

Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Document

Event and PR Management Services for HSITP Signature Event

Tender Reference:

FD-03-06-02(326)

Tender Submission Period:

7 September 2026

9:00 a.m. to 3:00 p.m. (HKSAR)

Tender Closing Date:

7 September 2026

3:00 p.m. (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 public relation (“PR”) management services for HSITP signature event** (the “**Services**”) 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 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 costs 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 **three (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 **three (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 five (5) calendar days 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 Services for HSITP Signature Event (Ref. No. FD-03-06-02(326))**” and provide full contact details in the email message. HSITPL reserves the right not to respond to any enquiry or request for clarification submitted after the deadline specified above.

- 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 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 in 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 3:00 p.m. on 7 September 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 Services for HSITP Signature Event (Ref. No. FD-03-06-02(326))

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 Services for HSITP Signature Event
(Ref. No. FD-03-06-02(326))**

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 3:00 p.m. on the Tender Closing Date in the tender box located at:

Hong Kong-Shenzhen Innovation and Technology Park Limited
Unit 710, 7/F, Lakeside 1, 8 Science Park West Avenue, Hong Kong Science Park,
Hong Kong.

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 or announcement on extreme conditions is issued in Hong Kong at any time between 9:00 a.m. and 3:00 p.m. (Hong Kong Time) on the Tender Closing Date, the Tender Closing Deadline will be extended to 3:00 p.m. (Hong Kong Time) on the next Business Day.
- i) Tenderers may be required to make a formal presentation at their own cost of their Tenders on or about 8 September 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)
 - 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 and PR management experience for business-to-consumer (B2C) events to promote innovation and technology (I&T) for clients with at least one (1) event for client(s) which is/are technology park(s) and/or quasi autonomous non-governmental organisation(s) (QUANGO(s)) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland;
 - (ii) Event and PR management experience for I&T summits for clients with at least one (1) event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland;
 - (iii) Proposal of event management plan;
 - (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		Maximum Point Score
(i) Event and PR management experience for B2C events to promote I&T for clients with at least one (1) event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland	Showcase of no less than five (5) B2C events and PR coverage to promote I&T for clients with at least one (1) event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland, each with an attendance of not fewer than 500 people from the public from Hong Kong, the Mainland and overseas,	30

	conducted within the past eight (8) years from the Tender Closing Date.	
(ii) Event and PR management experience for I&T summits for clients with at least one (1) event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland	Showcase of no less than three (3) industrial summits and PR coverage of I&T summits for clients with at least one (1) event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland, each with an attendance of not fewer than 200 guests from Hong Kong, the Mainland and overseas, conducted within the past eight (8) years from the Tender Closing Date.	20
(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) venue setup; c) guest speaker line-up; d) thematic B2C strategy; e) programme rundown; f) staffing plan; g) key visual design; and h) working timeline.	35
(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 and industry network for technology parks in Hong Kong and/or the Mainland.	15
	Total Technical Score (i) + (ii) + (iii) + (iv))	100

Passing mark of the Technical Score is 60 out of 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

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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 point 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) Tenderers 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 requirements 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) The Tenderer must ensure that the Tender is developed genuinely, independently and made with the intention to accept the contract if awarded, and 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 (as defined in Clause 12 d) below)), including regarding price, Tender submission procedure or any terms of the Tender. In the event of any breach of this Clause by any Tenderer, HSITPL reserves the right to invalidate the Tender submitted by that Tenderer and/or terminate the Contract entered with that Tenderer based on the Tender submitted by that Tenderer and seek damages.
- b) 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**").
- c) 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.

- d) Upon Tender submission, the Tenderer shall submit to HSITPL a Non-Collusive Tendering Certificate (in the form set out at Tender Schedule 2) (the “**Non-collusive Tendering Certificate**”) duly signed by an authorised person on the Tenderer’s behalf. The Contract is to be entered into in reliance on the statements made by the Tenderer in the Non-collusive Tendering Certificate and conditional upon the effectiveness and veracity of the Non-collusive Tendering Certificate. Any breach of any of the representations, warranties and/or undertakings given in the Non-collusive Tendering Certificate not only allows HSITPL to pursue damages and other forms of redress from the Tenderer but also is capable of amounting to a criminal offence and rendering the relevant personnel of the Tenderer liable to criminal prosecution (for instance, for the offence of conspiracy to defraud and upon conviction shall be liable to imprisonment for 14 years).
- e) Notwithstanding any provisions regarding disclosure of documents and information, HSITPL may, at its discretion, report and provide documents and information regarding any suspected anti-competitive collusive conduct to the Competition Commission and/or other relevant authorities.

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	Confirmation of Contract award	Week of 7 September 2026	10%
2	Confirmation of event theme and programme rundown	Week of 2 November 2026	40%
3	Job completion and sign-off	31 December 2026	50%

The successful Tenderer shall submit invoices only (1) upon confirmation of Contract award, (2) after HSITPL’s acceptance of the event theme and programme rundown, and (3) after HSITPL’s acceptance of job completion and sign-off.

PART II: Purchase Order Terms and Conditions

HSITPL shall issue a PO to the successful Tenderer on the terms as set out in the General Terms
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and Conditions for Purchase Orders (“**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 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.

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 Services for HSITP Signature Event
(Ref. No. FD-03-06-02(326))**

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 Services for HSITP Signature Event
(Ref. No. FD-03-06-02(326)) (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.

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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 arrangement and beneficial ownership

4. We represent and warrant that there is no intended sub-contracting arrangement relating to the Tender, including those which are to be entered into after the Contract is awarded.

OR*

We represent and warrant that the following sub-contracting arrangements are all the intended sub-contracting arrangements relating to the Tender, including those which are to be entered into after the Contract is awarded:

[\[Please set out the details of such sub-contracting arrangements here. Please use supplemental sheets where appropriate.\]](#)

We understand that we are required to continue to disclose any of such sub-contracting arrangements to HSITPL as and when they arise.

5. We represent and warrant that the following is our beneficial ownership:

[\(For a company other than a listed company or exempted company¹\)](#)

[\[Please disclose the significant controllers register here, as defined in the Companies Ordinance,](#)

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).

Cap. 622. Please use supplemental sheets where appropriate.]

OR*

(For a sole proprietorship or partnership)

[Please disclose details of beneficial owner(s) here, including their name and the nature of their control over the firm. Please use supplemental sheets where appropriate.]

OR*

(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 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 representations, warranties and/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. Further, any breach of any of the representations, warranties and/or undertakings given in this certificate is capable of amounting to a criminal offence and rendering our relevant personnel liable to criminal prosecution (for instance, for the offence of conspiracy to defraud and upon conviction shall be liable to imprisonment for 14 years). We understand that, notwithstanding any provisions regarding disclosure of documents and information, HSITPL may, at its discretion, report all suspected instances of anti-competitive conduct to the Competition Commission (the "**Commission**") and/or other relevant authorities and provide the Commission and/or other relevant authorities with any relevant information, including but not limited to information on our bid and our personal or corporate information.

For and on behalf of: _____
(Company Name)

Signature with Company Chop: _____

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(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 Services for HSITP Signature Event (Ref. No. FD-03-06-02(326))

1. We undertake that if our Tender is accepted, to commence the Services and complete and deliver the Services within the times stated in the Tender Documents.
2. We agree that this Tender shall be valid for a period of **three (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 **three (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 PO T&C enclosed with the Tender Documents in the event that our proposed revisions (if any) to the PO T&C 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. Further, we understand and agree that if any information or document provided in or submitted with the Technical Proposal is found to be untrue, inaccurate, incomplete or misleading, HSITPL may, without limiting HSITPL's rights and remedies therein or at law, invalidate, reject and/or disqualify our Tender.

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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 Services for HSITP Signature Event (Ref. No. FD-03-06-02(326))

1. The quotation shall be valid for **three (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, including but not limited to furniture and equipment rental charges incurred, and transportation to and from HSITP.
3. HSITPL reserves the right to modify, amend or revise any Requirement Specifications 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 and/or services specified in the Requirement Specifications in Tender Schedule 5.
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 the quantity of Optional Items stated below are provided for quotation purposes only. HSITPL does not guarantee the consumption of any or all of such number of Optional Items. HSITPL has the sole discretion to determine the actual quantity of Optional Items to be used.
7. We acknowledge that (i) 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, and (ii) HSITPL is not bound to accept any of such proposed revisions.
8. 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

Event and PR Management Services for HSITP Signature Event					
Items		Price (HK\$)			
Item	Description	Unit	Quantity	Unit Price	Amount
1	Event concept and programming	Job	1		
2	Design and production	Job	1		
3	Venue strategy and logistics	Job	1		
4	Event management and contingency planning	Job	1		
5	PR management	Job	1		
6	Photography and videography	Job	1		

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7	Budget management and reporting	Job	1		
Total Contract Amount:					

Remarks: the unit price for each item and amount in columns “Unit Price” and “Amount”, and the Total Contract Amount shall be provided in Table 1 above.

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	Indoor carpeting	SQM	1		
6	Additional foldable banquet table with tablecloth	Piece	1		
7	Additional bilingual master of ceremonies (English + Putonghua or English + Cantonese) (“MC”)	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	Event livestreaming service	Job	1		
11	Indoor catering service with venue setup and manning for 100 guests (finger food and non-alcoholic beverage)	Job	1		
12	Outdoor catering service with venue setup and manning for 100 guests (finger food and non-alcoholic beverage)	Job	1		
13	Round-trip 59-seater coach bus transportation and manning for group visit to HSITP	Job	1		

Remarks: the price for each item and amount in columns “Unit Price” and “Amount shall be provided in Table 2 above.

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 Services for HSITP Signature Event (Ref. No. FD-03-06-02(326))

The scope and specific requirements of the goods / services which the Tenderer should provide are listed below.

5.1 Statement of Purpose

HSITPL would like to invite experienced event management agencies to engage in the design, execution and management of the event and PR management services for HSITP signature event at Hong Kong-Shenzhen Innovation and Technology Park (“HSITP” or the “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 lab-enabled) and Building 11 (talent accommodation).

5.3 The Brief

As the Park enters its next phase of growth, we are launching a flagship B2C signature event (the “Event”) to showcase the progress and breakthroughs of the Park’s enterprises, strengthen our

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position as a thought leader in innovation, and significantly raise public and industry awareness.

The Event shall take place over a 3-day period, with a launching ceremony and thematic summit on the first day to officially kick off the festivities. This will be followed by a 3-day exhibition programme to showcase of the Park's R&D outcomes, as well as interactive and/or experiential programmes for B2C engagements.

HSITPL intends 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. The appointed agency, i.e., the successful Tenderer, will be responsible for end-to-end conceptualisation, planning, management, and delivery of the signature event.

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 Event concept and programming

- a) Develop a compelling theme that highlights the unique advantages of HSITP and the programme rundown for a 3-day event, with the target of attracting no less than 500 visitors in total.
- b) At the discretion of HSITPL, liaise with HSITPL's tenants, incubatees and licensees for the engagement of speakers and panellists, as well as the facilitation of R&D showcase exhibition.
- c) Curate sessions such as keynote addresses, panel discussions, technology showcases and/or demonstrations, and public-facing experiential zones.
- d) Secure high-profile speakers, moderators, and endorsers (including but not limited to, industry leaders, academics, policymakers from Hong Kong, Mainland, and overseas) for the summit on the first day of the Event.

5.4.2 Design and production

- a) Design of a bilingual (English and traditional Chinese) event key visual, inclusive of two (2) different styles and up to three (3) rounds of revisions.
- b) Adaptation of the event key visual to produce the following, including but not limited to event backdrops with lighting, microphone tag, directional signage, e-invite, guest badge and lanyards, podium cover, etc.

5.4.3 Venue strategy and logistics

- a) Propose and manage suitable venue solutions given limited on-site capacity (largest indoor venue: up to 150 guests maximum).
- b) Handle all technical production, audiovisual (i.e., AV), stage design, seating, registration, catering, and on-site operations.

- c) Incorporate hybrid and/or digital elements of communication (e.g. via livestreaming) for wider reach to target audience.

5.4.4 Event management and contingency planning

- a) At the discretion of HSITPL, work closely with the Park's enterprises, incubatees and programme partners to design engaging, impactful R&D showcases despite the early-stage portfolio.
- b) Engagement of MCs, usherettes and helpers.
- c) Artificial intelligence-powered simultaneous interpretation service.
- d) Management of onstage and backstage operations.
- e) Address current location accessibility limitations through transportation support, shuttle buses, virtual participation options, and clear public guidance.
- f) Contingency planning in case of inclement weather.
- g) Service fee includes all third-party charges, including but not limited to furniture and equipment rental charges incurred.

5.4.5 PR management

- a) Develop integrated branding and visual identity aligned with the Park's image.
- b) Execute comprehensive pre-event, on-site, and post-event PR campaigns.
- c) Secure strong coverage in Hong Kong, Mainland, and international mainstream news outlets, with the target of no less than HK\$2.5 million in media value.
- d) Manage guests of honour and speaker invitations in accordance with VIP protocol.

5.4.6 Photography and videography

- a) Deployment of professional photography and videography crew in accordance with the event programme rundowns.
- b) Simultaneous upload of event photos to cloud-based platform with appropriate security measures against unauthorised access in place for instant access by event guests. Photo availability on the cloud-based platform: one month upon event completion.
- c) Production and delivery of a 90-seconds post-event highlights video: (mp4 format, up to 3840 x 2160 resolution in 16:9 format, via <https://next.frame.io/>) with royalty free music, transitions, and bilingual supers (i.e. titles, text and graphics added to the video).
- d) Provision of all photos and video footage taken throughout the event period to client.

- e) HSITPL has full ownership and all intellectual property rights (including but not limited to copyright) of all photos and video footages (original and edited).

5.4.7 Budget management and reporting

- a) Provide detailed budget proposals with transparent costing.
- b) Deliver (i) post-event report, which includes attendance, media reach, feedback, and return on investment metrics, and (ii) social media coverage in JPEG and MP4 format.

5.4.8 Miscellaneous

The successful Tenderer is solely responsible for:

- a) ensuring that all personnel engaged in the provision of the Services in the Park shall have the legal right to work in Hong Kong (i.e., either be a holder of valid Hong Kong permanent identity card, or a holder of an appropriate and valid working visa permitting them to work in Hong Kong).
- b) all customs clearance and any applicable import duties or taxes in respect of any material imported into Hong Kong for the provision of the Services.
- c) arranging their transportation to and from HSITP.

5.5 Appendices

Below is a list of appendices:

Appendix No.	Description
Appendix 1	Floor plan of the Visitor Centre in Unit G01, G/F of Building 9, HSITP
Appendix 2	Floor plan and reference photos of the HSITP Exhibition Hall in Unit 202-203, 2/F of Building 9, HSITP

Please note that Appendices 1-2 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	28 August 2026
Tender submission deadline	7 September 2026
Tender presentation	On or about 8 September 2026
Contract award and project kick-off	Week of 7 September 2026
Confirmation of event theme and programme rundown	Week of 2 November 2026
Event date	Week of 1 December 2026 (to be confirmed)
Job completion and sign-off	31 December 2026

5.7 Ownership and Intellectual Property Rights

- a) 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.
- b) The successful Tenderer may not use, reproduce, or modify HSITPL-owned intellectual property without written consent from HSITPL.
- c) The successful Tenderer retains the ownership of its pre-existing intellectual property.
- d) HSITPL has a license to use tenderer-owned materials solely for contracted services.
- e) 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 Services for HSITP Signature Event (Ref. No. FD-03-06-02(326))

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, and the latest valid business registration certificate / business license.

Part 2: Past Case Reference: Event and PR management experience for B2C events to promote I&T for clients with at least one (1) event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland

Showcase of no less than **five (5)** B2C events and PR coverage to promote I&T for clients with at least **one (1)** event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland, each with an attendance of not fewer than 500 people from the public from Hong Kong, the Mainland and overseas, conducted within the past eight (8) years from the Tender Closing Date.

Part 3: Past Case Reference: Event and PR management experience for I&T summits for clients with at least one (1) event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland

Showcase of no less than **three (3)** industrial summits and PR coverage of I&T summits for clients with at least **one (1)** event for client(s) which is/are technology park(s) and/or QUANGO(s) and/or government-related organisation(s) and/or tertiary institution(s) in Hong Kong and/or the Mainland, each with an attendance of not fewer than 200 guests from Hong Kong, the Mainland and overseas, conducted within the past eight (8) years from the Tender Closing Date.

Part 4: Proposal of event management plan in PowerPoint format comprising all the following:

- a) logistical and operational framework;
- b) venue setup;
- c) guest speaker line-up;
- d) thematic B2C strategy;
- e) programme rundown;
- f) staffing plan;
- g) key visual design; and
- h) working timeline.

Part 5: Expertise and professional experience of the team

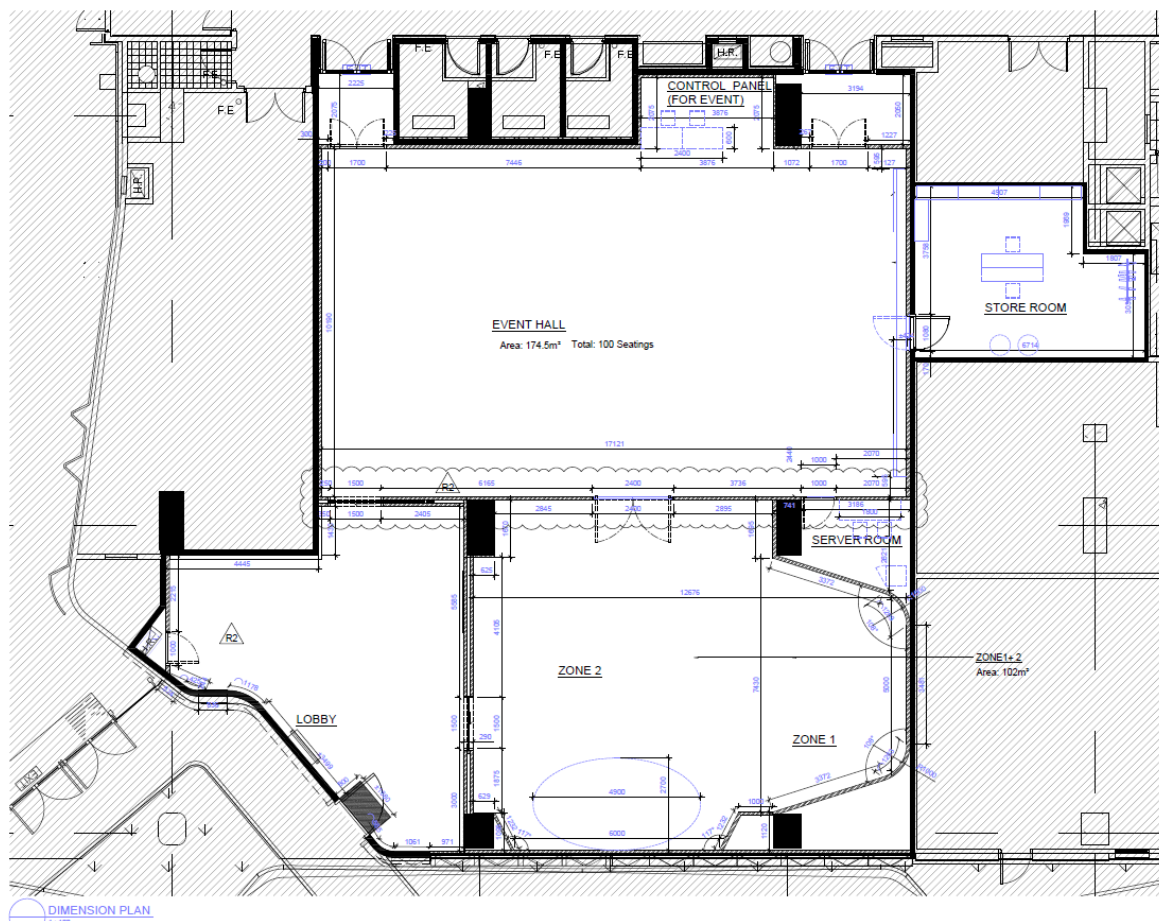
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Work portfolios of key members in the team (to be assigned for this project), demonstrating strong track records of successful event management and industry network for technology parks in Hong Kong and/or the Mainland.

Appendix 1: Floor Plan of the Visitor Centre in Unit G01, G/F of Building 9, HSITP

<https://acrobat.adobe.com/id/urn:aaid:sc:AP:eac9579e-6e7f-408d-abe2-eb3e6f4d7d9d>



Appendix 2: Floor Plan and Reference Photos of the HSITP Exhibition Hall in Unit 202-203, 2/F of Building 9, HSITP

[PDF file \(to be included in the tender notice section on HSITP website\)](#)

Remarks

1. Any reproduction without written consent of HSITPL is prohibited.
2. All drawings, images, visuals and graphics are provided herein are for reference only and are subject to change at any time at HSITPL's sole and absolute discretion without prior notice.

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