

衛生署
Department of Health ("DH")

納入衛生署通知名單申請表格
Application Form for Inclusion in the DH Notification Lists

請詳細填寫本申請表格及把所需文件交回：

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

衛生署
財務及物料供應部
物料供應組
香港灣仔皇后大道東213號
胡忠大廈17樓52室
電子郵件：supplies@dh.gov.hk

Department of Health,
Supplies Section,
Finance and Supplies Division,
Room 52, 17/F Wu Chung House,
213 Queen Road East,
Wanchai, Hong Kong
Email: supplies@dh.gov.hk

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.	電話號碼 Telephone No	:		圖文傳真號碼 Fax No	:	
4.	電郵地址 Email Address	:		網址 (如適用) Website (if applicable)	:	
5.	業務種類 Nature of Business	:				

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 Organisation

(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)

* 將不適用者刪去 Delete where inappropriate

2. 獲授權回答有關投標／合約等問題的負責人 (不超過兩名)

Contact Persons on 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 Telephone No	圖文傳真號碼 Fax No	電郵地址 Email Address
(i)				
(ii)				

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

1. (i) 請在以下空位列明公司所供應的醫療貨品或提供的服務 [請根據附上的類別分類(附件 A)，填上所屬類別的編號]：
- Please list out medical goods / services which your company can supply / provide. [Please refer to the item category list (Annex A) and fill in the relevant category code] :

供應的醫療貨品或提供的服務 (見註一) <u>Supply of Medical Goods or Provision of Services (see Note 1)</u>	相關的類別編號 <u>Relevant Category Code</u>
(a) _____	_____
(b) _____	_____
(c) _____	_____
(d) _____	_____
(e) _____	_____
(f) _____	_____

- (ii) 請夾付有關提供的醫療貨品或服務的目錄及詳細的說明書(如有的話)，以供本署參考和存檔。
Please attach the relevant catalogues and descriptive literature of the medical goods / services provided (if any) for this department's reference and record.
- (iii) 請夾付有關公司可於香港合法供應藥劑產品的證書(如有的話)，以供本署參考和存檔。
Please attach a copy of relevant certificate(s) to support that the Company can legally supply the pharmaceutical product(s) in Hong Ko (if any) for this department's reference and record.

2. 請一併寄交有效的商業登記證(或顯示根據香港法律第 310 章《商業登記條例》獲得豁免商業登記的證明文件)及公司概況(如有的話)的副本一份，以供本署參考和存檔。
Please attach a copy of a valid Business Registration Certificate (or documentary evidence showing the exemption of business registration is granted under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong)) or equivalent documents and company profile (if any) for this department's reference and record.

註一： 如空位不足，請另紙列出。

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

第四部 - 接收電子訊息聲明 Part IV - Receiving Electronic Messages Declaration

本人明白及同意香港政府在合適情況下向本公司發出報價邀請，報價邀請可由香港政府以郵件或電子方式 (如傳真) 發送。

I understand and agree that the Government will send invitations to our company whenever such opportunity arises. The invitation may be sent from the Government by mail or electronic means, such as fax.

☐ Yes ☐ No

第五部 - 證明 Part V - Certification

本人謹代表上述公司，申請列入衛生署通知名單。
I apply, on behalf of the Company, for inclusion in the DH Notification Lists.

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 : _____

備註 NOTES FOR GUIDANCE

資料用途

Purpose of Collection

在此表格內填報的個人資料，供政府用以處理有關納入衛生署通知名單的申請，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 processing the application for inclusion in the DH Notification Lists for quotation invitation or sending tender notification to the concerned suppliers.

資料轉介

Transfer of Data

本署可能會向其他政府決策局/部門或非政府機構披露填報在此表格內的個人資料。

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

查閱或改正個人資料

Access to or Correction of Personal Data

根據《個人資料（私隱）條例》(香港法例第 486 章)第 18 條及 22 條和附表 1 第 6 原則，你有權查閱和改正你的個人資料。查閱資料的權利包括索取於這個申請內提供的個人資料的副本。

You have the right of access and correction with respect to your personal data as provided in Sections 18 and 22 of, and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the personal data provided you in this application.

查詢

Enquiries

如欲查詢本表格內的個人資料，包括要求索閱和更正資料，請與下述人員聯絡：

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

衛生署
財務及物料供應部
物料供應組
香港灣仔皇后大道東213號
胡忠大廈17樓52室
圖文傳真：(852) 2893 1702
國際網絡電子郵件：supplies@dh.gov.hk

Department of Health,
Supplies Section,
Finance and Supplies Division,
Room 52, 17/F Wu Chung House,
213 Queen Road East,
Wanchai, Hong Kong
Fax : (852) 2893 1702
Email : supplies@dh.gov.hk

重新評審供應商的資格

Review of Suppliers' Status

政府有權因應任何有關資料(例如供應商對招標或報價的回應情況、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本署通知名單內，亦可隨時將任何供應商的資料從本署的通知名單內刪除，而無須事前作出通知，亦無須作出賠償。

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

免責聲明 Disclaimer

- (1) 衛生署備存的通知名單只用作通訊用途 (如適用)。任何名單，或衛生署就供應貨品或服務發出的報價邀請或投標通知均不會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)，邀請、通知或任何通知會不受干擾、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衛生署網站的招標通告。

The Notification Lists maintained by the DH are intended for mailing purposes (where applicable) only. None of the Notification Lists or DH'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 ("Government"). The Government makes no statement, representation or warranty (express or implied) to suppliers that the invitations, notifications or any of them will be uninterrupted, timely, secure, or error free. For open tenders, the suppliers should read the tender notices published in the Government Gazette and the website of DH.

- (2) 在任何情況下，政府均不會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刪除任何供應商名稱而引致的任何損失或損害向任何供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的損失，以及商業利潤的損失、業務暫停、商業資料的損失或其他金錢上的損失，即使衛生署已獲悉可能引致有關損失或損害，不論是基於合約、侵權行為，或其他法律或衡平法的理由而引致。

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 DH has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

- (3) 衛生署發給供應商的任何邀請、通知或其他通訊，(i) 如以郵遞發出，應於發送日期(香港時間)的下一個香港營業日當作收訖處理；以及 (ii) 如以傳真發出，應於發出之時當作收訖處理，不論供應商實際上有否收訖該等傳真。

Any invitations, notifications or other communications from DH 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, when despatched, regardless of whether the suppliers have actually received such invitations, notifications or communications (as the case may be).

- (4) 衛生署保留日後更改上述免責聲明的權利。有關改動會在衛生署網站刊登，並／或另行通知你。

DH reserves the right to make any further changes to the above Disclaimer. Such changes will be published on the website of DH and/or separately notified to you.

- (5) 本免責聲明的中文譯本如與英文本有異，以英文本為準。

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

Medical Goods or Services Categories
醫療貨品或服務類別

Category Code 類別編號	English Description 英文說明	Chinese Description 中文說明
1001	Medical Consumable, Dressing and Equipment (except Dental Consumable, Dressing and Equipment)	醫療消耗品、物料及儀器 (牙科消耗品、物料及儀器除外)
1002	Medical Drugs	醫藥產品
1003	Advertisements Surveillance Service	提供廣告監測服務
2001	T-Spot & Real-time DNA Test Service	結核病 T-Spot 及基因檢測服務
2002	X-ray Examination Service	X-光檢查服務
3001	Commercial Vessel Hiring Service	租賃商船服務
4001	Audio Equipment and Technical Support Service	音響器材設備及技術支援服務
4002	Counselling Service	輔導服務
4003	Group Accident Insurance Service	團體意外保險
4004	Recruitment Service	招聘服務
4005	Workplace English Training Service	職場英語培訓服務
4006	Workplace-related Training Service – Interpersonal and Communication Skills	在職培訓服務 - 人際關係與溝通技巧
4007	Workplace-related Training Service - Personal Data (Privacy) Ordinance	在職培訓服務 - 個人資料(私隱)條例
4008	Workplace-related Training Service - Equal Opportunities in Workplace	在職培訓服務 - 工作間的平等機會
5001	Professional Conference Organizer	專業會議統籌
5002	Life Skills-Based Education on Human Immunodeficiency Virus (HIV)	生活技能為本的愛滋病教育
5003	Youth Human Immunodeficiency Virus (HIV) Education	青年愛滋病教育
5004	Survey / Research Service related to Behaviour Study	行為研究調查服務
5005	Publicity Service through Electronic Means	電子宣傳服務
6001	Courier Service for Laboratory Specimens	速遞化驗樣本服務
6002	Newspapers & Magazines Delivery Service	派送報紙雜誌服務
7001	Research Service on Non-Communicable Diseases	有關非傳染病的研究調查服務
8001	Laboratory Support Services	實驗室支援服務

9001	Cadaver Bags	屍袋
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