

本局檔號：

Our Ref:

教育局
Education Bureau

教育局供應商申請表格
Application Form for Inclusion in the EDB Supplier Lists

請詳細填寫本申請書及交回正本：

This form should be completed in FULL and sent to :-

香港灣仔皇后大道東 213 號

胡忠大廈 15 樓 1510 室

教育局

(經辦人:物料供應主任(採購))

Education Bureau

(Attn.: Supplies Officer (Procurement))

Room 1510, 15/F, Wu Chung House,

213 Queen's Road East, Wanchai, Hong Kong.

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

| | | |
|----|---|---|
| 1. | 公司名稱： Name of company: | |
| 2. | 地址： Address: (1) 總公司： Head office: (2) 電子郵件： E-mail: | 電話號碼： Tel. No.: 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 —— 公司組織及職員資料 PART II — ORGANISATIONS AND STAFF

| | |
|----|---|
| 1. | 公司成員姓名： Name of company members: (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): *刪去不適用者 (Delete where inappropriate) |
| 2. | 聘用職員總數： Total number of staff employed: |

| | | |
|-------------------|-----------------------------|----------------------|
| 3. | 貴公司聯絡人： Contact persons: | |
| 姓名 <i>Name(s)</i> | 職位 <i>Official Capacity</i> | 電話號碼 <i>Tel. No.</i> |

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及有關服務： Goods and related services which your company can supply: | | | | |
| | (i) 詳細列明所供應的貨品及有關服務： Detailed list of goods and related services: | | | | |
| | (ii) 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. | | | | |
| | (iii) 請夾附壹套有關目錄及詳細的說明書，供本局參閱。請以郵遞方式交回，並確保已支付足夠郵資，以免申請未能送達教育局。郵資不足的郵件，一律會由香港郵政處理。 Please attach one set of relevant catalogues and descriptive literature for consideration. Please send the documents by post and ensure that sufficient postage is paid to avoid unsuccessful delivery of application as any underpaid mail items will be disposed of by the Hongkong Post. | | | | |
| | (iv) 請按貴公司在上文第(i)項所載列的各類服務，分別提供兩名客戶的聯絡資料，本局可能會向有關客戶查詢貴公司所提供的服務。 Please provide contact details of two of your clients for each of the services you stated in (i) above. EDB may contact your quoted clients to obtain their references to the services provided by you. | | | | |
| | <table border="0" style="width: 100%;"><tr><td style="width: 25%;">客戶姓名 Name of your client</td><td style="width: 25%;">電話號碼 Tel. No.</td><td style="width: 25%;">傳真號碼 Fax No.</td><td style="width: 25%;">電郵地址 E-mail address</td></tr></table> | 客戶姓名 Name of your client | 電話號碼 Tel. No. | 傳真號碼 Fax No. | 電郵地址 E-mail address |
| 客戶姓名 Name of your client | 電話號碼 Tel. No. | 傳真號碼 Fax No. | 電郵地址 E-mail address | | |
| | (1) | | | | |
| | (2) | | | | |
| | (註：如空位不足，請用另頁紙繼續列出有關資料。) (Note : If space is not sufficient, please continue on a separate sheet of paper.) | | | | |

2. 請一併寄交下列文件副本各一份，給本局參考和存照。請確保已支付足夠郵資，以免申請未能送達教育局。郵資不足的郵件，一律會由香港郵政處理。

Please attach a copy of each of the following documents for reference and record. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application as any underpaid mail items will be disposed of by the Hongkong Post.

- (a) 商業登記證或證明文件以顯示根據香港法律第 310 章的《商業登記條例》獲得豁免商業登記。
Business Registration Certificate or documentary evidence showing that exemption of business registration is granted under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong).
- (b) 公司概況及年報 (如有的話)。
Company profile and annual report (if any).

第四部 —— 同意接收電子訊息 PART IV — CONSENT TO RECEIVE ELECTRONIC MESSAGES

本人/本公司 *同意# / *不同意 以傳真/電郵接收來自教育局/官立學校有關招募供應商、發出報價/招標通知，以及邀請報價/招標的訊息。

I/we *agree# / *do not agree to receive messages relating to invitations for supplier enlistment, issuance of quotation/tender notifications and invitations to quotation/tender through fax/email from the Education Bureau/government schools.

* (刪去不適用者)
(Delete where inappropriate)

如不欲再接收電子訊息，請通知教育局物料供應組，地址為香港灣仔皇后大道東 213 號胡忠大廈 15 樓 1510 室。
To unsubscribe from receiving fax or email, please make request to the Supplies Section of Education Bureau at Room 1510, 15/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

第五部 —— 證明 PART V — CERTIFICATION

本人謹代表上述公司，申請成為教育局供應商。

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

簽署: _____
Signature

姓名 (正楷): _____
Name in block letters

職銜: _____
Designation

日期: _____
Date

(公司印鑑)
(Space for company chop)

備註 **NOTES FOR GUIDANCE**

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登記成為教育局供應商的申請，以便本局日後向已登記的供應商發出報價邀請。在此表格內提供個人資料屬自願性質，但如你未能提供充分資料，本局可能無法處理你的申請。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the EDB Supplier Lists for quotation invitation. The provision of personal data required by this form is voluntary. However, if you do not provide sufficient information, we may not be able to process your application.

資料轉介

Transfer of Data

本局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 and non-government organisations.

查閱或改正個人資料

Access to or Correction of Personal Data

根據《個人資料（私隱）條例》第 18 條、第 22 條及附表 1 的第 6 原則，你有權要求查閱及改正教育局所保存的個人資料（包括索取填報在此表格內的個人資料副本）。此項要求須以書面形式向教育局提出。任何與收集的個人資料有關的查詢，包括要求查閱或改正資料，請參閱教育局網頁內的《私隱政策》，網址為 <http://www.edb.gov.hk/tc/privacy-policy/index.html>。

You have the right to request access to and correction of your personal data in this form held by EDB as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access included the right to obtain a copy of your personal data provided by means of this form. Such request should be addressed to the EDB in writing. For enquiries concerning the personal data collected, including the request to access and make corrections, please refer to the “Privacy Policy” of the EDB website at <http://www.edb.gov.hk/en/privacy-policy/index.html>.