

**Hong Kong Tourism Board
Tender Notice**

Reference No.: EVM(2)20170906

Procuring Department: Event and Product Development

Project Name: 2017-18 Hong Kong New Year Countdown Celebrations – Event Manager

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 “Hong Kong New Year Countdown Celebrations” (“Event”) which both locals and visitors can welcome the new year by joining street party as well as watching the shooting stars and pyrotechnics. In this regard, HKTB intends to engage an Event Manager to perform all necessary coordination, administrative, logistical arrangements and other general duties to manage the Event 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 Sally Man
Telephone No: +852 2807 6230
Fax No: +852 2503 6280
Email: sally.man@hktb.com

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

Closing Date & Time: Date: 25 September 2017 (Monday)
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>

6 September 2017