

**Hong Kong Industrial Artificial Intelligence and Robotics Centre Limited ("FLAIR ")**

香港工業人工智能及機械人研發中心有限公司 ("研發中心")

**Application Form for Inclusion in FLAIR Suppliers List**

香港工業人工智能及機械人研發中心有限公司

供應商名冊之申請表格

|  |  |
| --- | --- |
| This form should be completed in FULL and returned together with the required documents to :  請詳細填寫本申請書及把所需文件交回： | |
| Finance and Procurement Team,  Unit 1207-1211, 12/F, Building 19W,  Hong Kong Science Park,  Pak Shek Kok, New Territories  Hong Kong  **E-mail: supplier\_reg@hkflair.org** | 香港新界白石角  香港科學園19W 12樓1207-1211室  財務及採購組  **電郵: supplier\_reg@hkflair.org** |

**1. Details of The Company 公司資料**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Company  公司名稱: | English英文: | | | |
| Chinese中文: | | | |
| Address  地址: | English英文: | | | |
| Chinese中文: | | | |
| Telephone No.電話號碼: |  | Fax No.傳真號碼: |  | |
| E-mail電郵: |  | | | |
| Website (If applicable):  網址 (如適用): |  | | | |
| Type of Business業務種類: |  | | | |
| No. of Staff  員工數目: |  | No. of years in business :  經營年數: | |  |

**2. Organization And Staff公司組織及職員資料**

Members of the organization: 公司成員：

|  |  |
| --- | --- |
| Member成員: | Name 姓名: |
| 1. Managing Director 常務董事: |  |
| 1. Directors / Proprietors / Partners   董事 /東主 /合夥人  (no more than two names are required) (不超過兩名)： |  |

Contact Persons for enquiry on matters related to tender, contract or finance:

回答有關投標／合約／財務問題的負責人:

|  |  |  |  |
| --- | --- | --- | --- |
| Name(s):  姓名: | Title:  職位: | Tel. No.:  電話號碼: | E-mail Address:  電郵地址: |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**3. Business Activities業務狀況**

Please list out goods and related services in the following space:

請在以下空位列明所供應的貨品和有關服務:

|  |
| --- |
| Goods and related services:貨品和有關服務: |
| 1. |
| 2. |
| 3. |
| 4. |

**4.** **Court Action / Statutory Notice法院訴訟或法定通知**

Does your company have any court action / receive any statutory notice for the past 3 years?  Yes 是 /  No否

貴公司是否在過去3年有任何法庭訴訟/接收任何法定通知？

**5. Conflict of Interest Declaration 利益衝突申報聲明**

To the best of your knowledge, please indicate if any, family relationship or association exists between your employee / shareholder, and an employee of FLAIR. Please declare any possibility or perception of conflict of interest which may arise in our business dealing.

根據閣下知悉，請列明 (如有) 貴公司員工 / 股東與香港工業人工智能及機械人研發中心有限公司員工的親屬或關聯之關係。請申報任何可能或預計會出現在商業交易上之利益衝突。

|  |  |  |
| --- | --- | --- |
| Name of our employee / shareholder:  本公司職員/ 股東姓名: | FLAIR employee’s Name:  香港工業人工智能及機械人研發中心有限公司職員姓名: | Relationship:  關係: |
| 1. |  |  |
| 2. |  |  |

**6. Documents To Be Submitted 附上的文件**

Please attach a copy of the following documents for reference and record:

請一併寄交下列文件副本各一份，給研發中心參考和存照：

* A valid Business Registration Certificate or equivalent documents有效的商業登記證或同等文件。
* The relevant catalogues and descriptive literature of the goods/services (if any). 有關提供貨品或服務的目錄及詳細的說明書(如有) 。
* Company profile and annual report (if any).公司概況及年報 (如有)。
* Safety Management System Documents (e.g. Policy, Training Records, List of Procedures, Sample Procedures) (if any). 職業健康和安全管理系統(如：政策，訓練紀錄，指引列表，樣本指引) (如有)。
* Certification of OHSAS 18001 or equivalent standard (if any). 職業安全健康管理體系規範 18001 或相關認證證書 (如有)。
* Sustainability Policy e.g Green Procurement Policy (if any). 可持續發展政策，例如: 綠色採購政策(如有)。

**7. Bank Information 銀行資料**

Bank Transfer / Telegraphic Transfer Instruction銀行轉賬 / 電匯指令

|  |  |
| --- | --- |
| 銀行名稱： |  |
| Bank Name: |  |

|  |  |
| --- | --- |
| 銀行地址： |  |
| Bank Address: |  |

|  |  |
| --- | --- |
| 收款人名稱： |  |
| Beneficiary Name: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 銀行代號： |  |  | 分行代號： | |
| Bank Code : |  |  | Branch Code : |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 賬戶號碼： |  |  |  |  |  |  |
| Beneficiary Account No. : |  |  | SWIFT / Sort Code (if any): | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 中間銀行 (如有)： |  |  |  |
| Intermediary Bank (if any): |  | Code**:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 上述銀行賬戶的可用貨幣: |  |  | 貨幣 |
| The above bank account can be used for | |  | Currency |

|  |  |
| --- | --- |
| 銀行匯款的其他資料 (如有)： |  |
| Other information for bank transfer (if any): |  |

|  |  |  |
| --- | --- | --- |
| 電子郵件地址: |  |  |
| Email address: |  |  |
| *(此電子郵件地址用於接收銀行匯款通知書 The email address will be used for receiving bank remittance advice)* | | |

**8. Certification證明**

|  |  |
| --- | --- |
| I apply on behalf of the Company for inclusion in FLAIR Suppliers List.  本人謹代表上述公司，香港工業人工智能及機械人研發中心有限公司之供應商名冊。 | |
| Signature ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  簽署  Name in block letters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  姓名（正楷）  Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­  職銜  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  日期  （公司印鑑）  (Space for company chop) |  |

**Notes for Guidance**

**附註**

1. **Purpose of Collection 資料用途**

The personal data provided by means of this form will be used by FLAIR for consideration of application for inclusion of FLAIR Suppliers List and issuance of request for services or goods or tender notification to the registered suppliers in future.

填報在本表格內的個人資料，會供香港工業人工智能及機械人研發中心有限公司用以考慮有關加入供應商名冊的申請，以便香港工業人工智能及機械人研發中心有限公司日後向已登記的供應商發出報價邀請或招標通知。

1. **Disclaimer 免責聲明**
   1. The Supplier List maintained by FLAIR is intended for communication purposes (where applicable) only. FLAIR reserves the right to review and update the Supplier List from time to time. If there is any tender or request for services or goods by FLAIR in future, FLAIR will send notifications to the relevant suppliers on the Suppliers List. Suppliers who have not responded to any invitation for quotation/tender and have no transaction with FLAIR for three (3) consecutive years, they will automatically be removed from the Supplier List. Please note that the Supplier List does not guarantee or imply the assignment or award of any project or purchase order for the supply of goods or services by FLAIR. For tender bidding, the Suppliers should read the tender notices published in the website of FLAIR.

香港工業人工智能及機械人研發中心有限公司(“研發中心”) 備存的供應商名冊只用作通訊用途(如適用)。研發中心保留權利不時檢閱及更新供應商名冊。倘將來研發中心有任何貨品或服務的招標或要求，研發中心會發出通知予供應商名冊上的相關供應商。供應商如連續三年沒有對研發中心之報價 / 投標邀請提交報價書或沒有與研發中心達成交易，該供應商將會自動從供應商名冊上被刪除。請注意供應商名冊不保證或表示研發中心會分派或授予提供貨品或服務的任何項目或採購單。就進行投標，供應商應細閱載於研發中心網站的招標通告。

* 1. FLAIR 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 Suppliers List 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 FLAIR 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，香港工業人工智能及機械人研發中心有限公司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)，或在任何時間從供應商名冊上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，即使研發中心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。

2.3 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。

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| --- | --- | --- |
| For Internal Office Use | | |
| Checked by | Reviewed by | Approved by |
| Signature | Signature | Signature |
|
| Name & Title:  Date: | Name & Title:  Date: | Name & Title:  Date: |

|  |  |
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| Vendor Code: |  |
|
| Category Code: |  |
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06/2020