



Transforming our Built Environment through

Innovation and Integration:

Putting Ideas into Actions

5-7 June
2017

Invitation for Tender

**Professional Conference Organiser (PCO) for the
World Sustainable Built Environment Conference 2017 Hong Kong
(WSBE17 Hong Kong)**

www.wsbe17hongkong.hk

Organisers



International Co-owners of the Sustainable Built Environment Conference Series



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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 professional conference organisers (PCOs) to provide full range of service for the WSBE17 Hong Kong.

1.1 About the Organisers

Construction Industry Council (CIC, www.hkcic.org)

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.



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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/sbci/)
- 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.

Organisers



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會



HKGBC
香港綠色建築議會

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International Co-owners of the Sustainable Built Environment Conference Series





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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 5 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)
 6 June 2017 (Gala Dinner)
 8-9 June 2017 (Green Building Tours)

Conference Venue: Hong Kong Convention & Exhibition Centre (HKCEC)

- Plenary Sessions: Convention Hall
- Parallel Sessions: Theatres 1 & 2, S220 & S420 meeting room series
- Exhibition: Hall 3G

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

Preliminary Programme:

- Three full days of Conference with plenary sessions & parallel sessions (around 114 parallel sessions of 90 mins each)
- Parallel Sessions include paper presentations (majority), China Sessions, Regional Sessions, Special Forums, content by Co-owners (e.g. SBE Challenge) , and Sponsored Sessions, etc.
- Medium-scale exhibition concurrent with the Conference
- International Youth Competition Award Presentation during the Conference; and display at the Exhibition

Organisers



International Co-owners of the Sustainable Built Environment Conference Series



- Networking opportunities, e.g. lunches, coffee breaks, etc.

No. of Delegates: About 1,800 international and local delegates including green building advocates, policy-makers, academics, industry practitioners and students from all over the world (forecasted mix of 1,000 from overseas and China, 800 from Hong Kong)

No. of Exhibition Booths: Around 100 (9 m² each)

Gala Dinner: - 6 June 2017 (for around 800 guests)

Green Building Tours: - 8 June 2017 in Hong Kong (for around 300 attendees)
 - 9 June 2017 in Shenzhen (for around 300 attendees)

Official Language: - For presentations: English (with simultaneous interpretation for English – Putonghua)
 - For conference booklets and proceedings: English
 - For promotional materials: English for overseas and local attendees; simplified Chinese for Mainland China attendees

2. SERVICES REQUIRED

Tenders are invited from PCOs to provide the full range of service for the organisation of the WSBE17 Hong Kong and delivering successful event management. The PCOs 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 (as optional service items) as they believe would be required for the success of WSBE17 Hong Kong.

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

2.1 Overall Planning, Reporting & Budget Management

2.1.1 Planning & Reporting

- a) Act as the Conference Secretariat from the time of appointment until the conclusion of the WSBE17 Hong Kong.
- b) In consultation with the WSBE17 Hong Kong Organising Committee, provide professional recommendations, and prepare the overall plans and time schedule for delivering all necessary tasks for the WSBE17 Hong Kong.
- c) Attend Organising Committee Meetings (about once every 2 to 3 months) and be responsible to prepare meeting papers and take minutes.
- d) Be responsible to source, propose and manage all related third-party vendors including venues, production houses, exhibition contractors, MCs, etc.
- e) Follow the green measures set by the Organisers throughout the organisation process to achieve the goal of making WSBE17 Hong Kong a carbon neutral event. The PCO should work with all service providers to adopt environmentally friendly practices and materials as far as possible in all aspects of work (e.g., material production, catering arrangement and venue setup) and work with carbon offset companies for the necessary arrangement.
- f) Provide monthly progress reports to WSBE17 Hong Kong Organising Committee on all responsible aspects.
- g) Compile and consolidate a database of all enquiries and contact points involved in the organisation of the Conference, and categorise the contacts by function, such as abstract/paper submission, speaker & guest invitation, registration, sponsorship, exhibition, etc., and pass back the well-managed database to the Organisers upon conclusion of WSBE17 Hong Kong.
- h) Co-ordinate a post-conference and exhibition evaluation survey to obtain feedback from speakers, delegates, sponsors and exhibitors.
- i) Provide a complete final report on all aspects upon conclusion of WSBE17 Hong Kong with analysis on the key parameters set by the Organisers.

2.1.2 Budget Management

- a) Draft and manage all the income and expense items in consultation with the Organising Committee.
- b) Provide professional advices to enhance income and manage expenses.
- c) Provide monthly financial reports including the updated income and expenses, updates on registration, exhibition and sponsorship sales, contract and invoice administration with third-parties and related compliances.
- d) Prepare the required information for final audit accounts (audit report to be responsible by the Organising Committee).
- e) Arrange all related insurance and licencing matters for WSBE17 Hong Kong.
- f) Provide a complete financial report at the conclusion of WSBE17 Hong Kong.

2.1.3 Website, Online Registration & Payment Administration

- a) Recommend, customise and manage the online registration system.
- b) Manage all payment channels including credit card and other payment facilities.
- c) Develop and manage the Conference website, and update the website with latest programme details and relevant information, including conference proceedings.
- d) Integrate the paper submission, registration and payment systems into the Conference website.

2.2 Scientific Content & Speakers Management

2.2.1 Speakers Management

- a) Invite nominated keynote speakers, session chairmen, moderators and panellists, follow up on the invitations and follow through for their registrations, duties, required information and materials, briefing notes, flights and accommodations, etc. (including paper speakers).
- b) Constantly manage and update the speaker database.
- c) Monitor and follow up for all related speakers registration and payment.
- d) Collect and coordinate required information and materials from speakers.

- e) Prepare and send out speakers brief to all speakers, session chairmen, moderators and panellists.
- f) Assist in flights, travel and accommodation arrangements, audio-visual requirements and other production support for presentations.
- g) Estimated number of speakers: 500

2.2.2 International Scientific Review Panel (ISRP)

- a) Invite the ISRP Members suggested by the Scientific Committee, handle enquiries and responses, and follow through their acceptance and areas of expertise. Target to confirm around 200 reviewers.
- b) Coordinate and assist in account registration and subsequent paper assignment.

2.2.3 Process of Abstract & Paper Submission and Review

- a) Online system recommended by Scientific Committee: <http://www.conftool.net/>
Manage the above system or recommend a more preferred system (with proven success in other similar events) that serves the purpose.
- b) Manage the whole process of: Call for Abstracts - Abstract Submission – Abstract Review – Abstract Acceptance – Call for Papers – Paper Submission – Paper Review – Paper Acceptance – Speaker / Poster Presentation Invitation, and then follow through the submitters' registrations, materials required, briefing notes, onsite presentation logistics.

Tentative target: 1,000 abstracts
 800 papers

- c) Manage the allocation and related follow up of abstract review with Scientific Committee Members.
- d) Manage the assignment and related follow up of paper review with ISRP Members.
- e) Making use of the online system, manage all communications with abstract and paper submitters, Scientific Committee, ISRP Members and other parties involved in the review process.

- f) Handle declined abstracts / papers and abstracts / papers received after the submission deadline.
- g) Provide regular status reports on the progress.

2.3 Programme & Event Management

2.3.1 Programme Management of Conference and Other Side Activities

- a) Provide professional advice on the opening gimmick, overall programme and scheduling of the Conference and various side activities concurrent with the Conference, including the International Youth Competition.
- b) Provide professional advice on the programme and creative elements of other side activities happening outside the Conference hours, e.g. Green Building Tours, leisure tours, etc.

2.3.2 Venue Management

- a) Co-ordinate all layouts, set-ups and signage, etc. with venue providers.
- b) Arrange site visits with the production houses to respective venues as appropriate.
- c) Manage production houses and venues on all stage and floor set-up, backdrops, decoration panels, lighting and AV, and related management.
- d) Manage all catering arrangements and provide briefing to venue staff with clear attention to special dietary requirements.
- e) Advise and initiate the requirements that need to be met in order to achieve a smooth-running and successful conference and exhibition.

2.3.3 Registration Management

- a) Manage database of the online registration system and manual registration forms (e.g. for VIP guests) for the Conference and the side activities (e.g. Gala Dinner, Green Building Tours, leisure tours).
- b) Assist in sending out guest invitations, answering enquiries and following up on attendance confirmation.

- c) Assist in all hospitality arrangement for VIPs and special delegations.
- d) Prepare statistical reports on registration numbers and breakdowns on a regular basis.
- e) Plan and manage the seating arrangements.
- f) Manage the production and distribution of badges and conference materials for all participants including VIPs, speakers, delegates, guests, exhibitors, staff, etc.
- g) Manage group registrations and badge collections.
- h) Prepare the delegate lists as per Organising Committee's requirements.

2.3.4 On-site Logistics Management

- a) Act as the main liaison with the venue providers and all service providers including caterers, simultaneous interpretation service providers, production houses, AV and lighting, photographers and videographers, MCs, exhibition contractors and freight forwarders to ensure the smooth running of all aspects of the Conference and Exhibition.
- b) Manage on-site registration and reception, backdrop, stage and room set-ups, AV and lighting, directional signage, banners and display panels.
- c) Manage all event logistics, operation rundown and time-control, pre-event rehearsal and on-stage manning during set-up, event period till complete dismantling.
- d) Assist Speakers and VIPs with their on-site requirements.
- e) Provide sufficient manpower to ensure the smooth running of registration and conference programme.
- f) Ensure sufficient on-site staff and helpers; and that all staff and helpers are fully briefed and trained.

2.3.5 Conference Materials

- a) Coordinating with the Organising Committee, propose on thematic design, layout, cost, production and printing of all conference materials e.g. Conference Booklet and Proceedings, including hard-copies and/or e-copies.

- b) Negotiate production costs and arrange for printing / compiling e-copy and distribution of conference materials.
- c) Generate all conference proceedings from the online system, edit and create layouts in the format of ISBN-indexed e-books for distribution at the Conference. The e-book contains also SBE16 regional conference reports (about 20 regional conferences) for which editing and style consistency are required.

2.3.6 Green Building Tours

- a) Manage the registrations and enquiries on the Tour routes and locations as decided by the Organising Committee.
- b) Coordinate with the respective tour location owners and organisations for the organising the Tours and logistics arrangement.
- c) Arrange suitable transportation for the Tours and manage all on-site logistics.

2.3.7 Accommodation

- a) Negotiate best rates for hotel accommodation, manage room blocks and handle room reservations.
- b) Liaise on an ongoing basis with hotels regarding room bookings, ensure accommodation terms and conditions are fulfilled.

2.3.8 Transportation and Other Leisure Tours

- a) Arrange transportations between the conference venue and the venues of Gala Dinner, Green Building Tours and other social programmes as required.
- b) Provide the required meet-and-greet services and arrange transportations between airport, hotels, venues and events for VIPs like top government officials, keynote speakers, VIPs, etc. as indicated by the Organising Committee.
- c) Arrange some leisure tours (3 to 5) as an added value to the delegates or their families.
- d) Co-ordinate with respective venues and organisations for the leisure tours.
- e) Prepare the traveller's guide.

- f) Explore partnership opportunities with airline companies and travel groups.

2.3.9 Coordination with the HKTB / MEHK for Value-added Initiatives

- a) Explore any suitable reward programmes offered by the Hong Kong Tourism Board (HKTB) and/or Meetings & Exhibitions Hong Kong (MEHK), such as financial subsidies, offer of entertainment and hospitality services.
- b) Liaise with the HKTB / MEHK to follow up on the applications.
- c) Leverage the resources of and coordinate with the HKTB / MEHK and the associated service providers to implement the reward programmes to maximise the value to the delegates and to promote Hong Kong to the overseas delegates.

2.3.10 Gala Dinner

(Complementary service, please refer to section 3.2)

2.4 Exhibition Management

2.4.1 Request for Proposal (RFP) to Exhibition Contractors

- a) Source and recommend potential exhibition contractors.
- b) Arrange meetings with the recommended contractors.
- c) Develop the RFP and send out the RFP to at least 3 shortlisted contractors.
- d) Manage proposal submissions and prepare the comparison report for the Organising Committee's evaluation.
- e) Confirm the appointment of Official Exhibition Contractor and work with the appointed contractor on all exhibition related planning and management.

2.4.2 Exhibition Management

- a) Develop the Exhibition Sales Brochure, related floor plans and all related documents in collaboration with the appointed Official Exhibition Contractor and WSBE17 Hong Kong Organising Committee to facilitate booth sales.

- b) Manage the Official Exhibition Contractor and handle all associated communication and administration work to ensure the smooth operation of the Exhibition and that all exhibitors' requests are satisfactorily fulfilled.
- c) Follow through all the contracts, requirements, booth set-up, and payment with Exhibitors.
- d) Manage all insurance and licencing matters concerning the Exhibition.
- e) Propose and implement activities to be held at the Exhibition area to attract visitor flow in order to help maximise exhibitor enrolment.

2.4.3 Exhibitors Recruitment

(Complementary service, please refer to section 3.3)

2.5 Sponsorship Management

2.5.1 Sponsorship Management

- a) Develop the Sponsorship Packages that best suit the WSBE17 Hong Kong.
- b) Develop the Sponsorship Sales Brochure.
- c) Prepare sponsorship agreements with the confirmed sponsors.
- d) Follow up on all Sponsors' entitlements and ensure they are all fulfilled.

2.5.2 Sponsorship Recruitment

(Complementary service, please refer to section 3.4)

2.6 International Youth Competition

The International Youth Competition is an associated programme of the WSBE17 Hong Kong, which aims to raise awareness and creativity of generating a sustainable built environment among young people from around the world. Without any conventional topic, young people of age 30 or below are free to use their imagination and innovation to create anything – strategy, technology, project, concept – to showcase their ideal sustainable built environment.

The Competition intends to engage teams from different academic disciplines ranging from Architecture and Engineering to other field of studies, i.e. Social Science or Economics etc. University students remain the main focus. We expect to receive around 100 entries from around the world. All submission will be assessed by the International Judging Panel which consists of international field leaders. The winning teams will be invited to Award Presentation and a possible chance to present their ideas during the Conference. The work scope is as follows.

2.6.1 Applications and Entries Management

- a) Compile and consolidate a master recruitment distribution list by contacting the major university contacts from around the world. The Scientific Committee will provide the key contacts.
- b) Develop the recruitment flyer according to the indication of the Scientific Committee.
- c) Manage the copywriting and key visual development of the recruitment flyer and translate into Chinese and 1-2 more languages as required.
- d) Send out the flyer to the distribution list and follow up to entice participation.
- e) Manage all entry submissions via email liaison with participating teams.
- f) Answer enquiries and provide responses.
- g) Sharing the submissions with WSBE17 Hong Kong Scientific Committee at intervals during the submission period.
- h) Coordinate participating team presentations (last round of judging) via conference calls with International Judging Panel (around 10 Members in the International Judging Panel).
- i) Organise for the Award Presentation during the Conference and related trophies, certificates, and event logistics.
- j) Arrange and manage display of winning entries at the Exhibition or other areas as indicated by the Organising Committee.
- k) Arrange and manage the flight and hotel accommodations for the winning teams coming to Hong Kong (around 3 teams).
- l) Provide regular progress report.

2.6.2 Promotions for Entries Recruitment

(Complementary service, please refer to section 3.5)

3. COMPLEMENTARY SERVICES

Apart from the services listed in section 2, Tenderers may also be required to provide the following services in support of the WSBE17 Hong Kong. Tenderers must quote for the services listed in this section for the Organisers' consideration.

3.1. Overall Marketing and Promotions

- a) Based on the theme and the confirmed logo of WSBE17 Hong Kong, develop an overall and cohesive branding concept for use in all marketing channels and venue set-up, and share the working files with other vendors appointed by the Organising Committee for adaptation.
- b) Prepare a detailed marketing and promotions plan for WSBE17 Hong Kong, including eDM, social media, online or print advertisement, search engine optimisation and marketing, etc.
- c) Provide innovative marketing strategies and resources to help boost abstract/paper submission and conference registration.
- d) Devise and co-ordinate the design, copywriting, printing and dissemination of promotional materials.
- e) Develop a pool of Supporting Organisations (based on the input from Organising Committee) and negotiate for best promotional support from the Supporting Organisations.
- f) Co-ordinate and provide required promotional materials for event listings and advertisements in relevant publications.

3.2. Gala Dinner

- a) Recommend suitable venues and follow through the selection with the Organising Committee for the Gala Dinner.
- b) Generate ideas, plan and execute the theme, programme, set-up, gimmicks and entertainment elements for the Dinner.
- c) Propose and manage all related productions and decorations.
- d) Manage all catering and seating arrangements.
- e) Manage on-site guest reception and related logistics.
- f) Manage all related service providers, including venue, production house, MC, etc. for the successful delivery of the Gala Dinner.

3.3. Exhibitors Recruitment

- a) Recruit Exhibitors for the Exhibition with basic database provided by the WSBE17 Hong Kong Organising Committee.
- b) Provide regular updates to Organising Committee for the progress of recruitment.

3.4. Sponsorship Recruitment

- a) With basic database provided by the WSBE17 Hong Kong Organising Committee, PCO to recruit Sponsors for the Conference and potentially other side activities.
- b) Provide regular updates to Organising Committee for the progress of recruitment.

3.5. Promotions for Entries Recruitment of International Youth Competition

- a) Propose the tactics to organise and promote the Competition to drive participation from all over the world.
- b) Develop e-blasts and above-the-line advertisements to boost participation.
- c) Source print and/or online media publications from around the world and recommend appropriate media publications for advertising placements.
- d) Coordinate advertising placements with Organising Committee.

3.6. Others

Tenderers are welcome to incorporate additional services which they believe would be required for the success of WSBE17 Hong Kong. Please note that media pitching service is not necessary in this Tender as a separate Tender will be issued in early 2016 for the service required from Public Relations Agency.

4. TENDER EVALUATION CRITERIA AND PROCEDURE

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

4.1 Key Deliverables of Tender Submission

4.1.1 Fee Proposal

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

- a) For section 2 “SERVICES REQUIRED”, Tenderers should provide solid amount for each of the 6 service areas specified.
- b) For section 3 “COMPLEMENTARY SERVICES”, Tenderers should quote separately for each service item. Tenderers should provide solid amounts for all items except for items 3.3 Exhibitors Recruitment and 3.4 Sponsorship Recruitment, of which the service fee should be quoted on commission basis in percentage.
- c) Tenderers shall indicate if any preferential discount will be offered for service items 3.1 Overall Marketing and Promotions, 3.2 Gala Dinner and 3. 5 Promotions for Entries Recruitment of International Youth Competition if the Tenderer is appointed as the PCO of WSBE17 Hong Kong with the main contract of section 2.

- d) The fee proposal should include only the service fees charged by the Tenderer. Tenderers should therefore:
 - i. Specify if any of the services requested would be sub-contracted.
 - ii. Note that any out-of-pocket expenses, such as venue rental and production costs, shall be excluded.
- e) Some of the service fees may vary with the actual numbers of registration and submission, for example, numbers of registered conference delegates and abstract & paper submitted. Under such circumstances, Tenderers may provide the service fees incurred for the extra workload, if so required.
- f) Tenderers should indicate the receiving of commission from outside suppliers, whenever applicable.

4.1.2 Technical Proposal

The technical proposal should include the following items:

- a) Concepts and ideas
 - i. Creative concepts on overall theme, style and tone for main conference set-up as well as concepts and gimmicks for Opening Ceremony and Gala Dinner (to be illustrated with graphics or past project references of similar scale).
 - ii. Suggested activities with detailed mechanism to generate visitor flow to the Exhibition.
 - iii. Proposed Sponsorship Packages that would effectively facilitate the recruitment of sponsors.
 - iv. Marketing and promotion strategies to attract local and overseas delegates.
- 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 PCO by providing the information on conferences they have managed with details of the work

- carried out by the Tenderers, especially conferences 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 6(f) of section 6).

4.2 Evaluation Criteria

Tenderers should note that the appointment of the PCO and the awarding of contract will not be dependent only upon the fees quoted but will also be dependent upon the proven ability of the PCO to have understood the requirements of the Conference and their ability based on experience to satisfactorily deliver the event. Tenders will be assessed using a marking scheme:

Evaluation Criteria		Weighting*
1.	a. Fee	30%
2.	b. Technical	
	i. Concepts and ideas	30%
	1) Overall theme, venue decoration and suggestion of gimmicks	
	2) Suggestions of activities to attract exhibition visitor flow	
	3) Sponsorship packages	
	4) Marketing and promotion strategies	
	ii. Company and project team profiles	40%
	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 4.1.

4.3 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.
- 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 4.2.

4.4 Schedule

- | | |
|--|----------------------------|
| a) Issuance of tender: | 22 Oct 2015 (Thu) |
| b) Deadline of tender submission: | 12:00nn, 16 Nov 2015 (Mon) |
| c) Presentation to Review Panel: | Week of 23 Nov 2015 |
| d) Appointment confirmation: | End of 2015 |
| e) 1 st meeting with engaged PCO: | Early Jan 2016 |

5. 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 PCO" 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 12:00nn, 16 Nov 2015 (Mon). Late submission or failure to comply with the two-envelope approach will render the tender submission void and the proposals will not be considered.

6. 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 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 C. 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 B. 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.

7. 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.

8. 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 and 3 of the tender document.

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

Item	Amount (HK\$)	Remarks
2.1 Overall Planning, Reporting & Budget Management		
2.2 Scientific Content & Speakers Management		
2.3 Programme & Event Management		
2.4 Exhibition Management		
2.5 Sponsorship Management		
2.6 International Youth Competition		
Total:		

2. Detailed breakdown of tender fee - Section 3 “COMPLEMENTARY SERVICES”

Item	Amount	Remarks
3.1 Overall Marketing and Promotions	HK\$	
Discounted fee if awarded main contract for section 2:	(HK\$)	
3.2. Gala Dinner	HK\$	
Discounted fee if awarded main contract for section 2:	(HK\$)	
3.3 Exhibitors Recruitment	_____ % of booth sales	
3.4 Sponsorship Recruitment	_____ % of sponsorship	
3.5 Promotions for Entries Recruitment of International Youth Competition	HK\$	
Discounted fee if awarded main contract for section 2:	(HK\$)	
3.6 Others		
3.6.1	HK\$	

Item	Amount	Remarks
3.6.2	HK\$	
3.6.3	HK\$	
3.6.4	HK\$	
3.6.5	HK\$	

Name of Company : _____

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

Address : _____

Tel No. : _____ Fax No. : _____

Email : _____ Date : _____

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

To: Organisers of
 World Sustainable Built Environment 2017 Hong Kong

**To be included in
 Technical Proposal**

Date:

Tender Title: Professional Conference Organiser 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 6f under section 6 “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 in 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 C – 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 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.