

Tender Notice

**Expression of Interest for
Hong Kong Philharmonic HKPhil@ Hong Kong Coliseum 50th Anniversary Gala**

1. Scope of Works/ Service:

The Hong Kong Philharmonic Society Limited (HK Phil) is celebrating 50th anniversary in 2023/24 Season. To mark this important milestone, HK Phil will present a programme of its Canto-pop at Hong Kong Coliseum. The programme will also be part of LCSD's Hong Kong Pop Culture Festival 2024.

The programme will consist of three to four Concerts will be held during 27- 29 April, 2024 at Hong Kong Coliseum. The Concert is in thrust stage style, with an audience of around 7500 per concert. Full details of the proposed schedule are provided later in this document.

In this regard, HK Phil intends to engage a service provider with solid experience in pop concert production for the provision of ground support, audio, lighting, AV equipment and video filming of the concert.

2. EOI Queries

All queries shall be addressed to Mr. Arthur Lo (arthur.lo@hkphil.org), digital Media Producer at HK Phil;

After submission of service proposal, any variations to your submission shall be brought to the HK Phil's immediate attention.

2.1 EOI Deliverables

Your submission shall include the following documents:

- A complete pricing schedule in print and in excel copy, including optional costs, if any
- A complete list of relevant experience
- CV's of key project personnel
- In the event if subcontractors are engaged to fulfill any part of the project, please provide details of these companies and their relevant experience
- Company profile and detail of recent projects of similar scope

Note that a two-envelope system must be followed, so you must submit technical information [7.0 Relevant Experience Questionnaire] and price information [8.0 Costs] in two separate envelopes.

2.2 Currency

All prices shall be submitted in Hong Kong dollars.

2.3 Price Validity

Prices shall be valid for 60 days from the date of submission.

2.4 EOI

EOI documents shall be returned to: Ms. Vanessa Chan
Director of Orchestral Operations
Hong Kong Philharmonic Society Ltd
Level 8, Administration Building,
Hong Kong Cultural Centre, Kowloon, HK

EOI return date: 5pm (HK time) 20 December 2023 (Wed)
Late submissions may be rejected.

2.5 Interviews

Following the review of submissions one or more Vendors may be invited to participate in a post tender interview. No expenses or other costs relating to this interview will be reimbursed.

Post tender interview: 27 December 2023

2.6 Evaluation Criteria

HK Phil will undertake an evaluation of all submissions; consideration will be given to the following:

- Previous experience in staging pop concert at HK Coliseum
- Previous experience in managing orchestral concert of similar scope and with specific attention being paid to the sound system
- Management fee
- Pricing schedule

3. Procurement Process

HK Phil wishes to appoint a production service provider on a fixed fee basis for the scope of services described within this document.

Lighting, sound, staging, video and other companies may either be appointed directly by the HK Phil or as a subcontractor to the service provider. When appointed by the service provider, it will be on a cost-plus basis using the profit and overhead charge defined in the schedule of rates later in this document. When appointed by the HK Phil, it will be deemed that the cost of coordinating these subcontractors has been included in the service provider's fee.

HK Phil is not committed to accepting the lowest bid; they will accept the bid which, in their opinion, offers the best value to the project. If in the opinion of HK Phil none of the bids meets their criteria, they may choose not to appoint any contractor.

There will be no reimbursement of costs incurred by any vendor whilst bidding for this project.

The following procurement principles will be adhered to in the procurement of materials and services by the production service provider:

- a. Fair Competition – all bidders should be treated by the Production Service Provider with fairness and ensure that they are given the same level of information when preparing quotations of tenders.
- b. Conflict of Interest – situations of conflict of interest with the Production Service Provider should be declared to the HK Phil in accordance with the code of conduct of the HK Phil.

- c. Cost-effectiveness – quotations and tenders should be evaluated not only on competitiveness in pricing but also factors such as quality of the products/services and track record of the bidders.
- d. Transparency – to ensure transparency, tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.
- e. Public Accountability – the HK Phil shall be held accountable to the HKSAR Government and the public for any procurement involving the use of public funds, therefore the Production Service Provider shall adhere to these procurement principles once appointed by HK Phil.

4. General Responsibilities

4.1 Concert Production

- Provision of ground support, orchestra risers, sound system, lighting system, AV equipment according to the orchestra requirements, orchestra size will be provided later in this document
- To coordinate the set up on the audio, lighting and AV requirement of the concert from the design phase and the installation of the sound, lighting and AV system.
- Management of all contractors and suppliers, whether appointed as a subcontractor to the Production Service Provider or the HK Phil.
- The Production Service Provider retain the services of all relevant professionals, such as Structural Engineers or mechanical engineers etc and shall be responsible for the related technical management, procurement, certification, risk assignment, co-ordination and implementation of all technical systems to compile with the LCSD requirements.
- The Production Service Provider should development and implement a safety plan that takes into consideration all members of the audience, performers, staff and other people on the site and in line with the best available advice, latest guidelines and requirements from the Government
- The Production Service Provider's fee shall include all associated fees or costs relating to licenses and certifications of the technical equipment.

4.2 Video Filming

The Production Service Provider shall retain the services of a professional Video Producer with a proven track record of producing video material for orchestral performances. The video production will require careful coordination between camera shots and musical material in order to visually enhance the musical experience for the audience, as well as to feature the individual and overall group contributions of members of the Orchestra, conductor, soloist and any other participants in the performance.

In the event that the video producer is engaged directly by HK Phil, The Production Service Provider is expected to coordinate the technical requirements with the appointed producer and to liaise with local vendors to bid for the provision and installation of hardware.

5. General Co-ordination

The Production Service Provider is expected to take a proactive, leading role in liaison with all

parties involved in the successful design, planning and implementation of the concert.

This shall include management and liaison with:

- HK Phil
- Government departments
- Contractors (regardless of who they are contracted by)
- Other interested parties

5.1 Project Start Up Meeting

Within one week of appointment, a meeting in Hong Kong will be held with the HK Phil to present a project implementation strategy that will include:

- Project programme, clearly identifying critical path tasks and HK Phil deliverables
- System design strategy
- Licensing strategy

The meeting shall be attended by the Vendor's project manager and other key personnel.

5.2 Fortnightly Production Meetings

Fortnightly co-ordination meetings in Hong Kong with the HK Phil will be held to:

- Review system design
- Review certification and licensing progress
- Review progress
- Co-ordinate with contractors

5.3 Additional Meetings

Additional site meetings / workshops may be required by the HK Phil or other third parties. No expenses or other costs relating to these meetings will be reimbursed.

6. Set Up & Dismantling Phase

The Production Service Provider shall be responsible at all times for running a safe and efficient site. During the set up and dismantling phases, the Production Service Provider shall be responsible for the planning, sequencing and coordination of all contractors and their works on the site. The Production Service Provider shall also be the primary contact with the venue throughout the set up and dismantling of the concert.

Production services shall, include, but not be limited to:

- Supervision of commissioning and programming of all technical systems.
- Ensuring the provision of all transport and staff to deliver, set-up, maintain in good order,

change-over, readjust as necessary, dismantle and remove all equipment provided on site.

- Inspection of site prior to statutory inspections to ensure compliance with license requirements.
- Regular communication and coordination with all parties involved including the HK Phil, government departments, subcontractors and the venue management.

6.1 Site Schedule

The outline site schedule will be as follows:

22 – 25 April 2024	As required	Load in and Set up
25 April 2024 (Thur)	18:00	Stage ready for music rehearsal
26 April 2024 (Fri)	15:30 –18:00	Sound check and orchestra rehearsal
	20:00 –23:00	Dress Rehearsal
27 April 2024 (Sat)	20:15 - End	Performance (1)
28 April 2024 (Sun)	15:00 - End	Performance - reserved additional performance
	20:15 - End	Performance (2)
29 April 2024 (Mon)	20:15 - End	Performance (3)
30 April 2024 (Tue)	As required	Load out / Dismantle

6.2 Services Outside This Scope

- i. Insurance, HK Phil is responsible for the insurance
- ii. Venue Rental, HK Phil is responsible for venue negotiations

Appendix I

Orchestra Size

Instrument	No of musicians
1 st Violin	14
2 nd Violin	12
Viola	10
Cello	8
Double Bass	6
Flute / Piccolo	3
Oboe	3
Clarinet	4
Bassoon	3
Horn	5
Trumpet	4
Trombone	4
Tuba	1
Timpani	1
Percussion	4
Harp	1
Keyboard	1
Pop Band & Chorus	8
Grand Piano	2

7.0 Relevant Experience Questionnaire [HK Phil @ Hong Kong Coliseum 50th Anniversary Gala]

[NB: please submit in separate envelope to comply with 2-envelope system]

1.0 Company Name			
1.1	Registered Company Name		
1.2	Trading Name (if different)		
2.0 Contact Details			
2.1	Registered Address:		
	Telephone:		
	Fax:		
	E-mail:		
	Website:		
2.2	Address from which this office would be run:		
	Project Manager:		
	Telephone:		
	Fax:		
	E-mail:		
3.0 Company Status			
Sole Trader		Partnership	Limited Company
Public Limited Company		Limited Liability Partnership	Other
3.1	Country of Registration:		
3.2	Year of Establishment:		
3.3	Associated Companies:		
	Company Name	Relationship	
4.0 Insurance			
	Public Liability	Employer's Liability	Professional Indemnity
Value Per Incident (HK Dollar)			
Total Value (HK Dollar)			

5.0 Relevant Project Experience

5.1	Please provide details of your three most recent orchestra music concerts:	
	Project Name	Value (HK Dollar)
1		
2		
3		
5.3	Please provide details of your three most recent projects in which you were responsible for the production service at HK Coliseum	
	Project Name	Value (HK Dollar)
1		
2		
3		
5.4	Please attach company profile	

6.0 Personnel

	No. of Full Time Staff	No. of Contract / Agency Staff
Project Management		
Technical		
Site / Install		
Management		
Administration		
Others (please specify)		
TOTAL		

7.0 References

Please provide details of three client references that we may contact:

7.1	Company:	
	Contact:	
	Telephone:	
	E-mail	

7.2	Company:	
	Contact:	
	Telephone:	
	E-mail	

7.3	Company:	
	Contact:	
	Telephone:	
	E-mail	

8.0 Applicant's Undertaking

I certify that the information supplied is true and accurate to the best of my knowledge. To be signed by an authorized representative of the vendor.

	Signature:	
	Full Name:	
	Position:	
	Date:	

8.0 Costs [HK Phil @ Hong Kong Coliseum 50th Anniversary Gala]

[NB: please submit in separate envelope to comply with 2-envelope system]

1.0 Budgetary Estimates:

Please provide a breakdown of each line item costs per section as defined in the requirements of this document. This is to be a full cost exercise and all administration, travel and other associated costs involved for fulfilment of the above scope. Kindly include a soft copy of attached excel with your hard copy submission.

1.0 Budgetary Estimates			
	Category	Suggested items to include in the category*	HKD
1.01	Project Management	Project personnel cost in overseeing the production part of the whole programme	
1.02	Audio	a) Sound System and equipment b) Audio mix for live-streaming c) House rule audio recording d) Crew and Operator	a) b) c) d)
1.03	Lighting	a Stage lighting equipment b) Crew and Operator	a) b)
1.04	Video System	LED wall, playback system, set up manpower, operator	
1.05	Consulting & Licensing	RSE report , Fire Certificate and equipment, surveyor fee etc	
1.06	Other costs	Please specify (if any)	
		TOTAL	

2.0 Subcontractors Works		
	% Profit and overhead charge to be applied to subcontractors and all costs (excluding fees) on an open book policy.	%
	As an example – for an invoice of HKD 150,000 from a subcontractor please confirm the % profit and overhead to be applied:	150,000.00
	Profit & Overhead	%
	TOTAL	