

本局档号：

Our Ref:

教育局
Education Bureau

教育局供应商申请表格
Application Form for Inclusion in the EDB Supplier Lists

请详细填写本申请书及交回正本： This form should be completed in FULL and sent to :- 香港湾仔皇后大道东 213 号 胡忠大厦 15 楼 1510 室 教育局 (经办人:物料供应主任(采购))	Education Bureau (Attn.: Supplies Officer (Procurement)) Room 1510, 15/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
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第一部 —— 公司资料 PART I — DETAILS OF THE COMPANY

1. 公司名称： Name of company:	
2. 地址： Address: (1) 总公司： 电话号码： Head office: Tel. No.: (2) 电子邮件： 传真号码： E-mail: Fax No.:	
3. 业务种类： Nature of business:	
4. 经营现今业务多久？ How long in present business:	

第二部 —— 公司组织及职员资料 PART II — ORGANISATIONS AND STAFF

1. 公司成员姓名： Name of company members: (1) *常务董事： Managing Director: (2) *董事 (不超过两名): Directors (not more than two names are required): (3) *东主 (不超过两名): Proprietors (not more than two names are required): (4) *合伙人 (不超过两名): Partners (not more than two names are required): *删去不适用者 (Delete where inappropriate)	
2. 聘用职员总数： Total number of staff employed:	

3.	贵公司联络人： Contact persons:	
姓名 <i>Name(s)</i>	职位 <i>Official Capacity</i>	电话号码 <i>Tel. No.</i>

第三部 —— 业务状况及证明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS

1.	贵公司所供应的货品及有关服务： Goods and related services which your company can supply:				
(i)	详细列明所供应的货品及有关服务： Detailed list of goods and related services:				
(ii)	倘若贵公司并非制造商，请提供授权贵公司为代理商 / 分销商的商号的名称。 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)	请夹附壹套有关目录及详细的说明书，供本局参阅。请以邮递方式交回，并确保已支付足够邮资，以免申请未能送达教育局。邮资不足的邮件，一律会由香港邮政处理。 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)	请按贵公司在上文第(i)项所载列的各类服务，分别提供两名客户的联络资料，本局可能会向有关客户查询贵公司所提供的服务。 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%;">客户姓名 Name of your client</td><td style="width: 25%;">电话号码 Tel. No.</td><td style="width: 25%;">传真号码 Fax No.</td><td style="width: 25%;">电邮地址 E-mail address</td></tr></table>	客户姓名 Name of your client	电话号码 Tel. No.	传真号码 Fax No.	电邮地址 E-mail address
客户姓名 Name of your client	电话号码 Tel. No.	传真号码 Fax No.	电邮地址 E-mail address		
(1)					
(2)					
	(注：如空位不足，请用另页纸继续列出有关资料。) (Note : If space is not sufficient, please continue on a separate sheet of paper.)				

2. 请一并寄交下列文件副本各一份，给本局参考和存照。请确保已支付足够邮资，以免申请未能送达教育局。邮资不足的邮件，一律会由香港邮政处理。
- 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) 商业登记证或证明文件以显示根据香港法律第 310 章的《商业登记条例》获得豁免商业登记。
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) 公司概况及年报 (如有的话)。
Company profile and annual report (if any).

第四部 —— 同意接收电子讯息 PART IV — CONSENT TO RECEIVE ELECTRONIC MESSAGES

本人/本公司 *同意# / *不同意 以传真/电邮接收来自教育局/官立学校有关招募供应商、发出报价/招标通知，以及邀请报价/招标的讯息。

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.

* (删去不适用者)
(Delete where inappropriate)

如不欲再接收电子讯息，请通知教育局物料供应组，地址为香港湾仔皇后大道东 213 号胡忠大厦 15 楼 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 —— 证明 PART V — CERTIFICATION

本人谨代表上述公司，申请成为教育局供应商。
I apply on behalf of the Company for inclusion in the EDB Supplier Lists.

签署: _____
Signature

姓名 (正楷): _____
Name in block letters

职衔: _____
Designation

日期: _____
Date

(公司印鉴)
(Space for company chop)

备注
NOTES FOR GUIDANCE

资料用途

Purpose of Collection

填报在此表格内的个人资料，会供政府用以审批有关登记成为教育局供应商的申请，以便本局日后向已登记的供应商发出报价邀请。在此表格内提供个人资料属自愿性质，但如你未能提供充分资料，本局可能无法处理你的申请。

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.

资料转介

Transfer of Data

本局可能会向其他政府部门或非政府机构披露你填报在此表格内的个人资料。

The personal data you provided by means of this form may be disclosed to other government departments and non-government organisations.

查阅或改正个人资料

Access to or Correction of Personal Data

根据《个人资料（私隐）条例》第 18 条、第 22 条及附表 1 的第 6 原则，你有权要求查阅及改正教育局所保存的个人资料（包括索取填报在此表格内的个人资料副本）。此项要求须以书面形式向教育局提出。任何与收集的个人资料有关的查询，包括要求查阅或改正资料，请参阅教育局网页内的《私隐政策》，网址为 <http://www.edb.gov.hk/sc/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>.