



康樂及文化事務署
LEISURE AND CULTURAL SERVICES DEPARTMENT

本署檔號：
Our Ref.：

申請成為康樂及文化事務署供應商的表格
**APPLICATION FORM FOR INCLUSION
AS A LEISURE AND CULTURAL SERVICES DEPARTMENT SUPPLIER**

請詳細填寫本申請書及交回：

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

香港新界沙田排頭街 1-3 號
康樂及文化事務署總部九樓
康樂及文化事務署物料供應組

Leisure and Cultural Services Department
Supplies Section
9/F., Leisure and Cultural Services Headquarters,
1-3 Pai Tau Street,
Shatin, N.T., H.K.

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

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| 1. | 公司名稱 (英文): Name of Company (English): (中文): (Chinese): |
| 2. | (a) 通訊地址： Correspondence Address： (b) 電話號碼： Tel. No.： (c) 電郵地址： E-mail Address： (d) 傳真號碼： Fax No.： (e) 網址 (如適用)： Website (if applicable)： |
| 3. | 業務類別 Nature of Business： |
| 4. | 現時的業務已經營多久？ How long in the present business? |

第二部——業務狀況及證明文件 PART II—BUSINESS ACTIVITIES & SUPPORTING DOCUMENTS

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| 1. | 貴公司所供應的貨品及有關服務： Goods and related services which your company can provide :- |
| | <p>(a) 請提供貴公司所供應的貨品和有關服務相符的採購物品組別編號。 Please provide the Commodity Code(s) pertaining to the goods and related services which your company can supply.</p> <p>(b) 請夾附一份(如印文本)有關目錄及詳細的說明書，供本署參閱。 Please attach one set (e.g. hard copy) of relevant catalogues and descriptive literature for consideration.</p> <p style="text-align: center;">(註：如空位不足，請另備紙張列出) (Note : If space is insufficient, please use a separate sheet)</p> |
| 2. | 請一併寄交下列文件副本各一份，給本署參考和存檔： Please submit a copy of each of the following documents for this department's reference and record : <p>(a) 有效的商業登記證； A valid Business Registration Certificate;</p> <p>(b) 最近期的公司簡介；及 Latest Company profile; and</p> <p>(c) 公司紀律守則 (如適用)。 Code of conduct (if any).</p> |

第三部——證明 PART III — CERTIFICATION

本人謹代表上述公司，申請成為康樂及文化事務署供應商，可接受投標邀請書，就供應本表格第二部所列貨品及有關服務參加競投。本人明白倘若故意在本表格內提供任何虛假資料，可使本人喪失申請資格，即使申請已獲批准，也會被即時除名。

I apply, on behalf of the Company, for inclusion as a Leisure and Cultural Services Department supplier for receiving invitations to tender for goods and related services listed in Part II of this form. I understand that any wilful submission of false information by means of this form will result in my disqualification and, in such case, I will be removed from the list forthwith despite successful application.

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 _____

免責聲明
Disclaimer

- (a) Suppliers included in an LCSD Supplier List in respect of a Commodity Code may receive notification of invitations to tender from time to time issued by LCSD for the supply of goods or services covered by that Commodity Code as and when opportunities arise (“Notifications”). Suppliers on an LCSD Supplier List (“Suppliers”) do not have the exclusive right to receive Notification, or any right or expectation that they must receive such Notifications. Suppliers not having received any Notification may still submit tender in response to an open invitation to tender. A Supplier’s receipt of a Notification from LCSD concerning an invitation to tender for a contract does not imply that the Supplier will be awarded that contract. A Supplier’s inclusion in an LCSD Supplier List in respect of a Commodity Code or receipt of a Notification does not imply that the Government or LCSD recognises that the Supplier has the necessary fitness, propriety or capability for entering into the contract with the Government for the supply of the category of goods or services covered by that Commodity Code, or specifically covered by that Notification. The suitability of a Supplier will be assessed on a case-by-case basis according to the terms of the tender invitation issued by LCSD.

康樂及文化事務署（“康文署”）或會不時就採購的貨品或服務，向供應商名冊上有關採購物品組別編號（“組別編號”）的供應商發出招標通知（“通知”）。在康文署供應商名冊上的供應商（“供應商”）並無接收通知的專有權，亦無任何權利或期望一定會收到上述通知。即使沒有收到任何通知，供應商仍可就公開招標遞交標書。供應商收到康文署就某招標發出的通知，並不表示會獲批該招標涉及的合約。供應商無論是否已納入康文署某組別編號的供應商名冊，或是否收到通知，均不表示政府或康文署認可該供應商一定適合、恰當，或具備所需的能力與政府簽訂合約以供應該組別編號所涵蓋或該通知所指的貨品或服務類別。至於供應商是否適合獲批合約，每宗個案均會按照招標條款受到評審。

- (b) The Government reserves the right to review whether any Supplier should continue to be included in the LCSD Supplier Lists in the light of any relevant information (e.g. the Supplier’s responsiveness to invitations to tender, cessation of business, and out of contact, etc.) and to remove a Supplier’s information from the LCSD Supplier List(s) any time without prior notice and without compensation.

政府有權因應任何有關資料(例如供應商對招標的回應情況、業務停止或無法聯絡等)，重新審視供應商是否應繼續被納入康文署供應商名冊內，亦可隨時將任何供應商的資料從康文署供應商名冊內刪除，而無須事前作出通知，亦無須作出賠償。

- (c) While the Government acting through LCSD endeavours to ensure the accuracy of information contained in any Notification which may be issued, all Notifications are issued on an "as is" basis without express or implied warranty of any kind. In particular, no warranty regarding accuracy, reliability, non-infringement, completeness, security, timeliness, fitness for a particular purpose or freedom from computer viruses is given in connection with any such Notification. The Government and its employees and agents disclaim all liability for any loss, damage or expense arising from any inaccuracies of, errors in, or omissions from any such Notification. The Government and its employees and agents will not be liable to any person including any Supplier whether in contract or in tort or otherwise for any damages whatsoever, including without limitation any direct, general, special, incidental or consequential damages arising from or in connection with any decision, action or non-action based on or in reliance upon any such Notification or failure to receive any such Notification, or arising from or in connection with a Supplier's information being removed from the LCSD Supplier List(s).

儘管代表政府的康文署已盡量確保所發出的通知準確，但所有通知均以“現況”形式發出，並無任何種類的明示或隱含的保證，尤其並無對該等通知的準確性、可靠性、完整性、安全性、及時間性作任何保證，亦沒有保證該等通知並無侵權、適合作某特定用途或不合電腦病毒。對於任何因該等通知的不正確、錯誤或遺漏而引致的任何損失、損害或開支，政府、其僱員及代理人概不承擔任何法律責任。對於任何人(包括任何供應商)根據或依賴該等通知，或因未能收到該等通知，或源自或與供應商的資料從康文署供應商名冊上被刪除有關而作出的決定、行動或不採取行動，因而導致的損害(包括但不限於直接、一般、特別、附帶或衍生的損害)，不論是基於合約、侵權或其他理由，政府、其僱員及代理人亦不會承擔任何法律責任。

- (d) Any Notification or other communication from LCSD to Suppliers may be sent by post, by fax or by email. Any Notifications or other communications from LCSD 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).

康文署可透過郵遞、傳真或電郵方式，向供應商發出任何通知或其他通訊。康文署發給供應商的任何通知或其他通訊，不論供應商實際上是否收到，(i)如以郵遞發出，均當作於發送日期(香港時間)的下一個香港營業日收到；(ii)如以傳真或電郵發出，均當作於發出時收到。

- (e) LCSD reserves the right to make any further changes to this Disclaimer. Such changes will be published on the website of LCSD and/or separately notified to you.

康文署保留日後更改本免責聲明的權利。有關改動會在康文署網站刊登，並／或另行通知你。

- (f) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

本免責聲明中英文本如有差異，以英文本為準。