage will depend on CIC's growth and the result of Business Process Re-engineering (**BPR**) described in section 2.6. The respondents should consider the aspects of change management and training for both employees and external suppliers.

### 2.3. The functional scope

The core functional areas include finance, sourcing and procurement with supplier portal, inventory management, supplier management, contract management, fixed asset, budgeting, expense claim, project accounting. The functional requirements of the proposed solution are listed in Annex 2.

The proposed solution shall meet the following key operational needs of CIC:

- a) **Procurement** – Support end users to raise procurement and sourcing requests in a user-friendly interface with control in place. Guide the end users throughout the procurement journey (e.g. such as giving advice by answering several questions, direct users to corresponding page) to facilitate the procurement process.
- b) Collaboration of supplier through **Support portal** – enable suppliers to submit RFx response and the invoice. Enable the suppliers to self-check the payment status.
- c) **Finance** – support accounting and financial management, budgeting process, real-time financial reporting and project management
- d) **Asset management** – manage fixed asset with accurate financial reporting of capitalised assets. Supports asset consolidation and split.
- e) **Consumables management** - provide registers for maintaining movements of small assets (low value assets) and consumables via barcode labels / RFID tags, with availability of movement and balance reports for tracking purposes.
- f) **Expense claim** – replace paper form for expense claim and approval. Support end to end expense claim process from approval for budget, submission, review and approval, payment, tracking status and reporting
- g) **Reporting** for management and operational needs – improve visibility, provide accurate and relevant data to right users for analysis. Support user self-service. Provide data visualisation.
- h) **Faster system processing time**
- i) **Mobility and secured remote access**
- j) Provide **AI and machine learning** for intelligent operation

**It is mandatory for the respondents to provide the response for functional requirement fulfilment in the Excel file** (Annex 2 – ERP Compliance matrix table). For each functional requirement, the vendor should indicate clearly whether the requirements are met by configuration or customisation. Please follow the instruction in excel to provide the response.

The respondent shall consider the following strategic directions for the proposal as a part of the EOI:

- a) Cybersecurity, Data Security and Data Privacy as top priority
- b) Streamlining process for maximising efficiency without loss of accountability through BPR
- c) Deliver value – focus on high impact area
- d) Buy before build
- e) Out-of-the-box features with minimal customization but configuration
- f) Operate anywhere anytime & User-centric design
- g) ERP's data openness for external systems
- h) Adopt API-first approach
- i) Point-in-time data recovery

#### **2.4. Extended ERP Functions & Roadmap**

CIC considers modern ERP solution can be extended beyond Procurement and Finance and cover (or integrate with) other functional areas not mentioned in the scope of the document. Respondent shall put this into consideration and illustrate how the additional features of proposed solution can benefit and support CIC in future when needs arise.

#### **2.5. Technical requirements**

The technical requirements on the proposed solution are listed in Annex 2 – ERP Compliance matrix table.

The major technical areas include true cloud offerings assessment, security, authentication and authorisation, integration, extensibility capabilities.

The respondents should make use of the Excel file to provide the response for technical requirement fulfilment. For the supplementary information like overall architecture diagram, network diagram, and deployment diagram, please include in the proposal together with the items listed in section 4 EOI Proposal.

## 2.6. Process study and BPR service

BPR will be part of the ERP revamp scope. To achieve the operational excellence, better user experience and compliance management, the existing processes should be analysed and redesigned. The major scope shall include:

- a) Functional areas including but not limited to financial closing, budgeting, assets & consumables management, payments and receivable processing, expenses claim, vendor sourcing, procure to pay, supplier management, project management, and other finance or procurement related areas.
- b) Review existing documents, manual processes, policies, manual forms and document the “as-is” process flow;
- c) Benchmark market practices, and identify bottlenecks, inefficiencies, problems and constraints of existing systems and manual workflow;
- d) Collect data on process performance and identify possible areas for improvement;
- e) Conduct interview workshops and identify key users and process owners;
- f) Define new processes, liaise and prepare supporting documents to seek endorsement from the relevant divisions, independent auditors, and stakeholders for the change; and
- g) Define new roles and responsibilities of the “to-be” process and review the control points from the compliance perspective.

More detail scope will be issued to the shortlisted vendors in tendering stage.

As BPR provides the necessary foundation for successful ERP implementation, CIC is looking for recommendations from each of the ERP solution providers who submits EOI to name **TWO (2)** implementation partners in Annex 2 that can provide expertise in analysing and redesigning processes, as well as influencing process change, preferably in public sector.

## 2.7. API / Integration scope

The applications / systems listed in this section are expected to be integrated with the future ERP by phase. The integration of all below components are within the ERP revamp scope. Phase 1 is expected to be rolled out together with ERP. An API-first approach should be adopted to develop APIs that are consistent and reusable. Please provide architectural design for your proposed solution considering the following integration points.

a) Phase 1:

- CIC's e-tendering system for sourcing and procurement, including purchase requisitions, contracts and awarded results
- Bank integration with ERP finance module for faster payment system (**FPS**) reconciliation, invoice payments, and multiple modes of payment type options such as Autopay and Cashier Order
- Identity and Access Management (**CIAM**) for supplier's login

b) Phase 2:

- Four CIC's home-grown CIC's applications for finance journal posting
- HRMS (Peoplesoft)
- Scanned invoices in SharePoint
- Project management in ServiceNow
- Electronic Payments collected from payment gateway service provider or other payment providers such as FPS, WeChat pay, Alipay, etc.

The integration components will be subjected to the final project scope.

### 3. Open and Competitive Selection Process

The process of the competitive selection of the Contractor shall be conducted under the following two stages under the described terms:

a) Stage 1 - EOI

Open to all ERP solution providers who can demonstrate the required capabilities, experience and resources to be shortlisted for the Tendering Process (Stage 2) to undertake the services. The proposals will be evaluated by an assessment panel formed by the CIC. The potential ERP solution providers will be invited for interviewed after the EOI closing date (within TWO (2) weeks after EOI closing dates). The interview details are described in section 5.10. Those ERP solution providers who score less than 50% rating will not be considered for the Selective Tendering Process below.

b) Stage 2 - Selective Tendering Process

Only the recommended implementation partners of the shortlisted ERP solution providers from the EOI process (Stage 1) will be issued the detailed Tender Documentation for the services referred to. Tender submissions by such recommended tenderers shall include but not be limited to the submissions of technical proposal and fee proposal in two envelopes, in which these proposals will be evaluated by an assessment panel formed by the CIC. Only those tenderers who score 50% rating or above in the technical proposal assessment will be taken for the fee proposal assessment. A comprehensive system demo and workshop for CIC users will be required.

### 4. EOI Proposal

Any solution providers interested in this ERP revamp project should submit their EOIs with the proposals described above to be made in accordance with the format and content described in this section. Three proposal items are required:

- a) Technical proposal (no fee shall be included) in Word or PDF format
- b) ERP Compliance matrix (Annex 2) in Excel format
- c) 30-minutes pitching video

#### **4.1. Technical Proposal**

The technical proposal shall demonstrate your company's competence and capabilities.

##### **4.1.1. Guideline for Technical Proposal:**

- a) Page Size: A4 (210mm x 297mm)
- b) Font Size: 12
- c) Font Type: Times New Roman
- d) Include a header or footer with the bidder's name and page numbers
- e) **Maximum No. of Pages: 150**  
**Proposals exceeding the 150-page limit will not be reviewed and evaluated.**

##### **4.1.2. ERP vendor profile, vendor support on software, project reference and partner support (10%)**

- a) Company's profile, background and expertise, and history of establishment in Annex 2 Tab (A)
- b) List of experience and completed projects in Annex 2 Tab (B)
- c) TWO implementation partners recommended by the solution provider in Annex 2 Tab (C)

##### **Important points to note:**

- a) Please only nominate the implementation partners who are interested in bidding the project
- b) The recommended implementation partners are obliged to declare the conflict of interest. For details, please refer to section 5.7 Conflict of Interest and Code of Conduct for Staff
- c) Proposed product SKU in Annex 2 Tab (D)
- d) Proposed hardware requirements in Annex 2 Tab (H) if applicable
- e) Incident management procedures
- f) Provide information on the SLA of product maintenance and support

#### **4.1.3. Functional Assessment (40%)**

- a) A compliance table indicating the functionality of the proposed solution against CIC's requirements in Annex 2 Tab (E)
- b) Detailed description of how the proposed ERP solution supports end-to-end process operation with controls, handles process exceptions, and promotes continuous process improvement. Examples should be used to illustrate how the solution has adopted industry best practices where relevant

#### **4.1.4. Technical Assessment (30%)**

- a) A compliance table indicating the technical requirement of the proposed solution against CIC's requirements in Annex 2 Tab (F)
- b) The detail description of the integration and migration approach if applicable
- c) The application architecture diagram covering proposed solutions and the to-be integrated CIC's applications. Please indicate process flows and the ways different elements interact with each other
- d) The architecture of the ERP to support optimal resilience in case of site failure and how the cloud architecture caters for the anticipated workload from CIC
- e) Network diagram, specifying the country the cloud infrastructure will be located
- f) Show how the system is being protected as well as all required security, backup and connectivity functionalities
- g) Service agreement that lists the Roles & Responsibilities of the cloud agreement, what is included in Standard Services, which of the services require additional fee (if applicable)
- h) Description of schedules downtime of the proposed solution
- i) A high-level plan for handling updates and upgrades to the software. Also, the typical frequency of product upgrades shall be specified

#### **4.1.5. Product Roadmap and innovative features (20%)**

- a) A compliance table indicating the extended functionality against CIC's requirements in Annex 2 Tab (E) (5%)
- b) Detailed description of the use case with AI / new technologies (10%)
- c) Proposed timeline and resources required from CIC in Annex 2 Tab (G) (5%)

#### **4.2. Compliance Matrix**

The respondents shall complete the ERP Solution Features Compliance matrix in **Annex 2**. The description and format of the compliance matrix shall not be altered. If the compliance matrix is not submitted, the respondents shall be disqualified and not be considered in the tendering stage (Stage 2 in section 3.1(b))

#### **4.3. Pitching Video**

The respondents shall provide a maximum of 30-minute pitch video in Cantonese or English, presenting the following items:

- a) Understanding of the CIC's ERP revamp requirements
- b) Market outlook and background
- c) Proposed solution(s) (Important)
- d) What benefits can bring to CIC
- e) System demonstration
- f) Any other information that is value-adding to your proposal

#### **4.4. Post-submission Assessment Workshops**

The respondents shall fully respond to the information required by CIC in relation to the submitted EOIs and shall be prepared to both mobilise resources to lead the Assessment Workshops and answer supplementary questions.



## 5. Submission

- 5.1. This invitation for EOI does not constitute an invitation to offer or an offer in relation to the services to the CIC, nor does this document or any document made available pursuant to this invitation constitute any contract or agreement of any kind whatsoever with the CIC.
- 5.2. All costs associated with any submission in response to this invitation shall be entirely the responsibility of the interested solution providers. The CIC reserves the right to accept or reject any EOI submission at its discretion and without assigning any reason or explanation.
- 5.3. The CIC reserves the right to cancel or terminate the process of invitation for EOI and/or Invitation to Tender at any time or during any stage of the process without giving the reason for such action. The CIC shall not be liable to any party for any loss or damage, cost or expense as a result of such cancellation or termination.
- 5.4. The CIC may issue EOI Addendum and / or Replies to EOI Queries no later than Seven (7) calendar days before EOI closing if CIC found it necessary.
- 5.5. In the event that the CIC determines that clarification of any EOI submission is necessary, it will advise the interested respondent to provide further information supplemental to its EOI. Unless otherwise specified in the request for clarification, the respondent shall thereafter have FIVE (5) calendar days to submit such requested information. Any clarification made shall be at the respondent's own cost and expense.
- 5.6. Interested parties shall submit ONE (1) hard copy and corresponding files in electronic form (e.g., in MS Word / MS Excel / PDF format / video) stored in USB of the EOI Proposal in a sealed envelope marked "EOI Proposal." The EOI submission should be submitted to the Tender Box of the CIC at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong on or before 12:00 noon on 19 November 2024** ('the Closing Time'). Please note that any submissions that are submitted after the Closing Time and/or not in compliance with the requirements as stated in this Invitation Document will not be considered by the CIC whose decision will be final.

#### 5.7. Conflict of Interest and Code of Conduct for Staff

- a) In the event of submitting EOI, the interested solution providers should disclose the services which are undertaken by the interested solution provider itself, its subcontractor or any of its associated companies with CIC, in a table format showing the scope of work, contract sum and estimated completion date for CIC's review.
- b) The interested solution provider, its subcontractor or any of its associated companies shall take the following into consideration and make necessary declaration for CIC's consideration:
  - Any conflict of interest with CIC, and its associated business activities and/or engagements to undertake the project
  - Any measures taken, such as the services will be provided by a separate team other than the team providing any other services to CIC, to ensure no conflict of interest for undertaking in different CIC's project.
- c) On appointment and during the currency of this project, the respondent, its subcontractor or any of his associated companies must declare any interest if it is considered to be in real or apparent conflict with the project. The solution provider, its subcontractor or any of its associated companies shall not undertake any services, which could give rise to conflict of interest, except with the prior approval of the CIC, which approval shall not be unreasonable withheld.
- d) In any case, the interested solution provider, its subcontractor or any of its associated companies shall not undertake any services for a contractor in respect of a contract between that contractor and the CIC for which the interested solution provider, its subcontractor or any of its associated companies is providing a service to the CIC.
- e) The interested solution provider, its subcontractor or any of its associated companies shall implement a system requiring its employees to declare to it any interest they or their immediate families may have, or any conflict between their personal interest and their official positions, in relation to this project.

- f) The interested solution provider, its subcontractor or any of its associated companies shall prohibit its employees to take up any outside work or employment, which could create or potentially give rise to a conflict of interest situation in connection with this project.
- g) The interested solution provider, its subcontractor or any of its associated companies shall take adequate measures to protect any confidential / privileged information entrusted or obtained in relation to this project; and its employees must not disclose to a third party any such information without prior consent from the CIC.

5.8. The EOI submission must be contained in a sealed envelope marked with the following information:

<p>Ref. (571) in P/AE/PUR/AGC</p> <p>Invitation for Expression of Interest (EOI) for Provision of Enterprise Resource Planning (ERP) Solution for the Construction Industry Council</p> <p>Attention: Procurement Department</p> <p>Company Name: _____</p>
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5.9. In the event that a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted within the office hour (8:30 am – 6:18 pm) on the Closing Date, the Closing Time will be postponed to 12:00 noon on the following working day.

5.10. Face to face interview is required for the potential solution providers to demonstrate the capability of the proposed solutions for the assessment panel. Invitation for the interview will be sent to potential solution providers within TWO (2) weeks after the Closing Time.

The interview will consist of the following system demo scenarios and Q&A and details will be disclosed in the invitation email.

- a) Procure to pay with RFQ and approval
- b) Expense claim with payment processing

5.11. The respondents that are successfully shortlisted after the submission of the EOI Proposals (with or without being interviewed) will be notified and their recommended implementation partners will be invited to submit tender at the tendering stage (Stage 2 in section 3.1(b)).

## 6. Pre-qualification Assessment

6.1. The table below shows the assessment marking scheme for EOI.

	<b>Assessment Criteria</b>	<b>Weighting (%)</b>
1	ERP vendor profile, support, and project reference	10 %
2	Functional Assessment	40 %
3	Technical Assessment	30 %
4	Product Roadmap and innovative features	20 %
Total		100%

6.2. If the technical assessment score of an EOI is less than 50%, the corresponding respondent will not be selected for Stage 2 Selective Tendering.

6.3. Mandatory requirements

Interested solution provider shall fulfil the following mandatory requirements:

- It should have established for at least 10 years;
- There should be an office in Hong Kong with Cantonese-speaking staff who are able to provide professional technical supports to the proposed solutions;
- It should have at least 2 relevant ERP project references in Hong Kong with 800+ users that cover finance, procurement and inventory module of the proposed solutions;
- Relevant project references on integration with e-tendering system and other home-grown applications should be furnished; and
- It is mandatory to fill in Annex 2 - Tab A to Tab G for EOI assessment.

## 7. Tentative Procurement Plan

It is anticipated that the procurement plan may be as follows:

Phase	Tentative Schedule
Expression of Interest (EOI)	Oct 2024 – Nov 2024
EOI Evaluation ( <i>Interview is required</i> )	Nov 2024 – Jan 2025
Formal Tendering	Jan 2025 – Mar 2025
Tender Evaluation ( <i>Interview is required</i> )	Mar 2025 – May 2025
Tender Award	Subject to CIC's approval
Project kick off	Q2 2025

## 8. Enquiries

- 8.1. Please write to the Procurement Department by e-mail for any queries concerning this invitation for EOI.
- 8.2. For any queries on the EOI, please submit the questions in below format by **5 November 2024**. CIC will provide replies to EOI queries no later than SEVEN (7) calendar days before EOI closing if CIC found it necessary.

#	Documents	Section / Tab	Questions
1	Invitation for EOI for Provision of ERP Solution for CIC	e.g. Section 3.1a	
2	Annex 2 – ERP Compliance matrix table	e.g. Tab E - FI93	

Mr. Wicky CHAN  
 Assistant Manager - Procurement  
 Construction Industry Council  
 38/F COS Centre  
 56 Tsun Yip Street, Kwun Tong  
 Kowloon, Hong Kong

Tel: +852 2100-9039  
 Fax: +852 2100-9439  
 E-mail: [wickychan@cic.hk](mailto:wickychan@cic.hk)

**Annex 1 – Reply Slip for Declining Bid**

With reference to your EOI invitation (EOI Reference: (571) in P/AE/PUR/AGC, Closing Date: 19 November 2024), I/we regret that I am/we are unable to make submission of EOI due to the following reason(s):

*(Please tick against the box(es) where applicable)*

Inadequate time to prepare EOI proposal. Suggested timeframe for proposal preparation: \_\_\_\_\_ days

Invitation document contains insufficient details.  
Suggested supplementary details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work scope too broad. Would you consider submission of EOI if the work scope is reduced?

Yes

No

Or which part(s) of the work scope shall be reduced to facilitate your consideration in submission of EOI (please specify)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work scope too narrow. Would you consider submission of EOI if the work scope is broadened?

Yes

No

Or what supplementary details shall be added to facilitate your consideration in submission of EOI (please specify)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Not interested in this type of service.

Working at full capacity at the moment.

- Work scope beyond firm's / organisation's expectation.
- Cannot meet project time schedule. Suggested timeframe for the project:  
\_\_\_\_\_ months
- Requirements / Specifications too restrictive.
- Others (please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_

Full Name of Contact Person : \_\_\_\_\_

Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date : \_\_\_\_\_

Note:

- 1) Please return the completed reply slip to email [wickychan@cic.hk](mailto:wickychan@cic.hk) or fax no: 2100-9439 no later than 12:00 p.m. on 19 November 2024.
- 2) Please contact Mr. Wicky CHAN at Tel: 2100-9039 or email: [wickychan@cic.hk](mailto:wickychan@cic.hk) for any enquiry.

**Annex 2 – ERP Compliance matrix table**

Tab A: Company profile

Tab B: Project reference

Tab C: Implementation partners

Tab D: Proposed SKU

Tab E: Functional requirements

Tab F: Technical requirements

Tab G: Proposed timeline and required resources from CIC

Tab H: Hardware requirements (if applicable)



## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

This form should be completed in FULL BLOCK LETTERS  
and returned to :

請詳細填寫本申請表並交回：

Procurement Department  
Construction Industry Council  
38/F, COS Centre, 56 Tsun Yip Street  
Kwun Tong, Kowloon, Hong Kong

香港九龍觀塘駿業街56號  
中海日升中心38樓  
建造業議會  
採購部

Tel. No.: 2100 9000

電話號碼：

2100 9000

Fax. No.: 2100 9439

圖文傳真號碼：

2100 9439

E-mail: vendor@cic.hk

電子郵件：

vendor@cic.hk

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the above Department.

如查詢此表格內的資料，包括查閱途徑及修訂資料，請與上述部門聯絡。

### PART I - DETAILS OF THE COMPANY 第一部 - 公司資料

(i) Company Name : \_\_\_\_\_  
(English) 【Company name should correspond with that registered under the Business Registration Ordinance (Cap 310)】

公司名稱 : \_\_\_\_\_  
(中文) 【公司名稱須與商業登記條例(第310章)內所登記的名稱相同】

(ii) Company Address : \_\_\_\_\_  
(English)

公司地址 : \_\_\_\_\_  
(中文)

(iii) E-mail 電子郵件 : \_\_\_\_\_

(iv) Website 網址 : \_\_\_\_\_

(v) Tel. No. 電話號碼 : \_\_\_\_\_

(vi) Fax. No. 圖文傳真號碼 : \_\_\_\_\_

In order to reduce paper consumption, all future CIC notifications will be dispatched by means of email, unless specifically requested in writing to the CIC otherwise.

為減少紙張用量，除非另作書面要求，所有議會通訊將以電郵傳遞。

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

(i) Company Type 公司類別：

A body corporate registered under the Companies Ordinance (Cap 32) 根據《公司條例》(第32章)註冊的法人團體

A partnership (unincorporated) 合夥(非屬法團)

A sole proprietorship (unincorporated) 獨資(非屬法團)

Others (Please specify) 其他(請註明) \_\_\_\_\_

(ii) Members of organisation 公司成員：

English Name 英文姓名

Chinese Name 中文姓名

\* Directors / Proprietors / Partners

董事 / 東主 / 合夥人

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Delete where inappropriate 將不適用者刪去

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

(iii) Person(s) to contact on matters relating to tenders / contracts :

獲授權回答有關投標 / 合約等問題的負責人資料：

Name(s) 姓名	Official Capacity 職位	Tel. No. 電話號碼	Mobile No. 流動電話號碼
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____

(iv) Please confirm whether your organisation is a registered subcontractor under the CIC's Registered Specialist Trade Contractors Scheme (RSTCS).

請貴公司確認是否在註冊專門行業承造商制度 (RSTCS) 下的註冊分包商。

Yes, RSTCS Number :  
是, 註冊專門行業承造商制度註冊編號 :

No  
不是

### PART III - BUSINESS TYPE 第三部 - 業務性質

(i) Services and Goods which your company can provide/supply 貴公司所供應的服務及貨品

Please select your business type and corresponding coverage area (s) 請選擇 貴公司所屬的業務性質及相應的覆蓋範圍

Please tick  as appropriate 請在適當空格加上

Business Type 業務性質

Type 1 - Supplier

Trade of Services 服務行業

類別一 - 供應商

1 Construction  
Materials  
(建築材料)

- 1.1 Accelerator (催乾劑)
- 1.2 Acrylic Paint (亞加力漆)
- 1.3 Air-conditioning & Ventilation Accessory (空調及通風配件)
- 1.4 Adhesive / Sealant (膠漿 / 封邊膠)
- 1.5 Aggregates (石仔)
- 1.6 Air-conditioning & Ventilation (空調及通風)
- 1.7 Aluminium Bar / Hollow (鋁條 / 通)
- 1.8 Aluminium Foamwork Accessory (鋁模板配件)
- 1.9 Aluminium Foamwork (鋁模板)
- 1.10 Aluminium Pipe (鋁管)
- 1.11 Aluminium Sheet (鋁板)
- 1.12 Anti-ant Paint (抗蟻油漆)
- 1.13 Asphalt (瀝青)
- 1.14 Bamboo & Accessory (竹料及配件)
- 1.15 Bar-bending & Fixing (鋼筋屈扎)
- 1.16 Bronze / Copper / Brass Pipe (青銅 / 銅 / 黃銅管)
- 1.17 Bearing (啤令)
- 1.18 Belt (坑帶)
- 1.19 Bitumen Compounds (瀝青混合物)
- 1.20 Boring Drill Accessory (岩土鑽探配件)
- 1.21 Bronze / Copper Bar (青銅 / 銅條)
- 1.22 Bronze / Copper Sheet (青銅 / 銅板)
- 1.23 Bronze / Copper Wire (青銅 / 銅線)
- 1.24 Brushing Lacquer (手掃漆)
- 1.25 Bucket (桶 / 泥斗)
- 1.26 Cable Accessory & Trunking (電線配件及線槽)
- 1.27 Cable (電線)
- 1.28 Canvas Goods (帆布及布帳製品)
- 1.29 Ceiling (天花)

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

- 1.30 Cement (水泥)
- 1.31 Cement Paint (雪花英泥)
- 1.32 Centre Punch (中心沖 / 賓子)
- 1.33 Clear Lacquer (透明漆)
- 1.34 Clay Sand (黃花沙)
- 1.35 Clear Varnish (透明清漆)
- 1.36 Concrete Blocks (混凝土磚)
- 1.37 Concrete (混凝土)
- 1.38 Concrete Pipe (混凝土管道)
- 1.39 Curtain Wall / External Cladding (幕牆/幕板)
- 1.40 Drill Bit & Cutter Bit (鑽咀及刀咀)
- 1.41 Door & Accessory (大門及配件)
- 1.42 Dry Wall (石膏板)
- 1.43 Electrode (電焊支)
- 1.44 Electrical Supplies (電器材料)
- 1.45 Emulsion Paint / Latex (乳膠漆)
- 1.46 Epoxy Coating (環氧塗料)
- 1.47 Epoxy (環氧樹脂漆)
- 1.48 Fencing / Mesh / Chain (圍欄 / 鐵絲網 / 鎖鏈)
- 1.49 Fibre Glass Products (玻璃纖維產品)
- 1.50 Filter (過濾器)
- 1.51 Fire Retardant Paint (防火漆)
- 1.52 Floor Board Coating (地台油)
- 1.53 Gaseous Fuels / Welding (氣體燃料 / 焊接)
- 1.54 Glazed Ceramic Wall Tiles (牆壁瓷磚)
- 1.55 Gloss Latex Paint (悅亮漆)
- 1.56 Gloves (手套)
- 1.57 Gold (金)
- 1.58 Granite (麻石)
- 1.59 Grinding / Polish (研磨 / 拋光)
- 1.60 Hammertone Paint (鎚紋漆)
- 1.61 Heat Insulating Materials (隔熱物料)
- 1.62 Hot-dip Galvanizer (熱浸鍍鋅)
- 1.63 Hose and Fittings (膠喉及配件)
- 1.64 Homogeneous Floor Tiles (過底地磚)
- 1.65 Hydrated Lime (熟石灰)
- 1.66 Insulation Materials (絕緣體)
- 1.67 Iron Work (訂製鐵器)
- 1.68 Jointing (接口)
- 1.69 Laminated Plywood (夾板)
- 1.70 Luminous Paint (螢光漆)
- 1.71 Marble & Accessory (雲石及配件)
- 1.72 Metal / Plastic Container (金屬 / 塑膠容器)
- 1.73 Metal Etching (金屬蝕刻)
- 1.74 Mosaic Tiles (紙皮石)
- 1.75 Multi-Colour Paint (多彩漆)
- 1.76 Nail / Staple & Accessory (釘及配件)
- 1.77 Non-slip Treatment (防滑處理)

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

- 1.78 Nylon (尼龍)
- 1.79 Pipe Fittings (管道配件)
- 1.80 Pipe (喉管)
- 1.81 Pigment / Staining (色粉)
- 1.82 Plastering (抹灰)
- 1.83 Plastic Sheet / Board (膠片 / 膠板)
- 1.84 Plastic / Wood Flooring (膠 / 木地板)
- 1.85 Polyurethane Paint (聚脂漆)
- 1.86 Polishing / Sharpening (拋光 / 磨石)
- 1.87 Primer / Sealer (封底漆)
- 1.88 Rain Gear (雨具)
- 1.89 Red Bricks (紅磚)
- 1.90 River Sand (淡水沙)
- 1.91 Road Marking Paint (馬路劃線漆)
- 1.92 Sanitary (潔具)
- 1.93 Sanding Paper / Cloth (砂紙 / 布)
- 1.94 Saw Blade / Wheel & Accessory (鋸片 / 碟及配件)
- 1.95 Screw & Accessory (螺絲及配件)
- 1.96 Scantling & Planking (什木枋板)
- 1.97 Silk Screen (絲網)
- 1.98 Stone Like Coating Paint (石頭漆)
- 1.99 Solvent (溶劑)
- 1.100 Spraying Paint (噴漆)
- 1.101 Steel / Iron Bar (鋼 / 鐵條)
- 1.102 Steel / Iron Gate (鋼 / 鐵門)
- 1.103 Steel / Iron Pipe (鋼 / 鐵管)
- 1.104 Steel / Iron Sheet (鋼 / 鐵片)
- 1.105 Steel / Iron Wire (鋼 / 鐵線)
- 1.106 Stone (開山大石)
- 1.107 Stopping (填補料)
- 1.108 Steel Reinforcement (鋼筋)
- 1.109 Stainless Steel Bar (不銹鋼條)
- 1.110 Stainless Steel Pipe (不銹鋼管)
- 1.111 Stainless Steel Sheet (不銹鋼片)
- 1.112 Stainless Steel Wire (不銹鋼線)
- 1.113 Steel Wire Rope / Nylon Webbing Sling (鋼絲繩 / 尼龍帆布帶)
- 1.114 Surveying Supplies (測量材料)
- 1.115 Switch (掣)
- 1.116 Synthetic Paint (合成油漆)
- 1.117 Textured Latex (砂膠漆)
- 1.118 Undercoat Pattern (底漆)
- 1.119 Valve (閥門)
- 1.120 Washable Distemper (可洗膠灰水)
- 1.121 Wall Paper (牆紙)
- 1.122 Water Proofing Material (防水物料)
- 1.123 Water-boiled Proved Laminated Plywood (防水夾板)
- 1.124 Weldmesh (馬路網)
- 1.125 Window & Accessory (窗戶及配件)

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

- |                          |       |  |
|--------------------------|-------|--|
| <input type="checkbox"/> | 1.126 | Wire Rope (鋼纜)   |
| <input type="checkbox"/> | 1.127 | Wood Stripe (木線)   |
| <input type="checkbox"/> | 2     | Tools (手工具)  |
| <input type="checkbox"/> | 2.1   | Brush & Accessory (刷及配件)   |
| <input type="checkbox"/> | 2.2   | Chisel (鑿)   |
| <input type="checkbox"/> | 2.3   | Crowbar (鐵筆)   |
| <input type="checkbox"/> | 2.4   | Drawing Instrument (繪圖工具)  |
| <input type="checkbox"/> | 2.5   | Electric Drill / Hammer Drill & Accessory (電鑽及配件)                  |
| <input type="checkbox"/> | 2.6   | Edge Rule (壓尺)   |
| <input type="checkbox"/> | 2.7   | File (銼)   |
| <input type="checkbox"/> | 2.8   | Hammer (鎚仔)  |
| <input type="checkbox"/> | 2.9   | Masonry Tools (泥水工具)   |
| <input type="checkbox"/> | 2.10  | Meter / Tester (測試儀錶)  |
| <input type="checkbox"/> | 2.11  | Portable Electrical Tools & Accessory (手提式電動工具及配件)                 |
| <input type="checkbox"/> | 2.12  | Pipe Bender & Expander (喉管屈曲器及掙大器)                                 |
| <input type="checkbox"/> | 2.13  | Pick (泥耙)  |
| <input type="checkbox"/> | 2.14  | Pipe Cutter (喉管剪鉗)   |
| <input type="checkbox"/> | 2.15  | Pipe Dies and Head (牙模及扳頭)   |
| <input type="checkbox"/> | 2.16  | Plane (刨)  |
| <input type="checkbox"/> | 2.17  | Plier / Pincer / Nipper (鉗子)                                       |
| <input type="checkbox"/> | 2.18  | Saw (鋸)  |
| <input type="checkbox"/> | 2.19  | Screwdriver (螺絲批)  |
| <input type="checkbox"/> | 2.20  | Spanner / Wrench (扳手)  |
| <input type="checkbox"/> | 2.21  | Scraper / Shovel / Pottery Tool (刮 / 鏟 / 泥刮)                       |
| <input type="checkbox"/> | 2.22  | Steel Snip/ Cutter (剪鉗)  |
| <input type="checkbox"/> | 2.23  | Surveying Level (測量平水儀)  |
| <input type="checkbox"/> | 2.24  | Surveying Scale (測量磅)  |
| <input type="checkbox"/> | 2.25  | Trowel (抹子 / 批匙)   |
| <input type="checkbox"/> | 2.26  | Vise (虎鉗 / 夾)  |
| <input type="checkbox"/> | 2.27  | Welding Tools (焊接工具)   |
| <input type="checkbox"/> | 3     | Industrial Safety & Protective Products (安全及防護產品)                  |
| <input type="checkbox"/> | 3.1   | Anti-Surge Protection (防電保護)                                       |
| <input type="checkbox"/> | 3.2   | Confined Space Equipment (密閉空間設備)                                  |
| <input type="checkbox"/> | 3.3   | Eye Protection (眼部保護)  |
| <input type="checkbox"/> | 3.4   | Fall Protection (高空防墮保護)   |
| <input type="checkbox"/> | 3.5   | First Aid Supplies (急救用品)  |
| <input type="checkbox"/> | 3.6   | Fire Extinguisher & Equipment (滅火筒及設備)                             |
| <input type="checkbox"/> | 3.7   | Foot Protection (腳部保護)   |
| <input type="checkbox"/> | 3.8   | Gas & Radiation Detector (氣體及輻射探測器)                                |
| <input type="checkbox"/> | 3.9   | Hand Protection (手部保護)   |
| <input type="checkbox"/> | 3.10  | Hearing Protection (聽覺保護)  |
| <input type="checkbox"/> | 3.11  | Head Protection (頭部保護)   |
| <input type="checkbox"/> | 3.12  | Noise Assessment Tools (噪音評估工具)                                    |
| <input type="checkbox"/> | 3.13  | Respiratory Protection (呼吸保護)                                      |
| <input type="checkbox"/> | 3.14  | Road Safety Equipment & Reflective Vest (交通安全用品及反光衣)               |
| <input type="checkbox"/> | 3.15  | Safety Net & Tool Box (安全網及工具箱)                                    |
| <input type="checkbox"/> | 3.16  | Safety Sign / Label (安全標貼/告示牌)                                     |
| <input type="checkbox"/> | 3.17  | Self-Contained Breathing Apparatus & Air Compressor (自供式呼吸器及空氣壓縮機) |
| <input type="checkbox"/> | 3.18  | Welding Protection (燒焊保護)  |

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### 建造業議會一般供應商名單申請表

- |   |   |
|---|---|
| <input type="checkbox"/> 4 Petroleum & Fuel Products<br>(石油及燃油產品)                 | <input type="checkbox"/> 4.1 Anti-Rust Spray (防銹噴霧)<br><input type="checkbox"/> 4.2 Brake Fluid (剎掣油)<br><input type="checkbox"/> 4.3 Cutting Oil (切割油)<br><input type="checkbox"/> 4.4 Hydraulic Oil (液壓油)<br><input type="checkbox"/> 4.5 Industrial Diesel Oil (工業柴油)<br><input type="checkbox"/> 4.6 Lubricant Oil / Grease Oil (潤滑油/潤滑脂油)<br><input type="checkbox"/> 4.7 Transmission Oil (傳動油)<br><input type="checkbox"/> 4.8 Ultra Low Sulphur Diesel Oil - Ex-petroleum Filling Stations<br>(超低含硫柴油 - 油站加油)<br><input type="checkbox"/> 4.9 Unleaded Petrol - Ex-petroleum Filling Stations (無鉛汽油 - 油站加油)   |
| <input type="checkbox"/> 5 Construction Equipment & Machinery<br>(建築設備及機械)        | <input type="checkbox"/> 5.1 Aluminium / Galvanized Iron Working Platform (高空工作台)<br><input type="checkbox"/> 5.2 Air Compressor & Blower (風機)<br><input type="checkbox"/> 5.3 Bolt & Pipe Threading Machine / Groove Machine (電動管紋機 / 壓坑機)<br><input type="checkbox"/> 5.4 Builder's Lift (建築工地升降機 - 工人籠)<br><input type="checkbox"/> 5.5 Cable Dectector (地下電纜探測器)<br><input type="checkbox"/> 5.6 Concrete Mixers (混凝土攪拌機)<br><input type="checkbox"/> 5.7 Concrete Vibrator (混凝土震機)<br><input type="checkbox"/> 5.8 Crawler Crane (履帶式吊機)<br><input type="checkbox"/> 5.9 Dozers (推土機)<br><input type="checkbox"/> 5.10 Dust Collectors (集塵器)<br><input type="checkbox"/> 5.11 Forklifts and Tow Tractors (叉車及拖引車)<br><input type="checkbox"/> 5.12 Gantry Crane (龍門式吊機)<br><input type="checkbox"/> 5.13 Generator Set (發電機組)<br><input type="checkbox"/> 5.14 Gondola Systems (吊船)<br><input type="checkbox"/> 5.15 Hydraulic Punching / Shearing / Swing Beam Machine (液壓沖 / 剪 / 擺式剪板機)<br><input type="checkbox"/> 5.16 Hydraulic Excavators (液壓挖土機)<br><input type="checkbox"/> 5.17 Loaders (裝載機)<br><input type="checkbox"/> 5.18 Mobile / Trucks / Lorry Crane (汽車吊機)<br><input type="checkbox"/> 5.19 Metal Work Machine & Equipment (金屬工作機)<br><input type="checkbox"/> 5.20 Pipe Welding Machine (喉管熱熔對接焊機)<br><input type="checkbox"/> 5.21 Plate Compactor (壓路板)<br><input type="checkbox"/> 5.22 Pump (泵)<br><input type="checkbox"/> 5.23 Roller Shutter (捲閘)<br><input type="checkbox"/> 5.24 Spray Booth (噴漆柜)<br><input type="checkbox"/> 5.25 Surveying Measuring Instrument (測量儀器)<br><input type="checkbox"/> 5.26 Thicknessing Planer (壓鉋機)<br><input type="checkbox"/> 5.27 Tower Crane (塔式吊機)<br><input type="checkbox"/> 5.28 Wood Turning Lathe (木車床) |
| <input type="checkbox"/> 6 Repair & Maintenance Equipment / Tools<br>(維修及保養設備或工具) | <input type="checkbox"/> 6.1 Repair & Maintenance – Air-conditioning & Ventilation (空調及通風維修保養)<br><input type="checkbox"/> 6.2 Repair & Maintenance – Builders' Lift – Hoists (建築工地升降機維修保養)<br><input type="checkbox"/> 6.3 Repair & Maintenance – Carpark System (停車場系統維修保養)<br><input type="checkbox"/> 6.4 Repair & Maintenance – Cleaning Equipment (清潔設備維修保養)<br><input type="checkbox"/> 6.5 Repair & Maintenance – Construction Machine & Equipment (建築機械及設備維修保養)<br><input type="checkbox"/> 6.6 Repair & Maintenance – Crawler Crane (履帶式吊機維修保養)<br><input type="checkbox"/> 6.7 Repair & Maintenance – Diesel Generating Set (柴油發電機組維修保養)<br><input type="checkbox"/> 6.8 Repair & Maintenance – Drinking Facilities & Equipment (飲用水設施及設備維修保養)   |

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- |                          |      |   |
|--------------------------|------|---|
| <input type="checkbox"/> | 6.9  | Repair & Maintenance – Electrical (電工工程維修保養)  |
| <input type="checkbox"/> | 6.10 | Repair & Maintenance – Fire Service Facilities & Equipment (消防設施及設備維修保養)                                  |
| <input type="checkbox"/> | 6.11 | Repair & Maintenance – Gantry Crane (龍門式吊機維修保養)   |
| <input type="checkbox"/> | 6.12 | Repair & Maintenance – Glass (玻璃維修保養)   |
| <input type="checkbox"/> | 6.13 | Repair & Maintenance – Gondola System (吊船系統維修保養)  |
| <input type="checkbox"/> | 6.14 | Repair & Maintenance – Hydraulic Mobile Crane (液壓輪胎式吊機維修保養)   |
| <input type="checkbox"/> | 6.15 | Repair & Maintenance – Kitchen Equipment & Facilities (廚房設備及設施維修保養)                                       |
| <input type="checkbox"/> | 6.16 | Repair & Maintenance – Lift & Escalator (升降機及扶手電梯維修保養)  |
| <input type="checkbox"/> | 6.17 | Repair & Maintenance - Lightning System (避雷系統維修保養)  |
| <input type="checkbox"/> | 6.18 | Repair & Maintenance – Lorry Crane (起重機貨車維修保養)  |
| <input type="checkbox"/> | 6.19 | Repair & Maintenance – Measurement Equipment (量度設備維修保養)   |
| <input type="checkbox"/> | 6.20 | Repair & Maintenance – Metal Work Machine & Equipment (金屬工作機械及設備維修保養)                                     |
| <input type="checkbox"/> | 6.21 | Repair & Maintenance – Non-Destructive Testing Equipment (非破壞性測設備維修保養)                                    |
| <input type="checkbox"/> | 6.22 | Repair & Maintenance – Office Equipment (辦公室設備維修保養)   |
| <input type="checkbox"/> | 6.23 | Repair & Maintenance – Photocopier Machine (影印機維修保養)  |
| <input type="checkbox"/> | 6.24 | Repair & Maintenance – Plumbing & Drainage (水務工程維修保養)   |
| <input type="checkbox"/> | 6.25 | Repair & Maintenance – Power Supply Facilities (電力裝置設備維修保養)   |
| <input type="checkbox"/> | 6.26 | Repair & Maintenance – Power Tools (電動工具維修保養)   |
| <input type="checkbox"/> | 6.27 | Repair & Maintenance – Private Car (私家車維修保養)  |
| <input type="checkbox"/> | 6.28 | Repair & Maintenance – Safety Equipment (安全設備維修保養)  |
| <input type="checkbox"/> | 6.29 | Repair & Maintenance – Security Facilitate (警衛設備維修保養)   |
| <input type="checkbox"/> | 6.30 | Repair & Maintenance – Sports Equipment (體育設備維修保養)  |
| <input type="checkbox"/> | 6.31 | Repair & Maintenance – Survey Equipment (測量設備維修保養)  |
| <input type="checkbox"/> | 6.32 | Repair & Maintenance – Tower Crane (塔式起重機維修保養)  |
| <input type="checkbox"/> | 6.33 | Repair & Maintenance – Water Pump (水泵維修保養)  |
| <input type="checkbox"/> | 6.34 | Repair & Maintenance – Walkie Talkie (對講機維修保養)  |
| <input type="checkbox"/> | 6.35 | Repair & Maintenance – Welding Tools & Equipment (焊接工具設備維修保養)   |
| <input type="checkbox"/> | 6.36 | Repair & Maintenance – Windows (窗戶維修保養)   |
| <input type="checkbox"/> | 7    | Testing & Survey (測試及檢驗)  |
| <input type="checkbox"/> | 7.1  | Testing & Survey - Air Quality (室內空氣質素測試)   |
| <input type="checkbox"/> | 7.2  | Testing & Survey - Acoustic Test / Noise Assessment (噪音評估測試)  |
| <input type="checkbox"/> | 7.3  | Testing & Survey - Car & Lorry (車輛續牌驗查)   |
| <input type="checkbox"/> | 7.4  | Testing & Survey - Compressor & Blower (空氣壓縮機測試)  |
| <input type="checkbox"/> | 7.5  | Testing & Survey - Drinking Water (飲用水測試)   |
| <input type="checkbox"/> | 7.6  | Testing & Survey - Fire Service Installation & Equipment (消防裝置及設備檢測)                                      |
| <input type="checkbox"/> | 7.7  | Testing & Survey - Gas Cylinder & Tester (氣樽及試錶測試)  |
| <input type="checkbox"/> | 7.8  | Testing & Survey - Gondola System (吊船系統測試及檢查)   |
| <input type="checkbox"/> | 7.9  | Testing & Survey - Illumination Quality (照明質量測試)  |
| <input type="checkbox"/> | 7.10 | Testing & Survey - Inspection, Testing & Certification for Fixed Electrical Installations (固定電力裝置定期測試及檢查) |
| <input type="checkbox"/> | 7.11 | Testing & Survey - Jack & Lifting (千斤頂安全測試)   |
| <input type="checkbox"/> | 7.12 | Testing & Survey - Lift & Escalator (升降機安全負荷測試)   |
| <input type="checkbox"/> | 7.13 | Testing & Survey - Loader & Crane (裝載及起重機械安全負荷測試)   |
| <input type="checkbox"/> | 7.14 | Testing & Survey - Measurement Tool (儀器精確度測試及調較)  |
| <input type="checkbox"/> | 7.15 | Testing & Survey - Non-Destructive (非破壞性檢測)   |
| <input type="checkbox"/> | 7.16 | Testing & Survey - Power Supply Facilities (電力裝置設備測試及檢查)  |

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

- |                          |                          |  |   |
|--------------------------|--------------------------|--|---|
|                          | <input type="checkbox"/> | 7.17   | Testing & Survey - Safety Equipment (安全設備測試及檢查)   |
|                          | <input type="checkbox"/> | 7.18   | Testing & Survey - Testing Materials / Laboratory Services (物料 / 化驗服務測試)  |
|                          | <input type="checkbox"/> | 7.19   | Testing & Survey - Tower Crane (塔式起重機測試及調查)   |
| <input type="checkbox"/> | 8                        | Environmental Engineering & Waste Disposal (環保工程及廢物處理) | <input type="checkbox"/> 8.1 Asbestos Removal (清理石棉)<br><input type="checkbox"/> 8.2 Dumping - Construction Materials (建築物廢料處理)<br><input type="checkbox"/> 8.3 Grease Trap Cleaning & Maintenance (隔油池清洗及保養)<br><input type="checkbox"/> 8.4 Environment Planning (環保規劃)<br><input type="checkbox"/> 8.5 Environment Recycling (環保再造)<br><input type="checkbox"/> 8.6 Sewage Treatment (污水處理)<br><input type="checkbox"/> 8.7 Tree Risk Assessment (樹木風險評估)<br><input type="checkbox"/> 8.8 Waste & Scrap Disposal (廢置材料回收)  |
| <input type="checkbox"/> | 9                        | Office Furniture & Equipment (辦公室傢俱及設備)                | <input type="checkbox"/> 9.1 Carpet / Floor Mat (地毯)<br><input type="checkbox"/> 9.2 CCTV System (閉路電視監控系統)<br><input type="checkbox"/> 9.3 Chair (椅子)<br><input type="checkbox"/> 9.4 Cleaning Supplies (清潔用品)<br><input type="checkbox"/> 9.5 Cleaning Tools (清潔工具)<br><input type="checkbox"/> 9.6 Clock & Watch (鐘錶)<br><input type="checkbox"/> 9.7 Communication System (通信系統)<br><input type="checkbox"/> 9.8 Curtain & Blinds (窗簾及百葉簾)<br><input type="checkbox"/> 9.9 Doorphone System (門禁系統)<br><input type="checkbox"/> 9.10 Electric Household Appliance (家用電器)<br><input type="checkbox"/> 9.11 Filing Cabinet / Locker (文件櫃/儲物櫃)<br><input type="checkbox"/> 9.12 Glass & Accessory (玻璃及配件)<br><input type="checkbox"/> 9.13 Ink Cartridges, Toner Cartridges & Ribbons (打印機油墨盒, 碳粉盒及色帶)<br><input type="checkbox"/> 9.14 Information Display System and Service (資訊顯示系統和服務)<br><input type="checkbox"/> 9.15 Kitchen Equipment (廚房設備)<br><input type="checkbox"/> 9.16 Lighting / Bulb (照明/燈泡)<br><input type="checkbox"/> 9.17 Medicine & Health Supplies (藥物及健康)<br><input type="checkbox"/> 9.18 Office / Storage Container (辦公室/貯物貨櫃)<br><input type="checkbox"/> 9.19 Partition Panel and Accessory (屏風及附件)<br><input type="checkbox"/> 9.20 Paper (紙張)<br><input type="checkbox"/> 9.21 Paper Shredder / Laminator (碎紙機 / 過膠機)<br><input type="checkbox"/> 9.22 Pantry Supplies (茶水間用品)<br><input type="checkbox"/> 9.23 Paper Towels & Tissues (紙巾及廁紙)<br><input type="checkbox"/> 9.24 Sign (門牌)<br><input type="checkbox"/> 9.25 Stage & Accessory (舞台用品)<br><input type="checkbox"/> 9.26 Stationery (文具)<br><input type="checkbox"/> 9.27 Steel Desk (鋼枱)<br><input type="checkbox"/> 9.28 Wall Board Assembly (組合壁板)<br><input type="checkbox"/> 9.29 Water Dispenser & Service (飲水機及服務)<br><input type="checkbox"/> 9.30 Wooden Desk (木枱) |
| <input type="checkbox"/> | 10                       | Printing & Photocopying Services (印刷及複印服務)             | <input type="checkbox"/> 10.1 Printing of Annual Report (印刷年報)<br><input type="checkbox"/> 10.2 Printing of Aluminium Roll-Up Screen (印製易拉架)<br><input type="checkbox"/> 10.3 Printing of Booklet & Handouts (印刷小冊子及講義)<br><input type="checkbox"/> 10.4 Printing of Certificate (印刷證書)<br><input type="checkbox"/> 10.5 Printing of Company Letterhead Materials (印刷公司印刷品)<br><input type="checkbox"/> 10.6 Printing of Flag / Banner (印製旗/旗幟)   |



## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

- |                          |                          |       |   |
|--------------------------|--------------------------|-------|---|
|                          | <input type="checkbox"/> | 10.7  | Printing of Name Card (印刷卡片)  |
|                          | <input type="checkbox"/> | 10.8  | Photocopying Services (複印服務)  |
|                          | <input type="checkbox"/> | 10.9  | Printing of Promotional Items (印刷宣傳用品)                                  |
|                          | <input type="checkbox"/> | 10.10 | Printing / Production of Backdrop (印刷 / 製作背景幕)                          |
|                          | <input type="checkbox"/> | 10.11 | Printing of P.V.C. Card (印製證明卡)   |
| <input type="checkbox"/> | 11                       |       | Information Technology and Computers (資訊科技及電腦)                          |
|                          | <input type="checkbox"/> | 11.1  | Computer Hardware Accessory (電腦硬件配件)                                    |
|                          | <input type="checkbox"/> | 11.2  | Computer Hardware (電腦硬件)  |
|                          | <input type="checkbox"/> | 11.3  | Computer Hardware Leasing (電腦硬件租用)                                      |
|                          | <input type="checkbox"/> | 11.4  | Computer Hardware Peripheral (電腦硬件周邊)                                   |
|                          | <input type="checkbox"/> | 11.5  | Computer Network (電腦網絡)   |
|                          | <input type="checkbox"/> | 11.6  | Contract Out Works - Computer Service (外判工程 - 電腦服務)                     |
|                          | <input type="checkbox"/> | 11.7  | Computer Software (電腦軟件)  |
|                          | <input type="checkbox"/> | 11.8  | Computer Software & Services Subscription (電腦軟件及服務租用)                   |
|                          | <input type="checkbox"/> | 11.9  | Information Technology & Telecommunications (資訊科技及電信)                   |
|                          | <input type="checkbox"/> | 11.10 | Repair & Maintenance – Audio / Visual (音頻 / 視頻維修保養)                     |
|                          | <input type="checkbox"/> | 11.11 | Repair & Maintenance – Computer Equipment (電腦設備維修保養)                    |
|                          | <input type="checkbox"/> | 11.12 | Repair & Maintenance – Card Printer (證明卡打印機維修保養)                        |
|                          | <input type="checkbox"/> | 11.13 | Repair & Maintenance – Computer Room Facilities (電腦房設備維修保養)             |
|                          | <input type="checkbox"/> | 11.14 | Repair & Maintenance – Software and Application Support (軟件及應用系統支援維修保養) |
|                          | <input type="checkbox"/> | 11.15 | Repair & Maintenance – Server and Network Services (伺服器及網絡服務維修保養)       |
|                          | <input type="checkbox"/> | 11.16 | Repair & Maintenance – Telecom System & Equipment (電訊系統及設備維修保養)         |
|                          | <input type="checkbox"/> | 11.17 | Contract Out Works - Software Development (外判工程 - 軟件開發)                 |
|                          | <input type="checkbox"/> | 11.18 | Rental of Telecom System & Equipment (租用電訊系統及設備)                        |
|                          | <input type="checkbox"/> | 11.19 | Telecom Services (電訊服務)   |
| <input type="checkbox"/> | 12                       |       | Rental Services (租用服務)  |
|                          | <input type="checkbox"/> | 12.1  | Rental of Crane (租用吊機)  |
|                          | <input type="checkbox"/> | 12.2  | Rental of Cylinder Service & Air Filling (租用氣樽及充氣)                      |
|                          | <input type="checkbox"/> | 12.3  | Rental of Digital Photocopier (租用影印機)                                   |
|                          | <input type="checkbox"/> | 12.4  | Rental of Generator Set (租用發電機組)  |
|                          | <input type="checkbox"/> | 12.5  | Rental of Gown (租用禮服)   |
|                          | <input type="checkbox"/> | 12.6  | Rental of Horses and Carriage Service (租用馬車服務)                          |
|                          | <input type="checkbox"/> | 12.7  | Rental of Machinery Equipment (租用機械設備)                                  |
|                          | <input type="checkbox"/> | 12.8  | Rental of Portable Mobile Toilets with Hygiene Service (租用流動式廁所及清理服務)   |
|                          | <input type="checkbox"/> | 12.9  | Transportation Service - Goods (貨運服務)                                   |
|                          | <input type="checkbox"/> | 12.10 | Transportation Service - Passenger (客運服務)                               |
| <input type="checkbox"/> | 13                       |       | General Supplies (一般供應)   |
|                          | <input type="checkbox"/> | 13.1  | General Fixture (一般固定裝置)  |
|                          | <input type="checkbox"/> | 13.2  | Light Truck / Coaster (輕型貨車及小巴)   |
|                          | <input type="checkbox"/> | 13.3  | Private Car (私家車)   |
|                          | <input type="checkbox"/> | 13.4  | Promotional Items (宣傳物品)  |
|                          | <input type="checkbox"/> | 13.5  | Reference Book/ Reference Report & Publication (參考書/ 參考報告及刊物)           |
|                          | <input type="checkbox"/> | 13.6  | Seasonal Decoration (節慶裝飾)  |
|                          | <input type="checkbox"/> | 13.7  | Souvenir (紀念品)  |
|                          | <input type="checkbox"/> | 13.8  | Sports Equipment (適體健器材)  |
|                          | <input type="checkbox"/> | 13.9  | Stage Accessory (舞台用品)  |
|                          | <input type="checkbox"/> | 13.10 | Building Management Supplies (物業管理供應)                                   |
|                          | <input type="checkbox"/> | 13.11 | Trophy / Medals (獎杯 / 獎牌)   |

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

- |                          |    |                                 |   |
|--------------------------|----|---------------------------------|---|
| <input type="checkbox"/> | 14 | General Services<br>(一般服務)      | <input type="checkbox"/> 13.12 Uniform (制服)<br><input type="checkbox"/> 13.13 Walkie Talkie (對講機)<br><input type="checkbox"/> 14.1 Advertisement - Advertising Design & Production (廣告設計及製作)<br><input type="checkbox"/> 14.2 Advertisement - Advertisement Production & Placement Services (廣告製作及報刊廣告代理服務)<br><input type="checkbox"/> 14.3 Referee Services (裁判服務)<br><input type="checkbox"/> 14.4 Catering Services (餐飲服務)<br><input type="checkbox"/> 14.5 Clipping Services (剪報服務)<br><input type="checkbox"/> 14.6 Catering / Kitchen Equipment and Services (餐飲/廚房設備及服務)<br><input type="checkbox"/> 14.7 Cleaning Services (清潔服務)<br><input type="checkbox"/> 14.8 Copywriting & Editorial Services (撰稿及編輯服務)<br><input type="checkbox"/> 14.9 Drycleaning & Laundry Services (乾洗及洗衣服務)<br><input type="checkbox"/> 14.10 Driver Services (司機服務)<br><input type="checkbox"/> 14.11 Disposal Services (棄置服務)<br><input type="checkbox"/> 14.12 Design Services - Graphics Design (平面設計)<br><input type="checkbox"/> 14.13 Design Services - Illustration / Character Design (插畫 / 角色設計)<br><input type="checkbox"/> 14.14 Design Services - Interior / Exterior Design (室內 / 室外設計)<br><input type="checkbox"/> 14.15 Design Services - Product and Logo Design (產品及商標設計)<br><input type="checkbox"/> 14.16 Design Services - Website / Apps Design & Development (設計網頁 / 應用程式及製作)<br><input type="checkbox"/> 14.17 Event Management - Exhibition Booth Design, Production & Installation (展覽攤位設計、製作及佈置)<br><input type="checkbox"/> 14.18 Event Management - Event Production & Management Services (活動籌辦及管理服務)<br><input type="checkbox"/> 14.19 Event Management - Photography Services (照相服務)<br><input type="checkbox"/> 14.20 Event Management - Video Broadcast Services (視頻廣播服務)<br><input type="checkbox"/> 14.21 Event Management - Video Shooting and Editing Services (影片製作及剪接)<br><input type="checkbox"/> 14.22 Football Referee Services (足球裁判服務)<br><input type="checkbox"/> 14.23 Landscape & Gardening (園境及園藝)<br><input type="checkbox"/> 14.24 Lettershop Services (入信服務)<br><input type="checkbox"/> 14.25 Logistics & Transport Services (物流及運輸服務)<br><input type="checkbox"/> 14.26 Mailing / Courier & Delivery Services (郵寄 / 速遞及運送服務)<br><input type="checkbox"/> 14.27 Pest Control (蟲害防治)<br><input type="checkbox"/> 14.28 Property / Facility Management (物業 / 設施管理)<br><input type="checkbox"/> 14.29 Public Relations (公共關係)<br><input type="checkbox"/> 14.30 Scanning Services (掃描服務)<br><input type="checkbox"/> 14.31 Security Guarding Services (保安護衛服務)<br><input type="checkbox"/> 14.32 Signage Production (指示牌製作)<br><input type="checkbox"/> 14.33 Translation Services - Annual Report Translation (年報翻譯)<br><input type="checkbox"/> 14.34 Translation Services - General Translation (一般翻譯)<br><input type="checkbox"/> 14.35 Translation Services - Simultaneous Translation & Interpretation (即時翻譯及傳譯) |
| <input type="checkbox"/> | 15 | Professional Services<br>(專業服務) | <input type="checkbox"/> 15.1 Agency Services (代理服務)<br><input type="checkbox"/> 15.2 Consultancy Services (顧問服務)<br><input type="checkbox"/> 15.3 Auditing Services (審計服務)<br><input type="checkbox"/> 15.4 Building Information Modelling (BIM) (建築訊息模型)<br><input type="checkbox"/> 15.5 Certificate Services (認證服務)<br><input type="checkbox"/> 15.6 Counseling Services (輔導服務)<br><input type="checkbox"/> 15.7 Human Resources Services (人力資源服務)<br><input type="checkbox"/> 15.8 Insurance - General Insurance (一般保險)  |

**Application Form for the Inclusion in the CIC General Vendor List**

**建造業議會一般供應商名單申請表**

- 15.9 Insurance - Medical Insurance (醫療保險)
- 15.10 Legal Services (法律服務)
- 15.11 Market Research (市場調查)
- 15.12 Medical Services (醫療服務)
- 15.13 Quality Management Services (質量管理服務)
- 15.14 Risk Management and Data Privacy Assessment (風險管理及數據私隱評估)
- 15.15 Trade Testing (技能測試)
- 15.16 Training - Course (培訓課程)
- 15.17 Training - Management (培訓管理)
- 15.18 Training - Safety (培訓安全)

**Type 2 - Construction Contractor**

- 類別二 - 建築工程承辦商
- 1 Contractors – Air-conditioning & Ventilation (空調及通風)
  - 2 Contractors – Building Information Modelling (建築訊息模型)
  - 3 Contractors – Carpark System (停車場系統)
  - 4 Contractors – Curtain / Blind / Carpet Tile/ Floor Finishes (窗簾/簾/方塊地毯/ 地板)
  - 5 Contractors – Design & Construction (設計及施工工程)
  - 6 Contractors – Demolishment Work (拆除工程)
  - 7 Contractors – Electrical (電工工程)
  - 8 Contractors – External Wall (外牆工程)
  - 9 Contractors – Facility Security (設備保安)
  - 10 Contractors – Civil, Foundation & Geotechnical (土木, 地基及土力工程)
  - 11 Contractors – Fire Service Facilities & Equipment (消防設施及設備工程)
  - 12 Contractors – Gas & Oil (煤油及石油氣工程)
  - 13 Contractors – Glass (玻璃工程)
  - 14 Contractors – Grass Cutting (剪草)
  - 15 Contractors – Kitchen Equipment & Facilities (廚房設備及設施工程)
  - 16 Contractors – Lift & Escalator (電梯及扶手電梯)
  - 17 Contractors – Platform (平台)
  - 18 Contractors – Plumbing & Drainage (水務工程)
  - 19 Contractors – Playground Equipment (遊樂場設備)
  - 20 Contractors – Scaffolding Work (建築棚架工程)
  - 21 Contractors – Steel Door Work (鋼門工程)
  - 22 Contractors – Structure Repair (結構修復工程)
  - 23 Contractors – Steel Structural Work (鋼鐵結構工程)
  - 24 Contractors – Waterproof (防水工程)
  - 25 Contractors – Windows (窗戶工程)
  - 26 Contractors – Wooden Door Work (木門工程)
  - 27 Contractors – Workshop Equipment & Facilities (測試場設備及設施工程)

**Type 3 - Others**

類別三 - 其他

(please specify if the above is found inappropriate) 請細列明如上述沒有適用者

- 3.1 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3.2 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Note : If found insufficient space, please use separate sheet)  
(註：如空位不足，請另紙列出)

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

(iii) Please provide names of your major clients / customers for our internal reference purposes.  
請提供貴公司的主要客戶名稱，作內部參考之用。

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) \_\_\_\_\_

### PART IV - DOCUMENTS TO BE SUBMITTED 第四部 - 須提交證明文件清單

#### Type 1 - Supplier (類別一 - 供應商)

- (i) Please attach a copy of the valid Business Registration Certificate for our reference and record.  
請寄交有效的商業登記證文件副本以供參考和存照。
- (ii) Please attach one set of relevant product / service catalogue(s) for our consideration.  
請夾附最少一份有關產品 / 服務目錄以供參閱。

#### Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- (i) Please attach a copy of the valid Business Registration Certificate for our reference and record.  
請寄交有效的商業登記證文件副本以供參考和存照。
- (ii) Please attach one set of relevant product / service catalogue(s) for our consideration.  
請夾附最少一份有關產品 / 服務目錄以供參閱。
- (iii) Please attach company profile  
請夾附公司簡介
- (iv) Please attach past 2 years financial report  
請夾附最近兩年之財務報表
- (v) Please attach the past 3 years relevant job reference with the contract amount for each selected category(s)  
請夾附最近三年每個選定類別之相關工作參考及合同金額
- (vi) Please attach relevant construction works licence(s)  
請夾附有關工程牌照
- (vii) Please attach Quality Assurance policy  
請夾附質量保證政策
- (viii) Please attach Health and Safety policy  
請夾附健康及安全政策
- (ix) Please attached Quality Management System certification(s) (if any)  
請夾附品質管理系統認證 (如有)
- (x) Reference/ Appreciation Letter(s) (if any)  
請夾附參考/感謝信 (如有)

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表

#### PART V - CERTIFICATION 第五部 - 證明

##### (i) Personal Information Collection Statement 收集個人資料聲明

- (1) CIC will use the provided information for the purpose of processing this registration form and dealing with our procurement-related matters.  
提供的資料會用作本議會處理有關申請登記成為本議會之一般供應商及與採購相關的事宜。
- (2) Under the provisions of the Personal Data (Privacy) Ordinance (Cap.486), you have the right to request access to or correction of personal data. Written requests should be addressed to CIC.  
根據個人資料(私隱)條例(第486章), 你有權要求查閱和更改個人資料, 有關申請須以書面向本議會提出。
- (3) CIC will not be able to process and consider incomplete forms.  
如果資料有任何遺漏, 本議會將不能處理本表格事宜。

##### (ii) Declaration 聲明

- (1) I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotations and tender.  
本人聲明本表格內所提供的一切資料, 依本人所知均屬真確, 並知道倘若虛報資料, 申請即屬無效, 且喪失其後落標資格。
- (2) I agree that if registered, I will conform to the regulations, terms and conditions set by the CIC.  
本人同意如本人註冊成為建造業議會之一般供應商, 當遵守建造業議會之工作守則。
- (3) I declare that our company as stated in this form shall uphold the highest ethical principles in relation to our procedures as well as having a corrupt free environment in rendering of goods and services to the CIC operations including compliance with all applicable laws and regulations, maintaining confidentiality where appropriate, adopt an open and fair competition, anti-bribery and corruption.  
本人聲明本申請書上的公司會在運作過程中堅守道德原則, 並在廉潔的環境下向建造業議會提供貨品及服務, 包括遵守所有適用法例及規則、保密原則、防賄法例、反貪法例, 以及維護公開公平的競爭。

I apply on behalf of the aforementioned company for inclusion in the CIC General Vendor List.

本人謹代表上述公司, 申請登記成為建造業議會一般供應商。



(Space for company chop)  
(公司印鑑)

Signature:

簽署:

\_\_\_\_\_

Name in block letters:

姓名(正楷):

\_\_\_\_\_

Designation:

職銜:

\_\_\_\_\_

Date:

日期:

\_\_\_\_\_

## Application Form for the Inclusion in the CIC General Vendor List

### 建造業議會一般供應商名單申請表 DOCUMENT CHECKLIST 文件核對表

Please enclosed the following items (請夾附以下文件):

#### Type 1 - Supplier (類別一 - 供應商)

- Completed application form for inclusion in the CIC General Vendor List (Form PRO-01)  
已填妥建造業議會一般供應商登記申請書
- Copy of valid Business Registration Certificate  
有效的商業登記證文件副本
- Relevant product / service catalogue(s)  
有關產品 / 服務目錄

#### Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- Completed application form for inclusion in the CIC General Vendor List (Form PRO-01)  
已填妥建造業議會一般供應商登記申請書
- Copy of valid Business Registration Certificate  
有效的商業登記證文件副本
- Relevant product / service catalogue(s)  
有關產品 / 服務目錄
- Company profile  
公司簡介
- Past 2 years financial report  
最近兩年之財務報表
- Past 3 years relevant job reference with the contract amount under each selected item category(s)  
最近三年每個選定類別之相關工作參考及合同金額
- Relevant construction works licence(s)  
有關工程牌照
- Quality Assurance policy  
質量保證政策
- Health and Safety policy  
健康及安全政策
- Quality Management System certification(s) (if any)  
品質管理系統認證 (如有)
- Reference/ appreciate letter(s) (if any)  
參考/感謝信 (如有)

Note : Please put a "✓" in the box under each column to indicate that the document has been enclosed.

注意事項：請在欄內方格加上「✓」號以示已附上該文件。