

2018 Hong Kong Wine and Dine Festival**(25 - 28 October 2018)****Tender Notice**

Reference No.:	EPD-HKWDF20180604a
Procuring Department:	Event and Product Development Department
Project Name:	Venue Decoration for 2018 Hong Kong Wine and Dine Festival
Organiser:	Hong Kong Tourism Board (HKTb)
Scope of Works/ Services:	<p>Set against a backdrop of beautiful Victoria Harbour, this large-scale outdoor festival offers visitors and local residents some of the world's finest wines and culinary delights, as well as world-class entertainment.</p> <p>To create a festive atmosphere and enhance visitors' experience in the special occasion of the 10th Wine and Dine Festival, the venue will be nicely decorated with great photo opportunities. In this regard, the HKTb intends to engage a venue decorator with solid experience to design and produce decoration items according to the HKTb's requirements.</p>
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 Carman Chan Telephone No.: (852) 2807 6433 Fax No.: (852) 2503 6298 Email: carman.chan@hktb.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 outdoor venue decoration and send by email or fax to the above contact person of the Hong Kong Tourism Board. HKTb reserves the right not to release tender documents if tenderer is unable to provide relevant job reference.</p>
Closing Date & Time:	<p>Date: 22 June 2018 (Friday) 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:	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. 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 build and design of venue decoration for large-scale outdoor event.
Tender Briefing:	<p>Date: 7 June 2018 (Thursday)</p> <p>Time: 4 - 5pm</p> <p>Venue: 11/F, Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong</p> <p>Admission: Pre-registration is required. Please send the company letterhead with contact details to carman.chan@hktb.com for registration.</p>

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/>

Dated 4 June 2018