



HONG KONG SCIENCE AND TECHNOLOGY PARKS CORPORATION

TENDER NOTICE

Request for Proposal (RFP) on Term Contract for Design, Production and Event Management for HKSTP Partnerships Programmes (Ref.: RFP/2024/CEOD/264)

I. Objective

Hong Kong Science and Technology Parks Corporation (HKSTP) would like to invite capable and interested suppliers to tender for the “RFP for Term Contract for Design, Production and Event Management for HKSTP Partnerships Programmes” for a 12-month contract period. HKSTP retains the option to extend for an additional 12 months and intends to appoint two contractors to provide the services.

II. Background

HKSTP Partnerships Programmes, hosted by HKSTP Partnerships Team, are a series of projects partnered with leading corporate(s) or organisation(s) for accelerating corporate innovation. It aims at boosting the number of technology adoptions and solutions co-creation between partner(s) and startups/tech ventures around the globe. With an effective promotion plan and solid leads generated from the programmes, we hope to brand HKSTP as the Innovation & Technology Hub in Asia across different sectors, including:

- Banking, Financial Services and Insurance
- Channels and Overseas
- Construction and Real Estate
- Government
- Mobility and Logistics

III. Scope of Service

The major scope of services including: -

- Overall Project and Event Management
- Design services for all related material, including key visuals, promotion materials, floor plans, system backdrops, gimmicks, direction signage, props, decoration, etc.
- Audio & video services
- copywriting and editing of scripts and promotion materials
- emcee and helpers etc.

IV. Tender Closing Date

- 12:00 noon on 30 October 2024 (Hong Kong Time)
(Please refer to the [RFP/Tender invitation in HKSTP eTender system](#) for the updated closing date.)

Points to note:

- i. Please enter *HKSTP eTender system (Corporate)* (<https://tender.hkstp.org/>) and click “*Guest*” for more details.
- ii. To download the tender document, the supplier must be registered and approved as “*HKSTP Supplier*” in *HKSTP eTender system (Corporate)*.
- iii. To register as HKSTP supplier, please follow all steps in “Section 3 (page 9 to 16)” of “*Supplier User Manual*” to submit in eTender (Corporate). (Download supplier manual from [HKSTP eTender > Support](#))
- iv. To download the tender documents, the registered suppliers should login eTender as “*Supplier*” → click “*Search*” → input the Ref. no. for searching.