

Pre-qualification Evaluation Form for use by OCs

(Name of Building/Estate) Repair and Renovation Works Pre-qualification/Preliminary Assessment of Contractors

Assessment Criteria	A	B	C	D	E	F	G	H
Name of Contractor								
(a) Limited company	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
(b) Year of Formation in Hong Kong								
(c) CV of key staff including site agent and Board of Directors	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
(d) Staffing: - No. of staff with professional / technical qualification; no. of Safety Officer								
(e) Organisation Chart of Contractor's Site Staff	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
(f) Financial information (e.g. Documentary proof from banks)	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
(g) Experience in building maintenance works projects	No. of Projects							
- No. of completed projects for past three years (with name and location of the buildings)								
- No. of on-going projects (with name and location of the buildings)								
- appointment letters issued by the employers (i.e. the OC)	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No
(h) Reference Documents:								
- Licenced Plumber*	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No
- Registered Electrical Contractors*	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No
- Registered Fire Service Installation Contractors (Classes I & II)*	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No
- Certification by a Legal Advisor – any on-going / previous lawsuits*	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No
- Business Registration Certificate (Date of registration)*	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No
- Relevant government registration (including RGBC)*	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No
(i) Company Code of Conduct	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No	Yes () / No

(* Delete as appropriate)

Date :			
Signature:			
Name of Assessors :			