

## **Frequently Asked Questions How to Become a GLD Supplier**

- Q1. How can a company become eligible for receiving tender notification from the Government Logistics Department (GLD)?
- A1. Companies who are interested in receiving tender notification from GLD can apply for inclusion in the GLD Supplier Lists. Once included in the list(s), the companies will receive tender notification from GLD upon the issuance of tender for the types of goods and/or related services that they have been included in the relevant GLD Supplier Lists.
- Q2. What are GLD Supplier Lists?
- A2. GLD maintains a database of suppliers on its supplier's lists, categorised by type (i.e. the purchasing group codes (PGCs)) of frequently tendered goods and related services. Companies are grouped under the relevant purchasing group codes (PGCs) according to the product information they submitted. GLD Supplier Lists mainly serve as mailing lists to facilitate the issuance of tenders.
- Q3. Will companies in the GLD Supplier Lists be able to receive tender notification for tenders initiated by other government bureaux / departments in the Hong Kong Special Administrative Region (HKSAR)?
- A3. No. Companies included in the GLD Supplier Lists will only receive tender notification for those tenders arranged by GLD. However, interested parties can visit the Financial Services and the Treasury Bureau's website at the address: '<http://fstb.gov.hk/tb/eng/procurement/tender01a.html>' for tender notification available from other government bureaux / departments in the HKSAR.
- Q4. How to apply for inclusion in the GLD Supplier Lists?
- A4. To become a GLD supplier, you may make online application through the Procurement and Contract Management System (PCMS) of GLD at <https://www.gldpcms.gov.hk/portal/page/portal/PCMS/eng/> or complete the application form and return it together with the required information to the Director of Government Logistics for processing.
- Q5. Where can I get the application form?
- A5. The application form can be obtained in the following ways:
- a) by clicking the link '[GLD Supplier Lists Application Form](#)';
  - b) in person to the Procurement Division, Government Logistics Department, 9/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong; and
  - c) by mail through written request to the above address or by fax to (852) 2807 2764.
- Q6. Do I have to pay any subscription fee so as to become a GLD supplier?

- A6. No. Application and subsequent inclusion in the GLD Supplier Lists are free of charge.
- Q7. My company has already been included in the GLD Supplier Lists. In the case that there are changes in the particulars concerning my company (e.g. removal, change of company name, structure or types of products supplied etc), what shall I do?
- A7. To facilitate the receiving of tender notification, you should notify GLD of any changes concerning particulars of your company in writing or online through PCMS by :
- a) updating 'Your Account Profile'; and/or
  - b) submitting 'Request for Change of Name of Company / Goods and Services / Contact Persons'.
- Q8. Can I apply for inclusion in the relevant PGCs if new goods and related services are available for offering after inclusion in the GLD Supplier Lists?
- A8. Yes. Please write to GLD by quoting 'Application for Further Product Inclusion' together with two sets of the relevant product catalogues/service information for processing; or apply online through PCMS by clicking 'Request for Change of Name of Company / Goods and Services / Contact Persons' to submit the request for change and upload the relevant catalogues for the goods and related services.
- Q9. What are the responsibilities of a GLD Supplier?
- A9. The responsibilities of a GLD Supplier are:
- a) to respond to the periodic review of company conducted by GLD and provide relevant information and submit correct and updated company particulars including valid business registration certificate (for suppliers in the HKSAR) or company profile/annual report (for suppliers outside the HKSAR), product lines, company restructuring, if any, etc., to GLD ;
  - b) to respond to GLD tender invitations; and
  - c) to comply fully with the contract/order requirements after award of contract/order.
- Q10. Can a company still bid for GLD tender if this company has not yet been included in the GLD Supplier Lists?
- A10. Yes. Companies are free to bid for public tenders arranged by GLD. Public tender notices are published on the GLD website under the subject 'Tender Notice' and in the Government of the HKSAR Gazette every week normally on Friday.

**END**