

Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Document
Event and PR Management for HSITP Incubation Programme Launch Ceremony

Tender Reference:
FD-03-06-02(220)

Tender Closing Date:
10 March 2026
12:00 noon (HKSAR)

IMPORTANT NOTICE

This tender document is issued by Hong Kong-Shenzhen Innovation and Technology Park Limited (“**HSITPL**”) and contains confidential information regarding the potential purchase by HSITPL as detailed in this tender document. The purpose of this tender document is to identify potential suppliers. All information supplied by HSITPL in connection with this tender document shall be treated as confidential and strictly for the use by the recipients in response to this tender document only.

In consideration of receiving this tender document, the recipients agree and acknowledge that the tender document and any other information that may be provided to the recipients by or on behalf of HSITPL will be maintained in strict confidence and will not be disclosed to any third party. In particular, your attention is drawn to the fact that your receipt of this tender document and any discussions relating to its contents must be kept confidential at all times.

Please note that this is not an offer and it is only an invitation to interested parties to submit tenders to HSITPL for consideration.

PART I: Terms of Tender

1. General

- a) Recipients (each a “**Tenderer**”) are invited to submit tenders for **Event and PR Management for HSITP Incubation Programme Launch Ceremony** in accordance with the requirements of this Invitation to Tender (“**Tender Documents**”), in particular, Submission Requirements as set out in Part III of this Invitation to Tender.
- b) All information provided by Hong Kong-Shenzhen Innovation and Technology Park Limited (“**HSITPL**”) or any other representatives or agents of HSITPL for the purpose of inviting a tender in response to the Tender Documents (the “**Tender**”) shall be treated as private and strictly confidential and must not be disclosed or transferred to any other party without the prior written permission of HSITPL. The information provided in the Tender Documents is strictly for the use by the Tenderers in response to this Invitation to Tender only. Confidentiality must be maintained by all Tenderers even after the appointment of the successful Tenderer.
- c) All cost and expenses incurred by the Tenderer in preparing a Tender shall be entirely borne by the Tenderer.
- d) HSITPL reserves the right at its sole and absolute discretion to modify, amend, revise or cancel this Invitation to Tender without any liability for any cost, expenses and/or losses whatsoever which may be incurred by the Tenderers.
- e) Tenders may not be considered if false or incorrect information is provided by the Tenderer.
- f) This Invitation to Tender is merely an invitation and shall not in any way be construed as an offer by HSITPL nor constitute a contractual relationship between HSITPL and the Tenderers.

2. Accuracy and Validity of Offered Prices

- a) Tenderers shall ensure that all information (including quoted prices) in the Tenders is accurate. Under no circumstances will HSITPL accept any request to amend or revise or modify any information (including price) in the Tender.
- b) Tenderers are requested to submit its cost proposal in Hong Kong Dollars. All Tenders shall be valid for a period of **3** months from the Tender Closing Date (the “**Tender Validity Period**”). The Tenderer agrees that, should HSITPL so request in writing, the Tenderer shall abide by this Invitation to Tender for a further 3 months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.
- c) Each and every Tender shall constitute an unconditional and irrevocable offer from the Tenderer capable of being accepted by HSITPL on the terms and conditions contained in the Tender Documents.

3. Tender Enquiries, Requests for Clarifications and Addenda

- a) All enquiries or requests for clarifications relating to the Tender Documents should be submitted in writing at least one (1) calendar day before the Tender Closing Date to:

Edith Poon – Senior Manager, Corporate Communications
Email: edith.poon@hsitp.org
Telephone No.: (852) 3189 1504

The Tenderer shall state in the email subject heading “**Tender Enquiry - Event and PR Management for HSITP Incubation Programme Launch Ceremony (FD-03-06-02(220))**” and provide full contact details in the email message.

- b) Should HSITPL wish to clarify the Tender Documents in response to any enquiries or requests for clarifications, such clarifications will be made in writing and sent to all Tenderers by email. Such emails containing the Tenderer’s enquiries or requests for clarifications and HSITPL’s answers will be bound in with, and shall become part of, the documents forming the contract for the appointment of the selected Tenderer (the “**Contract**”). Save as aforesaid and unless otherwise expressly stated by HSITPL, any other statement, whether oral or writing, made and any action taken by HSITPL or its consultants or any of their officers in response to any query made by a Tenderer is for guidance and reference purposes only and will not be deemed to form part of the Tender or Contract or in any way alter, negate, waive or otherwise vary any of the terms and conditions contained in the Tender Documents.
- c) Prior to the Tender Closing Date (which may be extended in accordance with the terms of the Tender Documents), addenda (each, an “**Addendum**”) may be issued to clarify or modify the Tender Documents. A copy of each Addendum will be issued to every Tenderer via email and shall become a part of the Tender Documents.

4. Submission of Tender

- a) The deadline for submitting a Tender (“**Tender Closing Deadline**”) is 12:00 noon on 10 March 2026 (the “**Tender Closing Date**”).
- b) Tenderers shall follow a two-envelope system, as set out below, in submitting their Tenders:

(i) Technical Proposal

The front cover of the Technical Proposal envelope shall be clearly marked with the subject of the Tender and the tender reference:

Technical Proposal: Event and PR Management for HSITP Incubation Programme Launch Ceremony (FD-03-06-02(220))

and the Tenderer’s company name

(ii) Price Proposal

The front cover of the Price Proposal envelope shall be clearly marked with the subject of the Tender and the tender reference:

Price Proposal: Event and PR Management for HSITP Incubation Programme Launch Ceremony (FD-03-06-02(220))

and the Tenderer's company name

- c) Tenderers shall ensure that their Technical Proposal and Price Proposal are prepared in accordance with the Submission Requirements provided in the Tender Documents.
- d) Tenderers shall submit their Technical Proposal and Price Proposal separately in 2 sealed envelopes from 9:00 a.m. to 12:00 noon on the Tender Closing Date in the tender box located at:

Hong Kong-Shenzhen Innovation and Technology Park Limited
Unit 710, 8 Science Park West Avenue, Hong Kong Science Park.

Attention: Procurement Department (Tender Box)

- e) HSITPL reserves the right to disqualify any Tenderer if price information is disclosed in the Technical Proposal.
- f) If the Tender contains any qualification and/or alternative proposal, HSITPL reserves the right to disqualify such Tender. Further, such qualifications and/or alternative proposals are generally not accepted.
- g) Any late submissions or Tenders not submitted in accordance with the provisions in Clauses 4b) to f) above will not be accepted.
- h) In the event that typhoon signal no. 8 or above or a black rainstorm warning is hoisted between 9:00 a.m. and 12:00 noon (Hong Kong Time) on the Tender Closing Date, the Tender Closing Deadline will be extended to 12:00 noon (Hong Kong Time) on the next working day (Monday to Friday, except public holidays).
- i) Tenderers may be required to make a formal presentation at their own cost of their Tenders on or about 11 March 2026 (tentative date). HSITPL shall advise the exact time, date and issue formal invitation to the Tenderers.
- j) Each Tenderer can only submit one Tender. In the event that more than one Tender is submitted by the same Tenderer, all Tenders submitted by such Tenderer will not be considered.
- k) All submitted documents and materials will not be returned to the Tenderers regardless of the results of the Tenders and all the said materials will become the property of HSITPL.

5. Assessment Criteria

- a) All Tenderers shall be evaluated according to the following criteria:
 - 75 % Technical Capability (maximum technical score: 75)

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- 25 % Pricing (maximum price score: 25)
- b) As a prerequisite, all terms as set out in the Submission Requirements in the Tender Documents must be fulfilled before the Tender will be evaluated. Tenders which fail to comply with any of such terms will not be considered any further.
- c) Tenders which comply with all the terms as set out in the Submission Requirements will be evaluated based on the following non-exhaustive criteria (which are not ranked in any order of importance). Tenderers must demonstrate technical merits of the submitted Tender. Assessments will be based on all materials of the submitted Tender and any presentation or demonstration given by the Tenderer.
- (i) Event management experience for corporate events of public sector entities and listed companies in Hong Kong;
 - (ii) PR management experience for corporate events of public sector entities in Hong Kong;
 - (iii) Event management proposal;
 - (iv) Expertise and professional experience of the team; and
 - (v) Price offer.
- d) Technical Score shall be assessed by the Tender Assessment Panel members based on the criteria below:

Technical Capability Assessment		Marks
(i) Event management experience for corporate events of public sector entities and listed companies in Hong Kong	Showcase of no less than 3 corporate events of public sector entities and listed companies in Hong Kong, with senior government officials (Secretaries of Departments, Directors of Bureaux and above) as guests of honour, and no less than 200 guests in attendance, within the past 8 years from the Tender Closing Date.	25
(ii) PR management experience for corporate events of public sector entities in Hong Kong	Showcase of no less than 3 PR management success stories for corporate events of public sector entities in Hong Kong, within the past 8 years from the Tender Closing Date.	25
(iii) Proposal of event management plan	Provision of an event management plan for the event, comprising all of the following: a) Logistical and operational framework; b) Programme rundown; c) Staffing plan;	40

	d) Key visual design; and e) Working timeline.	
(iv) Expertise and professional experience of the team	Work portfolios of key members in the team (to be assigned for this project), demonstrating strong track records of successful event management for public sector entities and listed companies in Hong Kong and Chinese Mainland, state-owned enterprises and Central Government Agencies.	10
	Total Technical Score ((i) + (ii) + (iii) + (iv))	100

Passing mark of the Technical Score is 60/100, failing which the Tenderer will be disqualified.

e) Evaluation

An assessment panel shall be formed by HSITPL to evaluate all Tenders received by HSITPL. The Tenders must meet all requirements as set out in the Tender Documents. HSITPL shall evaluate the Tenders in strict confidence.

f) Score Calculation Methodology

HSITPL shall adopt the following formula in calculating the overall score for each Tender:

(i) Technical Score

Tenderer's technical score = (Tenderer's point score / Highest technical score among all Tenderers) x (Maximum technical score)

(ii) Price Score

Tenderer's price score = (Lowest tender price among all Tenderers / Tenderer's tender price) x (Maximum price score)

Tender price refers to the Total Contract Amount as set out in Tender Schedule 4 and does not include the amount for any Optional Items as set out in Tender Schedule 4.

(iii) Overall Score = Technical Score + Price Score

6. Acceptance / Rejection of Tender

a) HSITPL is not bound to accept the Tender which is of the lowest price and/or has the highest overall score and reserves the right in its absolute discretion to decline any offer or cancel this Invitation to Tender at any time without any obligation to explain its decision.

b) HSITPL may, at its sole discretion, accept all or any terms proposed by the Tenderer in the Tender.

- c) HSITPL shall not be responsible for or liable to any Tenderer for any cost and/or expense and/or disbursements incurred by the Tenderers in preparing the Tender and/or any presentation or demonstration given by the Tenderer.

7. Negotiation

HSITPL reserves the right to negotiate the terms proposed in the Tender with any Tenderer.

8. Acceptance Notification

- a) The successful Tenderer shall receive a purchase order (“PO”) generated from the system of HSITPL within the Tender Validity Period.
- b) Tenderer(s) who do not receive any notification within the Tender Validity Period shall assume that their Tenders have not been accepted.

9. Cancellation of Invitation to Tender

Where there are changes in requirement after the Tender Closing Date for operational or whatever reasons, HSITPL is not bound to accept any conforming Tender and reserves the right to cancel this Invitation to Tender and/or re-issue a new invitation to tender on such other terms and conditions as HSITPL deems fit.

10. Intellectual Property Rights

By submitting the Tender, the Tenderer represents and warrants to HSITPL that none of the information or ideas in the Tender infringes the copyright, trade secrets, or intellectual property rights of any third party, and the Tenderer is deemed to have agreed to indemnify HSITPL against all costs, claims, demands, expenses and liabilities that may be incurred by HSITPL as a result of or in connection with any claim that any information or ideas provided or submitted by the Tenderer infringes the copyright, trade secrets or intellectual property rights of any third party.

11. Offering Gratuities

- a) A Tenderer shall not, and shall procure that its directors, employees, agents involved in preparing the Tender shall not offer any financial or other advantage or benefit to any director or employee of HSITPL, or engage in any activity, practice or conduct which would be in violation of any applicable anti-bribery laws or regulations in connection with the Tender Documents and any matter contemplated herein.
- b) Tenderers are warned that offering or giving any gratuity, bonus, discount, bribe, loan or any other gift or consideration as an inducement or reward to any employee or agent of HSITPL in relation to this Invitation to Tender may constitute an offence contrary to the

Prevention of Bribery Ordinance (Cap. 201), and that if any Tenderer is found to have made such an offer, HSITPL shall be at liberty to cancel his Tender or terminate the Contract and shall hold such Tenderer liable for any losses or damages which HSITPL may suffer.

12. Non-collusion

- a) As part of its Tender, the Tenderer shall submit to HSITPL a duly signed declaration form regarding its compliance with non-collusion requirements in the form set out in Tender Schedule 2 (“**Non-collusive Tendering Certificate**”). If the Tenderer does not submit a duly signed Non-collusive Tendering Certificate to HSITPL, its Tender may be invalidated. If a Tenderer is selected, the Contract will be entered into in reliance of the statements made by such Tenderer in, and conditional upon the effectiveness and veracity of, the Non-collusive Tendering Certificate.
- b) Tenderers must ensure that the Tender is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 3 of the Non-collusive Tendering Certificate in Tender Schedule 2), including regarding price, any adjustment in price, submission procedure of the Tender or any terms of the Tender. In the event that there is any breach of this clause or any breach of, or any misrepresentation made in respect of, the Non-collusive Tendering Certificate by any Tenderer, HSITPL may, without limiting HSITPL’s rights and remedies herein or at law, invalidate or disqualify the Tender submitted by the Tenderer, reject its Tender or terminate the Contract with the selected Tenderer and seek damages.
- c) All anti-competitive practices are strictly prohibited and the Tenderer’s attention is drawn to its obligations under the Competition Ordinance (Cap. 619) (the “**Competition Ordinance**”).
- d) Bid-rigging is inherently anti-competitive and is considered serious anti-competitive conduct under the Competition Ordinance. Tenderers who engage in bid-rigging conduct may be liable for the imposition of pecuniary penalties and other sanctions under the Competition Ordinance.

13. Payment Schedule

Subject to the work done to the satisfaction of HSITPL, payments due under the Contract will be made as per the following payment schedule (“**Payment Schedule**”). Please note the Payment Schedule is for reference only and does not amount to any representation and warranties. Tenderers shall not rely on any information set out in the Payment Schedule.

Any deliverables by the successful Tenderer shall be reviewed and approved by HSITPL to ensure they meet HSITPL’s satisfaction level, which is at the sole and final discretion of HSITPL.

Task No.	Progress	Task Completion Date (tentative)	Payment (Percentage of Total Contract Amount stated in Tender Schedule 4)
1	Completion of all services	Week of 6 April 2026	100%

PART II: Purchase Order Terms and Conditions

HSITPL shall issue a PO to the successful Tenderer on the terms as set out in the Purchase Order Terms and Conditions (“**PO T&C**”) which is available on HSITPL’s website or provided separately by HSITPL in PDF file format. Tenderers must read the PO T&C carefully before submitting the Tender.

In the event that the Tenderer wishes to propose any revisions to the terms of the PO T&C, the Tenderer should set out such proposed revisions in the Technical Proposal of the Tender but HSITPL is not bound to accept any of such proposed revisions. For the avoidance of doubt, such proposed revisions shall not form part of the PO. In any event, HSITPL will not accept any proposed revisions to the PO T&C that are not submitted together with the Technical Proposal and/or come to HSITPL’s attention after the Tender Closing Date.

HSITPL reserves the right to disqualify any Tender that submits any proposed revisions to the PO T&C in the Price Proposal or proposes revision to the PO T&C after the Tender Closing Date.

PART III: Submission Requirements

The Tenderer is required to return a complete set of the following documents to HSITPL before the Tender Closing Date *in separate envelopes*.

Price Proposal		Tender Schedule No.
1.	Price Schedule	4

Technical Proposal		Tender Schedule No.
1.	Tender Submission Information	1
2.	Non-collusive Tendering Certificate	2
3.	Form of Tender	3
4.	Requirement Specifications	5
5.	Proposed Solution for Tender	6

Number of documents required:

- a) 2 sets of the “Technical Proposal” in hard copies;
- b) A USB drive with an electronic copy of the “Technical Proposal” without any price information in PDF format; and
- c) 1 set of the “Price Proposal”, i.e. the Price Schedule (Tender Schedule 4), in hard copy.

Tender Schedule 1: Tender Submission Information

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

**Event and PR Management for HSITP Incubation Programme Launch Ceremony
(FD-03-06-02(220))**

We provide the contact information below for this tender:

Representative:	
Job Title:	
Contact Phone Number:	(Office)
	(Mobile)
Contact Email:	

Tender Schedule 2: Non-collusive Tendering Certificate

To: **Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)**

Dear Sir / Madam,

Non-collusive Tendering Certificate for
**Event and PR Management for HSITP Incubation Programme Launch Ceremony
(FD-03-06-02(220)) (the “Contract”)**

1. We, _____ of
(name(s) of the Tenderer(s))

(address(es) of the Tenderer(s))

refer to the tender for the Contract (the “**Tender**”) and our bid in relation to the Tender.

Non-collusion

2. We represent and warrant that in relation to the Tender:

- a) Our bid was developed genuinely, independently and made with the intention to accept the Contract if awarded;
- b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other tenderer or competitor) regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) an intention or decision to submit, or not submit, a bid;
 - (iv) an intention or decision to withdraw a bid;
 - (v) the submission of a bid that does not conform with the requirements of the Tender;
 - (vi) the quality, quantity, specifications or delivery particulars of the products or services to which the Tender relates; and
 - (vii) the terms of the bid,

and we undertake that we will not, prior to the award of the Contract, enter into or engage in any of the foregoing.

3. Paragraph 2(b) of this certificate shall not apply to agreements, arrangements, communications, understandings, promises or undertakings with:
- a) HSITPL;
 - b) a joint venture partner, where joint venture arrangements relevant to the bid exist and which are notified to HSITPL;
 - c) consultants or sub-contractors, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular consultancy arrangement or sub-contract;
 - d) professional advisers, provided that the communications are held in strict confidence and limited to the information required for the adviser to render their professional advice in relation to the Tender;
 - e) insurers or brokers for the purpose of obtaining an insurance quote, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular insurance arrangement; and
 - f) banks for the purpose of obtaining financing for the Contract, provided that the communications are held in strict confidence and limited to the information required to facilitate that financing.

Disclosure of sub-contracting and beneficial ownership

4. We understand that we are required to disclose all intended sub-contracting arrangements relating to the Tender to HSITPL, including those which are entered into after the Contract is awarded. We warrant that we have duly disclosed and will continue to disclose such arrangements to HSITPL.
5. We understand that we are required to disclose our beneficial ownership to HSITPL. (please enter "✓" in the appropriate box)
- (For a company other than a listed company or exempted company¹) We will disclose the significant controllers register, as defined in the Companies Ordinance, Cap. 622.
 - (For a sole proprietorship or partnership) We will disclose details of our beneficial owner(s) (if any), including their name and the nature of their control over the firm.
 - (For listed company) We are a listed company in Hong Kong and our corporate ownership has already been disclosed in the public domain.
6. We understand that HSITPL may request us to disclose further details regarding our shareholders or parent companies, or any other related, associated or controlling entities, to HSITPL. We agree

¹ An exempted company is one which is not required to keep a register of its significant controllers (see further sections 653A (definition of "applicable company") and 653H of the Companies Ordinance).

to disclose such details to HSITPL if so requested, subject to such requests being reasonable in the circumstances.

Consequences of breach or non-compliance

7. We understand that in the event of any breach or non-compliance with any warranties or undertakings in this certificate, HSITPL may, at its discretion, invalidate our bid, exclude us in future tenders, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.
8. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. We understand that HSITPL may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the “**Commission**”) and provide the Commission with any relevant information, including but not limited to information on our bid and our personal information.

For and on behalf of: _____
(Company Name)

Signature with Company Chop: _____
(Authorized Signature)

Name & Position: _____

Date: _____

Additional signature blocks will need to be used where the Tenderer is comprised of multiple parties.

Tender Schedule 3: Form of Tender

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

**Event and PR Management for HSITP Incubation Programme Launch Ceremony
(FD-03-06-02(220))**

1. We undertake that if our Tender is accepted, to commence the services and complete and deliver the services within the time stated in the Tender Document.
2. We agree that this Tender shall be valid for a period of 3 months from the Tender Closing Date specified in the Tender Documents. We agree that, should HSITPL so request in writing, we shall abide by this Invitation to Tender for a further 3 months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.
3. We confirm that this Tender has taken into consideration all tender addenda issued to us (if any) prior to the date hereof.
4. Unless and until a purchase order is issued by HSITPL to us, this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us. The Tender should always form part of the binding agreement between HSITPL and us, while the order of precedence will be lower than the purchase order. We undertake to abide by the Purchase Order Terms and Conditions enclosed with the Tender Documents in the event that our proposed revisions (if any) to the Purchase Order Terms and Conditions are not accepted by HSITPL.
5. We understand and agree that HSITPL is not bound to accept the lowest or any tender you may receive.
6. We understand and agree that HSITPL is not responsible for any cost or expense incurred for and in connection with preparing the Tender and/or any presentation or demonstration given by us.
7. We confirm that we are not subject to any actual or potential conflict of interest save to the extent already expressly disclosed by us to HSITPL and we undertake to notify HSITPL immediately should any conflict arise.
8. We certify that, to the best of our knowledge and belief, all information and documents provided in and submitted with the Technical Proposal are true, accurate, and complete.

For and on behalf of: _____
(Company Name)

Signature with Company Chop: _____
(Authorized Signature)

Name & Position: _____

Date: _____

Additional signature blocks will need to be used where the Tenderer is comprised of multiple parties.

Tender Schedule 4: Price Schedule

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

**Event and PR Management for HSITP Incubation Programme Launch Ceremony
(FD-03-06-02(220))**

1. The quotation shall be valid for 3 months from the Tender Closing Date specified in the Tender Documents.
2. The price indicated in the tables below covers all the items specified in the Requirement Specifications of the Tender Documents.
3. HSITPL reserves the right to modify, amend or revise any requirements and/or terms and conditions stated in the Tender Documents.
4. The Total Contract Amount is inclusive of all costs or charges which we will incur in the provision of the goods or services.
5. We acknowledge that only the Total Contract Amount in this Tender Schedule 4 will be assessed for this Tender, whereas HSITPL will not consider any pricing information in the Optional Items in this Tender Schedule 4 for the purpose of assessing the Tender.
6. We acknowledge that HSITPL will not accept any proposed revisions to the PO T&C that are not submitted together with the Technical Proposal and/or come to HSITPL’s attention after the Tender Closing Date.
7. We acknowledge that HSITPL reserves the right to disqualify any Tenderer that submits any proposed revisions to the PO T&C in the Price Proposal or proposes revision to the PO T&C after the Tender Closing Date.

Table 1 – Required Items

PART A – Event Management for HSITP Incubation Programme Launch Ceremony and Pre-Event Cocktail Reception					
Items		Price (HK\$)			
Item	Description	Unit	Quantity	Unit Price	Amount
1	Design and production	Job	1		
2	Event, logistics and manpower management	Job	1		
3	Venue set-up and equipment rental	Job	1		
4	Event photography and videography	Job	1		
5	Catering services for the Pre-event Cocktail	Job	1		
6	Contingency plan	Job	1		
Total Amount for Part A:					

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PART B – PR Management					
Items		Price (HK\$)			
Item	Description	Unit	Quantity	Unit Price	Amount
7	Bilingual press materials development	Job	1		
8	Bilingual press release distribution and pitching	Job	1		
9	Media invitation and RSVP	Job	1		
10	Media shuttle bus booking and management	Job	1		
11	Onsite media management	Job	1		
12	Post-event media coverage report	Job	1		
Total Amount for Part B:					
Total Contract Amount (Total Amount for Part A + Total Amount for Part B):					

Table 2 – Optional Items

Optional Items		Price (HK\$)			
Item	Description	Unit	Quantity	Unit Price	Amount
1	Additional banquet chair with chair cover	Piece	1		
2	Additional event helper	Man-day	1		
3	Additional event usherette	Man-day	1		
4	Outdoor carpeting	SQM	1		
5	Additional foldable banquet table with tablecloth	Piece	1		
6	Additional trilingual master of ceremonies (English, Putonghua and Cantonese) (“MC”)	Job	1		
7	Drone video shooting and photography of the site (raw footage only)	Job	1		
8	Outdoor marquee	SQM	1		
9	Parabolic aluminized reflector lights with truss structure for optimal photography and videography of stage happenings	Job	1		

10	Indoor power generator	Piece	1		
11	72" LED TV on mobile stand	Piece	1		
12	Extra portable air conditioner	Piece	1		
13	Event livestreaming service	Job	1		
14	Simultaneous Interpretation (SI) service with AI	Job	1		

Remarks:

1. The unit price for each item and the total amount shall be provided in the price schedule above.
2. Only the Total Contract Amount in Table 1 for items 1 to 12 will be considered as the criteria of price assessment for the purpose of the Tender. Items 1 to 14 in Table 2 are merely optional services for HSITPL's reference and HSITPL does not have an obligation to commit to engage the successful Tenderer for such services.
3. The prices indicated in the tables above shall cover all the items specified in the Requirement Specifications in Tender Schedule 5.
4. HSITPL reserves the right to change the items stipulated in the Requirement Specifications in Tender Schedule 5.

We offer to provide the goods and/or services to HSITPL at the prices quoted above and in accordance with the requirements and the terms and conditions stated in the Tender Documents. Acceptance of this offer shall be evidenced by the issuance of a purchase order by HSITPL.

 Authorised Signature (with company chop)

Name & Position: _____

Company Name: _____

Date: _____

Tender Schedule 5: Requirement Specifications

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Event and PR Management for HSITP Incubation Programme Launch Ceremony (FD-03-06-02(220))

The scope and specific requirements of the goods/services which the Tenderer should provide are listed below. The Tenderer shall propose solutions (with detailed explanation) if his proposed items cannot meet any of such scope and/or requirements.

5.1 Statement of Purpose

HSITPL would like to invite experienced event management agencies to engage in the design, execution and management of the Incubation Programme Launch Ceremony at Hong Kong-Shenzhen Innovation and Technology Park (“HSITP” or “Park”).

5.2 About HSITPL

HSITPL, a wholly owned subsidiary of Hong Kong Science and Technology Parks Corporation, is vested with the responsibility to develop, operate, maintain, and manage HSITP.

HSITP envisions to serve as the world’s knowledge hub and innovation & technology (“I&T”) centre, converging enterprises, research & development (“R&D”) institutions and higher education institutions from local, Mainland and overseas, which can connect upstream and midstream research to downstream market, further enhancing collaboration among industry, academic and research sectors.

The Park focuses on six I&T pillar industries including life and health technology, artificial intelligence and data science, new materials, new energy, robotics and microelectronics.

The Park covers an area of approximately 87 hectares and the development is divided into two phases. The estimated total floor area of the first phase will be approximately 1 million square metres, which will provide R&D (Wet Lab / Advanced Manufacturing) buildings, Dry Lab / Office buildings, Research, Academic and Industry buildings, Talent Accommodation, Visitor Lodges, Commercial and Ancillary facilities, etc. Apart from Batch 1, the remaining land in the first phase of the Park will be developed through enterprises investment, aiming to enhance the speed and quantity of project development by leveraging market forces to build high-quality research and industrial infrastructure.

Phase 1 will be developed by three batches, i.e., Batch 1, Batch 2 and Batch 3. The first development batch, Batch 1, has been further sub-divided into Batch 1A, Building 1, Batch 1B and Batch 1C. Batch 1 is being developed by HSITPL which consists of eight buildings with a total gross floor area of approximately 116,000 square metres. Batch 1A consists of three buildings: Buildings 8 & 9 (wet laboratory enabled) and Building 11 (Talent Accommodation).

5.3 The Brief

To commemorate the official launch of the HSITP Incubation Programme, an official launch
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ceremony (“**Launch Ceremony**”) will be held in Units 201, 202-203, 2/F, Building 9, HSITP (tentative) with a tech product showcase (“**Showcase**”) in Units 206-207, 2/F, Building 9, HSITP (“**Showcase Area**”) (tentative) and a pre-event cocktail reception (“**Pre-event Cocktail**”) and a post-event networking reception (“**Networking Cocktail**”) will both be held in Unit 205, 2/F, Building 9, HSITP (tentative) (“**Event**”).

The Event will consist of (1) the Launch Ceremony, (2) the Showcase, (3) the Pre-event Cocktail, (4) Networking Cocktail and (5) Pitchathon. The Event shall be a closed-door event for guests and media by invitation only. The successful Tenderer shall consider the scale of event guests (around 280-300 persons) and media attendance (60-80 persons) when planning the Event.

The Launch Ceremony is tentatively set to be a one-hour event, inclusive of on-stage proceedings. HSITPL will be responsible for the Showcase which shall be available throughout the day of the Event from 9:00a.m. to 5:00p.m. (tentative).

The units on 2/F of Building 9 are unfurnished, with basic plastered walls and concrete floors. For reference only, the size of Units 201 and 202-203 and Units 205-207 are approximately 10,000 sq. ft. respectively.

The Tender Documents serve to source an event management agency to develop and execute a strategic and holistic plan for the Event, comprising event management, PR management, and contingency management.

Tentative rundown (subject to changes and final approval by the HKSAR Government):

1. Pre-event Cocktail in Unit 205
2. MC introduction
3. Opening remarks by senior government officials
4. Welcome speeches by senior executives of HSITPL
5. Incubation Programme Launch Ceremony
6. On-stage chit-chat with programme partners of HSITPL
7. End of stage proceedings. Guests are invited to join the Networking Cocktail and visit the Showcase in Units 206-207, while senior government officials receive media interviews in front of the stage in Units 201 and 202-203
8. Guests return to the Units 201 and 202-203 for Pitchathon by incubatees (i.e., a series of 5-minute presentations by tech companies)

The successful Tenderer shall attend meetings with HSITPL’s representatives or its service providers from time to time.

5.4 Scope of Services/Deliverables

5.4.1 Part A – Event Management for HSITP Incubation Programme Launch Ceremony and Pre-event Cocktail Reception

5.4.1.1 Design and production

- **Event collaterals**

- Design of bilingual (English and Traditional Chinese) event key visual, inclusive of two (2) different styles and up to three (3) rounds of revisions
- Adaptation of the event key visual for the production of the following, including but not limited to event backdrops with lighting, microphone tag, directional

- signage, guest badge and lanyards, podium cover, 4R-sized paper photo frames, etc.
- Design and production of stage props and gimmick for the Launch Ceremony, inclusive of two (2) different options and up to three (3) rounds of revisions

5.4.1.2 Event, logistics and manpower management

- **Overall event planning and logistics management**
 - Development of the event rundown and on-stage standing plans for guests of honour
 - Management of onstage and backstage operations
 - Event rehearsal arrangements
 - Usherettes to assist with front-of-stage activities
- **Guest reception**
 - Helpers for guest reception and traffic control
 - NOTE: Guest invitation and RSVP will be handled by HSITPL
- **MC management**
 - 1 x Trilingual MC (English, Putonghua and Cantonese)
 - Inclusive of pre-event briefing, rehearsal, costume, hairstyling and make-up services
 - MC script will be provided by HSITPL
- **Post-Launch Ceremony visit to Showcase Area**
 - Helpers to assist in guiding guests to the Showcase Area
- **Round-trip transportation for MC, working crew and agency staff**

5.4.1.3 Venue Setup and Equipment Rental

At Units 201 and 202-203, 2/F, Building 9 for Launch Ceremony

- Fitting out of Units 201 and 202-203 with sound-proofing set-up and carpet floors
- Indoor air conditioning throughout the Event
- Set-up of a stage with carpet and skirting to accommodate up to 20 persons for group photo
- LED Stage backdrop in a sensible size for the stage
- Public address system
- Audio distribution box (no less than 20 channels)
- Chairs with covers for up to 350 persons
- Foldable banquet tables with covers for reception counters
- Podium with lectern x 1
- Stanchions for zoning
- Media riser to accommodate up to 100 persons
(stable structure for tripods with electronic news gathering cameras)
- Microphone tray for stand-up interviews
- Technical crew for equipment set-up and management and on-site support until 18:00 on the day of the Event (i.e., including throughout the Pitchathon after the Launch Ceremony)

- Responsible for obtaining all licenses required for the Launch Ceremony
- Dismantlement of all equipment and set-up upon HSITPL's confirmation (tentatively after 18:00 on the day of the Event)

At Units 205-207, 2/F, Building 9 (i.e., the Showcase Area and cocktail reception area)

- Fitting out of the Units 205-207 with sound-proofing set-up and carpet floors
- Indoor air conditioning throughout the Event
- Public address system
- Catering facilities including mushroom tables
- Photo backdrop with event key visuals
- Partitions and stanchions for zoning
- The successful Tenderer shall be responsible for catering services for the Pre-event Cocktail as set out in paragraph 5.4.1.5 below
- Technical crew for equipment set-up and management and on-site support until 18:00 on the day of the Event (i.e., including throughout the Networking Cocktail)
- Dismantlement of all equipment and set-up upon HSITPL's confirmation (tentatively after 18:00 on the day of the Event)

Event grounds

- Strategic placement of directional signage for guest flow management
- Indoor and outdoor inclusive

5.4.1.4 Event photography and videography

- **Instant photo booth**
 - Provision of instant photo shooting and printing service, as well as insertion of the photos in paper photo frames
- **Digital cloud-based photo sharing platform**
 - Provision of cloud-based sharing service with instant and simultaneous updates of all event photos throughout the day of the Event
 - Photo availability on the cloud-based platform: one month upon event completion, i.e. 30 April 2026
- **Photo and video shooting plan**
 - The successful Tenderer shall develop a comprehensive plan that suggests the optimal photo and video shooting angles
 - Provision of photography and videography service: 2 photographers and 2 video crew members
 - The successful Tenderer shall oversee the execution of the shooting plan and brief the photographers and videographers accordingly
 - Delivery of no less than 20 touched-up event photos (selected by HSITPL) within one hour post-event, delivery of all event photos within the same day of the Event
 - Post-event highlight video
 - Delivery of the first cut within the same day of the Event
 - Delivery of the final cut within two days post-event
 - Video duration: 3 minutes
 - Two languages: Traditional Chinese plus English, and Simplified Chinese plus English

- Inclusive of super and royalty-free background music

5.4.1.5 Catering services for the Pre-event Cocktail

- Catering services for the Pre-event Cocktail for around 300 persons shall be provided by the successful Tenderer
- The menu in respect of the food and beverages for the Pre-event Cocktail shall be subject to HSITPL's approval, but shall include both regular and vegetarian options for food and both non-alcoholic and alcoholic beverages
- The successful Tenderer shall also be responsible for provision of helpers for manning the relevant area for serving food items and beverages and all other relevant support services

5.4.1.6 Contingency plan

- The Tenderer shall evaluate potential risks and develop a contingency plan for technical mishaps during the Event
- The Tenderer shall indicate the minimum lead-time required for HSITPL to decide whether to implement the contingency plan or not

5.4.2 Part B – PR Management

- Development of bilingual press materials, including:-
 - Message house with strategic media angles for the Event, based on materials provided by HSITPL
 - Fact sheets (information to be provided by HSITPL)
 - Press release (2 pages maximum per language)
- Press release distribution and media pitching
 - Media lists to be reviewed and agreed by HSITPL in advance:-
 - Local media in Hong Kong and GBA mainstream media
 - International trade media
- Media invitation and RSVP
 - Development of press invitation and propose media shortlist for HSITPL's review and approval
 - Handle media invitation and RSVP follow-up
 - Media coverage target: Local mainstream media in Hong Kong, including Mainland Chinese and international media correspondents stationed in Hong Kong
- Media shuttle bus booking and management
 - Embarkation and drop-off point: Shatin MTR Station to and from HSITP in Lok Ma Chau.
 - No less than two (2) coach buses, each with at least 52 seats
 - On-site logistics management
- On-site media management
 - Media registration and reception
 - Facilitation of on-site media interviews and shootings (i.e. stand-up with senior government officials and potential executive interview(s) with

incubatee and/or programme partner(s) of HSITPL)

- Post-event media coverage report
 - Consolidation of media clippings, inclusive of TV and radio broadcast recordings
 - Prepare media coverage report in excel format
 - Prepare clipping files of print, online, broadcast (TV, radio, podcast) and social media coverage in JPEG and MP4 format

5.5 Appendix

The venue floor plan of 2/F of Building 9 and photos of 2/F of Building 9 are set out in Appendix 1 with details listed below:-

Item	Description	Appendix No.
1	Floor plan and link to 360-degree view of 2/F of Building 9 of HSITP	Appendix 1

Appendix 1 and the drawings, images, visuals and graphics provided therein are for reference only and are subject to change at any time at HSITPL's sole and absolute discretion without prior notice.

5.6 Project Timeline (tentative)

Tender invitation	6 March 2026
Tender submission deadline	10 March 2026
Presentation	11 March 2026 (Tentative)
Tender award and project kick-off	11 March 2026
Event date	30 March 2026
Job sign-off	Q1 2026

5.7 Ownership and Intellectual Property Rights

- All intellectual property rights (in whatever form) in the deliverables, which include but are not limited to trademarks, logos, and creative assets, developed or provided by HSITPL, as well as any modifications made subsequently to such deliverables shall, upon creation, immediately vest in and remain the sole and exclusive property of HSITPL. HSITPL shall have the sole and exclusive right to publish and use any such deliverables. To the extent any rights in or to such intellectual property rights are deemed to accrue to the successful Tenderer, the successful Tenderer hereby agrees to assign, transfer or convey, without charging HSITPL any costs, any and all of such rights, at any time as they may be deemed to accrue, to HSITPL. The successful Tenderer shall, without charging HSITPL any costs, execute all documents and instruments, forthwith upon request by HSITPL, which HSITPL may deem necessary, proper or appropriate to accomplish the foregoing. Any such assignment, transfer or conveyance shall be without consideration other than the mutual agreement of HSITPL and the successful Tenderer contained herein.

- The successful Tenderer may not use, reproduce, or modify HSITPL-owned intellectual property without written consent from HSITPL.
- The successful Tenderer retains the ownership of its pre-existing intellectual property.
- HSITPL has a license to use tenderer-owned materials solely for contracted services.
- Upon termination, the successful Tenderer shall promptly return all HSITPL-owned intellectual property.

Tender Schedule 6: Proposed Solution for Tender

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Event and PR Management for HSITP Incubation Programme Launch Ceremony (FD-03-06-02(220))

This section contains Parts 1 to 5 and shall be duly completed by the Tenderer and included in the Tender. The Tenderer is required to present all details of its proposed solution according to the guidelines specified under each Part.

Tenderers are reminded that no price information should be included in the Technical Proposal.

Part 1: Company Background

Please provide company portfolio with credentials in PowerPoint format.

Part 2: Past Case Reference: Event management experience for corporate events of public sector entities and listed companies in Hong Kong

Showcase of no less than **3** corporate events of public sector entities and listed companies in Hong Kong, with senior government officials (Secretaries of Departments, Directors of Bureaux and above) as guests of honour, and no less than 200 guests in attendance, within the past 8 years from the Tender Closing Date, in PowerPoint format.

Part 3: Past Case Reference: PR management experience for corporate events of public sector entities in Hong Kong

Showcase of no less than **3** PR management success stories for corporate events of public sector entities in Hong Kong, within the past 8 years from the Tender Closing Date, in PowerPoint format.

Part 4: Proposed Event Management Plan in PowerPoint format comprising all of the following:

- a) Logistical and operational framework;
- b) Programme rundown;
- c) Staffing plan;
- d) Key visual design; and
- e) Working timeline.

Part 5: Expertise and professional experience of the team

Work portfolios of key members in the team (to be assigned for this project), demonstrating strong track records of successful event management for public sector entities and listed companies in Hong Kong and Chinese Mainland, state-owned enterprises and Central Government Agencies, in PowerPoint format.

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