

Record of Quotations for Project Financed by Community Involvement Fund

This form should be completed by the designated person for purchase and endorsed by the authorised person of the grantee/designated officer-in-charge of the project before a purchase order is made. The grantee is not required to submit this form unless requested by the Islands District Office (IDO). If requested, the grantee should submit the form before the deadline specified by the Secretariat. Late submission or non-submission of the form may hinder the reimbursement process and result in rejection of application for reimbursement.

This form, together with all relevant quotations and documents should be kept for a period of five years for inspection by the Government as necessary.

The grantee, its co-organiser(s), member(s) and staff are required to declare any interest when making procurement of goods and services for the approved project, and are prohibited from soliciting, accepting or offering advantages in the course of planning and executing the project. If there is a conflict of interest, the grantee should decide whether the co-organiser(s), member(s) or staff concerned should abstain from the procurement exercise and record the reasons for such decision.

(a) Name of Project: _____

(b) Name of Grantee: _____

(c) Name and Position of Designated Person for Purchase: _____

(d) Telephone No.: _____

(e) Written Quotations/Confirmations on the Bidding Price Obtained:

Itemised Description of Goods/Services	Name of Suppliers/ Contractors Invited for Quotation	Written Quotations/Confirmations on the Bidding Price			Remarks
		Date Received	Price (\$)	Accepted or not (Please indicate with ✓ or X)	

All quotations for the above-mentioned goods/services are attached.

- (f) Where written quotations are not available, the suppliers/contractors' confirmations on the bidding prices are attached with the following contact details:

Name of Suppliers/Contractors	Address	Contact Person	
		Name	Telephone No.

- (g) Reasons for non-compliance of the procurement rules set out in the “Guidelines on the Use of Islands District Community Involvement Fund” and repeated purchases of the same or similar goods/services within a short period (Please put a “✓” as appropriate):

- ☐ Sole supplier/contractor in the market
- ☐ Designated supplier/contractor as specified by sponsor
(Please specify reasons : _____)
- ☐ No response from other invited suppliers/contractors
- ☐ The only supplier/contractor providing goods/services which meet all mandatory user specifications
- ☐ Proprietary items that cannot be purchased from other suppliers/contractors for compatibility (e.g. component parts for capitalised items) and/or contractual requirements
- ☐ Other (please specify)

- (h) I certify that the quotations obtained above are genuine and all written quotations or suppliers/contractors' confirmation on the bidding prices are attached. The price quoted and accepted for purchase of all goods/services is considered reasonable compared with the market price.

- (i) I have read and understood the Guidelines on the Use of Islands District Community Involvement Fund and the terms and conditions of the grant and hereby agree to observe the provisions contained in the aforesaid documents.

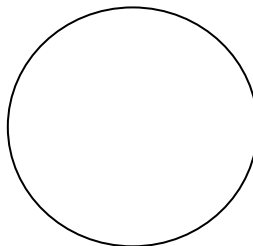
(Signature)

(Name/Post)

Designated Person for Purchase

Date

Endorsed by:



(Signature)

Official Chop

(Name in Block Letters)

Authorised Person of Grantee/ Officer-in-charge
of the Project

Date

The Designated Person for Purchase and Authorised Person of Grantee/ Officer-in-charge of the Project
should not be the same person.

* The link to the Guidelines on the Use of Islands District Community Involvement Fund:
https://www.had.gov.hk/tc/18_districts/my_map_10.htm

Purposes of Collection of Personal Information

1. The personal data provided by means of this form will be used by the Home Affairs Department for the purposes of handling matters relating to the use of CI Fund as well as promoting community involvement activities and public participation in community affairs.

Classes of Transferees

2. The personal data provided by means of this form may be disclosed to government departments and bureaux, persons and organisations concerned for the purpose of paragraph 1.

Access to personal data

3. The responsible officer(s) of the organisation has/have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the officer(s)' personal data provided by this form.

Enquiries

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

Executive Officer (District Council)
Islands District Office
Telephone No. : 2852 4297/2852 4317