**PRE-QUALIFICATION QUESTIONNAIRE**

**资格预审调查表**

**(**Language: Only English or French are permitted**)**

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| **1. Company organization and resources 公司组织及资源** | | | | | | | | |
| 1. Name of company公司名： |  | | | | | | | |
| 1. Address in China 地址： |  | | | | | | | |
| 1. Headquarter address (if different) 总部地址： 2. Telephone公司电话: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| 1. Registered amount (in CNY) .注册金额 ): |  | | | | | | | |
| 1. Nature of business (Expertise)   业务性质 （专长）: |  | | | | | | | |
| 1. Indicate Whether表明是否: |  | | | | | | | |
| 1. Manufacturer制造商: | | | |  | | | | |
| 1. Supplier供应商: | | | |  | | | | |
| 1. Sub-contractor分包商: | | | |  | | | | |
| 1. Main contractor总承包商: | | | |  | | | | |
| 1. Design & Build Constructor:   设计与建造承包商 | | | |  | | | | |
| 1. Management contractor管理承包商: | | | |  | | | | |
| 1. Indicate Whether表明是否: | | | |  | | | | |
| 1. Sole Trader独资经营: | | | |  | | | | |
| 1. Partnership合作关系/合伙: | | | |  | | | | |
| 1. Private 民营企业 : | | | |  | | | | |
| 1. Public国营企业: | | | |  | | | | |
| 1. Business Registration Certificate (copy)   (in case of a group of companies, please send the licenses of every company)  商业登记证 (复印件) | | | |  | | | | |
| 1. Year of Registration登记日期: | | | |  | | | | |
| 1. Company Organization Chart   公司组织结构图 | | | |  | | | | |
| 1. Recognized Industry Qualification (copy)   (Must including Class A or Class B interior fit-out design certificate /construction certificate, At least Class B)  认可行业资格（复印件） | | | | |  | | | |
| 1. Local Resource本地资源: | | | | |  | | | |
| 1. Name of Legal Representative   法人代表名字： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Main contact person/   contact email/ contact phone  主要联系人/联系邮箱/联系电话 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Service capability   服务能力 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2.Relevant experience 相关经验:** | | | | | | | | |
| 1. Projects of similar services supplied during the last 3 past years (must undertake major job & contract sum exceed RMB¥/HK$3,000,000) or Projects of office building在过去3年内类似服务的项目（负责主要工作和合同金额超过人民币/港币3,000,000元）或是办公楼项目: | | | | | |  | | |
| Project项目 1 | | | | | |
| 1. Reference Name项目名: | | | | | |
| 1. Address地址: | | | | | |  | | |
| 1. Customer information: type of facilities, location(s), size (in sqm and/or number of workstations) 项目信息： 2. Scope of contract: Design only, build only, Design and Build （In case of a group of companies, please indicate the name of the company who performed the service）服务范围： 3. Value价值: | | | | | |  | | |
| 1. Contract start date and Year completed开始时间及完成年份: | | | | | |  | | |
| 1. The surface of the project项目面积： 2. Enclose Client’s Recommendation Letter when have 附上客户的推荐信，当有: | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Project项目 2 | | | | | |
| 1. Reference Name项目名: | | | | | |
| 1. Address地址: | | | | | |  | | |
| 1. Customer information: type of facilities, location(s), size (in sqm and/or number of workstations) 项目信息： 2. Scope of contract: Design only, build only, Design and Build （In case of a group of companies, please indicate the name of the company who performed the service）服务范围 3. Value价值: | | | | | |  | | |
| 1. Contract start date and Year completed开始时间及完成年份: 2. The surface of the project项目面积： | | | | | |  | | |
| 1. Enclose Client’s Recommendation Letter when have 附上客户的推荐信，当有: | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Project 项目 3   1. Reference Name项目名: | | | | | |  | | |
| 1. Address地址: | | | | | |  | | |
| 1. Customer information: type of facilities, location(s), size (in sqm and/or number of workstations) 项目信息： 2. Scope of contract: Design only, build only, Design and Build （In case of a group of companies, please indicate the name of the company who performed the service）服务范围 3. Value价值: | | | | | |  | | |
| 1. Contract start date and Year completed开始时间及完成年份: | | | | | |  | | |
| 1. The surface of the project项目面积： 2. Enclose Client’s Recommendation Letter when have附上客户的推荐信，当有: | | | | | |  | | |
| 1. Similarities with the French Embassy’s situation, the company can send a book of its references   类似法国领事馆的项目：     1. Projects carried out jointly with JLL Project Management   仲量联行管理下执行的项目：   1. Fit-out project experience in Guangzhou:   在广州的装修项目的经验   1. List out accredited quality assurance system   列出受认可的质量保证系统: | | | | | |  | | |
| **3. Staff capability and resources人力资源** | | | | | | | | |
| 1. Project Management Team and the CVs   项目管理团队和简历 | | | | | |  | | |
| 1. Design Capability & Key Staff CVs   设计能力和主要员工的简历 | | | | | |  | | |
| 1. Key supplier or Sub-contractor   主要供应商或分包商 | | | | | |  | | |
| 1. Site Supervisory Team & Key Staff CVs   现场监督团队和主要员工 | | | | | |  | | |
| 1. Building Services Coordinator Staff CVs   建筑服务协调员简历 | | | | | |  | | |
| 1. Provide Project Organization Chart   提供项目组织结构图 | | | | | |  | | |
| 1. Total workforce in China 2. Total workforce in Guangzhou or in the offices in charge of the project (please mention location) 3. Available qualifications 4. If applicable, agreement of each member of the group of companies made for his project, liability of every member of the group of companies   **4. Financial Capability财政能力**   1. State Average Annual Turnover of the past 3 years:过去3年平均年营业额 | | | | | |  | | |
| 1. Financial report of the past 2 years:   过去2年的财务报告 | | | | | |  | | |
| 1. State value of future secured work:   未来已落实业务价值总量 | | | | | | |  | | --- | |  | | | |
| 1. State max and min value of works undertaken:   最大和最小的工程额 | | | | | |  | | |
| 1. Employers Liability Insurance(3rd party and Employee Compensate Insurance):   雇主责任保险（第三者及雇员补偿保险） | | | | | |
| 1. Insurer保险公司: | | |
| 1. Policy No.保单号码: | | | |  | | --- | |  | | | | | | |
| 1. Expiry Date有效至: | | |  | | | | | |
| 1. Limit of Indemnity赔偿限额: | | |  | | | | | |
| 1. Professional Indemnity Insurance:   专业弥偿责任保险 | | | | | |
| 1. Insurer保险公司: | | |
| 1. Policy No.保单号码: | | |  | | | |  | |  |
| 1. Expiry Date有效至: | | |  | | | | | | |
| 1. Limit of Indemnity赔偿限额: | | |  | | | | | |
| **5.** **Track record on site safety, construction bureau & labor bureau安全，建设局和劳动局的记录/往绩**   1. Outline Site Safety Plan/Policy   当地安全计划/政策: | | | | | | | |  |
| 1. Track record on convictions under relevant bureaus (enclose letter of declaration ):   被相关部门定罪的记录（附上声明信）   1. Construction Bureau建设局: | | |  | | | | | |
| 1. Labor Bureau劳动局: | | |  | | | | | |
| 1. Quality Control Plan质量控制计划: | | |  | | | | | |
| 1. Dedicated Safety Officer专用安全主任: | | |  | | | | | |
| **6.** **Current job load and anticipated completion dates目前的工作量和预计完成日期** | | | | | | | | |
| 1. List out current jobs with nature & project value complete before commencement of fit out (Jul 2016)   列出目前正在进行至开始装修之前（2017年5月）的项目工作性质及项目额: | |  | | | | | | |
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| 1. List out current jobs with nature & project value concurrently carried out during of fit out (May to Nov 2016)   列出2017年5月至2017年8月内会和装修同期进行的工作与其性质和项目额: | |  | | | | | | |