

The Hong Kong Philharmonic Society Ltd
2024/25 Season Tender Notice
Invitation for Quotation

Reference No: **HKPS_MK2024_2025_OUTPUT_LARGE**

Organizer: The Hong Kong Philharmonic Society Ltd.

Scope of Works/Services: Invitation to submit quotations
- **Output work for 2024/25 Season**
For scope of works / services, please refer to attached list of specifications.

Quotation Brief: The Hong Kong Philharmonic Orchestra (HK Phil) is one of Asia's leading orchestras, annually touching the lives of over 200,000 music lovers through more than 150 performances. In each season, the Orchestra presents concerts and events that require the production of banners, backdrops, panels, kiosk and stickers etc.

Schedule of Works/Services: 1 September 2024 - 31 August 2025

Closing Date & Time: Date: 4 Oct 2024
Time: 5:45pm

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.

Contact Person: Mr. Alex Kwok / Administration and Finance
Hong Kong Philharmonic Society Ltd
8/F, Administration Building
Hong Kong Cultural Centre
TST, Kowloon
Telephone: (852) 2721 0139
Email: alex.kwok@hkphil.org

Submission of Quotations: You are invited to submit quotations for the services outlined in the attached list of specifications. Please submit your quotations by completing and returning the list of specifications, together with your company profile and information/sample of your works and send to Mr. Alex Kwok by mail, or by email (in pdf format), before the closing date/time. Late submissions will not be accepted.

Marking Scheme: 70% on quoted price / 30% on quality of work

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 HKPhil in connection with this tender invitation are confidential. You shall not disclose or otherwise divulge the same without our prior consent.

The HK Phil reserves the right not to accept the lowest bid, or any bid. All costs involved in preparing and submitting the bids are solely the responsibility of the bidders. You will be deemed to have accepted these conditions if you respond to this invitation.

The estimated quantity of service(s) is just a rough estimation based on planned activities. There may be cancellation of activities due to Force Majeure, in such case the Society shall not be obliged to procure the service to meet the estimated quantity.

Dated: 25 Sep 2024

Company Profile

Registered Company Name			
Trading Name (if different)			
Registered Address:			
Telephone:			
Fax:			
E-mail:			
Website:			
Company Status: (Pls circle where appropriate)	Sole Trader	Partnership	Limited Company
	Public Limited Company	Limited Liability Partnership	Other
Country of Registration:			
Year of Establishment:			

I certify that the information supplied is true and accurate to the best of my knowledge.
To be signed by an authorized company representative.

Signature:

Full Name:

Position:

Telephone:

Email:

Date:

List of Specifications

Item	Specifications	Quotation (incl. delivery)	Lead Time
Raked Wall Banner	Size: 8' (w) x 12' (h) x 3' (d) x 4-sided Includes printing, installation and dismantling		
	Extra setup and dismantling charge		
	Dismantling charge under extreme weather		
Raked Wall Banners (facing admin building)	Each set consist of 4 banners: Size 1: 1040mm (w) x 3400mm (h) x 4-sided x 1 pcs. Size 2: 2205mm (w) x 3400mm (h) x 4-sided x 2 pcs. Size 3: 900mm (w) x 3400mm (h) x 4-sided x 1 pcs.		
	Extra setup and dismantling charge		
	Dismantling charge under extreme weather		
Raked Wall Banners (facing piazza)	Each set consist of 4 banners: Size 1: 1060mm (w) x 3600mm (h) x 4-sided x 2 pcs. Size 2: 980mm (w) x 3600mm (h) x 4-sided x 2 pcs.		
	Extra setup and dismantling charge		
	Dismantling charge under extreme weather		
HKCC Window Stickers (facing piazza)	Double-sided Size: 10.4m (w) x 1.7m (h) including on-site measurement, test print, production, installation with scaffold and dismantling		
HKCC Window Sticker (facing admin building)	Size: 334" (w) x 140.5" (h) including on-site measurement, test print, production, installation with scaffold and dismantling		
HKCC Foyer Banner	12m (w) x 2m (h)		
	Extra setup and dismantling charge		
HKCC Choir Stall Foamboard	Size: 5600mm (w) x 800mm (h)		
HKCC Staircase Stickers	Size: 4,400mm (w) x 140mm (h)		
Event Backdrops	Size: 16' (w) x 8' (h)		
Event Backdrops	Size: 20' (w) x 8' (h)		
Logo Board	Each set consist of 2 logo boards (stage left and right) Size: 2900mmH x 1500mmW (2 pcs)		
Central Mid-Level Escalator Banner	Size: 3000mm (w) x 900mm (h) (10ft x 3ft)		

Prepared by:

(Signature and Company Chop)

Name:

Designation:

Company:

Date: