

## Tender Notice

### **T/2018/009: Event Management & Production for Internet Economy Summit 2019**

Hong Kong Cyberport Management Company Limited (“HKCMCL”) invites interested parties to submit tender for the **Event Management & Production for Internet Economy Summit 2019**.

The Government of the Hong Kong Special Administrative Region (HKSAR Government) and Cyberport will jointly organize the Internet Economy Summit (IES) 2019, the signature conference to promote Hong Kong as the region’s internet economy hub. The Summit features global thought leaders and top influencers of the digital economy to explore strategies for capturing opportunities offered by the internet in propelling economic development.

IES 2019 will be held on 15-16 April 2019 at HKCEC with the theme “Digital Economy • Redefines our Future”. The event will feature full day conference sessions and other side activities, expecting over 2,500 attendees.

Hong Kong Cyberport Management Company Limited (“HKCMCL”) is in-charge of the overall event management and project liaison.

The scope of service is to plan and execute the design, production and event management of IES 2019. The services include artwork development, marketing collateral production, venue setup, onsite logistics, floor management and event co-ordination. This tender also includes an optional scope for sponsorship solicitation as well as speaker identification and invitation.

Interested parties with relevant experience shall fill-in the enclosed form and send it to the following **on or before 3:00pm of 10 Sep 2018 (Mon)**:

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 [yvonnasze@cyberport.hk](mailto:yvonnasze@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: 31 Aug 2018

**Reply to Tender Notice**

**T/2018/009: Event Management & Production for Internet Economy Summit**  
**2019**

*Please complete and return this form to HKCMCL by email, by fax T/2018/009 or by post **no later than 3:00pm of 10 Sep 2018 (Mon)**.*

By post : Units 1102-1104, Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong  
By fax : (852) 3027 0385  
By email : [procurement@cyberport.hk](mailto:procurement@cyberport.hk) and [yvonnasze@cyberport.hk](mailto:yvonnasze@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: \_\_\_\_\_