

本處檔號：

Our Ref:

選舉事務處
REGISTRATION AND ELECTORAL OFFICE

選舉事務處供應商登記申請書
Application Form for Inclusion in the REO Supplier Lists

請詳細填寫本申請書及交回： This form should be completed in FULL and returned to :	
九龍長沙灣東京街西 3 號 庫務大樓 8 樓 選舉事務處 總選舉事務主任收 電子郵件：reoenq@reo.gov.hk	Chief Electoral Officer, Registration and Electoral Office, 8/F., Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon E-mail: reoenq@reo.gov.hk

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

1.	公司名稱： Name of Company:										
2.	<table style="width: 100%;"> <tr> <td style="width: 60%;">地址： Address(es):</td> <td style="width: 40%;">電話號碼： Tel. No.:</td> </tr> <tr> <td>(a) 總公司： Office:</td> <td>圖文傳真號碼： Fax No.:</td> </tr> <tr> <td>(b) 電子郵件： E-mail :</td> <td>網址(如適用)： Website (if applicable):</td> </tr> <tr> <td colspan="2"> (c) 與選舉事務處的通訊方式 (請選剔 √ 一方格) : <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> 傳真 <input type="checkbox"/> 電郵 <input type="checkbox"/> 郵寄 </div> </td> </tr> <tr> <td colspan="2"> Preferred method of communication with REO (Please tick√ one box): <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Fax E-mail Post </div> </td> </tr> </table>	地址： Address(es):	電話號碼： Tel. No.:	(a) 總公司： Office:	圖文傳真號碼： Fax No.:	(b) 電子郵件： E-mail :	網址(如適用)： Website (if applicable):	(c) 與選舉事務處的通訊方式 (請選剔 √ 一方格) : <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> 傳真 <input type="checkbox"/> 電郵 <input type="checkbox"/> 郵寄 </div>		Preferred method of communication with REO (Please tick√ one box): <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Fax E-mail Post </div>	
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3.	業務種類： Nature of business:										
4.	經營現今業務多久？ How long has your company been in the 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: <div style="text-align: right; margin-top: 20px;"> 姓名 Name </div>
(a)	*常務董事： Managing Director:
(b)	*董事 (不超過兩名)： Directors (not more than two names are required):
(c)	*東主 (不超過兩名)： Proprietors (not more than two names are required):
(d)	*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：
Contact Persons on matters relating to quotations/contracts:

姓名	職位	電話號碼	圖文傳真號碼	電子郵件
<i>Name(s)</i>	<i>Official Capacity</i>	<i>Tel. No.</i>	<i>Fax No.</i>	<i>E-mail</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和有關服務：
Goods and related services which your company can supply:

- (a) 詳細列明所供應的貨品和有關服務：
Detailed list of goods and related services:

- (b) 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.

- (c) 請夾附兩份(如印文本)有關目錄及詳細的說明書，供本處參閱。
Please attach two sets (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)

- (a) 有效的商業登記證。
A copy of a valid Business Registration Certificate.
- (b) 公司簡介及年報。
Company profile and annual report.
- (c) 公司紀律守則 (如有的話)。
Code of conduct (if any).

日期: _____
Date _____

The personal data provided by means of this form will be used by the Government for consideration on the application for inclusion in the REO Supplier Lists for quotation invitation.

資料轉介**Transfer of Data**

本處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 provided by means of this form may be disclosed to other government departments or non-government organizations.

查閱或改正個人資料**Access to or Correction of Personal Data**

如要查閱或改正個人資料，請向選舉事務處提出，地址為九龍長沙灣東京街西 3 號庫務大樓 8 樓。

Requests for access to or correction of personal data should be addressed to the Registration and Electoral Office, 8/F., Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon.

免責聲明:**Disclaimer**

- (a) 選舉事務處備存的供應商名單(“名單”)只用作通訊用途(如適用)。任何名單，或選舉事務處就供應貨品或服務發出的報價邀請(“邀請”)均不會導致任何名單上的供應商(“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)，邀請或任何邀請會不受干擾、及時提供、安全可靠或不會出錯。

The supplier lists (“Lists”) maintained by the Registration and Electoral Office (“REO”) are intended for mailing purposes (where applicable) only. None of the Lists or REO’s quotation invitation for the supply of goods or services (“Invitations”) shall give rise to any right or expectation on the part of the suppliers on any Lists (“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 Invitations or any of them will be uninterrupted, timely, secure, or error free.

- (b) 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邀請(不論是以電子方式或其他方式傳送)，或在任何時間從任何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，即使選舉事務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。

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 Invitations (whether transmitted by electronic means or otherwise) or removal of any Suppliers from any 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 REO has been advised of the possibility of such loss or damage, whether in contract or tort, or on any other legal or equitable grounds.

- (c) 選舉事務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。

Any Invitations or other communications from REO 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 Invitations or communications (as the case may be).

- (d) 本免責聲明的中文譯本如與英文本有異，以英文本為準。

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

Registration and Electoral Office
(February 2023)

Registration and Electoral Office
Purchasing Group Codes List

Please ☒ to select the following Purchasing Group Code(s) ("PGC(s)");

PGC Description

PGC

☒ **Beverages, alcoholic**

Water, drinking, bottled	020068
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☒ **Services**

Transportation service	121006
Cleaning service for premises	121015
Laundry service	121024
Publicity and window display	121051
Insurance	121060
Removal of offices	121104
Container service	121122
Film developing and printing services	121329
Audio/Visual Exhibition and display services	121338
Security services	121347
Provision of filmvideo production services and hiring of electric field production crew	121374
Provision of air passages to government passengers	121418
Production of publication and materials services in hardcopy or softcopy format	121445
Printing services (including offset, letterpress, silk screen and flexo rotary printing etc)	121516
Auditing service	121901
Employment agencies	121902
Braille Template	121903
Lettershopping	121904
Restoration service	121905
Training service	121906
Telecommunication service	121907
Maintenance service	121908
Pest control service	121909
Document scanning and data input services	121910

☒ **Hire**

Vehicles hiring service	122003
Hire of portable toilet	122901
Hire of venue	122902

☒ **Paper and paperboard, cut to size and shape, and articles of paper and paperboard**

Board paper (including strawboard, bristol board, chipboard, grey board, paste board and mill board)	642021
Boxes, made of carton, for disposal of sharps	64204A
Labels, self-adhesive and continuous stationery for computer	642380

☒ **Manufactures of base metal, not elsewhere specified**

Hardware products	699901
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☒ **Office machines**

Franking machines	751213
Duplicating machines, spirit or stencil, including digital stencil duplicators/ digital copyprinters	75125A
Photo-copying machines	751400
Mail inserting machines	751509
Shredding machines	751554

☒ **Automatic data processing machines and units thereof; magnetic or optical readers, machines for transcribing data onto data media in coded form and machines for processing such data, not elsewhere specified; Parts and accessories thereof**

Printer consumables	752417
Information technology ("IT") accessories and equipment (not under the Supply of IT Products for Government Bureaux and Departments Under the GITP Scheme) under https://www.digitalpolicy.gov.hk/en/our_work/digital_infrastructure/industry_development/suppliers/gitp/	752901

Company Chop: _____

Registration and Electoral Office
Purchasing Group Codes List

Please ☒ to select the following Purchasing Group Code(s) ("PGC(s)):

PGC Description

PGC

- ☒ **Television receivers (including receivers incorporating radio-broadcast receivers or sound recorders or reproducers)**

Television sets	761102
Projectors, video	761200

- ☒ **Gramophones (phonographs), dictating machines and other sound recorders or reproducers (including recorder players and tape decks, with or without sound-heads); television image and sound recorders or reproducers**

Audio/ visual materials (e.g. CD-rom, audio/ video tape, CD, DVD, etc.)	763009
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- ☒ **Telecommunications equipment, not elsewhere specified; And parts and accessories**

Public address systems	764356
Walkie-talkie	764605
Facsimile systems	764801
Interactive voice response/ processing systems	764848
Telephone systems, key	764866

- ☒ **Household type, electrical and non-electrical equipment, not elsewhere specified**

Household type, electrical equipment	775901
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- ☒ **Furniture and parts thereof, other than Hospital furniture**

Furniture, computer	82180A
Cabinets, racks and similar office equipment, for filing purposes, base metal, not elsewhere specified	821837
Furniture, office, not elsewhere specified	821873
Furniture, not elsewhere specified, of base metal, made-to-order	821917
Furniture, not elsewhere specified, of wood, made-to-order	821926

- ☒ **Travel goods, shopping bags, handbags, satchels, brief-cases, wallets, purses, cases, boxes and similar containers, of leather or of composition leather, of vulcanized fibre, of artificial plastic sheeting, of paperboard or textile fabric**

Travel goods, suitcase	831901
Non-woven bags	831902

- ☒ **Clothing of textile fabrics**

Clothing of textile fabrics	842901
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- ☒ **Photographic and cinematographic apparatus and equipment**

Projectors, overhead	881352
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- ☒ **Watches and clocks**

Clocks, electric or electronic	88510A
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- ☒ **Office and stationery supplies**

Date, sealing and similar stamps, hand-operated	89533A
Stamp pads	895723
Office and stationery supplies (not paper), not elsewhere specified	895957

- ☒ **Other miscellaneous manufactured articles, not elsewhere specified**

Crystal souvenir	899016
Acrylic Stand	899901
General souvenir	899902
Floor mat	899903