Annex E

To : Women's Commission Secretariat
10/F, West Wing,
Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong
(Fax : 2501 0478)

Funding Scheme for Women's Development (Women's Commission Stream)
Record of Quotations

Note: This form is to be completed by the designated person for procurement and endorsed by the authorised person of the funded organisation or the officer-in-charge of the project before a purchasing order is raised. ***The funded organisation is NOT required to submit this form to WoC unless upon request.*** *If requested, the funded organisation shall submit this form together with the quotations according to the deadline set by WoC. Late submission or non-submission of this form despite WoC's request may hinder the reimbursement process and result in rejection of application for reimbursement.*

This form, together with all quotations and documents in relation to the procurement should be kept for five years after the completion of the project for inspection by WoC as and when necessary.

The funded organisation, its co-organiser(s), members 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 funded organisation should decide whether the co-organiser(s), member or staff concerned should abstain from the procurement exercise and record the reason for its decision.

(a) Project Name _____

(b) Name of Organisation _____

(c) Designated Person for Procurement and Position _____

(d) Tel. No. _____

(e) Written quotations/confirmations on the bidding prices obtained

Itemised Description of Goods/Services	Name of Suppliers/Contractors invited	Written Quotations/Confirmations			Remarks
		Date Received	Price ($)	Accepted or Not (✓) or (x)	

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

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

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

(g) Reasons for non-compliance of the prescribed procurement rules set out in the Funding Guidelines on the use of funds (Please put a "✓" as appropriate)-

☐	Sole supplier/contractor in the market
☐	Designated supplier/contractor as specified by sponsor (Please provide justification)
☐	No response from other invited suppliers/contractors
☐	The only supplier/contractor who meets all the mandatory user specifications
☐	Proprietary items that cannot be purchased from other suppliers/contractors for compatibility 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 is considered reasonable compared with the market price.

(Signature) _____ _____ Date

(Name/Post) _____

Designated Person for Procurement

(Signature) _____ _____ Date

Official Chop

_____

(Name in Block Letters)
Authorised Person of the Funded Organisation / Officer-in-Charge of the Project

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

Personal Information Collection Statement

Purposes of Collection

1. The personal data provided by means of this form will be used by Women's Commission for the purposes of handling matters relating to the Funding Scheme for Women's Development as well as promoting women's development activities and public participation in community affairs.

Classes of Transferees

2. The personal data provided by means of this form may be disclosed to other Government departments, bureaux, and relevant persons and bodies for the purposes mentioned in paragraph 1 above.

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 data subjects' personal data provided by this form.

Enquiries

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

Executive Manager (Welfare)2

(Designation of subject officer)

Women's Commission Secretariat

3655 4014

(Telephone No.)