



供應商註冊申請表 Supplier Registration Form

Applicable for general goods and services (excluding building facilities and construction related items)
適用於一般貨品及服務 (不包括樓宇設施及各建築有關項目)

請詳細填寫本申請表及以電郵方式交回：

This form should be completed in FULL and returned by e-mail to :-

東華三院

Tung Wah Group of Hospitals

財務總主任辦公室

Financial Controller's Office

電郵: fcoffice@tungwah.org.hk

E-mail: fcoffice@tungwah.org.hk

必須填寫第一至第四部所有項目 All items of Part I to IV must be completed

第一部 - 供應商資料

PART I - DETAILS OF THE SUPPLIER

1.	供應商名稱 (中文): Supplier Name (English):						
2.	總公司/集團名稱(如適用) (中文): Name of Parent Company (if any) (English):						
3.	<table border="0"> <tr> <td style="vertical-align: top;"> (1) 公司地址: Company Address: </td> <td style="vertical-align: top;"> 公司電話號碼: Company Phone No.: 公司傳真號碼: Company Fax No.: 公司電郵地址: Company E-Mail Address: </td> </tr> <tr> <td style="vertical-align: top;"> (2) 工廠/貨倉地址(如適用): Factory / Warehouse Address (if any): </td> <td style="vertical-align: top;"> 公司網站: Company Website: </td> </tr> <tr> <td style="vertical-align: top;"> (3) 公司通訊地址(如與公司地址不同): Company Correspondence Address (if different from company address): </td> <td></td> </tr> </table>	(1) 公司地址: Company Address:	公司電話號碼: Company Phone No.: 公司傳真號碼: Company Fax No.: 公司電郵地址: Company E-Mail Address:	(2) 工廠/貨倉地址(如適用): Factory / Warehouse Address (if any):	公司網站: Company Website:	(3) 公司通訊地址(如與公司地址不同): Company Correspondence Address (if different from company address):	
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(3) 公司通訊地址(如與公司地址不同): Company Correspondence Address (if different from company address):							
4.	公司成立年份: Year of establishment: _____						

第二部 - 公司組織及職員資料

PART II - ORGANIZATION AND STAFF

1.	獲授權回答有關投標/合約等問題的負責人(最少一名): Persons to contact on matters relating to tenders/contracts (at least one contact):									
	姓名 <i>Name(s)</i>	職位 <i>Title</i>	部門 <i>Department</i>	電話號碼 <i>Phone No.</i>	傳真號碼 <i>Fax No.</i>	電郵地址 <i>E-mail Address</i>				
	(1) *先生/太太/女士 * Mr. /Mrs. /Ms.									
	(2) *先生/太太/女士 * Mr. /Mrs. /Ms.									
	(3) *先生/太太/女士 * Mr. /Mrs. /Ms.									
2.	(i) 聘用職員總人數: Total number of persons employed: (ii) 聘用職員人數: Number of persons employed: <table border="0"> <tr> <td>(a) 經理級人員: Managerial staff:</td> <td>(b) 文員: Clerical staff:</td> </tr> <tr> <td>(c) 技師: Technical staff:</td> <td>(d) 工人/其他職員: Workers/Other staff:</td> </tr> </table>						(a) 經理級人員: Managerial staff:	(b) 文員: Clerical staff:	(c) 技師: Technical staff:	(d) 工人/其他職員: Workers/Other staff:
(a) 經理級人員: Managerial staff:	(b) 文員: Clerical staff:									
(c) 技師: Technical staff:	(d) 工人/其他職員: Workers/Other staff:									

*(請刪去不適用者 Delete where inappropriate)

PART III – BUSINESS ACTIVITIES AND DOCUMENTS

2. (i) 請一併寄交下列文件各一份，以供本院參考和備案:
Please submit the following documents for reference and record:

是	否
Yes	No

- 注意：充足資料將有助本院評估 貴公司之申請
N.B.: Sufficient information may accelerate your application.

- (ii) 請 貴公司列出可供參考的主要客戶名稱(不少於三間)，而該公司在本院要求下願意提供 貴公司的貨品或服務資料以作參考。
- The names and addresses of major clients (not less than three) who would prepare to provide, upon the request of TWGHs, references in respect of the goods/services which you have supplied to them.

公司名稱 <u>Company name</u>	地址 <u>Address</u>	聯絡人 <u>Contact Person</u>	聯絡電話 <u>Contact No.</u>	傳真號碼 <u>Fax No.</u>	貨品/服務提供 <u>Goods/services supplied</u>
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第四部 - 證明**PART IV – CERTIFICATION**

本人謹代表上述公司，申請註冊為東華三院採購部供應商。

I apply on behalf of the Company to register as a supplier for Purchasing & Supplies Section of Tung Wah Group of Hospitals.

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 Collection**

此表格內所提供的資料，東華三院(“本院”)會用作審批註冊供應商的申請之用。當申請者提供資料時，必須確保資料之準確及完整，否則會影響供應商申請之處理。

The data given in this form will be used by Tung Wah Group of Hospitals (“TWGHs”) for consideration on the application for supplier registration. When you provide data to TWGHs, you are required to make sure the data is accurate and complete. If you fail to provide to TWGHs with the information required or if the information provided is inaccurate or incomplete, our processing of your application for supplier registration will be affected.

查閱個人資料 Access of Personal Data

根據“個人資料(私隱)條例”你可要求查閱/改正你的個人資料。

If you wish to require access to and/or correction of your Personal Data, you may do so under Personal Data (Privacy) Ordinance.

查詢 Enquiries

如有查詢，請聯絡：

Enquiries should be addressed to :

東華三院財務總主任辦公室

Tung Wah Group of Hospitals Financial Controller's Office

電話 Tel : (852) 2859 7593

電子郵件 E-mail : fcoffice@tungwah.org.hk

免責聲明 Disclaimer

(a) 本院採購部備存的供應商名單(“名單”)只用作通訊用途(如適用)。任何名單，或本院就供應貨品或服務發出的招標/報價通知 (“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，或導致本院一方負上任何責任。本院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。

The supplier lists (“Lists”) maintained by TWGHs are intended for communication purposes (where applicable) only. None of the Lists or TWGHs’ notifications of tender/quotation 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 TWGHs. TWGHs 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.

(b) 在任何情況下，本院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)而引致的任何損失或損害向任何供應商負上責任。

TWGHs 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).