



漁農自然護理署
Agriculture, Fisheries and Conservation Department
加入漁農自然護理署供應商名單申請
Application for Inclusion in the AFCD Supplier Lists

請填妥本表格，連同所需文件交回：

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

九龍長沙灣道303號
 長沙灣政府合署5樓
 漁農自然護理署
 物料供應組
 物料供應主任

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

第一部—公司資料 Part I – Details of the Company

1. 公司名稱 Name of Company			
2. 公司地址 Office Address			
3. 業務種類 Nature of Business			
4. 電話號碼 Tel. No.		傳真號碼 Fax No.	
5. 電郵地址 Email Address:		公司網址(如適用) Company Website (if applicable):	

第二部—公司組織及職員資料 Part II – Organisation and Staff

1. 公司成員 Members of the Company			
(i) 常務董事* Managing Director*	姓名 Name		
(ii) 董事(不超過兩名)* Directors (not more than two names are required)*	姓名 Name	(1)	(2)
(iii) 東主(不超過兩名)* Proprietors (not more than two names are required)*	姓名 Name	(1)	(2)
(iv) 合夥人(不超過兩名)* Partners (not more than two names are required)*	姓名 Name	(1)	(2)

* 刪去不適用者 Delete where inappropriate

2. 處理報價／投標／合約事宜的負責人(不超過兩名)

Persons in charge of matters relating to quotations/tenders/contracts (not more than two names are required)

姓名 Name(s)	職位 Official Capacity	電話號碼 Tel. No.	傳真號碼 Fax No.	電郵地址 Email Address
(i) (先生/女士)* (Mr/Ms)*				
(ii) (先生/女士)* (Mr/Ms)*				

* 刪去不適用者 Delete where inappropriate

第三部—業務狀況及證明文件 Part III – Business Activities and Supporting Documents

1. (i) 公司所供應的貨品／服務 (見註 1 及第 5 頁) :

Goods/services supplied by your company (see Note 1 and Page 5)

貨品／服務的說明 Description of Goods/Services

類別編號 Category Code

(a)

(b)

(ii) 請夾付所供應貨品／服務的目錄及／或說明書(如有)，以供本署參考。

Please attach the catalogues and/or descriptive literature of the goods/services supplied (if any) for reference.

2. 請夾付有效的商業登記證(有效期最少 3 個月)或同等文件及公司簡介(如有)的副本各一份，以供本署參考和存照。

Please attach a copy of a valid Business Registration Certificate (with a validity of at least 3 months) or equivalent documents and a company profile (if any) for reference and record.

註1：如空位不足，請另紙書寫。

Note 1: If space is not sufficient, please use separate sheet.

第四部—同意接收電子訊息 Part IV – Consent to Receive Electronic Messages

本人明白及同意政府在合適情況下，可以郵寄或電子方式(例如傳真或電郵)向本公司發出報價邀請或招標通知。

I understand and agree that the Government will send quotation invitations or tender notifications by post or electronic means (e.g. fax or email) to the Company as and when opportunities arise.

是 Yes

否 No

第五部—證明 Part V – Certification

本人謹代表本公司申請加入漁農自然護理署供應商名單。

I apply on behalf of the Company for inclusion in the AFCD Supplier Lists.

簽署 Signature

姓名(正楷)

Name in block letters

職銜 Title

(公司印鑑)

(Company Stamp)

日期 Date

備註 NOTES FOR GUIDANCE

收集個人資料目的

Purpose of Collection of Personal Data

在本表格內填報的個人資料，會供政府用以審批有關登記成為漁農自然護理署供應商的申請，以便本署日後向已登記的供應商發出報價邀請或招標通知。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the AFCD Supplier Lists for quotation invitations or tender notifications.

資料轉移

Transfer of Data

本署可能會向其他政府部門或非政府機構披露你在本表格內填報的個人資料。

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

查閱個人資料

Access to Personal Data

根據《個人資料(私隱)條例》第 18 及 22 條及附表 1 第 6 原則的規定，你有權索閱和更正個人資料，包括索取本表格內填報的個人資料的副本。

You have the right of access and correction with respect to your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by means of this form.

查詢

Enquiries

有關藉本表格收集個人資料的查詢，包括查閱和改正資料，請與下述人員聯絡：

Enquiries concerning the personal data collected by means of this form, including the request to access and make corrections, should be addressed to:

九龍長沙灣道303號
長沙灣政府合署5樓
漁農自然護理署
個人資料私隱主任
電話：(852) 2150 6645
傳真：(852) 2311 3731

Personal Data Privacy Officer,
Agriculture, Fisheries and Conservation Department,
5/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon.
Tel: (852) 2150 6645
Fax: (852) 2311 3731

檢視供應商資格

Review of the Status of Suppliers

政府保留權利，因應任何可能影響貴公司資格的新資料，檢視貴公司作為漁農自然護理署供應商的資格，並可隨時從漁農自然護理署的供應商名單剔除貴公司，而無須給予事先通知和賠償。

The Government reserves the right to review the status of your company as an AFCD supplier in the light of any new information that may affect such status and remove your company from the AFCD Supplier Lists at any time without prior notice and without compensation.

免責聲明 Disclaimer

- (1) The supplier lists maintained by the Agriculture, Fisheries and Conservation Department (AFCD) are intended for communication purposes (where applicable) only. None of the supplier lists or the AFCD's quotation invitations or tender notifications for the supply of goods or services shall give rise to any right or expectation on the part of the suppliers on any lists or any obligation on the part of the Government of the Hong Kong Special Administrative Region (the Government). The Government makes no statement, representation or warranty (express or implied) to suppliers that such invitations, notifications or any other communications will be uninterrupted, timely, secure, or error free. For open tenders, suppliers should read the tender notices published in the Government Gazette and the website of the AFCD.

漁農自然護理署(漁護署)備存的供應商名單只用作通訊用途(如適用)。任何供應商名單或漁護署就供應貨品或服務發出的報價邀請或招標通知，均不得導致任何名單上的供應商一方有任何權利或期望，或導致香港特別行政區政府(政府)一方負上任何責任。政府不會向供應商作出任何陳述、申述或保證(明示或隱含)，指該等邀請、通知或任何其他通訊會不受干擾、及時提供、安全可靠或不會出錯。就公開招標而言，供應商應細閱載於政府憲報及漁護署網站的招標公告。

- (2) The Government 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 invitations or notifications (whether transmitted by electronic means or otherwise) or removal of any suppliers from any lists 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 AFCD has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

在任何情況下，因為或就任何供應商未能或延遲接收任何邀請或通知(不論是以電子方式或其他方式傳送)，或在任何時間從任何名單剔除任何供應商而引致的任何損失或損害，政府均無須向任何供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的賠償，或就利潤損失、業務中斷、商業資料流失或其他金錢損失作出賠償，即使漁護署已獲悉可能基於合約、侵權行為，或其他法律或衡平法的理由而引致有關損失或損害。

- (3) Any invitations, notifications or communications from the AFCD to the suppliers shall be deemed to be received (i) if sent by post, on 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 invitations, notifications or communications (as the case may be).

漁護署發給供應商的任何邀請、通知或通訊，(i)如以郵寄方式發出，須當作於發送日期(香港時間)的下一個香港營業日收訖處理；以及(ii)如以傳真或電郵方式發出，須當作於發出之時收訖處理，不論供應商實際上是否已收到該等邀請、通知或通訊。

- (4) 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任何牴觸，一概以英文本為準。

Categories of Stores and Services
物料及服務類別

Category Code 類別編號	English Description 英文說明	Chinese Description 中文說明
A	Advertising	廣告
B	Analysis and Study	分析及研究
C	Books, Publications	書刊
D	Centre Operation and Maintenance	中心運作及保養
E	Cleansing	清潔
F	Uniform	制服
G	Computer Equipment and Related Services	電腦設備及相關服務
H	Design and Production: (i) Artwork, Visual and Audio Production; or (ii) Design and Build of Products	設計及製作: (i) 藝術品、視覺和音效製作； (ii) 產品設計和制造
I	Desludging	清糞
J	Waste Disposal	廢物處理
K	Event Management	活動管理
L	Grass cutting	剪草
M	Guard Services	保安服務
N	Hiring Services: (i) Vehicles; or (ii) Vessel; or (iii) Gear / Equipment	租賃服務: (i) 車輛；或 (ii) 船隻；或 (iii) 裝備 / 設備
O	Homepage/Internet and Related Services	網頁 / 互聯網及相關服務
P	Human Resources Management	人力資源管理
Q	Laboratory Equipment and Science Equipment / System	實驗室設備及科學設備/系統
R	Landscaping	園藝
S	Maintenance Services	保養服務
T	Office Stationery/Equipment	辦公室文儀 / 設備
V	Survey	調查
W	Test Kits	試劑
X	Training Services	培訓服務
AA	Venue Operation Services	場地經營服務