**Prequalification Questionnaire for Prospective Contractors**

**General Instructions**

The responses to Section 1 to 3 below by applicants for prequalificationshall 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:

1. 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).
2. 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.
3. The composition of the list of tenderers shall rest entirely with the Corporation and its decisions shall be final.
4. 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.
5. 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.

Applicant shall note the following:-

1. Please fill in all cells highlighted in yellow.
2. For Section 2
	1. Please submit job reference and clients’ commendation (if any).
	2. Please insert additional table in same format for more job reference when necessary.

**Submitted by**

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

**Section 1**

REPLY SLIP

*Please “×” the appropriate box*

[ ]  We are interested to tender for the required services and will submit the required information before 8 June 2021 and

 We are interested in :-

 [ ]  Package 1 [ ]  Package 2 [ ]  Package 1 + 2

\*\* Please refer to Appendix 1 for the locations covered in each package.

[ ]  We are not interested to tender for the captioned tender and the reasons are

|  |
| --- |
|  |
|  |
|  |

**Section 2**

**Job Reference -** Please provide at least THREE (3) job references in past three (3) years.

| 1 | Customer Name |  |
| --- | --- | --- |
|  | Contact Person |  |
|  | E-mail Address |  |
|  | Tel No. |  |
|  | Service Period |  |
|  | Contract Sum (HK$) |  |
| 2 | Customer Name |  |
|  | Contact Person |  |
|  | E-mail Address |  |
|  | Tel No. |  |
|  | Service Period |  |
|  | Contract Sum (HK$) |  |
| 3 | Customer Name |  |
|  | Contact Person |  |
|  | E-mail Address |  |
|  | Tel No. |  |
|  | Service Period |  |
|  | Contract Sum (HK$) |  |

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

**Section 2**

**Job Reference –** Types of catering equipment for the provided maintenance services:

*Please “×” the appropriate box*

|  |  |
| --- | --- |
| [ ]  Bain Marie | [ ]  Sink |
| [ ]  Steaming Cabinet | [ ]  Steamer |
| [ ]  Coffee Urn | [ ]  Stock Pot Stove |
| [ ]  Cold Room and Chiller | [ ]  Water Boiler/ Dispenser |
| [ ]  Dishwasher | [ ]  Water Scrubber |
| [ ]  Fryer | [ ]  Wok Range |
| [ ]  Exhaust Hood | [ ]  Others, please specify: |
| [ ]  Gas Skillet |  |
| [ ]  Griddle |  |
| [ ]  Ice-cuber |  |
| [ ]  Oven |  |
| [ ]  Refrigerator |  |
| [ ]  Noodle Cooker |  |
| [ ]  Rice/Soup Warmer |  |
| [ ]  Beverage Brewer |  |
| [ ]  Toaster |  |
| [ ]  Meat Slicer |  |
| [ ]  Mincer |  |
| [ ]  Mixer |  |
| [ ]  Insect Killer |  |
|  |  |

 **Section 3**

**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. 

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: |  |  | Date: |  |
| Name / Title: |  |  | Company: |  |
| And |  |  |  |  |
| Signature: |  |  | Date: |  |
| Name / Title: |  |  | Company: |  |

**Appendix 1 – Equipment Location List**

The tender will be separated by the two Packages with the detailed locations ae shown below for reference.

Please select your interested package(s) in our “REPLY SLIP” form:-

**Package 1:**

|  |  |  |
| --- | --- | --- |
|  | Name of Location | Address |
| 1 | Kowloon Bay Depot Staff Canteen | 33 Wai Yip Street, Kowloon Bay, Kowloon |
| 2 | Kowloon Bay Club House | 33 Wai Yip Street, Kowloon Bay, Kowloon |
| 3 | Tsuen Wan Depot Staff Canteen | 101 Sai Lau Kok Road, Tsuen Wan, New Territories |
| 4 | Tsuen Wan Depot Club House | 101 Sai Lau Kok Road, Tsuen Wan, New Territories |
| 5 | Chai Wan Depot Staff Canteen | 70 Shing Tai Road, Chai Wan, Hong Kong |
| 6 | Chai Wan Depot Club House | 70 Shing Tai Road, Chai Wan, Hong Kong |
| 7 | Siu Ho Wan Deport Staff Canteen | Siu Ho Wan, Tung Chung, Lantau Island |
| 8 | Tseung Kwan O Depot Staff Canteen | Tseung Kwan O Town, Lot. No. 70, Wan Po Road, Siu Chik Sha, Area 86, Tseung Kwan O, Kowloon |
| 9 | Wong Chuk Hang Depot Staff Canteen | Police School Road, Aberdeen, Hong Kong. |
| 10 | Executive Dining Room | 23/F., MTR Headquarters Building, Telford Plaza, Kowloon Bay, Kowloon |

**Package 2:**

|  |  |  |
| --- | --- | --- |
|  | Name of Location | Address |
| 1 | Fo Tan Railway House Staff Canteen | 2/F., Annex Building, Fo Tan Railway House, No. 9 Lok King Street, Fo Tan, Shatin, New Territories |
| 2 | Fo Tan Railway House Club House | 2/F., Annex Building, Fo Tan Railway House, No. 9 Lok King Street, Fo Tan, Shatin, New Territories |
| 3 | Tuen Mun Depot Staff Canteen | 2/F., Tuen Mun Building, MTR Tuen Mun Depot, No. 55-65 Lung Mun Road, Tuen Mun, New Territories |
| 4 | Sun Tuen Mun Club House | Sun Tuen Mun Centre, 55-65 Lung Mun Road, Tuen Mun, New Territories  |
| 5 | Kam Tin Building Staff Canteen | 2/F., MTR Kam Tin Building, 23 Kam Ho Road, Kam Tin, New Territories |
| 6 | Tai Wai Depot Staff Canteen | Che Kung Miu Road, Tai Wai, Shatin, New Territories |
| 7 | Ho Tung Lau Depot Staff Canteen | Au Pui Wan Street, Fo Tan, New Territories |
| 8 | Pat Heung Depot Staff Canteen | Mezzanine Floor, EMU Building, MTR Pat Heung Depot, Pat Heung, New Territories |
| 9 | Shek Kong Stabling Sidings Staff Canteen | 252 Kam Tin Road, Kam Tin, New Territories |