

## Selection of Contractor — Advertisement for Pre-qualification

### Tender Notice – Maintenance Project

Tenders are invited for a repair and maintenance project at **[Name and Address of Building /Estate]**. Interested companies should submit the following information to the Owners' Corporation on or before \_\_\_\_\_ **[Date & time]** at \_\_\_\_\_  
\_\_\_\_\_ **[Address]** for pre- qualification.

- (1) Copies of Business Registration Certificate and certificates of Registered General Building Contractor / Registered Fire Service Installation Contractor / Licensed Plumbers\*;
- (2) Background and organization of company, including the year of formation, number of staff with professional / technical qualification and CV of key staff;
- (3) Experience in maintenance projects of a similar nature and with a contract sum above HK\$\_\_\_\_\_ in the past three years, including on-going and completed projects (provide details of the locations and value of the project);
- (4) Audited accounts for the past three years and statement issued by lawyer of no involvement in arbitration or litigation (issued within the last 6 months);
- (5) Reference letters issued by past employers, particularly other OCs, and
- (6) Company Code of Conduct (if any).

(\* Delete as appropriate)

Contact for enquiries : \_\_\_\_\_ **[Name & telephone number of the person authorized by the OC]**

Owner's Corporation of **[Name and Address of Building / Estate]**\_\_\_\_\_