

**Hong Kong Tourism Board**  
**2018 Hong Kong Wine and Dine Festival – Event Management Company**  
**Tender Notice**

Reference No.:	EPD-HKWDF20180227
Procuring Department:	Event and Product Development Department
Project Name:	Event Management Company for 2018 Hong Kong Wine and Dine Festival
Scope of Works/ Services:	<p>Set against a backdrop of beautiful Victoria Harbour, the Hong Kong Wine and Dine Festival organized by the Hong Kong Tourism Board (HKTb) offers visitors and local residents some of the world's finest wines and culinary delights in the 4-day outdoor event.</p> <p>In this regard, the HKTb intends to engage an event management company with proven track records for full range of event management services including exhibitor recruitment, contractor management, venue operation to pre-event ticketing sales according to the HKTb's requirements.</p>
Collection of Project Brief/Specification and Tender Documents & Conditions:	<p>Hong Kong Tourism Board</p> <p>Address: 11/F, Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong Island, HK</p> <p>Contact Person: Ms Carman Chan</p> <p>Telephone No.: (852) 2807 6433</p> <p>Fax No.: (852) 2503 6298</p> <p>Email: carman.chan@hktb.com</p>

Tenderers who wish to collect the tender documents shall write a letter on company letterhead together with contact details and related job reference (e.g. mega-events hosted, exhibitor recruitment strategy, ticketing solution etc.) and send by email or fax to the above contact person. HKTb reserve the right not to release tender documents if tenderer is unable to provide relevant job reference.

Closing Date & Time:     Date: 20 March 2018 (Tuesday)  
                                  Time: 12:00 noon (Hong Kong time)

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.

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 Island, HK before the closing date/time. Please specify the project name on the submitted tender. Late submission will NOT be accepted.

Tenderer must meet these minimum requirements:     Tenderers must possess solid and extensive experience in hosting and managing large-scale events or exhibitions.

Tender Briefing:           Date: 6 March 2018 (Tuesday)  
                                  Time: 3:00 - 4:00pm  
                                  Venue: 11/F, Citicorp Centre, 18 Whitfield Road,  
  North Point, Hong Kong  
                                  (Registration is required. Please send email to carman.chan@hktb.com or fax to (852) 2503 6298. Separate confirmation notice will be issued.)

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 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 reserve 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 are not responsible for any cost incurred by you in the preparation of the tender and in responding to this notice. HKTb reserve 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 2 March 2018