

## **Notes for Suppliers Applied for Inclusion in the AFCD Supplier Lists**

All suppliers applied for inclusion in the Agriculture, Fisheries and Conservation Department (AFCD) Supplier Lists should note the following:

### **I. Submission of application for inclusion in the AFCD Supplier Lists**

(1) Applications should be submitted together with the following documents to the AFCD:

- (a) Business Registration Certificate (with a validity of at least 3 months);
- (b) Company profile; and
- (c) Details and/or catalogue of product/service supplied.

(2) The application should be completed in FULL and submitted to:

Supplies Officer,  
Supplies Section,  
Agriculture, Fisheries and Conservation Department,  
5/F, Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road, Kowloon.

### **II. Responsibilities of an AFCD supplier**

- (1) To submit correct and updated company particulars, including valid business registration certificate (with a validity of at least 3 months), latest company profile, details and/or catalogue of products/services supplied;
- (2) To promptly respond to the AFCD's quotation invitations/tender notifications; and
- (3) To comply fully with the contract/order requirements after award of contract/order.

### **III. Circumstances that could lead to regulatory actions (e.g. removal from the AFCD Supplier Lists), including:**

- (1) Lost of contact;
- (2) Change of business;
- (3) Cessation of business;
- (4) Change of company name;
- (5) Voluntary withdrawal from the AFCD supplier lists;
- (6) Poor quotation/tender response rate;
- (7) Poor contract performance in terms of goods/services delivery, after sales or supporting services and goods/services quality;
- (8) Contract default;
- (9) Bankruptcy; and
- (10) Business fraud or any unethical practice.