**Prequalification Questionnaire for Prospective Contractors**

**General Instructions**

The responses to Section 1 to 5 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 MTRCL. 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) in Appendix with the Item No.
   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. |
| Company Background and credential | Submitted in the form of Appendix by referring to Section No. |
| Organization chart | Submitted in the form of Appendix by referring to Section No. |
| Year of experience for event management for Corporate events |  |
| **Design and Production :**   1. Provision of event concept, design and production such as PA systems, layout plan, venue decorations, backdrops, exhibition panels, games, event furniture and souvenirs 2. Maintenance of any structure, materials and set up | 1. Yes / No 2. Yes / No   (with details if applicable) |
| **Event Management**  Provision of event management and service including but not limited to:  - equipment for hygienic measures e.g. large scale infrared temperature detector  - photography and video shooting & editing service  - performing groups and celebrities  - transportation (e.g. shuttle bus) for participants  - mobile toilets, cleaners and materials to conduct cleaning services | Yes / No  (with details by submission of vendors/ freelancer list which have provided photography and video shooting & editing service, performing groups and celebrities with your company) |
| **Crowd Management**   * such as queuing, managing booths, souvenir redemption, indoor or/and outdoor emergency evacuation | Yes / No (with details if applicable) |
| **Admission**   * online ticket distribution system or physical ticket distribution and management of ticket distribution | Yes / No (with details if applicable) |
| **Webcasting and Livestreaming**   * with interface design, webcast recording, archive, on-site technical support, network connection and technical run provision | Yes / No (with details if applicable) |
| **Licenses and Reports**   * Provision of safety and security risk assessment and report if necessary * Assisting in applying related licences e.g. TPPE | Yes / No (with details if applicable) |
| **Setting up event venue at remote locations**  Relevant experience including but not limited to below:   * formation of a high-quality event space on unpaved ground, including the provision of access and transport vehicles to the venue for guests. * provision of power, sanitary facilities and/or internet connection enabling the hosting and operation of the event at a location where the above was/were otherwise unavailable | Yes / No (with details if applicable) |
| Total no. of direct staff employed |  |
| No. of staff for Creative and Design team |  |
| No. of staff for Production and Installation team |  |
| Financial Statements for  the latest 3 years | Not required |

**Section 2**

| **Item** | **Job Reference for event management and production services for indoor / outdoor event amount over HK$500K**  **in past 3 years.** | |
| --- | --- | --- |
| 1 | Name of the Client |  |
|  | Event Description |  |
|  | Event Date |  |
|  | Scope of Services\* |  |
|  | Total Contract Value |  |
| 2 | Name of the Client |  |
|  | Event Description |  |
|  | Event Date |  |
|  | Scope of Services\* |  |
|  | Total Contract Value |  |
| 3 | Name of the Client |  |
|  | Event Description |  |
|  | Event Date |  |
|  | Scope of Services\* |  |
|  | Total Contract Value |  |

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

***\*Please provide your past job references illustrated with photos which can demonstrate the creativity, capability, and experience of your company in the relevant event management and production services, including both indoor / outdoor events for public participation. Your provided job references must include one indoor/outdoor event with 300 participants (virtual or physical event)***

| **Item** | **Job Reference in event management and production services for indoor/ outdoor event amount over HK$100K**  **in past 3 years.** | |
| --- | --- | --- |
| 1 | Name of the Client |  |
|  | Event Description |  |
|  | Event Date |  |
|  | Scope of Services\* |  |
|  | Total Contract Value |  |
| 2 | Name of the Client |  |
|  | Event Description |  |
|  | Event Date |  |
|  | Scope of Services\* |  |
|  | Total Contract Value |  |
| 3 | Name of the Client |  |
|  | Event Description |  |
|  | Event Date |  |
|  | Scope of Services\* |  |
|  | Total Contract Value |  |

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

***\*Please provide your past job references illustrated with photos which can demonstrate the creativity, capability, and experience of your company in the relevant event management and production services, including both indoor / outdoor events for public participation.***

**Section 3**

|  |  |  |
| --- | --- | --- |
| **Strength and Quality of Resources (Key Staff)** | | |
| 1 | Name |  |
|  | Position | e.g. General Manager/ Project Manager/ Account Manager |
|  | Years of Relevant Experience in the industry |  |
|  |  |  |
| 2 | Name |  |
|  | Position |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 3 | Name |  |
|  | Position |  |
|  | Years of Relevant Experience |  |
|  |  |  |
| 4 | Name |  |
|  | Position |  |
|  | Years of Relevant Experience |  |
|  |  |  |

***(Please attach qualifications of key staff in Appendix to Section 3)***

**Section 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Others** | | | |
| Has your company worked with MTR Corporation before? | Yes / No | If Yes, please list out the job details: | |
|  | |
| Does your company have any special achievements or awards in the past 3 years? | Yes / No | If Yes, please specify |  |
|  | |
|  | |

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

**Section 5**

**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.

|  |  |
| --- | --- |
| **Supplier Code of Practice** | |
| 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.  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. | |
| 1 | **Ethical Standards**  The Supplier shall uphold high ethical standards in all aspects of its operation, including:   * Compliance with all applicable laws and regulations * Maintenance of confidentiality * Anti-bribery and corruption (including the soliciting or accepting of advantages) * Open and fair competition |
| 2 | **Human and Labour Rights**  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:   * Child Labour * Forced Labour * Anti-Slavery and Human Trafficking * Health and Safety * Wages and Working Hours * Discrimination * Discipline * Freedom of Association |
| 3 | **Environment**  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 | **Supply Chain Management**  The Supplier shall ensure full compliance with the Code by its own suppliers, subcontractors and other business partners. |

July 2022

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: |  |