

## **Notes for Suppliers in the DH Supplier Lists**

All suppliers in the DH supplier lists are requested to observe the following:

### **I. Criteria of Inclusion of Suppliers into DH Supplier Lists**

Suppliers should submit an application together with the following documents to the Department of Health for consideration of including their company into the DH supplier lists:

- (1) Business Registration Certificate;
- (2) Company profile;
- (3) Products details; and
- (4) Product / Service catalogues

The application should be completed in FULL and returned to :

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

### **II. Responsibilities of a DH supplier**

- (1) To submit correct and updated company particulars including valid business registration certificate, latest company profile, product details and product / service catalogue;
- (2) To respond to DH quotations / tenders; and
- (3) To comply fully with the contract / order requirements after award of contract / order

### **III. Circumstances leading to regulating action (e.g. deletion from the DH supplier lists) including:**

- (1) Lost trace;
- (2) Change of business;
- (3) Cessation of business;
- (4) Change of company name with change of business nature;
- (5) Voluntary withdrawal from supplier inclusion in the DH 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