

HONG KONG ARTS DEVELOPMENT COUNCIL**SUPPLY AND INSTALLATION OF EQUIPMENT AND TECHNICAL WORKS,
AND PROVISION OF PROFESSIONAL EVENT ORGANISING SERVICES FOR
THE HONG KONG PERFORMING ARTS EXPO 2026****Tender Deadline: 9 October 2025 (Thursday), 6:00pm****Table of Contents**

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THE HONG KONG PERFORMING ARTS EXPO 2026****Tender Deadline: 9 October 2025 (Thursday), 6:00pm****PART I. BACKGROUND**

The Hong Kong Arts Development Council (hereinafter referred to as “HKADC”) will organise the second edition of the Hong Kong Performing Arts Expo (hereinafter referred to as “HKPAX”) in October 2026. HKPAX aims to serve as a platform for cultural leaders and arts practitioners from around the world and China in particular the Greater Bay Area to exchange and connect, enabling participants to learn more about Hong Kong’s unique culture and diversity that is characterised by a fusion of Chinese tradition and Western cultures. Participants may establish a continuous relationship and develop collaborative projects organically. HKPAX will offer an array of performances and related activities to enhance the cultural ambience of Hong Kong and broaden the horizons of local audience and visitors of Hong Kong.

Service Provider shall supply and install equipment and technical works and provide professional event organising services for the HKPAX (hereinafter referred to as “Services”). Tentative contract schedule is attached at Part IV Service Specifications for reference subject to revisions according to actual operational needs.

PART II. TERMS OF TENDER**1. Invitation to Tender**

Services Providers are invited to submit tender for provision of supply and installation of equipment and technical works and professional event organising services for HKPAX (Ref. No.: HKADC/TD/202502 (hereinafter referred to as “Tender”) to HKADC as more particularly described in the Service Specifications and in such terms and conditions as set out in the Terms of Tender, Special Conditions of Contract, Service Specifications and Appendices I to X.

2. Tender Preparation

- (a) Tender must be completed in English or Chinese, and in ink or typescript in duplicate with all necessary information including documentary evidence which are required for tender assessment. Late submission or submission of incomplete Tender as required may render the Tender invalid.
- (b) Service Providers are required to fill in the unit price and the total amount at the Table in the Tender Schedule.
- (c) Failure to comply with the requirements specified in Clauses 2(a) to 2(b) above may render the Tender invalid.
- (d) A two-envelope system will be adopted for this Tender. Bidders must submit the following items to Hong Kong Arts Development Council, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong at or before 6:00pm (Hong Kong time) (hereinafter referred to as “Tender Closing Time”), 9 October 2025 (Thursday) (hereinafter referred to as “Tender Closing Date”):

Envelope (1): Technical Information

Bidders should provide the following information and documents in duplicate in sealed envelopes for Tender assessment by HKADC. Tenders without items 1-12 below will not be considered:

1. **Signed Special Conditions of Contract** (Sheets 9 – 21) with company chop
2. **Appendix VII: Company Portfolio** (Sheets 66 – 68) with brief company history and relevant experience, proposed organisation chart, and curriculum vitae of the team members, including the full-time site manager. At least **One (1)** set of samples for event organising services for arts and cultural organisation or large-scale arts event
3. **Proposed Work Programme of Supply and Installation of Marquee, Ground Support Stage, Stage Platform, Technical Equipment, Air Conditioning and Electrical & Mechanical works** (with reference photos and layout plans, if any)
4. **Appendix VIII: Proposed Plan for Project Team Deployment and Staff Information** (Sheets 69 – 70)
5. **Appendix IX: Project Management Proposal** (Sheets 71 – 72)
6. **Past Marquee Projects in Supply and Installation of Marquee, Air Conditioning and Electrical & Mechanical Works** for arts and cultural organisations or large-scale arts events, preferably at Piazza A&B, Hong Kong Cultural Centre.
7. **Past Projects in Supply and Installation of Ground Support Stage, Electrical & Mechanical Works and Technical Equipment** for arts and cultural organisations or large-scale arts events, preferably at Piazza C, Hong Kong Cultural Centre.
8. **Past Projects in Supply and Installation of Stage Platform and Technical Equipment** for arts and cultural organisations or large-scale arts events, preferably at 4/F Foyer, Hong Kong Cultural Centre.
9. **Past Projects of Event Organising Services** for arts and cultural organisations or large-scale arts events.
10. **Copy of a Valid Business Registration Certificate or relevant Valid Company Certificate.**
11. **Documentary proof**
(To substantiate your company's relevant experience in Appendix VII, such as reference letter (with specific date and location), order copy and contract copy.) and
12. **Job reference(s)**
(With documentary proof to substantiate their claim of relevant experience. The context of the job reference(s) includes but not limited to marquee and stage works, design artwork, technical and event planning strategies.)

Envelope (2): Price Information

Bidders should provide the following information and documents in duplicate in sealed envelopes for tender assessment by HKADC. Tenders without item 1 below will not be considered.

1. **Appendix VI - Tender Schedule and Statement of Compliance** (Sheets 56 – 65) and **Annex**
Please fill in your company's name and sign the schedule with company chop.

Office Hours

Monday to Friday: 9:00am to 6:00pm (Hong Kong time)
Saturday, Sunday and Public Holiday: Closed

- (e) Service Providers should mark the following on both envelopes:
“Supply and Installation of Equipment and Technical Works, and Provision of Professional Event Organising Services for The Hong Kong Performing Arts Expo 2026”
and Tender Reference: HKADC/TD/202502.
- (f) A Tender must be submitted to the address and marked for the attention as specified at the top of the Tender Form by post or by hand delivery before the Tender Closing Day and Tender Closing Time on that day as specified at the top of the Tender Schedule. Late Tenders including Tenders postmarked or despatched after the Tender Closing Time will not be considered. Should it be necessary for the bidder to attach other enclosures to the form or Schedule, reference to these enclosures should be made on the Schedule.

- (g) All artwork, reference materials and documents proof submitted by Service Providers are non-returnable.
- (h) Service Providers' quality score in the assessment might be affected if the documentary proofs, reference materials and sample of past successful projects submitted are insufficient or incomplete.
- (i) All past successful projects submitted should demonstrate Service Providers' workmanship and experience in the practical work of marquee setups, air conditioning setups, electrical & mechanical works, ground support stage setups, ability in event organising and their capability to deliver to the satisfaction of HKADC. Relevant documentary proof to support the company experience such as past working experience and drawings, reference letters (with specified date and location), order copy and contract copy should be submitted, if applicable.

3. Submission of Tender

- (a) The Service Provider shall submit the **Technical Information** and **Price Information** to HKADC in two envelopes separately at or before 6:00pm (Hong Kong time), 9 October 2025 (Thursday), marking with the tender reference and title.
- (b) If a black rainstorm warning signal or Tropical Cyclone Warning Signal No. 8 or above or "extreme conditions after super typhoons" announced by the Government of Hong Kong Special Administrative Region ("Hong Kong") is in effect for any duration between 9:00am (Hong Kong time) and 6:00 pm (Hong Kong time) on the Tender Closing Date, the closing time of this Tender will be deferred to 11:00am (Hong Kong time) on the next weekday (i.e., except Saturday and Sunday) other than public holiday after the black rainstorm warning signal or Tropical Cyclone Warning Signal No. 8 or above or "extreme conditions after super typhoons" announced by the Government of Hong Kong is cancelled.
- (c) Incomplete Tender submitted or those in a form otherwise than as provided herewith will not be accepted.
- (d) A Service Provider must ensure that there is no discrepancy between the original and the copies of the documents submitted to HKADC. Should any discrepancies be found, the Tender may be rejected.

4. Service Provider's Commitment

All tender, proposals, information and responses submitted by each Service Provider shall be the representation of the Service Provider and may by law or at HKADC's sole option be incorporated into and made part of the Contract to be made between HKADC and the successful Service Provider in such manner as HKADC considers appropriate. HKADC may, and, in submitting a Tender, the Service Provider irrevocably authorises HKADC to, make such changes to the terms and conditions of the Contract as may be necessary as a result of such incorporation without the need to obtain any prior agreement of the successful Service Provider.

5. Price Quoted

- (a) Service Providers should make certain that the prices quoted are accurate before submitting the Tender. Under no circumstances shall HKADC be obliged to accept any request for price adjustment on ground that a mistake has been made in the price quoted.
- (b) No request for any variation of the price quoted in the Tender during the duration of the Contract will be considered.
- (c) Without prejudice to the generality of the Special Conditions of Contract, HKADC may require Service Providers, who in the opinion of HKADC, have submitted unreasonably low price, to justify and demonstrate to the reasonable satisfaction of HKADC that such Service Providers are capable of carrying out and completing the Contract. Failing to so justify and demonstrate

to the HKADC's satisfaction would entitle HKADC to reject the Tender without having to give any reason(s) for the rejection.

6. Consent to Disclosure

HKADC shall have the right to disclose, without any further reference to the successful Service Provider, whenever it considers appropriate or upon request (written or otherwise) by any third-party information on the award Contract, the name and address of the successful Service Provider ("Contractor"), description of Services, Contract value and information in relation to the Contractor's breaches of the specific contractual obligation under the Contract. In submitting a bid, each Service Provider irrevocably and unconditionally authorises HKADC to make and consents to HKADC making any of the disclosure aforesaid.

7. Alternative Proposal and Negotiation

Alternative proposals which improve the value of the Tender may be submitted. Should a Service Provider wish to do so, it must submit a conforming proposal that meets all requirements of these Terms of Tender and put forward the alternative proposal under an appendix clearly marked "Alternative Proposal" to its Tender and fully explain the reasons for and the objective of making the alternative proposal. Otherwise, the alternative proposal will not be considered. HKADC reserves the right to negotiate with any Service Provider about the terms of the Tender.

- (a) Any alternative proposal must be drafted and submitted in the following manner: -
 - (i) The alternative proposal must be put under an appendix called "Alternative proposal".
 - (ii) The alternative proposal must adhere to the format of the Tender.
 - (iii) Original version of the relevant provision must be fully recited before any proposed alteration or deletion is made.
 - (iv) Any alteration to terms or requirements must be underlined and must bear the corresponding clause number unless it is an addition to the Tender.
 - (v) Words to be deleted should be crossed out by a single line only.
 - (vi) Explanation should be given below any such alteration or deletion and be put in a bracket "()".
- (b) Alternative proposal not submitted in accordance with the above format will be considered as expression of general comments only and will not in any way be considered as any offer.
- (c) HKADC reserves the right to negotiate with any or all Service Providers about the terms of the Tender.

8. Award of Contract

- (a) The potential successful Service Provider will receive as an indication of acceptance by a fax or a letter of acceptance (hereinafter referred to as "Acceptance"). Upon the issue of such fax or letter, a binding contract would be deemed to have been constituted between HKADC and the successful Service Provider (the "Contract"), which shall comprise the Terms of Tender, Special Conditions of Contract, Service Specifications and the Tender Schedule completed and signed by the Contractor. Production meeting will be held with the successful Service Provider within one week from the date of acceptance.
- (b) Service Providers who do not receive any notification within the Tender Validity Period (as defined in Clause 13 below) of their offer shall assume that their Tenders have not been accepted.

9. Documents of Unsuccessful Service Providers

Documents of unsuccessful Service Providers will be destroyed three months after the date the Contract has been awarded.

10. Service Provider's Performance Monitoring

The Service Provider is advised that should HKADC award the Contract to it, its performance of Contract will be monitored and may be taken into account when HKADC evaluates any tenders or quotations that it may submit in the future. An offer or quotation or tender submitted by a Service Provider who has been in breach of any of its statutory obligations or contractual obligations under any comparable current or past contracts with HKADC may not be considered having regard, including and not limited, to the seriousness and the number of breaches and its or their relevancy to the offer or quotation or tender submitted. Without prejudice to the foregoing, the successful Service Provider may have criminal or civil liabilities for its breach of the Contract and may be liable to compensate HKADC for the losses and expenses that it may have suffered or incurred.

11. Tenders to be Bound

- (a) All parts of the Tender submitted and offered by the Service Provider shall be binding on the Service Provider. A Service Provider is deemed to have satisfied itself as to the correctness of its Tender. In the event that a Service Provider discovers an error in its Tender after the Tender has been deposited, the Service Provider may correct the same in a separate letter before the Tender Closing Date. No request for adjustment or variation whatsoever will be allowed or entertained after the Tender Closing Date.
- (b) Should it be found on examination by HKADC after the Tender Closing Date that a Service Provider has made errors in the figures stated in its Tender that may have a significant effect on the Tender, the Service Provider may be informed of the errors and asked to confirm in writing whether it is prepared to abide by the corrected figures.
- (c) HKADC may require a Service Provider to clarify any aspect of its Tender by way of provision of additional information or documentary proof. A Tender may not be considered if the Service Provider fails to comply with HKADC's request for clarification.

12. Service Providers' Response to the HKADC's Enquiries

- (a) In the event that HKADC determines that clarification of any Tender is necessary, it will advise the Service Provider accordingly indicating whether the Service Provider should supplement its Tender. Each Service Provider shall thereafter within five (5) working days after the date of HKADC's request or such other period as specified in the request for clarification submit the requested information in the form provided. Tender may not be considered if complete information is not provided as required.
- (b) Any statement, whether oral or written, made and any action taken by any HKADC officer in response to any enquiry made by a prospective Service Provider shall be for guidance and reference purposes only. The statement shall not be deemed to form part of the Tender Document and such statement or action shall not be deemed to amplify, alter, negate, waive or otherwise vary any of the terms or conditions set out in the Tender Document (including all Appendices, Annexes, Terms of Tender, Special Conditions of Contract, Service Specifications or Tender Schedule).

13. Tender to Remain Open

- (a) Tender shall remain open for acceptance by HKADC not less than sixty (60) days after the Tender Closing Date ("Tender Validity Period").
- (b) If before expiry of the Tender Validity Period, a Service Provider withdraws its offer, HKADC will take due notice of the Service Provider's action and this may well prejudice its future standing as a HKADC contractor.

14. Tender Addenda

Should HKADC require any amendments, clarifications or adjustments to be made to the Tender Document for the purpose of tender exercise, HKADC will issue to every Service Provider numbered addenda giving full details of such amendments. The Service Provider shall acknowledge receipt of these addenda. These addenda if comprising an amendment, clarification or adjustment to any provisions of the Contract, shall form a part of the Contract and shall prevail over the documents previously issued.

15. The Attachments

Service Providers should study all attachments to the Tender Document (including Appendices, Service Specifications and Tender Schedule) carefully before submitting the Tender. Service Providers should note that all information and statistics provided by HKADC in connection with this Tender are for reference only. HKADC gives no warranty, statement or representation, expressed or implied, as to its accuracy, availability, completeness, usefulness or future changes of such information and statistics. Service Providers should conduct their own independent assessment of the information and statistics. HKADC does not accept any liability for the accuracy, completeness or otherwise of such information and statistics.

16. Cancellation of Tender and Savings

- (a) HKADC may at any time cancel this tender exercise and HKADC is not bound to give any reasons for the cancellation.
- (b) HKADC does not bind itself to accept the Tender with the highest overall score or any Tender.
- (c) All Tenders are submitted on the understanding that HKADC will not in any event be liable to pay any costs arising out of their preparation and submission or in explaining or clarifying any Tender.

17. Undisclosed Agency

The person who signs a Tender as Service Provider shall be deemed to be acting as a principal unless it discloses therein that it is acting as an agent only, in which case it shall also disclose therein the name, address and the name(s) of the contact person(s) of its principal.

18. Personal Data Provided

- (a) The Service Provider's personal data provided in the Tender will be used for Tender assessment and contract award purposes. If insufficient or inaccurate information is provided, the Tender may not be considered.
- (b) Service Providers have the right of access and correction with respect to personal data pursuant to sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the Service Provider's personal data provided in the Tender.
- (c) Enquiries concerning the personal data collected by means of the Tender, including the making of access and corrections, should be addressed to HKADC.

19. Disqualification of Service Providers

HKADC reserves the right to disqualify any Service Provider who submits a Tender that directly or indirectly attempts to preclude or limit the effect of any provisions of these Terms of Tender.

20. Service Provider's Enquiries

- (a) Any enquiries from the Service Provider concerning the Tender Document up to the date of lodging its Tender with HKADC shall be in writing and shall be submitted to: -

Hong Kong Arts Development Council
(Attention: Ms Stephanie Chan)

5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong
Phone No.: 3959 3515
Fax No.: 2519 9301
Email: stephanie_chan@hkadc.org.hk

- (b) A briefing about this invitation to Tender for Supply and Installation of Equipment and Technical Works, and Provision of Professional Event Organising Services for HKPAX 2026 is scheduled at 11:00am (Hong Kong time), 18 September 2025 (Thursday) at 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong. Any enquiries concerning the tender exercise or to sign up for the briefing, please contact Ms Stephanie Chan at 3959 3515 or email to stephanie_chan@hkadc.org.hk.
- (c) After lodging a Tender with HKADC, the Service Provider shall not attempt to initiate any further contact, whether direct or indirect, with HKADC on this Tender or the Tender Document. HKADC shall have the sole right to initiate any such further contact and all such contacts and any replies of the Service Provider thereto shall be in writing or formally documented in writing.

PART III. SPECIAL CONDITIONS OF CONTRACT**1. Service Period**

- (a) The Contractor shall provide the Services to HKADC **from the date of Acceptance to 31 October 2026**, both dates inclusive (“Service Period”). Service Period covers the Pre-event Public Programme from 4 to 8 October 2026 (tentative) and HKPAX from 9 to 13 October 2026, subject to Clause 1(b) below and to any provision for sooner termination or extension of the Contract as is provided for in the Contract.
- (b) HKADC may, on giving the Contractor written notice before **30 June 2026**, postpone or advance the commencement date of the Service Period to a date specified by HKADC in the notice.

2. Severability

- (a) Subject to Clause 2(b) below, in the event that any provision of the Contract or any part of any such provisions shall at any time be adjudged to be invalid, unlawful, illegal, voidable or otherwise howsoever unenforceable under any applicable law of Hong Kong, such provision or such part of such provision, as the case may be, shall, to the extent required by such law, be severed from the Contract and rendered ineffective so far as possible without modifying the remaining provisions hereof.
- (b) Where, however, the provisions of the Contract or any such applicable law of Hong Kong may be waived, they are hereby waived by the parties hereto to the full extent permitted by such law.

3. Non-compliance of Contractual Obligation

The Contractor shall ensure that the requirements of the Contract are strictly adhered to. If, however, inadequate services, poor performance and/or non-compliance with the Contract terms and conditions are observed and evidently proved, the agreed payment for the respective service shall be withheld and HKADC has the right to terminate the Contract immediately without any compensation to the Contractor.

4. Termination of the Contract

- (a) HKADC shall be entitled to forthwith terminate the Contract, but without prejudice to any rights which HKADC has or may have, (i) if the Contractor shall fail to carry out the whole or any part of the Services, neglect to observe or perform any of the terms and conditions of the Contract, be in breach of its warranties or undertakings or fail to carry out the Services at a standard to the satisfaction of HKADC or (ii) pursuant to Clauses 14, 28, 31, 32, 33, 34, 35 and 39 hereof. Such termination of the Contract can be in full or in part, subject to the decision of HKADC at her sole discretion.
- (b) The Contract may be terminated forthwith by HKADC on giving notice in writing to the Contractor if the Contractor, being a company, shall have a receiver or liquidator appointed or shall pass a resolution for winding-up (otherwise than for the purpose of amalgamation or reconstruction) or a court shall make an order to that effect or being a partnership shall be dissolved or being an individual shall appear either to be unable to pay or to have no reasonable prospect of being able to pay a debt or shall die or if the Contractor (whether a company or not) shall enter into any composition or arrangement with its creditors or shall become insolvent.
- (c) Any termination under Clauses 4(a) and 4(b) hereof shall discharge the parties from any liability for further performance of the Contract and shall entitle HKADC to be repaid forthwith any sums previously paid under the Contract (whether paid by way of a deposit or otherwise, but excluding the Vested Fee (as defined in Clause 6) and to recover from the Contractor the amount of any loss, damage or expenses sustained or incurred by HKADC as a consequence of such termination. In the event of such termination, HKADC shall not be responsible for the amount of any loss or damage to the Contractor arising out of or in connection with or by consequence of such termination.
- (d) Any termination of the Contract (howsoever occasioned) shall not affect any accrued rights or liabilities of either party, nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

5. Termination of Services

- (a) HKADC shall be entitled to terminate forthwith the Services of the Contractor's employees, agents or sub-contractors and other persons who may be employed by the Contractor or sub-contractor permitted by HKADC on any work done in pursuance of the Contract (hereinafter referred to as "Contractor's Appointed Persons") immediately by giving verbal notice to the Contractor, if the Contractor's Appointed Persons are found in the opinion of HKADC to be incompetent or inattentive or conduct itself improperly. HKADC's decision shall be final. The Contractor shall replace any Contractor's Appointed Persons so terminated within **5 working days** by a competent substitute.
- (b) For Clause 5(a) above, the Contractor shall not be entitled to claim for any additional payment in this regard against HKADC.

6. Effect of Termination of the Contract

- (a) If the Contract is terminated, HKADC shall: -
 - (i) cease to be under any obligation to pay any fee to the Contractor until all costs, loss and/or damage suffered or incurred by HKADC resulting or arising from the termination of the Contract have been calculated and provided such calculation shows a sum or sums due to the Contractor (subject to Clause 6(b) below);
 - (ii) not be responsible for any losses or expenses suffered or incurred by the Contractor due to the termination of the Contract;
 - (iii) be entitled to repossess any of HKADC's materials, clothing, equipment or other goods loaned or hired to the Contractor and to have a lien on any of the materials, clothing, equipment or other goods belonging to the Contractor for any sum due hereunder or otherwise from the Contractor to HKADC; and
 - (iv) have, without prejudice to any claims made or to be made by HKADC for breach of the whole or any part of the Contract, the right to assign the uncompleted Services to another contractor or contractors whereupon the Contractor shall be liable for any amounts in excess of the Contract Value as indicated in Tender Schedule for the remaining term of the Service Period and HKADC may use all such Contractor's materials, equipment or other goods for the purposes thereof free of charge and free from any liability until a new contractor or contractors are formally engaged by HKADC to perform the uncompleted Services.
- (b) The Contractor shall not be entitled to any service fee under the Contract except for the appropriate proportion of the service fee for the Services payable to the Contractor for the Services that the Contractor has actually completed to the satisfaction of HKADC up to the termination of the Contract (the "**Vested Fee**") and if the total amount of service fee paid by HKADC to the Contractor prior to the termination of the Contract exceeds the amount, the Contractor shall refund the excess amount to HKADC forthwith upon termination of the Contract.
- (c) The rights of HKADC are in addition to and without prejudice to any other rights HKADC may have whether against the Contractor directly or pursuant to any guarantee or indemnity.
- (d) Any termination of the Contract howsoever occasioned shall not affect any accrued right or liabilities of either party nor shall it affect the coming into force or the continuance in force of any provision thereof which is expressly or by implication intended to come into or continue in force on or after such termination.

7. Warranty

The Contractor warrants and undertakes to HKADC that: -

- (a) the Contractor's Appointed Persons shall meet the qualification requirements and any other skills required by HKADC set out in the Service Specifications to provide the Services on the terms set out herein;
- (b) the Services shall be provided in a timely and professional manner and will conform to the standards generally observed in the industry for similar services and behave to the satisfaction of HKADC;
- (c) no announcement or publicity concerning the Contract or any matter ancillary thereto shall be made by the Contractor without the prior written consent of HKADC;
- (d) the Contractor shall make its own arrangement and at its own cost in regard to the provision of such labour, skilled and unskilled, as may be required for providing the Services and the benefits that its employees are entitled under the Employment Ordinance (Cap. 57). The Contractor shall comply with the provisions of the Employment Ordinance, the Mandatory Provident Fund Schemes Ordinance (Cap. 485) and any other legal provisions and the regulations as lay down by the Government from time to time pertaining to the employment of its employees;
- (e) the Contractor shall work in close co-operation with HKADC includes attending meetings as required, and shall meet such deadlines in respect of the services to be provided under the Contract;
- (f) the Contractor shall upon receipt of HKADC's request submit new strategy / guidelines / layouts / manpower plan / venue setup plan / technical arrangement plan for approval or revise strategy / guidelines / layouts / manpower plan / venue setup plan / technical arrangement plan if required to the satisfaction of HKADC, each submission and revision shall not take more than three (3) working days unless otherwise specified by HKADC;
- (g) the Contractor shall effect and keep in force at its own expense a policy of insurance against all liability to pay damages or compensation in respect of all the Contractor's Appointed Persons with an insurance company authorised by the Insurance Companies Ordinance (Cap. 41) and on such terms and conditions to be approved by HKADC and shall keep such insurance in force during the whole of the Service Period that any persons are employed by it on the performance of the Services and shall, as and when required deposit with HKADC for safe-keeping such policy of insurance together with the receipt for payment of the current premium;
- (h) the Contractor shall not sub-contract or assign to any third parties in whatever means the administration, arrangement of and/or provision of the Services without the agreement of HKADC;

8. Confidentiality

- (a) The Contractor and the Contractor's Appointed Persons shall treat as confidential all information, drawings, specifications, documents, contracts, design materials and all other data (including without limitation any personal particulars records and Personal Data (as defined in the Personal Data (Privacy) Ordinance (Cap. 486) and materials of any nature (in or on whatever media)) accessible by the Contractor or created and/or supplied by or on behalf of the Contractor under the Contract or which HKADC has for the purposes of or in the course of performing the Contract disclosed, supplied, made available or communicated to the Contractor (and which HKADC has designated as confidential) (hereinafter referred to as "Confidential Information") PROVIDED THAT this Clause shall not extend to any information which was rightfully in the possession of the Contractor prior to the commencement of the negotiations leading to the Contract or which is already in the public knowledge or becomes so at a future date (otherwise than as a result of breach of this Clause) and shall not divulge any Confidential Information to any person without authorisation of HKADC.
- (b) The Contractor and the Contractor's Appointed Persons shall not make use of or reproduce or allow the use or reproduction of any information, report document, software, data or any other particulars relating to the business or affairs of HKADC.

- (c) The Contractor shall ensure that the Contractor's Appointed Persons are aware of the requirement of Clauses 8(a) and (b) above before commencement of services and will comply with Clauses 8 (a) and (b) above. The Contractor shall procure each of the Contractor's Appointed Persons to execute a legally binding written undertaking in favour of HKADC agreeing to comply with Clauses 8(a) and (b) above.
- (d) Any breach of Clause 8(a) and (b) by the Contractor's Appointed Persons shall be deemed to be the default of the Contractor.
- (e) Without prejudice to any other remedies that HKADC may have under the Contract, the Contractor shall indemnify HKADC and keep HKADC fully and effectively indemnified against all actions, costs (including without limitation the fees and disbursements of lawyers, agents and experts witnesses), claims, demands, expenses, loss, damage and liabilities whatsoever which HKADC may suffer incur or sustain as a result of any breach of confidence (whether under the Contract or general law) by the Contractor and/or by any of the Contractor's Appointed Persons.
- (f) The provisions of this Clause shall survive the termination of the Contract (howsoever occasioned) and shall continue in full force and effect notwithstanding such termination.

9. Entire Agreement

The Contract supersedes all prior agreements, arrangements and undertakings between the parties and constitutes the entire Contract between the parties relating to the subject matter thereof. No addition to or modification of any provision of the Contract shall be binding upon the parties unless made by a written instrument signed by a duly authorised representative of each of the parties.

10. Default in Performance

- (a) At any time during the Service Period, HKADC may investigate each case where the Contractor has failed to perform the Services or any part thereof in accordance with the provisions of the Contract.
- (b) Where HKADC is satisfied that in any particular case the Services provided by the Contractor has failed to meet the standards required under the Contract or any terms and conditions of the Contract, it shall be entitled to instruct the Contractor by written notice to remedy / rectify the failure in order to comply fully therewith within such period as it in its absolute decision may determine, but any such period should in no case be later than five (5) working days after giving such instructions to the Contractor.
- (c) HKADC shall be entitled to withhold any payment to the Contractor until the Services have been performed to the satisfaction of HKADC and in strict accordance with the terms and conditions of the Contract and until all costs and expenses which may be incurred by HKADC in accordance with Clause 10(d) hereof has been recovered.
- (d) If the Contractor fails to provide any of the Services or fails to provide the Services to the satisfaction of HKADC, without prejudice to any other rights and remedies available to HKADC, HKADC shall be entitled to have such Services carried out by its own resources or by other contractors and to recover any sums, expenses, loss, damages, claims or any liability that may be incurred by HKADC and may deduct the same from any monies due or becoming due to the Contractor under the Contract or other contracts with HKADC and the same shall be recoverable a debt due by the Contractor to HKADC.
- (e) No provision including any indemnity limit specified in any insurance policy required under the Contract shall relieve the Contractor of any liability under the Contract or be construed as a cap on the liability of the Contractor under the Contract. It is the responsibility of the Contractor to determine the amount of insurance cover that will be adequate to enable the Contractor to satisfy any liability under the Contract.

11. Estimate of Probable Requirement

The quantity shown in the Service Specifications is an estimate of probable requirement only, and such estimate must be regarded as given for the Contractor's information only and not as a figure to which HKADC binds itself to adhere.

12. Order for Variation

- (a) HKADC may make any variation in the quantity of any work as well as the performance requirements and standards of requirements detailed in the Service Specifications hereof and such variation shall not in any way vitiate or invalidate the Contract.
- (b) HKADC may vary the scope of the Contract by including new / additional services not specified in the Service Specifications or Tender Schedule in the Contract during the Service Period.
- (c) No variation shall be made by the Contractor without an order in writing from HKADC.
- (d) HKADC shall give the Contractor an advanced notice of not less than fourteen (14) calendar days to prepare for the execution of such order for variation made by HKADC.

13. Valuation of Variation

- (a) Where a variation has been made to the Contract under Clause 12 above, the amount to be added or deducted shall be adjusted in accordance with the rates quoted by the Contractor in Tender Schedule so far as the same may be applicable. Where rates are not contained in the Tender Schedule, or are not applicable, such amount shall be as agreed between HKADC and the Contractor as is reasonable in the circumstances. Failing agreement on the new price, the difference should be referred to arbitration and that irrespective of any such reference or the progress of the arbitration, the Contractor shall be required to provide and continue to perform the Services required under the variation.
- (b) Notwithstanding Clause 13(a) above, no such variation shall, except with the consent in writing of the Contractor, involve a net addition to or deduction from the total contract amount quoted in the Tender Schedule of more than twenty percent (20%), unless otherwise mutually agreed by the Contractor and HKADC. For the avoidance of doubt, HKADC shall be deemed to have fully performed its contractual obligation under the Contract by so requiring the provision of the Services from the Contractor at or above eighty percent (80%) of the total contract amount quoted in the Tender Schedule.

14. Illegal Workers

The Contractor undertakes not to employ any person who is not lawfully employable in the execution of the Contract. Should the Contractor be found to have employed any person who is not lawfully employable in breach of this undertaking, HKADC may, by notice in writing, terminate the Contract and the Contractor is not entitled to claim any compensation.

15. Service of Notice

All notices which are required to be given herein shall be in writing and shall be sent to the address of the recipient set out in the Contract or such other address as the recipient may designate by prior notice given in accordance with the provisions of this Clause. Such notices shall be deemed to have been properly given hereunder and shall be effective: -

- (a) on the date of delivery if hand-delivered;
- (b) on the date of transmission if sent by email; and
- (c) if dispatched by mail (whether registered or not), on the day on which the same shall have been quoted for delivery by postal authority in Hong Kong.

16. Dispatch of Invoice

All invoices should bear the relevant order references and shall be addressed to HKADC. HKADC shall not be responsible for any delay in payment if the invoices are not properly addressed.

17. Payment for Service

- (a) Subject to Clause 26(a) hereof, payment of service fee to the Contractor will be made by cheque or bank transfer and will be settled in four (4) equal instalments as follows:
 - (i) First instalment (25%) – payable after award of contract, and within one (1) month upon receipt of the invoice;
 - (ii) Second instalment (25%) – payable after submission of all drawings, samples, documents/certificates, licences and overall event plan to the satisfaction of HKADC, and within one (1) month upon receipt of the invoice;
 - (iii) Third instalment (25%) – payable upon commencement of ground support stage and marquee setup, and within one (1) month upon receipt of the invoice; and
 - (iv) Fourth instalment (25%) – payable after completion of the project, submission of construction reports and other relevant documentation if required, and within one (1) month upon receipt of the invoice.
- (b) A payment to the Contractor shall be deemed to have been made and received when bank draft or cheque is mailed by ordinary post to the Contractor's last known address or when instruction is given to a bank in Hong Kong to effect payment by whatever means as shall be decided solely by HKADC to the bank designated by the Contractor. When telegraphic transfer or other modes of payment is made on request by the Contractor to a bank or place outside Hong Kong, all charges including but not limited to charges by the banks concerned shall be borne solely by the Contractor who shall forthwith reimburse HKADC if such charges shall have been paid by HKADC.
- (c) Payment will be based on the actual completed and accepted tasks for HKPAX.
- (d) HKADC reserves the right to deduct all costs and charges stipulated in Clauses 17(b) above from any monies owed to the Contractor under the Contract and any other contracts made between the parties. Such costs and charges may also be recovered by HKADC as a debt due to it by the Contractor.

18. Information Used Not to be Divulged

- (a) None of the information in the documents furnished by HKADC to the Contractor shall be used by the Contractor for any purpose other than for the purpose of the Contract and the Contractor shall not divulge or use except for the purpose of the Contract any information contained in the documents.
- (b) HKADC shall have the right, without seeking prior consent from the Contractor, to disclose contractual information and commitment contained in the Tender Document as submitted by the Contractor in relation to the employees' wages and maximum working days and the number of employees engaged for the performance of the Contract whenever it considers appropriate or when such disclosure is for the purpose of implementing the contractual obligation by HKADC.

19. Assignment

The Contractor shall not, without the prior written consent of HKADC, assign or otherwise dispose of or transfer the Contract, or any part share or interest therein, and the performance of the Contract by the Contractor shall be deemed to be personal to it.

20. Order of Executing the Services

The Contractor shall, if directed by HKADC, execute any part of the Services in such order and at such times and commencing from such points as may be required by HKADC. In the absence of such directions, the Contractor shall execute the Services in such order and commencing at such point as the

Contractor reasonably considers being most effective and efficient for the purposes of providing the Services, and without unnecessary disruption to the use of the Services by the public.

21. Notice to be Written in English and Chinese

All notices displayed or circulated by the Contractor requiring the Contractor's Appointed Persons or the public to comply with the rules and regulations of HKADC or other competent authority shall be written in both English and Chinese.

22. Arbitration

- (a) If any dispute, other than a dispute as to which the decision of HKADC or any other person is by the Contract expressed to be final and conclusive, arises between HKADC and the Contractor arising out of or relating to the Contract or any part thereof (including the existence, validity, interpretation, performance, breach or termination thereof or any dispute regarding non-contractual obligations arising out of or relating to it), either party may, after giving fourteen (14) days' written notice to the other party, require the matter in dispute to be referred to and finally resolved by arbitration administered by the Hong Kong International Arbitration Centre (HKIAC) under the HKIAC Administered Arbitration Rules in force when the Notice of Arbitration is submitted. The number of arbitrators shall be one. The arbitration proceedings shall be conducted in English. The costs of such arbitration shall be at the discretion of the arbitrator. Such arbitrator's fees for so acting shall be borne by the parties in equal shares unless the arbitrator determines that the fees shall be borne in some other shares.
- (b) Unless the Contract has already been terminated or if no suspension of the Services is in effect, the Contractor shall continue to perform the Services in accordance with the Contract irrespective of a notice of arbitration having been served by either party and during the resolution of the dispute.

23. Sub-contracting

- (a) The Contractor shall efficiently direct and supervise the performance of the Services to the full extent of its ability and with its full attention.
- (b) The Contractor shall not, without the prior written consent of HKADC, enter into any sub-contract with any person for the performance of any part of the Contract. The Contractor shall submit all proposed sub-contracts to HKADC for approval.
- (c) The Contractor shall remain fully liable and shall not be relieved from any of its obligations hereunder by entering into any sub-contract for the performance of any part of the Contract and the Contractor shall be responsible for the acts, defaults or neglect of any Contractor's Appointed Persons. Upon request of HKADC, the Contractor shall promptly provide HKADC with copies of any such sub-contracts.
- (d) Any act, default, neglect or omission of any Contractor's Appointed Persons shall be deemed to be the act, default, neglect or omission of the Contractor.

24. HKADC Provided Information

- (a) HKADC does not guarantee the accuracy of any information supplied to the Contractor.
- (b) No negligence or failure on the part of the Contractor to obtain information about or to obtain independent verification of the foregoing or any other matters affecting the execution of the Services shall relieve the Contractor from any liabilities undertaken by the Contractor herein.

25. Liability and Indemnity

- (a) The Contractor shall indemnify HKADC and keep HKADC fully and effectively indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which HKADC may sustain or incur or which may be brought or established against it by any person and which in any case arises out of or in relation to or by reason of, but not limited to, the

following:-

- (i) the negligence, recklessness or wilful misconduct of the Contractor or the Contractor's Appointed Persons;
 - (ii) the breach or the non-performance or non-observance of any of the provisions, warranties and undertakings, obligations or conditions of the Contract by the Contractor or the Contractor's Appointed Persons;
 - (iii) any unauthorised act or omission of the Contractor or the Contractor's Appointed Persons; or
 - (iv) the non-compliance with any applicable laws and any requirement or regulation of any local authority or agency in connection with the performance of the obligations under the Contract by the Contractor or the Contractor's Appointed Persons.
- (b) The indemnities, payment and compensation given in pursuance of the Contract by the Contractor shall not be affected or reduced by reason of any failure or omission of HKADC in enforcing any of the terms and conditions of the Contract, or in supervising or controlling the Contractor's operation or method of working, or in detecting or preventing or remedying any defective work carried out by the Contractor or the Contractor's Appointed Persons.

26. Inspection and Rejection

- (a) The Services performed shall before payment be subject to inspection by HKADC. If the Contractor fails to observe or comply with any terms or provisions of the Contract including but not limited to failure to comply with the performance requirements set out in the Service Specifications, or to perform the Services to the satisfaction of HKADC, HKADC shall have the right to reject the Services or any part thereof that is performed by the Contractor and to withhold payment until the defects have been rectified by the Contractor.
- (b) The Contractor shall take immediate and necessary action to rectify such rejected Services within twenty-four (24) hours after being notified in writing of the rejection of any Services.
- (c) If the Contractor shall fail to rectify such rejected Services in accordance with Clause 26(b) above, HKADC may, without prejudice to any other rights and remedies available to HKADC, carry out and complete such Services by its own resources or by engaging other contractors. All costs and expenses whatsoever which may be incurred by HKADC thereof shall be recoverable in full from the Contractor forthwith.

27. Governing Law

The Contract shall be governed by and construed according to the laws of Hong Kong Special Administrative Region.

28. Corrupt Gifts

If the Contractor or any of the Contractor's Appointed Persons commits an offence under the Prevention of Bribery Ordinance (Cap. 201) or under any law of a similar nature in relation to the Contract, HKADC may summarily terminate the Contract, without entitling the Contractor to any compensation therefor.

29. Meeting

The Contractor shall attend or be appropriately represented by its staff at all meetings convened by HKADC to which they may be summoned, and shall advise and assist HKADC on all matters relating to the provisions of Services under the Contract at no extra cost. If the Contractor's staff is unavailable, the Contractor must provide justification and assign another staff who has the full authority to make all necessary decision on behalf of the Contractor regarding the provision of the Service.

30. Publicity

The Contractor shall submit to HKADC all advertising or other publicity material relating to the Contract or the products supplied or other work done in connection with the Contract wherein HKADC's or HKPAX's name is mentioned or language used from which a connection with HKADC or HKPAX can reasonably be inferred or implied. The Contractor shall not publish or use any aforesaid advertising or other publicity material without the prior written consent of HKADC.

31. Compliance with Employment Ordinance

The Contractor shall comply with the Employment Ordinance (Cap. 57). Without prejudice to any other rights or remedies which HKADC has or may have against the Contractor, HKADC may terminate the Contract forthwith on giving notice to the Contractor if the Contractor is convicted of any offence under the Employment Ordinance without entitling the Contractor to any compensation whatsoever.

32. Compliance with Employees' Compensation Ordinance

The Contractor shall comply with the Employees' Compensation Ordinance (Cap. 282). Without prejudice to any other rights or remedies which HKADC has or may have against the Contractor, HKADC may terminate the Contract forthwith on giving notice to the Contractor if the Contractor is convicted of any offence under the Employees' Compensation Ordinance without entitling the Contractor to any compensation whatsoever.

33. Compliance with Immigration Ordinance

The Contractor shall comply with the Immigration Ordinance (Cap. 115). If the Contractor is convicted of an offence under the Immigration Ordinance for employing a person who is not lawfully employable to perform the Contract, or is convicted of an offence for aiding and abetting another person to breach its condition of stay, such conviction shall constitute a material breach of the Contract and without prejudice to any other rights or remedies which HKADC has or may have, HKADC may terminate the Contract forthwith on giving notice to the Contractor without entitling the Contractor to any compensation whatsoever.

34. Compliance with Occupational Safety and Health Ordinance

The Contractor shall comply with the requirements of the Occupational Safety and Health Ordinance (Cap. 509), and any other legislation pertaining to the health and safety of its own staff, HKADC staff and others who may be affected by its performance of Services. Without prejudice to any other rights or remedies which HKADC has or may have against the Contractor, HKADC may terminate the Contract forthwith on giving notice to the Contractor if the Contractor is convicted of any offence under the Occupational Safety and Health Ordinance without entitling the Contractor to any compensation whatsoever.

35. Compliance with National Security Law

- (a) Appearance or packing of goods or services containing any messages (whether, explicit and / or implicit) which will / may possibly constitute or cause the occurrence of any offences endangering national security or otherwise may be contrary to the interest of national security should strictly be prohibited.
- (b) Disqualification of Service Providers/the Contractor:
Notwithstanding anything to the contrary in the Tender Document, HKADC reserves the right to disqualify a Service Provider/the Contractor on the grounds that the Service Provider/the Contractor has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- (c) Termination of Contract:
HKADC may immediately terminate the Contract upon the occurrence of any of the following events:

- (i) the Contractor or any of the Contractor's Appointed Persons has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (ii) the continued engagement of the Contractor or any of the Contractor's Appointed Persons or the continued performance of the Contract is contrary to the interest of national security;
- (iii) HKADC reasonably believes that any of the events mentioned above is about to occur; or
- (iv) such cancellation is in HKADC's opinion necessary for safeguarding national security, or protecting interest, public morals, public order or public safety.

HKADC shall not be responsible for any claim, legal proceeding, liability, loss, damages or any cost or expense, suffered or incurred by the Contractor arising out of or in relation to the termination.

36. Licence, Permit and Certificate

- (a) The Contractor shall apply to the relevant authorities to obtain or renew, as the case, may be, for all licences, permits and/or certificates required by law for the performance of the Services and shall ensure that the same are in full force and effect at all times during the Service Period and shall produce the same to HKADC for inspection if so required.
- (b) The Contractor shall make no claim of any kind whatsoever against HKADC in the event of the Contractor's failure or inability for any reason to obtain or renew any such licences, permits or certificates. It will be unlawful for the Contractor to perform the Services without the licences, permits and/or certificates as required by law, notwithstanding the commencement of the Service Period.

37. Relationship of the Parties

- (a) The Contractor enters into the Contract with HKADC as an independent contractor only and shall not represent itself as an employees, servant, agents or partner of HKADC.
- (b) Without prejudice to Clause 37(a) above, nothing in the Contract and no action taken by the parties pursuant to the Contract shall be constructed in any way to constitute or deem to constitute a partnership, association, tenancy agreement, joint venture or co-operative entity between HKADC and the Contractor. Save and provided in the Contract, neither party shall commit the other to any obligation whatsoever without the written consent of the other.

38. Copyright

The ownership of and copyright in all finished design, layout, photos and documentation shall be vested in HKADC, from the date of their delivery to HKADC. HKADC shall be at liberty to reprint, re-use, authorise the reprinting and re-use of such finished design, layouts and photos or to adapt such finished design layouts and photos to other publicity channels.

39. Intellectual Property Rights

- (a) Any and all intellectual property rights of all the things and materials (including any software, or drafts and uncompleted versions thereof) which are created, developed, compiled or made by or on behalf of the Contractor for HKADC during the course of or in connection with the Contract (hereinafter referred to as "Relevant Things and Materials") are/shall be the sole and exclusive property of HKADC and shall upon creation be vested in HKADC and thereafter remain vested in HKADC. The Contractor will not at any time whether before during or after the completion, expiry or termination of the Contract (howsoever occasioned) in any way question or dispute the ownership of HKADC.
- (b) The Contractor warrants that:
 - (i) all the Relevant Things and Materials shall be original works created, developed, compiled or made by or on behalf the Contractor for HKADC during the course of or in connection with the

Contract;

- (ii) the provision of the Services by the Contractor and the use or possession by HKADC, its authorised users, assigns and successors-in-title of any Relevant Things and Materials and/or any other things or materials supplied to HKADC by or on behalf of the Contractor do not and will not infringe any Intellectual Property Rights of any third party;
- (iii) the exercise of any of the rights granted under the Contract to HKADC, its authorised users, assigns and successors-in-title will not infringe any Intellectual Property Rights of any third party; and
- (iv) in respect of any things and materials supplied or used by the Contractor in the performance of the Contract and in respect of which any Intellectual Property Right is vested in a third party: -
 - the Contractor has or shall have a valid and continuing license under which it is entitled to sub-license all relevant things, materials and the third-party Intellectual Property Rights for itself and for HKADC, its authorised users, assigns and successors-in-title to use such things and materials for any of the purposes contemplated by the Contract; or
 - prior to the use and/or supply of such things, materials and the third-party Intellectual Property Rights in the provision of the Services, the Contractor shall have obtained the grant of all necessary clearances for itself and for HKADC, its authorised users, assigns, and successor-in-title authorising the use of such for any of the purposes contemplated by the Contract.
- (c) The provisions under this Clause shall survive the termination of the Contract (howsoever occasioned) and shall continue to have full force and effect notwithstanding such termination.
- (d) For the purposes of the Contract, Intellectual Property Rights means patents, trademarks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights of whatever nature and wheresoever arising, whether now known or hereafter created, and in each case whether registered or unregistered and including applications for the grant of any such rights.
- (e) HKADC shall be entitled to terminate the Contract if there is any breach of the warranties in this Clause.
- (f) Without prejudice to any other remedies that HKADC may have under the Contract, the Contractor shall indemnify HKADC and keep HKADC fully and effectively indemnified against all actions, costs, claims, demands, damages expenses (including without limitation the fees and disbursements of lawyers agents and expert witness) and any awards and costs which may be agreed to be paid in settlement of any proceedings and liabilities of whatsoever nature arising out of or in connection with any allegation and/or claim that the provision of any of the services and/or the use and/or possession by HKADC, its authorised users, assigns and successors-in-title of any of the Relevant Things and Materials and/or any other things or materials supplied to HKADC by or on behalf of the Contractor infringes any Intellectual Property Rights of any third party. Such indemnity shall survive the expiration of the Contract or its early termination, howsoever caused.

40. Waiver of Moral Rights

The Contractor hereby waives and undertakes to procure all the authors concerned to waive all the moral rights in all the Relevant Things and Materials, such waiver(s) to take effect upon the vesting of the Intellectual Property Rights in such items in HKADC.

41. Execution of Further Documents, etc.

The Contractor shall at its own costs and expense do and execute any further things and documents (or procure that the same be done or executed) as may be required by HKADC to give full effect to Clauses

39(a), 39(b), 39(f) and 40 above and shall provide all such documents and materials to HKADC within 3 days of the date of HKADC's written request or such longer period as may be agreed by HKADC in writing. This Clause shall survive the termination of the Contract (howsoever occasioned) and shall continue to have full force and effect notwithstanding such termination.

42. Insurance

(a) the Contractor is required to take out and maintain a public liability insurance for HKPAX on behalf of HKADC in the joint names of HKADC and the Contractor with a reputable insurance company at the Contractor's expense. The policy, with a minimum liability of HK\$50,000,000 per accident but otherwise unlimited in the aggregate indemnity amount for any accidental death or bodily injury suffered by any person (including but not limited to all HKPAX participants, guests, customers, invitees, or any third parties) and accidental loss of or damages to any property which may arise as a result of any works undertaken for HKPAX or participation of HKPAX. Such insurance policy shall be for all claims for the period of insurance, should cover but not limited to the following clauses:

- (i) Cross liability clause (as if a separate policy has been issued to each of HKADC and the Contractor);
- (ii) Fire and explosion clause;
- (iii) Indemnity to Landlord clause;
- (iv) Waiver of subrogation (to the effect that the insurer shall irrevocably and unconditionally waive any right of subrogation or any other right or claim against HKADC); and
- (v) "Extension of Cover for Principal's Property" clause as decoration, setup or construction works are required for HKPAX

Pre-approval of the terms of the insurance policy from HKADC shall be required before the Contractor takes out the insurance.

- (b) Without prejudice to Clause 42(a) above, the Contractor shall ensure suitable insurances are in place to cover the risks and losses arising out of or in connection with HKPAX (including but not limited to contractors' all risks insurance, employees' compensation insurance, property all risk insurance and group personal accident cover as deem fit at the Contractor own expense.
- (c) the Contractor shall forthwith deliver to HKADC copies of all insurance policies required under the Contract together with receipts or other evidence of payment of the latest premium due under the insurance policies upon issuance of such policies; and
- (d) The Contractor shall produce copies of such insurance policies together with the insurance certificates to us not later than seven (7) days before the first day of the Service Period.
- (e) The Contractor shall not do or permit or suffer to be done any act or omission whereby any of the insurance policies required under the Contract shall be rendered void or voidable, or which would otherwise amount to a breach of any of such insurance policies. The Contractor shall comply with and observe duly and punctually all terms and conditions set out in each insurance policy required under the Contract and shall be responsible for lodging claims with the insurance company and shall notify the insurance company within the time period specified in the insurance policy of the occurrence of any event which may give rise to a claim covered by the relevant insurance policy. The Contractor shall indemnify HKADC in full from and against any loss and liability which may arise from any failure of the Contractor to observe and comply with this Clause.

43. Materials Provided by HKADC

The Contractor is liable to return all materials given by HKADC for the facilitation of supply and installation of marquee, air conditioning, electrical & mechanical works, ground support stage, technical equipment and design production, if any, in good condition. HKADC shall be entitled to the legal possession of these materials.

44. Force Majeure Event

In the event that HKADC is hindered from organising or participating in HKPAX on the agreed dates or is unable to fulfil its obligations under the Contract due to a Force Majeure Event (as defined in

Appendix V: Event Emergency Arrangement), the provisions in Appendix V: Event Emergency Arrangement shall apply.

45. Order of Precedence

In the event that there is any conflict, contradiction or ambiguity between any documents which form part of the Contract, the following order of precedence shall be applied in order to resolve any such conflict, contradiction or ambiguity: -

- (a) Service Specifications;
- (b) Special Conditions of Contract; and
- (c) Terms of Tender.

46. Right of Third Parties

A person who is not a party to the Contract shall not have any rights under Contracts (Rights of Third Parties) Ordinance (Cap. 623) to enforce any term of the Contract.

Authorised Signature

Name in Block Letters & Position

Tel. No.

Fax. No.

Company Name with Chop

Date

PART IV. SERVICE SPECIFICATIONS

Scope of Works

The Contractor shall supply and install Marquee, Air-conditioning and Electrical & Mechanical Works, Ground Support Stage, Stage Platform, Technical Equipment and provide Professional Event Organising Services for HKPAX, in accordance with the reference listed in Appendix I: Programme and Venue Outline & Site Work Schedule (Sheets 42 – 45). and the scope of work includes:

- Part (A) Supply and Installation of Marquee, Air-conditioning and Electrical & Mechanical works
- Part (B) Supply and Installation of Ground Support Stage, Electrical & Mechanical works and Technical Equipment
- Part (C) Supply and Installation of Stage Platform and Technical Equipment at Hong Kong Cultural Centre
- Part (D) Provision of Professional Event Organising Services

The information provided in *PART IV. SERVICE SPECIFICATIONS* are for reference only. Service Providers may propose other materials, sizes or associated works as part of the Tender if they deem suitable.

1. Part (A, B & C)

Part (A) Supply and Installation of Marquee, Air-conditioning and Electrical & Mechanical works

The marquees will be placed at Piazza A & B of Hong Kong Cultural Centre (HKCC) to accommodate no more than 120 booths with additional marquees to serve as registration counters from 9 – 13 October 2026. Each booth is equipped with the combination of one (1) table, two (2) chairs and one (1) 13A socket, or only one (1) table.

(A)(i) Supply and Installation of Marquee

The Contractor shall propose the setting of marquees, supply and install marquees and other related services for HKPAX. The supply and installation of marquees shall include the necessary structure and concrete plinths.

Items
(1) Supply and installation of necessary structural frame
(2) Supply and installation of waterproof and fire-retardant canvas covering on roof and wall and submit certificate to proof conformance to British Standard 476: Part 7 Class 1 or 2 Rate of Surface Spread of Flame or to another standard acceptable to the Director of Fire Services.
(3) Supply and installation of floor decking with carpet finishes, and with the specific colour of the carpet to be confirmed at a later stage.
(4) Supply and installation of water gutter and necessary water seal at joints to avoid potential water leakage.
(5) Supply and installation of fire escape door set as required, platform and steps to achieve the required fire rating, associated works and provision of fire certificates as required.
(6) Application of fire-retardant coatings to achieve the required fire rating, associated works and provision of fire certificates as required.
(7) Supply and installation of necessary protection works to the ground during construction, including but not limited to steel or plywood platform pathway for vehicles and workers, and any other protection means as requested.
(8) Supply and installation of waterproof canvas cover to the concrete plinths placed indoor.
(9) Dismantle of the marquee(s) and ensure the proper disposal of all associated rubbish and construction waste adhering to waste disposal regulations.
(10) Assign a site manager to oversee the execution of the site works with specific working experience.
(11) Provision of necessary certificates (fire certificates, Registered Structural Engineer (RSE) reports and others).
(12) Provide and install white plywood board for not more than 120 booths

(13) Provide furniture and fittings including 1 table with 2 chairs, or only a table for each booth.
(14) Provide tables and refrigerators for catering corner.
(15) Provide stanchion for crowd control at the entrance and registration booth
(16) Provide charging port counters and related equipment
(17) Printing for basic booth names and numbers for not more than 120 exhibitors

(A)(ii) Supply and Installation of Air Conditioning

The Contractor shall propose the setting, provide supply and installation of Air Conditioning and other related services for the marquees.

Items
(18) Supply and installation of air conditioning with proposal of air conditioning loading calculations, quantity, type and locations for the capacity requirement.
(19) Supply and installation of the air conditioning ceiling fabric air duct.
(20) Supply and installation of supporting framework/platform for the air conditioners and associated ducting/parts.
(21) Dismantle of the air conditioning and ensure the proper disposal of all associated rubbish and construction waste adhering to waste disposal regulations.

(A)(iii) Supply and Installation of Electrical & Mechanical Works

The Contractor shall provide supply and installation of Electrical and Mechanical works and other related services for the marquees.

Items
(22) Supply and installation of external power cabling works from main source (from HKCC/ generator) and associated protection/covering; ensuring the works adhere to all safety standards and regulations.
(23) Supply and installation of power cabling and wiring works for the power of the air conditioning, general lightings, sockets, catering service, Wi-Fi routers, charging ports and any other appliances.
(24) Provide backup generator(s) to ensure supply of power to the air conditioning and other essential equipment in case of outage of power supply from main source.
(25) Supply and installation of necessary weatherproof TPN distribution boxes.
(26) Supply and installation of 13A sockets for no more than 120 booths.
(27) Supply and installation of emergency exit lights as required.
(28) Supply and installation of LED pendant lights.
(29) Provision of necessary certificates (Work Completion Certificate (Form WR1) and others)
(30) Dismantle of the Electrical and Mechanical works and ensure the proper disposal of all associated rubbish and construction waste adhering to waste disposal regulations.

(A)(iv) Other Requirements

Other Requirements
(31) Overall supervisions and arrangement of works, including those by nominated sub-contractor, electrical & mechanical contractors, supplier and other subcontractors.
(32) Site setting out works shall be carried out.
(33) Site cleaning and protection works.
(34) Necessary works to suit HKADC's programme and budget.
(35) Submission of shop drawings, samples, mock-ups, prototypes.
(36) Make good of existing items, e.g. pavement and road curb, plantation, surrounding facilities.

(37)	Setting up and dismantle works, including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste.
(38)	Materials and goods delivery from factory to site.
(39)	Provision of necessary insurance as required.
(40)	All essential documents and submissions to facilitate obtaining necessary licenses/permits/certificates (including but not limited to Hong Kong Cultural Centre (HKCC), Buildings Department, Hong Kong Fire Services Department, Food and Environmental Hygiene Department) and preparations works for such (including but not limited to structural calculations).
(41)	Propose a contingency plan for adverse weather conditions with tender for discussion with HKADC for approval and implementation. The Appendix V: Event Emergency Arrangement (Sheets 54 – 55) outlined a proposed emergency arrangement, it is indicative and subject to change as per the final decision of HKADC.
(42)	Supply and installation of fire services installation as required.

(A)(v) Materials

PVC canvas	<ul style="list-style-type: none"> • Made of vinyl fabric • In white double PVC-coating that able to block UV light (for opaque canvas) • In clear transparent PVC (for transparent canvas) • Waterproof and fire-retardant (subject to Clause (xvi(d)) hereof) • Fabric thickness: min 0.6mm • Fabric weight 650g/m² • Tensile strength (longitude/latitude): 3553/2939 N/5cm • Tear strength (longitude/latitude): 462/348N • Peel strength (longitude/latitude): 118/116 N/5cm • Applicable temperature: -30 to +70°C • After mounting on the metal framework, the canvas surface shall be flat and smooth without wrinkle and distortion • The mounting joints and edges of the canvas should be made neat or trimmed as smooth as practicable
Plywood floor base	<ul style="list-style-type: none"> • The floor deck base should composed of minimum 2 layers of plywood 18mm thick, with carpet or sticker covering • The deck surface should be flat continuously, firm and no stepping to receive the carpet/sticker finish. No loosen parts and joists to avoid creaking noise when walked over. • At the trimmed corners, all edges shall be made good without peeling off and concealed under the carpet/sticker • The plywood base shall allow anchoring/fixing of the bamboo booths by screw-fixing or nailing
Customised brushed carpet for flooring	<ul style="list-style-type: none"> • Made of polyester, brushed carpet, 4-5mm thick • In grey/beige/red color (to be confirmed) • All carpets should have appropriate plywood backing • The finished carpet surfaces should be flat continuously and firm. All joints shall be made smooth and no stepping • All end edges and corners should be trimmed neatly and well concealed with edge trim • The joints shall be of the minimum quantity and visual appearance, and shall be shown on shop drawings for approval. Mock up/ samples shall be submitted to demonstrate the joint quality for approval. All joints shall be clearly shown in shop drawings for approval.

Ceiling Pendant lights	<ul style="list-style-type: none"> • 100W, LED high bay light, 4000K • Fixture case in white or silver color • The light fixture should be hung from ceiling frame by stainless steel wire/rod at height specified in the drawings. The hanging wire and extended power cable should be kept as straight as practicable
PVC or velvet curtain	<ul style="list-style-type: none"> • Made of polyester, white opaque double-layered • The curtain should be able to hold open with ties • The curtain should be soundproof

(A)(vi) Optional Items

Optional Items
(43) Additional marquee and the associated works including all relevant costs.
(44) Supply and installation of removable floor stickers on the floor deck.
(45) Supply and installation of additional 13A sockets.
(46) Supply and installation of LED wall.
(47) Supply and installation of PA system.
(48) Supply and installation of outdoor removable sticker for flooring <ul style="list-style-type: none"> • Removable plastic sticker, matt finish • The sticker should be slip resistant, waterproof and heat resistance, suitable for applicable on floor
(49) Supply and installation of electrical works including power supplied by soundproof diesel generator installed at existing pavement to supply air conditioning at the marquee, associated cabling works and fuels

Part (B) Supply and Installation of Ground Support Stage, Electrical & Mechanical Works and Technical Equipment

The ground support stage will be placed at Piazza C of Hong Kong Cultural Centre (HKCC) for the Pre-event Public Programme from 4 to 8 October 2026 (tentative) and Opening Ceremony on 9 October 2026. The Contractor shall propose the setting, supply and install ground support stage and other related technical equipment for HKPAX.

(B)(i) Supply and Installation of Ground Support Stage

Items
(1) Supply and installation of a stage with ground support and stage platform (size proposed by Service Provider). Protection works to the ground during construction is needed.
(2) Supply and installation of a waterproof and fire-retardant roof for the ground support stage. (size proposed by the Service Provider)
(3) Supply and installation of 6 frame marquees for dressing and standby area (approximate size: 3m x 3m) and 2 frame marquees for control panel ((approximate size: 3m x 3m)
(4) Supply and installation of media platform and soundbox for media area
(5) Dismantle of the ground support stage and frame marquee(s), and ensure the proper disposal of all associated rubbish and construction waste adhering to waste disposal regulations.
(6) Assign a site manager to oversee the execution of the site works with specific working experience.
(7) Provision of necessary certificates (fire certificates, Registered Structural Engineer (RSE) reports and others).
(8) Application of fire-retardant coatings to achieve the required fire rating, associated works and provision of fire certificates as required.

(B)(ii) Supply and Installation of Electrical & Mechanical Works and Technical Equipment

Items
(9) Supply and installation of external power cabling works from main source (from HKCC/ generator) and associated protection/covering; ensuring the works adhere to all safety standards and regulations.
(10) Supply and installation of power cabling and wiring works for the power of the audio equipment, lightings, sockets, Wi-Fi routers, and any other appliances.
(11) Provide backup generator(s) to ensure supply of power to essential equipment in case of outage of power supply from main source.
(12) Supply and installation of necessary weatherproof TPN distribution boxes.
(13) Supply and installation of 13A sockets for each frame marquee and stage
(14) Supply and installation of LED pendant lights.
(15) Supply and installation of lighting equipment
(16) Supply and installation of audio equipment
(17) Supply and installation of LED wall on stage (approximate size: 6m(W) x 4m(H), actual size proposed by the Service Provider)
(18) Provision of necessary certificates (Work Completion Certificate (Form WR1) and others).
(19) Dismantle of the Electrical and Mechanical works and ensure the proper disposal of all associated rubbish and construction waste adhering to waste disposal regulations.

(B)(iii) Other Requirements

Other Requirements
(20) Overall supervisions and arrangement of works, including those by nominated sub-contractor, electrical & mechanical contractors, supplier and other subcontractors.
(21) Site setting out works shall be carried out.
(22) Site cleaning and protection works.
(23) Necessary works to suit HKADC's programme and budget.
(24) Submission of shop drawings, samples, mock-ups, prototypes.
(25) Make good of existing items, e.g. pavement and road curb, plantation, surrounding facilities.
(26) Setting up and dismantle works, including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste.
(27) Materials and goods delivery from factory to site.
(28) Provision of necessary insurance as required.
(29) All essential documents and submissions to facilitate obtaining necessary licenses/permits/certificates (including but not limited to Hong Kong Cultural Centre (HKCC), Buildings Department, Hong Kong Fire Services Department, Food and Environmental Hygiene Department) and preparations works for such (including but not limited to structural calculations).
(30) Propose a contingency plan for adverse weather conditions with tender for discussion with HKADC for approval and implementation. The Appendix V: Event Emergency Arrangement (Sheets 54 – 55) outlined a proposed emergency arrangement, it is indicative and subject to change as per the final decision of HKADC.
(31) Supply and installation of fire services installation as required.
(32) Provide event kick-off gimmick/installation for opening ceremony
(33) Provide necessary technical equipment and furniture as required by the Producer of Public Programme, including but not limited to stanchions, podium, choir risers, music stands, dimmable music lights, musician chairs, full length mirror, stage fan, sand bags etc.

(B)(iv) Optional Items for Ground Support Stage and Backstage

Optional Items
(34) Supply and installation of additional frame marquee (3m x 3m)
(35) Supply and installation of additional frame marquee (3m x 6m)
(36) Supply and installation of additional easy up marquee
(37) Supply and installation of additional 13A sockets
(38) Supply and installation of Marley dance floor
(39) Provide additional equipment and furniture for backstage and frame marquee (e.g. stage fan, movable air-cooler, full length mirror)

Part (C) Supply and Installation of Stage Platform and Technical Equipment at HKCC

The Leadership Talks and Pitching Sessions will take place at the foyer on 4/F of Hong Kong Cultural Centre (HKCC) from 10 – 12 October 2026 and Closing Ceremony on 13 October 2026. The Contractor shall supply and install stage platform and technical equipment, including LED wall, public address (PA) audio-visual and projection facilities and digital display facilities, and provide related technical support for HKPAX.

(C)(i) Supply and Installation of Stage Platform and Technical Equipment at HKCC

Items
(1) Supply and installation of LED wall (approximate size: 4.5m(w) x 2.5m(h)) with video processor, cables and accessories.
(2) Supply and installation of a stage platform with carpet, the specific colour of the carpet to be confirmed at a later stage (size proposed by bidder).
(3) Supply and installation of speakers on tripod stands, 6 handheld wireless microphones with stands, and all necessary audio equipment including but not limited to console, power cords, cables, cable covers etc. with control panel and masking.
(4) Supply and installation of lighting equipment.
(5) Supply and installation of power cabling and wiring works for the power of the LED wall, audio equipment, lightings, sockets, Wi-Fi routers and any other appliances.
(6) Provide furniture and fittings including three (3) armchairs, three (3) coffee tables, one (1) podium and sixty (60) chairs.
(7) Supply and installation of 4 TV sets, cables and all necessary technical equipment to provide live feed of Leadership Talks, Pitching Sessions and Closing Ceremony at other areas on 4/F, HKCC
(8) Dismantle of the stage platform, and ensure the proper disposal of all associated rubbish and construction waste adhering to waste disposal regulations.
(9) Supply and installation of fire services installation as required.
(10) Provision of necessary certificates (e.g. RSE report, Work Completion Certificate (Form WR1) and others).
(11) Provision of necessary insurance as required.
(12) Provide necessary equipment for simultaneous interpretation service.
(13) Materials and goods delivery from factory to site.

1.1 Optional Items

- (a) The Contractor may be required to provide the below optional items which are optional and estimate only and no guarantee is given that the items and services are required by HKADC. Written order for the optional items and services will be placed on an as-and-when required basis. If no instruction is given by HKADC, the Unit Price or any part of the tender for such items and services shall not be invoiced or paid. The Unit Price for each optional item and service is fixed and not subject to

adjustment. HKADC shall confirm with the Contractor whether the optional items and services below will be required.

(b) In the event that the Opening Ceremony scheduled for 9 October 2026 cannot be held at Piazza C, HKCC as planned, the Contractor shall propose two (2) alternative plans, each with cost estimation, based on the following scenarios.

(i) Scenario 1:

The supply and installation of the Ground Support Stage, Electrical & Mechanical Works and Technical Equipment have been completed. However, due to a force majeure event, the Opening Ceremony shall be relocated to the foyer on 4/F of HKCC. In this case, the stage platform and technical equipment specified in Part C shall be utilized.

(ii) Scenario 2:

The supply and installation of the Ground Support Stage, Electrical & Mechanical Works and Technical Equipment cannot be completed due to a force majeure event. Consequently, the Opening Ceremony shall take place at the foyer on 4/F of HKCC, using the stage platform and technical equipment provided in Part C.

(c) The Contractor shall allow for minor modifications of the works when requested by HKADC.

1.2 Contingency Plan

The Contractor shall propose a contingency plan for adverse weather conditions (e.g. typhoon, rainstorm, flooding) including but not limited to:

- (a) Necessary contingency works (e.g. dismantle of canvas), and remedial works (e.g. dismantle and re-application of carpet after rain, evaluation of structural stability)
- (b) Detailed programme for the works in *PART IV. SERVICE SPECIFICATIONS: Scope of Works*
- (c) Statutory requirements by Buildings Department and/or other relevant departments if applicable shall be incorporated
- (d) Tender for works in *PART IV. SERVICE SPECIFICATIONS: Scope of Works* induced by the contingency measure for discussion with HKADC for approval and implementation.

1.3 Submissions and Mock-ups

The Contractor shall submit programmes, shop drawings, samples, certificates, mock-ups, and other documents/materials to HKADC for approval in a timely and proper manner, and as requested by HKADC to avoid any delay to the programme.

(a) Programme

- (i) The Contractor shall submit programme within fourteen (14) calendar days from award of contract.
- (ii) The Contractor shall submit programme which shall reflect all the works items, including but not limited to shop drawing submissions and comments and revisions, samples submissions, mock ups, material ordering, factory works, site demolition, site measurements, site installations, painting works, lighting installation, electrical & mechanical installation works, nominated sub-contractor works, signage works, tile laying, pre-handover inspection, touch up, testing and commissioning, and critical milestones as necessary to ensure proper arrangement of works to achieve completion of the works by the targeted completion dates.
- (iii) The Contractor shall submit revised programme should there be any change to the original

programme.

- (iv) The Contractor shall adhere strictly to the agreed works programme; should there be any potential delay on certain parts of the programme, the Contractor shall notify HKADC well in advance to enable actions taken to avoid such delay.
- (v) The Contractor shall refer to the HKCC's Guidelines for site works, including allowed working hours and noisy works.
- (vi) HKADC reserve the rights to restrict the working hours in case of any complaint received or upon receiving the instructions of the HKCC management office.
- (vii) The Contractor shall include any night work not specified under the tender in order to complete the work on schedule without any extra costs.
- (viii) HKADC can stop contractor's work at their sole discretion in case of any disturbance caused to third party. Any stoppage or reduction in output resulting from compliance with this clause should not entitle the Contractor to claim any extension of time or to any additional cost whatsoever.
- (ix) The Contractor shall plan and coordinate the works diligently to ensure all prescribed works to be completed within the period as stated in Clause (vi).
- (x) Detailed working programme shall be submitted for approval prior to the commencement of work.
- (xi) The Contractor shall propose contingency plan and submit short-term programme to HKADC for approval for occurrence of any unforeseeable circumstances or critical issues.
- (xii) Submission by e-mail is acceptable for programme, shop drawings, catalogues, specifications and other relevant documents.

(b) Shop Drawings

- (i) The Contractor shall submit shop drawings within fourteen (14) calendar days from award of contract.
- (ii) The Contractor shall make shop drawings and further develop the detailed design as necessary based on site conditions, design intent, advisable changes to structural and fixing details, material dimensions, and other relevant factors, to the satisfaction of HKADC. The submission to HKADC or such design or its amendment and the confirmation of design HKADC shall not relieve the Contractor of any duty or responsibility under the Contract. Shall there be discrepancies between the drawings and the descriptions (normally the descriptions shall take precedence), the Contractor shall seek clarification from HKADC.
- (iii) The Contractor shall take site measurements and reflect the site conditions precisely in all the shop drawings submitted. The Contractor shall consider the existing site conditions and HKCC's requirements.

The Contractor shall propose and seek HKADC's approval shall there require any minor adjustments of the design drawings due to site conditions. The Contractor shall notify HKADC in timely manner shall there need any significant adjustment on the design to avoid any delay of the works.

- (iv) The shop drawings shall include but not limited to overall plans, reflected ceiling plans, elevations, sections, details to cover all typical and atypical areas, and as required by HKADC.

Shop drawings shall indicate but not limited to the structure, composition, materials, alignments, final visual appearance.

- (v) The Contractor shall submit shop drawings and construction details that reflect and include all the information requested within two (2) rounds of submissions, otherwise the Contractor shall resubmit the shop drawings and construction details until they are all up to the satisfaction of HKADC.
- (vi) The Contractor shall obtain approval of shop drawings for construction from HKADC before commencement of works, or the Contractor shall bear the risk and costs of demolition and/or adjustment of the fabricated works shall they be considered unsatisfactory by HKADC.
- (vii) A set of updated shop drawings with comments shall be properly kept onsite to allow viewing by HKADC.

(c) Samples, Mock-ups and Prototype

- (i) The Contractors shall submit material samples and information for all visible elements of the works to HKADC for approval, and as accordance to all relevant works schedules and particular specifications, if any. Those for hidden elements shall also be submitted as and when requested by HKADC.
- (ii) All the material samples and information submitted shall comply with the requirements and drawings. Bulk orders for materials shall not be placed prior to approval. All materials shall be ensured to be available on time and there will be no cost reimbursement to the Contractor should any acceleration measures, such as air freight or express delivery of materials, goods and equipment be required.
- (iii) RSE report, certificates and compliance confirmation shall be submitted as necessary for the works.
- (iv) The Contractor shall submit the above said samples and information within seven (7) calendar days when requested by HKADC. A total of two (2) copies of sample submissions are required, and to be delivered to HKADC and kept at the site respectively.
- (v) The Contractor shall provide mock-ups as specified in the drawings and below:
 1. two (2) pieces of 500mm(l) x 500mm(w) floor carpet (F01) applied on plywood base with seamless joint
 2. two (2) pieces of 500mm(l) x 500mm(w) floor sticker (F02) applied on plywood base
 3. 300mm(l) x 300mm(w) opaque canvas (W01)
 4. one (1) set of 1m long PVC curtain (W02)
 5. one (1) LED high bay light (LT01)

(d) Submission timeline

The contractor shall adhere strictly to the following time schedule:

Timeline	Item
Within one (1) week from the award of contract	<ul style="list-style-type: none"> • Review site setting out. • Submit time programme to reflect preparation and submissions to authorities, submission and approval of material samples, shop drawings, ordering lead time, site works, etc. • Submit the list of material samples with tentative dates for each material submission. • Submit samples for long-lead items for approval and ordering. • Submit draft contingency plan

Timeline	Item
Within two (2) weeks from award of contract	<ul style="list-style-type: none"> Start coordination and meetings with HKCC and other essential parties to understand the related mandatory requirements. Submit shop drawings according to the design and site measurements. Submit logistics, planning and method statements for the delivery and installation of the works. Such logistics and planning shall include works by the air conditioning and electricity contractor, booth and fitting out contractor.
Within four (4) weeks from award of contract	<ul style="list-style-type: none"> Submit first set of well-coordinated shop drawings showing relationship with other parties' items (e.g. air conditioning, power supply, etc) Submit contingency plan for adverse weather condition arrangement.
June 2026	<ul style="list-style-type: none"> Submit revised shop drawings and samples and all documents/certificates (e.g. Form WR1, RSE report, fire certificates and other)

(e) Construction method

- (i) The contractor shall submit construction method statement, including construction sequence, type of applied vehicle (e.g. crane, raising platform), temporary works, interfacing with other contractors, working hours.
- (ii) The contractor shall submit detail of footing to illustrate measurements to minimise damage to ground.

1.4 Meetings, Factory Visits, Site Inspections

- (a) The Contractor shall report work progress on weekly basis and as and when requested to HKADC. The Contractor shall attend regular meetings and as when requested by HKADC, and well prepare all the materials required for the meetings, including but not limited to tender drawings and specifications, shop drawings, detailed drawings, material samples.
- (b) The Contractor shall arrange factory visits at its own cost where necessary and advisable or as and when requested by HKADC, at a maximum of two times, each with maximum 4 representatives from HKADC. The Contractor shall also bear all the transportation and accommodation costs wherever necessary.
- (c) Access shall be provided for site inspections by HKADC for all parts of the site.
- (d) The Fabricator shall have the followings on hand at all meetings and on site:
 - Tender drawings
 - Approved shop drawings and detailed drawings
 - Approved material samples

1.5 Provisions of Preliminary Works and Site Management Works

- (a) Precaution measures and temporary works:
The Contractor shall provide the design, supply and maintenance of all precaution measures and temporary works, including dust screens and barriers, etc. as necessary, to separate between public area and site area in order to maintain the safety of the site and the public during all courses of the works.
- (b) Site setting out works:
The Contractor shall carry out site setting out works in accordance with the design drawings, including wall elevations as and when necessary, and shall review and discuss with HKADC for such.

(c) Site protection works:

The Contractor shall maintain the protection as necessary to avoid damage to areas adjacent to the site and shall make good the disturbed area after completion of the works. The Contractor shall also properly protect the works done to avoid damage by other site works and persons. The Contractor shall maintain the protection for/ avoid damage to all existing trees, shrubs, curbs etc. as found on site. Make good the disturbed area after completion of the construction works.

(a) Site management and material delivery:

The Contractor shall ensure the works not to cause nuisance to the public. The Contractor shall avoid the spill of smell, dust, noise, or any other kinds of nuisance to the public area.

(b) Site cleaning and safety:

The Contractor shall carry out site cleaning and debris removal on regular basis and/or as required by HKADC to ensure the tidiness and cleanliness of the venue and to facilitate site inspections.

The Contractor shall make precaution to ensure site safety for their workers, HKADC, and any third party.

(c) Full time site manager:

The Contractor shall arrange a full-time site manager stationed at the site during the execution of the supply and installation works of marquee, air conditioning and electricity.

(d) Contractor shall propose transportation route and storage area of materials and debris for discussion and agreement with HKADC and HKCC. Precaution should be made to ensure site safety for the workers and the public.

1.6 Coordination with Other Parties

(a) The Contractor shall coordinate with other contractors and parties as necessary for the works, including but not limited to the contractors for air conditioning, electricity, lighting, audio-visual (AV) system, booths, fit out contractor, caterer and other parties related to the Project, including but not limited to any contractor or supplier directly employed by HKADC, for items that would affect the design, and shall reflect in shop drawings, site construction sequence as necessary.

(b) The installation period of the marquee shall overlap with installation of the exhibition booths and Electrical & Mechanical Contractor. Coordination shall be made to ensure adequate time is allowed for all parties, and shall be reflected in a detailed programme and method statements for the delivery and installation of the works. Protection boards, platforms and other equipment may be shared between contractors and such works shall be reflected in the programme. The Contractor shall enable such other parties to use his working platform as necessary for the works.

1.7 Technical performance and Quality Control

(a) The Contractor shall ensure all the final works are of the highest quality and safe (including but not limited to structural safety) for public use - have smooth surface, proper alignments, and are of the same color and details as the chosen sample. The Contractor shall also ensure that the final works can properly serve and endure the intended use for the expo period.

(b) The Contractor shall advise with proposal (not significantly affect the design intent) for areas that he found technically infeasible or non-durable or aesthetically not advisable or unsafe or for other reasons not advisable.

1.8 Completion Documents and Spare Materials

(a) The Contractor shall submit as-built drawings, technical data of the final products, product brand and supplier information, operation and maintenance manual, and other relevant documents upon completion of the works.

- (d) **Delivery of Submissions, Materials and Works:**
The Contractor shall deliver all the submissions, materials and works required to HKADC. Submission shall be in softcopy by email for programme, shop drawings, catalogues, specifications and other documents. The Contractor shall bear all the shipping cost, custom cost and any other cost required for the delivery of submissions, materials and works.
- (e) **Equipment/Tools and Labour:**
The Contractor shall at its own expense supply, provide and maintain all the equipment/tools that are required for repair and maintenance works and other things of every kind required for the execution and completion of the Contract.
- (f) HKADC shall not be at any time liable for the loss of or damage to any of the equipment/tools.

1.9 Workmanship

The works shall be of high workmanship, fit for the purpose, and meet the design intent to the satisfaction of HKADC. The Contractor shall note the following requirements:

- (a) Products shall be used in accordance to the manufacturer's guidelines.
- (b) Concrete plinths and other visible elements shall align neatly.
- (c) Fabric shall be mounted with the same orientation to have a consistent colour and appearance.
- (d) Conduits and wiring shall be properly coordinated to enable proper functioning and concealing.

2. Part (D) Provision of Professional Event Organising and Design and Production Services

The Contractor will be required to provide Professional Event Organising Services to HKADC for HKPAX by undertaking the tasks listed below. Slight variations from the list of tasks are to be expected. The Contractor shall absorb such variations at its own cost.

(D)(i) Project Coordination and Management

- (a) Set up a Project Team and assign (i) a Project Manager to lead the Project Team in managing HKPAX as well as (ii) a Technical Manager to oversee planning and delivery of all HKPAX activities. The Project Manager shall possess valid and relevant experience (at least five (5) years in the capacity of a Project Manager or equivalent in the past ten (10) years counting back from the Tender Closing Date) in organisation and management of conferences, expos, events, exhibitions, arts markets, etc. on an international scale, preferably being arts and culture related. The Technical Manager shall possess valid and relevant experience (at least five (5) years in the capacity of a Technical Manager or equivalent in the past ten (10) years counting back from the Tender Closing Date) in technical planning, organisation and management of conferences, expos, events, exhibitions, arts markets, large-scale arts events, etc. All members of the Project Team shall possess valid and relevant experiences, preferably being arts and culture related, in the past five (5) years, and the information shall be provided in the Appendix VIII: Proposed Plan for Project Team Deployment and Staff Information (Sheets 69 – 70).
- (b) Develop an overall event plan with tasks list, milestones, implementation schedule and project deliverables within one (1) month after the date of letter of acceptance and oversee progress of all event activities during the Contract Period and based on which, develop a master work plan detailing the manpower and technical arrangements throughout the project, from the preparatory stage to the execution of HKPAX.
- (c) Develop an overall manpower and operations plan of the Project Team in coordinating all event activities of HKPAX within one (1) month after the date of letter of acceptance, and revise the plan if required to the satisfaction of HKADC during the Contract Period. The manpower plan MUST fulfil the basic manpower requirements which subject to change as per the final scale of HKPAX

and it shall be devised based on the Appendix VIII: Proposed Plan for Project Team Deployment and Staff Information (Sheets 69 – 70).

- (d) Provide and be responsible for the coordination of all event activities with relevant parties in organising HKPAX leading up to its completion.
- (e) Attend regular progress update meetings during the preparation for HKPAX and provide regular progress update reports, including the work of any third-party suppliers/contractors as and when required by HKADC.
- (f) Work closely with HKADC and the suppliers/contractors/agents engaged by HKADC to coordinate all event activities, attend all meetings and site visits as required by HKADC from time to time, and provide notes of meetings within three (3) working days upon request by HKADC.
- (g) Source and recommend suitable third-party suppliers/contractors with proposed services requirements and/or cost estimations, including but not limited to the items listed in this Service Specifications, for HKADC's consideration to procure necessary products and services related to HKPAX.
- (h) Prepare a procurement plan including working timeline and submit proposals with detailed services requirements, services specifications and cost estimations of various products and services related to HKPAX, including but not limited to the items listed in this Service Specifications, as well as the expected achievable items for approval whenever necessary; and revise them if required as per the agreed time schedule and to the satisfaction of HKADC. Any additional cost arising from the products or services redone or modified should be borne by the Contractor.
- (i) Liaise, coordinate and follow up accordingly with all other contractors and sponsors of HKPAX on production and delivery of the required items, if necessary.
- (j) Liaise and coordinate with logistics support service suppliers as appointed by HKADC for supporting all preparation work and on-site duties of HKPAX leading up to its completion.
- (k) Take out a public liability insurance for HKPAX on behalf of HKADC with a reputable insurance company at the Contractor's expense. The policy, with a minimum liability of HK\$50,000,000 per accident and unlimited for the period of insurance, should cover but not limited to the following clauses:
 - (i) Cross liability clause;
 - (ii) Fire and explosion clause;
 - (iii) Indemnity to Landlord clause; and
 - (iv) Waiver of subrogation; and
 - (v) Extension of Cover for Principal's Property.
- (l) Advise, coordinate and support for the activities of HKPAX as referred to Appendix I: Programme and Venue Outline & Site Work Schedule (Sheets 42 – 45), including but not limited to the Opening Ceremony, Expo Programmes, Exhibition, International Showcases, Pitching Sessions, Talks, Forums, Closing Ceremony and networking activities.
- (m) Source and coordinate for local transportation (please refer to Appendix IV: Local Transportation Arrangement), if required, for all delegates and participants attending the activities during the HKPAX period.
- (n) Provide on-site support for participants, including on-site logistic helpers at the HKPAX venues for the Opening Ceremony, Expo Programmes, Exhibition, International Showcases, Pitching Sessions, Hong Kong Chapter, Leadership Talks, networking activities and Closing Ceremony, as well as distribution of materials and other relevant information, such as event information

packs of visits/tours.

(D)(ii) Technical/On-site Management and Support

The Contractor shall provide the following services for organising the event:

(i)	For Public Programme on 4-8 October 2026 (tentative) at Piazza C, Hong Kong Cultural Centre (performance time: approximately 5 – 8pm every day)
-	to provide a technical team (Stage Manager, technicians and operators for audio, lighting and stage crew)
-	to provide the manpower for information counter, crowd control and general enquiry etc
-	to provide walkie-talkies for the working team
(ii)	For Opening Ceremony on 9 October 2026 at Piazza C, Hong Kong Cultural Centre (1-hour ceremony for around 1 000 participants)
-	to provide a technical team (Stage Manager, technicians and operators for audio, lighting and stage crew)
-	to provide the manpower for information counter, crowd control and general enquiry etc
-	to provide walkie-talkies for the working team
(iii)	For International Showcases on 9 - 13 October 2026 at various venues (1 hour per performance for around 80-1000 audiences)
-	to provide the manpower for information counter, crowd control and general enquiry etc
(iv)	For Leadership Talks on 10 - 11 October 2026 at Foyer, 4/F, HKCC (2 hours per session for around 300 audiences)
-	to provide a technical team to operate the equipment listed in Part C above (technicians and operators for audio, lighting, stage crew and live feed) and to work with the venue technical staff
-	to provide simultaneous interpretation services (3 languages: Cantonese, English, Putonghua)
(v)	For Pitching Sessions on 11 – 12 October 2026 at Foyer, 4/F, HKCC (3 hours per session for around 300 audiences)
-	to provide a technical team to operate the equipment listed in Part C above (technicians and operators for audio, lighting, stage crew and live feed) and to work with the venue technical staff
(vi)	For Exhibition on 10 - 13 October 2026 (4 hours per day, for no more than 120 booths) inside the marquee at Piazza A & B, Hong Kong Cultural Centre
-	to provide the manpower for registration counter, crowd control and general enquiry etc
-	to provide water dispenser machines with cold and warm water supply
-	to arrange daily cleaning services inside the marquee at the close of play
vii)	For Expo Programmes on 9 - 13 October 2026 at various venues
-	to provide the manpower for information counter, crowd control and general enquiry etc
(viii)	For Closing Ceremony on 13 October 2026 (1-hour event) at Foyer, 4/F, HKCC (exact location to be confirmed)
-	to provide a technical team to operate the equipment listed in Part C above (technicians and operators for audio, lighting, stage crew and live feed) and to work with the venue technical staff for the event on 13 October 2026 (approximately 1-hour event at Foyer, 4/F, HKCC)
(ix)	For the overall event

<p><u>On-Site Manpower Resources</u></p> <ul style="list-style-type: none"> - to arrange 24-hour security guard services at Piazza A, B & C, HKCC - to arrange two (2) groups of no less than six (6) suitable helpers each to station at HKCC and EKCC - to arrange no less than two (2) suitable helpers to station at the appointed hotel(s) of HKPAX for VIP reception <p><u>Shuttle Bus Services</u></p> <ul style="list-style-type: none"> - to arrange circular services by 60-seater and/or 49-seater and/or 28-seater shuttle buses between Tsim Sha Tsui, Kowloon Bay and Central district. Please refer to Appendix IV for reference. - to arrange and produce necessary directional signage for shuttle bus services
(x) Optional Services and Goods
<p><u>Additional events (e.g. Sponsor's Talks, Gala Dinner)</u></p> <ul style="list-style-type: none"> - to provide a technical team to operate the equipment for audio, lighting, stage and live feed and to work with the venue technical staff - to provide and set up a LED wall (size proposed by bidder) with video processor, cables and accessories for additional events. - to provide a PA system with control panel and masking, handheld wireless microphones, loudspeakers and lighting equipment as well as technical services for operating the equipment <p><u>On-Site Manpower Resources</u></p> <ul style="list-style-type: none"> - to arrange extra on-site manpower resources: (i) Helper; (ii) Stage Manager; (iii) Audio-visual operator; (iv) Lighting Operator; and (v) Crew Member <p><u>Other Support</u></p> <ul style="list-style-type: none"> - to provide additional decorative pipe and drape set - to source and manage with internet service provider(s) for events taking place at HKCC and provide Wi-Fi routers

(D)(iii) Design Adaptation and Onsite Branding Materials Management

The Contractor shall coordinate the design and production service of the event branding items, as well as the related mounting and dismantling services, and obtain all necessary licences as required by venues. The event branding items include but not limited to:

- (a) Outdoor and Venue Decorations (at various locations)
 - Marquee Decoration;
 - Ground Support Stage Roof;
 - Event backdrops;
 - Branding items placed at Service counters/ Front desks (e.g. Pull-up banners, Teardrop flags, Foamboards on stands);
 - Signage;
 - Mill barrier covers;
 - Mic Tags; and
 - Event Branding Installation.
- (b) The Contractor shall propose the overall onsite decoration setup and branding plan for HKCC.

2.1 Submissions and Other Requirements

- (a) Coordinate with the venue management for a full range of on-site setup requirements, including but not limited to stage technical equipment, marquee, exhibition booths, audio-visual and projection facilities, digital display facilities, catering facilities, reception, furniture, decoration, other front-of-house and admission arrangements. The Contractor shall provide a team of professional personnels in managing the services mentioned in Part D.
- (b) Coordinate with the venue management for arrangement of on-site decorations, including but not limited to the registration and reception counters, backdrops, furniture on stage, digital displays and signage.
- (c) Support technical run, full rehearsal and actual staging of the full rundown of related activities of HKPAX.
- (d) Provide manpower deployment plans one (1) month prior to HKPAX for HKADC's endorsement and revise them if required to the satisfaction of HKADC for supporting all preparation works and on-site duties of HKPAX leading up to its completion to ensure sufficient on-site manpower support technically and logistically.
- (e) Arrange smooth dismantling and proper removal of the Contractor's own equipment, furniture, fittings and decorations from all HKPAX event locations after the activities.
- (f) Develop a contingency plan as a measure of crisis management and make necessary arrangements as well as rendering prompt logistics support in case of inclement weather.

3. Tentative Work Schedule

Task	Timeline
(A) Start working closely with HKADC representatives, HKADC contractors and Venue representatives to devise various plans, including but not limited to overall event plan and a master manpower/operation plan, contingency plan, venue setup plan and procurement plan	December 2025 - January 2026
(B) Set up a Project Team and assign the key personnel, i.e. Project Manager and Technical Manager, and start working closely with HKADC representatives and Producers to devise various plans	
(C) Coordinate and arrange all matters in relation to HKPAX as listed in Appendix I: Programme and Venue Outline & Site Work Schedule	
(D) Submit shop drawings according to site measurements and relationship with other parties' items (e.g. air conditioning, power supply, etc)	
(E) Submit contingency plan for adverse weather condition arrangement	
(F) Provide regular updates and attend regular progress meetings as and when required by HKADC	
(G) Submissions of shop drawings and samples and all documents/certificates as required	January – June 2026
(H) Submit an overall event plan as well as a master manpower /operation plan. Recommend suitable third-party	

<p>suppliers/contractors for services including flight arrangements, catering, local transportation, etc. and coordinate and arrange all programmes and venues related matters</p> <p>(I) Submit revised shop drawings and samples and all documents/certificates (e.g. Form WR1, RSE report, fire certificates and others)</p> <p>(J) Provide regular updates and attend regular progress meetings as and when required by HKADC</p>	
<p>(K) Revise booth layout</p> <p>(L) Submissions to HKADC and LCSD the layout and all necessary licence(s) including but not limited to fire certificates, WR(1) etc.</p> <p>(M) Confirm hotel and flight arrangements and coordinate with venue management for a full range of on-site set-up requirements</p>	July 2026
<p>(N) Review and update all plans, including but not limited to the overall event plan and a master manpower/ operation plan, master work plan, Contingency plan and Venue setup plan</p> <p>(O) Compile and update the lists of participants of different HKPAX activities</p> <p>(P) Issue confirmation notification of participants and follow up with inquiries/ complaints</p> <p>(Q) Arrange meetings/ site visits and coordinate with all third-party suppliers/ contractors and logistics and technical arrangements for provision of the required services</p> <p>(R) Finalise HKPAX programmes and activities as well as detailed rundown, technical and logistics arrangements with HKADC, Producers, venue management and all third-party suppliers/ contractors</p> <p>(S) Detailed signage plan ready for production</p>	August – September 2026
<p>(T) Factory fabrication of Marquee</p> <p>(U) Award and obtain all necessary licences. Review, update and finalise various plans including detailed rundown, technical and logistics arrangements for HKPAX programmes and activities</p>	September 2026
<p>(V) Coordinate and finalise all matters and plans in relation to HKPAX and ensure smooth delivery of HKPAX activities</p> <p>(W) Provide on-site administration, supervision and troubleshooting</p> <p>(X) Arrange staff/ volunteer briefing and final round of briefing with all parties</p> <p>(Y) Complete technical setup and conduct technical runs, rehearsals and site checks according to the approved work plan</p>	October 2026

Site installation <ul style="list-style-type: none"> • marquees • ground support stage • stage platform • air conditioning • electrical works • exhibition booths • technical equipment 	3 – 9 October 2026 - Marquee (Piazza A&B) 3-8 October 2026 - Ground support stage (Piazza C): 2-3 October 2026 (tentative) - Stage Platform (4/F Foyer, HKCC): 7-9 October 2026	
Execute all logistics arrangements of HKPAX to the satisfaction of HKADC	5 – 13 October 2026	
Dismantling	After 14:00	13 October 2026
Dismantling complete	Till 23:00	15 October 2026
Submit all reports and relevant documentation	31 October 2026	

- (a) The Contractor shall meet the deadlines in respect of the services to be provided under the Contract and complete all the above tasks by the completion date according to the above Tentative Work Schedule.
- (b) HKADC shall issue services order in writing for provision of the services on an as-and-when-required basis during the Contract period. The Contractor shall complete the services in accordance with the requirements as specified in the order.

4. Other Requirements

- (a) Prepare final statement of accounts with breakdown of all relevant expenditure items. Records and supporting documents of HKPAX for all expenditure items shall be maintained properly for submission to HKADC as and when required.
- (b) Comply with and always observe all instructions of HKADC.
- (c) Prior written approval/consent from HKPAX must be sought before the actual implementation of all the above tasks and duties.
- (d) Ensure submission of applications for approval of works, setup and dismantling at various venues before moving in.
- (e) Ensure that the equipment supplied for use during the event will operate reliably and be fully tested before the event.
- (f) Ensure all materials used in the design and production of HKPAX with copyright cleared and complete the requests for customisation of design and production within the mutually agreed time frame.

5. Statutory and Standard Requirements

- (a) All works shall comply with the latest edition of relevant statutory obligation, ordinances, code of practice, regulations and guidelines with the latest revisions having the authority of law in Hong Kong. Minor works submissions shall be made as necessary.

- (b) The following general specifications shall be complied:
 - ASD General Specifications 2012 for Building
 - The Code of Practice for the Electricity (Wiring) Regulations 2015 Edition (Chapter 26H)
 - General Specification for Electrical Installation in Government Buildings of the Hong Kong Special Administrative Region 2012 Edition
- (c) New fixed electrical installation, after completion, shall be inspected, tested and certified by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of Form WR1 shall be submitted to the Director of Food and Environmental Hygiene as proof of compliance. For existing electrical installation, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted.
- (d) All combustible materials used as false ceilings, partitions or wall furnishings shall conform to British Standard 476: Part 7 Class 1 or 2 Rate of Surface Spread of Flame or to another standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire-retardant paint solution acceptable to the Director of Fire Services. If the combustible materials are to be treated with a fire-retardant paint or solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. After the treatment, a Certificate of Fire Service Installations and Equipment (FS 251) to this effect from the Contractor shall be forwarded to Fire Services Department as documentary proof of compliance.
- (e) Shall there be any works related to light fittings, the following certificates shall be submitted:
 - IEC60598-2-1 in conjunction with IEC60598-1
 - EN60598-2-1 in conjunction with EN60598-1
 - GB7000.10 in conjunction with GB7000.1
- (f) Use of environmentally friendly products with certificate, ease of maintenance and avoid of long lead time is encouraged.
- (g) All the installations shall be structurally safe and shall not affect the integrity of the existing structure. No building structure and other elements/facilities shall be damaged or affected. No work shall obstruct the future operation and maintenance of the existing building and its services/fixtures/installations, etc.
- (h) The Contractor shall be responsible for the works in all aspects including material, site supervision, installation, checking, etc. to ensure they are in a stable and safe manner. All electrical, electronic and mechanical works and installations shall be submitted to HKADC for comments.

6. Required Qualifications

For Part A – C

Job References:

The Contractor and the team shall have the following marquee experiences:

- (a) Five (5) completed marquee projects and (5) completed ground support stage projects in the previous five (5) years, at least three (3) years shall be in Hong Kong.
- (b) completed projects at Piazza A , B & C, HKCC is preferable.

Company History and Staff Qualifications:

- (a) The Contractor shall provide proven record of company establishment for over five (5) years in marquee and ground support stage projects.
- (b) The Contractor shall assign for the Works a project manager with a minimum of five (5) years' experiences in marquee and ground support stage projects.

For Part D

- (a) The Contractor shall possess experience in organising and managing at least two (2) different

conferences, expos, events, exhibitions, arts markets, etc. on an international scale (with one (1) of them must be arts and cultural related) in Hong Kong within the past five (5) years prior to the Tender Closing Date.

- (b) The Project Manager assigned to lead the Project Team in the provision of the services shall possess at least five (5) years' experience in planning, organisation and management of conferences, Expos, events, exhibitions, arts markets, etc. on an international scale, preferably being arts and culture related, in the capacity of Project Manager or equivalent in the past ten (10) years counting back from the Tender Closing Date.
- (c) The Technical Manager assigned in the provision of the services shall possess valid and relevant experience (at least five (5) years in the capacity of managerial rank or equivalent in the past ten (10) years counting back from the Tender Closing Date) in technical planning, organisation and management of conferences, Expos, events, exhibitions, arts markets, etc., and preferably being arts and culture related.
- (d) All members of the Project Team shall have valid and relevant experiences, preferably being arts and culture related, in the past five (5) years counting back from the Tender Closing Date.

7. Acceptability of Personnel Proposed by the Contractor

All personnel/suppliers/sub-contractors proposed by the Contractor to provide Services for HKPAX must be acceptable to HKADC or its authorised representatives. These personnel/suppliers/ sub-contractors may be subject to integrity checking procedures currently prescribed for the HKADC officers having the need to handle information of speakers, moderators, guests and participants. HKADC or its authorised representatives are entitled to request changes of any personnel/suppliers/ sub-contractors employed or

8. Role of the Contractor

- (a) The Contractor will be engaged as an independent contractor and not as a partner, employee or agent of HKADC.
- (b) The Contractor should take instructions only from HKADC or its authorised representatives. The Contractor will be required to attend meetings with HKADC as and when required.

9. Conflict of Interest

- (a) To avoid conflict of interest, the Service Providers who have advised on the Tender Document, Service Specifications and Marking Scheme would neither be eligible nor be invited to submit quotation or tender for this procurement exercise.
- (b) The Contractor and members of the Project Team must declare to HKADC any real or potential conflict of interest with the duties to be performed as stipulated in the Contract.

HONG KONG ARTS DEVELOPMENT COUNCIL

SUPPLY AND INSTALLATION OF EQUIPMENT AND TECHNICAL WORKS, AND PROVISION OF PROFESSIONAL EVENT ORGANISING SERVICES FOR THE HONG KONG PERFORMING ARTS EXPO 2026

Tender Deadline: 9 October 2025 (Thursday), 6:00pm

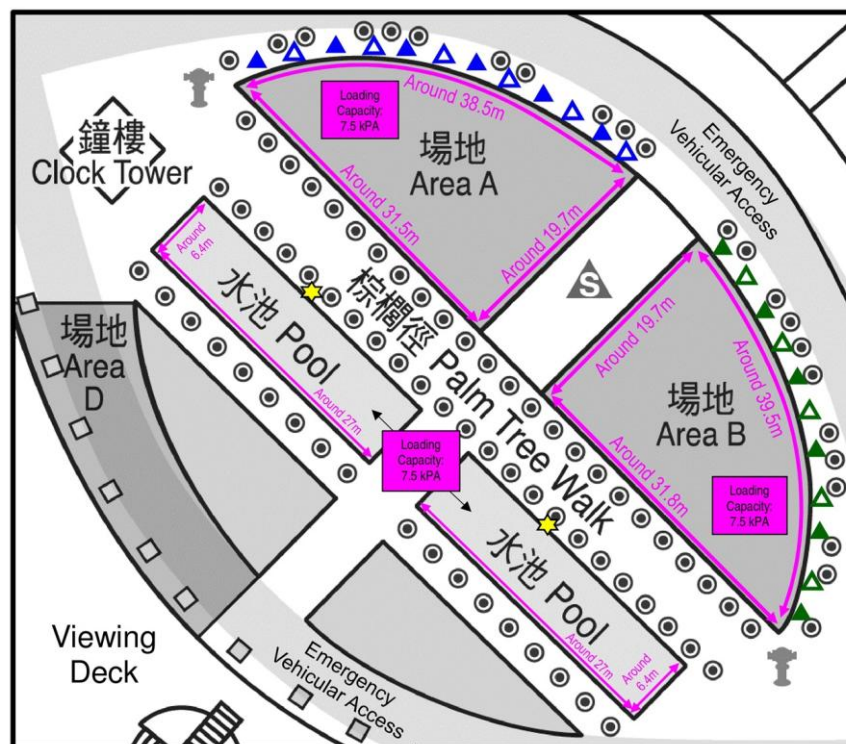
PART V – Appendixes

Appendix I: Programme and Venue Outline & Site Work Schedule (subject to change)

3 - 9 Oct (Sat – Fri)	4 - 8 Oct (Sun – Thu) (tentative)	9 Oct (Fri)	10 Oct (Sat)	11 Oct (Sun)	12 Oct (Mon)	13 Oct (Tue)	14 – 15 Oct (Wed – Thu)	13 – 15 Oct (Tue – Thu)
<p>Installation of marquee, outdoor & indoor stages, air-conditioning, electrical and mechanical works (including PA system, LED wall, lighting, booth, furniture set up at all venues)</p> <p>*The outdoor stage at Piazza C should be ready on 4 Oct (Sun) and the marquee at Piazza A&B should be ready on 8 Oct (Thu).</p>	<p>Pre-event activities and performances will be held at the Hong Kong Cultural Centre Piazza, and at various schools and community spaces.</p> <p>From 12pm on 8 Oct Exhibitors move-in Hong Kong Cultural Centre Piazza</p>	<p>Participants arrive Hong Kong</p> <p>1730 – 1830 Opening Ceremony Hong Kong Cultural Centre Piazza</p> <p>2030 - 2130 International Show/cases Various venues</p> <p>2200 Night Gathering</p>	<p>0900-1300 Exhibition Hong Kong Cultural Centre Piazza</p> <p>1400 - 2130 International Show/cases Networking Events Various venues</p> <p>2200 Night Gathering</p>	<p>0900-1300 Exhibition Hong Kong Cultural Centre Piazza</p> <p>1400 - 2130 International Show/cases Networking Events Various venues</p> <p>2200 Night Gathering</p>	<p>0900-1300 Exhibition Hong Kong Cultural Centre Piazza</p> <p>1400 - 1900 Pitch Sessions, Conversations & Networking Events East Kowloon Cultural Centre</p> <p>2200 Night Gathering</p>	<p>0900-1300 Exhibition Hong Kong Cultural Centre Piazza</p> <p>1100 - 1500 International Show/cases Various venues</p> <p>1600 – 1800 Closing Reception (For Pass Holder Only)</p> <p>1930-2130 Gala Dinner (to be confirmed)</p>	<p>Participants will leave Hong Kong or join Optional Tour to mainland city in China</p>	<p>Dismantle Period: From 13 October 2:30pm onwards to 15 October 11pm</p> <p>(for dismantle all the interior setup, marquee, stages and equipment)</p>

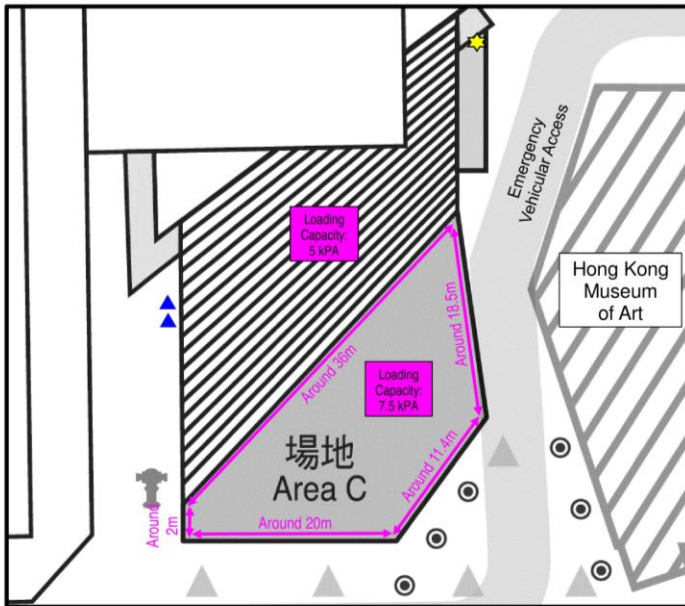
Venues for International Showcases:

1. Hong Kong Cultural Centre (HKCC) Studio Theatre
2. East Kowloon Cultural Centre (EKCC) The Lab
3. East Kowloon Cultural Centre (EKCC) The Turns
4. East Kowloon Cultural Centre (EKCC) The Beats
5. East Kowloon Cultural Centre (EKCC) The Theatre
6. East Kowloon Cultural Centre (EKCC) The Hall
7. Hong Kong City Hall Theatre
8. Hong Kong City Hall Exhibition Hall
9. Tai Kwun Laundry Steps
10. Tai Kwun JC Cube
11. Hong Kong Fringe Club Fringe Underground
12. Hong Kong Fringe Club JC Studio Theatre
13. WKCD Xiqu Centre Teahouse

Floor Plan of Marquee with Air Conditioning, Electricity and Lighting at Hong Kong Cultural Centre (HKCC) Piazza A&B:

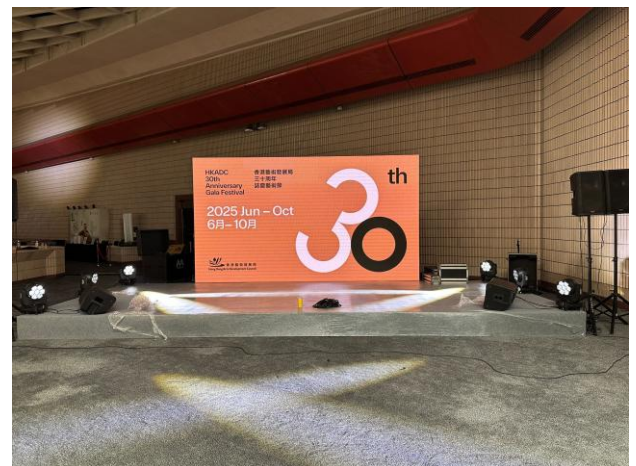
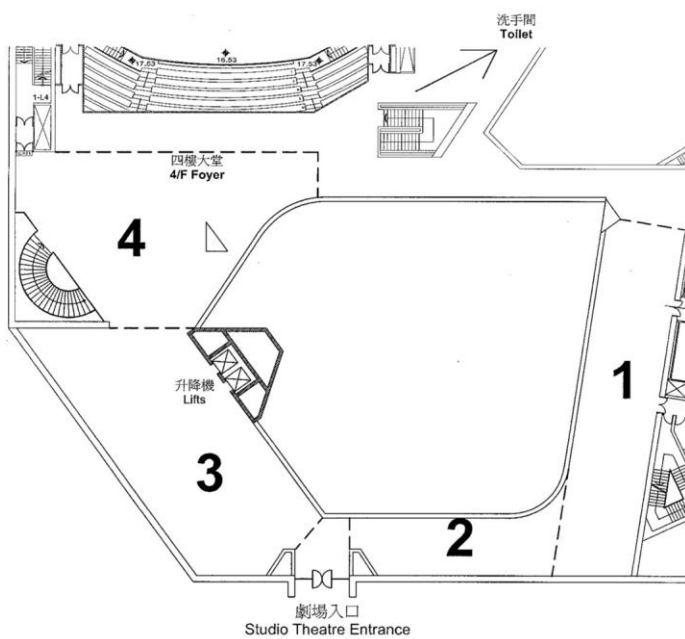
(Reference)

Floor Plan of Ground Support Stage (Outdoor) with Lighting, Audio and LED Wall at Hong Kong Cultural Centre (HKCC) Piazza C:



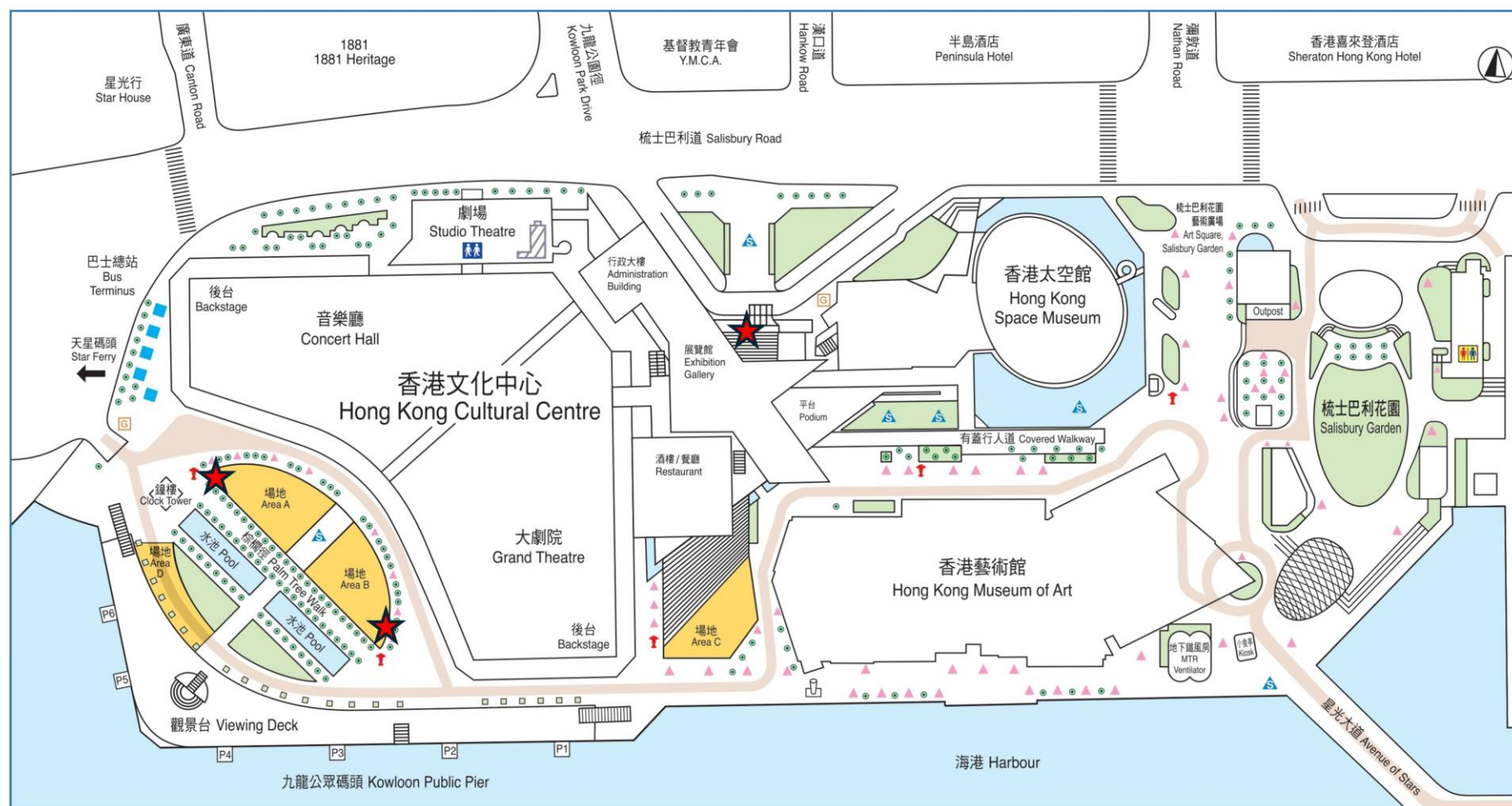
(Reference)

Floor Plan for Stage Platform (Indoor) with Electricity, Lighting, Audio and LED Wall at 4/F Foyer, Hong Kong Cultural Centre (HKCC):



(Reference)

Site Map of Hong Kong Cultural Centre (HKCC)



-  出租場地 Hiring Units
  奧運火炬 Olympic Torch
  護衛亭 Guard Booth
  多媒體裝置 Multi-media Installation
  樹木 Tree
  緊急車輛通道 Emergency Vehicular Access
-  花槽 Planter
  自助圖書館 Self-service Library
  消防水龍頭 Fire Hydrant
  燈柱 Lamp Post
-  Toilets
  雕塑 Sculpture
  行人隧道 Subway
  Event Backdrop Location

Revised in Dec 2022

HONG KONG ARTS DEVELOPMENT COUNCIL

**SUPPLY AND INSTALLATION OF EQUIPMENT AND TECHNICAL WORKS,
AND PROVISION OF PROFESSIONAL EVENT ORGANISING SERVICES FOR
THE HONG KONG PERFORMING ARTS EXPO 2026**

Tender Deadline: 9 October 2025 (Thursday), 6:00pm

Appendix II: Marking Scheme

A two-envelope approach with a technical to price weighting of 60:40 will be adopted for assessing the tenders whereby price assessment will be conducted only after technical assessment. All tenders will be assessed in the following manner:

Stage 1 – Completeness Check on the Tenders Submitted

All tenders received will be checked on whether all the documents and information required in Clause 2 in the Terms of Tender have been submitted. Failure to submit any of the following documents on or before the Tender Closing Date will render a tender invalid and will not be considered further.

Envelope (1): Technical Information

Bidders should provide the following information and documents in duplicate for Tender assessment by HKADC. Tenders without items 1-12 below will not be considered:

1. **Signed Special Conditions of Contract** (Sheets 9 – 21) with company chop
2. **Appendix VII: Company Portfolio** (Sheets 66 – 68) with brief company history and relevant experience, proposed organisation chart, and curriculum vitae of the team members, including the full-time site manager. At least **One (1)** set of samples for event organising services for arts and cultural organisation or large-scale arts event
3. **Proposed Work Programme of Supply and Installation of Marquee, Ground Support Stage, Stage Platform, Technical Equipment, Air Conditioning and Electrical & Mechanical works** (with reference photos and layout plans, if any)
4. **Appendix VIII: Proposed Plan for Project Team Deployment and Staff Information** (Sheets 69 – 70)
5. **Appendix IX: Project Management Proposal** (Sheets 71 – 72)
6. **Past Marquee Projects in Supply and Installation of Marquee, Air Conditioning and Electrical & Mechanical Works** for arts and cultural organisations or large-scale arts events, preferably at Piazza A&B, Hong Kong Cultural Centre.
7. **Past Projects in Supply and Installation of Ground Support Stage, Electrical & Mechanical Works and Technical Equipment** for arts and cultural organisations or large-scale arts events, preferably at Piazza C, Hong Kong Cultural Centre.
8. **Past Projects in Supply and Installation of Stage Platform and Technical Equipment** for arts and cultural organisations or large-scale arts events, preferably at 4/F Foyer, Hong Kong Cultural Centre.
9. **Past Projects of Event Organising Services** for arts and cultural organisations or large-scale arts events.
10. **Copy of a Valid Business Registration Certificate or relevant Valid Company Certificate.**
11. **Documentary proof**
(To substantiate your company's relevant experience in Appendix VII, such as reference letter (with specific date and location), order copy and contract copy.) and
12. **Job reference(s)**
(With documentary proof to substantiate their claim of relevant experience. The context of the job reference(s) includes but not limited to marquee and stage works, design artwork, technical and event planning strategies.)

Envelope (2): Price Information

Bidders should provide the following information and documents in duplicate for tender assessment by HKADC. Tenders without item 1 below will not be considered.

1. **Appendix VI - Tender Schedule and Statement of Compliance** (Sheets 56 – 65) and **Annex**
Please fill in your company's name and sign the schedule with company chop.

Stage 2 – Technical Assessment

The quality score in Stage 2 will carry a weight of 60% as against a weight of 40% for the price score in Stage 3. A passing score of 20 is set for Assessment Criterion (1) in Part A, which is 50% of the maximum mark of Part A (excluding the marks reserved for innovation suggestions). Bidders who do not attain the passing mark of 20 for Assessment Criterion (1) in Part A will not be considered further. Tender with the highest overall combined quality and price score will normally be recommended for acceptance.

Assessment Criteria		Maximum Score	Passing Score	Bidder's Score
(A) Execution Plan				
(1)	A work programme of Supply of installation of marquee, air conditioning and electrical & mechanical works and other requirements for HKPAX	10	20	
(2)	A work programme of supply of installation of ground support stage, electrical & mechanical works, technical equipment and other requirements for HKPAX	10		
(3)	A work programme of supply and installation of stage platform and technical equipment for events happening at 4/F Foyer, HKCC	10		
(4)	A project management proposal including project coordination and management, technical/on-site management and support, and design adaptation and onsite branding materials management for HKPAX	10		
Sub-total for (A):		40	20	
(B) Bidder's Experience				
(5)	Aggregate number of completed marquee projects in supply and installation of marquee for arts and cultural organisations or large-scale arts events in the past 10 years: <ul style="list-style-type: none"> • 10 or more projects (5 marks) • 6-9 projects (3 marks) • 1-5 projects (1 marks) • 0 project (0 mark) 	5	-	
(6)	Aggregate number of completed projects in supply and installation of ground support stage for arts and cultural organisations or large-scale arts events in the past 10 years: <ul style="list-style-type: none"> • 10 or more projects (5 marks) • 6-9 projects (3 marks) • 1-5 projects (1 marks) • 0 project (0 mark) 	5	-	
(7)	Aggregate number of completed projects in supply and installation of stage platform and technical equipment at HKCC for arts and cultural organisations or large-	5	-	

Assessment Criteria		Maximum Score	Passing Score	Bidder's Score
	scale arts events in the past 10 years: <ul style="list-style-type: none"> • 10 or more projects (5 marks) • 6-9 projects (3 marks) • 1-5 projects (1 marks) • 0 project (0 mark) 			
(8)	Aggregate number of completed marquee and/or ground support stage projects in supply and installation of air conditioning and electrical & mechanical works for arts and cultural organisations or large-scale arts events in the past 10 years: <ul style="list-style-type: none"> • 10 or more projects (5 marks) • 6-9 projects (3 marks) • 1-5 projects (1 marks) • 0 project (0 mark) 	5	-	
(9)	Aggregate number of completed projects for provision of event organising services for arts and cultural organisation or large-scale arts event, in the past ten (10) years: <ul style="list-style-type: none"> • 10 or more projects (5 marks) • 6-9 projects (3 marks) • 1-5 projects (1 marks) • 0 project (0 mark) 	5	-	
(10)	Years of experience in providing event organising services for arts and cultural organisations or large-scale arts events: <ul style="list-style-type: none"> • 10 or more projects (5 marks) • 6-9 projects (3 marks) • 1-5 projects (1 marks) • 0 project (0 mark) 	5	-	
(11)	Years of experience possessed by the Project Manager in the capacity of a Project Manager or equivalent in the past ten (10) years in organisation and management of conferences, expos, events, exhibitions, arts markets, etc. on an international scale, preferably being arts and culture related: <ul style="list-style-type: none"> • 10 or more projects (5 marks) • 6-9 projects (3 marks) • 1-5 projects (1 marks) • 0 project (0 mark) 	5	-	
(12)	Years of experience possessed by the Technical Manager in the capacity of a Technical Manager or equivalent in the past ten (10) years in technical planning, organisation and management of conferences, expos, events, exhibitions, arts markets, large-scale arts events etc.: <ul style="list-style-type: none"> • 10 or more projects (5 marks) • 6-9 projects (3 marks) • 1-5 projects (1 marks) 	5	-	

Assessment Criteria		Maximum Score	Passing Score	Bidder's Score
	• 0 project (0 mark)			
Sub-total for (B):		40	-	
(C) Other Specific Criteria				
(13)	Quality of past projects of supply and installation of marquee, air conditioning and electrical and mechanical works. Assessment will be made based on the criteria below: <ul style="list-style-type: none"> • The scale of past projects • Relevant experience in technical planning, organisation and management • Experience in implementing projects at HKCC 	5	-	
(14)	Quality of past projects of supply and installation of ground support stage, electrical and mechanical works and technical equipment. Assessment will be made based on the criteria below: <ul style="list-style-type: none"> • The scale of past projects • Relevant experience in technical planning, organisation and management • Experience in implementing projects at HKCC 	5	-	
(15)	Quality of past projects of supply and installation of stage platform and technical equipment at HKCC. Assessment will be made based on the criteria below: <ul style="list-style-type: none"> • The scale of past projects • Relevant experience in technical planning, organisation and management • Experience in implementing projects at HKCC 	5	-	
(16)	Quality of past projects of event organising services (assessment will be made based on the criteria below: <ul style="list-style-type: none"> • The scale of the projects • Relevant experience in technical planning, organisation and management of conferences, expos, events, exhibitions, arts markets, etc., preferable for projects at HKCC) 	5	-	
Sub-total for (C):		20	-	
Total Technical Score:		100	-	

Notes

Bidders should provide the following information for tender assessment by HKADC:

- Job reference(s) with documentary proof to substantiate their claim of relevant experience. The context of the job reference(s) includes but not limited to marquee and stage works, design artwork, technical, event planning strategies.
- Proposed Work Programme of Supply of Installation of Marquee, Ground Support Stage, Stage Platform, Technical Equipment, Air Conditioning and Electrical & Mechanical works (with reference photos and layout plans, if any)
- Appendix VIII: Proposed Plan for Project Team Deployment and Staff Information (Sheets 69 – 70)
- Appendix IX: Project Management Proposal (Sheet 71 – 72)
- Past marquee projects in supply and installation of marquee, air conditioning, electrical & mechanical works for arts and cultural organisations or large-scale arts events, preferably at HKCC.

- (f) Past projects in supply and installation of ground support stage, electrical & mechanical works and technical equipment for arts and cultural organisations or large-scale arts events, preferably at HKCC.
- (g) Past projects in supply and installation of stage platform and technical equipment for arts and cultural organisations or large-scale arts events, preferably at HKCC.
- (h) Past projects of event organising services for arts and cultural organisations or large-scale arts events.
- (i) Copy of a Valid Business Registration Certificate or relevant Valid Company Certificate

Bidders' quality score in the assessment might be affected if the documentary proofs and past projects submitted are insufficient or incomplete.

Remarks

- (a) The total quality score is the summation of (A), (B) and (C). The maximum score for quality aspect is 100.
- (b) A passing score of 20 is set for Assessment Criterion (1)-(4) in Part A, which is 50% of the maximum mark of Part A. Bidders who do not attain the passing mark of 20 for Assessment Criterion (1)-(4) in Part A will not be considered further.
- (c) A maximum score of 60 will be allocated to the contractor with the highest quality score, while the score for other bidders will be calculated by the following formula:

$$60 \quad \times \quad \frac{\text{Quality score of the tender offer being considered}}{\text{Highest quality score achieved}}$$

Stage 3 – Price Assessment

The calculation of price score is:

$$40 \quad \times \quad \frac{\text{Lowest price of the tender offer}}{\text{Price of the tender offer being considered}}$$

Total Score = Quality Score + Price Score

HONG KONG ARTS DEVELOPMENT COUNCIL

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Appendix III: On-site Manpower Requirements

The Contractor should provide a dedicated Project Team with sufficient manpower resources, including but not limited to a Project Manager leading the Project Team in managing HKPAX, a Technical Manager to oversee planning and implementation of HKPAX.

Below basic manpower requirements for programme management and support during the HKPAX period are indicative and subject to change as per the final scale of HKPAX. The Contractor shall identify additional manpower needs for further assessment and agreement by HKADC.

Working Team	Areas of Duties
Project Manager	<ul style="list-style-type: none"> - Oversee implementation of HKPAX - Coordinate with third-party contractors in organising the opening and closing ceremonies as well as other HKPAX activities - Briefing and rehearsal
Technical Manager	<ul style="list-style-type: none"> - Oversee and monitor all technical setup, rehearsals and performances
Technical Crew	<ul style="list-style-type: none"> - Coordinate with various venues and artists for all technical setup for performances and activities
Venue Support Team	<ul style="list-style-type: none"> - First-aid support - Accessibility support - Badge holders - Information kits - Souvenirs
Venue Setup Team	<ul style="list-style-type: none"> - Venue setup - Venue decoration and signages
Registration Team	<ul style="list-style-type: none"> - Workstation and registration counters - Enquires
Transportation Support Team	<ul style="list-style-type: none"> - Oversee transportation arrangements for the participants, speakers, moderators, guests, etc.
Helper	<ul style="list-style-type: none"> - On-site logistics support

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THE HONG KONG PERFORMING ARTS EXPO 2026****Tender Deadline: 9 October 2025 (Thursday), 6:00pm****Appendix IV: Local Transportation Arrangement**

The Contractor should coordinate airport transfers to hotels, shuttle services and other transportation arrangements throughout HKPAX, and coordinate the requirements of delegates and participants. The transportation schedule is indicative and subject to change as per the final scale of HKPAX. A detailed proposal with service specifications, requirements, schedules, cost estimations with breakdown and any other necessary information for the services should be submitted to HKADC to procure the required services as per the agreed time schedule. HKADC will not bind itself to engage the services in full.

Activity	Trip	Date
Transportation services for all delegates/participants		
Attendance of HKPAX activities in different venues	From hotels to various venues and from various venues to other HKPAX venues in different locations	9 – 14 October 2026 (circular services for 14 hours)

Please refer to the HKPAX 2024 Shuttle Bus Schedule on the next page for your reference.

HKPAX 2024 Shuttle Bus Schedule

Day	Details	Service Time (Single/Shuttle)	Quantity of Coach	Type Of Coach
Day 1	1630 - 2030 (1630 & 1700; 1900 to performance venue)			
	Route 1: Langham > Great Lawn, WKCD > Xiqu Centre > Hong Kong Cultural Centre	1630 & 1700 1900 to performance venue	5	60-seat
	Route 2: BP International > Great Lawn, WKCD > Sha Tin Town Hall	1630 & 1700 1900 to performance venue	2	60-seat
	Route 3: Great Lawn, WKCD > Hong Kong City Hall	1830 (Single)	3	60-seat
Day 2	0800 - 1100 (Circular, per 15 mins)			
	Route 1: Langham > Great Lawn, WKCD	0800-1100	2	60-seat
	Route 2: BP International > Great Lawn, WKCD	0800-1100	2	60-seat
	1300-1700 (Circular, per 15 mins)			
	Route 1: WKCD > Langham (TST Station)	1300-1700	1	28-seat
	Route 1: WKCD > Langham (TST Station)	1315-1715	1	28-seat
	1500-1600 (Single)			
	Route 1: Great Lawn, WKCD > Xiqu Centre	1500	1	28-seat
	Route 1: Great Lawn, WKCD > Xiqu Centre	1530	1	28-seat
	1700 -1800 (Single)			
	Route 1: Great Lawn, WKCD > Tai Kwun > Asia Society > Hong Kong Arts Centre	1700	2	60-seat
	Route 1: Great Lawn, WKCD > Tai Kwun > Asia Society > Hong Kong Arts Centre	1730	3	60-seat
	Route 2: Great Lawn, WKCD > Kwai Tsing Theatre	1700	1	60-seat
	Route 2: Great Lawn, WKCD > Kwai Tsing Theatre	1730	2	60-seat
Day 3	0800 - 1100 (Circular, per 15 mins)			
	Route 1: Langham > Great Lawn, WKCD	0800-1100	2	60-seat
	Route 2: BP International > Great Lawn, WKCD	0800-1100	2	60-seat
	1300-1700 (Circular, per 15 mins)			
	Route 1: WKCD > Langham (TST Station)	1300-1700	1	28-seat
	Route 1: WKCD > Langham (TST Station)	1315-1715	1	28-seat
	1600 - 1840			
	Route 1: WKCD > Tai Po Arts Centre	1600	1	60-seat
	Route 2: Tai Po Arts Centre > Langham (TST Station)	1840	1	60-seat
	1700 -1800 (Single)			
	Route 1: Great Lawn, WKCD > Tai Kwun > Asia Society > Hong Kong Arts Centre	1700	2	60-seat
	Route 1: Great Lawn, WKCD > Tai Kwun > Asia Society > Hong Kong Arts Centre	1730	3	60-seat
	Route 2: Great Lawn, WKCD > Xiqu Centre > Kwai Tsing Theatre	1700	1	60-seat
	Route 2: Great Lawn, WKCD > Xiqu Centre > Kwai Tsing Theatre	1730	2	60-seat
Day 4	0800 - 1100 (Circular, per 15 mins)			
	Route 1: Langham > Great Lawn, WKCD	0800-1100	2	60-seat
	Route 2: BP International > Great Lawn, WKCD	0800-1100	2	60-seat
	1300-1700 (Circular, per 15 mins)			
	Route 1: WKCD > Langham (TST Station)	1300-1700	1	28-seat
	Route 1: WKCD > Langham (TST Station)	1315-1715	1	28-seat
	1500-1600 (Single)			
	Route 1: Great Lawn, WKCD > Xiqu Centre	1500	1	28-seat
	Route 1: Great Lawn, WKCD > Xiqu Centre	1530	1	28-seat
	1700 -1800 (Single)			
	Route 1: Great Lawn, WKCD > Tai Kwun > Asia Society > Hong Kong Arts Centre	1700	2	60-seat
	Route 1: Great Lawn, WKCD > Tai Kwun > Asia Society > Hong Kong Arts Centre	1730	3	60-seat
	Route 2: Great Lawn, WKCD > Kwai Tsing Theatre	1700	1	60-seat
	Route 2: Great Lawn, WKCD > Kwai Tsing Theatre	1730	2	60-seat
Day 5	0800 - 1100 (Circular, per 15 mins)			
	Route 1: Langham > Great Lawn, WKCD	0800-1100	2	60-seat
	Route 2: BP International > Great Lawn, WKCD	0800-1100	2	60-seat
	12:50 - 17:00 (5 hours)	12:50 - 17:00 (5hrs)	5	60-seat
	Route 1: Great Lawn, WKCD > 新田村 > Langham			
	18:15 - 23:00 (5 hours)	1815/ 1830 2200 / 2230 Return	6	28-seat (Must)
	Route 2: Langham > Henderson > Langham			
	18:15 - 23:00 (5 hours)	1815 / 1830 2200 / 2230 Return	4	28-seat (Must)
	Route 3: Great Lawn, WKCD > Henderson > Langham			

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- (a) Each of the following shall be a Force Majeure Event:
- (i) actual, threatened or reported war, act of war, civil war or hostilities; revolution; rebellion; civil commotion; warlike operations; laying of mines;
 - (ii) act of piracy and/or violent robbery and/or capture/seizure; act of terrorists; act of hostility or malicious damage;
 - (iii) blockade, generally imposed trade restriction, embargo;
 - (iv) act of government or public authority whether lawful or unlawful, compliance with any law or governmental order, expropriation, seizure of works, requisition, nationalisation;
 - (v) plague, epidemic, pandemic;
 - (vi) act of God, natural disaster or extreme natural event such as earthquake, landslide, flood, typhoon, rainstorm, inclement weather;
 - (vii) explosion; fire; destruction of equipment; destruction of port facilities; obstruction of waterways; cyber security incident; break-down of transport, communication, information system or power supply;
 - (viii) ionising radiation or contamination by radioactivity, chemical or biological contamination;
 - (ix) general labour disturbance such as boycott, strike and lock-out, occupation of factories and premises;
 - (x) any event or circumstance similar or analogous to (i) to (ix) above (both inclusive); or
 - (xi) any other event or circumstances beyond the reasonable control of HKADC, whether similar or dissimilar to any of the foregoing.
- (b) If HKADC shall at any time be hindered from organising or participating in the HKPAX on the agreed dates or is prevented from complying with any obligations under this Contract due to a Force Majeure Event), HKADC will promptly after it knows of such hindrance or its inability to perform its obligations under the Contract, give the Contractor written notice together with the particulars of the Force Majeure Event, at HKADC's absolute discretion, either to:
- (i) extend the Contract and to agree on postponed date(s) and/or alter the mode of HKPAX in which case save and except for payment of an agreed-out-of-pocket additional expenses for the postponed event and/or for the different event mode (supported by valid receipts) as agreed by HKADC, the Contractor will perform and provide the Services without any extra cost on the agreed postponed date(s) and/or for the different Event mode;

- (ii) cancel or curtail any of the programmes and activities of HKPAX in which case either party shall not have any claims against the other in respect of the cancelled or curtailed programmes and activities except for any pro rata portion of the service fee payable to the Contractor for the cancelled or curtailed programmes and activities that the Contractor has actually completed to the satisfaction of HKADC up to the time of such cancellation, provided that the pro rata portion of any service fee that may have been paid to the Contractor by HKADC under the Contract (whether paid by way of a deposit or otherwise) for the portion of the Services not furnished to the satisfaction of HKADC in respect of the cancelled or curtailed programmes shall be refunded in full to HKADC without delay; or
- (iii) terminate the Contract in which case either party shall not have any claims against the other except for any appropriate proportion of the service fee payable to the Contractor for the Services that the Contractor has actually completed to the satisfaction of HKADC up to the time of such termination, provided that the pro rata portion of any service fee that may have been paid to the Contractor by HKADC under the Contract (whether paid by way of a deposit or otherwise) for the portion of the Services not furnished to the satisfaction of HKADC shall be refunded in full to HKADC without delay.

2. Contingency Plan

Time		Works	Remark
Typhoon No.8 within the construction and event period	24 hours before expected Typhoon No.8	1. Dismantling and storage of the followings within eight (8) hours: <ol style="list-style-type: none"> roof and wall fabric; installed ceiling items; including air duct, ceiling lights; air conditioning; technical equipment and musical instruments at ground support stage; and branding items 2. Protection/ fixing of and potential losing part/frameworks 3. Any other works as required by Hong Kong Cultural Centre, Buildings Department or other relevant authorities	The marquee metal frame and ground support stage should be made and certified by a RSE in Hong Kong to be able to withstand typhoon signal No.8 and should be remained in place during typhoon, unless otherwise required to be dismantled by relevant authorities
	Within 24 hours after cancellation of Typhoon No.8, and upon notification from HKADC	2. Reinstate the followings within eight (8) hours: <ol style="list-style-type: none"> roof and wall canvas; air conditioning; ceiling items, including air duct, ceiling lights; technical equipment and musical instruments at ground support stage; branding items; and any other dismantled items 	The Contractor shall coordinate with the contractors for lighting, AV and stage equipment to enable resumption of activities within eight (8) hours

*For reference only. The Contractor shall counter propose the contingency plan and associated works with tender.

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Appendix VI: Tender Schedule and Statement of Compliance

Bidders are requested to fill in the **Annex** to this tender schedule for Provision of Professional Event Organising Services.

Services to be provided by the Contractor:

Service Providers are required to provide tender for the following:

- A) Supply and Installation of Marquee, Air-conditioning and Electrical & Mechanical Works
- B) Supply and Installation of Ground Support Stage, Electrical & Mechanical Works and Technical Equipment
- C) Supply and Installation of Stage Platform and Technical Equipment at Hong Kong Cultural Centre
- D) Provision of Professional Event Organising Services

The Contractor may propose alternative materials deemed suitable. HKADC reserves the right to award Tender to the Contractor.

To: Hong Kong Arts Development Council

Part A: Supply and Installation of Marquee, Air-conditioning and Electrical & Mechanical Works

Items and Specifications (Please refer to Part IV Service Specifications)		Marquee (size proposed by bidder)
		(HK\$)
A	Supply and Installation of Marquee	
1	Marquee(s) and structural frame	\$
2	Concrete plinths weights	\$
3	Adjustable Wooden flooring	\$
4	Carpet for floor decking	\$
5	Water gutter and necessary water seal at joints	\$
6	Fire escape door, platform and steps	\$
7	Fire-retardant coatings	\$
8	Protection works to the ground during construction, including but not limited to steel or plywood platform pathway for vehicles and workers	\$
9	Waterproof and fire-retardant canvas cover to the concrete plinths placed indoor	\$
10	Installation and dismantle including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste	\$
11	Provision of necessary certificates (e.g. fire certificates, RSE reports and other).	\$
12	White plywood boards for the booth	\$

13	Tables and chairs for booth	\$
14	Tables and refrigerators for catering corner	\$
15	Stanchion	\$
16	Charging port counters and related equipment	\$
17	Printing for basic booth names and numbers	\$
18	Delivery	\$
	Sub-total:	\$
B	Supply and Installation of Air Conditioning	
1	Air conditioning	\$
2	Air conditioning ceiling fabric air duct	\$
3	Supporting framework/platform for the air conditioners and associated ducting/parts	\$
4	Installation and dismantle including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste	\$
5	Delivery	\$
	Sub-total:	\$
C	Supply and Installation of Electrical and Mechanical Works	
1	External power cabling works from main source (from HKCC / generator)	\$
2	Power cabling and wiring works for distribution for the air conditioning, lightings, sockets, and any other appliances	\$
3	Backup generator(s) to ensure supply of power to the air conditioning and other essential equipment in case of outage of power supply from main source	\$
4	Weatherproof TPN distribution boxes	\$
5	Installation of 13A sockets	\$
6	Emergency exit lights	\$
7	LED pendant lights for general lighting	\$
8	Provision of necessary certificates	\$
9	Installation and dismantle including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste	\$
10	Delivery	\$
	Sub-total:	\$
D	Others	
1	Site Manager for overall supervisions, arrangement of works and project management (essential documents and submissions)	\$
2	Site cleaning and protection works	\$
3	Submission of shop drawings, samples, mock-ups, prototypes	\$
4	Provision of necessary insurance as required	\$

5	Fire services installation as required	\$
	Sub-total:	\$

Part B: Supply and Installation of Ground Support Stage, Electricity & Mechanical Works and Technical Equipment

Items and Specifications (Please refer to Part IV Service Specifications)		Ground Support Stage (size proposed by bidder)
		(HK\$)
A	Supply and Installation of Ground Support Stage and Frame Marquee	
1	A stage with ground support, stage platform and structural frame	\$
2	Concrete plinths weights	\$
3	Waterproof and fire-retardant stage roof	\$
4	Frame marquees for backstage and control panel	\$
5	Media platform and soundbox for media area	\$
6	Installation and dismantle including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste	\$
7	Protection works to the ground during construction, including but not limited to steel or plywood platform pathway for vehicles and workers	\$
8	Provision of necessary certificates (e.g. fire certificates, RSE reports and other).	\$
9	Fire-retardant coatings	\$
10	Delivery	\$
	Sub-total:	\$
B	Supply and Installation of Electrical & Mechanical Works	
1	External power cabling works from main source (from HKCC / generator)	\$
2	Power cabling and wiring works for distribution for the audio equipment, lightings, sockets, Wi-Fi routers and any other appliances	\$
3	Backup generator(s) to ensure supply of power to the and other essential equipment in case of outage of power supply from main source	\$
4	Weatherproof TPN distribution boxes	\$
5	Installation of 13A sockets	\$
6	LED pendant lights for general lighting	\$
7	Installation of lighting equipment	\$
8	Installation of PA system and AV equipment	\$
9	Installation of LED wall on stage	\$
10	Provision of necessary certificates	\$
11	Installation and dismantle including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste	\$

12	Delivery	\$
	Sub-total:	\$
C	Others	
1	Site Manager for overall supervisions, arrangement of works and project management (essential documents and submissions)	\$
2	Site cleaning and protection works	\$
3	Submission of shop drawings, samples, mock-ups, prototypes	\$
4	Provision of necessary insurance as required	\$
5	Fire services installation as required	\$
6	Event kick-off Gimmick/installation	\$
7	Stanchion	\$
8	Podium for opening ceremony	\$
9	Choir Risers	\$
10	Music Stands, dimmable music lights and Musician Chairs	\$
11	Full length mirror, tables and folding chairs for backstage	\$
12	Stage fan for stage and each frame marquee	\$
13	Sand bags for frame marquee	\$
	Sub-total:	\$

Part C: Supply and Installation of Stage Platform and Technical Equipment at Hong Kong Cultural Centre

Items and Specifications (Please refer to Part IV Service Specifications)		Stage Platform (size proposed by bidder)
		(HK\$)
A	Supply and Installation of Stage Platform	
1	A stage platform and structural frame	\$
2	Carpet for floor decking	\$
3	Protection works to the ground during construction, including but not limited to steel or plywood platform pathway for vehicles and workers	\$
4	Provision of necessary certificates (e.g. fire certificates, RSE reports and other).	\$
5	Installation and dismantle including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste	\$
6	Delivery	\$
	Sub-total:	\$
B	Supply and Installation of Technical Equipment Support	
1	Installation of LED wall (4.5m(w) x 2.5m(h))	
2	Installation of PA system / AV equipment	\$

3	Installation of lighting equipment	\$
4	Power cabling and wiring works for distribution for the lightings, sockets, and any other appliances	\$
5	Installation of technical equipment for live feed	\$
6	Provision of necessary certificates (e.g. Form WR1).	\$
7	Installation and dismantle including labour, use of construction vehicles, temporary lighting for night works, materials and goods delivery, disposal of waste	\$
8	Delivery	\$
	Sub-total:	\$
C	Others	
1	Site Manager for overall supervisions, arrangement of works and project management (essential documents and submissions)	\$
2	Site cleaning and protection works	\$
3	Submission of shop drawings, samples, mock-ups, prototypes	\$
4	Provision of necessary insurance as required	\$
5	Fire services installation as required	\$
6	Equipment for simultaneous interpretation service	\$
7	Furniture and Podium	\$
8	Televisions	\$
	Sub-total:	\$

Part D: Optional Items

Items and Specifications (Please refer to Part IV Service Specifications)		Estimated Quantity	Unit Price (HK\$)	Total (HK\$)
Marquee				
1	Additional marquee and the associated works including air conditioning, electrical and mechanical works, and all relevant costs	1 Job	\$	\$
			Size:	
2	Removable floor stickers for floor decking	1 Job	\$	\$
3	Supply and installation of additional 13A sockets	30 nos.	\$	\$
4	Installation of LED Wall	2 nos.	\$	\$
5	Installation of PA system	1 Job	\$	\$
6	Outdoor removable stickers for flooring	1 Job	\$	\$
7	Supply and installation of electrical works including power	1 Job	\$	\$

	supplied by soundproof diesel generator installed at existing pavement to supply air conditioning at the marquee, associated cabling works and fuels			
Ground Support Stage				
8	Additional Marquee and the associated works including electrical and mechanical works, and all relevant costs	6 nos. of 3m x 3m marquee	\$	\$
9	Additional Marquee and the associated works including electrical and mechanical works, and all relevant costs	4 nos. of 3m x 6m marquee	\$	\$
10	Additional easy up marquee	4 nos.	\$	\$
11	Supply and installation of additional 13A sockets	20 nos.	\$	\$
12	Marley dance floor	1 Job	\$	\$
13	Stage fan for stage and backstage frame marquee	10 nos.	\$	\$
14	Movable air-cooler	4 nos.	\$	\$
15	Full length mirror	3 nos.	\$	\$
Overall				
16	Mill Barriers	50 nos.	\$	\$
17	Mushroom table	15 nos.	\$	\$
18	Opening Ceremony – Scenario 1 *The detailed plan shall be submitted in a separate sheet			\$
19	Opening Ceremony – Scenario 2 *The detailed plan shall be submitted in a separate sheet			\$
Total:			\$	\$

*Please refer to **Annex** for the Tender Schedule and Statement of Compliance (Provision of Professional Event Organising Services).

Company Name: _____

Date: _____

Authorised
Signature with
Company Chop: _____

Statement of Compliance

Bidders are requested to confirm whether their submitted offers comply with the tender requirements by completing the following statement.

Our/My offers ***do/do not** comply with the tender requirements.

** Delete whichever is inapplicable*

Name of Company (In Block Letters): _____ (English) _____

_____ (Chinese) _____

Address of Company: _____

Name of Person Authorised to Sign Tender (in Block Letters): _____ (English) _____

_____ (Chinese) _____ Position _____

Signature _____ Company _____

Telephone No. _____ (Office) _____

_____ (Mobile) _____ Fax. No. _____

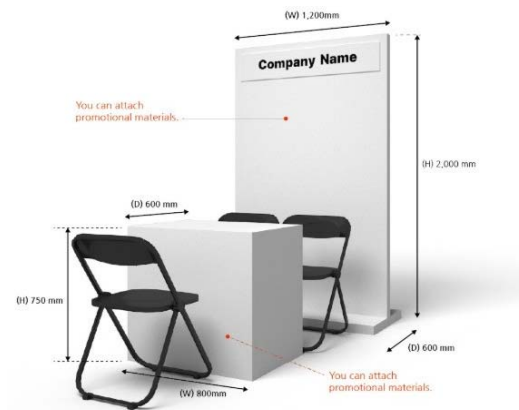
Email _____ Date _____

Remarks:

1. The personal data provided by means of this form will be used by the Hong Kong Arts Development Council for the purpose of tender exercise.
2. You have the right of access and correction with respect to personal data pursuant to sections 18 & 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access included the right to obtain a copy of your personal data provided by this form.
3. Enquiries concerning the personal data collected by means of this form, including the request for access and correction should be addressed to the Hong Kong Arts Development Council: 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong.

Reference Photos for Bidder

Exhibition Booth (Color: white)
 White plywood boards for not more than 120 booths
 (approximate size: 1.2m(w) x 2m(h));
 Combination of:
 One (1) table and two (2) chairs; or
 One (1) table (any other styles)



Podium (Color: to be confirmed)
 (approximate size: 1m(h)x0.35m(w)x0.35m(d))



Mushroom Table (Color: white)



Stanchion



A large green and blue banner for 'FRIEZE LONDON' is the central focus. The text 'FRIEZE LONDON' is in large white capital letters. To the right, in smaller white text, it says 'Global lead partner Deutsche Bank' next to the Deutsche Bank logo. A crowd of people is gathered in front of the banner, and trees are visible in the background.



Signage



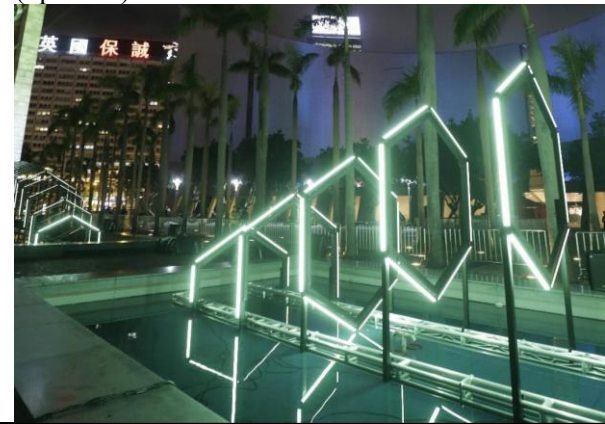
Mill Barrier cover



Mic Tag



Event Branding Installation at HKCC Water Pool (optional)



Event Branding Installation (Outdoor) (optional)



HONG KONG ARTS DEVELOPMENT COUNCIL

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Appendix VII: Company Portfolio

Notes

1. Bidders should provide documentary proof and past reference to substantiate their claim of the following company profile and relevant experience.
2. Documentary proof includes but not limited to reference letter (with specific date and location), order copy and contract copy. The context of the job reference(s) includes but not limited to marquee and stage works, design artwork, technical and event planning strategies.
3. All past projects submitted should demonstrate bidders' ability in the provision of marquee, ground support stage, stage platform, air conditioner, electricity supply and installation, and capability in site setting management, event organisation, and design and production. Relevant documentary proof to support the company experience like reference letter (with specified date and location), order copy and contract copy should be submitted.
4. Bidders' Quality Score in the Marking Scheme Assessment might be affected if the documentary proof and past experiences submitted are insufficient or incomplete.
5. Bidders may use separate sheets to provide the following information:

Company Profile

Please submit documentary proof to substantiate your claim of relevant experience. The context of the job reference(s) includes but not limited to the supply and installation of marquee, ground support stage, stage platform, technical equipment, air conditioning, electrical & mechanical works, and design and production.

Year of establishment:
Aggregate number of completed marquee projects in supply and installation of marquee for arts and cultural organisations or large-scale arts events in the past ten (10) years:
Aggregate number of completed projects in supply and installation of ground support stage for arts and cultural organisations or large-scale arts events in the past ten (10) years:
Aggregate number of completed projects in supply and installation of stage platform and technical equipment at HKCC for arts and cultural organisations or large-scale arts events in the past ten (10) years:

Aggregate number of completed marquee and/or ground support stage projects in supply and installation of air conditioning and electrical & mechanical works for arts and cultural organisations or large-scale arts events in the past ten (10) years:
Quality of past projects of supply and installation of marquee, air conditioning and electrical & mechanical works (Assessment will be made based on the criteria below): 1) The Scale of the past projects 2) Relevant experiences in technical planning, organisation and management):
Quality of past projects of supply and installation of ground support stage, electrical & mechanical works and technical equipment (Assessment will be made based on the criteria below): 1) The Scale of the past projects 2) Relevant experiences in technical planning, organisation and management):
Aggregate number of completed projects for provision of event organising for arts and cultural organisation or large-scale arts event in the past 10 years, preferable for projects at HKCC:
Aggregate number of completed projects for provision of event organising services for arts and cultural organisation or large-scale arts event with each contract value not less than \$1,000,000:
Years of experience in providing event organising services for arts and cultural organisation or large-scale arts event prior to the tender closing date:
History and Awards (if any):

Past Reference

Please submit past projects of marquee and stage works, and event organising services for arts and cultural organisation or large-scale arts event. (Please provide documentary proof as stated above in Notes.)

Name of the project of marquee, air conditioning and electricity supply and installation:
Year:
Description:

Name of the project of ground support stage, electrical & mechanical works and technical equipment supply and installation:
Year:
Description:

Name of the project of stage platform and technical equipment supply and installation:
Year:
Description:

Name of the project of event organising:
Year:
Description:

Copy of a Valid Business Registration Certificate

Please submit one (1) copy of the Valid Business Registration Certificate.

Company Name: _____

Date: _____

Authorised
Signature with
Company Chop: _____

HONG KONG ARTS DEVELOPMENT COUNCIL

**SUPPLY AND INSTALLATION OF EQUIPMENT AND TECHNICAL WORKS,
AND PROVISION OF PROFESSIONAL EVENT ORGANISING SERVICES FOR
THE HONG KONG PERFORMING ARTS EXPO 2026**

Tender Deadline: 9 October 2025 (Thursday), 6:00pm

Appendix VIII: Proposed Plan for Project Team Deployment and Staff Information

Service Provider is required to propose how the Project Team would be structured in providing the Event Organising Services with a full description of the experience of all designated team members and their proposed roles in the project. Information provided by a Service Provider hereunder will be a binding condition after the Contract has been awarded to that Service Provider, and adjustment shall not be made without the prior written consent of HKADC. Failure to provide the following information will render the tender invalid.

Staff Information of the Project Team:

Role		Name	Years of Relevant Work Experience	Qualifications (See Note 1)	Employment Status (Full-time/Part-time)
1.	Project Manager*				
2.	Technical Manager*				
3.					
4.					
5.					
6.					

* Mandatory field

(Please fill in other as far as possible and use additional papers if needed.)

Note1: Documentary proof of qualifications should include:

- (i) **Curriculum vitae of the full-time Project Manager** assigned for the tender detailing his relevant experience in possessing at least five (5) years' experience in organisation and management of conferences, Expos, events, exhibitions, arts markets, etc. on an international scale and preferably being arts and culture related, in the capacity of a Project Manager or equivalent in the past ten (10) years dating back from the Tender Closing Date;
- (ii) **Curriculum vitae of the full-time Technical Manager** assigned for the tender detailing his relevant experience in technical planning, organisation and management of conferences, Expos, events, exhibitions, arts markets, etc. on an international scale particularly, i.e. with audience participation both in-person and virtual, and preferably being arts and culture related, and at least five (5) years in the capacity of a Technical Manager or equivalent in the past ten (10) years counting back from the Tender Closing Date; and

(iii) **Copies of supporting documents** for relevant experience of members of the Project Team.

Note 2: The personal data provided by means of this form will be used by the Hong Kong Arts Development Council for the purpose of tender assessment only. No information collected will be released to any unauthorised party, including government bureaux and departments. Subject to exemptions under the Personal Data (Privacy) Ordinance (Cap. 486), and in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Ordinance, you have a right of access and correction of the personal data provided in this form. Request for personal data access and correction should be addressed to:

Hong Kong Arts Development Council
5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong
Tel No.: 3959 3515

Company

Name:

Date:

Authorised

Signature with

Company Chop:

HONG KONG ARTS DEVELOPMENT COUNCIL**SUPPLY AND INSTALLATION OF EQUIPMENT AND TECHNICAL WORKS,
AND PROVISION OF PROFESSIONAL EVENT ORGANISING SERVICES FOR
THE HONG KONG PERFORMING ARTS EXPO 2026****Tender Deadline: 9 October 2025 (Thursday), 6:00pm****Appendix IX: Project Management Proposal**

Please provide a project management plan which includes the strategies, target deliverables and monitoring mechanism etc., in providing high quality Professional Event Organising Services to ensure smooth delivery of the project. (Please use additional papers if needed.).

(a) Project Coordination and Management	
Strategies (Manpower Plan, Event logistics, etc.)	
Target Deliverables	

(b) Technical/On-site Management and Support	
Strategies (Manpower Plan, Technical Risk Management Plan, etc.)	

(c) Design Adaption and Prodcution Proposal and Proposed Signage Plan at HKCC*	
Strategies (Signage plan, onsite branding plan etc.) categories and number of branding items etc.)	
Target Deliverables	

*Please refer to the site map of HKCC in Appendix I. The red stars on site map indicate HKADC's preference for the locations of event backdrop. Actual location should be proposed by Service Provider.

Company

Name:

Date:

Authorised

Signature with

Company Chop:

HONG KONG ARTS DEVELOPMENT COUNCIL**SUPPLY AND INSTALLATION OF EQUIPMENT AND TECHNICAL WORKS,
AND PROVISION OF PROFESSIONAL EVENT ORGANISING SERVICES FOR
THE HONG KONG PERFORMING ARTS EXPO 2026****Tender Deadline: 9 October 2025 (Thursday), 6:00pm****Appendix X: Notes to Bidders**

1. A two-envelope system will be adopted for this Tender. Bidders must submit the following items in duplicate to Hong Kong Arts Development Council, 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong at or before 6:00pm (Hong Kong time), 9 October 2025 (Thursday):

Envelope (1): Technical Information (including the following documents):**Mandatory Requirements**

Bidders should provide the following information and documents in duplicate for Tender assessment by HKADC. Tenders without items 1-12 below will not be considered:

1. **Signed Special Conditions of Contract** (Sheets 9 – 21) with company chop
2. **Appendix VII: Company Portfolio** (Sheets 66 – 68) with brief company history and relevant experience, proposed organisation chart, and curriculum vitae of the team members, including the full-time site manager. At least **One (1)** set of samples for event organising services for arts and cultural organisation or large-scale arts event
3. **Proposed Work Programme of Supply and Installation of Marquee, Ground Support Stage, Stage Platform, Technical Equipment, Air Conditioning and Electrical & Mechanical works** (with reference photos and layout plans, if any)
4. **Appendix VIII: Proposed Plan for Project Team Deployment and Staff Information** (Sheets 69 – 70)
5. **Appendix IX: Project Management Proposal** (Sheets 71 – 72)
6. **Past Marquee Projects in Supply and Installation of Marquee, Air Conditioning and Electrical & Mechanical Works** for arts and cultural organisations or large-scale arts events, preferably at Piazza A&B, Hong Kong Cultural Centre.
7. **Past Projects in Supply and Installation of Ground Support Stage, Electrical & Mechanical Works and Technical Equipment** for arts and cultural organisations or large-scale arts events, preferably at Piazza C, Hong Kong Cultural Centre.
8. **Past Projects in Supply and Installation of Stage Platform and Technical Equipment** for arts and cultural organisations or large-scale arts events, preferably at 4/F Foyer, Hong Kong Cultural Centre.
9. **Past Projects of Event Organising Services** for arts and cultural organisations or large-scale arts events.
10. **Copy of a Valid Business Registration Certificate or relevant Valid Company Certificate.**
11. **Documentary proof**
(To substantiate your company's relevant experience in Appendix VII, such as reference letter (with specific date and location), order copy and contract copy.) and
12. **Job reference(s)**
(With documentary proof to substantiate their claim of relevant experience. The context of the job reference(s) includes but not limited to marquee and stage works, design artwork, technical and event planning strategies.)

Envelope (2): Price Information

Bidders should provide the following information and documents in duplicate for tender assessment by HKADC. Tenders without item 1 below will not be considered.

1. **Appendix VI - Tender Schedule and Statement of Compliance** (Sheets 56 – 65) and **Annex**
Please fill in your company's name and sign the schedule with company chop.
2. Bidders should label **"Supply and Installation of Equipment and Technical Works, and**

Provision of Professional Event Organising Services for The Hong Kong Performing Arts Expo 2026” (Tender Reference: HKADC/TD/202502) and mark CONFIDENTIAL on each envelope.

3. A briefing about this invitation to Tender for Supply and Installation of Equipment and Technical Works, and Provision of Professional Event Organising Services for HKPAX is scheduled at 11:00am (Hong Kong time), 18 September 2025 (Thursday) at 5/F, Landmark South, 39 Yip Kan Street, Wong Chuk Hang, Hong Kong.
4. Any enquiries concerning the tender exercise or to sign up for the briefing, please contact Ms Stephanie Chan at 3959 3515 or email to stephanie_chan@hkadc.org.hk.