

## The Prince Philip Dental Hospital

Attn. : Procurement and Materials Management Office  
 Fax No. : (852) 2559 3512  
 Email : [supplies@ppdh.org.hk](mailto: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.		
(l)	Number of Employee		
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) <sup>#</sup> / 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><sup>#</sup>Please provide <b>valid</b> documentation proof of your sole agency / distributor's right in Hong Kong</i>			
5.	Name and contact of firms to whom you have supplied goods/ services and who would be prepared to provide, if required, references in respect of the orders/ service contracts which you have undertaken with them	<u>Name</u>	<u>Contact</u> <u>Goods/ Services Supplied</u>
6.	Name of other current major customers/ clients		
7.	We/ I* submit herewith a copy of our/ my* <b>Business Registration Certificate (a prerequisite for supplier registration)</b> .		
	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		
8.	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).		
9.	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 parties involved in PPDH's procurement exercise 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 parties involved in PPDH's procurement exercise, 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.		

(\* Please delete as appropriate)

Company's Authorised Signature : \_\_\_\_\_

For and on behalf of

Name in Block Letters : \_\_\_\_\_

Job Title/ Position : \_\_\_\_\_

Date of Submission : \_\_\_\_\_

\_\_\_\_\_  
Company Name & Stamp

***For Hospital's internal use only***

(1)	BR Certificate	<input type="checkbox"/> Received and checked
(2)	Assigned Supplier Code	
(3)	Credit A/C	
(4)	Date of Record	
(5)	Recorded by	Signature: COII / AC
(6)	Reviewed by	Signature: Ci/c ( )
(7)	Approved by	Signature: AHA(P)

## **NOTES FOR GUIDANCE**

### **Collection of Personal Data in Connection with Supplier Registration Form for Inclusion in the Registered Suppliers List of PPDH**

#### **Purposes of Collection and Use of Personal Data**

The personal data provided by means of this Form (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 The Prince Philip Dental Hospital ("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)  
Procurement and Materials 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](mailto:supplies@ppdh.org.hk)

### **Registration as a PPDH Supplier**

Application received by PPDH will be checked and vetted by the Procurement and Materials Management Office of PPDH. Successful application will be entered into a database as a registered supplier of PPDH.

Persons or company included on a registered supplier list ("Suppliers") may receive notification of invitations to tender or quotation from time to time issued by PPDH for the supply of goods or services as and when opportunities arise ("Invitations"). Suppliers on a registered supplier list do not have the exclusive right to receive Invitations, or any right or expectation that they must receive such Invitations. Suppliers not having received any Invitations may still submit tender in response to an open invitation to tender. A supplier's receipt of an Invitation from PPDH concerning an invitation to tender does not imply that the Supplier will be awarded with that contract. Neither a Supplier's inclusion on a registered supplier list, nor receipt of an Invitation, implies that PPDH recognises that the Supplier has the necessary fitness, propriety or capability for entering into the contract with PPDH for the supply of the category of goods or services, or specifically covered by the Invitations. The suitability of a Supplier will be assessed on a case-by-case basis according to the terms of the Invitations issued by PPDH.

Registered supplier shall not publish or use any advertising or other publicity material relating to PPDH or otherwise use or mention the name of the PPDH or claimed to be the registered supplier in PPDH for any promotion or marketing purposes without the prior written consent of PPDH.

### **Review of Suppliers' Status**

PPDH reserves the right to review your company status as a registered supplier in the light of any new information that may affect such status and remove your company from the registered supplier lists at any time without prior notice and without compensation.

## Annex to the Supplier Registration Form

Category	Item Category Code	Description
<b>Hire of Services</b>	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
	05012	Provision of Training Activities, Courses or Programmes
	05013	Telephone Services
<b>Advertisement and Public Relations Services</b>	05014	Advertising Services
	05015	PR Services (e.g. marketing, event management, design, production of publication, materials, videos or films services)
<b>Treatment-related Services</b>	05016A	Pathology/ Microbiology/ Biochem Tests
	05016B	Radiodiagnostic Services
	05016C	Dental Laboratory Services
	05022	Sundry Services
<b>Insurance</b>	06000	Insurance Services
<b>General Supplies &amp; Equipment</b>	07001	Cloth & Uniforms
	07002	Cleaning Materials
	07003	Office Equipment & Furniture
	07004	Computer Hardware
	07005	Printing & Stationery
	07006	Miscellaneous Supplies
<b>Dental Supplies &amp; Equipment</b>	08001	Medical/ Dental Equipment
	08002	Medical/ Dental Instruments
	08003	Rotary Accessories
	08004	Implant & Bone Plate Materials
	08005	Dental Metals/ Alloys
<b>Dental Materials</b>	08006A	Abrasive Materials
	08006B	Endodontic Materials
	08006C	Laboratory & Prosthodontics Materials
	08006D	Orthodontic Materials
	08006E	Restorative & Bonding Materials
<b>Dental Supplies and Consumables</b>	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
	<b>Maintenance, Repairs &amp; Alterations</b>	09003
09004		Building Maintenance & Additions