

**2017 Hong Kong Wine and Dine Festival****(26 – 29 October 2017)****Tender Notice**

Reference No:	EPD – HKWDF20170405
Procuring Department:	Event and Product Development
Project Name:	2017 Hong Kong Wine and Dine Festival
Organiser:	Hong Kong Tourism Board (HKTB)
Management Agency:	Baobab Tree Event Management Company Limited (BTE)
Scope of Works/ Service	<ol style="list-style-type: none"><li>1. Invitation to submit tender – Provisions and constructions of temporary outdoor event marquees</li><li>2. Invitation to submit tender – Onsite Electricity Supplier</li></ol>
Collection of Project Brief/ Specification and Tender Documents & Conditions:	<p>Baobab Tree Event Management Company Limited Address: Rm 1709-10, 17/F, APEC Plaza, 49 Hoi Yuen Road, Kwun Tong, Kowloon, Hong Kong Contact Person: Ms. Christine Lai Telephone No.: (852) 3520 2036 Email: christine.lai@baobab-tree-event.com</p> <p>Tenderers who wish to collect the tender documents shall write a letter on company letterhead together with contact details and the previous job experience on related to provide and construct of temporary outdoor event marquees or onsite electricity supply respectively and send by email or fax to the above contact person. HKTB/BTE reserves the right not to release tender documents if tenderer is unable to provide relevant job reference.</p>
Closing Date & Time	<p>Date: 24 April 2017 (Mon) Time: 12:00 noon (Hong Kong time)</p> <p>In the event of a typhoon signal No.8 or above or black rainstorm signal 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 is lowered.</p>
Submission of Tender	<p>Tenders must be completed in accordance with the Tender Documents &amp; Conditions, addressed to Ms. Angela Lee, General Manager, Baobab Tree Event Co. Ltd and deposited in the tender box situated at Rm1709-10, 17/F, APEC Plaza, 49 Hoi Yuen Road, Kwun Tong, Kowloon, Hong Kong before the closing date/time. Please specify the project name on the submitted tender. Late submission will NOT be accepted.</p>

<p>Tenderer must met these minimum requirements:</p>	<p><b>1. <u>Provisions and constructions of temporary outdoor event marquees</u></b> Tenderer must possess relevant experiences in raised platforms building and construction of marquee for outdoor exhibitions and events.</p> <p><b>2. <u>Onsite Electricity Supplier</u></b> Tenderer must possess relevant experience in providing temporary electricity supply for outdoor exhibitions and events.</p>
<p>Tender Briefings (Note: Registration of attendance is required. Separate confirmation notice will be issued.)</p>	<p><b>1. <u>Provisions and constructions of temporary outdoor event marquees</u></b> Date: 11 April 2017 (Tuesday) Time: 15:30 - 16:45</p> <p><b>2. <u>Onsite Electricity Supplier</u></b> Date: 11 April 2017 (Tuesday) Time: 16:45 - 18:00</p> <p>Venue: 11/F, Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong</p> <p>Registration: Registration is required. Please send the company letterhead with contact details to BTE at <a href="mailto:christine.lai@baobab-tree-event.com">christine.lai@baobab-tree-event.com</a></p>

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

Any information or communications between you and HKTB/BTE 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/BTE 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/BTE is not responsible for any cost incurred by you in the preparation of the tender and in responding to this notice. HKTB/BTE 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/>

Dated 5 April 2017