

**ESTATE MANAGEMENT DIVISION  
REFERENCE LISTS OF CONTRACTORS**

**SUBMISSION CHECKLIST**

To : SMS/SD, Strategy Development Unit, EMD,  
5/F, Block 1, Hong Kong Housing Authority Headquarters, Homantin, Kln.

No.	Item	Details of Information/Document to be Submitted
1.	Job Category to Be Applied	Full description
2.	Material/Product/Service Brand Name to Be Included	Full description (please complete separate sheet for each product and attach original catalogues)
3.	Agency Agreement	Submitted if relevant to the application
4.	Company Name	In both English and Chinese
5.	Local Registration Office and Business Registration Licence	Office address and certified true copy of business registration licence
6.	Quality Management System	ISO 9000 certificate or relevant company's quality management system manual.
7.	Company's Organization Structure	All staff within the company
8.	Company's Management Supervisory and Technical Staff's Experience and Qualification	Details of position and experience gained in the past years. Certified true copy of each staff's academic qualification
9.	Availability of Plant/Equipment/Material	Owned/leased information
10.	Past Relevant Completed Projects	Contract title, nos., sum and period, scope of works and photos; contact details of client/consultant of the projects.
11.	Safety and Health Policies	To all site personnel and public at large
12.	Company Code of Ethics and Conduct	Submitted as required
13.	Catalogue/Detail Specification/Sample Board and Application Instructions of the Products/Services	Submitted if relevant to the application
14.	Standards/Test Certificates/ Approval Letters	Submitted if relevant to the application (standards such as BS, ASTM, etc.) (test certificates include dates and attach certified true copies) (approval letters from relevant Authority or Government Department)
15.	Need of Specialist/Approved Applicator	Submitted if relevant to the application (if yes, please specify their name and experience on application in terms of year)
16.	Cost Information	Indicative unit price in HK\$ (please include material, installation, life cycle costs, etc.)
17.	Material Delivery/ Working Period	Indicative period
18.	Provision of Guarantee	To the material/product/service