中國香港劍道協會有限公司
THE KENDO ASSOCIATION OF HONG KONG, CHINA LIMITED

# Invitation of Tender
# for
# Hotel Accommodation
# (13th – 18th March 2025)

## Tender Closing Date and Time:
## 25th November 2024 12:00noon

**Warning against Bribery**

1. The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages to any agent or employee of The Kendo Association of Hong Kong, China (the "HKKA"), as defined under the Prevention of Bribery Ordinance. The tenderer is also prohibited from colluding with other bidders in this tendering exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.

2. If the supplier/contractor or any employee or agent of the supplier/contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, the HKKA may terminate the contract without entitling the supplier/contractor to any compensation therefore, and the supplier/contractor shall be liable for all losses and expenses necessarily incurred by the HKKA as the result of such termination of the contract.

**Submission of Tenders**

3. Tenderers must submit their tenders before the tender closing date and time specified in the tender documents. Any tenders received after the tender closing time shall not be considered. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted on the tender closing date, the closing time will be automatically postponed to 12:00 noon of the next working day.

4. Tenders should be placed in a sealed envelope and deposited in HKKA mail box: Rm 1029, Olympic House, No. 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

5. The awarded tender will be notified by telephone and email within 20 working days and be invited to enter into a contract with the HKKA.

6. HKKA is not bound to accept any proposal it may receive.

7. It should be noted that HKKA will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission of tender.

<u>Background Information</u>

The Kendo Association of Hong Kong, China ("HKKA") is going to organise the 21st Hong Kong Asian Open Kendo Championships at To Kwa Wan Sport Centre, it is expected to have around 350 participants. We would like to invite tender for hotel accommodation.

**Tender Selection Criteria**

The selection of the winning proposal will be based on the respective applicants' scores out of 100 for the following areas:

| Criteria | Percentage |
|---|---|
| Price | 50% |
| Proximity to Venue | 20% |
| Hotel Facilities | 15% |
| Convenience of Accommodation | 15% |

The criteria that will be used to assess the Price will be as follows:

a) Room rate
b) Room upgrade
c) Any additional offers (i.e. offer complimentary or discounted costs for breakfast)

The criteria that will be used to assess the Proximity to Venue will be as follows:

a) Distance of hotel from the event venue

The criteria that will be used to assess the Hotel Facilities will be as follows:

a) Quality of hotel facilities, including gym, hotel room, etc

The criteria that will be used to assess the Convenience of Accommodation will be as follows:

a) Time taken for travelling between hotel and To Kwa Wan Sports Centre
b) Convenience to major MTR/bus stations

Tender Specifications & Requirements – Hotel Accommodation

1. All rooms should be provided by one hotel and at the same location. In case your hotel could not provide the number of rooms specified, please state the maximum rooms available.

2. The hotel must reserve at least the number of rooms as specified below.

Earliest Check-in Date 13th March 2025 (Thursday)
Latest Check-out Date 18th March 2025 (Tuesday)

Tentative No. of Rooms Required:

| Date | Single Room | Double Room |
|---|---|---|
| 13 March 2025 (Thu) | 15 | 15 |
| 14 March 2025 (Fri) | 35 | 50 |
| 15 March 2025 (Sat) | 70 | 95 |
| 16 March 2025 (Sun) | 20 | 30 |
| 17 March 2025 (Mon) | 5 | 5 |

Note: The above is only an estimation based on previous experience and the actual no. of rooms required for each day is subject to change and according to final confirmation from HKKA.

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(To be filled by bidder)

Name of Hotel: _____

Hotel Address: _____

_____

Room Type / Rate (HK$):
1) Single room per night including breakfast
2) Double room per night including breakfast

*Cross out where appropriate

Remarks / Additional Privileges (if any): _____

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