

To: Librarian  
The Hong Kong Academy for Performing Arts Libraries  
G/F, 1 Gloucester Road,  
Wanchai, Hong Kong  
Fax No.: 2584 8852

致: 圖書館長  
香港演藝學院  
香港灣仔告士打道一號  
地下大堂圖書館  
傳真: 2584 8852

Date 日期: \_\_\_\_\_

**Application Form for Inclusion in the HKAPA Library's Supplier List**  
**香港演藝學院圖書館供應商申請表格**

**I. Company Information 公司資料**

1. Name of Company 公司名稱: \_\_\_\_\_
2. Company Registered Address 公司註冊地址: \_\_\_\_\_  
\_\_\_\_\_
3. Contact Information 聯絡資料:  
Tel. No. 電話: \_\_\_\_\_ Fax No. 傳真: \_\_\_\_\_  
Website 網址: \_\_\_\_\_ Email Address 電郵: \_\_\_\_\_
4. Name of contact persons for receiving tenders/ requests for quotation / purchase orders 有關投標/報價/採購聯絡人資料: \_\_\_\_\_
5. Date of Company Incorporation 公司註冊成立日期: \_\_\_\_\_
6. Place of Company Incorporation 公司註冊地點: \_\_\_\_\_
7. Name of  Directors 董事/  Partners 合夥人/  Sole Proprietors 東主姓名 (Please tick  as appropriate and attach a copy of Business Registration 請於適當的位置  , 並附上一份商業登記證副本):  
\_\_\_\_\_
8. Payment Information 收費資料:  
For local suppliers, please provide bank information and attach a copy of reference for bank transfer 本地供應商請提供銀行資料, 並附上一份相關資料副本以作入帳之用:  
Bank Name 銀行名稱 \_\_\_\_\_ Bank Code-Branch Code-Account No. 銀行代碼-分行代碼-戶口號碼 \_\_\_\_\_  
For overseas suppliers, please provide the following information for receiving payments by bank drafts 外地供應商請提供以下資料, 以收取支票之用:  
Payable to 收款人名稱 \_\_\_\_\_ Payable Address, if different from Company Registered Address 收款地址(如有別於公司註冊地址) \_\_\_\_\_  
If you have any difficulty in receiving payments via the above methods, please justify and specify other methods you accept 假若 貴公司未能以上述方式收取款項, 請說明原因及其他可接受的付款方式:  
\_\_\_\_\_
9. Credit Period: Payment is required within \_\_\_\_\_ days upon receipt of invoice  
信貸期限: 發票收訖後 \_\_\_\_\_ 日內繳付
10. Email Address for Remittance Advice 接收滙款通知的電郵: \_\_\_\_\_

## II. Material & Services Supply 資料及服務供應範圍

(Please tick  as appropriate 請於適當的位置 )

1. Country of Publication/ Production 出版/品地: \_\_\_\_\_
2. Subjects 科目: \_\_\_\_\_
3.  Materials from all publishers 代理各出版/品商之刊物或產品  
 Materials from publisher(s) listed below only 僅供應以下出版/品商之刊物或產品:  
\_\_\_\_\_
4.  Sole supply of the publications/ products in the attachment 獨家代理/分銷附件所列的刊物/產品 (Please attached valid authorization letter(s) and/or other documentary proof from the manufacturer(s) 請附上製造商發出的有效授權信及/或其他證明文件以供參考)

**Note:** For Part A (Printed and AV material), B (Printed Periodicals), and C (Electronic Resources) below, please fill in the part(s) applicable to you only.

**請注意:** 下列有關實體藏品、紙本期刊和電子資料的問題，貴公司只需填寫適用之部分。

### A. Printed and AV Material 實體藏品

1.  Printed books 紙本書籍  Music scores 樂譜  Audio-visual materials 視聽資料
2. Services 服務:
  - a.  Regular supply of publishers' catalogues (printed or electronic) 定期提供出版/品商目錄 (紙本或電子版)  
\_\_\_\_\_
  - b.  Out-of-print or out-of-stock materials search 代辦市面缺售資料  
\_\_\_\_\_
  - c.  Handling rush orders 辦理緊急訂單 (Please specify handling charges 請列明手續費: )  
\_\_\_\_\_
  - d.  Regular supply of order status reports 定期提供訂單狀態報表  
\_\_\_\_\_
  - e.  Others (e.g. library subject profile, technical services, MARC record, online book management system, physical material processing and e-alert, etc.) 其他 (例如制定採購主題綱目、技術服務、MARC 書目記錄、線上書目管理系統、書籍加工及電子提示服務等)  
\_\_\_\_\_  
\_\_\_\_\_
3. Carriage of goods 運費:  Air freight 航空  Surface mail 平郵  Carriage free 免運費  
 Others 其他: \_\_\_\_\_
4. Percentage of trade discount on the publishers' list price 折扣: \_\_\_\_\_
5. The amount of surcharge (if required) 其他附加費用(如適用): \_\_\_\_\_  
\_\_\_\_\_
6. Return policy for faulty/incorrectly sent materials 錯誤或損壞之貨品退回政策: \_\_\_\_\_  
\_\_\_\_\_

## B. Printed Periodicals 紙本期刊

### 1. Services 服務:

#### a. Deliver issues to 送貨到以下地址:

Library Serials Section, The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong 香港灣仔告士打道一號 香港演藝學院 圖書館期刊部

Film and Television Library, The Hong Kong Academy for Performing Arts, 139 Pokfulam Road, Hong Kong 香港薄扶林道 139 號 香港演藝學院 電影電視圖書館

#### b. Make claims of any late, damaged or missing issues to the publishers for the HKAPA Libraries 代表圖書館向出版商索討逾期送達或損壞之刊物

#### c. Replace and deliver damaged and missing issues to the HKAPA Libraries without any additional charge 補送索討而來的刊物到圖書館，而不收取任何額外費用

#### d. Issue credit notes for periodicals with reduced prices, ceased or delayed publications, and damaged or missing issues that could not be replaced to the HKAPA Libraries 為定價減少、停止出版、延遲出版及或未能索討的刊物開立退款單

#### e. Extend subscription periods when payments for damaged or missing issues that could not be replaced cannot be refunded 無法安排退款時，延長有關刊物的訂閱期

### 2. Delivery mode 送遞方式: Air freight 航空 Surface mail 平郵 Express 速遞 Others 其他:

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## C. Electronic Resources 電子資源

### 1. e-Books 電子書 e-Journals 電子期刊 e-News 電子報章 e-Scores 電子樂譜

e-Videos 電子錄像  Online music/ sound effect files 線上音樂/音響效果

Research tools 研究工具  Other electronic resources (Please specify) 其他電子資源 (請說明):

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### 2. Services 服務:

#### a. Provide access to subscribed contents via platform(s) maintained by 提供訂閱資料的平台由以下單位管理:

the publishers 出版/品商

the company 本公司

the third party 其他: \_\_\_\_\_

#### b. Provide free trial access to platforms that are new to the HKAPA Libraries 為圖書館尚未使用過的平台，提供試用服務

#### c. Provide access to subscribed contents via 透過以下途徑，提供連結至訂閱內容:

IP ranges to be registered by the HKAPA Libraries 圖書館登記的網際網路協定位址

Login accounts, allowing the HKAPA Libraries to share the login information to the Academy students and staff 登入帳戶，容許圖書館跟學院師生分享帳戶資料

#### d. Provide usage statistics 提供使用數據

#### e. Others (e.g. MARC record, and e-alert, etc.) 其他 (例如 MARC 書目記錄及電子提示服務等):

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### III. Declaration 聲明

(Please tick  as appropriate 請於適當的位置 )

1.  We/ I/ Our/ My employees and/or their families  do not have any close relatives working in the Academy/  have close relatives working in the Academy. Our/Their full names and relationship are given below:

我們/本人/我們/本人的職員和/或其家屬  沒有近親現職於香港演藝學院/ 有近親現職於香港演藝學院，我/他們的名字和關係如下：

2. We/I understand that all employees of the Hong Kong Academy for Performing Arts are designated public servants under the Prevention of Bribery Ordinance (Cap. 201). Suppliers/contractors as well as their employees, agents and sub-contractors should not offer, solicit or accept any advantages as defined in this Ordinance in any business dealings with the Academy. HKAPA may report any contravention of the Prevention of Bribery Ordinance to the ICAC and debar the supplier/contractor concerned from future business with HKAPA.

我們/本人明白根據《防止賄賂條例》(第 201 章)，所有香港演藝學院職員乃屬於"公職人員"。供應商/承辦商並旗下員工、代理人及分包商不應提供、索取或接受任何違反《防止賄賂條例》的利益。一經發現，學院將會向廉政公署舉報，日後亦不會與有關供應商/承辦商進行業務來往。

3. We/I hereby authorize that the Academy shall settle any invoice issued by our company by cheque drawn or Bank Transfer in the name of the payee referred in point I-8 and the Academy shall not be held responsible for any claims or loss that may arise.

我們/本人在此授權學院按 I-8 項中我們/本人所提供的收款人名稱開立支票或進行銀行轉賬，以支付任何發票給本公司。學院無需為此承擔任何責任或損失。

4. In support of this application, all information given herein as above is to the best of our/my knowledge, both true and correct.

我們/本人茲證明此申請表上述資料全部正確無誤。

Authorized Signature 授權人簽署:

For and on behalf of 代表

Company Name and Chop 公司名稱及印章

Name in BLOCK LETTERS 姓名(正楷):

Position Held 職位:

For internal use only

To be completed by the Library

Reason(s) for selecting this Vendor:

- Order to be placed to the captioned Vendor;  
 Potential vendor for future source development;  
 Others (Please specify): \_\_\_\_\_

Prepared by:

Approved by:

(Librarian)