



Transforming Our Built Environment through
Innovation and Integration:
Putting Ideas into Action

5-7 June
2017

Invitation for Tender

**Official Contractor for Conference & Exhibition Production for the
World Sustainable Built Environment Conference 2017 Hong Kong
(WSBE17 Hong Kong)**

www.wsbe17hongkong.hk

Organisers



International Co-owners

TABLE OF CONTENTS

1. BACKGROUND	3
1.1 About the Organisers	
1.2 About the Sustainable Built Environment (SBE) Conference Series	
1.3 About the World Sustainable Built Environment Conference 2017	
2. SERVICES REQUIRED	6
2.1 Overall Requirements	
2.2 Conference Setup Design and Production	
2.2.1 Specifications of Conference Production	
2.3 Exhibition Planning, Production and Management	
2.3.1 Overall Planning, Management and Reporting	
2.3.2 Exhibitors Management	
2.3.3 Overall Exhibition Design	
2.3.4 Organisers' Exhibition Content Design and Production	
2.3.5 CIC & HKGBC Booth (Organisers of WSBE17 Hong Kong)	
2.4 Others	
3. TENDER EVALUATION CRITERIA AND PROCEDURE	19
3.1 Key Deliverables of Tender Submission	
3.1.1 Fee Proposal	
3.1.2 Technical Proposal	
3.2 Evaluation Criteria	
3.3 Evaluation Procedure	
3.4 Schedule	
4. TENDER SUBMISSION	21
5. NOTES TO TENDERER	22
6. CONFIDENTIALITY STATEMENT	23
7. ENQUIRIES	23
APPENDIX A – FEE PROPOSAL	24



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APPENDIX B – CREATIVE CONCEPTS CHECKLIST	40
APPENDIX C – STANDARD LETTER FOR COMPLYING WITH ANTI-COLLUSION CLAUSE.....	42
APPENDIX D – GREEN MEASURES.....	44
APPENDIX E – GENERAL TERMS AND CONDITIONS OF CONTRACT	45

Organisers



International Co-owners



1. BACKGROUND

The Organisers of the World Sustainable Built Environment Conference 2017 Hong Kong (WSBE17 Hong Kong) wish to invite tenders from qualified and reputable exhibition and event production contractors (Contractors) for being the Official Contractor of the related exhibition as well as taking care of the design and production of all the related venue setup.

1.1 About the Organisers

Construction Industry Council (CIC, www.cic.hk)

The Construction Industry Council (CIC) was formed in 2007 under the *Construction Industry Council Ordinance* (Cap. 587). The CIC consists of a chairman and 24 members representing various sectors of the industry including employers, professionals, academics, contractors, workers, independent persons and government officials.

The main functions of the CIC are to forge consensus on long-term strategic issues, convey the industry's needs and aspirations to government, provide training and registration for the construction workforce and serve as a communication channel for government to solicit advice on all construction-related matters.

Hong Kong Green Building Council (HKGBC, www.hkgbc.org.hk)

The Hong Kong Green Building Council (HKGBC) is a non-profit, member led organisation established in 2009 with the vision to help save the planet and improve the wellbeing of the people of Hong Kong by transforming the city into a greener built environment. The Founding Members of the HKGBC include the Construction Industry Council (CIC), Business Environment Council (BEC), the BEAM Society Limited (BSL) and the Professional Green Building Council (PGBC). Its mission is to lead the market transformation by advocating green policies to the Government; introducing green building practices to all stakeholders; setting design, construction and management standards for the building profession; and promoting green living to the people of Hong Kong.

1.2 About the Sustainable Built Environment (SBE) Conference Series

The SBE series of conference began in 2000, operates on a three-year cycle and is now co-owned and promoted by the following four international organisations:

- International Council for Research and Innovation in Building and Construction (CIB, www.cibworld.nl)
- International Initiative for a Sustainable Built Environment (iiSBE, www.iisbe.org)
- Division of Technology, Industry and Economics of the United Nations Environment Programme (UNEP-SBCI, Sustainable Building and Climate Initiative, www.unep.org/sbcil/)
- International Federation of Consulting Engineers (www.fidic.org)

The SBE conference series is considered to be the most pre-eminent international conference series on sustainable building and construction in the world. The series is held on a three-year cycle with planning and preparation in year 1, national/ regional conferences held in year 2 and a single global conference held in year 3. WSBE17 Hong Kong is the global conference staging in the 3rd year of the 2016/17 cycle.

1.3 About the World Sustainable Built Environment Conference 2017 Hong Kong (WSBE17 Hong Kong)

With much aspiration and support from the Government of the HKSAR and the industry, the CIC and HKGBC together won the hosting right of WSBE17 Hong Kong, albeit strong competition from five contestants from other cities in Asia, Africa, Europe and America. WSBE17 Hong Kong positions itself as a world-class event, in respect of scientific content, event hardware, facilities and service level.

Date: 5-7 June 2017 (Conference cum Exhibition)

Venue: Conference cum Exhibition (5-7 June)
 Hong Kong Convention & Exhibition Centre (HKCEC)

- Plenary Sessions: Convention Hall + Foyer (1,800 pax)
- Parallel Sessions: Theatres 1 & 2, S221-230, S421 & S423-430 meeting room series
- Exhibition: Hall 3F

Theme: Transforming our Built Environment through Innovation and Integration: Putting Ideas into Action



Transforming Our Built Environment through
Innovation and Integration:
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Preliminary Programme:

- Three full days of Conference with plenary sessions & parallel sessions (around 102 parallel sessions of 90 mins each – subject to final confirmation)
- Parallel Sessions include paper presentations (majority), Chinese Mainland Sessions, Regional Sessions, Special Forums, content by Co-owners (e.g. SBE Challenge), and Sponsored Sessions, etc.
- A medium-scale Exhibition to be held concurrently with the Conference
- International Youth Competition Award Presentation during the Conference; and display at the Exhibition
- Networking activities including lunches and gala dinner

No. of Delegates: About 1,800 international and local delegates including green building advocates, policy-makers, academics, industry professionals and students from all over the world

2. SERVICES REQUIRED

Tenders are invited from Contractors to provide a full range of service for the design and production (including set up and dismantle) of the WSBE17 Hong Kong venue setup (inclusive of all conference rooms, open areas and the Exhibition Hall) and act as the Official Contractor to deliver a successful exhibition and related pre-event and onsite management. Contractors are invited to tender for the provision of the following services. The list of requested services is not necessarily exhaustive and Tenderers are welcome to incorporate additional services for consideration as they believe would be required for the success of WSBE17 Hong Kong.

Tenderers should note that the Conference and Exhibition are still at planning stage, thus some components stated in this section may eventually not be further pursued. The Organisers are not bound to accept all the items tendered, and will commit only the necessary items as appropriate.

Tenderers should indicate their capability to provide the areas of service or indicate that it is not a role that they would undertake. The Tenderer must indicate clearly both the fee and respective proposals in case they would sub-contract any or part of the following roles.

Please note that the provision of AV equipment and stage lighting are not necessary in this tender as a separate tender will be issued at a later stage.

2.1 Overall Requirements

- a) Provide professional advice on the overall venue layout and design, production method, environmental friendly materials, and carry out the whole contracting process in a cost-effective manner.
- b) Adopt the WSBE17 Hong Kong branding and butterfly key visual wherever possible. The overall look and feel should be stylish and eco-friendly. The design of all proposed displays and setup materials should be also practical and cost effective.
- c) Provide comprehensive production plans, time schedule, drawings and consultation for the design and production work and all necessary tasks.
- d) Follow the green measures set by the Organisers (please refer to Appendix D for details) throughout the organisation process to achieve the goal of carbon neutral for the whole WSBE17 Hong Kong.
- e) Arrange all related insurance and licencing matters related to venue setup.
- f) Take care of any site visits and liaison with the venues as appropriate.
- g) Manage the whole onsite process from move-in, setup to dismantling, including the management of workers.

- h) Handle all associated communication and administration work to ensure the smooth operation of construction and that Organisers requests are satisfactorily fulfilled.
- i) Provide monthly progress reports to the Organisers on all responsible aspects.
- j) Draft and manage all production cost and expense items in consultation with the Organisers, and provide an up-to-date summary of actual expenses with item breakdown on a regular basis.
- k) Provide a complete final report on all aspects of the conference and exhibition constructed as well as any required information for final audit accounts upon conclusion of WSBE17 Hong Kong (audit report to be responsible by the Conference Secretariat).

2.2 Conference Setup Design and Production

2.2.1 Specifications of Conference Production

Design and production of all related backdrops, signages, directories, registration counters, banners, venue decorations, props, etc. which include but not limited to items stated below. Please provide two design proposals of different design direction (with respective layouts and quotations) and floor plans of respective rooms.

- a) Convention Hall (Plenary Session for 1800 pax):
 - i. Conference backdrop with sufficient lighting at approx. 18.3m length times 4.5m height, to embed a LED screen size of approx. 12m length times 4m height
(LED screen and other stage lighting will be supplied by technical vendor per separate tender. However, the Official Contractor will be responsible for the coordination with the technical vendor to ensure seamless setup of the backdrop and LED screen.)
 - ii. Conference stage with 20m length times 4.88m depth and 0.8m height with carpeting and three sets of staircases as indicated in the floor plan below
 - iii. Platforms for stadium seating
 - iv. Speaker podium with custom design
(Please include in the drawing a booth for Simultaneous Interpretation which will be quoted by respective vendor.)
- b) Theatre 1 (Parallel Sessions for 600 pax):
 - i. Conference backdrop with sufficient lighting at approx. 12m length times 4.6m height
 - ii. Speaker podium with custom design

(Please include in the drawing a booth for Simultaneous Interpretation which will be quoted by respective vendor.)

c) Theatre 2 (Parallel Sessions for 300 pax):

i. Conference backdrop with sufficient lighting at approx. 12m length times 4.6m height

ii. Speaker podium with custom design

(Please include in the drawing a booth for Simultaneous Interpretation which will be quoted by respective vendor.)

d) S220 & S420 Series Meeting Rooms (Parallel Sessions)

A total of 13 rooms from these two meeting room series will be used as parallel session rooms (each of capacity close to or over 100 pax). Please refer to the below tentative conference programme.

i. Conference backdrops with sufficient lighting. Please suggest backdrop dimensions for respective rooms as appropriate.

- 1) S221
- 2) S222
- 3) S223
- 4) S224 & 225
- 5) S226 & 227
- 6) S228
- 7) S421
- 8) S423
- 9) S424
- 10) S425
- 11) S426
- 12) S427
- 13) S428

ii. Conference stages depending on room size and capacity.

iii. Branding foam board for podium

e) S220 & S420 Series Meeting Rooms (Speaker Rooms / Media Centre/ Secretariat Office)

i. Speaker rooms (S230 and S430):

- 1) Workstations with local network and internet connectivity
- 2) Printers
- 3) Furniture (Provided by HKCEC)

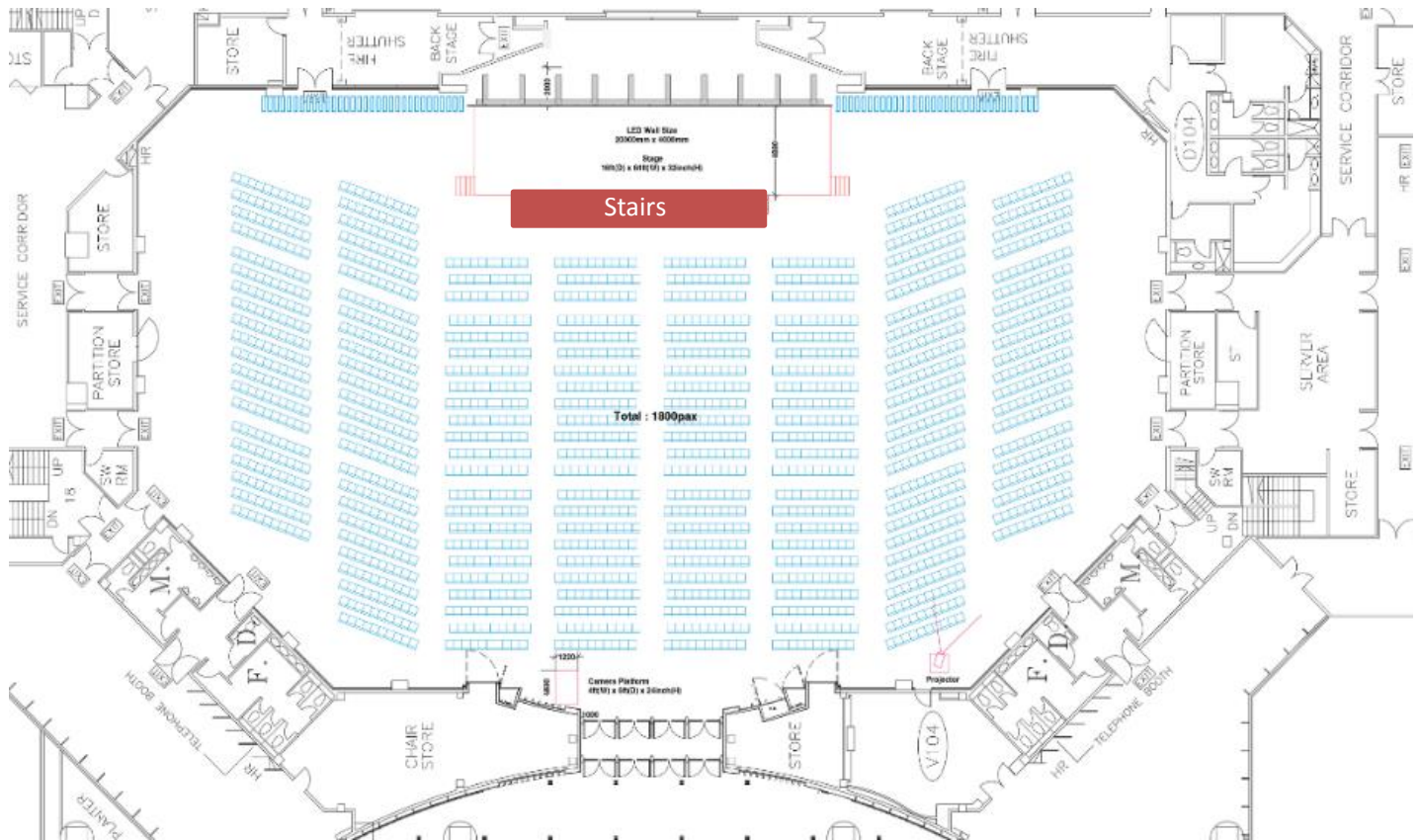
ii. Media Centre (S229):

- 1) Workstations with internet connectivity
 - 2) Printers
 - 3) Furniture (Provided by HKCEC)
- iii. Secretariat Office S429:
- 1) Workstations with local network and internet connectivity
 - 2) Printers
 - 3) Furniture (Provided by HKCEC)

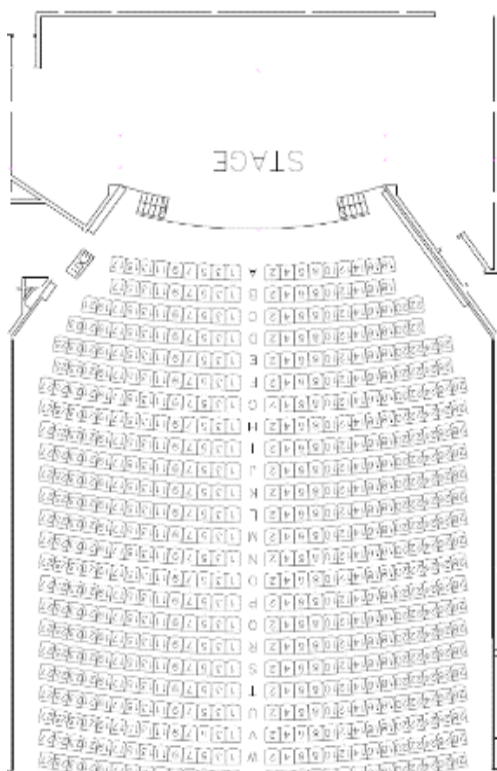
Below is a tentative conference programme and floor plans of conference venues for reference.

	Day 1	Day 2	Day 3	
08:00-09:00	Registration	Registration	Registration	
09:00-12:00	Opening Ceremony Welcoming Remarks Keynote 1 (from the Government of HKSAR) (30 mins) Keynote 2 (from MOHURD-節能科技司) (30 mins) Keynote 3 (30 mins) 10-min Speaking slot for Diamond Sponsor	Plenary Session on Climate Change (COP21, COP22 and Habitat III) 10-min Speaking slot for Diamond Sponsor	Keynote 4 (30 mins) Keynote 5 (30 mins) 10-min Speaking slot for Diamond Sponsor <i>coffee break</i> Parallel Session x 12 (90 mins) 49 50 51 52 53 China Session 54 55 56 57 58 Special Forum	09:00-09:30 09:30-10:00 10:00-10:10 10:10-10:30 10:30-12:00
12:00-13:30	<i>lunch break</i>	<i>lunch break</i>	<i>lunch break</i>	
13:30-15:00	Parallel Session x 14 (90 mins) 1 2 3 4 5 6 China Session 7 8 9 10 11 12 Regional Session	Parallel Session x 14 (90 mins) 27 28 29 30 31 Sponsored Session China Session 32 33 34 35 36 Sponsored Session Regional Session	Parallel Session x 14 (90 mins) 59 60 61 62 Sponsored Session Sponsored Session SBE Challenges 63 64 65 66 Sponsored Session Sponsored Session SBE Challenges	
15:00-15:20	<i>coffee break</i>	<i>coffee break</i>	<i>coffee break</i>	
15:20-16:20	Roundtable (60 mins) Parallel Session x 16 (90 mins) 13 14 15 16 17 18 19 Taiwan Session 20 21 22 23 24 25 26 Regional Session	Roundtable (60 mins) Parallel Session x 16 (90 mins) 37 38 39 40 41 42 Sponsored Session Taiwan Session 43 44 45 46 47 48 Sponsored Session Regional Session	Parallel Session x 16 (90 mins) 67 68 69 70 71 Sponsored Session Sponsored Session SBE Challenges 72 73 74 75 76 77 Sponsored Session SBE Challenges Keynote 6 (30 mins) Conclusion/ Closing Ceremony	15:20-16:50 16:50-17:20 17:20-17:50

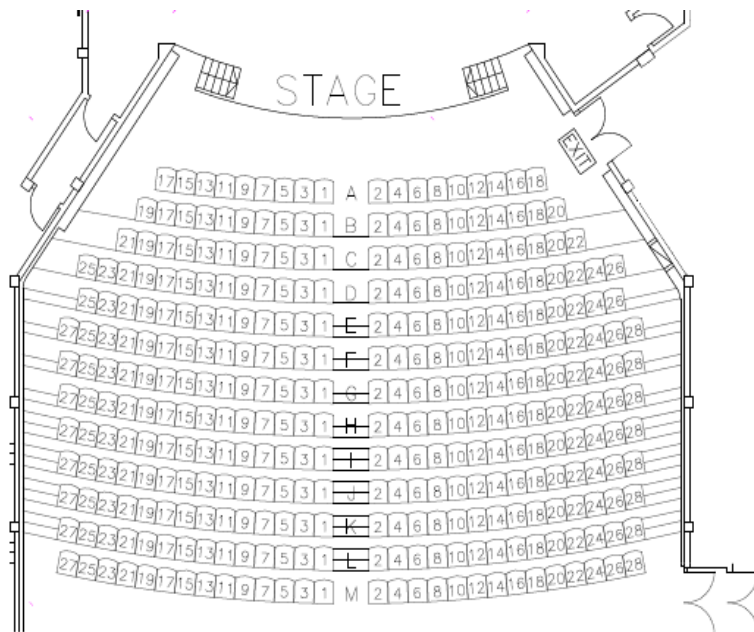
Tentative Conference Programme



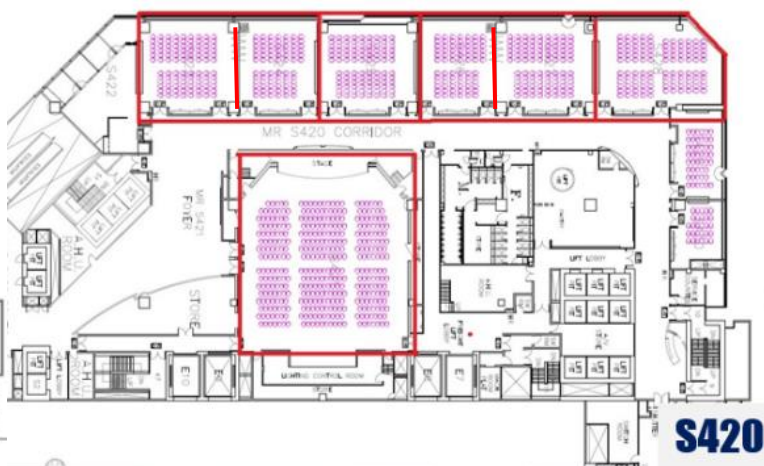
Convention Hall



Theatre 1

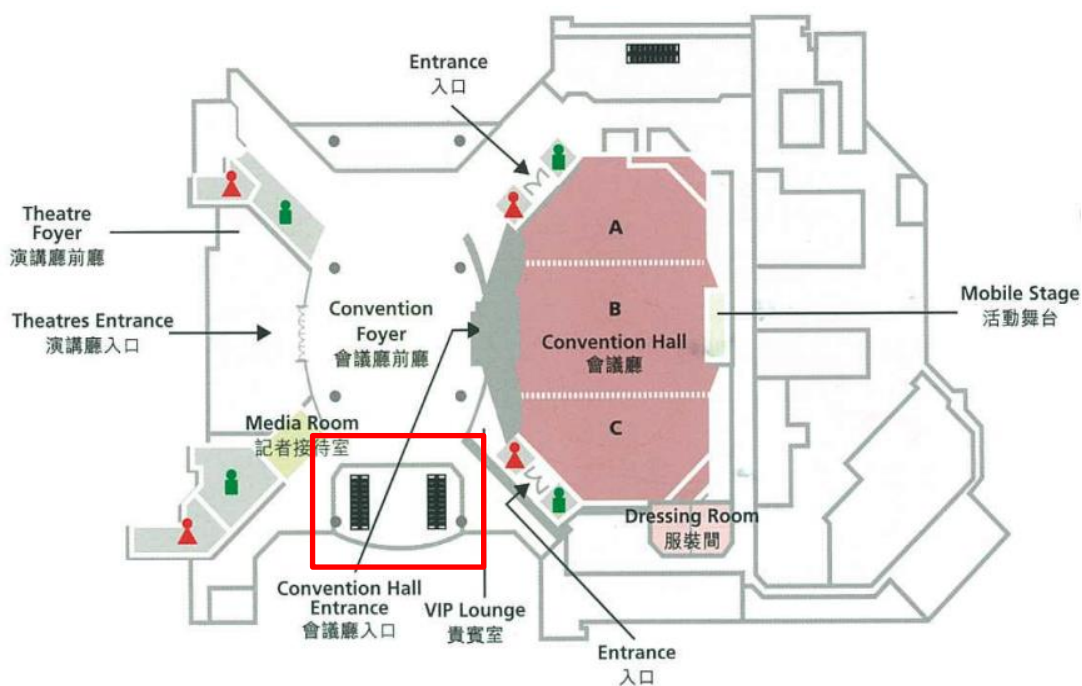


Theatre 2



f) Open Area

- i. Registration counter at the location indicated below with size of approx. 15m length times 4m height and 2m depth and with a storage room behind the counter. This registration counter would cater general delegates, speakers, VIPs and media.



(Photo for reference only)

- ii. Photo backdrop (please suggest quantity, size and material)
- iii. Event Programme (please suggest quantity, size and material)
- iv. Conference signage in open area.

2.3 Exhibition Planning, Production and Management

Upon appointment, the Official Contractor will be responsible for the design, construction and operation of the Exhibition. As the Exhibition Hall is located far away from the conference rooms, the Contractor should provide strategies such as signage planning, layout design, and display tactics to encourage visitor flow from the conference rooms to Hall 3F to visit the Exhibition in order to maximise the exhibitors' satisfaction.

2.3.1 Overall Planning, Management & Reporting

- a) Act as the Official Exhibition Contractor from the time of appointment until the conclusion of WSBE17 Hong Kong.
- b) Provide strategies in signage planning, layout design, and display tactics to encourage visitor flow from the conference rooms to the Exhibition.
- c) Provide all necessary support and information for the Professional Conference Organiser as appointed by the Organisers to develop the Exhibition Sales Brochure and Exhibitor's Manual in order to facilitate booth sales and exhibition operation.
- d) Design, develop and produce, including but not limited to, booths and structures inside and outside of the Exhibition Hall, signage, all facilities and displays as requested by the Organisers, other onsite graphics and related collaterals or materials.
- e) Provide comprehensive production plans, drawings and consultation for the installation work of booths and structures.
- f) Provide best solutions to cater the requirements of various types of exhibitors including the Organisers, raw space exhibitors, and standard booth exhibitors.
- g) Provide regular update, and seek approval whenever necessary from the WSBE17 Hong Kong Secretariat, on exhibition hall plan, booth sales, exhibitors' booth designs and hall decorations, etc.
- h) Provide onsite support throughout the Exhibition.
- i) Compile a database of all enquiries and contact points involved in the organisation of the Exhibition, and pass back the complete database to the Organisers upon conclusion of WSBE17 Hong Kong.

2.3.2 Exhibitors Management

- a) Undertake all coordination work with individual exhibitors for setup, dismantling and booth design. The individual exhibitors will be responsible for any additional services ordered.
- b) Handle all associated communication and administration work to ensure the smooth operation of the Exhibition and that all exhibitors' requests are satisfactorily fulfilled, including sending required collaterals to exhibitors and liaising with other contractors appointed by the exhibitors whenever necessary.
- c) Follow through all the contracts, requirements, booth setup, and payment with Exhibitors.
- d) Provide onsite support for move-in, setup and dismantling with all exhibitors.

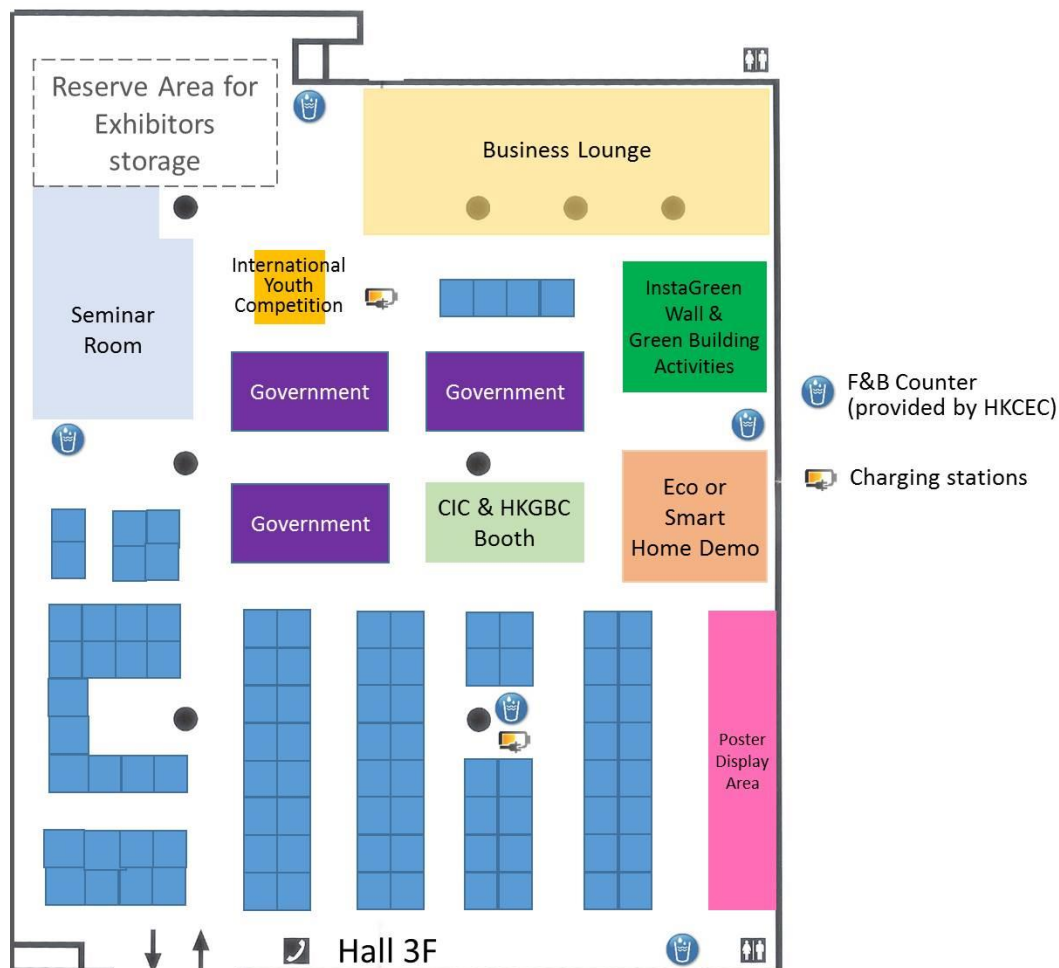
2.3.3 Overall Exhibition Design

- a) Provide professional advice and develop the exhibition floor plan of Hall 3F to fulfil the following requirements:
 - i. Optimal number of booth space for sale.
 - ii. Accommodate all exhibition content listed below in section 2.3.4.
 - iii. Facilitate best flow of visitors.
- b) Suggest the use of signages at the foyer area and inside the Exhibition Hall to facilitate visitor flow, and be responsible for the design and production of signages. Please suggest quantities, sizes and materials.
- c) The design of all proposed displays and set materials should be practical, cost effective, and eco-friendly as far as possible.

2.3.4 Organisers' Exhibition Content Design and Production

The Exhibition shall showcase the content indicated in this section. The Contractor will be responsible for the design, production and construction of all the elements unless otherwise specified. Please provide two design proposals of different design direction (with respective layouts and quotations). All the booths and content (i.e., the entire Exhibition Hall except the gangways) should be covered with carpet.

Below is a tentative floor plan for reference. Tenderers are most welcome to propose alternative layouts to facilitate visitor flow while accommodating all the key elements.



- Standard booth spaces for exhibitors: Around 100 booths of 9m² each, which will be sold as shell scheme booths or raw spaces at the same rate.
(In case of eventual unsold space, the Contractor will develop some more rest space for the visitors with design coherent with the overall design theme.)
- Booths for Government bureaus: 3 Booths of 60-80m² each. Design and construction will be handled by the respective bureaus. The Contractor only needs to reserve raw space for them.
- CIC & HKGBC Booth: Please refer to section 2.3.5 for detail.
- Poster Display Area: Around 150m² to display selected papers (around 400 A1-sized posters) and SBE16 Regional Conference posters (around 40 in A1 size). In case of space constraint, the posters could be altered daily but the Contractor

would need to provide a workable structure and respective staff support to enable this daily alteration. The Contractor is neither responsible for poster design nor printing.

- e) Seminar Room: 200m² with a capacity of 200 pax, semi-open with no ceiling, partition preferably made of transparent walls with the entrance facing the International Youth Competition area. Furniture such as tables and chairs will be provided by HKCEC.
- f) International Youth Competition: A zone to display 10 shortlisted A1-sized posters from the Competition and some other entries if required to fill the space. The Contractor is neither responsible for poster design nor printing.
- g) Business Lounge: 250-300m² with business centre service facilities:
 - i. 5 Workstations with computers
 - ii. 2 Printing/copying machines
 - iii. 1 Charging station
 - iv. 3 Small meeting rooms (10 pax each)
 - v. 1 Mingling area to facilitate business matching and discussions
- h) InstaGreen & Green Building Activities Zone: 130-150m² to display photos, models or posters.
- i) Eco or Smart Home Demo Zone: 200-220m² for creative display of eco or smart home units, such as electrical appliances, furniture and other home amenities. The facilities and setup will be responsible/ provided by sponsors. The Contractor only needs to reserve raw space for this zone.
- j) Resting areas: Spaces with seating around the exhibition area for visitors to relax, in order to create a friendly environment.
- k) F&B counters: Counters to be provided by HKCEC.
- l) Charging stations: Prefer charging kiosks with locks for each charging box.
- m) Storage Area: For exhibitors' use.
- n) Exhibitor's Directory: A big panel at the entrance of Hall 3F.

2.3.5 CIC & HKGBC Booth (Organisers of WSBE17 Hong Kong)

As the centrepiece of the Exhibition, the Organisers of WSBE17 Hong Kong (CIC & HKGBC) will jointly build a booth to showcase Hong Kong's effort and achievement in the development of a sustainable built environment, creating a unique experience through visual, sound and feeling. The booth also serves the branding purposes of the Organisers.

- a) Booth Details
 - i. Specification: 60-80m², 4-side open, raw space
 - ii. Major components:
 - 1) Butterfly art piece: The visually appealing part of the booth to attract visitors to the booth. Please refer to section 2.3.5 b) for details.

- 2) Interactive panels: The informative part of the booth enabling visitors to learn more about Hong Kong's green building development in a fun and engaging way. Please refer to section 2.3.5 c) for detail.
 - 3) Carpet
 - 4) Tenderers may propose other components that can enhance visitors' experience in the booth, while fitting the theme of the booth at the same time.
- b) Butterfly Art Piece
- i. The art piece will echo the WSBE17 Hong Kong logo: the butterfly *Troides helena*. The butterfly signifies transformation which is the main theme of the conference. The art piece will preferably look like a gigantic butterfly from afar, strengthening the conference identity and attracting visitors to the booth to take a closer look. It is intended to be an attraction and a photo-op for VIPs, conference attendees, exhibition visitors, as well as the general public.
 - ii. The art piece should be designed to allow visitors to participate in the building process, so as to further engage the visitors. For example, the gigantic butterfly may be composed of many small paper pieces in butterfly shape. Visitors can write a message and then hang the small piece to complete the gigantic structure. The Contractor can propose other ideas along this direction and purpose.
 - iii. Tenderers may explore the possibility of collaborating with a local artist in Hong Kong to design the art piece, which is preferred by the Organisers.
- c) Interactive Panels
- i. The panels will display the following information:
 - 1) The uniqueness of Hong Kong's built environment
 - 2) Key drivers in Hong Kong's green building development, such as Government policies, certification systems, schemes and guidelines developed for the industry
 - 3) Key green building projects (around 50, to introduce their green features)
 - 4) Research projects done by Hong Kong professionals and academics
 - 5) Education and community engagement initiatives
 - ii. The information will be presented in the following format:
 - 1) Mainly text and images, indexed by an interactive programme
 - 2) Animation to enhance the interactive experience

- 3) Videos
- iii. The panels should be designed to arouse the interest of the visitors, with mainly touch screen interactive solutions, so that visitors can operate easily without any assistance.
- d) Style and Materials
 - i. While being eye catching, the overall design of the CIC & HKGBC booth should be in harmony with the general hall design, without looking too awkward.
 - ii. The materials should be environmentally friendly and reusable as far as possible, and yet cost effective.
- e) Services to be Provided
The Contractor will be responsible for:
 - i. The design of all elements, including the overall booth layout, the butterfly art piece, the thematic design to be adopted by the interactive programmes, decoration, etc.
 - ii. The WSBE17 Hong Kong Secretariat will appoint a separate programme developer for the development of the interactive content. The Contractor should coordinate with the interactive programme developer when setting up the touch screen panels, and make sure that the programmes and the panels are compatible.
 - iii. All the production works, and provision of furniture, equipment and facilities.
 - iv. Construction and dismantling of the exhibition booth.
 - v. Onsite technical support during the Exhibition.

2.4 Others

Tenderers are welcome to incorporate additional services which they believe would be required for the success of WSBE17 Hong Kong.

3. TENDER EVALUATION CRITERIA AND PROCEDURE

The successful Tenderer shall be capable of providing professional conference and exhibition setup services to international standards and best practice. The Tenderer should demonstrate their ability through the submission of tender.

3.1 Key Deliverables of Tender Submission

3.1.1 Fee Proposal

Tenderers are required to submit the fee proposal using the form provided in Appendix A.

- a) Tenderers should provide solid amount, the breakdown, and the unit rate as detailed as possible for each of the service areas specified.
- b) The fee proposal should include all the fees and costs involved in the project, including all service fees, design fees and material costs.
- c) Tenderers should indicate the receiving of commission from outside suppliers, whenever applicable.
- d) Some of the charges may vary with the actual numbers of exhibitors, materials required and total area of exhibition & conference. Under such circumstances, the organisers may request the contractor to adjust the fees proportionally according to the unit rate provided.

3.1.2 Technical Proposal

The technical proposal should include the following items:

- a) **Concepts and ideas**
 - i. Design & layout of all items listed in section 2. Please submit at least 2 design options (with materials and sizes clearly stated) and refer to Appendix B for the creative concepts checklist
 - ii. Floor plans of all conference rooms, open areas & Exhibition
 - iii. Suggestion on how to facilitate visitor flow from conference rooms to the Exhibition with venue decoration
- b) **Company and project team profiles**
 - i. Company's track record of similar work. Tenderers are required to demonstrate their experience as an international standard event and exhibition production contractor by providing the information on conference and exhibition they have managed with details of the work carried out by the Tenderers, especially those of similar level, size and complexity.
 - ii. Size and structure of the project team dedicated to the organisation of the WSBE17 Hong Kong with a description of the team members' responsibilities and degree of involvement.

- iii. Calibre of the proposed team with biographies and relevant experience of key team members.
- c) **Duly signed Letter for Complying with Anti-Collusion Clause**
(Please refer to Clause 5(f) of section 5).

Tenderers should exclude all fee information from the technical proposal. Whenever any fee is included in the technical proposal, the submission will be disqualified.

3.2 Evaluation Criteria

Tenderers should note that the appointment of the Official Contractor of Conference & Exhibition Production and the awarding of contract will not be solely dependent upon the fees quoted but also the proven ability of the Contractor in showcasing their creative concepts in delivering all the branding elements, coupled with a clear understanding of all the requirements as stated in the tender.

Tenders will be assessed using a marking scheme:

Evaluation Criteria		Weighting*
1.	a. Fee	40%
2.	b. Technical	
	i. Concepts and ideas	45%
	1) Design & layout	
	2) Floor plans of all conference rooms, open areas & Exhibition	
	3) Suggestion on how to facilitate visitor flow from conference rooms to the Exhibition with venue decoration	
	ii. Company and project team profiles	15%
	1) Company's track record	
	2) Size and structure of the project team	
	3) Calibre of the proposed team	

* Tenderers should note that a maximum of 5% may be deducted from the overall score for missing any of the required information specified in section 3.1.

3.3 Evaluation Procedure

- Upon submission, the proposals will be reviewed to check if all the requirements are fulfilled. Only shortlisted Tenderers will be informed to proceed to the next stage of evaluation.
- Shortlisted Tenderers will be invited to the HKGBC office to present their proposals to the Review Panel. The Review Panel consists of 5 representatives from the WSBE17 Hong Kong Organising Committee, and Secretariat of the CIC & HKGBC.
- The presentation will last for 25 min, followed by a 20-min Q&A session.
- The Review Panel will evaluate the proposals with the marking scheme specified in section 3.2.

3.4 Schedule

- | | |
|---|---------------------------|
| a) Issuance of tender: | 11 May 2016 (Wed) |
| b) Deadline of tender submission: | 5:00pm, 1 June 2016 (Wed) |
| c) Presentation to Review Panel: | Week of 6 June 2016 |
| d) Appointment confirmation: | Week of 13 June 2016 |
| e) 1 st meeting with Appointed Contractor: | Mid June 2016 |

4. TENDER SUBMISSION

An electronic copy of the tender should be sent to the Organising Committee of WSBE17 Hong Kong at wsbe17-tender@hkgbc.org.hk (please put "WSBE17 Hong Kong - Tender for Exhibition & Event Production Contractor as the subject of your email). Tenderers should also submit 2 hard copies of the tender, with 2 copies of the fee proposal in a sealed envelope and 2 copies of technical proposals in a separate envelope. The hard copies of the tender should be delivered to the following address.

Organising Committee

World Sustainable Built Environment 2017 Hong Kong
c/o Hong Kong Green Building Council
1/F Jockey Club Environmental Building
77 Tat Chee Avenue, Kowloon Tong

Both electronic copies and hard copies of the tender should reach the Organising Committee no later than 5:00pm, 1 June 2016 (Wed). Late submission or failure to comply with the two-envelope approach will render the tender submission void and the proposals will not be considered.

5. NOTES TO TENDERER

- a) The Organisers reserves the right to appoint the Tenderer for taking up all or part of the services as specified in this tender without unit price alteration to the items or sections accepted. The Tenderer hereby acknowledges that there will not be any loss of profit claim as a result of the reduction in the scope of works.
- b) Tenderers should note that the Organisers would not be responsible for the reimbursement of any cost incurred for the preparation of the proposals.
- c) The Organisers may reject a tender which is unreasonably low in terms of price as it may affect the Tenderer's capacity to carry out and complete the services required. Likewise, the Organisers may also reject a tender which is unreasonably high in terms of price as it may reflect the Tenderer's misinterpretation of the required work scope.
- d) The Organisers reserve the right to negotiate with any or all Tenderer(s) on the terms of the tender.
- e) Tenderers shall comply with the General Terms and Conditions of Contract set in Appendix E. The tender price shall deem to be included all cost incurred.
- f) The Tenderer shall strictly comply with the following anti-collusion clause:
 - (1) The Tenderer shall not communicate to any person other than the Organisers the amount of the tender price or any part thereof until the Tenderer is notified by the Organisers of the outcome of the tender exercise.
 - (2) Further to sub-clause (1), the Tenderer shall not fix the amount of the tender price or any part thereof by arrangement with any other person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any manner whatsoever in the tendering process.
 - (3) Any breach of or non-compliance with this sub-clause by the Tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, invalidate his tender.

The Tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix C. The Tenderer shall indemnify the Organisers against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with this clause by the Tenderer, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.

6. CONFIDENTIALITY STATEMENT

Tenderers shall at all times treat the information stated in this tender as confidential and shall not disclose, copy, distribute or pass the information to any other person at any time or permit or suffer any of these things to happen. Tenderers shall not use the information for any purpose other than for the purpose of submitting or deciding whether to submit a tender. This confidentiality statement also expressly forbids Tenderers to contact the appointed venue unless approved to do so by the Organisers. Any additional request for information must be made through the Organisers.

7. ENQUIRIES

Requests for further information or clarification of requirements may be directed to Ms Janet Tang at 3994 8832 / Ms Kathy Chan at 3994 8830 or email to wsbe17-tender@hkgbc.org.hk.

~ The End ~

APPENDIX A – FEE PROPOSAL

Tenderers should list out the fee breakdown of the services specified in Sections 2 of the tender document. Descriptive items which do not require a quotation are excluded from the lists in this appendix. The item numbers correspond to the numbering in Section 2.

1. Detailed breakdown of tender fee - Section 2 “SERVICES REQUIRED”

Item	Qty	Amount (HK\$)	Remarks
2.1 Overall Requirements			
Includes all tasks as listed under Section 2.1 from time of appointment to conclusion of conference			
2.2 Conference Setup Design and Production			
2.2.1 Specifications of Conference Production			
a) Convention Hall			
<u>i. Conference Backdrop with Sufficient Lighting</u>			
<i>Design 1</i> Material(s): Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage with Carpet</u> Material: Size:			
<u>iii. Platforms for Stadium Seating</u> Material: Size:			
<u>iv. Speaker podium</u>			
<i>Design 1</i> Material(s): Size:			

Item	Qty	Amount (HK\$)	Remarks
Design 2 Material: Size:			
b) Theatre 1			
<u>i. Conference Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Speaker podium</u>			
Design 1 Material(s): Size:			
Design 2 Material: Size:			
c) Theatre 2			
<u>i. Conference Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Speaker podium</u>			
Design 1 Material(s): Size:			

Item	Qty	Amount (HK\$)	Remarks
Design 2 Material: Size:			
d) S220 & S420 Series Meeting Rooms (Parallel Sessions) Please give best estimation according to the specifications of respective rooms.			
<u>Branding foam board for podium for all the rooms</u>			
Design 1 Material(s): Size:			
Design 2 Material: Size:			
1) S221			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Conference Stage</u>			
Material: Size:			
2) S222			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
ii. Conference Stage Material: Size:			
3) S223			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
ii. Conference Stage Material: Size:			
4) S224 & 225			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
ii. Conference Stage Material: Size:			
5) S226 & 227			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
6) S228			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
7) S421			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
8) S423			
<u>i. Backdrop with sufficient lighting</u>			

Item	Qty	Amount (HK\$)	Remarks
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
9) S424			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
10) S424			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
11) S425			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
12) S426			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
13) S427			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
ii. Conference Stage Material: Size:			
14) S428			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
ii. Conference Stage Material: Size:			
e) S220 & S420 Series Meeting Rooms – Speaker Rooms / Media Centre / Secretariat Office <i>Please quote unit price as the number of items is subject to change.</i>			
<u>i. Speaker room 1 (S230)</u>			
1) Workstations with local network and internet connectivity			
2) Printers			
<u>i. Speaker room 2 (S430)</u>			
1) Workstations with local network and internet connectivity			
2) Printers			
<u>ii. Media Centre (S229)</u>			
1) Workstations with internet connectivity			
2) Printers			
<u>iii. Secretariat Office (S429)</u>			
1) Workstations with local network and internet connectivity			

Item	Qty	Amount (HK\$)	Remarks
2) Printers			
f) Open Area			
<u>i. Registration Counter</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Photo Backdrop</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>iii. Event Programme</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>iv. Conference Signage</u>			
Format 1 Material: Size:			
Format 2 Material: Size:			
Format 3 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
Other Suggested Items for Conference (if any)			
Item 1: Material: Size:			
Item 2: Material: Size:			
Item 3: Material: Size:			
Item 4: Material: Size:			
Item 5: Material: Size:			
2.3 Exhibition Planning, Production and Management			
<u>2.3.1 Overall Planning, Management & Reporting</u>			
<u>2.3.2 Exhibitors Management</u>			
<u>2.3.3 Overall Exhibition Design</u>			
Exhibition Signage (at foyer and inside Exhibition Hall)			
Format 1 Material: Size:			
Format 2 Material: Size:			
Format 3 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
2.3.4 Organisers' Exhibition Content Design and Production			
Carpet (except for gangway)			
Material: Size:			
a) Standard Booths			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
d) Poster Display Area			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
e) Seminar Room			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
f) Zone for International Youth Competition			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
g) Business Lounge			
<i>(Please quote separately for design & construction and equipment rental as listed)</i>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>i. Workstations with computers</u>			
<u>ii. Printing / copying machines</u>			
<u>iii. Charging station</u>			
h) InstaGreen & Green Building Activities Zone			
Design 1 Material: Size:			
Design 2 Material: Size:			
j) Resting area			
Design 1 Material: Size:			
Design 2 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
l) Charging stations			
Design 1 Material: Size:			
Design 2 Material: Size:			
m) Storage Area (no need to provide design layout)			
Material: Size:			
n) Exhibitor's Directory			
Design 1 Material: Size:			
Design 2 Material: Size:			
Other Suggested Items for Exhibition (if any)			
Item 1: Material: Size:			
Item 2: Material: Size:			
Item 3: Material: Size:			
Item 4: Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
Item 5: Material: Size:			
2.3.5 CIC & HKGBC Booth			
Design 1			
a) Overall booth design and decoration			
b) Butterfly Art Piece			
i. Main Structure Material: Size:			
ii. Component Pieces Material: Size:			
c) Interactive Panels			
i. Panels Style / Model: Size:			
ii. Wrapping / Support materials Materials: Size:			
Design 2			
a) Overall booth design and decoration			
b) Butterfly Art Piece			
i. Main Structure Material: Size:			
ii. Component Pieces Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
c) Interactive Panels			
<u>i. Panels</u> Style / Model: Size:			
<u>ii. Wrapping / Support materials</u> Materials: Size:			
Other Suggested Items for CIC & HKGBC Booth			
<u>Item 1:</u> Material: Size:			
<u>Item 2:</u> Material: Size:			
<u>Item 3:</u> Material: Size:			

2. Others – any additional items suggested by the Tenderer

Item	Qty	Amount (HK\$)	Remarks
<u>Item 1:</u>			
<u>Item 2:</u>			
<u>Item 3:</u>			

Name of Company: _____

Signature of Person Authorised to Sign for
the Proposal:
(with company chop)

Address: _____

Tel No.: _____ Fax No.: _____

Email: _____ Date: _____

APPENDIX B – CREATIVE CONCEPTS CHECKLIST

Please provide drawings / layouts for the items below:

1. Conference Design (as specified in section 2.2)

- a) Convention Hall
 - i. Floor plan (x1)
 - ii. Backdrop design (x2)
 - iii. Stage (x1)
 - iv. Platform for stadium seating (x1)
 - v. Speaker podium design (x2)
- b) Theatre 1 & 2 (per room)
 - i. Floor plan (x1)
 - ii. Backdrop design (x2)
 - iii. Speaker podium design (x2)
- c) Parallel Session Rooms (Meeting Rooms S220 & 420 series, per room)
 - i. Floor plan (x1)
 - ii. Backdrop design (x2)
 - iii. Stage (x1, except for Theatre 1 & 2)
 - iv. Branding Foam Board for Podium (x2)
- d) Speaker Rooms (S230 & S430)
 - Floor plan (x1)
- e) Media Centre (S229)
 - Floor plan (x1)
- f) Secretariat Office (S429)
 - Floor plan (x1)
- g) Open Area
 - i. Floor plan (x1)
 - ii. Registration Counter Design (x2)
 - iii. Photo Backdrop Design (x2)
 - iv. Event Programme Panel Design (x2)
 - v. Conference Signage Design (x2 per signage format suggested)
- h) Any additional items suggested by the Tenderer

2. Exhibition Design (as specified in section 2.3.4)

- a) Exhibition Floor Plan (x1)
- b) Exhibition Signage Design (x2 per signage format suggested)
- c) Foyer
 - i. Floor Plan (x1)
 - ii. Exhibitor's Directory Design (x2)
 - iii. Signage Design (x2 per signage format suggested)
- d) Standard Booth Design (x2)
- e) Poster Display Area Design (x2)
- f) Seminar Room Design (x2)

- g) International Youth Competition Zone Design (x2)
- h) Business Lounge Design (x2)
- i) Instagreen and Green Building Activities Zone Design (x2)
- j) Resting Areas Design (x2)
- k) Charging Stations Design (x2)
- l) Any additional items suggested by the Tenderer

3. CIC & HKGBC Booth (as specified in section 2.3.6)

2 Sets of designs including:

- a) Overall booth design (including the interactive panels, wrapping & supporting for the panels, and the design template of the interactive content)
- b) Butterfly art piece
- c) Any other components suggested

APPENDIX C – STANDARD LETTER FOR COMPLYING WITH ANTI-COLLUSION CLAUSE

To: Organisers of
World Sustainable Built Environment 2017 Hong Kong

Date:

Tender Title: Official Contractor for Conference and Exhibition Production for the
World Sustainable Built Environment Conference 2017 Hong Kong

Dear Sir / Madam,

I [] of
(name of the Tenderer)

[],
(address of the Tenderer)

refer to tender specified above.

I confirm that, before I sign this letter, I have read and fully understand this letter and the anti-collusion clause 5f under section 5 “NOTES TO TENDERER” of the tender document.

I represent and warrant that in relation to the tender:

- (i) I, other than the Expected Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the Organisers the amount of the tender price or any part thereof until I have been notified by the Organisers of the outcome of the tender exercise;
- (ii) I have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
- (iii) I have not and will not make any arrangement with any person as to whether I or that other person will or will not submit a tender; and
- (iv) I have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

I shall indemnify and keep indemnified the Organisers against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and / or

warranties above, including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred.

In this letter, the expression "Expected Communications" means my communications in strict confidence with:

- (i) my own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (ii) my consultants or sub-contractors to solicit their assistance in preparation of tender submission; and

Signed for and on behalf of [_____]
(name of the Tenderer)

by [_____]
(name and position of the signatory)

Signature (with company chop):

Name of Witness:

Signature of Witness:

Occupation:

APPENDIX D – GREEN MEASURES

1. Use electronic means (e.g. email, website) rather than printed materials for communications. Convert Manuals, Order Forms, and Technical Guides to on-line versions.
2. Use paper products with a high recycled content (ideally 100%).
3. All graphics & signage should be made by integrate sustainable elements as far as possible.
4. Avoid the use of disposable items by using reusable dishes, cutlery, glassware and linens; and if they must be used, use eco-friendly or biodegradable ones.
5. Avoid the use of single use bottles for water.
6. Arrange appropriate quantity of food to reduce food waste.
7. Prefer vendors that adopt energy saving programme and feature waste-reduction and recycling programmes in their operations.
8. Encourage exhibitors to use of recycled and recyclable materials to build their booths and to provide giveaway from reusable and recyclable materials.
9. Encourage participants to return their badges when they leave, so that these can be reused at future events.

APPENDIX E – GENERAL TERMS AND CONDITIONS OF CONTRACT

1. “Contractor” means the person who enters into the contract with the Organisers of the WSBE17 Hong Kong (“Organisers”) or the person or service provider whose quotation has been accepted.
2. “Contract” means the contract, purchase order or letter of acceptance herein including the contents of these general conditions.
3. The Services and Variation
 - (a) The services to be performed under the Contract shall be as laid down in the quotation and special conditions (if any) and shall be carried out to the satisfaction of the Organisers.
 - (b) The Organisers may, at any time during the Contract period by notice in writing direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the Services and/or the Contract period, and the Contractor shall carry out such variations, and be bound by the same conditions, so far as are applicable.
 - (c) Where a variation has been made to this Contract, the amount to be added to or deducted from the Contract price in accordance with that variation shall be reasonable. In any circumstances, such amount should be subject to the approval of the Organisers.
4. Assignment
The Contractor shall not, without the written consent of the Organisers, assign or otherwise transfer any part of this Contract, and the performance of this Contract by the Contractor shall be deemed to be personal to him.
5. Copyright
The copyright or other intellectual property rights subsisting in the materials, reports or any other documents produced or procured in relation to the services performed and throughout the Contract period shall be the sole and exclusive property of the Organisers. The Contractor should warrant that no intellectual property rights of any third party have been or will be infringed and shall indemnify the Organisers against any claims and damages for breach of intellectual property rights.
6. Quality of Services
The services shall be as specified in the service scope and shall fulfill all the conditions and terms of any specifications (if any) supplied to the Contractor.
7. Compliance with the laws of Hong Kong Special Administrative Region and Valid Licences

The Contractor has to comply with all laws of Hong Kong Special Administrative Region. The Contractor shall not employ illegal workers or any person who are forbidden by the laws of Hong Kong Special Administrative Region or not entitled for whatever reasons to undertake any employment in Hong Kong Special Administrative Region in the execution of this Contract. The Contractor should hold valid licences when performing relevant work if required by law. If there is any breach of this clause, the Organisers may terminate this Contract and the Contractor is not entitled to claim any compensation. The Contractor shall be liable for all financial loss or expenses necessarily incurred by Organisers as a result of the termination of this Contract.

8. Inspection, Rejection and Acceptance

- (a) The Services performed shall be subject to inspection by the Organisers who may at their own discretion terminate this Contract or withhold payment unless the services have been performed in accordance with the terms and conditions of this Contract and to the satisfaction of the Organisers. Upon breach of any essential terms and conditions of this Contract by the Contractor, including but not limited to failure to comply with the performance requirements set by the Organisers, the Organisers shall have the right to reject unsatisfactory performance of the Services and suspend or to deduct relevant payment until the defects have been rectified by the Contractor to the satisfaction of the Organisers. The Organisers reserves the right to claim against the Contractor for all related financial loss or expenses necessarily incurred by the Organisers.
- (b) Being notified in writing of the rejection of any services, the Contractor shall take immediate and necessary action to rectify such rejected Services within reasonable time as agreed by the Organisers.
- (c) If the Contractor shall fail to rectify such rejected services in accordance with item (b) above, the Organisers may, without prejudice to any other rights and remedies available to the Organisers, carry out and complete such services by its own resources or by other contractors. All costs and expenses whatsoever which may be incurred by the Organisers thereof shall be recoverable in full from the Contractor forthwith.
- (d) The services performed in pursuance of this Contract shall not be deemed to have been accepted unless either: -
 - i. The Organisers shall so certify; or
 - ii. The services are not rejected as being unsatisfactory.

9. Insurance and Compensation

- (a) Without prejudice to the Contractor's obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, the Contractor has to warrant to take out and maintain an Employees' Compensation insurance policy ("EC policy") covering

against all liabilities arising from any death, accident or injury to any persons in the employment of the Contractor and any sub-contractor of any tier and the Organisers shall not be liable for any damages or compensation in respect thereof. Such EC policy shall be maintained during the Contract period.

- (b) The Contractor shall effect and keep in force during the contract period at his own expense a policy of insurance against all claims, demands or liability aforesaid in this contract period with an insurance company and shall continue such insurance during the continuance of the Contract.
- (c) In the event of any of the Contractor's sub-contractors of any tier or employees or agents of the sub-contractors' employees suffering any injury or death in the course of arising out of the Contract and whether there be a claim for compensation or not, the Contractor shall within 7 working days give notice in writing of such injury or death to the Organisers.

10. Bankruptcy or Receivership

The Organisers may at any time by notice in writing summarily terminate the Contract without entitling the Contractor to compensation if the Contractor shall at any time become bankrupt, insolvent, or shall be placed in receivership or go into liquidation or receivership, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Contractor, but without any prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to the Organisers.

11. Corruption

All members of the WSBE17 Hong Kong Organising Committee, Scientific Committee and the staff of the Organisers are prohibited from soliciting or accepting any advantage. Without the approval of Organising Committee, the Contractor must not offer or give any gift, loan, fee, reward, commission, office, employment, Contract, other services of favour, discount to any members of the Committees or staff of the Organisers. The Organisers will terminate the Contract without prior notice and hold the Contractor liable for any loss or damage so caused.

12. Personal Data Submitted by Contractor

All personal data submitted by the Contractor will be used by the Organisers for the purpose of this Contract only. Under the provisions of the Personal Data (Privacy) Ordinance, the Contractor has the right to request access to or correction of personal data. Written requests should be addressed to the Organisers. The Organisers may be unable to process and consider incomplete information submitted.

13. Consequences of Breach

If the Contractor, his sub-contractors of all tiers or employees do not comply with the relevant laws of Hong Kong Special Administrative Region and the terms and conditions described above, or if the performance of works undertaken by the Contractor causes any damages or losses to the Organisers, the Organisers may at their discretion terminate this Contract and the operations of the Contractor until any non-compliance or the unfavourable operation is rectified. The Contractor shall be liable to any loss or damage so caused. The Organisers shall be entitled to recover in full from the Contractor forthwith. The Contractor shall also lose his right from submitting quotations or tenders to the Organisers in the future.