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**Submission of Information for Prequalification**

**Guide for Submission**

1. Please fill in all cells highlighted in yellow.
2. For Section 2
	1. Each job reference shall submit with sets of job reference photos, clippings, clients’ comment and award in Appendix with index no. 5, 6 and 7.
	2. Please insert additional table in same format for more job reference when necessary.
3. For Section 3, please insert additional table in same format for more personnel when necessary.

**Submitted by**

|  |  |
| --- | --- |
| **Company name:** |  |
| **Contact person:** |  |
| **Telephone No.:** |  |
| **Email address:** |  |
| **Date:** |  |

**Section 1**

|  |  |
| --- | --- |
| **Company Profile** |  |
| Year of company establishment | Established in \_\_\_\_\_\_\_\_\_\_\_Copy of business and company registration is enclosed with index no. 2. |  |
| Organization chart | Submitted in the form of appendix with index no. 1. |  |
| Creative and Servicing Support Team Structure | (Please submit team chart in the form of appendix with index no. 8) |  |
| No. of direct employee |  |  |
| Clientele  |  |  |

**Section 2**

| **Item** | **Job Reference in the past 10 years in descending order** |  |
| --- | --- | --- |
| 1 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| 2 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |

| **Item** | **Job Reference in the past 10 years in descending order** |  |
| --- | --- | --- |
| 3 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| 4 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| **Item** | **Job Reference in the past 10 years in descending order** |  |
| 5 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| 6 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |

| **Item** | **Job Reference in the past 10 years in descending order** |  |
| --- | --- | --- |
| 7 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| 8 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |

| **Item** | **Job Reference in the past 10 years in descending order** |  |
| --- | --- | --- |
| 9 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| 10 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |

| **Item** | **Job Reference in the past 10 years in descending order** |  |
| --- | --- | --- |
| 11 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| 12 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |

| **Item** | **Job Reference in the past 10 years in descending order** |  |
| --- | --- | --- |
| 13 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| 14 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| **Item** | **Job Reference in the past 10 years in descending order** |  |
| 15 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
| 16 | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |

***(Please insert page and table beyond this page for more job reference when necessary)***

| **Item** | **Job Reference in the past 10 years in descending order** |  |
| --- | --- | --- |
|  | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |
|  | Class of Mall(Luxury, regional, neighbourhood or other commercial sectors) |  |  |
|  | Job Title |  |  |
|  | Name of the Client |  |  |
|  | Name and address of Malls |  |  |
|  | Job Description with Key Highlights |  |  |
|  | Client’s comment and Awards (if any): |  |  |
|  | Media Value (if any): |  |  |
|  |  |  |

**Section 3**

|  |  |
| --- | --- |
|  | **Team Profile of individual personnel** |
| 1 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 2 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 3 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 4 | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  | **Team Profile**  |
|  | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
|  | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
|  | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |
|  |  |  |
|  | Name  |  |
|  | Position  |  |
|  | Years of Relevant Experience |  |

**Section 4**

|  |  |
| --- | --- |
| **Others**  |  |
| Has your company worked with MTR Corporation before? | Yes / No | If Yes, please list out the job details: |  |
|  |  |
| Does your company has any Quality Management Plan? | Yes / No | If Yes, please specify(e.g. ISO9001 or eqv) |  |  |
| Please provide the related documents in form of appendix with index no. 9 |  |
| Does your company has any Environmental Management System? | Yes / No | If Yes, please specify(e.g. ISO14001 or eqv) |  |  |
| Please provide the related documents in form of appendix with index no. 9 |  |
| Does your company has any Safety System Certification? | Yes / No | If Yes, please specify(e.g. OHSAS 18001 or eqv) |  |  |
| Please provide the related documents in form of appendix with index no. 9 |  |
| Does your company has any Safety Policy or Statement? | Yes / No | If Yes, please submit. |  |  |
| Please provide the related documents in form of appendix with index no. 10, 11 & 12 |  |