

**Hong Kong Tourism Board
Tender Notice**

Reference No.: EVM(2)20170831

Procuring Department: Event and Product Development

Project Name: 2017 Hong Kong WinterFest “The Statue Square Christmas Tree” – Program Management

Scope of Works/ Services: Hong Kong WinterFest (“WinterFest”) is an annual signature event organised by the Hong Kong Tourism Board (“HKTB”) since 2002. This year, it is scheduled to run from 1 December 2017 till 1 January 2018. One of the highlighted programs will be “The Statue Square Christmas Tree” (“Program”) which a conventional Christmas tree together with other festive decorations will be setup at/ around North Statue Square, Central for public display from 1 December 2017 till 1 January 2018. During the period, appearance of costumed character(s) e.g. Santa Clause and Christmas carol singing will be arranged on selected days so that Program may bring about a very Christmas celebrations to both locals and visitors. In this regard, HKTB intends to engage a Program Manager to perform all necessary coordination, administrative, logistical arrangements and other general duties to manage the Program as mutually agreed with HKTB in a timely and professional manner and up to HKTB’s satisfaction.

Collection of Project Brief/
Specification and Tender
Documents & Conditions:

Hong Kong Tourism Board
Address: 11/F, Citicorp Centre, 18 Whitfield Road,
North Point, Hong Kong
Contact Person: Ms Annie Lau
Telephone No: +852 2807 6271
Fax No: +852 2503 6271
Email: annie.lau@hktb.com

Tenderers who wish to collect the tender documents shall write a letter on company letterhead together with contact details and send by fax to the above contact person of the Hong Kong Tourism Board

Closing Date & Time:

Date: 14 September 2017 (Thursday)
Hong Kong Time: 12 noon (GMT + 8)

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.

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 deposited 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 in HKTB website at <http://www.discoverhongkong.com/eng/about-hktb/index.jsp>

31 August 2017