

2017 Hong Kong Wine and Dine Festival

(26 – 29 October 2017)

Tender Notice

Reference No:	EPD – HKWDF20170317
Procuring Department:	Event and Product Development
Project Name:	2017 Hong Kong Wine and Dine Festival
Organiser:	Hong Kong Tourism Board (HKTB)
Scope of Works/ Service:	1. Invitation to submit tender – Booth Builder 2. Invitation to submit tender – Organiser Requirement Design & Construction
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 Island, HK</p> <p>Contact Person: Ms. Carman Chan Telephone No.: (852) 2807 6433 Fax No.: (852) 2503 6582 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 to booth design & building or organiser requirement design & construction respectively and send by email or fax to the above contact person. HKTB reserves the right not to release tender documents if tenderer is unable to provide relevant job reference.</p>
Closing Date & Time:	<p>Date: 7 April 2017 (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:	<p>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.</p>
Tenderer must met these minimum requirements:	<ol style="list-style-type: none"><u>Booth Builder</u> Tenderer must possess the design and building experiences of exhibiting booths for outdoor exhibitions.<u>Organiser Requirement Design & Construction</u> Tenderer must possess the design and building experiences of organiser requirement for outdoor exhibitions.

<p>Tender Briefing (Note: Registration of attendance is required. Separate confirmation notice will be issued.):</p>	<ol style="list-style-type: none">1. <u>Booth Builder</u> Date: 21 March 2017 (Tuesday) Time: 14:30 - 15:302. <u>Organiser Requirement Design & Construction</u> Date: 21 March 2017 (Tuesday) Time: 15:30 -16:30 <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 carman.chan@hktb.com.</p>
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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 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 17 March 2017