

# Hong Kong Tourism Board

## Tender Notice

Reference No.: TM240705

Procuring Department: Trade Marketing Department

Project Name: Design and Build of Hong Kong Pavilion for Trade Shows in USA

Scope of Works / Services: Contractor is responsible for the design and build of Hong Kong Pavilion which includes installation and dismantling, design and production of graphic displays, provision of lighting, audio and visual equipment in accordance with HKTB's requirements.

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: Ms. Cal Yung  
Telephone No: (852) 2807 6258  
E-mail: cal.yung@hktb.com

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 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.

Tender Briefing: Date: 10 July 2024 (Wednesday)  
Hong Kong Time: 16:00

Tender briefing will be conducted online, access link will be shared upon request.

Remark: Registration of attendance is required. For reservation, please contact Ms. Cal Yung.

Closing Date & Time: Date: 5 August 2024 (Monday)  
Hong Kong Time: 12:00noon

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

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

Dated 5 July 2024

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