

## **Contract No. Q108338**

### **Prequalification Invitation Provision of Security Services for Two International Finance Centre & ELEMENTS**

#### **Prequalification Questionnaire for Prospective Contractors**

#### **General Instructions**

The responses to Section 1 to 6 below by applicants for prequalification shall provide complete, true, accurate and up to date information required to enable the MTR Corporation Limited (the Corporation) to prequalify a company (the Applicant) to tender for the Contract(s) as described in the Prequalification Questionnaire.

When completing this Prequalification Questionnaire, Applicants shall be aware of the following conditions:

- a) The Corporation shall treat all responses in this Prequalification Questionnaire as confidential and undertakes not to disclose the responses to others (with the exception of the Corporation's financial, legal and insurance advisors and the Government of Hong Kong Special Administrative Region, as appropriate, during the prequalification and the tender assessment period).
- b) Completion of the Prequalification Questionnaire shall not bind the Corporation to invite an Applicant to submit a tender and no reasons shall be given for the exclusion of unsuccessful Applicants.
- c) The composition of the list of tenderers shall rest entirely with the Corporation and its decisions shall be final.
- d) In the event that the applicant has or may have a conflict of interest which may affect its judgment in relation to the contract or its ability to properly discharge the works or services to be delivered (including dealings with third parties), then the applicant shall immediately notify the Corporation as to the nature of the conflict or potential conflict of interest and thereafter shall discuss and agree with the Corporation what action is necessary to resolve the conflict.
- e) The Applicant shall not, and shall ensure that its directors, employees, agents and subcontractors shall not, offer or give any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any employee or agent of the Corporation. Any breach of or non-compliance of this condition by the Applicant shall, without affecting its liability for such breach or non-compliance, result in its application not being considered.

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Applicant shall note the following:-

1. Please fill in all cells highlighted in yellow.
2. For Section 3,
  - a. Please submit clients' commendation (if any) in Appendix with the Item No.
  - b. Please insert additional table in same format for more job reference when necessary.
3. For Section 4, please insert additional table in same format for more personnel when necessary.

**Submitted by**

<b>Company Name:</b>	
<b>Contact Person:</b>	
<b>Telephone No.:</b>	
<b>Email Address:</b>	

<b>Authorized Signature:</b>	
<b>Name / Title:</b>	
<b>Date:</b>	

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#### Section 1

#### Expression of Interest

1. Two International Finance Centre (“2IFC”) and ELEMENTS (“ELE”) are an upscale office building and shopping mall respectively and are looking for qualified service providers who are determined to provide top-end services benchmarking with six-star hospitality standards.
2. Both 2IFC and ELE are currently adopting a body-shopping contract approach with manpower level at ninety-eight (98) and seventy-six (76) respectively. Under the contract, Contractor/s shall provide services including recruitment of security personnel, staffing arrangement, backup and ad hoc staff arrangement, as well as to provide administrative support etc.
3. On top of the current approach, both Properties consider another approach of providing comprehensive security and guarding service on the premises.
4. The Contract Period for respective tender package of the properties is tentatively:
  - a. Package 1A & 1B (2IFC): for a period of two (2) years from 1 August 2025 to 31 July 2027
  - b. Package 2A & 2B (ELE): for a period of three (3) years from 10 February 2026 to 09 February 2029
5. Applicants are welcome to express interest to all or any packages by selecting “Yes” in the table below as appropriate, and submit the required information and documents.

<b>Package 1A</b>	<b>Two International Finance Centre</b> – Provision of Term Security and Customer Service Personnel (Body Shopping)	Yes / No*
<b>Package 1B</b>	<b>Two International Finance Centre</b> – Provision of Comprehensive Security and Customer Services	Yes / No*
<b>Package 2A</b>	<b>ELEMENTS</b> – Provision of Term Security Personnel (Body Shopping)	Yes / No*
<b>Package 2B</b>	<b>ELEMENTS</b> – Provision of Comprehensive Security Services	Yes / No*

\* please delete as inappropriate

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6. Successful applicants will be invited to tender for the respective package(s). The contract award principle will be based on the best value of individual package or combination to the Employer.

**Section 2**

<b>Company Profile</b>	
Year of Company Establishment & Business Registration	Established in _____ Copy of business and company registration by referring to Section & Item Nos. _____
Organization Chart	Submitted in the form of Appendix by referring to Section & Item Nos. _____
Name of Related Companies  e.g. holding, sister companies, subsidiaries	
No. of Direct Security Staff employed in Hong Kong	_____ People
No. of Direct Admin & HR staff for handling recruitment and payroll of security personnel employed in Hong Kong	_____ People
Security Company Licence	Submitted in the form of Appendix by referring to Section & Item Nos. _____
Financial Statements for the latest 3 years	Submitted in the form of Appendix by referring to Section & Item Nos. _____

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Section 3**

<b>Item A1</b>	<b>Job Reference(s) for Grade A Commercial Building(s) / Luxury Shopping Mall(s) with <u>at least 70</u> manpower headcounts in the past five (5) years (since Oct 2019)</b>	
1	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos.
2	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos. _____
3	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos. _____

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<b>Item A2</b>	<b>Job Reference(s) for Grade A Commercial Building(s) / Luxury Shopping Mall(s) with <u>at least 50</u> manpower headcounts in the past five (5) years (since Oct 2019)</b>	
1	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos.
2	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos. _____
3	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos. _____

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<b>Item B1</b>	<b>Job Reference(s) for Luxury Hotels/ Exhibition Centres/ Public Museum with <u>at least 70</u> manpower headcounts in the past 5 years (since Oct 2019)</b>	
1	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos.
2	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos. _____
3	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos. _____

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<b>Item B2</b>	<b>Job Reference(s) for Luxury Hotels/ Exhibition Centres/ Public Museum with <u>at least 50</u> manpower headcounts in the past 5 years (since Oct 2019)</b>	
1	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos.
2	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos. _____
3	Location of Services	
	Name of the Client	
	No. of headcounts	
	Contract Period	
	Total Contract Value	
	Client's commendation (if any)	Submitted in the form of Appendix by referring to Section & Item Nos. _____

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

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**Section 4**

<b>Strength and Quality of Resources (Key Staff)</b>		
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	

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Section 5**

<b>Others</b>		
1. Has your company worked with MTR Corporation before?	Yes / No	If Yes, please list out the job details:
2. Has your company provided body-shopping security services?	Yes / No	If Yes, please list out the job details:
3. Has your company provided comprehensive security services?	Yes / No	If Yes, please list out the job details:
4. Has your company provided Gurhka security service?	Yes / No	If Yes, please list out the job details:
5. Do you company have: -		
a) Quality Management Plan?	Yes / No	Submitted in the form of Appendix by referring to Section & Item Nos.
b) Environmental Management Plan?	Yes / No	Submitted in the form of Appendix by referring to Section & Item Nos.
c) Safety Plan or Manual?	Yes / No	Submitted in the form of Appendix by referring to Section & Item Nos.
d) ISO 9001, or equivalent?	Yes / No	Submitted in the form of Appendix by referring to Section & Item Nos.
e) ISO 14001, or equivalent?	Yes / No	Submitted in the form of Appendix by referring to Section & Item Nos.
f) ISO 45001, or equivalent?	Yes / No	Submitted in the form of Appendix by referring to Section & Item Nos.

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**Section 6**

**Supplier Code of Practice**

Applicant is required to comply with the Corporation’s Supplier Code of Conduct. This provides an ethical and behavioural framework for contractor doing business with the Corporation.

<b>Supplier Code of Practice</b>	
<p>This Supplier Code of Practice (the “Code”) provides an ethical and behavioural framework for the Corporation’s suppliers/ contractors/ consultants (herein collectively referred to as a “Supplier”) in Hong Kong and overseas. All Suppliers are required to comply with the Code when doing business with the Corporation. Suppliers shall communicate with their workforce (including directors, officers, employees, contractors and consultants) to ensure that they comply with the Code.</p> <p>The Corporation reserves the right, upon reasonable notice, to conduct Supplier audits to verify compliance with the Code. The Corporation also reserves the right to request certification from a Supplier that the workforce has read, understood and acknowledges compliance with the Code. Any violation of the Code shall be considered a material breach of the contract/order by the Supplier.</p>	
1	<p><b>Ethical Standards</b></p> <p>The Supplier shall uphold high ethical standards in all aspects of its operation, including:</p> <ul style="list-style-type: none"><li>• Compliance with all applicable laws and regulations</li><li>• Maintenance of confidentiality</li><li>• Anti-bribery and corruption (including the soliciting or accepting of advantages)</li><li>• Open and fair competition</li></ul>
2	<p><b>Human and Labour Rights</b></p> <p>The Supplier shall support the principles of the United Nations Universal Declaration of Human Rights, the International Labour Organization Declaration of Fundamental Principles and Rights at Work, the OECD Principles of Corporate Governance, the United Nations Global Compact and shall comply with relevant laws and regulations in their respective countries in the following areas:</p> <ul style="list-style-type: none"><li>● Child Labour</li><li>● Forced Labour</li><li>● Anti-Slavery and Human Trafficking</li><li>● Health and Safety</li><li>● Wages and Working Hours</li><li>● Discrimination</li><li>● Discipline</li><li>● Freedom of Association</li></ul>

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3	<b>Environment</b>  The Supplier shall manage and minimize the environmental impact of their business and commit to continuously improving their environmental management and monitoring systems to comply with all applicable laws and regulations and keep pace with best practices.
4	<b>Supply Chain Management</b>  The Supplier shall ensure full compliance with the Code by its own suppliers, subcontractors and other business partners.

On behalf of the management and staff, I confirm full compliance with this Ethical Code of Conduct.

(to be signed by the Chairman, CEO, Human Resources Director or a member of Senior Management)

Signature: \_\_\_\_\_  
Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_  
Company: \_\_\_\_\_

And

Signature: \_\_\_\_\_  
Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_  
Company: \_\_\_\_\_