

	WEST KOWLOON CULTURAL DISTRICT AUTHORITY
	Request for Quotation (RFQ)
	RFQ Notice
Our Reference:	WKCDA20/0377/MCE
Subject:	Provision of Branding Photography Services for Performing Arts Season Launch
Description:	<p>The Authority is planning a season launch for the performing arts programmes in 2021-2022 (the “Season Launch”). The season covers a wide range of performances, festivals, fringe activities and learning programmes across four different art forms including music, dance, theatre and xiqu (Chinese tradition theatre).</p> <p>The Authority intend to appoint a service provider (“Service Provider”) to provide the Branding Photography Services for Performing Arts Season Lunch (“Services”).</p> <p>The objective of the photographs is to illustrate the brand value and to portray the vision of the Performing Arts Division at WKCD. It’s also a chance to unify the performing arts brand identity across the four art forms with various programmes.</p> <p>Note: Interested parties should have relevant credential on branding photography projects which is the eligibility for this branding project.</p>
Contact and Collection of RFQ Documents:	<p>Interested parties are required to express their interest by email to icarus.cheung@wkcda.hk with their company name, address, telephone number, name and position of their contact person and the contact email address.</p> <p>Further to expression of interest, the RFQ Documents will be available to download from the WKCDA’s WKProcure Website (https://wkprocure.westkowloon.hk). Interested parties who wish to submit offers in respond to this RFQ should log in to WKProcure using their registered accounts to download the RFQ Documents. The RFQ Documents are not available for non-registered users of WKProcure. Please visit WKProcure for instructions to apply for a registered account. Any enquiries must be submitted via WKProcure.</p>
Closing date/time:	16:00 on 6 January 2021 (Hong Kong time)
Submission of offers:	<p>Offers in respond to this RFQ must be prepared and submitted in compliance with the requirements set out in the RFQ Documents and submission requirements, and must be submitted via WKProcure (the WKProcure Terms of Use can be found at https://wkprocure.westkowloon.hk) before the closing time.</p> <p>Late submissions will not be accepted.</p> <p>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.</p>
Remarks:	All costs and expenses incurred for or in connection with any response to this RFQ, including the preparation and/or submission of the offers, shall be entirely the responsibility of the interested parties.

WKCDA reserves the right to accept the offers which WKCDA in its sole discretion considers to be the most advantageous overall to WKCDA. WKCDA is not bound to accept any offer irrespective of whether the offer is the lowest bid or has the highest overall mark. WKCDA also reserves the right to suspend, not to proceed with or to cancel this RFQ or to negotiate with any bidders.