



GFIS-R5 Information Paper on Material Supplies & Delivery Management

Government Dockyard, Marine Department

(This revised information paper supersedes previous paper of version 1.1 issued on September 1999 to all GD stores Suppliers)

***** Material Supplies & Delivery Management *****

- 1. GD Stores Suppliers Record System**
- 2. Quotations from GD Stores Suppliers**
- 3. GD Stores Suppliers Overdue Delivery Reminder/ Warning System**
- 4. Performance Assessment of GD Stores Suppliers (PASSS)**

Support Services Section , Government Dockyard
Marine Department
(Version 1.3 : June 2005)

Material Supplies & Delivery Management

It is always the Government Dockyard's objective to ensure timely supply of spare parts and material to avoid unnecessary delay in maintaining the vessels in the Government Fleet. Prompt and punctual delivery of stores and parts by suppliers is very important to allow GD to keep its docking and maintenance schedule for optimum use of resources and minimum vessel downtime. The GD store suppliers record and delivery reminder system will help GD to achieve this objective.

1. GD Stores Suppliers Record System

1.1 Government Dockyard is regularly purchasing parts and stores for maintenance and operation of the government fleet. We require suppliers to supply parts and stores promptly in accordance with the delivery schedule indicated and agreed in the quotations or purchase orders.

1.2 Interested parties wish to become suppliers are invited to register as in the GD suppliers Record by completing the prescribed form and registering the categories of suppliers to Annex 1 of Appendix I. Recorded suppliers will be called upon for quotations to supply GD parts or stores as and when required. All quotations are kept confidential and will be passed for assessment in accordance with the Government Stores and Procurement Regulations for award of orders.

1.3 Study is currently undertaken to explore the possibility of using Internet or data diskettes for release of quotation requests a large number of items are ordered to improve communication and efficiency.

2. Quotations form GD Stores Suppliers

2.1 For CC items or Non CC items, a "Tender/Quotation Schedule" or a "Request for Stores /Parts Quotation" form will be prepared. This quotation form is normally faxed to the various recorded GD Stores Suppliers to seek quotations. Depending on the number of items requested, **5 to 21 working days will be given as deadline for response.**

3. GD Stores Supplier Overdue Delivery Reminders / Warning System

3.1 Timely stores delivery by GD Stores Suppliers is very important in avoiding unnecessary delay in maintenance work. The GD Stores Supplier Fax Reminders/ Warning System will allow us to monitor the situation closely. The system will generate regular reminders and warning messages in fax form to those GD suppliers who have missed their agreed delivery schedule. There will be first, second and third (final) reminders/warnings. In the event that a supplier fails to take any immediate remedial action to effect delivery after receipt of the reminders, consideration will be taken to cancel the order and to lodge a formal complaint to its principal where appropriate.

3.2 A grace period of one month (for Oct 99) was given to all GD stores suppliers to get used to the new system. The de-merit points accumulated during the grace period for each supplier was waived but the delayed delivery warning action was carried forward.

4. The Performance Assessment System of Stores Suppliers (PASSS)

4.1 The PASS system is a means to objectively assess the performance of GD's recorded store suppliers. Together with a de-merit points system as explained in Appendix 2, the performance of stores suppliers will be reviewed every 12 months by a Review Panel, which will decide whether any registered suppliers should remain in the GD Suppliers Registry. The Panel, which consists of SSSM, SSM and Supplies Officer, will identify the under-performed suppliers by an objective method as explained later in the Appendix and will notify the affected suppliers in writing of its decision. The annual performance record of GD Store Suppliers may be also sent to GLD and other relevant departments for reference, if required.

4.2 Both the GD Stores Supplier overdue delivery reminder system and the PASS System, which is a de-merit-points system, have been operated since 1 October 1999. For enquiry, please call Assistant Supplies Officer (ASO) on Tel: 2307 3517 of Supplies Officer (SO) on Tel: 2307 3528.

政府船塢物料供應商記錄和報價安排

1. 政府船塢定期採購零件和物料來支援政府船隊的運作和維修保養。供應商必須按照有關報價單或購貨訂單所訂明的送貨安排，從速供應零件和物料。
2. 現誠邀有興趣的公司／供應商填妥下列表格，申請成為經改良政府船隊資訊系統內的登記供應商。政府船塢在有需要時會要求該系統內的登記供應商就可供應的零件或物料報價。政府船塢現有的供應商如有需要，亦須更新其在新登記系統內的記錄。
3. 如欲就高價訂單報價，應把報價單傳真至政府船塢物料服務小組（傳真號碼：2742 2708）或投入下址的報價單收集箱內。如欲就低價訂單報價，應透過政府船隊資訊系統以電郵方式提交報價單，或傳真至政府船塢物料服務小組（傳真號碼：2307 3526）。
4. 所有報價單均會密封至截件當日才開封，報價單上的機密資料會交由當局依循政府《物料供應及採購規例》評估和批出訂單。
5. 填寫表格（曾遞交下列表格的供應商，除非要更新資料，否則不用重新遞交表格。）請填妥下列表格，並以傳真或郵遞方式把表格連同相關文件、供應品目錄和商業備咨（如適用）一併交回政府船塢物料服務小組。（貴公司如未能提供足夠資料，或會被拒成為政府船隊資訊系統的登記供應商。）

以傳真或郵寄方式遞交：

遞交日期：

傳真號碼： 2307 3526
 郵寄地址： 香港九龍深水埗昂船路
 海事處政府船塢物料服務小組

（請以郵寄方式提交商業登記證副本、相關資料和公司產品文件／目錄。）

聯絡人姓名：	
公司名稱：	
公司地址：	
電話號碼：	
傳真號碼：	
電郵地址：	
商業登記號碼：	
商業登記證簽發日期：	
公司負責人姓名：	
公司負責人職位：	
簽署：	

揀選合適的物料類別

有興趣的公司／供應商請於「附錄1 附件1」所載表格上標示貴公司可提供的物料類別（請於有關物料類別前的方格內加上✓號）。

物料供應商表現評核制度

引言

1. 「物料供應商表現評核制度」旨在從服務水準、能否依時送貨、產品質素這三方面，客觀地評核政府船塢物料供應商的整體表現。這制度與以郵遞或傳真方式發出催辦書／警告書的現行程序相輔相成，由三個部分組成：(i) 以傳真或郵遞方式向表現欠佳的供應商發出逾期送貨催辦書／警告書；(ii) 記錄表現欠佳的供應商被扣的分數，並通知他們其累計扣分和當局擬採取的行動；以及(iii) 由評審小組以客觀的積分制度按年檢討政府船塢物料供應商的表現，未如理想者會從政府船塢物料供應商記錄中除名。

目的

2. 政府船隊的維修保養工作是否妥善，很大程度上取決於零件和物料的質素和供應。因此，我們利用「物料供應商表現評核制度」來協調、監察和控制供應商的表現，確保政府船塢提供的服務令人滿意，切合使用部門的需要。所有政府船塢物料供應商均須認真看待「物料供應商表現評核制度」，因為假如他們的服務不合標準，或會影響他們與政府交易的機會。

政府船塢物料供應商逾期送貨催辦／警告制度

3. 爲了讓政府船塢有效管理採購物料的工作，我們會透過政府船塢物料供應商催辦／警告傳真制度，以傳真方式定期向沒有依時送貨的政府船塢物料供應商發出催辦和警告信息，分別爲首次催辦書／警告書、第二次催辦書／警告書和第三次（最後）催辦書／警告書。倘供應商沒有立即採取補救行動以盡快送貨，政府船塢必要時或會取消有關的購貨訂單和通知供應有關物料的總公司，並會在供應商的記錄內註明按照下述機制所須扣除的分數（見附錄2附件1）。

表現評核制度

4. 扣分制度能反映政府船塢物料供應商表現未如理想的程度，每個供應商均可因產品質素欠佳或未能依時送貨而遭扣分，詳情如下：

<u>以郵遞或傳真方式發出的催辦書／警告書類別</u>	<u>所扣分數</u>
● 首次催辦書 （沒有履行購貨訂單所載要求－逾期送貨）	1分
● 第二次催辦書 （首次催辦書發出後五個工作天內仍沒行動／改善）	3分
● 第三次（最後）催辦書 （第二次催辦書發出後三個工作天內仍沒行動／改善）	6分
● 第三次催辦書發出後兩個工作天內仍沒行動／改善 （必要時可取消購貨訂單和通知供應有關物料的總公司）	10分
● 投訴和證實產品質素差劣	10分

5. 以每張購貨訂單計，供應商可被扣最多30分。
6. 任何政府船塢物料供應商如在12個月內被扣滿50分，即會暫時喪失競投供應政府船塢物料的資格，為期一個月。倘供應商是有關物料的獨家代理，我們或會向供應有關物料的總公司反映問題；若供應商持續表現欠佳，我們便會考慮縮減政府船塢與其進行的交易活動。供應商每次暫時喪失投標資格，其累計扣分均會減去50分，但餘下分數則會一直保留至其有效期屆滿為止。暫時喪失投標資格的供應商會收到書面通知。

供應商表現評審小組

7. 評審小組每隔12個月便會檢討政府船塢物料供應商的表現，並會根據各供應商在12個月內從政府船塢處取得的購貨訂單的數量和價值，計算各供應商的表現積分，從而編訂表現積分表。表現積分的計算方法如下：
 - (a) 根據物料價值計算的表現積分（PPV）：供應商12個月內向政府船塢供應物料的總值，在政府船塢12個月內招標購買物料的總值中所佔的百分比，即為供應商的得分。
 - (b) 根據購貨訂單數量計算的表現積分（PPN）：供應商12個月內從政府船塢處取得的購貨訂單總數，在政府船塢12個月內就物料供應發出的購貨訂單總數中所佔的百分比，即為供應商的得分。
 - (c) 根據差劣表現計算的差劣表現積分（PPP）：供應商的得分為12個月內的累計扣分（包括暫時取消投標資格時所扣分數）除以50。
 - (d) 淨表現積分（NPP）的計算公式為 $(PPV+PPN)/2-PPP$ ，評審小組會根據淨表現積分編訂表現積分表。
8. 評審小組會識別表現未如理想的供應商，並會決定位列積分表末的供應商應否從政府船塢物料供應商記錄中除名。受影響的供應商會收到通知。

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

No.	Tick Box	Class Group	Class group Description & Link Code in ()	No.	Tick Box	Class Group	Class group Description & 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 & 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		DKMC	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 APPLICANCE (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-XX-XXXX XX:XX:XX
User : XXX

GD Stores Supplier Reminder/ Warning Status Report

Reminder / : XXX
Warning Type

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



Supplier : XXX
Date From : XX-XX-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

Page: 2

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	xxxxx	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	xxxxx	xxx		xxx

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

Remarks (if any):