

Notes for Suppliers in the Working Family and Student Financial Assistance Agency Supplier Lists

All suppliers in the Working Family and Student Financial Assistance Agency (WFSFAA) Supplier Lists are requested to observe the following:

(I) Responsibilities of a WFSFAA supplier

- (i) To submit correct and updated company particulars including valid business registration certificate (for suppliers from Hong Kong), company profile, annual report, product lines, if any, etc;
- (ii) To respond to WFSFAA quotation invitation; and
- (iii) To comply fully with the contract / order requirements after award of contract/order.

(II) Circumstances leading to regulating action (e.g. deletion from the WFSFAA Supplier Lists) including –

- (i) Having poor response rate to quotation invitation;
- (ii) Having contract default;
- (iii) Having poor contract performance in terms of delivery / service performance, after sales or supporting services and product quality;
- (iv) Having bankruptcy; and
- (v) Having involved in business fraud or any unethical practice.