

**Hong Kong Tourism Board**  
**2024 Hong Kong Wine & Dine Festival**  
**(23 - 27 October 2024)**  
**Tender Notice**

Reference No.:	EPD-HKWDF20240425
Procuring Department:	Event and Product Development Department
Project Name:	2024 Hong Kong Wine and Dine Festival
Scope of Works/ Services:	<p>The Hong Kong Wine &amp; Dine Festival, an annual celebration of epicurean delights by the Hong Kong Tourism Board (HKTb) will take place at the Central Harbour front Event Space on October 23-27, 2024.</p> <p>Visitors can expect a wide range of wine and food booths representing countries and regions from around the world. The Event showcases the latest trends as well as Chinese wines and spirits that were making waves globally.</p> <p>The HKTb intends to engage 2 service providers for the following services including:</p> <ol style="list-style-type: none"> <li>1. Venue Decoration Company <ul style="list-style-type: none"> <li>- Venue decorator with solid experience to design and produce venue decorative structures to enhance festive atmosphere and visitors' experience.</li> </ul> </li> <li>2. Booth Building Company <ul style="list-style-type: none"> <li>- Booth building provider with solid experience to provide exhibitor booth design, installation and exhibitor service order management.</li> </ul> </li> </ol>
Collection of Project Brief/Specification and Tender Documents & Conditions:	<p>Hong Kong Tourism Board (HKTb)  Address: 10/F, Citicorp Centre, 18 Whitfield Road, North Point, HK  Contact Person: Mr. Milk Lui  Telephone No.: (852) 2807 6100  Email: milk.lui@hktb.com</p> <p>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 the Express of Interest letter, 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 &amp; Conditions.</p>

Closing Date & Time:	<p>Date: 24 May 2024 (Friday)  Time: 12:00 noon (Hong Kong time)</p> <p>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.</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 providing design and production services for large-scale outdoor event & exhibitions.

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 25 April 2024