

**Hong Kong Tourism Board
Tender Notice**

Reference No.: TM2024/MY
Procuring Department: Hong Kong Tourism Board (HKTB)
Project Name: 2024/2025 - 2026/2027 Malaysia Trade Representation
Scope of Works/ Services: Trade representation services which include planning, development and implementation of trade marketing strategies and campaigns to encourage visitor arrivals from Malaysia to Hong Kong for the period of 1 July 2024 to 30 June 2027.

Request for Project Brief/ Specification and Tender Documents & Conditions via email: Hong Kong Tourism Board
Contact Person: Ms. Rui Ping SOH
Email: ruiping.soh@hktb.com

Telephone No: (65) 6432 0122

Tenderers who wish to receive the tender documents shall write a letter on company letterhead together with contact details and send by email to the above contact person of the Hong Kong Tourism Board.

Submission of Tender

Closing Date & Time: Date: 10 May 2024
Singapore Time: 12pm

Submission Requirement: Tenders must be completed in accordance with the Tender Documents & Conditions, addressed to

Ms. Liew Chian Jia, Regional Director – SEA, Hong Kong Tourism Board, and mailed in sealed envelopes marked “Private and Confidential” to address: 9 Temasek Boulevard, #34-03 Suntec Tower 2, Singapore 038989. All submitted documents must be in English language and only certified true copies of the translated official documents will be accepted. Electronic or late submission will not be accepted.

Tenderers must meet these minimum requirements:

1. Tenderers must have valid and relevant business registration certificates.
2. Tenderers must have a proven track record of provision of trade representation services of at least 5 years.
3. Tenderers who have national tourist organizations (NTOs) that are in direct competition as either its retainer or ad-hoc project-based clients from the period of 1 July 2024 to 30 June 2027 will not be considered, as it would represent a conflict of interest.

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
<https://www.discoverhongkong.com/eng/hktb/about/tender-notices.html>

Dated 12 April 2024
