

分判商資料記錄表

**Sub-Contractor Information Data**

申請編號

Application no.:

year-number (For office use only)

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：

(中環 / 灣仔 / 旺角 / 觀塘 等)

區域：

(香港 / 九龍 / 新界 等)

Address Building:

Street:

District:

(Central / Wan Chai / Mong Kok / Kwun Tung, etc.)

Region:

(Hong Kong / Kowloon / New Territories, etc.)

公司電話號碼

公司傳真號碼

公司網址

Company Telephone:

Company Fax:

Web Site:

公司類別

\* 個人 / 合股 / 有限 / 其他

直屬員工人數

Form of Company:

\* Sole Proprietorship / Partnership / Limited / Others:

Number of Direct Staff:

商業登記証編號

公司成立日期

Business Registration No.:

Date of Incorporation:

\*(請呈交最新副本 Please attach latest copy)

聯絡人仕 / 職位

電話 / 手提電話號碼

1. Contact Person / Position:

Phone / Mobile:

直接傳真號碼(如有請提供)

電子郵件地址(如有請提供)

Direct Fax (if any):

Email (if any):

聯絡人仕 / 職位

電話 / 手提電話號碼

2. Contact Person / Position:

Phone / Mobile:

直接傳真號碼(如有請提供)

電子郵件地址(如有請提供)

Direct Fax (if any):

Email (if any):

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**

貴公司過往有多少年之工作經驗？

1 How many year of job experience does your company have?

☐ 0 - 2 年      ☐ 2 - 5 年      ☐ 多於5年  
☐ 0 - 2 years      ☐ 2 - 5 years      ☐ more than 5 years

\*(請提交公司工程案例，列明工程名稱、發展商、總承建商、工程範圍、分判合約價值及完工日期)

(Please attach job reference showing project name, developer, main contractor, works scope, contract value & completion date)

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)

2 Does your company have subsidiary factory, owned major plants & equipment? (if applicable)

有 Yes ☐      否 No ☐      不適用 N/A ☐

如有，請提供詳盡資料

If yes, please specify:

☐ 附屬工廠

☐ Subsidiary factory

☐ 擁有自置的工程機械和設備

☐ Owned major plants & equipment

貴公司以往有否直接與總承建商一起工作？

3 Has your company worked directly with main contractors before?

有 Yes ☐      否 No ☐

(請於上述工程參考內註明 Please indicate at the above job reference list)

請提供兩名介紹人資料。

4 Please provide details of two referrals.

a.

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

Yrs of services

b.

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

Yrs of services

**II 財政能力 Financial Capacity**

你可否提供貴公司最近期的財政記錄或銀行結單？

1 Can you provide your company latest financial statements or bank statements?

可 Yes ☐      否 No ☐

\*(請提交公司最近財政記錄或銀行結單)

(Please submit latest financial statements or bank statements)

請於以下表格內提供貴公司過去 3 年的營業數據：

2 Please provide in the following table the business figures of your company for the past 3 years :-

年份 Year			
每年營業額 (港元) Annual turnover (HKD)			
每年盈利額 (港元) Annual profit (HKD)			

你可否提供以茲證明貴公司財務狀況的銀行證明信？

3 Can you provide bank reference letter outlining the credit position of your company?

可 Yes ☐      否 No ☐

(如可，請提交有關的銀行證明信)

(If Yes, please submit the bank reference-letter)

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？

4 Does your company maintain records of payment receipt from your downstream

能 Yes ☐      否 No ☐

Sub-Contractors and are you willing to provide payment receipt in future in our projects?

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

5 Does your company adopt written Sub-Contract with your downstream subcontractors?

☐ ☐

貴公司可或願意承接本公司工程項目的金額為 :-

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

最高 Max: \_\_\_\_\_ 最低 Min: \_\_\_\_\_

### III 品質管理 Quality Management

貴公司有否取得 ISO 9001 品質管理系統認證？

有 Yes 否 No

1 Has your company obtained ISO 9001 Quality Management System certification?

☐ ☐

貴公司有否建立一套管理產品或服務品質的系統？

有 Yes 否 No

2 Has your company developed a system to manage the quality of your product or service?

☐ ☐

貴公司有否委派專人全職負責品質控制？

有 Yes 否 No

3 Has your company appointed full time staff responsible for quality control?

☐ ☐

貴公司有否取得前客戶(發展商或總承建商)的推薦信？

有 Yes 否 No

4 Has your company obtained any recommendation letter from your previous clients (Developer or Main Contractor)?

☐ ☐

### IV 環境 / 能源管理 Environmental / Energy Management

貴公司在過往 3 年內曾經因觸犯環保法規而被定罪。

是 Yes 否 No

1 Your company has received any conviction for breach of environmental regulation in the past 3 years.

☐ ☐

如答案為"是"，請說明

If "yes", please state: \_\_\_\_\_

貴公司有否取得 ISO 14001 環境管理系統認證？

有 Yes 否 No

2 Has your company obtained ISO 14001 Environmental Management System certification?

☐ ☐

貴公司有否委派專人全職負責執行環保的工作？

有 Yes 否 No

3 Does your company appoint full time staff responsible for environmental duties?

☐ ☐

貴公司有否取得 ISO 50001 能源管理系統認證？

有 Yes 否 No

4 Has your company obtained ISO 50001 Energy Management System certification?

☐ ☐

### V 安全管理 Safety Management

貴公司有否建立一套符合 OHSAS 18001 / ISO 45001 或工廠及工業經營(安全管理)規例的安全管理系統？

有 Yes 否 No

1 Has your company developed a safety management system that complies with OHSAS 18001 / ISO 45001 or Factories and Industrial Undertakings (Safety Management) Regulation?

☐ ☐

貴公司在過往 3 年內曾經因觸犯安全法規而被定罪。

是 Yes 否 No

2 Your company has received any conviction for breach of safety regulation in the past 3 years.

☐ ☐

如答案為"是"，請說明

If "yes", please state: \_\_\_\_\_

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？

有 Yes 否 No

3 Does your company employ Registered Safety Officers / Safety Supervisors to fulfill statutory requirement?

☐ ☐

請提供貴公司以往 3 年之意外數字 :-

4 Please provide the accident figures of your company in the past 3 years :-

年份 Year			
a. 每年工傷數目 Number of accident annually			
b. 平均每日員工數目 Average daily workforce			
全年工傷意外千人率 = (a / b) x 1,000 Accident rate = (a / b) x 1,000			
每年意外死亡數目 Number of fatal accident annually			

## VI 可持續發展 Sustainability

- |   |  |                          |                          |
|---|--|--------------------------|--------------------------|
| 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) ?       |  | 有 Yes                    | 否 No                     |
| 1                                       | Has your company implemented any staff caring initiatives (e.g. staff recreation activities, support of staff continuing education)?               | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) ?       |  | 有 Yes                    | 否 No                     |
| 2                                       | Has your company implemented any environmental conservation initiatives (e.g. green office , tree planting scheme) ?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) ?       |  | 有 Yes                    | 否 No                     |
| 3                                       | Has your company implemented any community initiatives (e.g. caring company, charitable donation)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) ? |  | 有 Yes                    | 否 No                     |
| 4                                       | Has your company implemented any corporate governance initiatives (e.g. appointment of non-executive directors, establishment of code of conduct)? | <input type="checkbox"/> | <input type="checkbox"/> |

簽名

名字及職位

Signature : \_\_\_\_\_ Name and Position:: \_\_\_\_\_

Notes: If the applicant fails to submit all the necessary document\* within 2 months after application, the application will be considered to be unsuccessful unless otherwise agreed by the Sub-contracts Department.

### ***\*Necessary Document for submission***

1. Business Registration
2. Job reference (As Part C(I)(1))
3. Latest financial statements or bank statement (As Part C(II)(1))

備註: 如申請人未能於遞交申請日期後兩個月內交齊以下之必需文件, 除非得到分判合約部的批准, 否則該申請將視作自動失效。

\* 必需遞交之文件

1. 商業登記証
2. 公司工程案例 (如第三部份(I)(1)所列)
3. 公司最近財政記錄或銀行結單 (如第三部份(II)(1)所列)

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?  
Is site visit required?

☐ 不須要  
No

☐ 須要，日期  
Yes, on date

備註 Remarks:

To be completed by Sub-contracts Department:

(Please refer to "Guideline on Sub-Contractor assessment performance scoring inputs")

公司經驗 Company experience: (40%) Ref: (Job reference / past experience/ plants and equipment)	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 良 Good	<input type="checkbox"/> 可 Fair	<input type="checkbox"/> 差 Poor
財政能力 Financial Capacity: (30%) Ref: (Bank statement / bank ref. letter / cash flow or credit position)	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 良 Good	<input type="checkbox"/> 可 Fair	<input type="checkbox"/> 差 Poor
品質管理 Quality management: (15%) Ref: (ISO 9001 / quality of outputs)	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 良 Good	<input type="checkbox"/> 可 Fair	<input type="checkbox"/> 差 Poor

To be completed by Sustainability & Environment Department and Safety & Health Department: ("N/A" is only for applicant who undertakes no physical construction activity on site.)

環保 / 能源表現 Environmental / Energy performance: (5%) Ref: (ISO 14001 / ISO 50001 / environmental and energy performance record)	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 良 Good	<input type="checkbox"/> 可 Fair	<input type="checkbox"/> 差 Poor	<input type="checkbox"/> 不適用 N/A
安全表現 Safety performance: (5%) Ref: (OHSAS 18001 / ISO 45001 / safety performance record)	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 良 Good	<input type="checkbox"/> 可 Fair	<input type="checkbox"/> 差 Poor	<input type="checkbox"/> 不適用 N/A
可持續發展 Sustainability: (5%) Ref: (Certification / recognition of sustainability program)	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 良 Good	<input type="checkbox"/> 可 Fair	<input type="checkbox"/> 差 Poor	<input type="checkbox"/> 不適用 N/A

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:

級別

Grade: ☐ A ☐ B ☐ C

財政能力

\*\*Financial capability: ☐ 1 ☐ 2 ☐ 3

檢討人

Reviewed by:

批准人

Approved by:

經理 (分判合約)  
Manager (Sub-Contracts)

高級經理 (分判合約)  
Senior Manager (Sub-Contracts)

備註

Remarks:

** 投標級別 TVR designation	投標金額範圍 Range of tender value
1	> HK\$ 6,000,000
2	HK\$ 3,000,000 to HK\$ 6,000,000
3	< HK\$ 3,000,000