

**The Hong Kong Philharmonic Society Ltd**  
**2023/24 Season**  
**Invitation for Quotations**

- Reference No:** HKPS\_MK2023\_2024\_OUTPUT\_LARGE
- Organizer:** The Hong Kong Philharmonic Society Ltd.
- Scope of Works/Services:** Invitation to submit quotations – **Output work for 2023/24 Season**  
For scope of works / services, please refer to attached list of specifications.
- Quotation Brief:** The Hong Kong Philharmonic Orchestra (HK Phil) is one of Asia's leading orchestras, annually touching the lives of over 200,000 music lovers through more than 150 performances. In each season, the Orchestra presents concerts and events that require the production of banners, backdrops, panels, kiosk and stickers etc.
- Schedule of Works/Services:** 1 September 2023 – 31 August 2024
- Closing Date & Time:** Date: 18 Aug 2023  
Time: 5:45pm
- In the event of a typhoon signal no.8 (or above) or rainstorm black warning is 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 or warning is lowered.
- Contact Person:** Mr. Alex Kwok / Administration and Finance  
Hong Kong Philharmonic Society Ltd  
8/F, Administration Building  
Hong Kong Cultural Centre  
TST, Kowloon  
Telephone: (852) 2721 0139  
Email: alex.kwok@hkphil.org

**Submission of quotations:** You are invited to submit quotations 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 work

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 HKPhil in connection with this tender invitation 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 invitation.

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.

Dated: 31 Jul 2023

## Company Profile

Registered Company Name			
Trading Name (if different)			
Registered Address:			
Telephone:			
Fax:			
E-mail:			
Website:			
Company Status: (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.**  
**2023/24 Seasons: Invitation for Quotations**  
**Reference No.: HKPS\_MK2023\_2024\_OUTPUT\_LARGE**

**List of Specifications (includes printing, installation and dismantling)**

Item	Specifications	Quotation (Production) unit price	Quotation (Set up & dismantle) per job	Lead Time (Working Days)
40 pcs.	Raked Wall Banners	Size: 8' (w) x 12' (h) x 3' (d) x 4-sided Extra setup and dismantling charge Dismantling charge under extreme weather	N/A N/A	
2 sets	Raked Wall Banners (facing admin building)	Each set consist of 4 banners: Size 1 - 1040mm (w) x 3400mm (h) x 4-sided x 1 pcs. Size 2 - 2205mm (w) x 3400mm (h) x 4-sided x 2 pcs. Size 3 - 900mm (w) x 3400mm (h) x 4-sided x 1 pcs. Extra setup and dismantling charge Dismantling charge under extreme weather	N/A N/A	
2 sets	Raked Wall Banners (facing piazza)	Each set consist of 4 banners: Size 1 - 1060mm (w) x 3600mm (h) x 4-sided x 2 pcs. Size 2 - 980mm (w) x 3600mm (h) x 4-sided x 2 pcs. Extra setup and dismantling charge Dismantling charge under extreme weather	N/A N/A	
2 pcs.	HKCC Window Stickers (facing piazza)	Size: 10.4 m (W) x 1.7m (H) x double-sided Including on-site measurement, test-print, production, installation with scaffold and dismantling		
2 pcs.	HKCC Window Stickers (facing admin building)	Size: 334" (W) x 140.5" (H) Including on-site measurement, test-print, production, installation with scaffold and dismantling		
20 pcs.	TV Booth Sticker	Size: 2765 mm (w) x 2365mm (h) (TV die cut)		
40 pcs.	HKCC Foyer Banner	12m (w) x 2m (h) Extra setup and dismantling charge	N/A	
3 pcs	Seaside Pillar Banners	Size: 700mm (w) x 2900mm (h) x double-sided Dismantling charge under extreme weather	N/A	
8 pcs.	Round Pillar Banners	Round plywood base construction and inkjet output Size: 2,800mm (h) x 3,770mm (circumference) Includes on-site measurement, production, installation and dismantling		
1 set	2-Wall Displays outside HKCC	Rectangular plywood base construction and inkjet output Size of main visual: 5,010mm (w) x 2,900mm (h) x 2 sides Size of the side: 535mm (w) x 2,900mm (h) x 2 sides Includes on-site measurement, production, installation and dismantling		
1 set	HKCC Exhibition (Information Booth)	Each set consist of ONE Backdrop and ONE Floor Sticker: Backdrop Size: 7000mm (L) x 2200mm (H) x 600mm (D) Backdrop Material: Inkjet mounted on wooden board Floor Sticker Size: 7000mm (L) x 3000mm (W) Floor Sticker Material: Inkjet output on removable sticker		
1 pc.	HKCC Wall Banner - A/B	Size: 12m (w) x 9m (h) / (including scaffold rental) Extra setup and dismantling charge Dismantling charge under extreme weather	N/A N/A	
1 pcs.	HKCC Wall Banner - C	Size: 6m (w) x 12m (h) Extra setup and dismantling charge Dismantling charge under extreme weather	N/A N/A	
1 pcs.	HK City Hall Wall Banner	Size: 9m (w) x 6m (h) Extra setup and dismantling charge Dismantling charge under extreme weather	N/A N/A	
1 pcs.	Yuen Long Theatre Wall Banner	Size: 26' (w) x 33' (H) Material: Inkjet output on vinyl Extra setup and dismantling charge Dismantling charge under extreme weather	N/A N/A	
5 pcs.	HKCC Choir Stall Foamboard	Size: 5600mmW x 800mmH		
1 pc	HKCC CH Staircase Stickers	Size: 4,400mm (w) x 140mm (h)		
20 pcs.	Event Backdrops	Size: 16' (w) x 8' (h)		
10 pcs	Event Backdrops	Size: 20' (w) x 8' (h)		
10 pcs	Logo Board	2-sided stage logo board - Size: 2900mmH x 1500mmW (2 pcs) / foamboard		
20 pcs.	Central Mid-level Escalator Banner	Size: 900mm x 3000mm (3ft x 10ft)		

**Signature and Company Chop:**

---