

## Tender Notice

### Invitation for Expression of Interest

#### T/2018/003: Provision of AV production services for Cyberport events

Hong Kong Cyberport Management Company Limited 香港數碼港管理有限公司 (“HKCMCL”) invites interested parties to submit a proposal for the Provision of AV production services for Cyberport events.

Cyberport is looking for a Service Provider to provide AV production services for the Cyberport ICT events throughout the year. The purpose of this Request for Proposal (RFP) is to appoint an experienced Service Provider to provide the AV production services including equipment and operators/ technicians for supporting visual and audio signal required for Cyberport events in different scales. This is a standing order contract and the services will be requested on-demand by HKCMCL or its partners.

Interested parties with relevant experience shall fill in the **Reply to Tender Notice** (enclosed), then send it to the following **on or before 27 February 2018 (Hong Kong Time)**.

By Post:

Hong Kong Cyberport Management Company Limited  
Units 1102-04, Level 11, Cyberport 2,  
100 Cyberport Road,  
Hong Kong

Attn: Manager – Compliance and Procurement

Or by email: [procurement@cyberport.hk](mailto:procurement@cyberport.hk) AND [sunnyho@cyberport.hk](mailto:sunnyho@cyberport.hk)

Or by fax: (852) 3027 0385

Tender document will be sent to the interested parties.

If the company does not submit a tender or decline for submission after having replied to this notice, the company may be suspended from quotation for a period of time.

All costs and expenses incurred for or in connection with any response to this invitation, including the preparation of any submission, shall be borne entirely by the party concerned without recourse to HKCMCL.

Please note that submissions are being invited on a non-committal basis and this Invitation does not constitute any part of an offer by HKCMCL. HKCMCL is not bound to award any contract to any of those parties which have replied to this notice.

Date of Issue: 20 February 2018

**Reply to Tender Notice**

**T/2018/003: Provision of AV production services for Cyberport events**

Please complete and return this form to HKCMCL by email, by fax or by post **no later than 27 February 2018.**

By post : Units 1102-1104, Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong  
By fax : (852) 3027 0385  
By email : procurement@cyberport.hk AND sunnyho@cyberport.hk

**We are interested to tender. Please send us one set of tender document.**

*(If the tenderer does not submit a tender or decline for submission after have replied to HKCMCL with this form, the tenderer will be suspended from quotation for 3 months.)*

Name in block letters:

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Company name:

\_\_\_\_\_

Company address:

\_\_\_\_\_

\_\_\_\_\_

Tel. no.:

\_\_\_\_\_

Fax. no.:

\_\_\_\_\_

E-mail address:

\_\_\_\_\_

Signature and company chop

\_\_\_\_\_

Date: \_\_\_\_\_