

PO LEUNG KUK

PREQUALIFICATION QUESTIONNAIRE FOR REGISTERED CONSULTANTS

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This Questionnaire should be read in conjunction with any letter, advertisement and / or supplementary information document published by Po Leung Kuk (the Kuk).

Responses to the attached Questions 1.1 to 7.2 are intended to provide information required by the Kuk to enable them to determine companies' suitability to provide services to the Kuk.

Unless specifically stated, the Kuk will, based solely on the responses to the questionnaire, place qualified companies on the respective list of acceptable consultants.

Completion of this Questionnaire is subject to the following conditions :-

- Responses shall be made in full to all questions or the question shall be endorsed "NOT APPLICABLE".
- The Questionnaire shall be signed by a director of the company (or a person at the equivalent level of authority).
- Completion of the Questionnaire will not bind the Kuk to include the company on any list or to invite the company to submit any tender and the Kuk shall not be obligated to give reasons for the exclusion of unsuccessful companies.
- The selection of tender lists from the lists of prequalified consultants for any contract rests entirely with the Kuk whose decision in this matter will be final.
- The Kuk reserves the right to publish the names of companies on lists of prequalified companies either generally or by specific type of work.
- All costs incurred by the applicant in submitting this questionnaire shall be the responsibility of the applicant.
- Nothing in this questionnaire or anything resulting therefrom shall constitute any obligation on the part of the Kuk.
- The inclusion of the company's name on any list shall not constitute approval or acceptance of the quality of any service or product.

COMPLETION OF QUESTIONNAIRE

- At least one sheet shall be completed for each section. If not relevant, it shall be clearly marked "NOT APPLICABLE".
- Additional pages may be added to each section as necessary. Each shall be consecutively numbered and the number of pages shall be inserted in the appropriate space in Item G12 of the Questionnaire.
- The right hand column of the Questionnaire is for the Kuk's use and shall be left blank.
- All applications shall be made in English.

SUBMISSION OF QUESTIONNAIRE

The following documents should be inserted into a loose leaf binder with individual sections separated by labelled dividers.

- (a) **One copy of the completed Questionnaire**
- (b) **Copy of Business Registration Certificate**
- (c) **Copy of Certificate of Incorporation (for limited companies only)**
- (d) **Copy of any Certificate or Licence (i.e. ISO 9001, AACSB)**
- (e) **Copies of recommendation letters and warring letters from government departments, building owners and others**
- (f) **Any other relevant supporting documents**

Documents submitted are not returnable.

The application should be submitted to the following address:

**Po Leung Kuk
Property & Works Department
9/F, PLK Vicwood K.T. Chong Building,
66 Leighton Road
Hong Kong**

before the closing date and be clearly marked

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Any queries in connection with the questionnaire should be addressed to Ms. Olivia Wong at the above address. Telephone - 2277 8109 and Fax - 2881 7961

Prequalification Questionnaire for Registered Consultants
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GENERAL		PAGE No.	G.1
G.1 Registered Name of Company			
G.2 Registered Address			
G.3 Telephone	G.4 Fax/E-mail		
G.5 Contact Person	G.6 Designation		
G.7 Declaration of relationship with Po Leung Kuk's current directors, ex-directors and staff			
<p>G.8 I declare that the information supplied in this Questionnaire is true to the best of my knowledge and belief ; and undertake</p> <p>(i) to inform the Kuk immediately in writing of any changes in the structure or number of our staff of director's level, company's financial arrangement or any incident that may result in changing the information supplied in this Questionnaire; and</p> <p>(ii) to inform the Kuk immediately in writing, if any director of our company has any potential conflict of interests in handling the tendering and contractual matters with the Kuk.</p> <p>Signature (to be signed by a Director of the Company or person with the equivalent level of authority with Company's Chop)</p> <p>Name Position Date</p> <p>Remarks: If the Kuk discover the information provided is not true, the Kuk reserve the rights to remove the name of the consultant from our registered lists.</p>			
G. 9	Type of Service		
	The applicant shall indicate in the appropriate box by means of a [<input type="checkbox"/>] the type of work for which he wishes to be included in the approved class list.		
A.	Architectural Category (Arch)		
	A1) Large Scale Project (大型工程) of project sum is HK\$18 million or above	[<input type="checkbox"/>]	
	<p><u>Prequalification Criteria :</u></p> <p><u>Band 1 or 2</u> consultants in the List of Consultants of Architectural and Associated Consultants Selection Board of the Government (“AACSB”) of the Arch category.</p>		

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GENERAL		PAGE No.	G.2
	<p>A2) Small Scale Project (小型工程) of project sum Less than HK\$18 million</p> <p><u>Prequalification Criteria :</u></p> <p>(a) <u>Band 1 or 2</u> consultants in the List of Consultants of AACSB of the Arch category; <u>OR</u></p> <p>(b) <u>Band 3</u> consultants in the List of Consultants of AACSB of the Arch category <u>with at least 3 nos. of project of final project value more than HK\$8million completed over the past 3 years.</u></p> <p>(c) consultants <u>NOT</u> in the List of Consultants of AACSB of the Arch category <u>with at least 3 nos. of project of final project value more than HK\$10million completed over the past 3 years.</u></p>	[]	
B	Structural Engineering Category (SE)		
	<p>B1) Large Scale Project (大型工程) of project sum is HK\$18 million or above</p> <p><u>Prequalification Criteria :</u></p> <p><u>Band 1</u> consultants in the List of Consultants of AACSB of the SE category.</p>	[]	
	<p>B2) Small Scale Project (小型工程) of project sum Less than HK\$18 million</p> <p><u>Prequalification Criteria :</u></p> <p><u>Band 1 or 2</u> consultants in the List of Consultants of AACSB of the SE category.</p>	[]	
C.	Quantity Surveying Category (QS)		
	<p>C1) Large Scale Project (大型工程) of project sum is HK\$18 million or above</p> <p><u>Prequalification Criteria :</u></p> <p><u>Band 1</u> consultants in the List of Consultants of AACSB of the QS category.</p>	[]	
	<p>C2) Small Scale Project (小型工程) of project sum Less than HK\$18 million</p> <p><u>Prequalification Criteria :</u></p> <p><u>Band 1 or 2</u> consultants in the List of Consultants of AACSB of the QS category.</p>	[]	
D.	Building Surveying Category (BS)	[]	
	<p><u>Prequalification Criteria :</u></p> <p>Consultants in the List of Consultants of AACSB of the BS category.</p>		
E.	General Practice Surveying Category (GP)	[]	
	<p><u>Prequalification Criteria :</u></p> <p>Consultants in the List of Consultants of HKIS of the GP category.</p>		

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GENERAL		PAGE No.	G.3								
<p>G.10 Warning letters issued by Architectural Services Department(ASD) Please declare if your company has received any warning letter from Architectural Services Department over the past 10 years. If so, please submit detail information of the matters concerned for the Kuk's assessment and the number of sheets shall be indicated in column A.</p>											
<p>G.11 Associate and Subsidiary Companies Insert the names of any subsidiary and associated companies which have submitted application for <u>or</u> are currently in the registered list of consultants of the Kuk.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name</th> <th style="width: 50%; text-align: center;">Category of services</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td></td> </tr> <tr> <td style="text-align: center;">B</td> <td></td> </tr> <tr> <td style="text-align: center;">C</td> <td></td> </tr> </tbody> </table>		Name	Category of services	A		B		C			
Name	Category of services										
A											
B											
C											
<p>G.12 Contents and attachments If there are any further attachments the number of sheets shall be indicated in column A.</p>		A									
		Attachments/enclosures									
General											
Company Details											
Financial Details											
Company Management											
Recent Projects											
Insurance & Legal											
Company Resources											
Quality Assurance											
ASD Warning Letter											

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COMPANY DETAILS		PAGE No.							
		1							
1.1	Registered Name of Company								
1.2	Registered Address								
1.3	Country								
1.4	<p>Company Registration</p> <p>Type of Company (e.g. Sole Proprietor, Partnership, Corporation)</p> <p>Date Established</p> <p>Place of Registration</p> <p>Registration Number</p>								
1.5	<p>Parent/Holding Companies</p> <p>Immediate Parent Company</p> <p>Address</p> <p>Country of Registration</p> <p>Ultimate Holding Company</p> <p>Address</p> <p>Country of Registration</p>								
1.6	<p>Associate and Subsidiary Companies</p> <p>Insert the names, and specialities, of any subsidiary and associated companies which would be involved in any tender.</p> <table border="0"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Specialism</th> </tr> </thead> <tbody> <tr> <td>A</td> <td></td> </tr> <tr> <td>B</td> <td></td> </tr> <tr> <td>C</td> <td></td> </tr> </tbody> </table>		Name	Specialism	A		B		C
Name	Specialism								
A									
B									
C									
1.7	Corresponding category enlisted under relevant government authorities (e.g. List of Consultants of AACSB, ASD, etc.)								

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FINANCIAL DETAILS		PAGE No.	2
2.1	Total Registered Share Capital	2.2	Currency
2.3	Financial Year End		
2.4	Name the current top five voting shareholders of the Company and all voting shareholders whose individual holding amounts to more than 2.5% of the share issue, with the percentages of their holdings. Name of Company/Individual Shareholding (%)		
2.5	Provide details of any substantial changes in the Company during the past <u>3 years</u> .		
2.6	Principal Bankers		
	Name of Bank		
	Branch		
	Address		
	Manager	Telephone	

COMPANY MANAGEMENT	PAGE No. 3
<p>Management Resources List the current number of management, professional and administrative employees and describe their professional qualification and experience in details.</p> <p>3.1 Managerial Staff</p> <p>3.2 Professional/Technical Staff</p> <p>3.3 Administrative Staff</p> <p>3.4 Provide a brief description of the overall management structure of the Company. Provide an organisation chart as appropriate.</p>	

RECENT PROJECTS													PAGE No.	4
Provide the following information in respect of all projects handled from inception stage to completion stage over the past <u>10</u> years.														
Project Name	Actual/ excepted year of completion	Project Amount	Funding Body				Nature of the Project			Statutory Controlling Body				
			Private	SWD	EDB	Others (pls Specify)	Social Service Centre	School	Other (Pls specify)	BD	ICU	ASD	Other (Pls Specify)	

- NB
1. Separate sheets shall be completed in respect of each type of work indicated on Items G9 of Page G1 which prequalification is sought.
 2. Applicants who have previously completed any PLK project shall submit details of projects, if any, including project name, date of tender submission and contract value...etc

INSURANCE AND LEGAL		PAGE No.	5
INSURANCE			
5.1 Professional Indemnity Carried (Applicants who do not have a formal policy for Professional Indemnity may ignore item 5.1)			
Insurer		Limit of Indemnity	
LEGAL			
5.2 Litigation history Insert brief details of all significant legal proceedings in which the Company, or any subsidiary and associated company, or any director or senior staff has been involved over the past <u>3 years</u> , including any that are on-going, and likely to give rise to a liability on the part of the Company and the financial impact to the Company.			

COMPANY RESOURCES	PAGE No. 6
<p>6.1 List the Company's Prime and Subsidiary Businesses</p>	
<p>6.2 Provide a list of principal computer facilities including hardware and software systems and indicate the number of specialised personnel employed in this field.</p>	

QUALITY ASSURANCE	PAGE No.
(Applicants who do not have a formal policy for quality assurance may ignore the following items)	7
QUALITY 7.1 Quality Policy A summary or the Table of Contents of the Company's Quality Manual or appropriate extracts should be attached.	
7.2 Quality Systems Insert a brief description of the Company's Quality Systems and Organisation.	