



The Hong Kong Institute of Architects Belt and Road Forum 2021
Invitation for Tender of Live Streaming Services
(Deadline: 29 October 2020, Thursday, 5:00 PM (HK Time))

A. Introduction

The Hong Kong Institute of Architects (“**HKIA**”) is organizing the HKIA Belt and Road Forum 2021 (“**Forum**”) together with an exhibition (“**Exhibition**”) in April 2021 in Hong Kong and would like to invite interested companies (“**Applicants**”) to submit quotation (“**Quotation**”) and job reference by way of application as the **Live Streaming Services Provider** (“**Contractor**”) for the virtual part of the Forum.

Forum Outline

Basic information of the Forum and Exhibition as below:

Organizer	The Hong Kong Institute of Architects (“ HKIA ”) https://www.hkia.net/en/ HKIA shall appoint a Taskforce named Belt & Road Forum 2021 Taskforce (“ TF ”) to represent HKIA to supervise the Project. All correspondence shall be directed to the HKIA Secretariat (“ Secretariat ”) Enquiries: bexa@hkia.org.hk; Tender Submission: hkiasec@hkia.org.hk
Date & Time	16-17 April 2021 (tentative detailed programme please see Appendix A) Forum: 2-day event (Friday and Saturday), both Physical and Virtual (tentatively) Exhibition: 2 days in parallel with the Forum and virtual on Forum website (with Simultaneous Interpretation Services provided) 16 April 2021, Friday: 9:00am-1:00pm; 2:30pm-6:30pm 17 April 2021, Saturday: 9:00am-1:00pm; 2:30pm-6:00pm
Venue	Forum: Multi-Purpose Hall, Zero Carbon Park (ZCP), Kowloon Bay Exhibition: Exhibition Area A and Foyer, ZCP, Kowloon Bay
Theme	Retrospect and Prospect of Belt and Road Construction Projects
Target Audience	Architects, architectural firms from Hong Kong, PRC and Belt and Road countries/cities Forum Target capacity: Scenario 1: physical (100 people) and virtual (1,000 people) Scenario 2: fully virtual (1,000 people) [Final setting is subject to restrictions and laws of HKSAR under COVID-19]
Forum Objectives	(1) Promote Hong Kong’s architectural services and facilitate exchanges between Hong Kong and Belt and Road (B&R) countries/cities; (2) Nurture architectural capital and enhance their knowledge and exposure on architecture of the B&R countries/cities, and lay the collaboration foundation among architectural professionals over the B&R countries/cities; and (3) Explore and increase the collaboration opportunities among architects between Hong Kong and B&R countries/cities.

The Forum is partially subsidized by the Professional Services Advancement Support Scheme (“**PASS**”) from the HKSAR Government. Please note that as the required expenditure is yet to be approved by PASS. HKIA cannot appoint the Contractor before receiving the official approval from PASS. Therefore, the submitted quotation should valid until February 2021.



B. Scope of Service

**Please note that the scope of service may include but NOT limited to the followings.*

B1. Major Scope

No.	Items	Details
1	Pre-event management	<ul style="list-style-type: none"> a. To attend necessary meetings with Taskforce (TF); prepare and coordinate related documents for the meetings b. To provide production/ system set up timeline by liaising with the appointed “PR and Event Organizer” and “Graphic Designer and Production House” c. To propose and set up the Forum schedule on live stream platform d. To provide customised design and features for the Forum live stream (requirement of the features please refer to <i>Clause B2</i>) e. To liaise with relevant parties for promotion, setup and dismantle for the live streaming of the Forum f. To liaise with the venue provider to make sure proposed/required setups fulfil requirements of the venue g. To liaise with the appointed “Simultaneous Interpreter” on the required SI equipment/ setup regarding the live streaming h. To advise and arrange the application and inspection visit for all license required (if any) i. To provide CS support during pre-event registration and entire event period; to manage RSVP for the live stream platform, sending confirmation and reminders to successful registered participants, update organiser on the registration from time to time j. To provide guidelines and trial run with speakers (individually) and organizer to make sure all parties familiar with the flow and use of the live stream platform
2	On-site live stream management	<ul style="list-style-type: none"> a. To liaise with venue provider on setup and dismantle arrangements for live stream and the Simultaneous Interpretation booth b. To provide set up and dismantle of the required equipment c. To provide on-site technical support to manage the live stream panels, dial-in speakers and participants joining the virtual Forum d. To provide video recording for the entire virtual Forum e. To distribute the link of questionnaire (the link of questionnaire to be provided by organizer) to virtual participants
3	Post-event reports	<ul style="list-style-type: none"> a. To provide the attendance and report of the statistical analysis b. To provide registration details c. To provide the link to download the video recording achieve

B2. Basic Requirement of the Virtual Platform

Technical requirement are as follows:

- Forum website development (3 languages: English, Traditional Chinese & Simplified Chinese)
- Include RSVP management
- Log-in page with username, password & ID (single login for each login ID)
- Website to be accessible by HK, PRC, and B&R countries/cities
- Able to cater 1,000-pax of audience at the same time
- Mobile responsive website
- Provide CS support during pre-event registration and entire event period



Following basic features should be shown on the customised Forum frame for the virtual Forum:

- A main screen showing the on-site Forum platform or the main speaker
- A space showing the speaker's PPT (if any)
- A space showing multiple speaker's screen (for discussion sessions) – dial-in with video mixing
- A space displaying logos of the Forum, Organiser, Forum theme, gov disclaimer, etc.
- Audio channel switching (SI: English to Putonghua and Putonghua to English)
- A space for showing slides of exhibit panels (JPG and words)
- A button for participants to submit Q&A questions (NOT a chatroom function)
- A button linking to the questionnaire of the Forum
- Displaying name tag of the speaker on the screen
- A pop-up window showing the bio of the speaker when participant click on a button
- A pop-up window showing the Forum agenda and session topics, event info when participant click on a button

C. Project Schedule and Milestone Date

Tentative brief schedule is proposed as follows, to be further liaised with the appointed contractor in due course.

Period / Date	Milestone
Upon appointment	Kick off meeting with organizer
Jan 2021	Site visit of the Forum venue (if required)
19 Feb 2021	First design of the virtual platform
19 Mar 2021	Finalize design of the virtual platform
19 Mar 2021	Deadline for collecting speaker name and bio info Deadline for collecting exhibit materials and info
19 Feb-end Mar 2021	Develop the real site of the virtual platform
By end Mar 2021	Trial run / testing with organizer
End Mar-9 Apr 2021	Trial run / testing with speakers
16-17 Apr 2021	Forum Day
By 20 Apr 2021	Distribute link of questionnaire
By 26 Apr 2021	Submission of attendance report and video recording

D. Tentative Procurement Timetable

Action	Schedule
Tender open for submission	21 Oct 2020 (Wed)
Tender briefing	22 Oct 2020 (Thu)
Tender Enquiry	21 – 28 Oct 2020
Tender Submission deadline	29 Oct 2020 (Thu), 5:00pm (Hong Kong Time)
Evaluation by Assessment Panel	Early – Mid Nov 2020
Interview Session (shortlisted applicants will be contacted in due course)	Early Nov 2020
Announcement of appointment	Tentatively Jan 2021 (subject to approval of PASS)

The Forum is partially subsidized by PASS. HKIA is only allowed to appoint the Contractor after receiving the official approval from PASS. HKIA reserves all rights to change the above schedule due to unexpected situation and will notify the applicants or shortlisted applicants on HKIA's discretion.



E. Eligibility of Submitting Proposal

Applicants with proven experience in providing live streaming services for large-scaled webinars / Forums / seminars are welcomed to submit tender proposals.

F. Tender Briefing

Interested applicants are welcomed to attend the tender briefing via Zoom.

Date: 22 Oct 2020, Thursday

Time: 3:00pm – 4:00pm (Hong Kong Time)

Zoom link: <https://zoom.us/j/99666528517?pwd=ZXNDZy9kSnJFRmNGa2lJeXJzYXBHUT09>

Zoom meeting ID: 996 6652 8517

Passcode: 883087

G. Tender Submission Requirement and Deadline

The tender submission should include the following 2 parts:

(1) Technical Proposal

- Submit in PDF format
- Content and appendices no more than 30 pages in total
- Font size 12
- Following sessions should be included in the technical proposal:
 - Company profile
 - Team structure and manpower allocated for this project
 - Relevant past projects
 - Brief proposal for this project (design, registration, arrangement, etc)
 - Technical requirement
 - Online security of the platform
 - Limitations
 - Any other aspects applicant considered appropriate / necessary

(2) Fee Proposal / Quotation

- Submit in PDF format
- The filled quotation form should have the company chop
- Template of the quotation form please refer to [Appendix B](#)

Interested applicants should email both (1) Technical Proposal and (2) Fee Proposal **in PDF format (2 separate files in 1 email)** to HKIA Secretariat and the email should reach the designated HKIA email account by the Deadline.

Deadline: 29 Oct 2020, Thursday, 5:00 PM (Hong Kong Time)

Email to: hkiasec@hkia.org.hk

Email subject: [Company Name] Tender Submission – Live Streaming Services for the HKIA Belt and Road Forum 2021

Late submission will not be entertained.



H. Tender Assessment Procedure and Criteria

HKIA reserves all rights on the format and means of the assessment, and the final decision of the proposed appointment of the contractor.

Applicants will be evaluated according but NOT limited to the followings:

(1) Technical: 70%

- Company profile and relevant past projects
- Team structure and manpower allocated for this project
- Proposal and working plan for this project
- Technical support and stability
- Security concern
- Contingency plan and flexibility

(2) Quotation: 30%

Shortlisted applicants will be informed for the details of the assessment.

I. Tentative Payment Terms

Work stage	Milestone	Tentative Schedule	Fee (%)	Accumulated Fee (%)
Stage 1	Upon appointment	Late 2020 – early 2021 (TBC)	20%	20%
Stage 2	Upon completion of events and submission of requested documents	May 2021	80%	100%

J. Copyright

Copyright of the materials displayed, and speeches delivered is to be retained by the organizer (HKIA) and the respective speakers and contributors.

No part of the Forum video may be reproduced without prior written permission from the organizer. All rights reserved.

K. Postponement and Termination of this Project

HKIA reserves all rights to postpone or terminate the project at any time or any phase if found necessary. At such case, only the work done for the completed milestone as agreed by HKIA will be compensated as per the payment schedule.



L. Liability of Contractor for Acts and Default of Sub-Consultants / Sub-Contractors

Applicants shall indicate clearly in its proposal if the applicant intends to delegate or sub-contract any of its responsibility.

If the applicant does not indicate the use of the third parties in its proposal, the appointed contractor shall not delegate or sub-contract any of its responsibility without the prior written agreement from HKIA.

If above mentioned issue found during the project running for the appointed contractor, HKIA shall has right to terminate the contract and charge the cost of remain contract.

M. Force Majeure Terms

Notwithstanding anything to the contrary contained herein, neither party shall be liable for any delays or failures in performance resulting from acts beyond its reasonable control including, without limitation, acts of God, acts of war or terrorism, shortage of supply, or civil unrest. Notwithstanding the foregoing, in the event of such an occurrence, each party agrees to make a good faith effort to perform its obligations hereunder.

N. Collusion and Inducements

Any collusion with other potential suppliers will invalidate the applicant's tender. By submitting a tender, the applicant declares that it is a bona fide tender, intended to be competitive and that the applicant has not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other persons.

Offering an inducement of any kind in relation to obtaining this or any other contract with HKIA will disqualify the applicant's tender from being considered and may constitute a criminal offence.

O. Settlement of Disputes

The tender shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region. In event of dispute, the parties shall resolve it by amicable negotiable, failing which, the dispute shall be settled by any legal means including but not limited to filing a claim in court or the arbitration in Hong Kong under the Hong Kong International Arbitration Centre Administered Arbitration Rules.

P. Contact of Tender Enquiry

HKIA Secretariat
Ms. Kat TSANG / Ms. Erica CHAN
Email: bexa@hkia.org.hk
Tel: (852) 2805 7398 / 2805 7302

The Hong Kong Institute of Architects Belt and Road Forum 2021
Tentative Programme Rundown (For Internal Reference Only)
 (As of 19 Oct 2020)

Appendix A

Date: 2021/4/16 – 2021/4/17

Venue: Zero Carbon Park, 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong

Forum Theme:

Retrospect and Prospect of Belt and Road Construction Projects / 一帶一路建設工程的回顧與展望

16 Apr, Fri Day 1 AM	08:30-09:00	On-site Report / Reception
	09:00-10:00	Opening
	10:00-10:30	Keynote Session 1
	10:30-10:45	Tea Break
	10:45-11:15	Keynote Session 2
	11:20-11:50	Keynote Session 3
Day 1 PM	Panel 1	
	14:30-15:00	Panel 1 – Keynote Session 4
	15:00-16:20	Panel Discussion 1
	16:20-16:40	Tea Break
	Panel 2	
	16:40-17:10	Panel 2 – Keynote Session 5
	17:10-18:30	Panel Discussion 2
	18:30	End of Day 1
17 Apr, Sat Day 2 AM	09:00-09:30	On-site Report / Reception
	Panel 3	
	09:30-10:00	Panel 3 – Keynote Session 6
	10:00-11:20	Panel Discussion 3
	11:30-11:50	Tea Break
	11:50-12:20	Keynote Session 7
Day 2 PM	Panel 4	
	14:45-15:15	Panel 4 – Keynote Session 8
	15:15-17:15	Panel Discussion 4
	17:30-17:45	Closing Remarks / Thank You Speech
	18:00	End of Day 2



The Hong Kong Institute of Architects Belt and Road Forum 2021 *Appendix B*
Invitation for Tender of Live Streaming Services Quotation Form
(Deadline: 29 October 2020, Thursday, 5:00 PM (HK Time))
Tender Submission: hkiasec@hkia.org.hk

**Please note that the scope of service may include but NOT limited to the followings.*

No.	Proposed Scope of Service and Description	Quotation (HK\$)
1	<u>Meeting and Administration</u>	
1.1	Attend necessary meetings with Taskforce (TF) (Schedule subject to final confirmation by TF, most likely will be arranged in the weekday evening) and prepare and coordinate related documents (items in agenda and minutes) for meetings	
1.2	To advise and arrange the application and inspection visit for all license required (if any)	
2	<u>Liaison with Relevant Parties</u>	
2.1	To liaise with appointed “PR and Event Organizer” and “Graphic Designer and Production House” for promotion, setup and dismantle for the live streaming of the Forum	
2.2	To liaise with the venue provider to make sure proposed/required setups fulfil requirements of the venue	
2.3	To liaise with the appointed “Simultaneous Interpreter” on the required SI equipment/ setup regarding the live streaming	
3	<u>Virtual Forum Registration and Statistic Analysis</u>	
3.1	To provide CS support during pre- event registration and entire event period; to manage RSVP for the live stream platform, sending confirmation and reminders to successful registered participants, update organiser on the registration from time to time and provide full list of registration details	
3.2	To distribute the link of questionnaire (the link of questionnaire to be provided by organizer) to virtual participants	
3.3	To provide the attendance and report of the statistical analysis after event	
3.4	To provide video recording for the entire virtual Forum and link to download the video recording achieve	
4	<u>Technical Production for the Forum Live Stream</u>	
4.1	To provide production/ system set up timeline by liaising with the appointed “PR and Event Organizer” and “Graphic Designer and Production House”	
4.2	To propose and set up the Forum schedule on live stream platform	
4.3	To provide customised design and features for the Forum live stream (requirement of the features please refer to <i>Clause B2</i> of Scope of Service)	



No.	Proposed Scope of Service and Description	Quotation (HK\$)
4.4	To provide guidelines and trial run with speakers (individually) and organizer to make sure all parties familiar with the flow and use of the live stream platform	
4.5	To provide on-site set up and dismantle of the required equipment (including liaison with "Production House", venue provider and SI)	
4.6	To provide on-site technical support to manage the live stream panels, dial-in speakers and participants joining the virtual Forum	
Total (HK\$):		

Please put remarks, if any, in the quotation column.
Please add sheet if necessary.

Tender Submission Requirement and Deadline

The tender submission should include the following 2 parts:

- (1) Technical Proposal
- (2) Fee Proposal / Quotation

Interested applicants should email both (1) Technical Proposal and (2) Fee Proposal **in PDF format (2 separate files in 1 email)** to HKIA Secretariat and the email should reach the designated HKIA email account by the Deadline.

Deadline: 29 October 2020, Thursday, 5:00 PM (Hong Kong Time)

Email to: hkiasec@hkia.org.hk

Email subject: [Company Name] Tender Submission – Live Streaming Services for the HKIA Belt and Road Forum 2021

Late submission will not be entertained.

Name of Contact: _____

Name of Company: _____

Contact Number: _____

(Date)

(Company Chop and Signature)

Enquiries

Ms. Kat TSANG / Ms. Erica CHAN of HKIA Secretariat

Tel: 852 – 2805 7398 / 2805 7302 / Email: bexa@hkia.org.hk

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