Notes on the Contractor Application Form

General

1. The Estates Office of the University of Hong Kong has approved lists of contractors (the List) for the purpose of undertaking construction projects. Any contractor wishing to be considered for inclusion into the List is invited to complete and return the Contractor Application Form together with all the required documents listed below:

   (i) Copies of Business Registration Certificate and Certificate of Incorporation of the company in Hong Kong;

   (ii) A company Organizational Chart showing the corporate structure with name of employees, positions, line of command etc;

   (iii) CV’s and copies of the diploma / certificates of qualifications obtained by all dedicated project managers;

   (iv) A copy of the Quality Management System certificate;

   (v) A copy of the last 3 years financial accounts;

   (vi) A list of the current and outstanding contracts providing details of the total and outstanding contract sums and the overall contract periods; and

   (vii) Statement of conviction within the past 5 years under the Factories and Industrial Undertakings Ordinance; the Occupational Safety and Health Ordinance; the Employment Ordinance and the Immigration Ordinance.

Financial Assessment

2. Contractors must attain the following minimum financial criteria:

   (i) Employed capital > HK$800,000;
   (ii) Working capital > HK$800,000 or 15% of annual value of remaining works; and
   (iii) Average loss rate < or = 30%.

Submission of Application and Enquiries

3. The submission of the Contractor Application Form and any enquiry concerning the same should be addressed to:

   Senior Technical Manager (Planning & Standards)
   Estates Office, The University of Hong Kong
   17/F Kennedy Town Centre, 23 Belchers Street
   Kennedy Town, Hong Kong
   Tel: 2816 8263

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