

# The Hong Kong Philharmonic Society Ltd.

## 2020/21 Season Tender Notice

|                                |  |
|--------------------------------|--|
| <b>Reference Number</b>        | <b>HKPS_MK2020_2021_PRINT</b>  |
| <b>Organiser</b>               | The Hong Kong Philharmonic Society Ltd.<br>Level 8, Administration Building<br>Hong Kong Cultural Centre<br>Tsim Sha Tsui, Kowloon, Hong Kong  |
| <b>Scope of Works/Services</b> | Printing Work for <b>2020/21 Season</b><br>Please refer to the attached list of specifications.  |
| <b>Tender Brief</b>            | <p>The Hong Kong Philharmonic Orchestra (HK Phil) is one of Asia's leading orchestras, annually performing to over 200,000 music lovers through more than 150 performances. In each season, the HK Phil presents around 30 regular programmes plus various events that require the production of printed collaterals, including, posters, leaflets and house programmes.</p> <p>About four sets of posters/leaflets are produced every month. One colour proof has to be sent to the HK Phil office for confirmation before printing of each set. The colour proof is expected to be delivered within 4 hours upon receipt of artwork files. The lead time for each output is expected to be within 24 hours upon confirmation.</p> <p>Weekly house programmes are normally produced following this schedule:</p> <ol style="list-style-type: none"><li>1. Artwork files ready on Tuesday night by 10pm;</li><li>2. Colour proof sent to the HK Phil office on Wednesday morning by 10am;</li><li>3. Confirmation of printing on Thursday by 12nn;</li><li>4. Delivery to the performing venue and the HK Phil office on Friday by 3pm. <b>No delay is allowed for deliveries.</b></li></ol> <p>The schedule shall be adjusted accordingly when concerts are not on a Friday evening. <b><u>The company shall be in 24-hour operation. A designated person from the company should</u></b></p> |

**be assigned to provide direct services to the HK Phil.**

The company shall also be responsible for:

1. Delivery of the printed matters to about a hundred of destinations within two days after output;
2. Storage of remaining stock in its warehouse;
3. Additional deliveries of the remaining stock within 24 hours upon requests;
4. Lettershopping.

**Term of Service**

Deliveries between 1 September 2020 and 31 August 2021

**Submission of Tender**

You are invited to submit the tender for the services outlined in the attached list of specifications. Please submit your quotations by completing and returning the list of specifications, together with your company profile and information/sample of your works and send to Mr. Alex Kwok by mail, or by email (in pdf format), before the closing date/time. Late submissions will not be accepted.

**Marking Scheme**

70% on quoted price, 30% on quality of services

**Closing Date/Time**

Date: 28 August 2020  
Time: 5:45pm

In the event of typhoon signal no. 8 (or above) or black rainstorm signal being issued on the closing date before the closing time, the tender closing time will be postponed to the same time on the first working day immediately after the signal is lowered or cancelled.

**Contact Person**

Mr. Alex Kwok  
The Hong Kong Philharmonic Society Ltd  
8/F, Administration Building  
Hong Kong Cultural Centre  
TST, Kowloon  
Telephone: (852) 2721 0139  
Email: alex.kwok@hkphil.org

In the submission of tender, you must comply fully with the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong).

Any information or communications between you and the HK Phil in connection with this tender notice are confidential. You shall not disclose or otherwise divulge the same without our prior consent.

The HK Phil reserves the right not to accept the lowest bid, or any bid. All costs involved in preparing and submitting the bids are solely the responsibility of the bidders. You will be deemed to have accepted these conditions if you respond to this notice.

The estimated quantity of service(s) is just a rough estimation based on planned activities. There may be cancellation of activities due to Force Majeure, in such case the Society shall not be obliged to procure the service to meet the estimated quantity.

This tender notice is available on the HK Phil website at <http://www.hkphil.org/>.

Dated 13 August 2020

## Company Profile

|   |                        |                               |                 |
|---|------------------------|-------------------------------|-----------------|
| Registered Company Name                           |                        |                               |                 |
| Trading Name (if different)                       |                        |                               |                 |
| Registered Address:                               |                        |                               |                 |
| Telephone:  |                        |                               |                 |
| Fax:  |                        |                               |                 |
| E-mail:   |                        |                               |                 |
| Website:  |                        |                               |                 |
| Company Status:<br>(Pls circle where appropriate) | Sole Trader            | Partnership                   | Limited Company |
|   | Public Limited Company | Limited Liability Partnership | Other           |
| Country of Registration:                          |                        |                               |                 |
| Year of Establishment:                            |                        |                               |                 |

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

Signature:

Full Name:

Position:

Telephone:

Email:

Date:

**The Hong Kong Philharmonic Society Ltd.**

**2020/21 Season: Tender Notice**

Reference No: **HKPS\_MK2020\_2021\_PRINT**

**List of Specifications for promotional materials**

| Item      | Specifications  | Quotation<br>(incl. colour proof and packaging)  |              |  |
|-----------|---|--|--------------|--|
|           |   | Per Job  | HK\$         |  |
| ~30 jobs  | Poster +<br>Size: 507mm (w) x 725mm (h) x 1 side (4C+0C)<br>Paper: 128gsm Matt Art Paper  | 900pcs   |              |  |
|           |   | 1400pcs  |              |  |
|           |   | 1800pcs  |              |  |
| ~30 jobs  | A4 4C+4C<br>Size: 210mm (w) x 297mm (h) x 2 sides (4C+4C)<br>Paper: 128gsm Matt Art Paper   | 8000 pcs   |              |  |
|           |   | 12000 pcs  |              |  |
|           |   | 15000 pcs  |              |  |
|           |   | A4 4C+4C<br>Size: 210mm (w) x 297mm (h) x 2 sides (4C+4C)<br>Paper: 140gsm woodfree paper                        | 8000 pcs     |  |
|           |   |  | 12000 pcs    |  |
|           |   |  | 15000 pcs    |  |
|           |   | A4 5C+5C (using pantone colour)<br>Size: 210mm (w) x 297mm (h) x 2 sides (5C+4C)<br>Paper: 157gsm matt art paper | 8000 pcs     |  |
|           |   |  | 12000 pcs    |  |
|           |   |  | 15000 pcs    |  |
|           | A4 with a flap<br>Size: A4 with a flap - 310mm (w) x 297mm (h) x 2 sides (4C+4C)<br>folded to 210mm (w) x 297mm (h)<br>Paper: 128gsm Matt Art Paper | 8000 pcs   |              |  |
|           |   | 12000 pcs  |              |  |
|           |   | 15000 pcs  |              |  |
|           | A4 folded towards centre<br>Open size: 422mmW x 297mmH<br>105mm + 210mm +107mm<br>2 flaps folded towards the center<br>Paper: 140gsm woodfree       | 8000 pcs   |              |  |
|           |   | 12000 pcs  |              |  |
|           |   | 15000 pcs  |              |  |
|           | A3 folded<br>Size: A3>A4 - 420mm (w) x 297mm (h) x 2 sides (4C+4C)<br>folded to 210mm (w) x 297mm (h)<br>Paper: 128gsm Matt Art Paper               | 8000 pcs   |              |  |
|           |   | 12000 pcs  |              |  |
|           |   | 15000 pcs  |              |  |
| ~10 jobs  | A6 postcard<br>size: 105mmH x 148mmW<br>4c+1c(black)<br>Paper: 300gsm print speed   | 10000 pcs  |              |  |
|           |   | 15000 pcs  |              |  |
|           |   | 20000 pcs  |              |  |
|           | A5 postcard<br>size: 148mmH x 210mmW<br>4c+1c(black)<br>Paper: 300gsm print speed   | 10000 pcs  |              |  |
|           |   | 15000 pcs  |              |  |
|           |   | 20000 pcs  |              |  |
| 1 job     | Company Folder<br>Size: 467mm (w) x 310mm (h) x 2 sides (4C+4C)<br>Paper: 190gsm Matt Art Paper (Matt Lamination)<br>Die-cut                        | 500pcs   |              |  |
|           |   | 1,000pcs   |              |  |
|           |   | 1,500pcs   |              |  |
| ~ 30 jobs | Delivery  | Delivery to ~60 locations on each job  | Per Location |  |
| ~ 30 jobs | Storage & Extra Delivery  | ~ 4-8 weeks storage of printed items with deliveries to designated locations upon request (24 hours notice)      |              |  |
| ~ 20 jobs | Lettershipping  | Poster: 1,000pcs; Leaflet: 1,000pcs<br>Excluding mailing fee   |              |  |

\* Note: Colour proof within 4 hours, printing and delivery within 24 hours

**List of Specifications for House Programme Printing**

**Printing of House Programmes / Booklets**

Weekly production with a total of ~30 jobs

Size: 170mm (w) x 247mm (h)

Paper: 105gsm matt art paper (cover) / 105gsm matt paper (content)

Full colour printing, saddle stitching

Digital proof prepared overnight upon submission of output files

Printing of all copies within 24 hours upon confirmation (delivery included)

Quotations below should include costs of packaging and delivery

| Quantity / No. of pages | 1,500pcs | 2,000pcs | 2,500pcs | 3,000pcs | 3,500pcs | 4,000pcs | 4,500pcs | 5,000pcs | 5,500pcs | 6,000pcs |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 4 + 8pp                 |          |          |          |          |          |          |          |          |          |          |
| 4+ 20pp                 |          |          |          |          |          |          |          |          |          |          |
| 4 + 28pp                |          |          |          |          |          |          |          |          |          |          |
| 4 + 32pp                |          |          |          |          |          |          |          |          |          |          |
| 4 + 36pp                |          |          |          |          |          |          |          |          |          |          |
| 4 + 40pp                |          |          |          |          |          |          |          |          |          |          |
| 4 + 44pp                |          |          |          |          |          |          |          |          |          |          |
| 4 + 48pp                |          |          |          |          |          |          |          |          |          |          |
| 4 + 52pp                |          |          |          |          |          |          |          |          |          |          |
| 4 + 56pp                |          |          |          |          |          |          |          |          |          |          |
| 4 + 60pp                |          |          |          |          |          |          |          |          |          |          |

| House Programme / Booklet Proofs |                       | Specifications  | Quotation |
|----------------------------------|-----------------------|---|-----------|
| ~ 30 jobs                        | Digital Proof         | Delivery within 24 working hours upon receipt of output files |           |
| ~ 5 jobs                         | Film and Colour Proof | Upon special requests   |           |

**Signature and Company Chop:**