



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

**Tung Wah College Limited**

Procurement Section – Finance Office

E-mail: prs@twc.edu.hk

10/F, Cheung Kung Hai Memorial Building, 90A Shantung Street, Mongkok, Kowloon, Hong Kong.

**PART I – DETAILS OF THE COMPANY**

1	Name: (English)  Name: (Chinese)
2	Address:  Tel. No.:  E-mail:  Fax No.:  Website:
3	Date of Company Incorporation:
4	Place of Company Incorporation:

**PART II – ORGANIZATION AND STAFF**

1	Contact persons on matters relating to quotation/tender/contract: <table border="1"><thead><tr><th>Name(s)</th><th>Official Capacity</th><th>Tel.</th><th>Mobile No.</th><th>E-mail</th></tr></thead><tbody><tr><td>(Mr./Ms.)</td><td></td><td></td><td></td><td></td></tr><tr><td>(Mr./Ms.)</td><td></td><td></td><td></td><td></td></tr><tr><td>(Mr./Ms.)</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Name(s)	Official Capacity	Tel.	Mobile No.	E-mail	(Mr./Ms.)					(Mr./Ms.)					(Mr./Ms.)				
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(Mr./Ms.)																					
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**PART III – BUSINESS ACTIVITIES AND DOCUMENTS**

1	Goods and Services which your company can supply: (a) Detailed list of goods and services	Category Code (For internal use only)
2	Please submit the following copies of documents for reference and record (please tick the appropriate boxes below):  <input type="checkbox"/> A valid Business Registration Certificate; <input type="checkbox"/> Latest Company Profile; <input type="checkbox"/> Latest Audited Financial Statements; <input type="checkbox"/> Relevant Catalogues; and <input type="checkbox"/> Proof of Appointment as the exclusive/sole agent(s), distributor(s) in case you are not the manufacturer (if applicable).	



## APPLICATION FOR INCLUSION IN THE SUPPLIERS LIST

3	The names and addresses of major clients (not less than three) who would be prepared to provide, upon the request of Tung Wah College Limited, references in respect of the goods/services which you have supplied to them in the past 12 months. (Please use separate sheet if needed)
	<div style="display: flex; justify-content: space-between;"> <span>Company Name</span> <span>Address</span> <span>Contact Person</span> <span>Contact No.</span> <span>Goods/services supplied</span> </div>

## PART IV – PAYMENT TERMS & ACCOUNT INFORMATION

1	<p>The standard payment terms of Tung Wah College Limited is 30 days credit upon acceptance of goods/services supplied. (Please tick the appropriate box below)</p> <p><input type="checkbox"/> I/We confirm to accept the payment term above.</p> <p><input type="checkbox"/> I/We do not accept the payment term above. Our payment terms is _____</p>
2	<p>Please provide your bank account information:</p> <p>a) Name of Bank: _____</p> <p>b) Name of Payee<sup>(Note 1)</sup>: _____</p> <p>c) Bank Code: _____</p> <p>d) Branch Code: _____</p> <p>e) Bank Account number: _____</p> <p>For oversea settlement, please provide below additional banking information:</p> <p>f) Swift/BIC Code: _____</p> <p>g) IBAN number: _____</p> <p><small>(Note 1): If Payee is not the same as the Company Name indicated in Part I above, please provide related document(s) that proof the reason for the different, such as Certificate of Change of Name.</small></p>



**PART V – CERTIFICATION & DECLARATION**

1. We/I apply on behalf of the Company for inclusion in the Tung Wah College Suppliers List.
2. We/I give below both the names of the employees of the College and/or their families who are related to us/me, or to our/my employees and/or their families, and their relationship. (State N/A if not applicable)  
\_\_\_\_\_
3. We/I further understand that the policy of the College requires all its employees to avoid any conflict between their personal interest and the College's interest in dealing with suppliers and all other organizations or individuals doing or seeking businesses with the College. Furthermore, the College requires that competitive bidding be used, wherever practicable, in the procurement of goods/services.
4. Our/My efforts shall include, but not limited to, establishing precautions to prevent our/my employees or agents from making, receiving, providing, or offering gifts, payments, loans, substantial entertainment or other consideration for the purpose of influencing individuals to act contrary to the best interest of the College.
5. We/I agree to accept the clauses stated in the Notes for Guidance of this form.

Signature(s)

\_\_\_\_\_

Name in block letter(s)

\_\_\_\_\_

Designation(s)

\_\_\_\_\_

Date

\_\_\_\_\_

Company chop

For internal use only:

Checked by: \_\_\_\_\_

Verified by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Listed & Notified on: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Supplier ID: \_\_\_\_\_

**NOTES FOR GUIDANCE**

**Purpose of Data Collection**

The data given in this form will be used by the Tung Wah College Limited (College) for consideration of the application for inclusion in the Suppliers List (Suppliers List) for quotation/tender notification. The data collected may be made available to relevant government departments/appropriate authorities when the College is required to do so under the relevant legislations.

**Personal Data**

Provision of personal data in this form is on a voluntary basis. Where you disclose any third parties' personal data to the College, you undertake and agree that you have fully complied with the Personal Data (Privacy) Ordinance (Cap. 486) and have obtained the third parties' consents necessary for the College to use or disclose such personal data for purposes specified in this document.

**Transfer of Data**

The personal data you provided may be disclosed to other organizations under the Tung Wah Group of Hospitals.

**Access to or Correction of Personal Data**

Request for access to or correction of personal data should be addressed to:

Procurement Section – Finance Office

10/F, Cheung Kung Hai Memorial Building, 90A Shantung Street, Mongkok, Kowloon, Hong Kong.

Tel: (852) 3468-6699 Fax: (852) 3753-2127 E-mail: [prs@twc.edu.hk](mailto:prs@twc.edu.hk)

**Review of Suppliers' Status**

The College reserves the right to review your company status as a College supplier (Supplier) in the light of any new information that may affect such status, and remove your company from the Suppliers List at any time without prior notice and compensation.

**Disclaimer**

- (a) The Suppliers List maintained by the College is intended for communication purposes (where applicable) only. None of the Supplier List or the College's notifications of quotation/tender invitation for the supply of goods or services (Notifications) shall give rise to any right or expectation on the part of the suppliers from the College. The College 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) The College 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 the Suppliers List 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 the College 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 Notifications or other communications from the College 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 Notifications or communications (as the case may be).