

## **Notes for Suppliers in the GLD Supplier Lists**

All suppliers in the GLD Supplier Lists are requested to observe the following:

### **(I) Responsibilities of a GLD supplier**

- a) To submit correct and updated company particulars including valid business registration certificate (for suppliers from Hong Kong) or company profile/annual report (for suppliers outside Hong Kong), product lines, company restructuring, if any etc;
- b) To respond to GLD tenders;
- c) To comply fully with the contract/order requirements after award of contract/order; and
- d) To minimize the impacts of your activities on the environment. Please refer to our Environmental Policy and Guidance Notes for information and reference.

### **(II) Circumstances leading to regulating action (e.g. deletion from the GLD Supplier Lists) including :**

- a) Having poor tender response rate;
- b) Having contract default;
- c) Having poor contract performance in terms of delivery performance, after sales or supporting services and product quality;
- d) Having bankruptcy; and
- e) Having involved in business fraud or any unethical practice.