

The Prince Philip Dental Hospital

Attn : Supplies and Facility Management Office
 Fax No. : (852) 2559 3512
 Email : supplies@ppdh.org.hk

Supplier Registration Form for Inclusion in the Registered Suppliers List of PPDH

1.	We/ I *, the undersigned, of _____ (Name of Company) hereby apply for registration with The Price Philip Dental Hospital (PPDH) as a registered supplier.		
2.	In support of this application, we/ I* declare that all information given herein is to the best of our/ my* knowledge, both true and correct.		
(a)	Company Registered Address		
(b)	Telephone Number		
(c)	Fax Number		
(d)	Website		
(e)	Company Email Address		
(f)	Nature of Business		
(g)	Particulars of contact person for receiving tender/ invitation to quote / service/ purchase orders:		
	Name		
	Job Title/ Position		
	Tel. (Direct Line)		
	Mobile		
	Email Address		
(h)	Date of Company Incorporation		
(i)	Place of Company Incorporation		
(j)	Name of Directors/ Partners/ Sole Proprietor*, etc.		
3.	Range/ type of goods and/ or services offered for sale (catalogues, if any, are attached).		
	Item Category Code (<i>Note</i>)	Goods/ Services Description	How Long in Supplying this Good/ Service in Hong Kong
<i>Note: Please refer to Annex for the list of Item Category Code in details. If no suitable Category Codes can be identified for your goods/ services, please skip the Code and only complete the column of Goods/ Services Description.</i>			

4.	Distributor (D) / Sole Agent (SA) [#] / Manufacturer (M) of particular brand(s) of product(s) in Hong Kong (if any)	
(a)		* D / SA / M
(b)		* D / SA / M
(c)		* D / SA / M
(d)		* D / SA / M
(e)		* D / SA / M
<i>[#]Please provide valid documentation proof of your sole agency / distributor's right in Hong Kong</i>		
5.	Name of current major customers/ clients	
6.	We/ I* submit herewith a copy of our/ my* company's business registration certificate (a prerequisite for supplier registration).	
	We/ I* understand that the above document is mandatory for the purpose of this application and failure to submit may lead to the application not being considered.	
	Business Registration Number	
7.	We/ I* state below both the names of the employees of PPDH (together with their serving clinics/ units/ departments and positions specified) and/ or* their families who are related to us/ me*, or to our/ my* employees and/ or* their families, and the nature of their relationship. (State "none" if not applicable).	
8.	We/ I* understand that the offer of any forms of advantages (such as gift, loan, fee, reward, commission, gratuity, bonus, unreasonably generous or frequent entertainment or post-service employment/ activities) to any employees of PPDH, or any people involving in PPDH's procurement is illegal and is therefore strictly prohibited by PPDH.	
	We/ I* also understand that if Contractor or the Sub-contractor is found to have offered or given any forms of advantages or bribe to any employees of PPDH or any people involving in PPDH's procurement, PPDH may terminate the Contract, Order, or ongoing procurement and hold the Contractor or the Sub-contractor liable for any loss or damage which PPDH may have thereby sustained.	

Company's Authorized Signature : _____

For and on behalf of

Name in Block Letters : _____

Job Title/ Position : _____

Date of Submission : _____

Company Name & Stamp

(* Please delete as appropriate)

**Collection of Personal Data in Connection with
Supplier Registration Form for Inclusion in the Registered Suppliers List of PPDH**
[In accordance with the Personal Data (Privacy) Ordinance (Cap. 486)]

Guidance Notes

Purposes of Collection and Use of Personal Data

Your personal data (the "Data"), including but not limited to your name, company's details such as address, contact numbers, email and the Business Registration Number collected by means of the Supplier Registration Form will be used by PPDH for the following purposes:

- Carrying out activities relating to the application of Supplier Registration for inclusion in the registered suppliers list of PPDH, and
- Communication between the Supplier and staff of PPDH; and distribution of PPDH's Tender/Quotation matters to the Supplier as and when necessary.

Access to Personal Data

Suppliers have the right of access to and correction of the personal data as provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the personal data gathered in the Supplier Registration Form.

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

Assistant Hospital Administrator (Purchasing and Facility)
Supplies and Facility Management Office
The Prince Philip Dental Hospital
34 Hospital Road, Sai Ying Pun, Hong Kong.
Tel: 2859 0339
Fax: 2559 3512
Email: supplies@ppdh.org.hk.

For Hospital's internal use only

(1)	Assigned Supplier Code	
(2)	Credit A/C	
(3)	Date of Record	
(4)	Record By	
(5)	Designation	

Annex to the Supplier Registration Form

Category	Item Category Code	Description
Utilities	03001A	Gas
	03001B	Electricity
	03001C	Water & Sewage
Hire of Services	05001	Cleansing Services
	05002	Security Services
	05003	Laundry/ Clinical Waste Disposal Services
	05004	Water Tests
	05005	Hire of Vehicles & Plant
	05006	Audit Services
	05007	Actuarial Services
	05008	Legal Services
	05009	Consultancy Services
	05010	Computer Software & Services
	05011	Physical Examination/ Vaccinations
05013	Telephone Services	
Advertisement	05014	Advertising Services
Treatment-related Services	05016A	Pathology/ Microbiology/ Biochem Tests
	05016B	Radiodiagnostic Services
	05016C	Dental Laboratory Services
	05022	Sundry Services
Insurance	06000	Insurance Services
General Supplies & Equipment	07001	Cloth & Uniforms
	07002	Cleaning Materials
	07003	Office Equipment & Furniture
	07004	Computer Hardware
	07005	Printing & Stationery
	07006	Miscellaneous Supplies
Dental Supplies & Equipment	08001	Medical/ Dental Equipment
	08002	Medical/ Dental Instruments
	08003	Rotary Accessories
	08004	Implant & Bone Plate Materials
	08005	Dental Metals/ Alloys
Dental Materials	08006A	Abrasive Materials
	08006B	Endodontic Materials
	08006C	Laboratory & Prosthodontics Materials
	08006D	Orthodontic Materials
	08006E	Restorative & Bonding Materials
Dental Supplies and Consumables	08007A	Artificial Teeth
	08007B	Dressings
	08007C	Plaster Stone
	08007D	Chemicals
	08007E	Oral Surgical Consumables
	08007F	Other Dental Consumables
	08008	Infection Control Consumables (PPE)
	08009	Sterile Consumables
	08010	Medical Drugs
	08011	X-Ray Films & Accessories
	08012	Medical Gas Supplies & Accessories
	08013	Oral Hygiene Products
	Maintenance, Repairs & Alterations	09003
09004		Building Maintenance & Additions