

Notes for Suppliers in the GD Supplier Lists

All suppliers in the GD Supplier Lists are requested to observe the following:

(I) **Responsibilities of a GD supplier**

- (a) To submit correct and updated company particulars including valid business registration certificate (for suppliers from Hong Kong) or Company profile/annual report (for suppliers outside Hong Kong), product lines, company restructuring, if any etc;
- (b) To respond to GD quotations/tenders;
- (c) To comply fully with the contract/order requirements after award of contract/order; and
- (d) To minimize the impacts of your activities on the environment. Please refer to the HKSAR government Environment Policy and Guidance Notes for information and reference.

(II) **Circumstances leading to regulating action such as suspension and/or deletion from the GD supplier Lists including:**

- (a) Having poor quotation/tender response rate;
- (b) Having contract default;
- (c) Having poor contract performance in terms of delivery performance, after sales or supporting services and product quality;
- (d) Having bankruptcy; and
- (e) Having involved in business fraud or any unethical practice.