

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

List of Suppliers of HKUST and Promotion Criteria on “Approved” Supplier

List of Suppliers

The procurement suppliers of the University will be classified into two categories:

- Probation List of Suppliers
 - Any suppliers intending to do business with the University for the first time would be put on the probation list of suppliers. The suppliers should make their registration in the University’s e-Procurement System and the Purchasing Office will verify the information during the registration process. Please visit <https://puro.hkust.edu.hk/supplier-registration> for guidelines and the portal for probation supplier registration.
 - Probation Suppliers will NOT:
 1. Be awarded with works and related services contract of value of \$2,000,000 or more unless they have successfully completed a pre-qualification process (the pre-qualification under large capital works made by specialist consultants and/or Campus Development Office (CDO) or use the HKSAR Bands as a support); nor
 2. Be allowed to receive deposit and/or advanced payment above \$50,000 unless exceptional approval is provided by Senior Management of HKUST.
- Approved List of Suppliers
 - Probation suppliers can be assessed at any time after the completion of at least 1 supply and/or after a cumulative order value in excess of \$500,000 on a yearly basis.
 - Only approved suppliers and pre-qualified suppliers can be awarded works and services contracts with an order value of \$2,000,000 or more. Additionally, advanced payment or deposit above \$50,000 can only be made to Approved suppliers.

Promotion Criteria of “Approved” Supplier

Probation suppliers can be assessed at any time after the completion of at least 1 supply and/or at the latest after a cumulative order value in excess of \$500,000 on a yearly basis.

“Probation” Suppliers that met the requirements above can contact Vendor Management Team via puvendor@ust.hk for application of the promotion to “Approved” Supplier.

Assessment includes a performance evaluation and if passed, the Director of Purchasing is able to approve a change status from probation supplier to approved supplier.

The following factors may be considered in providing the assessment of approved supplier status:

- a. Performance to date, i.e. reliability, quality, responsiveness, accuracy, etc.;
- b. The size of the supplier in relation to the value of the procurement;
- c. References with sister institutions, reputable companies or other public bodies; and
- d. Compliance with the university’s preferred procurement procedures, e.g. e-Tendering, communication via email rather than fax, payment via autopay, etc