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

Reference No: **HKPS_MK2026_2027_PRINT**

Organizer: The Hong Kong Philharmonic Society Ltd.

Scope of Works/Services: Invitation to submit quotations
– **Printing 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 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 40 regular programmes plus various events that require the production of printed collaterals, including, posters, leaflets and house programmes.

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.

Weekly house programmes are normally produced following this schedule:

1. Artwork files ready on Tuesday night by 10pm;
2. Colour proof sent to the HK Phil office on Wednesday morning by 10am;
3. Confirmation of printing on Thursday by 12nn;
4. Delivery to the performing venue and the HK Phil office on Friday by 3pm. **No delay is allowed for deliveries**.

The schedule shall be adjusted accordingly when concerts are not on a Friday evening. **The company shall be in 24-hour operation. A designated person from the company should 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.

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 Quotation: You are invited to submit 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.

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: 70% on quoted price / 30% on quality

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:

The Hong Kong Philharmonic Society Ltd.
2026/27 Season: Tender Notice
Reference No: HKPS_MK2026_2027_PRINT_Promotional Publicity

List of Specification

Item	**Specifications**	**Printrun (per job)**	**Quotation** (incl. digital/colour-proof, packaging and delivery)			**Production Lead Time**
			Unit Price (per job) HK$	**No. of Job (per season)**	**Season Total HK$**	
Poster	Size: 507mm (w) x 725mm (h)	50 pcs.		20		
	Color: 4C+0C	100 pcs.		3		
	Paper: 128gsm Matt Art Paper	500 pcs.		2		
Leaflet	**Single Sheet (A4)**	5,000 pcs.		5		
	Size: 190mm (w) x 297mm (h)	8,000 pcs.		15		
	Color: 4C+4C	10,000 pcs.		5		
	Single Sheet (A4)	5,000 pcs.		5		
	Size: 190mm (w) x 297mm (h)	8,000 pcs.		15		
	Color: 4C+4C	10,000 pcs.		5		
	Single Sheet (A4)	5,000 pcs.		5		
	Size: 190mm (w) x 297mm (h)	8,000 pcs.		15		
	Color: 4C+4C	10,000 pcs.		5		
	Single Sheet (A4)	5,000 pcs.		5		
	Size: 190mm (w) x 297mm (h)	8,000 pcs.		15		
	Color: 4C+4C	10,000 pcs.		5		
	1-Folded	5,000 pcs.		5		
	Open Size: 380mm (w) x 297mm (h)	8,000 pcs.		15		
	Folded Size: 190mm (w) x 297mm (h)	10,000 pcs.		5		
	1-Folded	5,000 pcs.		5		
	Open Size: 380mm (w) x 297mm (h)	8,000 pcs.		15		
	Folded Size: 190mm (w) x 297mm (h)	10,000 pcs.		5		
	1-Folded	5,000 pcs.		5		
	Open Size: 380mm (w) x 297mm (h)	8,000 pcs.		15		
	Folded Size: 190mm (w) x 297mm (h)	10,000 pcs.		5		
Postcard	**A6 postcard**	5,000 pcs.		5		
	Size: 105mm (h) x148mm (w)	8,000 pcs.		15		
	Color: 4C + 1C	10,000 pcs.		5		
	Customised size postcard	5,000 pcs.		5		
	Size: 150 mm (H) x 200 mm (W)	8,000 pcs.		15		
	Color: 4C + 1C	10,000 pcs.		5		
Delivery	Delivery	per location		1000 (25 jobs x 40 locations)		
Lettershopping	Poster / Leaflet / Postcard Excluding postage	per item		75 (25 jobs x 3 insertions)		

Prepared by:

The Hong Kong Philharmonic Society Ltd.
2026/27 Season: Tender Notice
Reference No: HKPS_MK2026_2027_PRINT_House Programme

Specification of House Programme

Weekly production with a total of ~40 jobs
Size: 170mm (w) x 247mm (h)
Color: 4C + 4C
Paper: 105gsm matt art paper (cover) / 105gsm matt paper (content)
Binding: Saddle-stitched

Remarks:
- Digital proof prepared overnight upon submission of output files
- Printing of all copies within 24 hours upon confirmation (delivery included)

No. of Page / Quantity	**Quotation (incl. digital/color-proof, packaging and delivery) HK$**											
	500 pcs.	**1,000 pcs.**	**1,500 pcs.**	**2,000 pcs.**	**2,500 pcs.**	**3,000 pcs.**	**3,500 pcs.**	**4,000 pcs.**	**4,500 pcs.**	**5,000 pcs.**	**5,500 pcs.**	**6,000 pcs.**
4 + 4 pp.												
4 + 8 pp.												
4 + 12 pp.												
4 + 16 pp.												
4 + 20 pp.												
4 + 24 pp.												
4 + 28 pp.												
4 + 32 pp.												
4 + 36 pp.												
4 + 40 pp.												
4 + 44 pp.												
4 + 48 pp.												
4 + 52 pp.												
4 + 56 pp.												
4 + 60 pp.												

Extra Cost for Digital / Color-proof (per page)		**Specification**	**Quotation (per page) HK$**
~ 25 jobs	Digital-proof	Delivery within 24 working hours upon receipt of output files	
~ 5 jobs	Film and Color-proof	Upon special request	

Prepared by:

(Signature and Company Chop)
Name:
Designation:
Company:
Date:

The Hong Kong Philharmonic Society Ltd.
2026/27 Season: Tender Notice
Reference No: HKPS_MK2026_2027_PRINT_E&O House Programme/Activity Book

Specification of E&O House Programme or Activity Book

Size: 170mm (w) x 247mm (h)
Color: 4C + 4C
Paper: 95gsm - 110gsm Woodfree Paper
Binding: Saddle-stitched

Remarks:
- Digital proof prepared overnight upon submission of output files
- Printing of all copies within 24 hours upon confirmation (delivery included)

No. of Page / Quantity	**Quotation (incl. digital/color-proof, packaging and delivery) HK$**					
	1,000 pcs.	**2,000 pcs.**	**4,000 pcs.**	**10,000 pcs.**	**15,000 pcs.**	**20,000 pcs.**
4 + 16 pp.						
4 + 20 pp.						
4 + 24 pp.						
4 + 28 pp.						
4 + 32 pp.						
4 + 36 pp.						
4 + 40 pp.						
4 + 44 pp.						
4 + 48 pp.						
4 + 52 pp.						
4 + 56 pp.						
4 + 60 pp.						
4 + 64 pp.						

Extra Cost		**Specification**	**Quotation HK$**
~ 5 jobs	Matt Sticker	Not larger than 340mm (w) x 247 mm (h)	
~ 5 jobs	Page Inserts	Not larger then 340mm (w) x 247 mm (h) open in open size	
~ 5 jobs	Digital-proof (per page)	Delivery within 24 working hours upon receipt of output files	
~ 5 jobs	Film and Color-proof (per page)	Upon special request	

Prepared by:

(Signature and Company Chop)
Name:
Designation:
Company:
Date: