



Request for Proposal for the service provision
of a Project Director

Submission Deadline: 15 July 2019

1. About HKAAPA

Hong Kong Association of Amusement Parks and Attractions (HKAAPA) is an association with a mission to unite Amusement Parks and Attractions in Asia, working closely together to promote tourism, connecting members with manufacturers and suppliers, and developing young professionals. More detailed information about HKAAPA can be found in www.hkaapa.org.

2. Point of Contact

For any query relating to this Request for Proposal, please contact the following:

Name: Ms Pauline Chan
Designation: Executive Vice President, HKAAPA
Mobile: 9097 3626
Email: pc@hkaapa.org

3. Project Overview

To enhance the competitiveness of tourist attractions in Hong Kong in enticing visitors' patronage, the Tourism Commission (TC) of the Hong Kong SAR Government has provided HKAAPA a funding support to carry out 2 activities, namely:

1. The participation and execution of a Trade Show to promote HKAAPA member attractions in Hong Kong and attract business opportunities
2. The enhancement of the HKAAPA website with a branding of Hong Kong's diverse attractions, and for the connection to the Smart Travel Landing Page to be developed by TC.

HKAAPA would like to invite proposals from prospective companies ["Bidder"] for the service provision of a Project Director to:

- oversee the administration and execution of the above 2 activities, with the charter to achieve the objectives defined for the activities, and
- ensure the compliance of various governance and guidelines, of the Board of HKAAPA and of the Hong Kong Government.

4. Scope of Work & Deliverables

4.1. Trade Shows:

The Trade Show identified is:

- The China (Guangdong) International Tourism Industry Expo (CITIE), to be held from 30 August to 1 September 2019.

The Project Director shall be acting on behalf of HKAAPA to:

- Coordinate and work with the Trade Show organizer to secure the right to participate and the availability of a booth, and relating facilities, for HKAAPA to showcase members' attractions
- Select and procure the service of a Production House via an open Request for Proposal process
- Coordinate and work with the selected Production House to arrive at a suitable booth layout and design. Design theme, and the show activity timeline shall be reviewed with the Board of Directors (the Board) for endorsement and approval
- Coordinate and work with HKAAPA members interested to participate in the Trade Show to solicit collaterals, presentations, media, and other materials which the members see deemed appropriate to facilitate promoting themselves in the Trade Show.
- Coordinate and work with relevant Logistics Service Providers to collect the member materials and deliver the materials timely and safely to the relevant destinations for the purpose of the Trade Show.
- Monitor and report the activities, in accordance to agreed timeline

4.2. Website Enhancement

The website enhancement will provide a banner of "Visit Hong Kong" with Hyperlink at the homepage of HKAAPA website to the Government's official website, and addition of a HKAAPA webpage to provide promotional offers of all HKAAPA members for tourist, The HKAAPA website will receive a modern design, with increased data security as an integral part of the enhancement.

The overall time budget for the website enhancement shall be around 5 months, currently estimated to be from July to November 2019.

The Project Director shall be acting on behalf of HKAAPA to:

- Select and procure the service of a Website Developer via an open Request for Proposal process
- Coordinate with and supervise the Website Developer along the website enhancement process
- Facilitate the discussions among HKAAPA members and the Website Developer on the enhancement features, in order to arrive at a Development Specification document, with deliverables and timeline, which shall be approved by the Board
- Collect materials from HKAAPA members, in accordance to the requirements stated in the Development Specification document
- Monitor and report the development progress, in accordance to agreed timeline
- Facilitate the set-up and completion of user acceptance tests, and final acceptance as per Development Specification document.

4.3. General Accountabilities

The Project Director shall be accountable to the Board of Directors of HKAAPA (the Board).

The duties of the Project Director shall include:

- To monitor and control the project budgets and timelines which shall have been reviewed with endorsed by the Board
- To alert timely and adequately the Board of any obstacles, deviations, or contingency, the resolution for which requires immediate decision and approval
- To prepare and submit regular reports at agreed intervals, for the review of the Board, and for TC where applicable
- To facilitate the submission of the final reports, including audit report, to TC.

5. Duration of Service

It is anticipated that the service of the Project Director shall commence in July 2019 and shall carry on for 7 months till end January 2020. HKAAPA and the successful bidder shall accordingly enter into a service agreement.

6. Criteria for Selection

HKAAPA shall look into proposals for the followings:

- Qualification of your company in providing equivalent or similar Project Director services
- Experience, or job references, of the proposed Project Director
- Experience of managing Trade Shows and Website Development
- Experience in working with associations and government departments
- Unique contributions which you shall bring, in your opinion, to the success of this project
- The service fee.

Please be reminded that this will be a lump-sum contract with no provision for incidentals, or additional sum. Please exercise best judgment when quoting your service fee.

7. Format & Proposal Timeline

A free-format proposal shall serve the purpose.

Please submit your proposal in soft-copy (MSWord or PDF) format via email to pc@hkaapa.org on or before 15 July 2019.

8. Probity

- (1) The Bidder shall not, and shall procure that his directors, employees, agents and sub-contractors shall not, offer, solicit or accept an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201), in connection with the bidding and execution of this contract.

- (2) Failure to so procure or any act of offering, soliciting or accepting advantage referred to in (1) above committed by the Bidder, or by a director, employee, agent or sub-contractor of the Bidder shall, without affecting the Bidder's liability for such failure and act, result in his proposal being invalidated.

9. Anti-collusion

- (1) The Bidder shall not communicate to any person other than HKAAPA the amount of any proposal, adjust the amount of any proposal by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not bid or otherwise collude with any other person in any manner whatsoever in the bidding process. Any breach of or non-compliance with this sub-clause by the Bidder shall, without affecting the Bidder's liability for such breach rules and laws or non-compliance, invalidate his proposal.
- (2) Sub-clause (1) of this Clause shall have no application to the Bidder's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of proposal price and communications in strict confidence with his consultants/sub-contractors to solicit their assistance in preparation of proposal submission.
- (3) The Bidder shall submit to HKAAPA a duly signed warranty in the form set out in Annex 1 to the effect that he understands and will abide by these clauses. The warranty shall be signed by a person authorized to sign the contract on the Bidder's behalf.
- (4) Any breach of any of the representations and/or warranties by the Bidder may prejudice the Bidder's future standing as an HKAAPA contractor.

To: HKAAPA

Dear Sir/Madam,

Warranty

- (1) By submitting a proposal, the Bidder represents and warrants that in relation to the proposal for the service provision of a Project Director:
 - i. it has not communicated and will not communicate to any person other than HKAAPA the amount of any proposal price;
 - ii. it has not fixed and will not fix the amount of any proposal price by arrangement with any person;
 - iii. it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a bid; and
 - iv. it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the bidding process.
- (2) In the event that the Bidder is in breach of any of the representations and/or warranties in Clause (1) above, HKAAPA shall be entitled to, without compensation to any person or liability on the part of HKAAPA:
 - i. reject the proposal;
 - ii. if HKAAPA has accepted the proposal, withdraw its acceptance of the proposal; and
 - iii. if HKAAPA has entered into the contract with the Bidder, terminate the contract.
- (3) The Bidder shall indemnify and keep indemnified HKAAPA against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties in Clause (1) above.
- (4) A breach by a Bidder of any of the representations and/or warranties in Clause (1) may prejudice its future standing as an HKAAPA's supplier or service provider.
- (5) Clause (1) shall have no application to the Bidder's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the proposal price, or with its professional advisers, and consultants or sub-contractors to solicit their assistance in preparation of proposal submission. For the avoidance of doubt, the making of a proposal by a Bidder to HKAAPA in public during an auction will not by itself be regarded as a breach of the representation and warranty in Clause (1)(i) above.

(6) The rights of HKAAPA under Clauses (2) to (4) above are in addition to and without prejudice to any other rights or remedies available to it against the Bidder.

Authorized Signature & Company Chop :

Name of Person Authorized to Sign (in Block Letters) :

Name of Bidder in English (in Block Letters) :

Date :