

Tender Notice

Travel Industry Council of Hong Kong (TIC)

Tender Reference: T113/18022022/T/HL

Procuring Department: Industry Training Department

Project Name: Training Enhancement for the Travel Industry

Scope of Service:

1. To develop an online training platform enabling the TIC to conduct trainings and events online;
2. To provide integrated webinar platform where the TIC can conduct seminars and workshops online; and
3. To develop sets of online training materials and reshooting of the videos.

Collection of Tender Documents

Travel Industry Council of Hong Kong
Address: Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong.
Contact Persons: Ms Sophie Wong / Ms Hazel Lai
Telephone: 2969 8124 / 2969 8126
E-mail: sophie.wong@tichk.org / hazel.lai@tichk.org

Tenderers who wish to collect the tender documents shall write a letter on a company letterhead together with the contact details and send it by e-mail to the above contact persons of the TIC.

Tender documents can be collected at the TIC or downloaded from the link sent in an e-mail by the TIC.

Closing Date & Time: Date: 3 March 2022 (Thursday)
Hong Kong Time: 5:00 pm

In event of a typhoon signal No. 8 or above or a black rainstorm warning signal 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.

Submission of Tender: Tenders must be completed in accordance with the tender documents & conditions, addressed to Ms Winnie Kwan of the Travel Industry Council of Hong Kong, and deposited in the tender box situated at Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong by the closing date and

time.

Late submissions will not be accepted.

Tenderer must meet these minimum requirements:

1. Registered in Hong Kong with at least five years of history;
2. A trading record period of, and management continuity for, the last five financial years; and
3. Ownership continuity and control for the most recent audited financial year.

Tender Briefing Session:

Date: 22 February 2022 (Tuesday)

Hong Kong Time: 2:30 pm

To be held on Microsoft Teams

Deadline for Enrolment on Tender Briefing Session:

Tenderers must send an e-mail to sophie.wong@tichk.org for enrolment.

By Hong Kong Time: 5:00 pm on 21 February 2022

Questions to be raised by the tenderers at the Session are advised to be sent to the TIC in the e-mail for enrolment or a separate e-mail before the Session.

Important Points to Note:

1. The tender proposals submitted by those tenderers who have not attended the tender briefing session will **NOT** be considered by the TIC;
2. Information disclosed orally by the TIC at the tender briefing session, unless confirmed in writing, will **NOT** have formal standing. If the TIC issues any clarification of the requirements that have any significant impact on the tender, such clarifications will be documented in an Addendum to the specification document and distributed to all tenderers;
3. Any information or communications between the TIC and tenderers in connection with the captioned tender are private and confidential. Tenderers shall not disclose or otherwise divulge the same without the TIC's prior written consent;
4. The TIC reserves the right not to appoint any company to undertake the project. The lowest fee bid may not necessarily be accepted as the successful bid. The TIC is not responsible for any cost incurred by tenderers in the preparation of the tender and in responding to this notice; and
5. The TIC reserves the right to change or cancel this notice without prior notice or liability to any parties. Tenderers will be deemed to have accepted these conditions if they respond to this notice.

18 February 2022