

分判商資料記錄表

Sub-Contractor Information Data

第一部份：分判商公司資料

日期

Part A: Sub-Contractor Company Information

Date: _____

公司名稱

Company Name: (中文) _____
(English) _____

地址

大廈： _____

街道： _____

地區： _____

區域： 香港 / 九龍 / 新界 _____

Address

Building: _____

Street: _____

District: _____

Region: Hong Kong / Kowloon / New Territories _____

公司電話號碼

Company Telephone: _____

公司傳真號碼

Company Fax: _____

公司網址

Web Site: _____

公司類別

* 合股 / 有限 / 無限 / 其他

直屬員工人數

Form of Company: * Partnership / Limited / Unlimited / Others: _____

Number of Direct Employees: _____

商業登記證編號

Business Registration No.: _____

公司成立日期

Date of Incorporation: _____

(請呈交最新副本 Please attach latest copy)

聯絡人仕 1 / 職位

Contact Person 1/ Position: _____

直接傳真號碼(如有請提供)

Direct Fax (if any): _____

電話 / 手提電話號碼

Phone / Mobile: _____

電子郵件地址

Email: _____

聯絡人仕 2 / 職位

Contact Person 2/ Position: _____

直接傳真號碼

Direct Fax: _____

電話 / 手提電話號碼

Phone / Mobile: _____

電子郵件地址

Email: _____

主要董事及股東名稱

List of Directors / Shareholders: _____

第二部份：請註明貴公司所能承判之專業工程。

Part B: Please indicate at below the work scope that your Company intended to work for our Company.

第三部份：表現調查評估問卷 (請連同相關之附屬文件與此表格一併提交)

Part C: Assessment Questionnaire (Please attach the supporting documents together with this Application Form for substantiation)

收集下述文件只作為本公司評估貴公司的申請用途，本公司決不會向外界透露貴公司的任何資料。

Please be assured that collection of the following documents from your Company is solely for the purpose of assessment of your application and for internal reference, our Company will not release any of these information to other outsider party.

I 公司經驗 Company Experience

- 1 你是否能提供貴公司過往3年之工作經驗或工程案例？ 是 Yes 否 No
 Can you provide job experience or job references of your Company for the past 3 years?
 (請例明工程名稱、發展商、總承建商、工程範圍、分判合約價值及完工日期)
 (Please specify project name, developer, main contractor, works scope, contract value & completion date)

- 2 貴公司有否附屬工廠或擁有自置的工程機械和設備?(如適用) 是 Yes 否 No
 Does your Company have subsidiary factory, owned major plants & equipment? (if applicable)
 如有，請提供詳盡資料 附屬工廠 擁有自置的工程機械和設備
 If yes, please specify: Subsidiary factory Owned major plants & equipment

- 3 貴公司以往有否直接與總承建商一起工作？ 是 Yes 否 No
 Has your Company worked directly with main contractors before?
 (請於上述工程參考內註明)
 (Please indicate at the above job reference list)

請提供介紹人資料。

Please provide details of referral(s).

	公司名稱 (總承建商) Company name (Main Contractor)	聯絡人仕 Contact Person	分判工程範圍 Sub-Contracted works	服務年期 Years of services
i	_____	_____	_____	_____
ii	_____	_____	_____	_____

II 財政能力 Financial Capacity

- 1 你可否提供貴公司最近期的財政記錄？ 是 Yes 否 No
 Can you provide your Company latest financial statements?

- 2 請於以下表格內提供貴公司過去3年的營業數據：
 Please provide in the following table the business figures of your Company for the past 3 years :

財政年份	Financial year			
每年營業額	Annual turnover	HK\$	HK\$	HK\$
每年盈利額	Annual profit	HK\$	HK\$	HK\$

- 3 你可否提供以茲證明貴公司財務狀況的銀行證明信？ 是 Yes 否 No
 Can you provide bank reference letter outlining the credit position of your Company?

- 4 貴公司能否提供有關其下分判商糧款收據之記錄並願意將來於我們的工程內提供有關之記錄？ 是 Yes 否 No
 Does your Company maintain records of payment receipt from your downstream Sub-Contractors and are you willing to provide payment receipt in future in our projects?

- 5 貴公司是否與其下分判商以書面形式簽訂分判合約？ 是 Yes 否 No
 Does your Company adopt written Sub-Contract with your downstream subcontractors?

- 6 貴公司可或願意承接本公司工程項目的金額為 :-

Contract value your Company is able or willing to take with our Company:

最高 Max: HK\$ _____

最低 Min: HK\$ _____

III 品質管理 Quality Management

- 1 貴公司有否取得 ISO 9001 品質管理系統認證？ 是 Yes 否 No
 Has your Company obtained ISO 9001 Quality Management System certification?
- 2 貴公司有否建立一套管理產品或服務品質的系統？ 是 Yes 否 No
 Has your Company developed a system to manage the quality of your product or service?
- 3 貴公司有否委派專人全職負責品質控制？ 是 Yes 否 No
 Has your Company appointed full time staff responsible for quality control?
- 4 貴公司有否取得前客戶的推薦信？ 是 Yes 否 No
 Has your Company obtained any recommendation letter from your previous clients?

IV 環境 / 能源管理 Environmental / Energy Management

- 1 貴公司在過往 3 年內沒有因觸犯環保法規而被定罪。
 Your Company did not receive any conviction for breach of environmental regulation in the past 3 years. 是 Yes 否 No
- 2 貴公司有否取得 ISO 14001 環境管理系統認證？ 是 Yes 否 No
 Has your Company obtained ISO 14001 Environmental Management System certification?
- 3 貴公司有否委派專人全職負責執行環保的工作？ 是 Yes 否 No
 Does your Company appoint full time staff solely responsible for environmental duties?
- 4 貴公司有否取得 ISO 50001 能源管理系統認證？ 是 Yes 否 No
 Has your Company obtained ISO 50001 Energy Management System certification?

V 安全管理 Safety Management

- 1 貴公司有否建立一套符合 OHSAS 18001 或工廠及工業經營(安全管理)規例的安全管理系統？ 是 Yes 否 No
 Has your Company developed a safety management system that complies with OHSAS 18001 or Factories and Industrial Undertakings (Safety Management) Regulation?
- 2 貴公司在過往 3 年內沒有因觸犯安全法規而被定罪。
 Your Company did not receive any conviction for breach of safety regulation in the past 3 years. 是 Yes 否 No
- 3 貴公司有否僱用註冊安全主任 / 安全督導員以滿足法律要求？ 是 Yes 否 No
 Does your Company employ Registered Safety Officers / Safety Supervisors to fulfill statutory requirement?
- 4 貴公司有否取得 ISO 50001 能源管理系統認證？ 是 Yes 否 No
 Has your Company obtained ISO 50001 Energy Management System certification?

5 請提供貴公司以往 3 年之意外數字：

Please provide the accident figures of your Company in the past 3 years :

年份	Year			
每年工傷數目	Number of accident (a)			
平均員工數目	Average daily workforce (b)			
工傷率	Accident rate = (a / b) x 1,000			
意外死亡數目	Number of fatal accident			

VI 可持續發展 Sustainability

- | | | | |
|---|---|--------------------------|--------------------------|
| 1 | 貴公司有否推行過任何關愛員工的措施(如康樂活動、進修資助等)?
Has your Company implemented any staff caring initiatives (e.g. staff recreation activities, support of staff continuing education)? | 是 Yes | 否 No |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | 貴公司有否推行過任何環境保育的措施(如綠色辦公室、植樹計劃)?
Has your Company implemented any environmental conservation initiatives (e.g. green office, tree planting scheme)? | 是 Yes | 否 No |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | 貴公司有否推行過任何服務社區的措施(如商界展關懷、慈善捐贈)?
Has your Company implemented any community initiatives (e.g. caring Company, charitable donation)? | 是 Yes | 否 No |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | 貴公司有否推行過任何企業管治的措施(如委任非執行董事、建立員工行為守則)?
Has your Company implemented any corporate governance initiatives (e.g. appointment of non-executive directors, establishment of code of conduct)? | 是 Yes | 否 No |
| | | <input type="checkbox"/> | <input type="checkbox"/> |

簽名

Signature : _____

名字及職位

Name and Position: _____

本公司專用 For office use only

評核
Assessment

申請編號
Application no.:

日期
Date:

可須到工地視察?

否 No 是 Yes 日期

Is site visit required?

Date

備註

Remarks:

公司經驗 Company experience: (40%) Ref: (Job reference / past experience/ plants and equipment)	優 Excellent	<input type="checkbox"/>	良 Good	<input type="checkbox"/>	可 Fair	<input type="checkbox"/>	差 Poor	<input type="checkbox"/>
財政能力 Financial Capacity: (30%) Ref: (Bank statement / bank ref. letter / cash flow or credit position)	優 Excellent	<input type="checkbox"/>	良 Good	<input type="checkbox"/>	可 Fair	<input type="checkbox"/>	差 Poor	<input type="checkbox"/>
品質管理 Quality management: (15%) Ref: (ISO 9001 / quality of outputs)	優 Excellent	<input type="checkbox"/>	良 Good	<input type="checkbox"/>	可 Fair	<input type="checkbox"/>	差 Poor	<input type="checkbox"/>
環保 / 能源表現 Environmental / Energy performance: (5%) Ref: (ISO 14001 / ISO 50001 / environmental and energy performance record)	優 Excellent	<input type="checkbox"/>	良 Good	<input type="checkbox"/>	可 Fair	<input type="checkbox"/>	差 Poor	<input type="checkbox"/>
安全表現 Safety performance: (5%) Ref: (OHSAS 18001 / safety performance record)	優 Excellent	<input type="checkbox"/>	良 Good	<input type="checkbox"/>	可 Fair	<input type="checkbox"/>	差 Poor	<input type="checkbox"/>
可持續發展 Sustainability: (5%) Ref: (Certification / recognition of sustainability program)	優 Excellent	<input type="checkbox"/>	良 Good	<input type="checkbox"/>	可 Fair	<input type="checkbox"/>	差 Poor	<input type="checkbox"/>

總分數 (合格分數 ≥ 60)
Total score: (Passing mark: ≥ 60)

推薦 Approved 暫批 Provisional 不接受 Rejected

*接受 / 不接受之原因 (*請刪除不適用者 Please delete as appropriate)

Reasons for * approved / rejected:

於認可分判商名單內之認可工程範圍
Work Scope Approved on Approved List:

覆核

Reviewed by:

工程部经理
Project Manager

批核

Approved by:

董事
Director