



**HONG KONG SCIENCE AND TECHNOLOGY PARKS CORPORATION**  
香港科技園公司

**Request for Quotation (RFQ) on  
Lion Dance Performance for Chinese New Year 2025 in Hong Kong Science  
Park, InnoCentre, DT Hub and Advanced Manufacturing Centre  
(Ref: RFQ/CEOD/2024/008)**


乙巳年香港科學園、創新中心、數據技術中心及先進製造業中心  
新春賀歲醒獅及舞龍表演招標通告  
(招標編號: RFQ/CEOD/2024/008)

**Tender Closing: 3 pm, 11 September 2024 (Wednesday)**  
截止日期及時間: 2024 年 9 月 11 日 (星期三) 下午 3 時

招標編號	RFQ/CEOD/2024/008
發出招標日期	2024 年 9 月 4 日
項目	乙巳年香港科學園、創新中心、數據技術中心及先進製造業中心新春賀歲醒獅及舞龍表演
聯絡人	賴先生 / 馮小姐
電話號碼	2629 6688 / 2629 7035
電郵地址	<a href="mailto:ben.lai@hkstp.org">ben.lai@hkstp.org</a> / <a href="mailto:ann.fung@hkstp.org">ann.fung@hkstp.org</a>
索取招標文件	招標文件附於本招標通告中
截止日期及時間	2024 年 9 月 11 日下午 3 時 (香港時間)

遞交標書	<p>遞交紙張形式標書必須放於密封的信封，信封面註明招標編號、投標項目（但不得有任何記認，使人認出投標者的身分）及「香港科技園公司開標委員會主席收」。投標者必須於2024年9月11日下午3時前（香港時間），<b>把標書投入香港科學園科技大道東5號5E大樓地下的指定投標箱內。逾期的投標或未有投入指定投標箱的標書概不受理。</b></p>  <p>The photograph shows a reception desk with a sign that says 'RECEPTION 接待處'. In the background, there are several lockers or boxes, and a green arrow points to them, indicating the designated area for submitting bids.</p>
備註	<p>如在上述截標日期當天上午9時至下午6時期間（香港時間）的任何時間內，黑色暴雨警告信號，或八號或以上熱帶氣旋警告信號懸掛，截標時間將會延至下一個工作天的下午3時（香港時間）。</p>

（此中文招標通告為英文版本譯本及以簡略為途，如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。）

Tender Reference	RFQ/CEOD/2024/008
Date of Tender issue	4 September 2024
<b>Subject</b>	<b>Lion Dance and Dragon Dance Performance for Chinese New Year 2025 in Hong Kong Science Park, InnoCentre, DT Hub and Advanced Manufacturing Centre</b>
Contact for Enquiries	Mr. Ben Lai / Ms. Ann Fung
Tel No.	2629 6688 / 2629 7035
Email Address	<a href="mailto:ben.lai@hkstp.org">ben.lai@hkstp.org</a> / <a href="mailto:ann.fung@hkstp.org">ann.fung@hkstp.org</a>
Collection of Tender Documents	The tender document is attached to this tender notice.
Closing Date/Time	3:00 p.m. of 11 September 2024 (Hong Kong Time)
Submission of Tenders	<p>Tenders must be clearly marked with the tender reference and the subject of the tender on the outside of the envelope (but should not bear any indication which may relate the tender to the tenderer) addressed to the Chairman, Tender Opening Committee, Hong Kong Science and Technology Parks Corporation, and deposited in the specified Tender Box situated at the Ground Floor, Building 5E, 5 Science Park East Avenue, Hong Kong Science Park, Hong Kong before 3:00 p.m. (Hong Kong time) of 11 September 2024. <u>Late tenders or tenders not deposited in the specified Tender Box will not be accepted.</u></p> 
Remarks	In the event of a black rainstorm warning or a typhoon signal No. 8 or above being in force at any time within the office hour (9:00am- 6:00pm) on the Tender Closing Date, the Tender Closing Date will be extended to 3:00 pm on the next working day (Monday to Friday).



4/9/2024

**Hong Kong Science & Technology Parks Corporation**

**REQUEST FOR QUOTATION ('RFQ')**

On

**Lion Dance Performance for Chinese New Year 2025 in  
Hong Kong Science Park, InnoCentre, DT Hub and  
Advanced Manufacturing Centre**

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**(Ref: [RFQ/CEOD/2024/008](#))**



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**Annex 1 - Scope of Service and Details**

**Annex 2 - (NOT USED)**

**Annex 3 - (NOT USED)**

**Appendix 1 - Non-Collusive Tendering Certificate**

**Appendix 2 - Price Proposal Submission**

**Appendix 3 - Job Reference Check Form**

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## STRICTLY PRIVILEGED AND CONFIDENTIAL

### 1. Introduction

The Hong Kong Science and Technology Parks Corporation (“HKSTP”) would like to invite interested parties (each a “Tenderer” and collectively, “Tenderers”) to submit quotations for Lion Dance Performance for Chinese New Year 2025 in Hong Kong Science Park, InnoCentre, DT Hub and Advanced Manufacturing Centre. The goods and/or services will be accomplished as required in accordance with the Scope of Service, Deliverable, plus the other requirements, specifications, terms and conditions as stipulated in this Request for Quotation (RFQ).

### 2. About HKSTP

Comprising the Science Park, InnoCentre and three InnoParks, HKSTP is a statutory body dedicated to building a vibrant innovation and technology ecosystem to connect stakeholders, nurture technology talents, facilitate collaboration, and catalyse innovations to deliver social and economic benefits to Hong Kong and the region.

Since its establishment in May 2001, HKSTP has been driving the development of Hong Kong into a regional hub for innovation and growth in four strategic technology focuses including Biomedical Technology, AI & Robotics, Smart City and FinTech. We enable science and technology companies to nurture ideas, innovate and grow, supported by our R&D facilities, infrastructure, and market-led laboratories and technical centres with professional support services. We also offer value added services and comprehensive incubation programs for technology start-ups to accelerate their growth.

Technology businesses benefit from our specialized services and infrastructure at Science Park for applied research and product development; enterprises can find creative design support at InnoCentre; while skill-intensive businesses are served by our three InnoParks at Tai Po, Tseung Kwan O and Yuen Long. More information about HKSTP is available at [www.hkstp.org](http://www.hkstp.org).

### 3. Tender Process Time-Frame

The time-frame and necessary actions for this RFQ are as follows:

Actions	Schedule
1. Tender Issuance	4 September 2024
2. Tender Briefing and/or Site Visit	Not Used
3. Enquiry submission deadline	6 September 2024
4. Tender submission deadline	11 September 2024, 3:00 PM
5. Confirmation of Tender Award (Tentative)	Late September 2024

Remark: All briefing session and/or site visit may be arranged online. Tenderers will be advised accordingly.

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#### 4. Payment and Invoicing

Unless otherwise stated in this RFQ:

- a) All relevant expenses, costs and fees that are quoted by the selected Tenderer for this project must be denominated in Hong Kong Dollars.
- b) All delivery of goods shall be made on DDP (Incoterms) basis.
- c) All requests by the selected Tenderer for payments to be made by HKSTP must be accompanied by a formal invoice issued by the selected Tenderer to HKSTP accompanied by all relevant supporting documentation (if applicable).
- d) Payments that are invoiced by the selected Tenderer shall only be settled upon the completion of the relevant subject matter (be it goods, services milestones, deliverables, etc.) to which the payment(s) relate.
- e) Unless otherwise specified in the PO/contract, HKSTP will arrange payment within **30** days against invoice if all supporting documents are in order and all relevant requirements have been met to the satisfaction and approval of HKSTP.

#### 5. Submission of Tender Proposal

All tenderers shall read the requirements as outlined at this RFQ for the preparation of the submission of the tender. For Scope of Service, please refer to Annex 1 for details.

Interested Tenderers are required to follow the format and provide all price information as itemized and presented in accordance with the format set out in Appendix 2 – Price Proposal Submission without adding to, modifying, giving any additional qualifications/counter-proposals or deleting any part of Price Proposal Submission save and except where it requires Tenderers to provide additional information as indicated thereat.

Any Tenderer who fails to follow the format of this Price Proposal Table may be disqualified and its proposal will not be further assessed.

#### 6. Assessment

##### Part I - Mandatory Requirement

The submitted tender proposal shall meet the following mandatory requirements. Any tender proposal that fails to meet any of these mandatory requirements will be disqualified and will NOT be further considered by HKSTP.

No.	Particulars
1	Submission of a completed Non-Collusive Tendering Certificate (Appendix 1)
2	(NOT USED)
3	(NOT USED)
4	The Tenderer shall have at least one job reference for the lion dance performance with at least two lions in the last two years. Submission of a completed Job Reference Check Form (Appendix 3).

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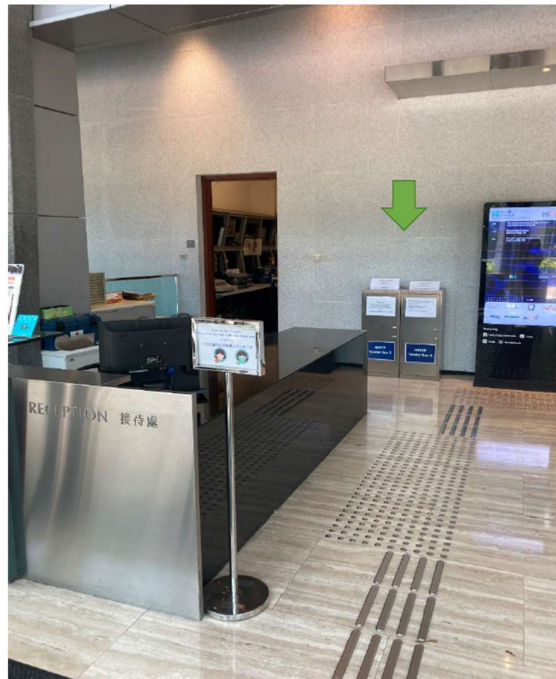
### Part II – Price Proposal Submission Assessment

The assessment will be based on price element only. Tenderers acknowledge that HKSTP has sole discretion to determine whether or not to accept any or all of Tenderer's quotation irrespective of its prices. The financial assessment will be carried out accordingly if the aforementioned criteria for the Price Proposal Submission are met and tenderers may be required to submit the audited financial statements for the latest available 3 financial years upon request by HKSTP.

### Part III – (NOT USED)

#### **7. Submission Deadline**

Tenderers shall submit their tender proposals and all relevant materials to the specified Tender Submission Box located on G/F, Building 5E, 5 Science Park East Avenue, Science Park, Shatin, Hong Kong on or before **11 September 2024, 3:00 PM** (Hong Kong Time).



Tenderers are advised to submit their tender proposals and all supporting materials as early as possible before the Submission Deadline.

Late submissions or submissions that do not address the required information shall **NOT** be considered.

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The submission of a tender proposal shall constitute the full acceptance of the terms and conditions contained in this RFQ by a Tenderer.

#### **8. Probity**

The Tenderer shall observe the Prevention of Bribery Ordinance (Cap. 201) (“PBO”). The Tenderer shall not, and shall procure that its directors, employees, consultants, agents, contractors and other personnel who are in any way involved in the deliverable of this RFQ shall not, offer to or solicit or accept from any person any money, gifts or advantages (as defined in the PBO) in relation to the deliverable of this RFQ.

If the Tenderer and/or any of its directors, employees, contractors, agents, contractors and other personnel who are in any way involved in the deliverable(s) under this RFQ commit any offence under the PBO in relation to such deliverable(s), HKSTP shall be entitled to terminate this RFQ and shall hold the Tenderer liable for any loss or damages that HKSTP may incur from such termination.

#### **9. Contractual Documentation**

Unless otherwise agreed in writing between HKSTP and the selected Tenderer, the selected Tenderer shall be bound by HKSTP’s general terms and conditions in Contract (For Goods), Contract (For Services), Contract (For Consultancy Services), Purchase Order Terms and Conditions (For Goods) or Purchase Order Terms and Conditions (For Services), as applicable, found at this link: <https://www.hkstp.org/supplier-registration/>.

#### **10. Completion Date(s) and Delivery Timeline(s)**

All Tenderers shall strictly comply with the delivery dates for the delivery and completion of all works and services that are to be rendered under this RFQ. As such, all Tenderers should take due care and consideration in proposing any lead times and delivery dates in their tender submission as time shall be of the essence in all contractual documentation to be executed by both HKSTP and the selected Tenderer under this RFQ.

#### **11. Insurance**

The selected Tenderer shall indemnify HKSTP against all losses and claims in respect of injuries or damage to any person, equipment or installation whatsoever which may arise out of or in connection with the services under this RFQ.

For those employed for the execution of the services under this RFQ, the selected Tenderer shall execute the valid Employees’ Compensation Insurance policy in compliance with the laws of Hong Kong Special Administrative Region (HKSAR) and effect adequate insurance against all liability to pay demands or compensation in consequence of any accident or injury to its employees and its sub-Tenderers, if any.

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The selected Tenderer shall execute the valid Employees' Compensation Insurance policy in compliance with the laws of Hong Kong Special Administrative Region (HKSAR) and effect adequate insurance against all liability to pay demands or compensation in consequence of any accident or injury to its employees and its sub-Tenderers, if any.

## **12. Conforming Tender**

The Tenderer shall lodge a Conforming Tender, i.e. which does not contain any deviations from the standard terms and conditions as stated in this RFQ.

The Tenderer may also lodge an additional Non-conforming Tender by:

- a) Specifying any amendment of the Tender Documents or the Conforming tender which applies to the Non-conforming Tender; and
- b) Stating the reason(s) for each amendment of the Tender Documents or the Conforming Tender included in the Non-conforming Tender.

If an Alternative Tender is submitted, the Conforming and Alternative Tenders must be clearly labeled at the top of the Price Proposal submission.

HKSTP shall only consider the section or amendment on or under the Alternative Tender after the Conforming Tender of the same Tenderer is successfully accepted by HKSTP.

## **13. (NOT USED)**

## **14. Contact for Enquiries**

All enquiries should be submitted in writing before the Tenderer enquiry submission deadline referred to in Section 3 Tender Process Time-Frame. No late enquiries will be considered.

## **15. General Terms and Conditions**

- a) Complete Scope  
Tenderers are required to bid on the complete scope of the goods/services mentioned in this RFQ and submit fixed and final prices for the total solution.
- b) Business Jurisdictions  
Tenderers are also required to provide details of the jurisdictions in which it operates its business. If the services under this RFQ are to be rendered to HKSTP by engaging third party sub-contractors, details of the jurisdictions in which such third party contractors operate their businesses.
- c) Tender Proposal Cost and Expenses  
Tenderers submitting proposals in response to this RFQ are solely responsible for any and all costs and expenses that are incurred for the preparation of any submissions (including quotations,



any supporting documents, information, data and materials). HKSTP shall not be responsible or liable to any Tenderers for any such costs and expenses under any circumstances.

d) Acceptance / Rejection of Proposal

HKSTP will evaluate tender proposals in strict confidence and shall not disclose or share information contained in any proposal that is submitted by a Tenderer to any other Tenderers who have also submitted proposal in response to this RFQ.

Tenderer acknowledges that HKSTP may elect at its sole option to accept all or any specific item or items of any tenderer submission. If a Tender submits a proposal on the basis that its proposal must be accepted as complete whole proposal, this must be clearly stated in its tender proposal.

HKSTP reserves the right to negotiate with any Tenderer it sees fit.

e) Accuracy of RFQ Prices

All Tenderers shall make certain that all prices quoted in its proposal are accurate and complete. Under no circumstances will HKSTP accept any request for submitted prices to be adjusted due to any error on the part of the relevant Tenderer.

f) Validity of RFQ Prices

All Tenderers shall make certain that prices submitted or quoted are denominated in Hong Kong Dollars and are valid for a period of 120 calendar days from the date of submission of the proposal to HKSTP.

g) Formation of Contract

Unless and until a purchase order or a definitive agreement, whichever is applicable, has been issued/signed by HKSTP and the selected Tenderer, there is no legally binding contract formed between HKSTP and any Tenderer who has submitted a tender proposal.

All Tenderers are reminded that any proposal it submits to HKSTP in response to this RFQ shall constitute a firm offer (which it may not unilaterally withdraw once submitted) to enter into a contractual relationship with HKSTP which, if accepted by HKSTP, shall be legally binding on the selected Tenderer. HKSTP reserves all rights against any Tenderer who unilaterally withdraws its submitted proposal prior to HKSTP completing its tender process under this RFQ including, without limitation, the right to seek compensation from the selected Tenderer for any and all loss and damage (both direct and indirect) that HKSTP may have incurred.

In the event where a Tenderer is awarded this tender and, for whatever reason, the selected Tenderer refuses and/or fails to accept the tender award (in whole or in part), HKSTP reserves all rights against the selected Tenderer including, without limitation, the right to seek compensation from the selected Tenderer for any and all loss and damage (both direct and indirect) that HKSTP may have incurred as a result of such refusal/failure on the part of the selected Tenderer to accept the tender award.

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h) Alteration and Assumption

No unauthorized alteration or erasure to the text of this RFQ document will be permitted. No unauthorized assumption(s) of this RFQ document made by Tenderer will be entertained or accepted by HKSTP.

i) Confidentiality

Tenderers are under an obligation to protect the interests of HKSTP by not divulging any confidential information belonging to HKSTP to any other third parties that may be disclosed by HKSTP to any Tenderers for the purpose of this tender.

If required by HKSTP, all Tenderers shall sign a Confidentiality Agreement before the award of contract or commencement of services, as the case maybe. Tenderer may request a copy of this Confidentiality Agreement in advance before submitting their tender Proposal.

The successful Tenderer undertakes that it shall not during the entire duration of its contract term and, if applicable, such other periods of time thereafter as stipulated in the contract and/or the Confidentiality Agreement, disclose to any person the detailed terms and conditions of its appointment by HKSTP as well as any confidential information concerning the business, affairs, customers, clients of HKSTP save and except:

- a) To its employees, officers, representatives, subcontractors, or advisors on a need-to-know basis and for the purposes of performing its obligations;
- b) As may be required by law, the court or any governmental or regulatory authority; or
- c) HKSTP has given prior written consent to the disclosure of the relevant piece of confidential information

j) Green Policy, Health & Safety

For environmental protection, the selected Tenderer shall endeavor to minimize any negative impact on the environment. Wherever possible, recycled/recyclable and reused/reusable materials should be used. Energy consumption and waste should be minimized.

During the term of its appointment, the selected Tenderer should at all times undertake that it and its employees, officers, personnel, sub-contractors and agents shall comply with all statutory requirements in respect of health and safety and all instructions issued by HKSTP from time to time.

k) Non-Collusion

The Tenderer must ensure that its tender proposal is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 3 of the Non-collusive Tendering Certificate referred to Appendix 1, including regarding price, bid submission procedure or any terms of the tender proposal. In the event of any breach of this clause by any Tenderer, HKSTP reserves the right to reject the submitted tender proposal and seek damages from the relevant Tenderer.



Bid-rigging is inherently anti-competitive and is considered serious anti-competitive conduct under the Competition Ordinance (Cap.619). Tenderers who engage in bid-rigging conduct may be liable to pecuniary penalties and other sanctions under the Competition Ordinance.

Upon tender submission, the Tenderer shall submit to HKSTP a Non-collusive Tendering Certificate (in the form set out at Appendix 1 to this RFQ) duly signed by an authorized person with company chop on the Tenderer's behalf as part of the Mandatory Requirement.

If the requested Non-collusive Tendering Certificate is not provided to HKSTP, the submitted tender proposal may be rejected by HKSTP.

l) **Warranty on Intellectual Property**

The selected Tenderer shall warrant and represent to HKSTP that the goods and/or services to be furnished under this RFQ will not infringe any third party Intellectual Property Rights (as defined below) and that the selected Tenderer shall, at its own expense, defend any and all actions, suits or claims made by any such third party alleging such infringement.

The term "Intellectual Property Rights" means any patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in designs, rights in computer software, database rights, rights to use and protect the confidentiality of confidential information (including but not limited to know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

m) **Work Site Damages**

The successful Tenderer shall ensure that no damage to the existing facilities, property, equipment and/or system of HKSTP are incurred when performing and completing the scope of work under this RFQ. Any damage to existing facilities, property, equipment and/or systems resulting from the performance the scope of works under this RFQ shall be remedied and repaired to HKSTP's satisfaction and at the successful Tenderer's sole expense.

n) **Assignment of Sub-Contracting and Novation**

The selected Tenderer shall not assign any of its contractual and legally-binding interests, rights and/or obligations that are created with HKSTP under this RFQ or subcontract the performance of all or any part of the same without the prior written consent of HKSTP.

HKSTP may (without the consent of the selected Tenderer) assign, transfer and novate all or any of its contractual rights, and obligations arising from this RFQ to any third party and if and when called upon to do so by HKSTP, the Contractor shall at its own cost and expense execute such legal documentation and in such from as HKSTP may require (for example, a deed of novation) for the purpose of effecting the same.

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- o) **Joint Offers**  
HKSTP will only enter into an Agreement with a single entity. The party named as the Tenderer must be the prime contractor of any group/parties wishing to perform obligations under the Agreement.
- p) **Performance Investigation**  
As part of the proposal evaluation process, HKSTP may take inquiries and investigations, including verbal or written references from the Tenderer's customers/clients, to determine the ability of the Tenderer to provide the Services.
- q) **Liquidated Damages**  
If the successful Tenderer fails to deliver the goods or complete the services, as the case maybe, then it shall follow up on all related activities for rectifying the said failure without any extra cost to HKSTP. HKSTP may without prejudice to any other methods of recovery, deduct the sum of such damages from any monies due or to become due to the selected Tenderer under this and/or any other contract valid at the time between HKSTP and the selected Tenderer. The payment or deduction of such damages shall not relieve the selected Tenderer from the obligations to deliver the goods or complete the services or from any other of its obligations under the contract.
- r) **Personal Data (Privacy) Ordinance Compliance**  
The selected Tenderer shall comply with the Personal Data (Privacy) Ordinance Compliance and to be responsible for the cost if found to be required for fulfilling the said requirement.
- s) (NOT USED)
- t) (NOT USED)
- u) (NOT USED)
- v) (NOT USED)
- w) In the event of a black rainstorm warning or a typhoon signal No. 8 or above being in force at any time within the office hour (9:00am- 6:00pm) on the Tender Closing Date, the Tender Closing Date will be extended to 3:00 pm on the next working day (Monday to Friday).

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## **Annex 1 – Scope of Service and Details**

### **Hong Kong Science and Technology Parks Corporation Request for Quotation on Lion Dance Performance for Chinese New Year 2025 in Hong Kong Science Park, InnoCentre, DT Hub and Advanced Manufacturing Centre (Ref: RFQ/CEOD/2024/008)**

#### **1. Objective and Purpose of the Purchase**

Provision of eye dotting ceremony, lion dance performance for Chinese Lunar New Year 2025 in HKSTP properties (HKSP, InnoCentre, DT Hub and AMC)

- a. Eye dotting ceremony, lion dance performance, visiting HKSTP office and restaurants & shops area in HKSP on 12 February 2025
- b. Eye dotting ceremony, lion dance performance in InnoCentre on 13 February 2025
- c. Eye dotting ceremony, lion dance performance in DT Hub and AMC on 13 February 2025

#### **2. Contract Term (NOT USED)**

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### 3. Details of the goods and/or services

#### Part (A) – Hong Kong Science Park in February 2025

The Works: 表演名稱:	Lion Dance Performance for Chinese New Year 2025 at Hong Kong Science Park 乙巳年香港科學園新春賀歲醒獅表演
Date of Event: 表演日期:	12 February 2025 (Wednesday) 2025年2月12日(星期三)
<b>1. (Core Item)</b>	<b>Eye Dotting Ceremony and Lion Dance Performance 點睛及醒獅表演</b>
Time of Performance: 表演時間:	<ul style="list-style-type: none"> <li>12:30 – 13:00: TWO (2) lions for Eye Dotting Ceremony and Performance (The Lions team should prepare at least 30 minutes in advance)</li> <li>12:30 – 13:00: 2 頭醒獅點睛及表演 (獅隊應至少提前 30 分鐘預備)</li> </ul> <p><b>* The time of the performance can be changed by HKSTP</b> <b>* 表演時間可由香港科技園公司通知更改</b></p>
Location of Performance: 表演地點:	Hong Kong Science Park 香港科學園
	<ul style="list-style-type: none"> <li>TWO (2) lions 2 頭醒獅</li> </ul>
	<ul style="list-style-type: none"> <li>Performance includes Lion Dance on Mui Fa Jong, host congratulatory speeches and display congratulatory messages 安排人手進行點睛儀式、梅花椿上採青表演、主持祝賀說話及展示賀詞</li> </ul>
	<ul style="list-style-type: none"> <li>The cost includes: manpower, lion dance equipment, finishing supplies, couplets, freight, parking fees, provision and set up of maximum of 5 nos. of Chinese lettuce with red ribbon in common area and applying for a lion dance license from the police. 費用包括: 演出人手、銅鑼鼓等用具、醒獅用具、點睛用品、對聯、運費、停車場費用、提供並設置最多 5 個採青用生菜連紅絲帶及向警方申請舞獅牌照等。</li> </ul>

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**Part (A) – Hong Kong Science Park in February 2025**

	<ul style="list-style-type: none"><li>The eye dotting time is 12:30, the Contractor should arrange their own time for preparation on the day or the day before. If the performance team is late, HK\$1,000 will be deducted every 15 minutes (less than 15 minutes is considered as 15 minutes) until the show arrives, and the performance will be postponed excluding the date of the LA application. 點睛時間為 12:30，獅隊應自行安排當天或前一天的佈置時間。若表演隊伍遲到，則以每 15 分鐘扣除港幣 1,000 元 (不足 15 分鐘亦作 15 分鐘論)，直至到場為止，而有關的表演將順延舉行。</li></ul>
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**Part (A) – Hong Kong Science Park in February 2025**

2. (Optional Item)	Visiting to HKSTP Office 香港科技園公司辦公室巡遊表演
Time of Visiting: 巡遊表演時間:	09:00 – 11:00 <b>* The time of the visit can be changed by HKSTP</b> <b>* 巡遊表演時間可由香港科技園公司通知更改</b>
Location: 巡遊表演地點:	Hong Kong Science & Technology Parks Corporation Office 香港科技園公司辦公室  Building 5E: 3/F, 5/F, 6/F
	<ul style="list-style-type: none"><li>• TWO (2) lions 2 頭醒獅</li></ul>
	<ul style="list-style-type: none"><li>• The cost includes: manpower, lion dance equipment, finishing supplies, provision and set up of maximum of 40 nos. of Chinese lettuce with red ribbon in tenant's area 費用包括銅鑼鼓等用具、安排人手、提供並設置最多 40 個採青用生菜連紅絲帶</li></ul>
	<ul style="list-style-type: none"><li>• The start time is 09:00, the Contractor should arrange their own time for preparation on the day or the day before. If the team is late, HK\$1,000 will be deducted every 15 minutes (less than 15 minutes is considered 15 minutes) until the show arrives, and the visit will be postponed excluding the date of the LA application. 開始時間為 09:00, 獅隊應自行安排當天或前一天的準備時間。若隊伍遲到, 則以每 15 分鐘扣除港幣 1,000 元 (不足 15 分鐘亦作 15 分鐘論), 直至到場為止, 而有關的表演將順延舉行。</li></ul>

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**Part (A) – Hong Kong Science Park in February 2025**

3. (Optional Item)	Visiting to Restaurants and Shops 餐廳及商鋪巡遊表演
Time of Visiting: 巡遊表演時間:	11:00 – 12:00, 14:00 – 16:00 <b>* The time of the visit can be changed by HKSTP</b> <b>* 巡遊表演時間可由香港科技園公司通知更改</b>
Location: 巡遊表演地點:	Restaurants & Shop Area of Hong Kong Science Park Buildings 香港科學園大樓餐廳及商鋪地方  Building 1E: G/F to 1/F Building 1W: G/F to 1/F Building 5W: G/F Building 8W: G/F to 1/F Building 10W: G/F Building 12E: G/F Building 16E: G/F Building 12W: G/F to 1/F Building 17W: G/F to 1/F Building 19W: G/F to 2/F
	<ul style="list-style-type: none"> <li>• TWO (2) lions 2 頭醒獅</li> </ul>
	<ul style="list-style-type: none"> <li>• The cost includes: manpower, lion dance equipment, finishing supplies, provision and set up of maximum of 60 nos. of Chinese lettuce with red ribbon in tenant's area 費用包括銅鑼鼓等用具、安排人手、提供並設置最多 60 個採青用生菜連紅絲帶</li> </ul>

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**Part (B) – DT Hub / Advanced Manufacturing Centre in February 2025**

The Works: 表演名稱:	Lion Dance Performance for Chinese New Year 2025 at DT Hub and Advanced Manufacturing Centre 乙巳年數據技術中心及先進製造業中心新春賀歲醒獅表演
Date of Event: 表演日期:	13 February 2024 (Thursday) (Same day with Part (C)) 2025年2月13日(星期四)(與(C)部分為同一天)
<b>4. (Core Item)</b>	<b>Eye Dotting Ceremony, Lion Dance Performance 點睛、醒獅表演</b>
Time of Performance: 表演時間:	09:30 – 10:00 <b>* The time of the performance can be changed by HKSTP</b> <b>* 表演時間可由香港科技園公司通知更改</b>
Location of Performance: 表演地點:	Main Entrance, G/F, DT Hub or Outdoor Plaza (Chun Cheong Street), G/F, DT Hub 數據技術中心地下正門 或 數據技術中心正門戶外廣場(駿昌街)
	<ul style="list-style-type: none"><li>• TWO (2) lions 2 頭醒獅</li></ul>
	<ul style="list-style-type: none"><li>• Performance includes Lion Dance on Mui Fa Jong, host congratulatory speeches and display congratulatory messages 安排人手進行點睛儀式、梅花樁上採青表演、主持祝賀說話及展示賀詞</li></ul>
	<ul style="list-style-type: none"><li>• The cost includes: manpower, lion dance equipment, finishing supplies, couplets, freight, parking fees, provision and set up of maximum of 5 nos. of Chinese lettuce with red ribbon in common area and applying for a lion dance license from the police. 費用包括: 演出人手、銅鑼鼓等用具、醒獅用具、點睛用品、對聯、運費、停車場費用、提供並設置最多5個採青用生菜連紅絲帶及向警方申請舞獅牌照等。</li></ul>

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	<ul style="list-style-type: none"><li>The eye dotting time is 09:00, Contractor should arrange their own time for preparation on the day or the day before. If the performance team is late, HK\$1,000 will be deducted every 15 minutes (less than 15 minutes is considered 15 minutes) until the show arrives, and the performance will be postponed excluding the date of the LA application. 點睛時間為 09:30，獅隊應自行安排當天或前一天的佈置時間。若表演隊伍遲到，則以每 15 分鐘扣除港幣 1,000 元 (不足 15 分鐘亦作 15 分鐘論)，直至到場為止，而有關的表演將順延舉行。</li></ul>
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**Part (C) – InnoCentre in February 2025**

The Works: 表演名稱:	Lion Dance Performance for Chinese New Year 2025 at InnoCentre 乙巳年創新中心新春賀歲醒獅表演
Date of Event: 表演日期:	13 February 2024 (Thursday) (Same day with Part (B)) 2025年2月13日(星期四)(與(B)部分為同一天)
<b>5. (Core Item)</b>	<b>Eye Dotting Ceremony, Lion Dance Performance 點睛、醒獅表演</b>
Time of Performance: 表演時間:	12:00 – 12:30 <b>* The time of the performance can be changed by HKSTP</b> <b>* 表演時間可由香港科技園公司通知更改</b>
Location of Performance: 表演地點:	Atrium, G/F., InnoCentre or Outdoor Plaza, 1/F, InnoCentre 創新中心地下中庭 或 創新中心正門戶外廣場
	<ul style="list-style-type: none"><li>TWO (2) lions 2 頭醒獅</li></ul>
	<ul style="list-style-type: none"><li>Performance includes Lion Dance on Mui Fa Jong, host congratulatory speeches and display congratulatory messages 安排人手進行點睛儀式、梅花樁上採青表演、主持祝賀說話及展示賀詞</li></ul>
	<ul style="list-style-type: none"><li>The cost includes: manpower, lion dance equipment, finishing supplies, couplets, freight, parking fees, provision and set up of maximum of 5 nos. of Chinese lettuce with red ribbon in common area and applying for a lion dance license from the police. 費用包括: 演出人手、銅鑼鼓等用具、醒獅用具、點睛用品、對聯、運費、停車場費用、提供並設置最多5個採青用生菜連紅絲帶及向警方申請舞獅牌照等。</li></ul>
	<ul style="list-style-type: none"><li>The eye dotting time is 12:00, Contractor should arrange their own time for preparation on the day or the day before. If the performance team is late, HK\$1,000 will be deducted every 15 minutes (less than 15 minutes is considered 15 minutes) until the show arrives, and the performance will be postponed excluding the date of the LA application. 點睛時間為 12:00, 獅隊應自行安排當天或前一天的佈置時間。若表演隊伍遲到, 則以每 15 分鐘扣除港幣 1,000 元 (不足 15 分鐘亦作 15 分鐘論), 直至到場為止, 而有關的表演將順延舉行。</li></ul>

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#### 4. Service / Development Schedule

As specified in the below table is the service / development / schedule (tentative). The selected Tenderer should complete each task as per the milestone.

Tasks	Target Completion Date
1. CNY Lion Dance Performance 2025 at Hong Kong Science Park	12 Feb 2025
2. CNY Lion Dance Performance 2025 at DT Hub and AMC	13 Feb 2025
3. CNY Lion Dance Performance 2025 at InnoCentre	13 Feb 2025

#### 5. Deliverables (NOT USED)

#### 6. Payment Schedule

Payment Milestone	% of Total Payment
Completion of Contract	100%

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## Appendix 1 - Non-Collusive Tendering Certificate

To : Hong Kong Science and Technology Parks Corporation (“HKSTP”)

Dear Sirs,

Non-Collusive Tendering Certificate for Tender Ref: RFQ/CEOD/2024/008 (the “Contract”)

1. We, \_\_\_\_\_ of \_\_\_\_\_  
(name of the tenderer) (address of the tenderer)

\_\_\_\_\_ (address of the tenderer)

refer to the tender for the Contract (the “Tender”) and our bid in relation to the Tender.

### Non-collusion

2. We represent and warrant that in relation to the Tender:
- a. Our bid was developed genuinely, independently and made with the intention to accept the Contract if awarded;
  - b. Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other tenderer or competitor) regarding:
    - i. prices;
    - ii. methods, factors or formulas used to calculate prices;
    - iii. an intention or decision to submit, or not submit, a bid;
    - iv. an intention or decision to withdraw a bid;
    - v. the submission of a bid that does not conform with the requirements of the tender;
    - vi. the quality, quantity, specifications or delivery particulars of the products or services to which this tender relates; and
    - vii. the terms of the bid,

and we undertake that we will not, prior to the award of the Contract, enter into or engage in any of the foregoing.

3. Paragraph 2(b) of this certificate shall not apply to agreements, arrangements, communications, understandings, promises or undertakings with:
- a) HKSTP;
  - b) a joint venture partner, where joint venture arrangements relevant to the bid exist and which are notified to HKSTP;
  - c) consultants or sub-contractors, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular consultancy arrangement or sub-contract;
  - d) professional advisers, provided that the communications are held in strict confidence and limited to the information required for the adviser to render their professional advice in relation to the Tender;





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- e) insurers or brokers for the purpose of obtaining an insurance quote, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular insurance arrangement; and
- f) banks for the purpose of obtaining financing for the Contract, provided that the communications are held in strict confidence and limited to the information required to facilitate that financing.

**Disclosure of subcontracting**

- 4. We understand that we are required to disclose all intended sub-contracting arrangements relating to the Tender to HKSTP, including those which are entered into after the Contract is awarded. We warrant that we have duly disclosed and will continue to disclose such arrangements to HKSTP.

**Consequences of breach or non-compliance**

- 5. We understand that in the event of any breach or non-compliance with any warranties or undertakings in this certificate, HKSTP may, at its discretion, invalidate our bid, exclude us in future tenders, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.
- 6. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. We understand that HKSTP may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the “Commission”) and provide the Commission with any relevant information, including but not limited to information on our bid and our personal information.

For and on behalf of :  
(Company Name)

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Signature with Company Chop :  
(Authorized Signature)

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Name & Position :

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Date :

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*Additional signature blocks will need to be used where the tenderer is comprised of multiple parties.*



## **Appendix 2 – Price Proposal Submission**

**Hong Kong Science and Technology Parks Corporation  
Request for Quotation on Lion Dance Performance for  
Chinese New Year 2025 in Hong Kong Science Park, InnoCentre,  
DT Hub and Advanced Manufacturing Centre  
(Ref: RFQ/CEOD/2024/008)**

Item	Description	Unit	Quantity (a)	Unit Price (b)	Amount (c) = (a) X (b)
<b>Part A: Core Items</b>					
<b>1.</b>	<b>Provision of Eye Dotting Ceremony and Lion Dance Performance</b>				
1.1	- Hong Kong Science Park - 12 February 2025 (Wednesday) - 12:30 – 13:00: TWO (2) lions	Job	1		
1.2	- DT Hub and AMC - 13 February 2025 (Thursday) - 09:30 – 10:00: TWO (2) lions	Job	1		
1.3	- InnoCentre - 13 February 2025 (Thursday) - 12:00 – 12:30: TWO (2) lions	Job	1		
<b>Total Amount of Part A, HK\$ =</b>					

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Item	Description	Unit	Quantity (a)	Unit Price (b)	Amount (c) = (a) X (b)
<b>Part B: Optional Items</b>					
<b>2.</b>	<b>Provision of Visiting to Selected Area</b>				
2.1	- Hong Kong Science Park - HKSTP Office - 12 February 2025 (Wednesday) - 09:00 – 11:00: TWO (2) lions	Job	1		
2.2	- Hong Kong Science Park - Restaurants and Shops - 12 February 2025 (Wednesday) - 11:00 – 12:00: TWO (2) lions - 14:00 – 16:00: TWO (2) lions	Job	1		
<b>Total Amount of Part B, HKD =</b>					
<b>Tender Price for Price Assessment (Part A + Part B), (HK\$)</b>					

Important Reminder:

- Tenderers are required to follow the format and provide all the required information as set out in the table as provided herein, without adding to, modifying, giving any additional qualifications/counter-proposals or deleting any part of it unless expressly stated for Tenderer to provide additional information.
- Tenderers are requested to bid on the complete scope and submit the fixed price for the total solution, and no partial solution or alternation of price afterwards will be considered or accepted.
- Tender price shall be deemed to be included to provide labours, materials, tools (including ladders, safety platforms if applicable), lettuce with red ribbon, car parking (hourly rate of truck and lorry are subject to the charge on different locations) and necessary transportation tools to carry out the services.
- HKSTP reserves the right to revise the price table which may be subject to change by clarification.
- HKSTP shall have no obligation to order any quantity of any items indicated above.

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***We, the tenderer as the company named below, offer to provide the Services to the Corporation at the prices quoted in accordance with the requirements stated herein and Contract / Purchase Order Terms and Conditions. Acceptance of this offer shall be evidenced by the issuance of a completed Contract / Purchase Order by HKSTP.***

Authorized  
Signature : \_\_\_\_\_ Company Name: \_\_\_\_\_

Name/Title : \_\_\_\_\_ Company Chop : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Date : \_\_\_\_\_

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### **Appendix 3 – Job Reference Check Form**

**Hong Kong Science and Technology Parks Corporation  
Request for Quotation on Lion Dance Performance for  
Chinese New Year 2025 in Hong Kong Science Park, InnoCentre,  
DT Hub and Advanced Manufacturing Centre  
(Ref: RFQ/CEOD/2024/008)**

**Name of Tenderer :** \_\_\_\_\_

Tenderers' attention is drawn to the conforming requirements as stipulated in Appendix 3. Only tenderers complying with the requirements will be evaluated further. In the event that the tenderer's submission does not satisfy any one of the conforming requirements, his tender shall be treated as non-conforming and shall not be considered further.

Conforming Requirements on Project Reference

The Tenderer shall provide at least one job reference for the lion dance performance with at least two lions in the last two years.

Date of Performance	Venue of Performance	No. of Lions	Details of Performance

Authorized Signature : \_\_\_\_\_ Company Name: \_\_\_\_\_

Name/Title : \_\_\_\_\_ Company Chop : \_\_\_\_\_

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

Reference Number: RFQ/CEOD/2024/008