

Hong Kong Tourism Board

Tender Notice

Reference No.: HR-201802

Procuring Department: Human Resources Department

Project Name: Provision of Insurance Brokerage Service in respect of
1) Employee Benefits Insurances
2) Employees' Compensation Insurance

Scope of Works / Services:

A. Search for Insurers or Scheme Providers
Conduct extensive remarketing exercise to search for quality insurers / scheme providers with the most competitive coverage and cost for the employee benefits insurances and employees' compensation insurance to meet with the Hong Kong Tourism Board ("HKTB")'s requirements prior to the expiry of the policies / schemes in a timely manner so as to facilitate the HKTB's management approval and decision-making process.

B. Provide Analysis & Recommendation
Provide professional proposal with comprehensive analysis and recommendation. Present the proposal on the above-mentioned remarketing exercise to the HKTB's management.

C. Provide Professional Advice & Service
i) Provide professional advice, updated market practices, customer service and administrative support to the HKTB's management to facilitate the renewal of the insurance policies / schemes.
ii) Manage the performance of the insurers / scheme providers to ensure and maintain a high level of service quality.

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: Mr. Kasy Hong
Telephone No.: (852) 2807 6390
E-mail: kasy.hong@hktb.com

Tenderers who wish to collect the tender documents shall write a letter on company letterhead with contact details and send it by e-mail to the above contact person of the HKTB.

Tenderers shall sign a confidentiality agreement. Please obtain a copy of the confidentiality agreement from the above contact person.

Closing Date & Time:
(Proposal Submission
Deadline)

Date: 11 January 2019 (Friday)
Time: 12:00 p.m. (noon) (Hong Kong time)

In the event of a typhoon signal No.8 or above or black rainstorm 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. Please specify the project name in the submitted tender. Late submission will not be accepted.

Tenderer must meet these minimum requirements: Tenderers must have a well-established network with insurance companies and possess relevant experience providing brokerage service on employee benefits insurances and employees' compensation insurance. Experience in serving government or government-subsidized organizations is preferred.

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 the 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.

The 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. The HKTb is not responsible for any cost incurred by you in the preparation of the tender and in responding to this notice. The 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 all the above-mentioned conditions if you respond to this notice.

This tender notice is available on the HKTb's website at <http://www.discoverhongkong.com/>

Dated: 26 November 2018