

Tender Notice

T/2020/001: Travel Agency of Internet Economy Summit 2020

Hong Kong Cyberport Management Company Limited (“HKCMCL”) invites interested parties to submit tender for the **Travel Agency of 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 and networking activities, expecting over 3,000 attendance.

Hong Kong Cyberport Management Company Limited (“HKCMCL”) is in-charge of the overall project management, including the invitation and liaison of Summit speakers.

The scope of service is to arrange booking of flights, hotel accommodation, airport transfers, and travel insurance for IES overseas/Mainland Chinese speakers and journalists. Direct liaison with the guests on the travel booking may be required.

Interested parties with relevant experience shall fill-in the enclosed form and send it to the following **on or before 3:00pm of 6 Jan 2020 (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 and nattyfung@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: 2 Jan 2020

Reply to Tender Notice

T/2020/001: Travel Agency of 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 6 Jan 2020**
(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 and nattyfung@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:

Company name:

Company address:

Tel. no.:

Fax. no.:

E-mail address:

Signature and company chop

Date: _____