



Transforming Our Built Environment through
INNOVATION and **INTEGRATION**:
PUTTING IDEAS INTO ACTION

5-7 June
2017

Invitation for Tender

**Official Supplier for
Technical Equipment (Audio, Video, Lighting)
Rental & Services for the
World Sustainable Built Environment Conference 2017 Hong Kong
(WSBE17 Hong Kong)**

www.wsbe17hongkong.hk

Organisers



International Co-owners

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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 technical equipment rental and service providers for being the Official Technical Supplier for technical equipment rental and services to take care of the required technical services and support.

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 (1,800 pax)
- Parallel Sessions: Theatres 1 & 2, S221-230, S421 & S423-430 meeting room series
- Exhibition: Convention Foyer
- Networking Luncheon on 5 June in Grand Hall
- Gala Dinner on 6 June at the Renaissance Hong Kong Harbour View Hotel (Concord Room + Oasis Room)

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

Preliminary Programme:

Organisers



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Transforming Our Built Environment through **INNOVATION** and **INTEGRATION**: **PUTTING IDEAS INTO ACTION**

5-7 June
2017

- Three full days of Conference with plenary sessions & parallel sessions (around 100 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 small-scale Exhibition to be held concurrently with the Conference throughout the three days.
- 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.

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2. SERVICES REQUIRED

Tenders are invited from vendors to provide technical equipment including but not limited to the rental of audio equipment, video systems, lighting equipment, office equipment, and equipment for simultaneous interpretation, as well as the setup and dismantle, onsite management, technical consultancy and production services for the WSBE17 Hong Kong at the Hong Kong Convention and Exhibition Centre, inclusive of all conference halls and meeting rooms, open areas and venues of social events. The vendor will act as the Official Technical Supplier for technical equipment rental and services and work closely with the Organisers, the appointed Professional Conference Organiser, the appointed Official Contractor and venue(s) to deliver a successful conference and event.

Vendors 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 equipment and/or 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.

Overall Requirements

- a) Provide professional advice on all technical-related aspects including but not limited to the technical planning at the venue(s), recommendation and advice on technical equipment for conference and related meetings and events that are appropriate, energy efficient and cost effective.
- b) Provide comprehensive technical plans and drawings (inclusive but not limited to on-scale actual plans, rigging plans and equipment plans), time schedule, manpower plan.
- c) Provide good quality and stable equipment including audio, video, lighting and office equipment to ensure the smooth running of all conference, exhibition sessions and social events.
- d) Assign at least 2 qualified and experienced Technical Managers as the point of contact to work with the Organisers on a regular basis to provide consultancy and ensure all requests are met and fulfilled.
- e) Assign and allocate Room / Floor Managers where required to ensure sufficient support throughout the event including rehearsals.
- f) Assign and allocate sufficient qualified and experienced operators and engineers throughout the event including rehearsals to operate the equipment onsite professionally.
- g) Assign and allocate sufficient qualified and experienced show callers throughout the event including rehearsals for show calling of conference sessions and events.

- h) Assign and allocate sufficient experienced and qualified crew for setup and dismantling.
- i) Provide sufficient English speaking operators/crew to assist overseas speakers if required.
- j) Follow the green measures set by the Organisers (please refer to Appendix E for details) throughout the organisation process to achieve the goal of being carbon neutral for the WSBE17 Hong Kong conference.
- k) Arrange all necessary insurance and licenses related to venue setup.
- l) Arrange and attend site inspections including undertaking necessary tasks such as taking detailed venue(s) measurements and surveying venue(s) in order to ensure smooth technical setup and production.
- m) Manage the whole onsite process from move-in, setup, event operation to dismantling, including the management of workers.
- n) Liaison with the venue(s) to ensure smooth technical setup and production, including but not limited to providing necessary plans and information requested by venue(s), obtaining relevant documents and passes from venue(s).
- o) Provide monthly progress reports to the Organisers on all responsible aspects.
- p) Draft and manage all technical 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.
- q) Provide a complete final report on all aspects of the conference and exhibition equipment 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).

2.1 Technical Equipment & Production (Audio, Video, Lighting, Office and Translation Equipment)

Specifications of Technical Equipment & Production

Design the layout of equipment and provide the equipment for all conferences, meetings, open areas and social events which include but are not limited to items stated below.

Please provide on-scale floor plans inclusive of equipment allocation and riggings of respective rooms, as well as manpower plans for project preparation and onsite using the forms set in Appendix C.

- a) Convention Hall (Plenary Session for 1,800 pax):
 - Set-up: Sunday, 4 June from 3:00am onwards
 - Rehearsal: Sunday, 4 June from 8:00pm onwards
 - Dismantle: Wednesday, 7 June from 6:00pm onwards
- i. Audio equipment for Convention Hall including but not limited to:
 - 1) Main speaker system with line array speakers, base speakers, subwoofers, speaker processors and power amplifiers.

- 2) Monitor speaker system with front fill and fold back speakers.
 - 3) 2 units of podium microphones, 8 units of wireless lapel microphones and 8 units of wireless handheld microphones with microphone stands.
 - 4) 1 set of CD player.
 - 5) 1 set of 48 channels digital audio mixer.
 - 6) 1 set of intercom system with 7 units of wired headsets and 4 units of wireless headsets for control panel use.
 - 7) 10 sets of walkie-talkies for Organiser use.
 - 8) Sound box for press.
 - 9) All audio cables and accessories with spare batteries.
- ii. Video equipment for Convention Hall including but not limited to:
- 1) Option 1 – P4 LED wall at approx. 12m length times 4m height embedded on a conference backdrop at approx. 18.3m length times 4.5m height.
 (Backdrop and other set & staging production will be supplied by official stand contractor. However, the technical vendor will be responsible for the coordination with the official stand contractor to ensure seamless setup of the LED screen.)
 LED base at approx. 12m length times 1.2m depth and 0.3m height.
Option 2 – P4 LED wall at approx. 18m length times 4.5m height as conference screen and main backdrop without hoarding.
 LED base at approx. 18m length times 1.2m depth and 0.3m height.
 - 2) 2 sets of digital light processor projectors with at least 15,000 Ansi Lumens and 2 sets of 200 inches projection floor screens.
 - 3) 1 set of high-end seamless switcher system with all necessary connecting cables and fiber optic.
 - 4) 1 set of Watchout system for picture in picture effects with minimum 4 layers of graphics.
 - 5) 1 set of presentation system with at least 6 outputs (2 outputs for LED wall, 2 outputs for delay screens and 2 outputs for fold back monitors) will all the necessary connecting cables and fibre optic.
 - 6) 1 set of media server system with backup capable playback video of resolution higher than HD.
 - 7) 2 units of 50 inches LCD monitor as presenters' comfort monitors.
 - 8) Wireless cue light system, countdown timer, and laser pointer for presenters use.
 - 9) 8 sets of laptops with Microsoft Office and Windows 8 or above as presentation laptops, video playback and back-up.
 - 10) 2 sets of Macbook Pro for video playback.
 - 11) Truss system for hanging of digital light processor projectors.
 - 12) All video cables and accessories.
- iii. Lighting equipment for Convention Hall including but not limited to:
- 1) Lighting system for stage with stage wash and face light for presenters.
 - 2) LED bar up light for backdrop.

- 3) LED wash moving lights, spots, wash and beam that enhance the WSBE17 Hong Kong branding and butterfly key visual.
 - 4) 2 units of gobo light with WSBE17 Hong Kong branding.
 - 5) 1 set of lighting dimmer and control system.
 - 6) Truss system for hanging of lighting equipment.
 - 7) All lighting cables and accessories.
- iv. Camera equipment for Convention Hall including but not limited to:
- 1) At least 2 sets of camera platforms for live feed cameras at approx. 1.5m length times 0.6m height.
 - 2) At least 2 sets of high definition cameras for live feed with recording function. One for wide shot from back of room and one for close up shot near main stage.
 - 3) Minimum 3 units of 1TB hard disk for all live recording and to be passed to Organiser upon completion of conference.
 - 4) 2 sets of roving camera for recording of the conference highlights in all venues of the conference.
 - 5) Minimum 4 units of 1TB hard disk for all live recording for roving camera and to be passed to Organiser upon completion of conference.
 - 6) All camera cables and accessories.
- v. Simultaneous Interpretation equipment for Convention Hall including but not limited to:
- 1) 1 unit of mobile interpreter booth with interpreter consoles & headsets and infracom transmitter.
 - 2) 500 units of receivers and headsets for simultaneous interpretation from English to Mandarin or vice versa.
 - 3) All cables and accessories.
- vi. Manpower and transportation of equipment for Convention Hall including but not limited to:
- 1) Set-up and dismantle crew.
 - 2) Audio engineers, assistants, operators and mic runners.
 - 3) Video engineers, projectionists, professional graphics operators and power point managers.
 - 4) Lighting engineers, designers and operators.
 - 5) Cameramen and camera directors.
 - 6) Technical managers and professional show callers.
 - 7) Interpreters for English and Mandarin translation and standby technicians.
 - 8) Two way equipment transportation.
- b) Theatre 1 (Parallel Sessions for 600 pax):
- Set-up: Sunday, 4 June from 03:00am onwards
- Rehearsal: Sunday, 4 June from 4:00pm onwards

Dismantle: Wednesday, 7 June from 5:00pm onwards

- i. Audio equipment for Theatre 1 including but not limited to:
 - 1) Main speaker system with line array speakers, base speakers, subwoofers, speaker processors and power amplifiers.
 - 2) Monitor speaker system with front fill and fold back speakers.
 - 3) 2 units of podium microphones, 6 units of wireless lapel microphones and 6 units of wireless handheld microphones with microphone stands.
 - 4) 1 set of CD player.
 - 5) 1 set of 32 channels digital audio mixer.
 - 6) 1 set of intercom system with 4 wired headsets and 4 wireless headsets for control panel use.
 - 7) All audio cables and accessories with spare batteries.
- ii. Video equipment for Theatre 1 including but not limited to:
 - 1) 1 set of digital light processor projectors with at least 21,000 Ansi Lumens and 1 set of 300 inches projection screen embedded on a conference backdrop at approx. 12m lengths times 4.6m height.
 - 2) 1 set of seamless switcher system with sufficient outputs with all necessary connecting cables and fibre optic.
 - 3) 2 units of 50 inches LCD monitor as presenters' comfort monitors.
 - 4) Wireless cue light system, countdown timer and laser pointer for presenter use.
 - 5) 6 sets of laptops with Microsoft Office and Windows 8 or above as presentation laptops, video playback and back-up.
 - 6) 2 sets of Macbook Pro for video playback.
 - 7) Truss system for hanging of digital light processor projector.
 - 8) All video cables and accessories.
- iii. Lighting equipment for Theatre 1 including but not limited to:
 - 1) Lighting system for stage with stage wash and face light for presenters.
 - 2) LED bar up light for backdrop.
 - 3) LED wash moving lights, spots, wash and beam that enhance the WSBE17 Hong Kong branding and butterfly key visual.
 - 4) 1 set of lighting dimmer and control system.
 - 5) Truss system for hanging of lighting equipment.
 - 6) All lighting cables and accessories.
- iv. Camera equipment for Theatre 1 including but not limited to:
 - 1) 1 unit of camera platform for camera at approx. 1m length times 0.6m height.
 - 2) 1 set of high definition cameras with recording function.

- 3) 3 units of 1TB hard disk for all live recording and to be passed to the Organiser upon completion of conference.
- 4) All camera cables and accessories.
- v. Simultaneous Interpretation equipment for Theatre 1 including but not limited to:
 - 1) Interpreter consoles & headsets and infracom transmitter (no booth is required as we will use HKCEC existing control room.)
 - 2) 200 units of receivers and headsets for translation from English to Mandarin and vice versa to be shared among Theatre 1 and Theatre 2.
 - 3) All cables and accessories.
- vi. Manpower and transportation of equipment for Theatre 1 including but not limited to:
 - 1) Set-up and dismantle crew.
 - 2) Audio engineers, assistants, operators and mic runners.
 - 3) Video engineers, projectionists, professional graphics operators and power point managers.
 - 4) Lighting engineers, designers and operators.
 - 5) Cameramen and camera directors.
 - 6) Technical managers and professional show callers.
 - 7) Interpreters for English and Mandarin translation and standby technician.
 - 8) Two way equipment transportation.
- c) Theatre 2 (Parallel Sessions for 300 pax):

Set-up:	Sunday, 4 June from 03:00am onwards
Rehearsal:	Sunday, 4 June from 4:00pm onwards
Dismantle:	Wednesday, 7 June from 5:00pm onwards

 - i. Audio equipment for Theatre 2 including but not limited to:
 - 1) Main speaker system with line array speakers, base speakers, subwoofers, speaker processors and power amplifiers.
 - 2) Monitor speaker system with front fill and fold back speakers.
 - 3) 2 units of podium microphones, 4 units of wireless lapels microphones and 4 units of wireless handheld microphones with microphone stands.
 - 4) 1 set of CD player.
 - 5) 1 set of 32 channels digital audio mixer.
 - 6) 1 set of intercom system with 4 wired headsets and 4 wireless headsets for control panel use.
 - 7) All audio cables and accessories with spare batteries.
 - ii. Video equipment for Theatre 2 including but not limited to:
 - 1) 1 set of digital light processor projectors with at least 21,000 Ansi Lumens and 1 set of 300 inches projection screen embedded on a conference backdrop at approx. 12m lengths times 4.6m height.

- 2) 1 set of seamless switcher system with sufficient outputs with all necessary connecting cables and fibre optic.
 - 3) 2 units of 50 inches LCD monitor as presenters' comfort monitors.
 - 4) Wireless cue light system, countdown timer and laser pointer for presenter use.
 - 5) 6 sets of laptops with Microsoft Office and Windows 8 or above as presentation laptops, video playback and back-up.
 - 6) 2 sets of Macbook Pro for video playback.
 - 7) Truss system for hanging of digital light processor projector.
 - 8) All video cables and accessories.
- iii. Lighting equipment for Theatre 2 including but not limited:
- 1) Lighting system for stage with stage wash and face light for presenters.
 - 2) LED bar up light for backdrop.
 - 3) LED wash moving lights, spots, wash and beam that enhance the WSBE17 Hong Kong branding and butterfly key visual.
 - 4) 1 set of lighting dimmer and control system.
 - 5) Truss system for hanging of lighting equipment.
 - 6) All lighting cables and accessories.
- iv. Camera equipment for Theatre 2 including but not limited to:
- 1) 1 unit of camera platform at approx. 1m length times 0.6m height.
 - 2) 1 set of high definition cameras with recording function.
 - 3) 3 units of 1TB hard disk for all live recording and to be passed to the Organiser upon completion of conference.
 - 4) All camera cables and accessories.
- v. Simultaneous Interpretation equipment for Theatre 2 including but not limited to:
- 1) Interpreter consoles & headsets and infracom transmitter (no booth is required as we will use HKCEC existing control room.)
 - 2) 200 units of receivers and headsets for translation from English to Mandarin and vice versa to be shared among Theatre 1 and Theatre 2.
 - 3) All cables and accessories.
- vi. Manpower and transportation of equipment for Theatre 2 including but not limited to:
- 1) Set-up and dismantle crew.
 - 2) Audio engineers, assistants, operators and mic runners.
 - 3) Video engineers, projectionists, professional graphics operators and power point managers.
 - 4) Lighting engineers, designers and operators.
 - 5) Cameramen and camera directors.
 - 6) Technical managers and professional show callers.
 - 7) Interpreters for English and Mandarin translation and standby technician.

8) Two way equipment transportation.

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

A total of 11 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 meeting rooms' allocation.

- 1) Meeting Room 1: S221
- 2) Meeting Room 2: S222
- 3) Meeting Room 3: S223
- 4) Meeting Room 4: S224 & 225
- 5) Meeting Room 5: S226 & 227
- 6) Meeting Room 6: S228
- 7) Meeting Room 7: S421
- 8) Meeting Room 8: S423 & 424
- 9) Meeting Room 9: S425
- 10) Meeting Room 10: S426 & 427
- 11) Meeting Room 11: S428

Set-up: Sunday, 4 June from 08:00am onwards

Rehearsal: Sunday, 4 June from 4:00pm onwards

Dismantle: Wednesday, 7 June from 5:00pm onwards

- i. Audio equipment for all meeting rooms including but not limited to:
 - 1) Self-powered full range speakers with amplifiers.
 - 2) 1 unit of podium microphone, 3 units of wireless lapels microphones and 2 units of wireless handheld microphones with microphone stands.
 - 3) 1 set of CD player.
 - 4) 1 set of 16 channels digital audio mixer.
 - 5) All audio cables and accessories with spare batteries.
- ii. Video equipment for all meeting rooms including but not limited to:
 - 1) 1 set of digital light processor projector with 8,000 Ansi Lumens and 1 set of 200 inches projection screen.
 - 2) 1 set of seamless switcher system with all necessary connecting cables and fibre optic.
 - 3) Wireless cue light system, countdown timer and laser pointer for presenter use.
 - 4) 3 sets of laptops with Microsoft Office and Windows 8 or above as presentation laptops, video playback and back-up.
 - 5) 1 set of Macbook Pro for video playback.
 - 6) Truss system for hanging of digital light processor projector.
 - 7) All video cables and accessories.

- iii. Simultaneous Interpretation equipment for S221 & S421 including but not limited to:
 - 1) Set 1 unit of mobile interpreter booth in both S221 and S421 with interpreter consoles & headsets and infracom transmitter.
 - 2) 200 units of receivers and headsets for simultaneous interpretation from English to Mandarin or vice versa to be shared among S221 and S421.
 - 3) All cables and accessories.
- iv. Manpower and transportation of equipment for all meeting rooms including but not limited to:
 - 1) Set-up and dismantle crew.
 - 2) Audio engineers, assistants, operators and mic runners.
 - 3) Video engineers and professional graphics operators.
 - 4) Lighting operators.
 - 5) Interpreters for English and Mandarin translation and standby technician.
 - 6) Two way equipment transportation.
- e) S220 & S420 Series Meeting Rooms (Speaker Rooms / Media Centre / Secretariat Office)
 - i. Speaker Rooms (S230 and S430):
 Office equipment & manpower for S230 and S430 (each room) including but not limited to:
 - 1) 4 sets of laptops with Microsoft Office and Windows 8 or above. (3 for presenters use and 1 to be connected to the printer.)
 - 2) 1 unit of 50 inches plasma on stand as speaker preview monitor. (eye-level)
 - 3) Power point manager to be stationed in both rooms to facilitate changes of presenters' slides.
 - 4) Wireless cue light system for presenters use to preview presentation.
 - 5) 1 unit of Laser Jet Professional Printer to facilitate printing. (A4 & black and white only)
 - 6) 2 units of spare toner ink.
 - 7) All cables and accessories.
 - ii. Media Centre (S229):
 Office equipment for S229 including but not limited to:
 - 1) 2 sets of laptops with Microsoft Office and Windows 8 or above. (1 for media use and 1 to be connected to the printer.)
 - 2) 1 unit of Laser Jet Professional Printer to facilitate printing. (A4 & black and white only)
 - 3) 1 unit of spare toner ink.
 - 4) All cables and accessories.

iii. Secretariat Office (S429):

Office equipment & manpower for S429 including but not limited to:

- 1) 4 sets of laptops with Microsoft Office and Windows 8 or above. (1 for organiser use and 3 to be connected to the printers.)
- 2) 2 units of Laser Jet Professional Printers to facilitate printing. (A4 with 1 unit of black and white printer and 1 unit of colour printer.)
- 3) 2 units of spare toner ink.
- 4) 1 unit of heavy duty all-in-one colour copier, scanner and printer for both A4 and A3 size.
- 5) All cables and accessories.

f) Open Area

Registration counter at Harbour Road Entrance with a storage room behind the counter. This registration counter would cater general delegates, speakers, VIPs and media.

Office equipment for registration counter including but not limited to:

- 1) 6 sets of laptops with Microsoft Office and Windows 8 or above.
- 2) 2 units of HP Laser Jet Professional Printers to facilitate printing. (A4 with 1 unit of black and white printer and 1 unit of colour printer.)
- 3) 2 units of spare HP toner ink.
- 4) All cables and accessories.

g) Renaissance Hong Kong Harbour View Hotel (Gala Dinner on 6 June for 600 pax)

Room: Concord Room + Oasis Room

Set-up: Monday, 6 June from 6:00pm onwards

Dismantle: Monday, 6 June from 11:30pm onwards

i. Audio equipment for Renaissance including but not limited to:

- 1) Main speaker system with line array speakers, base speakers, subwoofers, speaker processors and power amplifiers.
- 2) Monitor speaker system with front fill and fold back speakers.
- 3) 1 unit of podium microphone and 4 units of wireless handheld microphones with microphone stands.
- 4) 1 set of CD player.
- 5) 1 set of 32 channels digital audio mixer.
- 6) 1 set of intercom system with 4 units of wired headsets and 4 units of wireless headsets for control panel use.
- 7) 10 sets of walkie-talkies for Organiser use.
- 8) All audio cables and accessories with spare batteries.

ii. Video equipment for Renaissance including but not limited to:

- 1) 1 set of high end seamless switcher system with all necessary connecting cables and fibre optic.

- 2) 1 set of presentation system with at least 4 outputs (2 outputs for LED wall, and 2 outputs for fold back monitors) with all the necessary connecting cables and fibre optic.
 - 3) 1 set of media server system with backup capable playback video of resolution higher than HD.
 - 4) Wireless cue light system and laser pointer for presenters use.
 - 5) 5 sets of laptops with Microsoft Office and Windows 8 or above as presentation laptops, video playback and back-up.
 - 6) 2 sets of Macbook Pro for video playback.
 - 7) All video cables and accessories.
- iii. Lighting equipment for Renaissance including but not limited to:
- 1) Lighting system for stage with stage wash and face light for presenters.
 - 2) LED wash moving lights, spots, wash and beam that enhance the WSBE17 Hong Kong branding and butterfly key visual.
 - 3) 2 units of gobo light with WSBE17 Hong Kong branding.
 - 4) 1 set of lighting dimmer and control system.
 - 5) Truss system for hanging of lighting equipment.
 - 6) All lighting cables and accessories.
- iv. Camera equipment for Renaissance including but not limited to:
- 1) 1 set of camera platforms for live feed cameras at approx. 1.5m length times 0.6m height.
 - 2) 1 set of high definition cameras for live feed comes with recording function.
 - 3) 1 unit of 1TB hard disk for all live recording and to be passed to Organiser upon completion of conference.
 - 4) All camera cables and accessories.
- v. Manpower and transportation of equipment for Renaissance including but not limited to:
- 1) Set-up and dismantle crew.
 - 2) Audio engineers, assistants, operators.
 - 3) Video engineers and professional graphics operators.
 - 4) Lighting engineers, designers and operators.
 - 5) Cameramen and camera directors.
 - 6) Technical managers and professional show callers.
 - 7) Two way equipment transportation.

2.2 Technical Planning, Production and Management

Upon appointment, the Official Technical Supplier will be responsible for the overall technical planning and design, set-up, dismantling and operation of all the audio, video and lighting equipment as well as the provision of all technical equipment required for WSBE17 Hong Kong.

As WSBE17 Hong Kong will be using different venues across the Hong Kong Convention & Exhibition Centre (HKCEC), the Official Supplier should provide a sound technical and manpower plan to ensure smooth operation onsite.

2.2.1 Overall Consultancy, Planning, Management & Reporting

- a) Act as the Official Technical Supplier from the time of appointment until the conclusion of WSBE17 Hong Kong, including the post-event reconciliation and wrap-up.
- b) Assign at least 2 qualified, professional and experienced Technical Managers as point of contact to work with the Organisers on a regular basis to provide technical consultancy and ensure all requests are met and fulfilled.
- c) Recommend and provide technical plans and schedules for each and every venue/meeting/event based on the requirements of WSBE17 Hong Kong.
- d) Recommend and provide a manpower plan that includes but not limited to the following personnel in order to ensure smooth operation and management of all the rehearsals, meetings/sessions, areas and events:
 - i. Room / floor managers
 - ii. Operators and engineers
 - iii. Powerpoint managers
 - iv. English speaking crew, operators, managers where required
- e) Recommend best solutions to address the needs and requests as they arise which may include but not limited to requests from speakers and presenters.
- f) Provide monthly progress reports to the Organisers on all responsible aspects, including the provision of up-to-date floorplans, layout plans, equipment and manpower plan for each and every room/area.
- g) Draft and manage all technical 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.
- h) Provide a complete final report on all aspects of the conference and exhibition equipment 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).

2.2.2 Technical Production & Management

- a) Manage the whole onsite process from move-in, setup to dismantling, including the management of workers and liaison with venue(s).
- b) Liaison with the venue(s) to ensure smooth technical setup and production, including but not limited to providing necessary plans and information requested by venue(s), obtaining relevant documents and passes from venue(s).
- c) Arrange all necessary insurance and licenses related to venue setup.
- d) Arrange and attend site inspections including undertaking necessary tasks such as taking detailed venue(s) measurements and surveying venue(s) in order to ensure smooth technical setup and production.
- e) Undertake all coordination work with the in-house technical team of the venue(s) where required and/or in the event the Organisers decide to use the existing equipment in-house.
- f) Undertake all coordination work with the venue(s) in arranging the required electricity and equipment such as the forklift from the venue(s) for event set-up, rehearsal and dismantling work.
- g) Design, develop and produce, including but not limited to, floorplans and layout plans of all meeting rooms, electricity, lighting, rigging and equipment plans of meeting rooms wherever required.
- h) Provide professional advice and develop all meeting rooms floor plans to address the following requirements:
 - i. Optimal number of seats.
 - ii. Optimal line of sight for audience
 - iii. Crowd flow in each meeting rooms.
- i) All proposed layouts should be practical, cost effective, impactful and energy efficient as far as possible.

2.3 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 technical production 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 B.

- 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 and equipment rental cost.
- 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 meetings, equipment required and scale of 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

Tenderers are required to submit the technical proposal using the form provided in Appendix C. The technical proposal should include the following items:

- a) Technical suggestions
 - i. Floor plans of all conference rooms, open areas and gala dinner venue showing how and where the AV equipment will be installed with textual illustration on the benefits of such arrangement. All work files of floor plans can be downloaded from:
<https://drive.google.com/open?id=0B2aNNw5OwWyWVjRUWmZkamllNWs>
 - ii. Onsite manpower plan of the core project team with all the required number of engineers, operators and supporting crew indicated.
- 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 technical 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 showing relevant experience and expertise of key team members, as well as their duration working in the Tenderer's company, especially the technical directors.
- 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 Technical Supplier 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 design layout, coupled with a clear understanding of all the requirements as stated in the tender.

Tenders will be assessed using a marking scheme:

Evaluation Criteria		Maximum Marks
1.	Fee	100%

The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$60 \times \frac{\text{Lowest total fee amount of all tenders}}{\text{Total fee amount of the subject tenders}}$$

Evaluation Criteria		Maximum Marks
2.	Technical	
	i. Technical Suggestions	50%
	1) Technical floor plans showing how and where the AV equipment will be installed in all conference rooms and venues, with textual illustration on the benefits of such arrangement (25%)	
	2) Onsite manpower plan (25%)	
	ii. Company and project team profiles	50%
	1) Company scale and track record (10%)	
	2) Size and structure of the project team (20%)	
	3) Calibre of the proposed team members (20%)	
Total:		100%

The weighted technical assessment score of a tender shall be determined in accordance with the following formula:

$$40 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

Calculation of Combined Scores

The combined assessment score of a tender proposal shall be the sum of the weighted fee assessment score and weighted technical assessment score.

3.3 Evaluation Procedure

- Upon submission, the proposals will be reviewed to check if all the requirements are fulfilled. Tenderers may be requested to supplement any information missed.
- The technical proposals will be assessed by the Review Panel. The Review Panel consists of 5 representatives from the WSBE17 Hong Kong Organising Committee, and Secretariat of the CIC & HKGBC.
- The Review Panel will evaluate the proposals with the marking scheme specified in section 3.2.

3.4 Schedule

- Issuance of tender: 26 August 2016 (Fri)
- Deadline of tender submission: 12nn, 15 September 2016 (Thu)
- Appointment confirmation: Mid/Late October 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 Technical 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 12nn, 15 September 2016 (Thu). 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 F. 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 D. 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 Iris Ngai at 3468 7670 or email to wsbe17-tender@hkgbc.org.hk.

~ The End ~