

Hong Kong Tourism Board Tender Notice

Reference No.: RFQ-MICEC-CP20240712

Procuring Department: MICE & Cruise Department

Project Name: Provision of Cultural Performances for MICE & Cruise Events (2024-2026)

Scope of Works/ Services: Hong Kong Tourism Board (HKTB) offers cultural performances to MICE and Cruise events to enhance the experience of MICE and Cruise visitors in Hong Kong.

HKTB intends to engage performance suppliers with a proven track record to provide cultural performances during the period from 16 August 2024 to 15 August 2026 on an as-needed basis. There is the possibility of extending the agreement for up to 2 years based on satisfactory performance.

Collection of Project Brief / Specification and Tender Documents & Conditions: Hong Kong Tourism Board
Address: 11/F., Citicorp Centre, 18 Whitfield Road, North Point, Hong Kong
Contact Person: Cindy Lam, Assistant Manager, Operations, MICE
Telephone No: 2807 6421
Email: cindy.lam@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 to the above contact person of the Hong Kong Tourism Board Upon collection of Expression of Interest (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: 9 August 2024
[Hong Kong] Time: 12:00pm

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 submission will not be accepted.

Tenderer must meet these minimum requirements: Tenderer must have a proven track record of providing cultural performances for at least three large-scale MICE and Cruise events within the past 24 months.

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 <http://www.discoverhongkong.com/>

Dated [22 July 2024]
