

Hong Kong Tourism Board Tender Notice

Reference No.:	TM170717
Procuring Department:	Trade Marketing Department
Project Name:	Event Production and Management for Hong Kong • Live in Kuala Lumpur (7-12 November 2017)
Scope of Works / Services:	Contractor is responsible for the event production and management for the “Hong Kong • Live in Kuala Lumpur” event, to be held in one of the most popular shopping malls in Kuala Lumpur, Malaysia. Scope of work includes design, fabrication, set-up, dismantling, graphic design and production, provision of lighting, audio and visual equipment and the overall event management in accordance with HKTb’s requirements.
Collection of Project Brief / Specification and Tender Documents & Conditions:	<p>Hong Kong Tourism Board Address: 11/F., Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong Contact Person: Ms Erika Cheng Telephone No: (852) 2807 6292 Fax No.: (852) 2503 6292 Email: erika.cheng@hktb.com</p> <p>Tenderers who wish to collect the tender documents shall write a letter on company letterhead together with contact details and send by email or fax to the above contact person of the Hong Kong Tourism Board.</p>
Tender Briefing:	<p>Date: 20 July 2017 (Thursday) Hong Kong Time: 11:00am Venue: 11/F., Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong</p> <p>Remark: Registration of attendance is required. For reservation, please contact Ms. Erika Cheng.</p>
Closing Date & Time:	<p>Date: 7 August 2017 (Monday) Hong Kong Time: 12:00 noon</p> <p>In the event of a typhoon signal No. 8 or above or rainstorm black warning is issued on the closing date before the closing time, the tender closing time will be postponed to the same time on the first working day immediately after the signal or warning is lowered.</p>
Submission of Tender:	Tenders must be completed in accordance with the Tender Documents & Conditions, addressed to Mr. Man Lee, General Manager, Corporate Services, Hong Kong Tourism Board , and placed in the tender box situated at 11/F., Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong before the closing date / time. Late submission will not be accepted.

You must comply fully with the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong).

Any information or communications between you and Hong Kong Tourism Board (HKTB) in connection with the captioned subject are private and confidential. You shall not disclose or otherwise divulge the same without our prior written consent.

HKTB reserves the right not to appoint any company to undertake the project. The lowest fee bid may not necessarily be accepted as the successful bid. HKTB is not responsible for any cost incurred by you in the preparation of the tender and in responding to this notice. HKTB reserves the right to change or cancel this notice without prior notice or liability to any parties. You will be deemed to have accepted these conditions if you respond to this notice.

This tender notice is available on HKTB website at <http://www.discoverhongkong.com/>

Dated 17 July 2017
