**Tender Notice**

**T/2019/022: Event Management & Production for Internet Economy Summit 2020**

Hong Kong Cyberport Management Company Limited (“HKCMCL”) invites interested parties to submit tender for the **Event Management & Production for Internet Economy Summit 2020**.

The Government of the Hong Kong Special Administrative Region (HKSAR Government) and Cyberport will jointly organise the Internet Economy Summit (IES) 2020, the signature conference to promote Hong Kong as the region’s internet economy hub. Since then, it has firmly established itself as one of the most prominent technology events in Asia and the biggest Government event in collaboration with most of Hong Kong’s leading public bodies in the tech innovation space and major business chambers.

IES 2020 will be held on 15-16 April 2020 at Convention Hall & Theatre 1-2 in HKCEC with the theme “*Propelling Growth with Smart Economy*”. The event will feature 2 full days of conference sessions, networking and investor matching 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 2020. The services include artwork development, marketing collateral production, venue setup, onsite logistics, floor management and event co-ordination.

Interested parties with relevant experience shall fill-in the enclosed form and send it to the following **on or before 3:00pm of 12 Dec 2019 (Thu)**:

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 [winniecheng@cyberport.hk](mailto:winniecheng@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: 5 Dec 2019

**Reply to Tender Notice**

**T/2019/022: Event Management & Production for Internet Economy Summit 2020**

*Please complete and return this form to HKCMCL by email, by fax or by post* ***no later than 3:00pm of 12 Dec 2019 (Thu):***

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| 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 [winniecheng@cyberport.hk](mailto:winniecheng@cyberport.hk) |
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**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.)*

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| Name in block letters: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel. no.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fax. no.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Signature and company chop

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|  | Date: |