

**Hong Kong Tourism Board  
Tender Notice**

Reference No.:	EPD-HKCYC-20240712
Procuring Department:	Event and Product Development Department
Project Name:	2024 Hong Kong Cyclothon – Event Manager, Venues Setup and Operation
Organiser:	Hong Kong Tourism Board (HKTB)
Scope of Works/ Services:	<p>Organised by the HKTB, the Hong Kong Cyclothon (Event) is one of the largest cycling events in Hong Kong. Since its inception in 2015, the Event includes a number of routes that showcase Hong Kong’s unique contrasts of urban and rural scenery as well as some of its most iconic landmarks.</p> <p>The 2024 Event is scheduled on 13 October 2024 and will use Tsim Sha Tsui as the main event venue, while the West Kowloon Cultural District (WKCD) as the dispersal area for participants of 50km and 30km Rides.</p> <p>The HKTB would like to engage an event management company to look after the planning and execution of the event that is also with solid experience to provide a design-and-build solution for the required facilities, equipment and furniture, branding and decorative items for seamless delivery of the Event.</p>
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 Contact Person: Mr. Ka Ming Seto Telephone No: (852) 2807 6379 Fax No.: (852) 2503 6393 E-mail: <a href="mailto:ka-ming.seto@hktb.com">ka-ming.seto@hktb.com</a></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 SAP Ariba to view the Project Brief and Tender Documents &amp; Conditions.</p>
Closing Date & Time:	<p>Date: 2 August 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>
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 event management, 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:	Date: 17 July 2024 (Wednesday) Time: 2:30pm Venue: Online via Microsoft Teams  Remarks: Please contact Ms. Natalie Tsang via email at <a href="mailto:natalie.tsang@hktb.com">natalie.tsang@hktb.com</a> for pre-registration. Online meeting link and confirmation notice will be sent via email separately.
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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 12 July 2024

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