The Hong Kong Philharmonic Society Ltd
2026/27 Season Tender Notice
Invitation for Quotation

Reference No:	**HKPS_MK2026_2027_DESIGN**
Organizer:	The Hong Kong Philharmonic Society Ltd.
Scope of Works / Services:	Invitation to submit quotations – **Design work for the 2026/27 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 2026 – 31 August 2027
Closing Date & Time:	Date: 27 Nov 2026 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 2026

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:

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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) (Customised Size) Size: 150 mm (H) x 200 mm (W) Color: 4C + 4C Paper: 240gsm Graffiti Touch	New Design		15		
		New Design with Illustration (including illustrations produced specifically for the design)		10		
Advertisements	Print Ad	Adaptation from Key Visual		20		
		New Design		5		
	OOH Outdoor Ad (small scale) i.e. 4-sheet and 12-sheet, Poster-On-Wall, Bus Premiere	Adaptation from Key Visual		20		
		New Design		5		
	OOH Outdoor Ad (large scale) i.e. Outdor Billboard, Wall Banner	Adaptation from Key Visual		20		
		New Design		5		
Venue Large Display	Event Backdrop Size: 16' (w) x 8' (h)	Design with Provided Grid		20		
		New Design		5		
	HKCC Window Stickers Size: 10,400mm (w) x 1,700mm (h) / 3,920mm (w) x 1,830mm (h)	Adaptation from Key Visual		5		
		New Design		5		
	Central Mid-Level Banner Size: 3m (w) x 6m (h)	New Design		25		
	HKCC Foyer Banner Size: 12m (w) x 2m (h)	New Design		25		
	HKCC Raked Wall Banners Size: 8' (w) x 12' (h) x 3' (d) x 3 sides	New Design		25		
	HKCC Choirstall Foamboard (Centre Block) Size: Size: 5700mm (w) x 640mm (h)	New Design		10		
	HKCC Choirstall Foamboard (Left & Right Block) Size: Size: 4270mm (w) x 640mm (h) / 2 pcs.			10		
	HKCC Staircase Sticker Size: Size: 4,400mm (w) x 140mm (h)			10		
	HKCC Logo Board Size: 2900mmH x 1500mmW (2 pcs) Each set consist of 2 logo boards (stage left and right)	New Design		10		
	HKCC Pillar Banner (Seaside) Size: 700mm (w) x 2900mm (h)	New Design		5		
	HKCC Pillar Banner (circumference) Size: 2800mm (w) x 3770mm (h)	New Design		5		
	Performing Venue Wall Banners (e.g. at HKCC, HKCH, Shatin Town Hall, Tun Muen Town Hall, Tsuen Wan Town Hall)	Adaptation from Key Visual		5		
		New Design		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 Image eDM/eBanner	Static	Adaptation from Key Visual		20		
		New Design		5		
	GIF	Adaptation from Key Visual		20		
		New Design		5		
House Programme	Size: 170mm (w) x 247mm (h) Color: 4C + 4C	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: