

香港體育學院有限公司 HONG KONG SPORTS INSTITUTE LIMITED
供應商登記申請表 SUPPLIER REGISTRATION FORM



Tender Subject (招標項目): Provision of Integrated Services for Security & Car Park Operation Services and Cleaning & Pest Control Services
(保安、停車場管理、清潔及滅蟲服務)

甲部：所有申請人必須填寫 PART A : To be completed by all suppliers

1. 公司/個體戶名稱 Name of Company / Personal Trader:

2. 登記地址 Registered Office :

3. 通訊地址：(如與上址不同) Postal Address : (if different from above)

4. 電話 Telephone No. :

網址 Website :

傳真 Facsimile No. :

電郵 E-mail Address :

5. 商業登記號碼 Business Registration Certificate No. :

有效期至 Valid till :

6. 開業日期 Date of Commencement of Business :

7. 聯絡人 Person(s) to contact :

i) 姓名 Name :

職位 Position :

有效簽署 Authorised Signature :

ii) 姓名 Name :

職位 Position :

有效簽署 Authorised Signature :

8. 公司印章 Company Chop :

9. 銀行資料 Banker's Details :

9.1 銀行戶口號碼

Bank Account No.:

9.2 銀行名稱

Banker's Name :

9.3 銀行地址

Banker's Address :

如有需要，請填上「不適用」。 Please mark "N/A" in any area(s) which is / are not applicable.

請注意於本表格上所載的資料僅用於評估供應商的能力。 Please note that all information provided in this Form will be used for the purpose of the assessment of service provider's capability ONLY.

Updated: July 2023 更新日期：2023年7月

甲部：所有申請人必須填寫(續上頁) PART A : To be completed by all suppliers (Cont'd)

10. 與香港體育學院有限公司之交易/業務往來紀錄

Previous business transactions with the Hong Kong Sports Institute Limited

乙部：只供獨資經營或合夥經營者填寫 PART B : For Sole Proprietorship / Partnership

11. For Sole Proprietorship / Partnership

11.1 獨資經營者姓名 Name of Proprietor :

11.2 合夥人姓名 Name(s) of Partners :

(一) (a)

(二) (b)

(三) (c)

(四) (d)

丙部：只供有限公司填寫 PART C : For Limited Company

12. For Limited Company

12.1 公司註冊證書編號 Certificate of

Incorporation (No.) :

12.2 公司成立日期 Date of Incorporation :

12.3 法定股本 Authorised Share Capital :

12.4 實繳股本 Paid Up Capital :

12.5 資產淨值 Net Asset Value :

12.6 董事姓名 Name(s) of Directors : (一) (a)

(二) (b)

(三) (c)

(四) (d)

12.7 最終控股公司 Ultimate Holding Company :

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丙部：只供有限公司填寫(續上頁) PART C : For Limited Company (Cont'd)**13. 核數師/會計師資料 Auditors / Accountants Details :**

13.1 名稱 Name :

13.2 地址 Address :

14. 公司資料概覽 Brief Description of Company :

14.1 業務性質 Nature of Business :

14.2 公司組織 Organisation :

(a) 子公司/聯營公司 Subsidiary / Associated Companies :

(b) 主要行政/專業人員 Key Managerial / Professional Staff :

(c) 職員總數 Total Number of Staff :

如有需要，請填上「不適用」。 Please mark "N/A" in any area(s) which is / are not applicable.

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丁部：聲明 PART D : Declarations

15. *本人/本公司 謹此聲明，就*本人/本公司 所知，*本人/本公司 與香港體育學院有限公司(後稱“體院”)之職員並無直接或透過其家庭成員或親屬間接有金錢上或任何形式之利益關係或衝突(如有，請提供資料，如沒有，請填“不適用”)。*I/We declare that, to the best of *my/our knowledge, *I/We have no financial or other interest either directly, or indirectly through the employee(s) of Hong Kong Sports Institute Limited (hereinafter called “HKSIL”) or * his/her/their family member(s).
(If yes, please indicate details in the space below or indicate “N/A” if not applicable)

體院職員姓名 Name of the HKSIL Staff Member :

關係 Relationship :

16. *本人/本公司明白，根據香港特別行政區《防止賄賂條例》，所有香港體育學院有限公司職員不可於執行職務時索取或接受任何形式之利益(包括禮物、金錢、貸款等。)，倘若本人/本公司提供上述利益予該機構職員可構成罪行。 As governed by the Prevention of Bribery Ordinance, *I/We understand that all employees of the Hong Kong Sports Institute Limited are not permitted to solicit or accept any advantage in the form of gift, cash, loan or other benefits, in their official dealings on behalf of the HKSIL. *I/We are also aware that the offer of such advantage may constitute an offence under the Ordinance.

日期 Date

公司印章及有效簽署 Company Chop & Authorised Signature

*請刪去不適用者 delete where inappropriate

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Appendix A - Submission Requirements

(For Security & Carpark Operation Services and Cleaning & Pest Control Services)

A) Scope of Services

The Appointed Contractor shall provide the Security & Carpark Operation Services and Cleaning & Pest Control Services at: -

- (i) the HKSIL Headquarters at 25 Yuen Wo Road, Sha Tin, New Territories (Fo Tan Premises) comprising an approximate site area of 11.16 hectares including:
 - Main Building
 - Sports Complex
 - Jockey Club Sports Building
 - Swimming Complex
 - Rowing Centre
 - New Facilities Building
 - External Area
- (ii) the Cycling Velodrome at Whitehead, Ma On Shan, New Territories (Whitehead) comprising an approximate site area of 12,800 m² including:
 - Cycling Velodrome
 - Containers
 - 1-Storey Ancillary Facilities Building
 - Pump Room and Water Tank Building
 - External Area
- (iii) the Rowing Boat Launching Facilities Adjacent to HKSI Fo Tan Premises at Shing Mun River Channel comprising an approximate site area of 1,760 m².

B) Documents Required (Mandatory for Submission)

- (a) **Copy of Business Registration Certificate**
- (b) **Company brochure**
- (c) **List of major customers and project reference**
(Please complete the attached form - Annex A)
- (d) **Valid Security Company Licence (Type I)**
- (e) **Written customers' reference (if any)**

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Appendix A - Submission Requirements

(For Security & Carpark Operation Services and Cleaning & Pest Control Services)

The Supplier is required to provide the information as per the following. Supplementary sheets can be submitted as necessary.

Job Reference

To demonstrate the company's services capability to perform a contract with a scale comparable to HKSI, the company should provide 3 job references for offering car parking management (not less than 100 nos. of car parking space), security services (not less than 23 nos. of security guard posts) & cleansing services (not less than 14 nos. of cleansing staff) at a SINGLE SITE with consecutive 2 years' services contract completed or undertaken within the past 5 years - out of which, at least 2 contracts should with a contract value of not less than \$12 million per year (paid monthly).

Item	Description	Job Reference (1)	Job Reference (2)	Job Reference (3)
	Name of Client			
	Client's Business Nature			
	Venue Location			
	Contract Period			
	Total Contract Amount (HK\$)			
	Average Monthly Contract Amount (HK\$)			
	Scope of Services			
	No. of Car Parking Spaces Managed			
	No. of Security Guard Posts Managed			
	No. of Cleaning Staff Managed			
	Supporting Documents (note 1)			

(Note1) Please specify the supporting documents (e.g. Service Completion Certificate, Letter of Award, Recommendation Letter or any other related correspondences).

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