

**Hong Kong Tourism Board
Tender Notice**

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| Reference No.: | EPD-HKIDBR-20240313 |
| Procuring Department: | Event and Product Development Department |
| Project Name: | 2024 Hong Kong International Dragon Boat Races – Land Venue Setup and Decorations (Land & Sea) |
| Organiser: | Hong Kong Tourism Board (HKTB) |
| Co-organiser: | Hong Kong China Dragon Boat Association (HKCDBA) |
| Scope of Works/ Services: | <p>Co-organised by the HKTB and HKCDBA, the 2024 Hong Kong International Dragon Boat Races (Event) will continue to feature the legendary dragon boat races in the beautiful Victoria Harbour, off Tsim Sha Tsui East Promenade on 15 – 16 June 2024.</p> <p>Running alongside with the Event and aiming to enhance visitors experience of Dragon Boat Festival, the HKTB is planning to display an array of dragon boat themed decorations featured with “LINE FRIENDS” characters and set a Food Stall market offering a selection of local specialty food and beverages to the visitors and local alike at the Avenue of Stars on 8 June - 1 July and 8 – 16 June 2024 respectively.</p> <p>The HKTB would like to engage a contractor with solid experience to provide a design and build proposal for the land venue setup and decorations (land & sea) and overall project management. The contractor is responsible for the provision of facilities, equipment and furniture, branding and decorative items for seamless delivery of the Event and shall complete the setup of the Food Stall market in collaboration with the appointed Food Stalls Operator.</p> |
| Collection of Project Brief/ Specification and Tender Documents & Conditions: | <p>Hong Kong Tourism Board Address: 7/F., Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong Contact Person: Mr. Ka Ming Seto Telephone No: (852) 2807 6379 Fax No.: (852) 2503 6393 E-mail: ka-ming.seto@hktb.com</p> <p>Tenderers who wish to collect the tender documents shall write an Expression of Interest (EOI) letter on company letterhead together with contact details (including company name, name of contact person, email address of contact person) and send by email or fax to the above contact person of the Hong Kong Tourism Board. Upon collection of EOI, tenderer will receive an email notification via an e-tendering system <i>SAP Ariba</i>. Tenderers are required to register as registered user of <i>SAP Ariba</i> to view the Project Brief and Tender Documents & Conditions.</p> |
| Closing Date & Time: | <p>Date: 5 April 2024 (Friday) Time: 12:00 noon (Hong Kong time)</p> <p>In the event of a Tropical Cyclone Warning Signal No. 8 or above or black rainstorm warning 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> |

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| Submission of Tender: | Tenders must be completed in accordance with the Tender Documents & Conditions. Tenderers must submit the tender electronically via the e-tendering system <i>SAP Ariba</i> . Late submission will not be accepted. |
| Tenderer must meet these minimum requirements: | Tenderers must possess solid and extensive experience in venue setup and branding decorations in relation to staging of large-scale outdoor sports events in Hong Kong. Also, tenderers are required to provide key design, approach, methodology used and technical know-how to be applied for the project with reference photo and drawing illustration. |
| Tender Briefing: | <p>Date: 22 March 2024 (Friday) Time: 2pm Venue: Online via Microsoft Teams</p> <p>Remarks: Please contact Mr. Ka Ming Seto via email at ka-ming.seto@hktb.com for pre-registration. Online meeting link and confirmation notice will be sent via email separately.</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 and/ or to scale up/ down the project if deemed appropriate and necessary. 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 13 March 2024
