

**Hong Kong Tourism Board
Tender Notice**

Reference No.: EPD(3)20240612

Procuring Department: Event and Product Development

Project Name: 2024 Hong Kong WinterFest – Design and Build

Scope of Works/ Services: Hong Kong WinterFest is an annual signature event organised by the Hong Kong Tourism Board since 2002. Objective of the event is to leverage on the heavy festive ambience around town and a wide variety of seasonal celebrations to spread joy and kindness. One of the programmes to be featured under 2024 Hong Kong WinterFest will be “The Christmas Town” which conventional Christmas Tree(s) together with other festive decorations will be setup from 22 November 2024 till 1 January 2025.

The HKTB is looking for a professional contractor or production company with rich experience and expertise to deliver the full event design, production and implementation of the Christmas Town.

Collection of Project Brief/
Specification and Tender Documents
& Conditions: Hong Kong Tourism Board
Address: 9-11/F, Citicorp Centre, 18 Whitfield Road,
North Point, Hong Kong
Contact Person: Mr Vincent Ng
Telephone No: +852 2807 6516
Email: vincent.ng@hktb.com

Tenderers who wish to collect the tender documents shall write a letter on company letterhead together with contact details (including company name, name of contact person, email address of contact person) and a copy of Business Registration Certificate, 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 *SAP Ariba*. Tenderers are required to register as registered user of *SAP Ariba* to view the Project Brief and Tender Documents & Conditions.

Closing Date & Time:

Date: 12 July 2024 (Friday)
[Hong Kong] Time: 12 noon (GMT + 8)

In the event of a typhoon signal No. 8 or above or rainstorm black warning 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 or warning is lowered.

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 *SAP Ariba*. Late submissions will not be accepted.

Tenderer must meet these minimum requirements:

The vendor must have relevant experience in producing Christmas decorations.

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 on HKTB website at <https://www.discoverhongkong.com/>

12 June 2024