

本處檔號：

Our Ref:

**政府物流服務署**  
**Government Logistics Department**

**政府物流服務署供應商登記申請書**  
**Application Form for Inclusion in the GLD Supplier Lists**

請詳細填寫本申請書及把所需文件交回：

This form should be completed in FULL and returned together with the required documents to：

香港北角渣華道 333 號

北角政府合署 9 樓

政府物流服務署

政府物流服務署署長收

電子郵件：sosr@gld.gov.hk

Director of Government Logistics,

Government Logistics Department,

9/F, North Point Government Offices,

333 Java Road, North Point, Hong Kong.

E-mail: sosr@gld.gov.hk

**第一部 —— 公司資料 PART I — DETAILS OF THE COMPANY**

1.	公司名稱 Name of Company	(英文): (English): (中文): (Chinese):				
2.	(a) 公司地址 Office Address	(英文): (English): (中文): (Chinese):				
	(b) 電話號碼： Tel. No.:		圖文傳真號碼： Fax No.:			
	電郵地址： E-mail Address:		網址(如適用)： Website (if applicable):			
	(c) 與政府物流服務署的首選通訊方式 (請選剔 <input type="checkbox"/> 一方格)： Preferred method of communication with GLD (Please tick <input type="checkbox"/> one box):		傳真 Fax	電郵 E-mail	郵寄 Post	
	(d) 與政府物流服務署的首選通訊語言 (請選剔 <input type="checkbox"/> 一方格)： Preferred language of communication with GLD (Please tick <input type="checkbox"/> one box):		英文 English	中文 Chinese		
3.	業務種類： Nature of business:					

**第二部 —— 公司組織及職員資料 PART II — ORGANISATIONS AND STAFF**

1.	公司成員： Members of the organisation:				
		姓名 Name			
	(a) *常務董事： Managing Director:				
	(b) *董事 (不超過兩名)： Directors (not more than two names are required):				
	(c) *東主 (不超過兩名)： Proprietors (not more than two names are required):				
	(d) *合夥人 (不超過兩名)： Partners (not more than two names are required):				
	*將不適用者刪去 Delete where inappropriate				

2. 獲授權回答有關投標 / 合約等問題的負責人：  
Contact Persons on matters relating to tenders/contracts:

姓名 <i>Name(s)</i>	職位 <i>Official Capacity</i>	電話號碼 <i>Tel. No.</i>	圖文傳真號碼 <i>Fax No.</i>	電子郵件 <i>E-mail</i>
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**第三部 —— 業務狀況及證明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS**

1. 貴公司所供應的貨品和有關服務：  
Goods and related services which your company can supply:

(a) 請在以下空位列明所供應的貨品和有關服務：  
Please list out goods and related services in the following space:

貨品和有關服務(見註 1) <u>Goods and related services</u> (see Note 1)	相關的採購物品組別編號 (見註 2) <u>Relevant PGC Code</u> (see Note 2)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

註 1：如空位不足，請另外加紙列出。

Note 1: If space is not sufficient, please use separate sheet.

註 2：請參閱載於本署網頁上的貨品組別，網址：[http://www.gld.gov.hk/chi/services\\_2\\_m.htm](http://www.gld.gov.hk/chi/services_2_m.htm)。

Note 2: Please refer to commodity group published in GLD website [http://www.gld.gov.hk/eng/services\\_2\\_m.htm](http://www.gld.gov.hk/eng/services_2_m.htm).

(b) 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.

(c) 請夾付有關提供的貨品或服務的目錄及詳細的說明書(如有的話)，以供本署參考。  
Please attach the relevant catalogues and descriptive literature of the goods/services provided (if any) for reference.

2. 請一併寄交有效的商業登記證或同等文件的副本一份，以供本署參考和存照。  
Please attach a copy of a valid Business Registration Certificate or equivalent documents for reference and record.

#### 第四部 —— 證明 PART IV — CERTIFICATION

本人謹代表上述公司，申請列入為政府物流服務署供應商。

I apply on behalf of the Company for inclusion in the GLD Supplier Lists.

簽署: \_\_\_\_\_  
*Signature*

姓名 ( 正楷 ) : \_\_\_\_\_  
*Name in block letters*

職銜: \_\_\_\_\_  
*Designation*

\_\_\_\_\_  
( 公司印鑑 )  
*(Space for company chop)*

日期: \_\_\_\_\_  
*Date*

#### 備註

#### NOTES FOR GUIDANCE

##### 資料用途

##### Purpose of Collection

填報在此表格內的個人資料，會供政府用以審批有關登記成為政府物流服務署供應商的申請，以便本署日後向已登記的供應商發出招標通知。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the GLD Supplier Lists for tender notification.

##### 資料轉介

##### Transfer of Data

本署可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

The personal data you provided by means of this form may be disclosed to other government departments or non-government organisations.

##### 查閱或改正個人資料

##### Access to or Correction of Personal Data

如要查閱或改正個人資料，請向政府物流服務署個人資料私隱主任提出，地址為香港北角渣華道 333 號北角政府合署十樓。

Requests for access to or correction of personal data should be addressed to the Personal Data Privacy Officer, Government Logistics Department, 10/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.

**重新評審供應商的資格**  
**Review of Suppliers' Status**

政府有權因應任何可能影響貴公司資格的新資料，對貴公司作為本署供應商的資格作出評審。此外，政府可隨時從本署的供應商名單刪除貴公司，而事前無須作出通知和賠償。

The Government reserves the right to review your company status as a GLD supplier in the light of any new information that may affect such status and remove your company from the GLD Supplier Lists at any time without prior notice and without compensation.

**免責聲明**  
**Disclaimer**

- (a) The supplier lists (“Lists”) maintained by the Government Logistics Department (GLD) are intended for mailing purposes (where applicable) only. None of the Lists or GLD’s notifications of tender invitation for the supply of goods or services (“Notifications”) shall give rise to any right or expectation on the part of the suppliers on any Lists (“Suppliers”) or any obligation on the part of the Government of the Hong Kong Special Administrative Region (“Government”). The Government makes no statement, representation or warranty (express or implied) to Suppliers that the Notifications or any of them will be uninterrupted, timely, secure, or error free. For open tenders, the Suppliers should read the tender notices published in the Government Gazette and the website of GLD.

政府物流服務署備存的供應商名單(“名單”)只用作通訊用途(如適用)。任何名單，或政府物流服務署就供應貨品或服務發出的招標通知(“通知”)均不會導致任何名單上的供應商(“供應商”)一方有任何權利或期望，或導致香港特別行政區政府(“政府”)一方負上任何責任。政府不會向供應商作出任何陳述、申述或保證(明示或隱含)，通知或任何通知會不受干擾、及時提供、安全可靠或不會出錯。就公開招標而言，供應商應細閱載於政府憲報及政府物流服務署網站的招標通告。

- (b) The Government shall not in any event be liable to any Suppliers for any loss or damage whatsoever arising out of or in relation to any failure or delay in receiving any Notifications (whether transmitted by electronic means or otherwise) or removal of any Suppliers from any Lists at any point of time, including but not limited to direct, indirect, special, incidental or consequential damages, damages for loss of profits, business interruption, loss of business information, or other pecuniary loss, even if GLD has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

在任何情況下，政府均不會因為或就任何供應商未能或延遲接收任何通知(不論是以電子方式或其他方式傳送)，或在任何時間從任何名單刪除任何供應商名稱而引致的任何損失或損害向任何供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的損失，以及商業利潤的損失、業務暫停、商業資料的損失或其他金錢上的損失，即使政府物流服務署已獲悉可能引致有關損失或損害，不論是基於合約、侵權行為，或其他法律或衡平法的理由而引致。

- (c) Any Notifications or other communications from GLD to the Suppliers shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of despatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Suppliers have actually received such Notifications or communications (as the case may be).

政府物流服務署發給供應商的任何通知或其他通訊，(i)如以郵遞發出，應於發送日期(香港時間)的下一個香港營業日當作收訖處理；以及(ii)如以傳真或電郵發出，應於發出之時當作收訖處理，不論供應商實際上有否收訖該等傳真或電郵。

- (d) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

本免責聲明的中文譯本如與英文本有異，以英文本為準。