

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 information from GLD can apply for inclusion in the GLD Supplier Lists. Once included in the list(s), GLD will send tender notification to those companies enlisted when requirements arise for the types of products they can provide.
- Q2. What are GLD Supplier Lists?
- A2. GLD maintains different supplier lists for sourcing activities. Companies are grouped under the relevant purchasing group codes (PGCs) according to the product information they submitted.
- Q3. Will companies in the GLD Supplier Lists be able to receive tender information for tenders initiated by other government departments in the Hong Kong Special Administrative Region?
- A3. No. Companies enlisted 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 Homepage at the address: [‘http://www.fstb.gov.hk/tb/eng/procurement/tender01a.html’](http://www.fstb.gov.hk/tb/eng/procurement/tender01a.html) for tender information available from other government departments.
- Q4. How to apply for inclusion in the GLD Supplier Lists?
- A4. To become a GLD supplier, simply 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 icon here ‘ [GLD Supplier Lists Application Form](#) ‘
 - b) In person at Government Logistics Department, 9/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong.
 - c) Through written request to the above address or by fax to (852) 2807 2764.
- Q6. Do I have to pay for 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 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 sending of tender notification, you should notify GLD in writing whenever there are changes concerning particulars of your company.
- Q8. Can I apply for inclusion in the relevant PGCs if new products 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.
- Q9. What are the responsibilities of a GLD Supplier ?
- A9. The responsibilities of a GLD Supplier are:
- 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; 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 not 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 'New Tender Notice', in the Government of the Hong Kong Special Administrative Region Gazette and on the following two local newspaper on every Friday:

- a) Sing Tao Daily
- b) South China Morning Post