

Hong Kong Tourism Board

Tender Notice

Reference No.: EPD-CNY20181130

Procuring Department: Event and Product Development Department

Project Name: Venue Decoration Company for 2019 International Chinese New Year Night Parade (5 February 2019)

Scope of Works/ Services: The Chinese New Year Parade will take place on 5 February 2019 to kick-start the Year of the Pig and to showcase the excitement and vibrancy of Hong Kong, Asia's World City.

To create a festive atmosphere and enhance visitors' experience, the venue will be decorated with great photo opportunities. In this regard, the HKTb intends to engage a venue decoration company with solid experience to design and produce decorative items according to HKTb's requirements.

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 Carman Chan
Telephone No.: (852) 2807 6433
Fax No.: (852) 2503 6298
Email: carman.chan@hkta.com

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 reserve the right not to release tender documents if tenderer is unable to provide relevant job reference.

Closing Date & Time: Date: 19 December 2018 (Wednesday)
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 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 providing venue decoration for large-scale outdoor event.

Tender Briefing: Date: 4 December 2018 (Tuesday)
Time: 10:00am – 11:00am
Venue: 11/F, Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong
Admission: Pre-registration is required.
Please send the company letterhead with contact details to the HKTb contact person by email at carman.chan@hktb.com or by fax at (852) 2503 6298 for registration.

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 30 November 2018