

**Guidance Notes for Application for
Inclusion as an Innovation and Technology Commission Supplier**

The Innovation and Technology Commission (ITC) maintains lists of suppliers of goods and services.

2. Those who wish to be considered for inclusion in these lists may apply in writing to the Supplies Supervisor I (Headquarters). Suppliers on the lists may receive invitations to quotation for the category(ies) of materials or services, for which they have been included.

Application

3. Applicants should submit a completed application form, together with the following information, to Supplies Supervisor I (Headquarters) -

- (a) A valid Business Registration Certificate;
- (b) Latest Company profile or annual report;
- (c) Code of conduct (if any); and
- (d) One set of relevant catalogues and descriptive literature.

4. Application for inclusion as an ITC supplier is free of charge.

Notes

5. Responsibility of an ITC supplier includes -

- (a) To submit correct and updated company particulars including valid business registration certificate (for suppliers from Hong Kong), company profile and annual report, product lines, if any, etc.;
- (b) To respond to ITC quotation invitations; and
- (c) To comply fully with the contract/order requirements after award of contract/order.

6. Circumstances leading to regulating action (e.g. deletion from the ITC Supplier Lists) including -

- (a) Having poor response rate to quotation invitation;
- (b) Having contract default;
- (c) Having poor contract performance in terms of delivery/service performance, after sales or supporting services and product quality;
- (d) Having bankruptcy; and
- (e) Having involved in business fraud or any unethical practice.

Enquiries

7. Enquiries concerning the application should be addressed to -

Supplies Supervisor I (Headquarters)
Innovation and Technology Commission
47/F, High Block, Queensway Government Offices,
66 Queensway,
Hong Kong
Fax: 2314 7988
Email: enquiry@itc.gov.hk