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本處檔號： *P. 1*

*Our Ref:*

創新科技署

**Innovation and Technology Commission**

創新科技署供應商登記申請書

**Application Form for Inclusion in the ITC Supplier Lists**

請詳細填寫本申請書及把所需文件交回：

This form should be completed in FULL and returned together with the required documents to :

香 港 金 鐘 道 66 號 Supplies Supervisor I (Headquarters),

金 鐘 道 政 府 合 署 高 座 47 樓 Innovation and Technology Commission,

創 新 科 技 署 47/F, High Block, Queensway Government Offices,

一 級 物 料 供 應 員 (總 部) 66 Queensway, Hong Kong.

電 子 郵 件：enquiry@itc.gov.hk E-mail: enquiry@itc.gov.hk

第一部 公司資料 **PART I DETAILS OF THE COMPANY**

|  |  |
| --- | --- |
| 1. | 公司名稱 (英文): Name of Company (English):(中文): (Chinese): |
| 2. | (a) 公司地址 (英文): Office Address (English):(中文): (Chinese):(b) 電話號碼： 圖文傳真號碼：*Tel. No.: Fax No.:*電郵地址： 網址(如適用) ：E-mail Address: *Website (if applicable):*(c) 與創新科技署的首選通訊方式 (請選剔 √ 一方格)： □ 傳真Preferred method of communication with ITC (Please tick√ one box) : Fax (d) 與創新科技署的首選通訊語言 (請選剔 √ 一方格)： □ 英文Preferred language of communication with ITC (Please tick√ one box) : English | □ 電郵 E-mail□ 中文 Chinese | □ 郵寄 Post |
| 3. | 業務種類：Nature of business: |

1. 公司成員：

第二部 公司組織及職員資料 **PART II ORGANISATIONS AND STAFF**

Members of the organization :

1. \*常務董事：

 Managing Director:

(b) \*董事 (不超過兩名) :

Directors (not more than two names are required):

# (c) \*東主 (不超過兩名) :

Proprietors (not more than two names are required):

(d) \*合夥人 (不超過兩名) :

Partners (not more than two names are required):

\*將不適用者刪去 Delete where inappropriate

姓名

Name

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2. 獲授權回答有關投標／合約等問題的負責人：

Contact Persons on matters relating to tenders/contracts:

姓名 職位 電話號碼 圖文傳真號碼 電子郵件

*Name(s) Official Capacity Tel. No. Fax No. E-mail*

第三部 業務狀況及證明文件 **PART III BUSINESS ACTIVITIES AND DOCUMENTS**

1. 貴公司所供應的貨品和有關服務：

Goods and related services which your company can supply:

(a) 請選擇與貴公司所供應的貨品和有關服務相關的採購物品組別：

Please select the relevant group in relation to the goods and related services which your company can supply:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ | 廣告服務Advertising Services | □ | 建築、工程及調查服務Architectural, Engineering & Survey Services | □ | 藝術、商業攝影及圖像製作Art, Commercial Photography and Graphics |
| □ | 書籍、雜誌及報紙Books, periodicals and Newspaper | □ | 攝影器材Cameras & Photographic Stores | □ | 租車服務Car Rental |
| □ | 化學相關產品Chemicals and Allied Products | □ | 洗衣及服裝服務Cleaning-Laundry & Garment Services | □ | 辦公室傢具Commercial and Office Furniture |
| □ | 電腦程式及數據處理服務Computer Programming, Data Processing Services | □ | 快遞服務Courier Services | □ | 電子器材Electronic Components |
| □ | 園藝Florists | □ | 五金工具Hardware Stores | □ | 實驗室設備Laboratory Equipment |
| □ | 文具Stationery Items | □ | 量度服務及儀器Calibration Services and Equipment Supplies | □ | 酒店服務Supply of Hotel Services |
| □ | 項目統籌Event Management | □ | 紀念品Souvenir | □ | 旅遊代理Travel agency |
| □ | 翻譯 / 即時通譯服務Translation / Simultaneous Interpretation Services | □ | 人力資源代理Manpower Agency | □ | 清潔服務Cleaning Service |

(b) 倘若貴公司並非製造商，請提供授權貴公司為代理商／分銷商的商號的名稱。

Please provide the name(s) of the principal(s) for whom you act as the accredited agent(s)/distributor(s) in case you are not the manufacturer.

(c) 請夾付有關提供的貨品或服務的目錄及詳細的說明書(如有的話)，以供本署參考。

Please attach the relevant catalogues and descriptive literature of the goods/services provided (if any) for reference.

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2. 請一併寄交有效的商業登記證或同等文件的副本一份，以供本署參考和存照。

Please attach a copy of a valid Business Registration Certificate or equivalent documents for reference and record.

第四部 證明 **PART IV CERTIFICATION**

本人謹代表上述公司，申請列入為創新科技署供應商。

I apply on behalf of the Company for inclusion in the ITC Supplier Lists.

簽署: *Signature*

姓名（正楷）:

*Name in block letters*

職銜: *Designation*

（公司印鑑） 日期:

### (Space for company chop) Date

備 註

**NOTES FOR GUIDANCE**

*資料用途*

### Purpose of C o l l ect i o n

填報在此表格內的個人資料，會供政府用以審批有關登記成為創新科技署供應商的申請，以便本署日後向已登記的供應商發出招標通知。

The personal data provided by means of this form will be used by Government for consideration on the application for inclusion in the ITC Supplier Lists for tender notification.

## *資料轉介*

### Transfer of Dat a

本署可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

The personal data you provided by means of this form may be disclosed to other government departments or non-government organisations.

## *查閱或改正個人資料*

### Access to o r Co rrectio n o f Perso na l Da ta

如要查閱或改正個人資料，請向創新科技署一級物料供應員(總部)提出，地址為香港金鐘道66號金鐘道政府合署高座47樓。

Requests for access to or correction of personal data should be addressed to the Supplies Supervisor I (Headquarters), Innovation and Technology Commission, 47/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.

## *重新評審供應商的資格*

### R evi ew of Suppl i e rs’ St at us

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政府有權因應任何可能影響貴公司資格的新資料，對貴公司作為本署供應商的資格作 出評審。此外，政府可隨時從本署的供應商名單刪除貴公司，而事前無須作出通知和賠償。

The Government reserves the right to review your company status as an ITC supplier in the light of any new information that may affect such status and remove your company from the ITC Supplier Lists at any time without prior notice and without compensation.

## *免責聲明*

### Disclaimer

1. The supplier lists (“Lists”) maintained by the Innovation and Technology Commission (ITC) are intended for mailing purposes (where applicable) only. None of the Lists or ITC’s notifications of tender invitation for the supply of goods or services (“Notifications”) shall give rise to any right or expectation on the part of the suppliers on any Lists (“Suppliers”) or any obligation on the part of the Government of the Hong Kong Special Administrative Region (“Government”). The Government makes no statement, representation or warranty (express or implied) to Suppliers that the Notifications or any of them will be uninterrupted, timely, secure, or error free. For open tenders, the Suppliers should read the tender notices published in the Government Gazette and the website of ITC.

創新科技署備存的供應商名單 (“ 名單”) 只用作通訊用途 ( 如適用 )。任何名單，或創新科技署就供應貨品或服務發 出的招標通知 (“通知”) 均不會導致任何名單上的供應商 (“供應商”) 一方有任何權利或期望，或導致香港 特別行政區政府 (“政府”) 一方負上任何責 任。政府不會向供應商作出任何陳述、申述或保證 ( 明示或隱含 )，通知或任何通知會不受干 擾、及時提供、安全可靠或不會出錯。就公開招標而言，供應商應細閱載於政府憲報及創新科技署網站的招標通告。

1. The Government shall not in any event be liable to any Suppliers for any loss or damage whatsoever arising out of or in relation to any failure or delay in receiving any Notifications (whether transmitted by electronic means or otherwise) or removal of any Suppliers from any Lists at any point of time, including but not limited to direct, indirect, special, incidental or consequential damages, damages for loss of profits, business interruption, loss of business information, or other pecuniary loss, even if ITC has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

在任何情況下，政府均不會因為或就任何供應商未能或延遲接收任何通知 ( 不論是以電子方 式或其他方式傳送 )，或在任何時間從任何名單刪除任何供應商名稱而引致的任何損失或損 害向任何供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的損失，以及商 業利潤的損失、業務暫停、商業資料的損失 或其他金錢上的損失，即使創新科技署已 獲悉可能引致有關損失或損害，不論是基於 合約、侵權行為，或其他法律或衡平法的理由 而引致。

1. Any Notifications or other communications from ITC to the Suppliers shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of dispatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Suppliers have actually received such Notifications or communications (as the case may be).

創新科技署發給供應商的任何通知或其他通訊，(i) 如以郵遞發出，應於發送日期 ( 香港時間 ) 的下一個香港營業日當作收訖處理；以及 (ii) 如以傳真或電郵發出，應於發出之時當作收訖處理，不論供應商實際上有否收訖該等傳真或電郵。

1. In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

本免責聲明的中文譯本如與英文本有異，以英文本為準。