

**WEST KOWLOON CULTURAL DISTRICT AUTHORITY****Invitation to Tender****Tender Notice****Our Reference:**

WKCDA20/0172/PAD

**Subject:**

Provision of Theatre Technical Services at Xiqu Centre, Freespace and Art Park

**Description:**

The Authority invites qualified tenderers to submit tenders for the Provision of Theatre Technical Services at Xiqu Centre, Freespace and Art Park ("Services"). The Services are classified into four (4) Service Groups as shown below:

<b>Service Group</b>	<b>Services Description</b>
1	Theatre Technical <b>Stage Services</b> at Xiqu Centre
2	Theatre Technical <b>Lighting / Sound Services</b> at Xiqu Centre
3	Theatre Technical <b>Stage Services</b> at Freespace & Art Park
4	Theatre Technical <b>Lighting / Sound Services</b> at Freespace & Art Park

The Authority seeks to appoint one (1) service provider for EACH Service Group above.

**Contact and Collection of Tender Documents:**

The Tender Documents and the Instructions to Tenderers for Tender submission are available to download from the WKCDA's WKProcure Website (<https://wkprocure.westkowloon.hk>). Interested parties who wish to submit Tender in respond to this Invitation should log in to WKProcure using their registered accounts to download the Tender Documents and Instructions to Tenderers. The Tender Documents and Instructions to Tenderers are not available for non-registered users of WKProcure. Please visit WKProcure for instructions to apply for a registered account.

Enquiries must be submitted via WKProcure before 17:00 on 11 December 2020.

**Closing date/time:****16:00 on Monday, 21 December 2020 (Hong Kong time)****Tender Briefing and Site Visit:**

A tender briefing is tentatively scheduled within 7 to 9 December 2020. Interested parties are required to complete and submit their application forms via WKProcure on or before 12:00 noon on 4 December 2020 to register for the tender briefing. Further details of tender briefing will be provided upon registration.

Site visit to the venue(s) will be arranged on need basis upon request only. Interested parties are required register via WKProcure on or before 12:00 noon on 4 December 2020. Further details of site visit will be provided upon registration.

**Submission of Tenders:**

Tender in respond to this Invitation must be prepared and submitted in compliance with the requirements set out in the Tender Documents and Instructions to Tenderers and must be submitted via WKProcure (the WKProcure Terms of Use can be found at <https://wkprocure.westkowloon.hk>) before the closing time.

Late submissions will not be accepted.

In the event that a typhoon signal No. 8 or above is hoisted or a black rainstorm warning signal is issued between Hong Kong time 09:00 and 16:00 on the closing date, the closing date/time will be extended to Hong Kong time 16:00 on the next working day. For the purpose of this paragraph, Saturdays, Sundays and Public Holidays are not counted as working days.

**Remarks:**

All costs and expenses incurred for or in connection with any response to this Invitation to Tender, including the preparation and/or submission of the Tenders, shall be entirely the responsibility of the interested parties.

WKCD A reserves the right to accept the Tender which WKCD A in its sole discretion considers to be the most advantageous overall to WKCD A. WKCD A is not bound to accept any Tender irrespective of whether the Tender is the lowest bid or has the highest overall mark. WKCD A also reserves the right to suspend, not to proceed with or to cancel this Invitation to Tender or to negotiate with any Tenderer.