

THE CHINESE UNIVERSITY OF HONG KONG 香港中文大學
Tier 1 Suppliers' List 大學一級供應商目錄

A. Addition to Tier 1 Suppliers' List (T1SL) 加入成為大學一級供應商目錄(下稱「目錄」)

Suppliers will be assigned the Tier 1 status and listed in T1SL if the total value of goods/services supplied to the University is over HK\$250,000 in one year.

供應商若於一年內向大學供應總值超過港幣\$250,000 的貨品或服務，將於目錄中成為一級供應商。

B. Removal from Tier 1 Suppliers' List (T1SL) 從目錄中剔除一級供應商級別

Tier 1 suppliers will be removed from T1SL if they have no business transaction with the University for three years. They will be assigned the Tier 2 status.

若一級供應商連續三年沒有與大學進行任何商業交易，供應商將從目錄中剔除。供應商將成為二級供應商。

C. The CUSAP system updates suppliers' status automatically once per week. CUSAP 系統每周一次自動更新供應商的級別。

Disciplinary System for Suppliers 供應商紀律制度

The University will follow up with the suppliers upon receiving complaints from users. The following measures will be taken:

大學將會跟進各部門的投訴，並有可能對被投訴的供應商採取以下措施：

1. Regular measures taken by Business Unit 一般處理程序(由商務組執行)

For Suppliers on the T1SL 適用於目錄內的供應商：

(i) No warning will be issued to the supplier if

- it is found that the supplier is not solely responsible for the problem(s), and/or the problem(s) is/are subsequently solved to the user's satisfaction.

不會向供應商發出警告，若

-證實供應商無須為事件承擔全部責任，及/或 部門的投訴已得到解決

- (ii) A **verbal warning** will be issued to the supplier if
- it is found that the supplier should be held responsible for the problem(s), but the problem(s) is/are subsequently solved to the user's satisfaction.

向供應商發出口頭警告，若

-證實供應商需要為事件負責，惟部門的投訴已得到解決

- (iii) A **written warning** will be issued to the supplier if

- it is found that the supplier should be held responsible for the problem(s) and it fails to take reasonable remedial actions; OR

- two verbal warnings have been issued to the same supplier within 2 years (i.e. the second verbal warning will result in a written warning).

向供應商發出書面警告，若

- 證實供應商需要為事件負責，並沒有合理解決事件；或

- 同一供應商於兩年內收到兩次口頭警告(第二次口頭警告將以書面警告發出)

- (iv) The supplier will be **removed** from the T1SL for 2 years if

- the problem(s) caused by the supplier is/are deemed serious; OR

- any additional warning is to be issued to the same supplier which has already received one written warning in the past 2 years.

供應商將於目錄內除名兩年，若

- 證實供應商嚴重失當；或

- 供應商已於兩年內收到一個書面警告，之後再收到任何形式的警告。

For Suppliers NOT on the T1SL 適用於目錄以外的供應商：

- (i) the procedure will be the same as (i)-(iii) in Section (1) above but (iv) is not applicable as the supplier is not on the T1SL.

處分程序會與第1部分的(i)-(iii)項相同，惟(iv)項不適用。

- (ii) If any additional warning is to be issued to the same supplier which has already received one written warning in the past 2 years, actions in Section (2) may be taken.

若供應商於兩年內除了收到一個書面警告，再收到任何形式的警告，大學將會採取第2部分的處分方式

Other disciplinary measures (e.g. suspension from bidding the University's tenders, blacklist, etc.) will be proposed by Business Office for Tender Board's consideration if:

商務組除執行上述措施外，並可向大學投標委員會建議其他處分方式(例：禁止參與大學招標或列入黑名單等)以作考慮，若

- (i) further complaint is received against a supplier to which measures in Section (1) have been applied; or
供應商在受到 第1部分列出的處分後，仍收到投訴。
- (ii) the problem(s) caused by the supplier is/are deemed very serious so that measures harsher than those listed in Section (1) should be considered.
供應商的失當非常嚴重，需要採取較第1部分更嚴厲的措施。