

The Hong Kong Philharmonic Society Ltd
2025/26 Season Tender Notice
Invitation for Quotation

Reference No: **HKPS_MK202_2026_DESIGN**

Organizer: The Hong Kong Philharmonic Society Ltd.

Scope of Works / Services: Invitation to submit quotations
- Design work for the 2025/26 Seasons

For scope of works / services, please refer to the attached list of specifications in the attached file.

Quotation Brief: The Hong Kong Philharmonic Orchestra (HK Phil) is Asia's leading orchestra, annually touching the lives of over 200,000 music lovers through more than 150 performances. The orchestra requires the services of a graphic designer who will provide concept development and execution/adaptation of the design for I posters, leaflets, banners, advertisements, eDMs, etc. that will brand the HK Phil and promote the orchestra's events in a clear and exciting manner.

Schedule of Works/Services: 1 September 2025 – 31 August 2026

Closing Date & Time: Date: 12 Sep 2025
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
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

Submission of Quotations: You are invited to submit quotations for the services outlined in the attached list of specifications. Please also submit your design portfolio (attachment/ URL link).

Quotation must be submitted by completing and returning by mail, or by email (in pdf format), to Mr. Alex Kwok before the closing date/time. Late submissions will not be accepted.

Marking Scheme: 40% on quoted price / 60% on quality of design

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 HKPhil in connection with this 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: 1 Sep 2025

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:

| List of Specifications | | | | | | | |
|------------------------|--|--|--|----------------------------|----------------------|-----------------|--|
| Item | Specification | Description | Quotation (incl. typography, stock photos and artwork) | | | Turnaround Time | |
| | | | Unit Price (per job) HK\$ | No. of Job (per season) | Season Total HK\$ | | |
| Posters | Size: 507mm (w) x 725mm (h) Color: 4C + 4C | Design with Provided Grid | | 20 | | | |
| | | New Design | | 3 | | | |
| | | New Design with Illustration (including illustrations produced specifically for the design) | | 2 | | | |
| Leaflet | Single Sheet / A4 Size: 190mm (w) x 297mm (h) Color: 4C + 4C | Design with Provided Grid | | 20 | | | |
| | | New Design | | 3 | | | |
| | | New Design with Illustration (including illustrations produced specifically for the design) | | 2 | | | |
| | One-Fold Open Size: 380mm (w) x 297mm (h) Finsihed Size: 190mm (w) x 297mm (h) Color: 4C + 4C | Design with Provided Grid | | 20 | | | |
| | | New Design | | 3 | | | |
| | | New Design with Illustration (including illustrations produced specifically for the design) | | 2 | | | |
| Postcard | Sizes: (A6 Postcard) 105mm (h) x148mm (w) (A5 Postcard) 148mm (h) x 210mm (w) (Customised Size) Size: 150 mm (H) x 200 mm (W) Color: 4C + 1C Paper: 240qsm Graffiti Touch | New Design | | 15 | | | |
| | | New Design with Illustration (including illustrations produced specifically for the design) | | 10 | | | |
| | | | | | | | |
| Advertisements | Print Ad OOH Outdoor Ad (small scale) i.e. 4-sheet and 12-sheet, Poster-On-Wall, Bus Premiere OOH Outdoor Ad (large scale) i.e. Outdor Billboard, Wall Banner | Adaptation from Key Visual | | 20 | | | |
| | | New Design | | 5 | | | |
| | | Adaptation from Key Visual | | 20 | | | |
| | | New Design | | 5 | | | |
| | | Adaptation from Key Visual | | 20 | | | |
| | | New Design | | 5 | | | |
| Venue Large Display | Event Backdrop Size: 16' (w) x 8' (h) HKCC Window Stickers Size: 10,400mm (w) x 1,700mm (h) / 3,920mm (w) x Central Mid-Level Banner Size: 3m (w) x 6m (h) | Design with Provided Grid | | 20 | | | |
| | | New Design | | 5 | | | |
| | | Adaptation from Key Visual | | 5 | | | |
| | HKCC Staircase Sticker Size: 3500mm (h) x 4400mm (h) HKCC Foyer Banner Size: 12m (w) x 2m (h) HKCC Raked Wall Banners Size: 8' (w) x 12' (h) x 3' (d) x 3 sides | New Design | | 10 | | | |
| | | New Design | | 25 | | | |
| | | New Design | | 25 | | | |
| | HKCC Pillar Banner (Seaside) Size: 700mm (w) x 2900mm (h) HKCC Pillar Banner (circumference) Size: 2800mm (w) x 3770mm (h) | New Design | | 10 | | | |
| | | New Design | | 10 | | | |
| | | Adaptation from Key Visual | | 5 | | | |
| | Performing Venue Wall Banners (e.g. at HKCC, HKCH, Shatin Town Hall, Tun Muen Town Hall, Tsuen Wan Town Hall) | New Design | | 5 | | | |
| | | | | | | | |
| | | | | | | | |
| | Venue Small Display | Pillar Light Box (at concert reception area) Size: 540mm (w) x 1280mm (h) Props Foamboard Within Size: 2,000mm x 2,000mm Die-cut in irregular shape and regular shape A1 Signage Foamboard Size: 594mm x 841mm | Adaptation from Key Visual | | 20 | | |
| | | | New Design | | 5 | | |
| | | | New Design | | 10 | | |
| | | | | | | | |
| New Design | | | | 10 | | | |
| eDMs | Size: 1250 (w) x 625 (h) pixels - Static Size: 1250 (w) x 625 (h) pixels - GIF | Adaptation from Key Visual | | 20 | | | |
| | | Adaptation from Key Visual | | 5 | | | |
| Video Production | Motion Graphic Production File need output to HD quality Output to HD quality 10-20 seconds video i.e. CTA Post | Design with Provided Grid | | 15 | | | |
| | | New Design | | 5 | | | |
| | | New Design with Content Creation | | 5 | | | |
| | Motion Graphic Production File need output to HD quality Output to HD quality 30 seconds video i.e. Programm Introduction Post | Design with Provided Grid | | 15 | | | |
| | | New Design | | 5 | | | |
| | | New Design with Content Creation | | 5 | | | |
| Digital Panel/Banner | Static Size: Anything under 3840 (w) x 3840 (h) pixels GIF Size: Anything under 3840 (w) x 3840 (h) pixels | Design with Provided Grid | | 20 | | | |
| | | New Design | | 5 | | | |
| | | Design with Provided Grid | | 20 | | | |
| | | New Design | | 5 | | | |
| Others | Tickets Size: 210mm (w) x 98mm (h) Sticker Set (A5) Size: 148mm (w) x 210mm (h) | New Design | | 10 | | | |
| | | | | | | | |
| | | New Design | | 5 | | | |
| House Programme | Size: 170mm (w) x 247mm (h) Color: 4C + 4C Cover: 105gsm matt art paper Content: 105gsm matt paper Binding: Saddle-stitched | New Design with Illustration | | 5 | | | |
| | | Cover - Adaptation from Key Visual | | 25 | | | |
| | | Content Page (per page) - New Design (creation of a template) | | 750 | | | |
| | | | | (25 jobs x 30 pp.) | | | |
| | | Content Page (per page) - Modification, text/photo replacement based on provided template | | 750 | | | |
| | | | (25 jobs x 30 pp.) | | | | |

Prepared by:

(Signature and Company Chop)

Name:
Designation:
Company:
Date: