

### **Application for Inclusion in the Supplier Lists of Hong Kong Observatory**

The Hong Kong Observatory (HKO) maintains lists of suppliers of goods and related services for issuing invitation to quotation or tender notification purposes. Application for inclusion in the HKO Supplier Lists is free of charge. Any firm not currently included but wishing to be considered for inclusion in these lists may apply by submitting the following documents to HKO:-

- (1) the duly completed “Application form for Inclusion in the HKO Supplier Lists”;
- (2) the company profile and product/service catalogue(s);
- (3) a copy of a valid Business Registration Certificate or equivalent documents; and
- (4) references demonstrating the past experience of the supplier in supplying/providing goods/services to other organizations/firms/government departments.

Applications received will be processed by HKO. Subject to confirmation of their credentials, those firms that are found acceptable will be included in the HKO’s Supplier Lists. To continue staying in these lists the HKO Suppliers have to demonstrate their abilities to offer competitive quotations/tenders and maintain satisfactory performance in connection with any order(s) or contract(s) which they have been awarded. HKO reserves the right to review the status of a firm as an HKO Supplier in the light of any new information that may affect such status and remove a firm from the HKO Supplier Lists at any time without prior notice and without compensation.

Firms in the HKO Supplier Lists may receive invitation to quotation or notification on tender issued for the supply of category(ies) of goods or related services, for which they have been included as HKO Suppliers, as and when opportunities arise.

Interested parties can contact the following officer for enquiries relating to application for inclusion in HKO Supplier Lists and general quotation/tendering matters:-

Assistant Supplies Officer  
Hong Kong Observatory  
3/F., Centenary Building,  
134A Nathan Road,  
Kowloon.

Tel. No.: (852) 2926 8022

Fax No.: (852) 2367 5501

Email address: [aso@hko.gov.hk](mailto:aso@hko.gov.hk)

**Disclaimer:**

- (a) The supplier lists (“Lists”) maintained by the Hong Kong Observatory (HKO) are intended for mailing purposes (where applicable) only. None of the Lists or HKO’s invitations to quotation or notifications of tender invitation for the supply of goods or services (“Invitation”) 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 Invitations 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 website of HKO.
- (b) 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 Invitations (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 HKO has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.
- (c) Any Invitations or other communications from HKO 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 despatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Suppliers have actually received such Invitations or communications (as the case may be).
- (d) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

## 申請列入成為天文台供應商

香港天文台備有各種貨品和服務的供應商的名單，以便於進行採購時，邀請有關供應商報價或向其發出投標通知。

凡現時未列入本台供應商名單的商號，如欲將其商號名稱納入該名單內，可遞交下列文件申請。本台將不會收取任何費用。

1. 香港天文台供應商登記申請書
2. 商號所供應貨品或服務的目錄
3. 有效商業登記證或等同文件副本一份
4. 為其他公司、機構或政府部門供應貨品或服務的證明文件

本台會審核接獲的申請書。提交的證明文件經查證後，商號如獲本台接納，即可列入本台的供應商名單內。商號須提交有競爭力的標書，以及在履行發給的訂單或合約時保持滿意的表現，才可繼續保留在名單上。本台有權因應任何可能影響該商號資格的新資料，對其作為本台供應商的資格作出評審。此外，本台可隨時從本台的供應商名單刪除任何一間公司，而事前無須作出通知和賠償。

如有需要時，本台會通知名單內的供應商就其登記提供的貨品或服務，參加競投。

有關申請列入成為本台供應商及一般投標事宜，可向下列職員查詢：

九龍彌敦道 134A  
百週年紀念大樓  
香港天文台  
助理物料供應主任

電話號碼：(852) 2926 8022

傳真號碼：(852) 2367 5501

電郵地址：aso@hko.gov.hk

## 免責聲明:

- (一) 香港天文台備存的供應商名單(“名單”)只用作通訊用途(如適用)。任何名單，或香港天文台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，供應商應細閱載於香港天文台網站的招標通告。
- (二) 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，即使香港天文台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。
- (三) 香港天文台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。
- (四) 本免責聲明的中文譯本如與英文本有異，以英文本為準。

香港天文台供應商登記申請書  
Application Form for Inclusion in the HKO Supplier Lists

請詳細填寫本申請書及交回:

This form should be completed in FULL and returned to:

九龍彌敦道 134A  
百週年紀念大樓  
香港天文台  
香港天文台台長收  
電子郵件: [sos@hko.gov.hk](mailto:sos@hko.gov.hk)

Director of the Hong Kong Observatory  
Hong Kong Observatory  
3/F., Centenary Building  
134A Nathan Road, Kowloon  
E-mail Address: [sos@hko.gov.hk](mailto:sos@hko.gov.hk)

第一部份 一 公司資料 PART I – DETAILS OF THE COMPANY

1.	公司名稱: Name of Company:	
2.	公司地址: Office Address :	電話號碼: Tel. No.:
	電子郵址(如適用): E-mail address (if applicable):	圖文傳真號碼: Fax No.:
3.	業務種類: Nature of business:	
4.	經營現今業務多久? How long in present business?	

第二部份 一 公司組織及職員資料 PART II – ORGANIZATIONS AND STAFF

1.	公司成員姓名: Names of members of organization:		
	(1) *常務董事: Managing Director:		
	(2) *董事(不超過兩名): Directors(not more than two names are required):		
	(3) *東主(不超過兩名): Proprietors(not more than two names are required):		
	(4) *合夥人(不超過兩名): Partners(not more than two names are required):		
2.	聘用職員總數: Total number of persons employed:		
3.	授權回答有關投標合約等問題的負責人: Persons to contact on matters relating to tenders/contracts:		
	姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.

\*將不適用者刪  
(Delete where inappropriate)

第三部份 一 業務狀況及證明文件 PART III 一 BUSINESS ACTIVITIES AND DOCUMENTS

1.	<p>貴公司所供應的貨品及有關服務: Goods and related services which your company can supply:</p> <p>(i) 請詳細列明所供應的貨品及有關服務: Detailed list of goods and related services:</p> <p>(ii) 倘若貴公司並非製造商，請提供授權為代理商／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.</p> <p>(iii) 請夾附兩份有關目錄及詳細說明書的印文本，供本台參閱。 Please attach two sets (hardcopy only) of relevant catalogues and descriptive literature for consideration.</p> <p style="text-align: center;">(註：如空位不足，請另紙列出) (Note: If space is not sufficient, please use separate sheets)</p>
2.	<p>請一併寄交下列文件副本各一份，給本處參考和存照： Please attach a copy each of the following documents for reference and record:</p> <p>(a) 有效的商業登記證 Valid Business Registration Certificate.</p> <p>(b) 公司簡介及年報 Company profile and annual report.</p> <p>(c) 公司紀律守則(如有) Code of conduct (if any).</p>

第四部份 一 證明 PART IV 一 CERTIFICATION

本人謹代表上述公司，申請註冊為香港天文台供應商。

I apply on behalf of the Company to register as a HKO supplier.

簽署:

**Signature** : \_\_\_\_\_

姓名(正楷)

*Name in block letters* : \_\_\_\_\_

職銜:

*Designation* : \_\_\_\_\_

(公司印鑑)

(Space for company chop) \_\_\_\_\_

日期

Date : \_\_\_\_\_

備 註  
**GUIDANCE NOTES**

**資料用途**

**Purpose of Collection**

填報在此表格內的個人資料，會供政府用以審批有關註冊成為香港天文台供應商的申請，以便本台日後向註冊供應商發出招標書。

The personal data provided by means of this form will be used by the Government for consideration of the application for HKO supplier registration for tender invitation.

**資料轉介**

**Transfer of Data**

本台可能會向其他政府部門披露你填報在此表格內的個人資料。

The personal data you provide by means of this form may be disclosed to other government departments.

**索閱個人資料**

**Access to Personal Data**

根據個人資料(私隱)條例附表1原則第6項第18及22段，你有權索閱或修訂個人資料，包括索取此表格內填報的資料的副本。

You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 Principal 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

**查詢**

**Enquiries**

如查詢此表格內的個人資料，包括查閱途徑及修訂資料，請與下述人員聯絡：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

香港天文台 個人資料私隱主任 地址：九龍彌敦道 134A 1883 紀念大樓地下 香港天文台總部 電話：29268207 傳真：23119448	Personal Data Privacy Officer Address: Hong Kong Observatory Headquarters G/F., 1883 Building, 134A Nathan Road, Kowloon Tel.: 29268207 Fax: 23119448
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