

**Government Dockyard Stores Suppliers Record & Quotation Returns**

1. Government Dockyard (GD) is regularly purchasing parts and stores to support the operation and maintenance of the government fleet. We require suppliers to supply parts and stores promptly in accordance with the delivery schedule stated in the relevant quotations or purchase orders.
2. Interested parties/suppliers are invited to register in the enhanced Government Fleet Information System (GFIS) by completing the prescribed form below. Suppliers in the GFIS will be called upon for quotations to supply parts or stores as and when required. Current GD suppliers are also required to update their records under the new registration system as required.
3. For quotations of high value orders, returns are required to be faxed to GD's Supplies Services Unit on **Fax no. 2742 2708** or by hand deposit in the quotation collection box at the address indicated below. For quotations of low value orders, returns are required to be submitted through email to the GFIS or by fax to GD's Supplies Services Unit on **Fax no. 2307 3526**.
4. All quotations are kept sealed until the deadline, and the confidential information will then be passed for assessment and award of orders in accordance with the Government Stores and Procurement Regulations.
5. **Completion of Form** (Those suppliers who have submitted this form before need not re-submit unless for updating) Please complete the following form and return by fax or mail with the relevant documents, supplies catalogues and trade reference where appropriate. (If inadequate information is given, your company may not be accepted into the GFIS.)

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**By Fax and Mail :**

**Date of Submission :**

Fax No. : 2307 3526

Mail To : Supplies Services Unit, Government Dockyard  
Marine Department, Ngong Shung Road,  
Sham Shui Po, Kowloon, Hong Kong.

(Please submit a copy of BRC, relevant information and company product document / pamphlets by mail.)

Contact Name(s) :	
Company Name : Address :	
Phone No. :	
Fax No. :	
E-mail Address :	
BRC Registration No. :	
BRC Issue Date :	
Company Responsible person : Post or position :	
Signature :	

**Ticking the appropriate supplies categories**

Interested parties or companies are invited to indicate range of supplies categories provided by your Company in the form provided in Annex 1 of Appendix 1 (by ticking in the box(es) of the appropriate supplies categories in the form)

**Performance Assessment System of Stores Suppliers (PASSS)**

**Introduction**

1. The PASS system is a means to objectively assess the performance of GD stores suppliers in terms of the standard of service rendered, meeting agreed delivery time and quality of products. This system is run in line with the existing reminder and warning letter/fax procedures. The PASS system comprises three parts: (i) issuing overdue delivery reminders/warning letters or faxes to those under-performed suppliers; (ii) recording the de-merit points and informing under-performed suppliers the de-merit points incurred and the intended course of action; and (iii) annual review of the GD stores suppliers' performance by a Review Panel using an objective points system which may result in removal of the under-performed suppliers from the GD Stores Suppliers Record.

**Objective**

2. The maintenance of the Government Fleet depends very much upon the quality and availability of parts and stores. The PASS System is, therefore, used to coordinate, monitor and control suppliers' performance so as to ensure the Government Dockyard can provide satisfactory services to meet the needs of our client departments. All GD suppliers are required to take this PASS System seriously, as sub-standard services might affect their business with the Government.

**GD Stores Supplier Overdue Delivery Reminders / Warning System**

3. To permit GD to effectively manage the procurement of stores, a GD Stores Supplier Fax Reminders/Warning System will give regular reminders and warning messages in fax form to those GD stores suppliers who have missed their agreed delivery schedule. There will be first, second and third (final) reminders/warnings. In the event that the supplier concerned does not take immediate remedial actions to effect the delivery, the purchase order might be cancelled with notification to their Principal where necessary. Corresponding de-merit points will be incurred in the supplier's record as explained below (see Annex 1 of Appendix 2)

**The Performance Assessment System**

4. The de-merit points system reflects the unsatisfactory performance of GD Stores Suppliers. De-merit points incurred to each GD Stores Supplier regarding product quality and purchase order deliveries are computed as follows:-

<u>Type of Reminder/Warning letter/Fax</u>	<u>De-merit point</u>
● First reminder (Non-compliance of purchase order - overdue delivery)	one point
● Second reminder (No action/improvement within five working days after first reminder)	three points
● Third (final) reminder (No action/improvement within three working days after second reminder)	six points
● No action/improvement within two working days after the third reminder (where appropriate, the order should be cancelled and the principal notified)	ten points
● Complaint and confirmation of poor product quality	ten points

5. For any one purchase order, the maximum total number of de-merit points that can be incurred on a supplier will be 30 points.
6. Any GD store supplier within any twelve month period, who has accumulated 50 de-merit points, will have its eligibility to bid for supplying stores to GD suspended for one month. In the case of sole agent suppliers, we may raise our concern to their principal with consideration to scaling down their transaction/activities with GD if they continue to show poor performance. For each suspension, 50 de-merit points will be removed from the supplier's record but the balance will be carried forward until the end of its validity. The affected suppliers will be notified in writing of the suspension.

### **Suppliers Performance Review Panel**

7. A Review Panel will review every 12 months the performance standard of GD stores suppliers. A league table will be produced basing on the computed performance scale in relation to the supply orders and purchase value that individual supplier has supplied to GD in the last 12 months. The computation is as follows:
  - (a) Performance Points basing on the value of supplies (PPV) : the points gained by an individual supplier is the percentage points of the value of stores supplied to GD in relation to the total value of GD stores tendered in the 12 month period.
  - (b) Performance Points basing on the number of purchase orders supplied (PPN): the points gained by an individual supplier is the percentage points of the total number of purchase orders supplied to the GD in relation to the overall total number of purchase orders issued by GD for supply of stores in the 12 month period.
  - (c) Poor Performance Points basing on poor performance (PPP): the points gained by an individual supplier are the total number of de-merit points incurred (Points deducted after a suspension included) in the 12 months divided by 50.
  - (d) Performance league table is determined by the NET Performance Points (NPP) which is calculated by the following formula:  $(PPV+PPN)/2 - PPP$
8. The Panel will identify the under-performed suppliers and decides whether those suppliers at the bottom of the league table may be removed from the GD supplier record system. The affected supplier would be notified.

**List of Main Class Category (Form is designed for GD Suppliers Register)**

No.	Tick Box	Class Group	Class group Description and Link Code in ( )	No.	Tick Box	Class Group	Class group Description and Link Code in ( )
0100		ACON	Air conditioning & refrigeration	1300		INST	Control Instrument
0200		ANCI	Ancillaries / miscellaneous	1400		LUBR	Lube Oil / grease (GSTO)
0300		CRAN	Crane and Hoist	1500		NAVI	Navigation Part and Equipment
0400		DKMC	Deck machinery	1600		OBEN	Outboard Engine
0500		ELEC	Electrical Part	1700		OILF	Fuel Oil (GSTO)
0600		GNGP	Engine Part	1800		PROP	Propelling Machine and CPP
0700		GBOX	Gear Box	1900		PUMP	Pump
0800		GDEQ	GD Equipment & Plant Facilities	2000		SAFE	Safety and Fire Equipment
0900		GENR	Generator	2100		STGR	Steering Gear System
1000		GSTO	General Store (GSTO)	2200		UNIF	Uniform (GSTO)
1100		HAND	Hull and Deck	2300		UNWT	T/S, Propeller, Bush & Underwater Fitting
1200		HYDR	Hydraulic Component	2400		VALV	Valve and Fitting

**Supplies Categories that can be supplied by your Company**

(Please tick in the box(es) of the appropriate supplies categories)

	Tick Box	Class Group	Class group Description and Link Code in ( )	Part Class	Part-Class Description and Link Code in ( )
0100		ACON	Air conditioning and refrigeration		
0101				ACON	AIR CONDITIONING & REFRIGERATION (ACON) *
0200		ANCI	Ancillaries / miscellaneous		
0202				N1	MISC-PACKING/ JOINTING / NON-CC (ANCI)
0203				N11	STATIONERY & PC CONSUMABLES / NON-CC (ANCI)
0204				N12	PC SETUP & ACCESSORIES / NON-CC (ANCI)
0205				N13	SEWING MACHINE & ACCESSORIES / NON-CC (ANCI)
0206				N14	BUILDING MATERIALS & FITTINGS /NON-CC (ANCI)
0207				N15	ELECT APPLIANCE/ OFFICE EQUIP/ NON-CC (ANCI)
0208				N16	GENERAL STORES / NON-CC (ANCI)
0209				N17	WELDING M/C & WELDING CONSUM/ NON-CC (ANCI)
0210				N18	DRINKING WATER DISPENSER / NON-CC (ANCI)

0211				N19	CASH REG., TIME RECORDER & ACC/ NON-CC (ANCI)
0300		CRAN	Crane and Hoist		
0301				CRAN	CRANE – AND HOIST (CRAN) *
0400		DKM C	Deck machinery		
0401				ACHO	ANCHOR AND WINDLASS (DKMC)
0402				CAPS	CAPSTAN – (DKMC)
0500		ELEC	Electrical Part		
0501				BATT	BATTERY – (ELEC)
0502				CABL	ELECTRICAL CABLE (ELEC)
0503				CHGR	CHARGER & CONVERTER (ELEC)
0504				CTAC	CONTACTOR AND RELAY (ELEC)
0505				ELEG	GENERAL ELECTRICAL PART (ELEC)
0506				LITE	LIGHTING – (ELEC)
0507				LEWD	LEWDON SWITCH (ELEC)
0508				MCCB	CIRCUIT BREAKER AND FUSE (ELEC)
0509				VENT	VENTILATOR & FAN (ELEC)
0510				WIPE	WINDOW WIPER ASSEMBLY (ELEC)
0511				STAR	STARTER & RELAY (ELECT)
0600		ENGP	Engine Part		
0601				BEAR	BEARING (ENGP)
0602				CLUT	CLUTCH (ENGP)
0603				COPR	COMPRESSOR (ENGP)
0604				COUP	COUPLING (ENGP)
0605				ENBZ	BENZ – ENGINE (ENGP)
0606				ENCA	CATEPILLAR – ENGINE (ENGP)
0607				ENCU	CUMMINS – ENGINE (ENGP)
0612				ENGP	ENGINE PART (ENGP)
0614				ENMA	MAN – ENGINE (ENGP)
0615				ENMT	MTU – ENGINE (ENGP)
0616				ENON	ONAN – ENGINE (ENGP)
0617				ENPK	PERKINS – ENGINE (ENGP)
0619				ENVO	VOLVO – ENGINE (ENGP)
0621				FTRS	FILTERS AND STRAINGER (ENGP)
0622				HEXC	HEATEXCHANGER (ENGP)
0623				ENME	MERCUISER ENGINE
0625				HOSP	HOSE – ENGINE PART
0626				ENFP	FISCHER PANDA – ENGINE GENSET (ENGP)

0627			ENIN	INNOVATION – ENGINE (ENGP)
0628			ENLA	LAND ROVER – ENGINE (ENGP)
0629			HOVE	HOVERCRAFT (ENGP)
0630			CHOK	CHOCKFAST COMPOUND (ENGP)
0631			ENHI	'HIRTH' 625C.C.ENGINE 70HP@6500RPM
0700	GBOX	Gear Box		
0704			GBNC	NICO – GEARBOX (GBOX)
0705			GBOX	GEARBOX (GBOX)
0706			GBSE	SELF-CHANGING GEAR (GBOX)
0707			GBTW	TWINDISC – GEARBOX (GBOX)
0709			GBZF	ZF – GEARBOX (GBOX)
0800	GDEQ	GD Equipment & Plant Facilities		
0801			SYCH	SYNCROLIFT (GDEQ)
0802			TRAC	TRACTOR (GDEQ)
0803			GDEQ	GD EQUIPMENT
0900	GENR	Generator		
0901			GECA	CATERPILLAR – GENERATOR (GENR)
0903			GENE	GENERATOR (GENR)
1000	GSTO	General Store (GSTO)		
1001			CARP	CARPENTRY MATERIAL (GSTO)
1002			CHEM	CHEMICAL/ MARINE (GSTO)
1003			FAID	FIRST AID KIT (GSTO)
1004			HEAT	HEATER – (GSTO)
1005			HOSE	HOSE – GENERAL (GSTO)
1006			LPGA	LIQUID PETROLEUM GAS (GSTO)
1007			MECH	GENERAL MATERIAL FOR MECH. WORK (GSTO)
1008			OPER	FLEET OPERATIONAL MATERIAL (GSTO)
1009			PAIN	PAINT – (GSTO)
1011			SCRW	SCREW, BOLT, NUT & WASHER [CC-ITEM] (GSTO)
1012			SRIG	SAILMAKING AND RIGGING (GSTO)
1013			STAT	STATIONERY (GSTO)
1014			TOIL	TOILET – PART (GSTO)
1015			TOOL	TOOL / ELECTRICAL OR MECHANICAL (GSTO)
1016			BEAG	BEARING – GENERAL (GSTO)
1018			LITG	LIGHTING – GENERAL (GSTO)
1019			WIPA	WINDOW WIPER BLADE (GSTO)

1100		HAND	Hull and Deck		
1101				CHAR	BOSUN CHAIR – (HAND)
1102				FEND	FENDER – (HAND)
1103				HULL	HULL AND DECK MATERIAL (HAND)
1200		HYDR	Hydraulic Component		
1201				HYDR	HYDRAULIC COMPONENT (HYDR)
1300		INST	Control Instrument		
1301				CONT	CONTROL HEAD & CABLE (INST)
1302				INST	CONTROL INSTRUMENT (INST)
1303				GAUG	GAUGE & SENSOR (INST)
1400		LUBR	Lube Oil / grease (GSTO) *		
1401				LUBE	LUBRICANT – (LUBR)(GSTO) *
1500		NAVI	NAVI-gation Part & Equipment		
1501				COMP	COMPASS – (NAVI)
1502				ECHO	ECHO SOUNDER & LOG (NAVI)
1503				HORN	HORN – (NAVI)
1504				NAVI	NAVIGATION – AIDS AND EQUIPMENT (NAVI)
1505				RADR	RADAR – (NAVI)
1506				TELE	TELECOMMUNICATION – (NAVI)
1600		OBEN	Outboard Engine		
1601				OBEN	OUTBOARD ENGINE (OBEN)
1602				OBME	MERCURY – OUTBOARD ENGINE (OBEN)
1603				OBOM	BOMBARDIER – OUTBOARD ENGINE (OBEN)
1605				OBYA	YAMAHA - OUTBOARD ENGINE
1700		OILF	Fuel Oil (GSTO)		
1701				FUEL	FUEL OIL (OILF)(GSTO) *
1800		PROP	Propelling Machine and CPP		
1801				CPPR	CONTROLLED PITCH PROPELLER (PROP)
1803				WJHA	HAMILTON – WATER JET (PROP)
1804				WJKA	KAMEWA – WATER JET (PROP)
1900		PUMP	PUMP *		
1901				PUMP	PUMP – (PUMP) *
2000		SAFE	Safety and Fire Equipment		
2001				FIRE	FIRE FIGHTING APPLIANCE (SAFE)
2002				ISAF	INDUSTRIAL SAFETY APPLIANCE (SAFE)
2003				LIFE	LIFE – SAVING APPLIANCE (SAFE)

2100		STGR	Steering Gear System		
2101				RUDD	RUDDER (STRG)
2102				STGR	STEERING GEAR (STGR)
2103				BUST	BUSH (STRG)
2200		UNIF	Uniform (GSTO) *		
2201				UNIF	UNIFORM – (UNIF)(GSTO) *
2300		UNWT	T/S, Propeller, Bush & Underwater Fitting		
2301				BUSH	BUSH (UNWT)
2302				PROP	PROPELLER (UNWT)
2303				TAIL	TAILSHAFT (UNWT)
2304				SDKO	KONRAD DRIVE (ENGP)
2401		VALV	Valve and Fitting *	VALV	VALVE AND FITTING (VALV) *

Note : \* indicates single tier code.

Function : PRSRWS  
Version : R5.3.3.2  
Date : XX-XXX-XXXX XX:XX:XX  
User : XXX

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**GD Stores Supplier Reminder/ Warning Status Report**

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Reminder / : XXX  
Warning Type

First Reminder/ warning  
Second Reminder/ warning  
Third Reminder/ warning  
Cancellation of O/S Items



Supplier : XXX  
Date From : XX-XXX-XXXX  
Date To : XX-XX-XXXX

e.g. AH LOOK



PRSRWS

Government Dockyard-Marine Department

Date :xx-xxx-xxxx xx:xx:xx

XXXX GD Stores Supplier Overdue Delivery Reminder/Warning Status Report

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Period: \_\_\_\_\_

Supplier	GF219 No.	P.O. Date	Approved Date	Outstanding Due Date	Outstanding Item	Outstanding Amount	Reminder /Warning Type	Action Date	De-merit Point
Xxx	xxx	xx-xxx-xxxx	xx-xxx-xxxx	xx-xxx-xxxx	xxx	xxxx x	xxx	xx-xxx-xxxx	xxx
Xxx	xxx	xx-xxx-xxxx	xx-xxx-xxxx	xx-xxx-xxxx	xxx	xxxx x	xxx	xx-xxx-xxxx	xxx
Xxx	xxx	xx-xxx-xxxx	xx-xxx-xxxx	xx-xxx-xxxx	xxx	xxxx x	xxx	xx-xxx-xxxx	xxx
Xxx	xxx	xx-xxx-xxxx	xx-xxx-xxxx	xx-xxx-xxxx	xxx	xxxx x	xxx	xx-xxx-xxxx	xxx
Total:					xxxx	xxxx x	xxx		xxx

Note: Supplier Reminder/Warning Type De-merit Point computation : 1st = 1, 2nd =3, 3rd =6, Cancellation=10 etc.

Remarks ( if any):

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