**Submission of Information for Prequalification**

**Guide for Submission**

1. Please fill in all cells highlighted in yellow.
2. For Section 1, please submit related documents in the form of appendix with Index No. 1 to 4.
3. For Section 2, please insert additional table in same format for more job reference when necessary.
4. For Section 3, please submit related documents in the form of appendix with Index No. 7 to 9 (if any).
5. For Section 4
6. Safety Management, please submit related documents in the form of appendix with Index No. 10 to 12 (if any).
7. Environmental Management, please submit related documents in the form of appendix with Index No. 13 to 14 (if any).
8. Please acknowledge, complete and duly signed of the following documents and submit together with your submission.
9. Supplier Code of Practice
10. Integrated Management System Policy
11. Corporate Responsibility Questionnaire
12. Environmental Management Questionnaire

**Submitted by**

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

**Section 1 – Company Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Company Profile | *(Please submit company profile in the form of appendix with Index No. 1.)* | 1 |  |
| Organization Chart | *(Please submit organization chart in the form of appendix with Index No. 1.)* | 1 |  |
| Year of company establishment | Established in \_\_\_\_\_\_\_\_\_\_\_  *(Please submit copy of business and company registration in the form of appendix with Index No. 2.)* | 2 |  |
| Manpower Resources of the Company | Gardener  Certified Arborist  *(no. of direct staff)* | 3 |  |
| Audited Financial Statement | *(Please submit Audited Financial Statements for the last three years in the form of appendix with Index No. 4)* | 4 |  |

**Section 2 – Job Reference in the Past 5 years**

| **Item** | **Job Reference for providing Landscape Maintenance Services in the past 5 years**  **(based on Contract commencement date)** | | |  |
| --- | --- | --- | --- | --- |
| 1 | **Residential Property** | | |  |
|  | Name of Client | |  |  |
|  | Site Location | |  |  |
|  | Description of Contract Works | |  |  |
|  | Contract Commencement | |  |  |
|  | Completion Date | |  |  |
|  | Landscape Scale (sqm) | |  |  |
|  | Number of Headcount | |  |  |
|  | Contract Value | |  |  |
| **2** | **Residential Property** | | |  |
|  | Name of Client | |  |  |
|  | Site Location | |  |  |
|  | Description of Contract Works | |  |  |
|  | Contract Commencement | |  |  |
|  | Completion Date | |  |  |
|  | Landscape Scale (sqm) | |  |  |
|  | Number of Headcount | |  |  |
|  | Contract Value | |  |  |
| **3** | **Residential Property** | | |  |
|  | Name of Client | |  |  |
|  | Site Location | |  |  |
|  | Description of Contract Works | |  |  |
|  | Contract Commencement | |  |  |
|  | Completion Date | |  |  |
|  | Landscape Scale (sqm) | |  |  |
|  | Number of Headcount | |  |  |
|  | Contract Value | |  |  |
| **4** | **Residential Property** | | |  |
|  | Name of Client |  | |  |
|  | Site Location |  | |  |
|  | Description of Contract Works |  | |  |
|  | Contract Commencement |  | |  |
|  | Completion Date |  | |  |
|  | Landscape Scale (sqm) |  | |  |
|  | Number of Headcount |  | |  |
|  | Contract Value |  | |  |

| **Item** | **Job Reference for providing Landscape Maintenance Services in the past 5 years**  **(based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| **5** | **Residential Property** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **6** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **7** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **8** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |

| **Item** | **Job Reference for providing Landscape Maintenance Services in the past 5 years**  **(based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| **9** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **10** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **11** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **12** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Job Reference for providing Landscape Maintenance Services in the past 5 years**  **(based on Contract commencement date)** | |  |
| **13** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **14** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **15** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |

| **Item** | **Job Reference for providing Landscape Design or Advisory Services in the past 5 years**  **(based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| **16** | **Residential Property** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |

| **Item** | **Job Reference for providing Landscape Design or Advisory Services in the past 5 years**  **(based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| **17** | **Residential Property** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **18** | **Residential Property** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **19** | **Residential Property** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **20** | **Residential Property** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Job Reference for providing Landscape Design or Advisory Services in the past 5 years**  **(based on Contract commencement date)** | |  |
| **21** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **22** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **23** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **24** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |

| **Item** | **Job Reference for providing Landscape Design or Advisory Services in the past 5 years**  **(based on Contract commencement date)** | |  |
| --- | --- | --- | --- |
| **25** | **Shopping Centre** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **26** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **27** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **28** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Job Reference for providing Landscape Design or Advisory Services in the past 5 years**  **(based on Contract commencement date)** | |  |
| **29** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |
| **30** | **Office and Others** | |  |
|  | Name of Client |  |  |
|  | Site Location |  |  |
|  | Description of Contract Works |  |  |
|  | Contract Commencement |  |  |
|  | Completion Date |  |  |
|  | Landscape Scale (sqm) |  |  |
|  | Number of Headcount |  |  |
|  | Contract Value |  |  |

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

**Section 3 - Strength and Quality of Work Force**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Training Scope and Methodology | *(Please provide related documents in the form of appendix with Index 7, if any)* | 7 |  |
| Staff Relationship Management System | *(Please provide related documents in the form of appendix with Index 8, if any)* | 8 |  |
| Proposal for Human Resources Management Plan and Retirement Scheme | *(Please provide related documents in the form of appendix with Index 9, if any)* | 9 |  |

**Section 4 - Safety Management and Environmental Management**

|  |  |  |  |
| --- | --- | --- | --- |
| **Safety Management** | | | |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Safety Policy / Statement | *(Please provide related documents in the form of appendix with Index No. 10, if any)* | 10 |  |
| Safety Management Plan | *(Please provide related documents in the form of appendix with Index No. 11, if any)* | 11 |  |
| Safety Records of Past 2 Years | *(Please provide related documents in the form of appendix with Index No. 12, if any)*  *(e.g. fatal accident, reportable accident, dangerous occurrence, safety related prosecution, etc.)* | 12 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental Management** | | | |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Environmental Management Policy / Statement | *(Please provide related documents in the form of Index No. 13, if any)* | 13 |  |
| Environmental Management Plan | *(Please provide related documents in the form of Index No. 14, if any)* | 14 |  |

**Section 6 – Questionnaire and Document Acknowledgement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Information** | **Index No.** | **Submitted**  **(Yes/No)** |
| Compliance to Supplier Code of Practice | *(Please complete and sign the document in the form of appendix with Index No. 15)* | 15 |  |
| Integrated Management System Policy | *(Please complete and sign the document in the form of appendix with Index No. 16)* | 16 |  |
| Corporate Responsibility Questionnaire | *(Please complete and sign the questionnaire in the form of appendix with Index No. 17)* | 17 |  |
| Environmental Management Questionnaire | *(Please complete and sign the questionnaire in the form of appendix with Index No. 18)* | 18 |  |