



Hong Kong Sports Association for the Physically Disabled

50th Anniversary Roving Exhibition

Tender Document (TER-002/2022)

1. The Association

The Hong Kong Sports Association for the Physically Disabled (the Association) was established in 1972 under the leadership of Founding President Prof. Sir Harry Fang and a group of rehabilitation enthusiasts. The Association plans, organises, develops and promotes sports to the physically impaired so they could enjoy fun of sports and lead a healthy lifestyle.

The Association emerged from being a non-governmental organisation overseeing the rehabilitation of the physically impaired through sporting activities into a full-fledged, multi-sport National Sports Association (NSA), as well as taking the role of National Paralympic Committee (NPC), Hong Kong's national representative on the International Paralympic Committee (IPC), in developing and selecting athletes to represent Hong Kong in Paralympic Games and competitions sanctioned by international sports federations.

The Association officially renamed as HKPC&SAPD as requested by the IPC in 2005 to duly reflect the NPC role. As the NPC of HKSAR, the Association was committed to promoting Paralympic Movement in Hong Kong, as well as enabling local Para athletes to achieve sporting excellence.

To define and delineate the dual role and responsibilities, the Association completed the segregation on 1 April 2022 and was renamed as Hong Kong Sports Association for the Physically Disabled. The Association remains in the role as a multi-sport NSA, continuing to driving local Para sports development, promote and develop various types of Para sports and enhance the competitiveness of Hong Kong Para athletes.

Learn more about the Association at <https://www.hksapd.org>

2. Basic Information

Established in 1972, the Association celebrates its 50th Anniversary (50A) this year. Having witnessed the changing landscape of local and international Para sports development for half a century, the Association launches a series of programmes, including the 50A Roving Exhibition to demonstrate various opportunities and challenges encountered and lead the way forward to continued success and development of local Para sports.

Theme 香港傷殘人士體育協會 50 週年 – 承續開創
HKSAPD 50th Anniversary – From Strength to Strength

Venue	Date	Key Event	Move-in (from 10pm)	Move-out (from 6pm)
Event Hall , G/F, Olympian City	5 –13 Nov 2022	Kick off Ceremony & athlete sharing (5 Nov)	4 Nov 2022	13 Nov 2022
Event Hall, UG/F, Citywalk (Half Atrium)	14 Jan – 5 Feb 2023	Athlete sharing (14 Jan)	13 Jan 2023	5 Feb 2023
Main Atrium, 1/F, tmtplaza	11 –19 Feb 2023	Athlete sharing (11 Feb)	10 Feb 2023	19 Feb 2023

Programme

- Kick off Ceremony
- Athlete Sharing
- Sports Trial
- Other Engagement Activities

3. Job Requirements

- Develop a design framework to be adapted in all necessary props, collaterals and promotional materials for the event. All logos of major organizations involved in the event must be included in the backdrops and banners.
- Provide venue decoration design and production of related materials, and arrange venue set-up for exhibition
- Provide audio and visual equipment and related technical support for the kick off ceremony and athlete sharing session

Detailed requirements please refer to the appendix.

4. Tender Timeline

17:00 on 7 October (Friday)	Deadline for tender submission
17:00 on 10 October (Monday)	Tender presentation (optional)
11 October (Tuesday)	Confirmation of selected tenderer

5. Tender Closing Date and Time

Tender will close on 7 October, Friday 17:00. Late tenders will not be accepted.

Tender should be deposited in the tender box set up at the Association’s office located at Unit 141-148, G/F, Block B, Mei Fung House, Mei Lam Estate, Shatin, N.T., Hong Kong and a soft copy by email to admin@hksapd.org.

6. Submission of Tender

Tenderers should submit completed Technical Proposal (and the signed Non-Collusive Tendering Certificate) and Fee Proposal in two separate envelopes or emails (one of Technical Proposal and the signed Non-Collusive Tendering Certificate, and one of Fee Proposal in PDF format). Tenderers should provide the names of their companies and the contact information of the person-in-charge in their submissions.

In the fee proposal, please separately quote for each exhibition. Please also state the payment term if the particular exhibition is cancelled 10 calendar days prior to the commencement date of exhibition in the case of worsening public health emergency. All payment will be settled in 30 days after the completion of particular exhibition.

7. Assessment Criteria

The proposal will be evaluated by an assessment panel appointed by the Executive Committee of the Association. The panel will assess the proposal according but not limited to the below criteria:

- Creativity and style
- Cost effectiveness
- Production lead time

The Association does not bind itself to accept the lowest tender or any tender and reserves the right to negotiate with any tenderer about the terms of the offer.

Successful tender will be awarded contract of production for a contract period from 11 October to 20 February 2023 (both dates inclusive), subject to the progress of exhibition.

8. Enquiries

Enquiries concerning the tender please contact Ms. Yuli Wong, Senior Communication & Corporate Affairs Officer through 2602 8232 or the following email address:- admin@hksapd.org.

9. Remarks

The tenderer shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of the Hong Kong Sports Association for the Physically Disabled, the “Association”.

The tenderer is also prohibited from colluding with other bidders in this tendering exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer’s liability for such breach or non-compliance, invalidate his tender. The tenderer is required to sign the Non-Collusive Tendering Certificate attached to this notice.

If the supplier/contractor or any employee or agent of the supplier/contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, the Association may terminate the contract without entitling the supplier/contractor to any compensation therefore, and the supplier/contractor shall be liable for all losses and expenses necessarily incurred by the Association as the result of such termination of the contract.