

Tender Ref:

2019APDG-004

# TENDER DOCUMENT

For

## 9<sup>th</sup> Asia Pacific Deaf Games Hong Kong 2019 – Provision of Services for Production and Decoration Part B

Cover areas: New Territories District

From : ActionHouse International Limited (AH)  
Attn: Ms. Stephanie Lam/ Ms. Carmen So  
(E-mail: slam@actionhouseintl.com/ cso@actionhouseintl.com)

To : Company Name:  
Contact Person & Contact:  
Address:

Date :

Issued by:

Dear potential service provider,

**9<sup>th</sup> Asia Pacific Deaf Games Hong Kong 2019**

**Invitation to Submit Tender for Services for Production and Decoration**

We, the 9<sup>th</sup> Asia Pacific Deaf Games Hong Kong 2019 Games Organizing Committee (“HKGOC”), are pleased to invite you to submit a tender for the captioned project. Copies of the following documents are enclosed for your reference:

Attachment I: Work Schedule

Attachment II: Venue Decoration Summary

Attachment III: Consent to Disclose of Information

Please complete the tender documents (as listed below) in accordance with the attached Project Brief / Specification of Works / Services Required and submit the completed documents with detailed breakdown in sealed envelopes **marked the project name and “Private & Confidential” for the attention of Ms. Stephanie Lam, ActionHouse on or before 6pm, 25 July 2019 (Thursday).**

- 1) Fee Proposal;
- 2) Overall management and implementation plan, overall contingency, quality assurance plan, and cancellation policy;
- 3) Company profile (history, management structure, experience in relative service);
- 4) Project team structure and its personnel’s experience (name of the personnel, position, year of experience and relevant experience)
- 5) Job reference with supporting documents and/ or reference photos; and
- 6) any other items deemed appropriate.
- 7) All submitted information provided with an additional electronic copy

**Please submit the above tender documents at 15/F, Room 1502, Wanchai Commercial Centre, 194 Johnston Road, Wanchai, Hong Kong before the closing date and time. Please mark the project name and reference number on the cover of the sealed envelope. Late submission will NOT be accepted.**

In the event of a typhoon signal No. 8 or above or rainstorm black warning is issued on the closing date before the closing time, the tender closing time will be postponed to the same time on the first working day immediately after the signal or warning is lowered. HKGOC reserves the right not to appoint any company to undertake the project and / or to scale up / down the project if deemed appropriate and necessary. The lowest fee bid may not necessarily be accepted as the successful bid. HKGOC is not responsible for any cost incurred by you in the preparation of the tender documents and in responding to this invitation.

香港聾人體育總會有限公司

**Hong Kong Sports Association of the Deaf Company Limited**

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Any information or communications between us in connection with the captioned subject are private and confidential. You shall not disclose or otherwise divulge the same without our prior written consent.

By submitting the tender documents, you have confirmed and agreed with HKGOC to accept the terms and conditions set out in this invitation letter.

If you have any questions, please contact:

Stephanie Lam Tel: +852 3102 2223 Email: [slam@actionhouseintl.com](mailto:slam@actionhouseintl.com)

Carmen So Tel: +852 3102 2778 Email: [csa@actionhouseintl.com](mailto:csa@actionhouseintl.com)

Yours faithfully,



Silver Wu  
President  
9<sup>th</sup> Asia Pacific Deaf Games Hong Kong 2019

## **Job Specifications**

The Contractor is required to provide services including all costs necessary for production of artwork, material, test prints, workmanship, delivery, installation, on-site management, dismantling and relevant auxiliary services as required at the sports competition and accommodation venues of 9<sup>th</sup> Asia Pacific Deaf Games Hong Kong 2019 from Oct 27 – Nov 12, 2019 which include without limitation to:

### **A. Production Management**

1. The Contractor should provide at least one Project Manager as the main contact person between the Organizer (HKGOC) / Event Manager - ActionHouse (AH) and respective team coordinators on production management. The Project Manager is required to attend briefings and site visits convened by HKGOC and AH;
2. The Contractor shall provide test prints, manage adaption and construction of design works provided by HKGOC/ AH, including but not limited to the venue decoration, layouts, signages, and any other materials;
3. The production items shall be made for outdoor display purpose with durable materials for withstanding normal weathering and be able to last for the contract period without any obvious sign of colour fading;
4. The Contractor shall provide colour proof to HKGOC/ AH with its own cost and shall be approved by HKGOC before each phase of production;
5. The production items shall be produced with 4C digital printout with resolution at 1400dpi or above (UV resistance and waterproof) and to hang on or stick to specific wall. Materials used should prevent damage to the venue structure;
6. The Contractor shall manage production set up and dismantle, including but not limited to the production schedule, manpower deployment plan, action plan, floorplan, venue decoration, logistics plan, etc, and ensure enough manpower throughout the event;
7. Contractor to closely monitor the progress of all tasks relating to the Project and alert HKGOC/ AH as appropriate as soon as possible to any event which might affect the timeline and overall execution;
8. Contractor to co-ordinate all related parties including HKGOC, AH and venue management for the implementation of the Project;

9. Contractor to ensure all installations are of standard acceptable to HKGOC/ AH, in good working condition and in compliance with all statutory requirements;
10. Discuss and communicate with the venues on behalf of HKGOC on specifications fitting-out, move-in and move-out, and any other necessary logistics arrangements of all the hired venues in relation to the Project;
11. HKGOC/ AH reserves the right to request the Contractor to recreate, revise and modify any design of any materials at no additional charges should the materials concerned fall short of HKGOC/ AH's satisfaction; and
12. Contractor is required to deal with all risks that may arise within the existing management arrangements and report to the HKGOC and AH as soon as possible.

### **B. Venue Set Up and Dismantle Management**

1. Contractor shall plan and co-ordinate with HKGOC and AH on all set up and dismantling of all areas to be used for the venues, including but not limited to anti-doping room and competition area, etc;
2. Contractor to liaise and co-ordinate with the venue owner on behalf of the HKGOC on specifications, fitting-out, move-in and move-out and any other necessary logistics arrangements of all the hired venue in relation to the Project;
3. Contractor shall observe the installation requirements specified by each venue;
4. All items shall be properly mounted to the specified location that they can be stand normal wear and tear during game period. Should the items be damaged during the game period, due to sudden inclement weather or any unforeseen situation, the Contractor shall be required to carry out repair work as soon as possible;
5. The Contractor is expected to closely monitor and report to HKGOC/ AH on any significant issues that may impact on the smooth and successful implementation of the event and resolve such issues by agreement with key parties concerned;
6. Contractor to co-ordinate with related parties on license(s) and copyrights clearance, including but not limited to videos, visual, audio clips and music to be used (if any) and obtain related license(s);
7. Contractor shall assign a Project Manager for onsite operation and support. He/she shall maintain a close liaison with the HKGOC/ AH and the related parties throughout the event. Enough manpower and technicians should be assigned onsite for all operation;

8. Contractor shall manage and monitor on dismantle of all production items, as well as cleaning up all areas related to the event and hand over back to the venue;
9. Proper disposal of production items after dismantling shall be arranged and absorbed by the Contractor itself;
10. No parking arrangement and ancillary tools or material will be provided during set up and dismantling period; and
11. The Contractor is responsible for the coordination of venue set up and dismantle upon the order made by HKGOC/ AH. Tentative service schedule is listed as below:

9 <sup>th</sup> Asia Pacific Deaf Games Hong Kong 2019		
Venue	Tentative Move-in Date	Tentative Move-out Date
Kwai Chung Sports Ground	27-Oct-2019	3-Nov-2019 after 6pm
Sha Tin Regal Riverside Hotel	27-Oct-2019	12-Nov-2019
Courtyard by Marriott Hong Kong Sha Tin	27-Oct-2019	12-Nov-2019
Ma On Shan Sports Centre	28-Oct-2019	6-Nov-2019
Ma On Shan Sports Ground	28-Oct-2019	9-Nov-2019
Shing Mun Valley Sports Ground	28-Oct-2019	11-Nov-2019
Tsuen Wan Sports Centre	29-Oct-2019	7-Nov-2019
Tseung Kwan O Sports Centre	31-Oct-2019	6-Nov-2019
Tseung Kwan O Sports Ground	5-Nov-2019	10-Nov-2019

*\*Service dates and time subject to change, based on the final game schedule*

### **C. Services Standards**

1. Services provided by Contractor shall be carried out with reasonable care and diligence up to HKGOC/ AH's satisfaction and professional standard;
2. All personnel engaged by Contractor for provision of the services shall:
  - i. possess solid and extensive experience in venue set up; and
  - ii. be helpful, pleasant, and technical know-how to be applied for the Project with reference photo and drawing illustration

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3. Contractor shall be solely responsible for the monitoring and supervision of all personnel engaged in the provision of the services and ensure that, among other things, they shall not solicit or accept any monies or other advantage of value from any parties in relation to the services;
4. Effective and efficient backup services and other logistics arrangement shall be provided for the smooth provision of the services and coping with contingency at venue;
5. Direct communication network between the Contractor and HKGOC/ AH shall be available at all time during the provision of the services;
6. In the provision of the services, Contractor and its personnel shall observe and comply with the relevant laws, regulations, requirements, instructions and guidelines as may be given by the competent authorities from time to time;
7. Contractor shall keep HKGOC/ AH informed of the progress of provision of the services and shall promptly inform HKGOC/ AH during game period;
8. Throughout the venue set up arrangement, the Contractor shall observe the instructions given by HKGOC/ AH from time to time;
9. The Contractor shall fully indemnify HKGOC/ AH and the representatives against all liabilities, costs, claims, losses, damages and expenses in respect of breach of its obligations or warranties hereunder and any claims in relation to the arrangement and other services hereunder; and
10. All the additional services/expenses should get the approval from the delegated personnel from the HKGOC/AH in advance.

## 1. Production & Set Up

Item	Quantity	Unit Price
Spider Web Backdrop* Size: approx. 3m x 6m (H x W)	3	HK\$
Wooden Tailor-made Backdrop with Canvas* Size: approx. 3m x 6m (H x W)	3	HK\$
Banner* Size: approx. 1m x 5m (H x W)	55	HK\$

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Rollup Banner* Size: approx. 2m x 0.8m (H x W)	6	HK\$
A-board for Beach Volleyball Size: approx. 1m x 3m (H x W)	8	HK\$
Marquee Size: 3m x 4.5m with rear wall	30	HK\$
Stainless Steel Flag Raising Pole for Medal Ceremony (1 set of 4 poles) Height: approx. 8ft, 9ft & 10ft	4	HK\$
Prize Podium for 20pax Dimensions: approx. 700cm x 100cm (L x W) Height: approx. 30 cm & 50 cm	1	HK\$
Prize Podium for 5pax Dimensions: approx. 350cm x 50cm (L x W) Height: approx. 30 cm & 50 cm	2	HK\$
Partition Panel Size: approx. 6' x 4' (H x W)	8	HK\$
Lockable Refrigerator Size: approx. 48.0cm x 45.0cm x 48.7cm (W x D x H)	4	HK\$
19L Ice Box Carton Size: 650 x 440 x 680mm	11	HK\$

\* All rates include material and printing cost

\*\* Quantity subject to change

## 2. Other Cost

Additional Manpower	Hourly rate (HKD)
Additional Manpower Fee for event days on-site operation, including but not limited to urgent maintenance of all items (Clause B4 & B7)	HK\$

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### 3. Optional Item

Item	Unit Price
Banner* Size: approx. 1m x 5m (H x W)	HK\$
Rollup Banner* Size: approx. 2m x 0.8m (H x W)	HK\$
Knife Flag with Sand Bags* Size: approx. 310cm x 90 cm (H x W)	HK\$
Horizontal Flag Raising Pole for Medal Ceremony (1 set of 4 poles) Length: approx. 15m	HK\$
Control Staff for Flag Raising Pole Management	HK\$
A-board for Beach Volleyball Size: approx. 1m x 3m (H x W)	HK\$
Marquee Size: 3m x 4.5m with rear wall	HK\$
Foldable Table Size: 2' x 6' (W x L)	HK\$
Foldable Chair	HK\$
Stanchion	HK\$
A4 Foam Board Single Sided Signage*	HK\$
A4 Signage Stand	HK\$
A3 Handheld Foamboard Signage (Double-sided) with stick*	HK\$
Mirror Size: approx. 150cm x 40cm (H x W)	HK\$

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19L Ice Box Size: 650 x 440 x 680mm	HK\$
Digital Clock Size: 4'	HK\$
Partition Panel Size: approx. 6' x 4' (H x W)	HK\$
Lockable Refrigerator Size: approx. 48.0cm x 45.0cm x 48.7cm (W x D x H)	HK\$
Rental of Colour Printer with Photocopying up to A3 Size (per day)	HK\$
Rental of B&W Printer with Photocopying up to A3 Size (per day)	HK\$
Rental of A3 Laminator (per day)	HK\$
Laptop Rental (per day)	HK\$
Discount Rate*	HK\$

\* All rates include material and printing cost

\*\* Discount will be provided for HKGOC if he/she submitted both tendering Part A and Part B documents on provision of services for production and decoration.

## **Terms and Conditions**

### **1. Conditions of Service Order to Prevail:**

The terms and conditions under this service order shall prevail over any other conditions attached to vendor's acknowledgement of order or acceptance or contained in any other written or oral intimation and any such other conditions shall not form part of the contract between HKGOC/ AH and vendor unless otherwise agreed in writing between the authorized representatives of HKGOC/ AH and vendor.

### **2. Job Confirmation:**

HKGOC/ AH is not obliged to consider or accept any submission. If your submission is shortlisted for consideration, it is one of the conditions for HKGOC/ AH's acceptance that you agree to keep the offer open for consideration by HKGOC/ AH and valid for

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at least 60 days from the above closing date, and no variation shall be made during the period unless otherwise directed by HKGOC/ AH. The job requirement ultimately required by HKGOC/ AH is subject to the written confirmation by HKGOC/ AH. Acceptance of your submission does not oblige HKGOC/ AH to confirm any order. You shall not carry out the job until you have received the written confirmation from HKGOC/ AH on the relevant job specifying the requirement accordingly. Job carried out without the prior written confirmation of HKGOC/ AH is at the sole cost of the vendor.

Acceptance of your open offer and/or confirmation of any job order under it by HKGOC/ AH does not oblige HKGOC/ AH to necessarily appoint the vendor for other jobs under this open offer. HKGOC/ AH has the right to appoint any other vendors or undertake on its own any job mentioned in this open offer but not yet confirmed to the vendor.

### 3. Sub-Vendors:

The vendor is required to obtain the prior written consent from HKGOC/ AH for any sub-contracting. Any arrangement that the vendor makes with such sub-vendor will incorporate the terms of this service order to the effect that such sub-vendor will be contractually obliged to observe the said terms and the vendor shall be responsible and liable for the performance and activities of such sub-vendor.

### 4. Payment Terms:

- 30% payment should be made at Day 30 upon signature confirmation of tender.
- 70% payment after completion of all jobs as specified above up to HKGOC/ AH's standard and requirements and within 10 working days after receipt of invoice by HKGOC/ AH. The final payment subject to the final usage of the services.

### 5. Quality of Works:

- i. Confirm with description stated above and plan provided to HKGOC/ AH;
- ii. Be of satisfactory quality or any other standard of performance and fit for purpose of the job;
- iii. Produced and delivered in compliance with all applicable laws and regulations.

### 6. Force Majeure:

Should there be any extraordinary events or circumstances that are beyond the control of the parties, events such as war, strike, riot, crime, act of nature which essentially frees one or both parties from fulfilling their duty and obligation under the contract, Force Majeure is not intended to excuse negligence or other malfeasance of a party, as where non-performance is caused by natural consequences of external forces.

## 7. Delivery:

Time of delivery of the goods/services is of the essence of this order. If the goods/services, or any portion thereof, are not delivered on the delivery date or any agreed extension of time due to reason other than force majeure, the HKGOC/ AH shall be entitled to cancel the order in respect of the goods/work not delivered as aforesaid and recover from your company any monies paid by the HKGOC in respect of such goods/work and any additional expenditure reasonably incurred by the HKGOC/ AH as a result of the failure of your company to deliver upon the agreed delivery date including any additional amount paid for the goods/work from alternative sources or for replacement thereof. HKGOC/ AH shall not be liable to pay, and your company has no right to claim HKGOC/ AH for payment in respect of the goods/work so cancelled.

## 8. Prohibition of Soliciting and Accepting Advantages:

The vendor shall prohibit its employees, agents and sub-vendors from offering, soliciting or accepting any advantage (as defined in the Prevention of Bribery Ordinance (Cap 201)) or excessive entertainment in connection with the goods/work under this Quotation. If the vendor or its employees, agents and sub-vendors commit any offence under the Prevention of Bribery Ordinance in relation to this Quotation, HKGOC/ AH may terminate this Quotation and hold the vendor liable for any loss or damage which HKGOC/ AH may sustain.

## 9. Governing Law:

This Quotation shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region.

For and on behalf of

Accepted by

ActionHouse International Limited

\_\_\_\_\_  
Name:

Title:

\_\_\_\_\_  
Name:

Title:

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