

本部門檔號：  
Our Ref:



香港特別行政區政府海事處

MARINE DEPARTMENT

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

Note: Please read the 'Guidance Notes' on page 4 before filling in this form.

註：填寫本表格前，請參閱第4頁的‘填表須知’

海事處供應商登記申請書

Application Form for Inclusion in the MD Supplier List

請詳細填寫本申請書及交回：

This form should be completed in FULL and returned by fax: (852) 2307 3660 or by e-mail: grgfd@mardep.gov.hk or by mail to the following address :-

海事處

九龍深水埗昂船洲昂船路

政府船塢 K 座 1 樓

物料服務小組

MARINE DEPARTMENT

SUPPLIES SERVICES UNIT

1/F., Block K, Government Dockyard, Ngong Shung Rd.,

Stonecutters Island, Sham Shui Po, Kowloon

第一部 —— 公司資料 PART I — DETAILS OF THE COMPANY

1.	公司名稱： Name of Company:	
2.	地址： Address(es): (1) 總公司： Office: (2) 電子郵件(如適用)： E-mail (if applicable):	電話號碼： Tel. No.: 圖文傳真號碼： Fax No.:
3.	是否使用採購咭： Applicable of purchasing card: (1) Yes / 是： (2) No / 否	HSBC / Citibank
4.	經營現今業務多久？ How long in present business:	

第二部 —— 公司組織及職員資料 PART II — ORGANIZATIONS AND STAFF

1.	公司成員： Members of organization:	姓名 Name
(1)	*常務董事： Managing Director:	
(2)	*董事(不超過兩名)： Directors (not more than two names are required):	
(3)	*東主(不超過兩名)： Proprietors (not more than two names are required):	
(4)	*合夥人(不超過兩名)： Partners (not more than two names are required):	
	*將不適用者刪去 (Delete where inappropriate)	

2.	聘用職員總數： Total number of persons employed:				
3.	獲授權回答有關投標／合約等問題的負責人： Persons to contact on matters relating to tenders/contracts:				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">姓名 <i>Name(s)</i></td> <td style="width: 30%;">職位 <i>Official Capacity</i></td> <td style="width: 25%;">電話號碼 <i>Tel. No.</i></td> <td style="width: 20%;">圖文傳真號碼 <i>Fax No.</i></td> </tr> </table>	姓名 <i>Name(s)</i>	職位 <i>Official Capacity</i>	電話號碼 <i>Tel. No.</i>	圖文傳真號碼 <i>Fax No.</i>
姓名 <i>Name(s)</i>	職位 <i>Official Capacity</i>	電話號碼 <i>Tel. No.</i>	圖文傳真號碼 <i>Fax No.</i>		

**第三部 —— 業務狀況及證明文件 PART III — BUSINESS ACTIVITIES AND DOCUMENTS**

1.	貴公司所供應的貨品及有關服務： Goods and related services which your company can supply:
	(i) 詳細列明所供應的貨品及有關服務： Detailed list of goods and related services:
	<ul style="list-style-type: none"> <li>- 請於 Annex 中選出適合供應種類加上(✓)。</li> <li style="padding-left: 40px;">Please tick (✓) the appropriate supplies categories in Annex.</li> <li>- 其他，請註明：</li> <li style="padding-left: 40px;">Please specify otherwise:</li> </ul>
	(ii) 倘若貴公司並非製造商，請提供授權貴公司為代理商／分銷商的商號的名稱。 Please provide the name(s) of the principal(s) for whom you act as the accredited agent(s)/distributor(s) in case you are not the manufacturer.
	(iii) 請夾附(如印文本)有關目錄及詳細的說明書，供本署參閱。 Please attach (for hardcopy) of relevant catalogues and descriptive literature for consideration.
	(註：如空位不足，請另紙列出) (Note : If space is not sufficient, please use separate sheet)

2. 請一併寄交下列文件副本各一份，給本部門參考和存照：  
Please attach the following documents for reference and record:

- (a) 有效的商業登記證。  
A copy of a valid Business Registration Certificate.
- (b) 最近期的公司簡介及年報。  
Latest company profile and annual report.
- (c) 公司紀律守則(如有的話)。  
Code of conduct (if any).
- (d) 產品目錄(如有的話)。  
Product Catalogue (if any).

#### 第四部 —— 證明 PART IV — CERTIFICATION

本人謹代表上述公司，申請登記成為海事處供應商。  
I apply on behalf of the Company for inclusion in the MD Supplier List.

簽署: \_\_\_\_\_  
*Signature*

姓名(正楷): \_\_\_\_\_  
*Name in block letters*

職銜: \_\_\_\_\_  
*Designation*

(公司印鑑)  
*(Space for company chop)*

日期: \_\_\_\_\_  
*Date*

**填表須知**  
**NOTES FOR GUIDANCE**

**資料用途**

**Purpose of Collection**

填報在此表格內的個人資料，會供政府用以審批有關登記成為海事處供應商的申請，以便本部門日後向已登記的供應商發出招標通知。

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the MD Supplier List for tender notification.

**資料轉介**

**Transfer of Data**

本部門可能會向其他政府部門或非政府機構披露你填報在此表格內的個人資料。

The personal data you provide by means of this form may be disclosed to other government departments and non-government organizations.

**收集個人資料聲明**

**Personal Data Collection Statement**

根據《個人資料（私隱）條例》（第 486 章），資料當事人有權要求查閱及改正在此申請表提供的個人資料。

In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), data subjects have a right to request access to and correction of their personal data provided in the application form.

**查詢**

**Enquiries**

如查詢此表格內的個人資料，包括查閱途徑及修訂資料，請與下述人員聯絡：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

海事處  
公開資料主任  
地址：香港中環統一碼頭道 38 號  
海港政府大樓 21 樓海事處

Access to Information Officer  
Marine Department  
Address: 21/F, Harbour Building  
38 Pier Road, Central, Hong Kong

## 免責聲明

### Disclaimer

- (a) The MD Supplier Lists are intended for mailing purposes (where applicable) only. None of the MD's notifications of quotation invitation for the supply of goods or services ("Notifications") shall give rise to any right or expectation on the part of the MD Suppliers ("Suppliers") or any obligation on the part of the Government of the Hong Kong Special Administrative Region ("Government"). The Government makes no statement, representation or warranty (express or implied) to Suppliers that the Notifications or any of them will be uninterrupted, timely, secure, or error free. For open tenders, the Suppliers should read the tender notices published in the Government Gazette and the website of MD.

海事處備存的供應商名單("名單")只用作通訊用途(如適用)。任何海事處就供應貨品或服務發出的招標通知("通知")均不會導致任何海事處名單上的供應商("供應商")一方有任何權利或期望，或導致香港特別行政區政府("政府")一方負上任何責任。政府不會向供應商作出任何陳述、申述或保證(明示或隱含)，通知或任何通知會不受干擾、及時提供、安全可靠或不會出錯。就公開招標而言，供應商應細閱載於政府憲報及海事處網站的招標通告。

- (b) The Government shall not in any event be liable to any Suppliers for any loss or damage whatsoever arising out of or in relation to any failure or delay in receiving any Notifications (whether transmitted by electronic means or otherwise) or removal of any Suppliers from the MD Supplier Lists at any point of time, including but not limited to direct, indirect, special, incidental or consequential damages, damages for loss of profits, business interruption, loss of business information, or other pecuniary loss, even if MD has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

在任何情況下，政府均不會因為或就任何供應商未能或延遲接收任何通知(不論是以電子方式或其他方式傳送)，或在任何時間從任何海事處供應商名單刪除任何供應商名稱而引致的任何損失或損害向任何供應商負上責任，包括但不限於直接、間接、特別、附帶或衍生的損失，以及商業利潤的損失、業務暫停、商業資料的損失或其他金錢上的損失，即使海事處已獲悉可能引致有關損失或損害，不論是基於合約、侵權行為，或其他法律或衡平法的理由而引致。

- (c) Any Notifications or other communications from MD to the Suppliers shall be deemed to be received (i) if sent by post, the next business day in Hong Kong immediately after the date of despatch (Hong Kong time); and (ii) if sent by fax or email, when despatched, regardless of whether the Suppliers have actually received such Notifications or communications (as the case may be).

海事處發給供應商的任何通知或其他通訊，(i)如以郵遞發出，應於發送日期(香港時間)的下一個香港營業日當作收訖處理；以及(ii)如以傳真或電郵發出，應於發出之時當作收訖處理，不論供應商實際上有否收訖該等傳真或電郵。

- (d) In the event of any inconsistency between the English version and the Chinese version of this Disclaimer, the English version shall prevail.

本免責聲明的中文版本如與英文版本有異，以英文版本為準。

**List of Main Supplies Category**

<b>Tick Box</b>	<b>Part class code</b>	<b>Part class description</b>	<b>Part Code</b> <i>(Internal Use Only)</i>
<b>Air Conditioning and Refrigeration</b>			
	ACON	Air Conditioning And Refrigeration (Acon)	100
<b>Crane and Hoist</b>			
	CRAN	Crane - And Hoist (Cran)	300
<b>Deck Machinery</b>			
	ACHO	Anchor And Windlass (Dkmc)	401
	CAPS	Capstan - (Dkmc)	402
<b>Electrical Part</b>			
	BATT	Battery - (Elec)	501
	CABL	Electrical Cable (Elec)	502
	CHGR	Charger & Converter (Elec)	503
	CTAC	Contacto And Relay (Elec)	504
	ELEG	General Electrical Part (Elec)	505
	LEWD	Lewdon Switch	507
	LITE	Lighting - (Elec)	506
	MCCB	Circuit Breaker And Fuse (Elec)	508
	STAR	Starter & Relay	511
	VENT	Ventilator & Fan (Elec)	509
	WIPE	Window Wiper Assembly (Elec)	510
<b>Engine Part</b>			
	BEAR	Bearing (Engp)	601
	CHOK	Chockfast Compound (Engp)	630
	CLUT	Clutch (Engp)	602
	COPR	Compressor (Engp)	603
	COUP	Coupling (Engp)	604
	ENBZ	Benz - Engine (Engp)	605
	ENCA	Caterpillar - Engine (Engp)	606
	ENCU	Cummins - Engine (Engp)	607
	ENDO	Dorman - Engine (Engp)	-
	ENFO	Ford Mermaid - Engine (Engp)	-

<b>Tick Box</b>	<b>Part class code</b>	<b>Part class description</b>	<b>Part Code</b> <i>(Internal Use Only)</i>
<b>Engine Part (Con't)</b>			
	ENFP	Fischer Panda - Engine Genset (Engp)	626
	ENGA	Gardner - Engine (Engp)	-
	ENGM	Gm - Engine (Engp)	-
	ENGP	Engine Part (Engp)	600
	ENHI	Hirth - Engine (Engp)	631
	ENIN	Innovation - Engine (Engp)	627
	ENKO	Kohler - Engine (Engp)	-
	ENLA	Land Rover - Engine (Engp)	628
	ENMA	Man - Engine (Engp)	614
	ENME	Mercuriser - Engine (Engp)	623
	ENMT	Mtu - Engine (Engp)	615
	ENON	Onan - Engine (Engp)	616
	ENPK	Perkins - Engine (Engp)	617
	ENPT	Petter - Engine (Engp)	-
	ENPX	Paxman - Engine (Engp)	-
	ENRX	Rotex - Engine (Engp)	-
	ENSK	Seatek - Engine (Engp)	-
	ENVA	Vanguard Motor - Engine (Engp)	-
	ENVO	Volvo - Engine (Engp)	619
	ENYA	Yanmar - Engine (Engp)	-
	FTRS	Filters And Strainer (Engp)	621
	HEXC	Heatexchanger (Engp)	622
	HOSP	Hose - Engine Part (Engp)	625
	HOVE	Hovercraft (Engp)	629
	OILS	Oil Seals (Engp)	-
<b>Gear Box</b>			
	GBGE	Gec - Marine Gears (Gbox)	-
	GBGM	Gm Allison - Gearbox (Gbox)	-
	GBLO	Lohmann - Gearbox (Gbox)	-
	GBNC	Nico - Gearbox (Gbox)	704
	GBOX	Gearbox (Gbox)	700

<b>Tick Box</b>	<b>Part class code</b>	<b>Part class description</b>	<b>Part Code</b> <i>(Internal Use Only)</i>
<b>Gear Box (Con't)</b>			
	GBSE	Self-Changing Gear (Gbox)	706
	GBTW	Twindisc - Gearbox (Gbox)	707
	GBVE	Velvet - Gearbox (Gbox)	-
	GBZF	Zf - Gearbox (Gbox)	709
<b>Plant Equipment and Facilities</b>			
	GDEQ	Gd Equipment	800
	SYCH	Syncrolift (Gdeq)	801
	TRAC	Tractor (Gdeq)	802
<b>Generator</b>			
	GECA	Caterpillar - Generator (Genr)	901
	GEKO	Kohler - Generator (Genr)	-
	GENE	Generator (Genr)	903
<b>General Store</b>			
	BEAG	Bearing General (Gsto)	1016
	CARP	Carpentry Material (Gsto)	1001
	CHEM	Chemical (Gsto)	1002
	FAID	First Aid Kit (Gsto)	1003
	GSTO	General Store	1000
	HEAT	Heater - (Gsto)	1004
	HOSE	Hose - General (Gsto)	1005
	LITG	Lighting General (Gsto)	1018
	LPGA	Liquid Petroleum Gas (Gsto)	1006
	MECH	General Material For Mech. Work (Gsto)	1007
	OPER	Fleet Operational Material (Gsto)	1008
	PAIN	Paint - (Gsto)	1009
	SCRW	Screw, Bolt, Nut And Washer (Gsto)	1011
	SRIG	Sailmaking And Rigging (Gsto)	1012
	STAT	Stationery (Gsto)	1013
	TOIL	Toilet - Part (Gsto)	1014
	TOOL	Tool (Gsto)	1015
	UNIF	Uniform - (Unif)(Gsto)	2200
	WIPA	Window Wiper Blade (Gsto)	1019



<b>Tick Box</b>	<b>Part class code</b>	<b>Part class description</b>	<b>Part Code</b> <i>(Internal Use Only)</i>
<b>Hull and Deck</b>			
	CHAR	Bosun Chair - (Hand)	1101
	FEND	Fender - (Hand)	1102
	HULL	Hull And Deck Material (Hand)	1103
<b>Hydraulic Component</b>			
	HYDR	Hydraulic Component (Hydr)	1200
<b>Control Instrument</b>			
	CONT	Control Head & Cable (Inst)	1301
	GAUG	Gauge And Sensor	1303
	INST	Control Instrument (Inst)	1300
<b>Lube Oil / Grease</b>			
	LUBE	Lubricant - (Lubr)(Gsto)	1401
<b>NAVI-gation Part and Equipment</b>			
	COMP	Compass - (Navi)	1501
	ECHO	Echo Sounder & Log (Navi)	1502
	HORN	Horn - (Navi)	1503
	NAVI	Navigation - Part And Equipment (Navi)	1500
	RADR	Radar - (Navi)	1505
	TELE	Telecommunication - (Navi)	1506
<b>Outboard Engine</b>			
	OBEN	Outboard Engine (Oben)	1600
	OBHO	Honda - Outboard Engine (Oben)	-
	OBME	Mercury - Outboard Engine (Oben)	1602
	OBOM	Bombardier (Omc) - Outboard Engine (Oben)	1603
	OBSU	Suzuki - Outboard Engine (Oben)	-
	OBYA	Yamaha - Outboard Engine (Oben)	1605
<b>Fuel Oil</b>			
	FUEL	Fuel Oil (Oilf)(Gsto)	1701
<b>Propelling Machine and CPP</b>			
	CPPR	Controlled Pitch Propeller (Prop)	1801
	PROP	Propeller (Unwt)	1800
	SCHO	Schottel - (Prop)	-
	WJHA	Hamilton - Water Jet (Prop)	1803

Tick Box	Part class code	Part class description	Part Code <i>(Internal Use Only)</i>
<b>Propelling Machine and CPP (Cont'd)</b>			
	WJKA	Kamewa - Water Jet (Prop)	1804
	WJSC	Schottel - Pump Jet As (Prop)	-
<b>Pump</b>			
	PUMP	Pump - (Pump)	1900
<b>Computer Hardware and Software</b>			
	HARD	Computer System Hardware	-
	SOFT	Computer System Software	-
<b>Safety and Fire Equipment</b>			
	FIRE	Fire Fighting Appliance (Safe)	2001
	ISAF	Industrial Safety Appliance (Safe)	2002
	LIFE	Life - Saving Appliance (Safe)	2003
	SAFE	Safety And Fire Equipment	2000
<b>Steering Gear System</b>			
	BUST	Bush (Stgr)	2103
	RUDD	Rudder (Strg)	2101
	STGR	Steering Gear (Stgr)	2100
<b>T/S, Bush and Underwater Fitting</b>			
	BUSH	Bush (Unwt)	2301
	SDKO	Konrad Drive (Engp)	2304
	TAIL	Tailshaft (Unwt)	2303
<b>Valve and Fitting</b>			
	VALV	Valve And Fitting (Valv)	2400
<b>Services</b>			
	N22	Horticulture Services	-
	N23	Cleaning Services	-
	N24	Laboratory Testing Services	-
	N25	Security Services	-
<b>Miscellaneous</b>			
	CLEA	Cleaning Materials	-
	N01	Miscellaneous Packing / Jointing / Ncc (Anci)	-
	N11	Stationery & P/C Consumables / Ncc (Anci)	203
	N12	Furniture (Anci)	204
	N13	Sewing Machine & Accessories / Ncc (Anci)	205

<b>Tick Box</b>	<b>Part class code</b>	<b>Part class description</b>	<b>Part Code</b> <i>(Internal Use Only)</i>
<b>Miscellaneous (Cont'd)</b>			
	N14	Building Materials & Fittings / Ncc (Anci)	206
	N15	Elect. Appliance & Office Equip. / Ncc (Anci)	207
	N16	General Stores / Ncc (Anci)	208
	N17	Welding M/C & Welding Consumable / Ncc (Anci)	209
	N18	Drinking Water Dispenser / Ncc (Anci)	210
	N19	Cash Reg., Time Recorder & Acc. / Ncc (Anci)	211
	N21	Elect/Mech Equip. & Tools / Ncc (Anci)	-