

## Tender Notice

### **T/2020/011: Event Management & Production Services for Digital Entertainment Leadership Forum (DELF) 2020**

Hong Kong Cyberport Management Company Limited (“HKCMCL”) invites interested parties to submit tender for the **Event Management & Production Services for Digital Entertainment Leadership Forum (DELF) 2020**.

DELF 2019 was held at the all-new esports venue located at the Arcade @ Cyberport and successfully attracted over 700 attendees of esports industry leaders, influencers, enthusiasts and youth. Building on the momentum of the last edition, DELF 2020 will be back to present the innovative evolution of digital entertainment sector focusing on esports and edutainment. The Main Forum on 15 July offers great insights of the thriving esports and edutainment ecosystem from industry landscape, market trends, opportunities, challenges to key verticals of technologies, entrepreneurship as well as talent cultivation. Leading esports industry icons and influencers will decode the global scene, regional dynamics and Hong Kong’s aspirations as an esports hub. In addition to the inspirational conference sessions and breakout tracks, the Forum will also stage live celebrity invitational games, game experience zones, as well as solution showcase booths.

DELF will also feature the Blockchain Gamer Connects (BGC) on 16-17 July, and kick start a month-long digital entertainment extravaganza embracing an array of exciting large-scale esports and gaming events.

The scope of service is to plan and execute the design, production and event management of DELF 2020. The services include artwork development, website development, marketing materials production, venue setup, onsite logistics, floor management and event co-ordination for the DELF main forum on 15 July, as well as provide venue setup, onsite logistics and floor management support for BGC on 16-17 July.

Interested parties with relevant experience shall fill-in the enclosed form and send it to the following **on or before 3:00pm of 20 Mar 2020 (Fri)**:

By Post:

Hong Kong Cyberport Management Company Limited  
Level 6, Cyberport 2,  
100 Cyberport Road,  
Hong Kong

Attn: Manager – Compliance and Procurement

Or by email: [procurement@cyberport.hk](mailto:procurement@cyberport.hk) and [michelleli@cyberport.hk](mailto:michelleli@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: 17 Mar 2020

**Reply to Tender Notice**

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Digital Entertainment Leadership Forum (DELF) 2020**

*Please complete and return this form to HKCMCL by email, by fax or by post **no later than 3:00pm of 20 Mar 2020 (Fri)**:*

By post : Level 6, Cyberport 2, 100 Cyberport Road, Hong Kong  
By fax : (852) 3027 0385  
By email : [procurement@cyberport.hk](mailto:procurement@cyberport.hk) and [michelleli@cyberport.hk](mailto:michelleli@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:

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Company address:

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Tel. no.:

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Fax. no.:

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E-mail address:

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Signature and company chop

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