本局檔號
Our Ref: _____

職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL

供應商登記申請表
Application Form for Suppliers

請詳細填寫本申請表交回： This form should be completed in FULL and returned to :-

職業安全健康局	Occupational Safety & Health Council
香港北角馬寶道 28 號	19/F China United Centre
華匯中心十九樓	28 Marble Road, North Point Hong Kong
或	or
電郵至 procurement@oshc.org.hk	Email to procurement@oshc.org.hk

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

1.	公司名稱： Name of Company:	
2.	地址： Address: 電郵： E-mail :	電話： Tel No.: 傳真： Fax No.: 網址： Website:
3.	業務種類： Nature of Business:	
4.	經營現今業務多久？ How long in present business?	

第二部份 --- 公司組織及職員資料　PART II --- ORGANIZATION AND STAFF

1.	公司成員： Members of organization: (1) *常務董事: Managing Director: (2) *董事(不超過兩名)： Directors (not more than two names are required): (3) *東主(不超過兩名)： Proprietors (not more than two names are required): (4) *合夥人(不超過兩名)： Partners (not more than two names are required): (5) 請參考香港法例第 201 章《防止賄賂條例》旨在讓供應商明白有關防止賄賂事宜 Please refer the “Prevention of Bribery Ordinance” - Chapter 201 to let suppliers better understanding for the prevention of bribery *將不適用者刪去 Delete where inappropriate
2.	聘用職員總數: Total numbers of persons employed:

3.	獲授權回答/簽署有關投標/合約事宜的負責人士： Persons authorized to be contacted on matters relating to tenders/ contracts: 姓名 *Name(s)* 職位 *Official Capacity* 電話 / 手提 *Tel No. /Mobile* 傳真 *Fax No.* 電郵地址 *Email address* 1. 2. 3.

第三部份---業務狀況及證明文件 PART III --- BUSINESS ACTIVITIES AND DOCUMENTS

1 貴公司所供應的物品及有關服務：
Goods and related services which your company would supply:

(i) 詳細列明所供應的貨品及有關服務：
Detailed list of goods and related services:

(ii) 倘若貴公司並非製造商，請提供授權貴公司為代理商／分銷商的商號的名稱。
Please provide the name(s) of the principal(s) for whom you act as the accredited agent(s)/distributor(s) in case you are not the manufacturer.

(iii) 請夾附一份有關目錄及詳細的說明書，供本局參閱。
Please attach one set of relevant catalogues and descriptive literature for consideration.

（註：如空位不足，請另紙列出）
(Note : If space is not sufficient, please use separate sheet)

(iv) 請於空格內✓上所供應的物品及有關服務 (最具專長的 3 項)：
Please tick the goods and related services supplied (3 specialty areas):

供應的物品
Supply of Commodities

☐ 視聽及電訊器材 Audio & Visual, Telecommunication Equipment	☐ 紙製、木製及塑膠產品 Paper, Wooden & Plastic Products
☐ 書籍及刊物 Book & Publications	☐ 攝影器材 Photographic Materials
☐ 印章及原子印 Chop & Stamps	☐ 個人安全防護用具 Personal Protective Equipment
☐ 電腦硬件及軟件 Computer Hardware & Software	☐ 安全設備 Safety Products & Equipment
☐ 陳列顯示 Display Panel	☐ 紀念品及禮品(包括獎座) Souvenir & Gift (Including Plaque)
☐ 家品及工具 Household Goods & Utensil	☐ 體育用具 Sports Equipment
☐ 油墨及碳粉 Ink & Toner Cartridges	☐ 文儀用品及消耗品 Stationery & Consumables
☐ 化驗室儀器及材料 Laboratory Equipment & Materials	☐ 測量儀器及用具 Surveying Equipment & Instruments
☐ 辦公室設備及器材 Office Equipment	☐ 五金工具 Tools & Hardware
☐ 辦公室傢俱 Office Furniture	☐ 紡織及成衣 Textiles & garments
☐ 紙品 Paper Stationery	☐ 其他物品(請註明) Miscellaneous (Products) (Please Specify) _____

	供應的服務 **Supply of Services**

☐ 廣告 Advertising	☐ 其他代理服務 Other Agency Services
☐ 美術設計 Art Design	☐ 攝錄服務 Photo Taking & Video Recording Services
☐ 核數服務 Auditing Services	☐ 印刷服務 Printing Services
☐ 清潔服務 Cleansing Services	☐ 宣傳影片或視像光碟製作 Production of API and Promotional VCD
☐ 電腦科技服務 (包括提供硬件及程式製作) Computing Services (Including hardware supply and program writing)	☐ 節目場地、食物供應 Program Venue, included Food Supply
	☐ 護衛服務 Security Guard Services
☐ 建築工程 Construction Works	☐ 舞台設計/ 佈景/ 音響及燈光製作 Stage Design/ Set Up/ Sound and Lighting
☐ 顧問服務 Consultancy Services	☐ 會議技術支援(包括視聽及電腦技術支援) Technical Support for Conference
☐ 速遞服務 Courier Services	☐ 電訊服務 Telecommunication Services
☐ 招聘代理 Employment Agency	☐ 測試及檢驗 Testing and Survey
☐ 展覽承辦 Exhibition Contraction Work	☐ 培訓課程 Training Course
☐ 室內設計 Fixture and Fitting-out	☐ 訓練套件製作(包括立體動畫、視像光碟及電腦光碟製作) Training Kit Production (Including 3D Animation, VCD & CD-ROM)
☐ 園藝服務 Horticultural Services	☐ 翻譯服務(請附上貴機構員工履歷) Translation Services (Please attach CV of staff members of your company)
☐ 保險 Insurance	
☐ 裝修工程 Interior Decoration	☐ 運輸服務 Transportation Services
☐ 大量郵寄服務 Letter shopping Services	☐ 租車服務 Vehicle Rental
☐ 法律服務 Legal Services	☐ 網頁設計及管理 Website Design and Web Hosting
☐ 市場調查 Market Research	☐ 其他服務(請註明) Miscellaneous (Services) (Please Specify) _____ _____
☐ 辦公室保養維修 Office Maintenance	

2 貴公司**必須**一併寄交下列文件副本各一份，給本局參考和存照：
The applying company **is required** to attach the following documents for reference and record:

(a) 有效的商業登記證
A copy of valid Business Registration Certificate

(b) 最近期的公司業務簡介及年報(如有的話)
Latest Company profile and annual report (if any)

(c) 公司健康及安全政策(如有的話)
Company Health and Safety Policy

(d) 公司紀律守則 (如有的話)
Code of conduct (if any)

3.	銀行資料 Bank Information 銀行轉賬 / 電匯指令 Bank Transfer / Telegraphic Transfer Instruction 銀行名稱： Bank Name: _____ 銀行地址： Bank Address: _____ 收款人名稱： Beneficiary Name: _____ 銀行代號： 分行代號 Bank Code: _____ Branch Code : _____ 賬戶號碼： SWIFT / Sort Beneficiary Account No.: _____ Code (if any) : _____ 上述銀行賬戶的可用貨幣: 貨幣 The above bank account can be used for _____ Currency 電郵地址： Email address: _____ *此電郵地址用於接收銀行匯款通知書 The email address will be used for receiving bank remittance advice*

第四部份 --- 證明 PART IV --- CERTIFICATION

1. 本人代表上述公司確認以上資料屬實和完整，而且上述公司沒有破產或涉及商業詐騙，或以不道德手法經營的記錄。本人明白倘若故意在本表格內提供任何虛假資料，可使本人喪失資格，即使申請已獲批准，也會被即時除名。
   I confirm on behalf of the Company that the information given above is correct and complete, and that the Company has no record of bankruptcy or involvement in business fraud or unethical practice. I understand that any willful submission of false information by means of this form will result in my disqualification and in such case, I will be removed from the list forthwith despite successful registration.

2. 本人謹代表上述公司，申請登記為職安局供應商。
   I apply on behalf of the Company to register as Supplier of OSHC.

簽署：_____
Signature

姓名(正楷)：_____
Name in block letters

職銜：_____
Designation

電話：_____
Tel No.

(公司印鑑)
(*Space for Company chop)*

日期：_____
Date

重 要 備 註
IMPORTANT NOTES FOR GUIDANCE

1) 填報在此表格內的個人及公司資料，會用以審批登記成為職業安全健康局供應商的申請，以便本局日後向已經甄選的登記供應商發出招標書及報價邀請。
The personal and company data provided in this form will be used for consideration and vetting on the application for supplier registration for quotation and tender invitation.

2) 登記供應商於申請表內所提供的資料絕對保密，祇作參考之用。本局將保留邀請報價競投之權利。有關的邀請可能以書面或透過電郵、文字短訊形式發送至閣下於此表格上提供的電郵地址及手提電話號碼。
All information received will be kept in strict confidence and for information only. The Council will reserve the right for inviting quotation and tender. The invitation may be made in writing or through Email, SMS messages sent to the email address and mobile phone number supplied in the application form.

3) 申請表內所有部份必須填寫，所有表格內要求提交的文件或樣本亦須提供。資料不完整之申請表將可能不獲處理。
All parts in the application form should be completed and the required supporting / samples have to be provided. Incomplete application form may not be processed.

4) 登記供應商所提供之文件及物品樣本將均**不予發還**。
All supplied documents and sample will **not be returned**.

5) 根據<<個人資料〔私隱〕條例>>第 18 條、第 22 條及附表 1 原則第 6 項的規定，你有權查閱和更正個人資料。
You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

6) 如對上述申請程序有任何詢問，或要求查閱及更正資料，可以書面向本局查詢。
職業安全健康局採購部
香港北角馬寶道二十八號華匯中心十九樓
傳真：2739 9779
電郵： procurement@oshc.org.hk
Enquiries concerning the application, or the personal data collected by means of this form, including the making of access and corrections, should be addressed in writing to
Procurement Section
Occupational Safety and Health Council
19/F China United Centre
28 Marble Road
North Point
Hong Kong
Fax : 2739 9779
Email :-procurement@oshc.org.hk

完
--- The End ---