

PO LEUNG KUK

PREQUALIFICATION QUESTIONNAIRE FOR REGISTERED CONSULTANTS

1. GENERAL NOTES TO ALL APPLICANTS

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

Responses to this Prequalification Questionnaire are intended to provide information required by the Kuk to enable them to determine the suitability of the applicants in providing services to the Kuk.

Unless specifically stated, the Kuk will, based solely on the responses to this Prequalification Questionnaire, include qualified companies on the respective list(s) of Registered Consultants under the Kuk.

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

- Responses should be made in full to all questions or the questions should be marked “NOT APPLICABLE”.
- This Prequalification Questionnaire should be signed by a director of the company (or a person at the equivalent level of authority).
- Completion and/or submission of this Prequalification Questionnaire will not bind the Kuk to include any company on any list or to invite any company to submit any tender and the Kuk should not be obligated to give reasons for the exclusion of unsuccessful applicants.
- The selection of qualified companies from the list(s) of Registered 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 the list(s) of Registered Consultants.
- All costs incurred by the applicant in submitting this Prequalification Questionnaire should be the sole responsibility of the applicant.
- Nothing in this Prequalification Questionnaire or anything resulting therefrom shall constitute any obligation on the part of the Kuk.
- The inclusion of the any company on any list should not constitute approval or acceptance of the quality of any service or work.

2. SUBMISSION OF QUESTIONNAIRE

The application should include the following documents to be inserted into a loose leaf binder with individual sections separated by labelled dividers :-

- (1) The completed Prequalification Questionnaire**
- (2) One copy of Business Registration Certificate**
- (3) One copy of Certificate of Incorporation (for limited companies only)**
- (4) One copy of any Certificate or Licence (e.g. AACSB, HKIS, Certificate of Registration Authorized Person, etc.) in relation to the category(ies) applied for**
- (5) One copy of commendation letter(s) from government departments and non-profit making organizations (if any)**
- (6) One copy of warning letter(s) issued by governmental departments, building owners and others (if any)**
- (7) Any other relevant supporting documents (if any)**

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**

and be clearly marked on the cover as :-

PREQUALIFICATION QUESTIONNAIRE FOR REGISTERED CONSULTANTS

Documents submitted are not to be returned.

Please contact us at 2277 8109 or 2277 2222 regarding any queries in connection with this Prequalification Questionnaire.

3. COMPANY DETAILS

Please fill in the following information :-

- 3.1 Registered Company Name : (Eng) _____
(Chi) _____
- 3.2 Registered Address : (Eng) _____

(Chi) _____

- 3.3 Telephone : _____
- 3.4 Fax : _____
- 3.5 E-mail : _____
- 3.6 Contact Person and Designation: _____
- 3.7 Authorized Signatory and Designation : _____
- 3.8 Declaration of relationship with Po
Leung Kuk's current directors, ex-
directors and staff : _____

3. COMPANY DETAILS (CONT'D)

Please fill in the following information :- (Cont'd)

3.9.1 I declare that information submitted under this Prequalification Questionnaire is true to the best of my knowledge and belief, and undertake to :-

- (i) 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 submitted under this Prequalification Questionnaire; and
- (ii) 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.

Remarks: If the Kuk discovers that information submitted is not true, the Kuk reserves the rights to remove your company from the list(s) of Registered Consultants.

3.9.2 Signature :

(to be signed by a director of the company or person with the equivalent level of authority **with company chop**)

3.9.3 Name :

3.9.4 Position :

3.9.5 Date :

4. TYPE(S) OF SERVICES

Please indicate in the appropriate box(es) by means of [✓] to the following type(s) of services for which you wish to apply to be included in the relevant list(s) of Registered Consultants of the Kuk :-

A Architectural Category

A1) Large Scale Project (project value of HK\$18 million or above)

Prequalification Criteria :

- a) **Band 1 or 2** consultants in the List of Consultants of Architectural and Associated Consultants Selection Board of the Government (“AACSB”) under Architectural Category. []

A2) Small Scale Project (project value above HK\$3 million and below HK\$18 million)

Prequalification Criteria :

- a) **Band 1 or 2** consultants in the List of Consultants of AACSB under Architectural Category; **OR** []
- b) **Band 3** consultants in the List of Consultants of AACSB under Architectural Category with not less than (1) 1 valid Authorized Person (List of Architects) and (2) 3 projects of final project value not less than HK\$8 million completed over the past 3 years; **OR** []
- c) Consultants **NOT** in the List of Consultants of AACSB under Architectural Category with not less than (1) 1 valid Authorized Person (List of Architects) and (2) 3 projects of final project value not less than HK\$10 million completed over the past 3 years. []

4. TYPE(S) OF SERVICES (CONT'D)

A Architectural Category (Cont'd)

A3) Small Scale Project (project value of HK\$3 million or below)

Prequalification Criteria :

- a) **Band 1 or 2** consultants in the List of Consultants of AACSB under Architectural Category; **OR** []
- b) **Band 3** consultants in the List of Consultants of AACSB under Architectural Category with not less than (1) 1 valid Authorized Person (List of Architects) and (2) 3 projects of final project value not less than HK\$1 million completed over the past 3 years; **OR** []
- c) Consultants **NOT** in the List of Consultants of AACSB under Architectural Category with not less than (1) 1 valid Authorized Person (List of Architects) and (2) 3 projects of final project value not less than HK\$2 million completed over the past 3 years. []

B Structural Engineering Category

B1) Large Scale Project (project value of HK\$18 million or above)

Prequalification Criteria :

- a) **Band 1** consultants in the List of Consultants of AACSB under Structural Engineering Category. []

B2) Small Scale Project (project value below HK\$18 million)

Prequalification Criteria :

- a) **Band 1 or 2** consultants in the List of Consultants of AACSB under Structural Engineering Category. []

4. TYPE(S) OF SERVICES (CONT'D)

C Quantity Surveying Category

C1) Large Scale Project (project value of HK\$18 million or above)

Prequalification Criteria :

- a) **Band 1** consultants in the List of Consultants of AACSB under []
Quantity Surveying Category.

C2) Small Scale Project (project value below HK\$18 million)

Prequalification Criteria :

- a) **Band 1 or 2** consultants in the List of Consultants of AACSB under []
Quantity Surveying Category.

D Building Surveying Category

Prequalification Criteria :

- a) Consultants in the List of Consultants of AACSB under Building Surveying []
Category.

E General Practice Surveying Category

Prequalification Criteria :

- a) Consultants in the List of Consultants of Hong Kong Institute of Surveyors []
("HKIS") under General Practice Surveying Category.

5. CERTIFICATE(S) AND LICENCE

Please indicate in the appropriate box(es) by means of [✓] to the following type(s) of certificates and licence for which you possess (please submit a copy of the certificate(s) and licence together with your application) :-

A. List of Consultants of Architectural and Associated Consultants Selection Board of the Government (“AACSB”) :-

Architectural Category (Please specify banding: _____) []

Structural Engineering Category (Please specify banding: _____) []

Quantity Surveying Category (Please specify banding: _____) []

Building Surveying Category (Please specify banding: _____) []

B. List of Consultants of Hong Kong Institute of Surveyors (“HKIS”) :-

Quantity Surveying Category []

Building Surveying Category []

General Practice Surveying Category []

C. Certificate of Registration Authorized Person (“AP”) :-

List of Architects []

6. ASSOCIATE AND SUBSIDIARY COMPANY(IES)

Please fill in the name(s) and specialty(ies) of any of your associated or subsidiary company which may be involved in any tender of the Kuk :-

Company Name

Category of Services

7. WARNING LETTER(S)

Please declare if you have received any warning letter issued by governmental departments (e.g. Architectural Services Department), building owners or others over the past 3 years (if so, please submit detail information of the warning letter(s) for the Kuk's assessment).

8. LITIGATION HISTORY

Please declare if you, or your subsidiary or associated company, or any director or staff have been involved in any legal proceeding over the past 3 years, including those are on-going or likely to give rise to a liability on the part of the company and the financial impact to the company (if so, please submit detail information of the litigation record(s) for the Kuk's assessment).

9. RECENT PROJECT(S)

Please fill in the following information for project(s) handled from inception to completion stage in Hong Kong over the past 3 years.

| Project Name | Location | Year of Completion | Project Amount (HK\$) | Nature of Project | | | Funding Body | | | | Statutory Controlling Body | | | |
|--------------|----------|--------------------|-----------------------|-----------------------|--------|-------------------------|--------------|-----|-----|-------------------------|----------------------------|-----|-----|-------------------------|
| | | | | Social Service Centre | School | Others (Please specify) | Private | SWD | EDB | Others (Please specify) | BD | ICU | ASD | Others (Please specify) |
| | | | | | | | | | | | | | | |

Remarks :-

1. Projects listed above must be completed by the submission of this Prequalification Questionnaire.
2. SWD: Social Welfare Department.
3. EDB: Education Bureau.
4. BD: Buildings Department.
5. ICU: Independent Checking Unit.
6. ASD: Architectural Services Department.