



Tender Document



For

2nd Classification Conference cum Workshop Sponsored by

Gleneagles Hospital Hong Kong

Of

China Hong Kong Paralympic Committee

Located At

Unit 1518-1520, Level 15, Tower 1,

Grand Central Plaza, Shatin, New Territories

(Tender Reference No.: HKPC-T001/26)

Issued By

China Hong Kong Paralympic Committee

Issuing Date : 2 Feb 2026

Closing Date : At noon (12:00pm) on 16 Feb 2026

中國香港殘疾人奧委會 China Hong Kong Paralympic Committee

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2nd Classification Conference cum Workshop Sponsored by Gleneagles Hospital Hong Kong
Invitation to Tender Briefing – Fact Sheet for Interested Vendors

A. Introduction

The China Hong Kong Paralympic Committee Limited (HKPC), as the National Paralympic Committee (NPC) of Hong Kong, is committed to promoting the sustainable development of Para sports through professional education, capacity building, and alignment with international standards. One of HKPC's key initiatives in this area is the organisation of the Classification Conference, which serves as a professional platform to enhance understanding and implementation of Para sport classification.

The 1st Classification Conference, successfully held on 22 March 2025 under the theme "Classification in Para Sports – A New Era", attracted over 700 delegates from 17 countries and regions, including classifiers, coaches, athletes, medical and rehabilitation professionals, sports administrators, government officials, and representatives from international Para sport federations and National Paralympic Committees. The Conference highlighted classification as the cornerstone of fair and credible competition and facilitated sharing on the latest developments introduced by the International Paralympic Committee (IPC), as well as the future direction of classification development in Hong Kong, China.

Building on the strong outcomes of the inaugural event, HKPC will organise the 2nd Classification Conference, themed "From Principles to Grounded Practice: The Next Chapter in Para Sport Classification." The Conference aims to bridge classification principles with operational practice, strengthen professional consistency across impairment groups, and facilitate advanced knowledge exchange between international experts and local practitioners, supporting the long-term development of Para sports in Hong Kong.

B. Theme

- From Principles to Grounded Practice: The Next Chapter in Parasport Classification

C. Objectives

- To present the latest advancements and exemplary practices in classification introduced by the International Paralympic Committee, with particular emphasis on their practical ramifications for athletes, coaches, classifiers, educators, and sports administrators.
- To strengthen the interface between the principles of classification and their practical application by addressing operational challenges and advocating evidence-informed approaches.

- To enhance professional expertise and promote greater coherence in classification practice through impairment-specific workshops, experiential engagement, and the exchange of knowledge.
- To examine prospective directions for Paralympic classification in Asia, aligning regional progress with international benchmarks and fostering the sustainable development of Para sport in Hong Kong and the wider region.

D. Target Audience (200-300 up Physical + 1000 Online participants)

- Public mass
- NSA Staffs
- Classifier
- Teachers
- Potential Para athletes/ people with disabilities
- Officials from the Government of the Hong Kong Special Administrative Region, Official Sports Associations

E. Venue

- Regal Hong Kong Hotel (88 Yee Wo Street, Causeway Bay, Hong Kong)

F. Date

- 23 May 2026

G. Time

- Set up: 6 pm – 8:30 pm (22 May 2026, Friday)
- Registration: 9:00 am – 9:30 am (23 May 2026, Saturday)
- Event Period: 9:30 am – 4:45 pm (23 May 2026, Saturday)
- Dismantle: 4:45 pm - 6 pm (23 May 2026, Saturday)

H. Main Programmes and Rundown

Event Rundown (tentative):

Time	Rundown
9:00-9:30	Registration
9:30 - 9:35	Welcome Speech by China Hong Kong Paralympic Committee President
9:35 - 9:55	Guest's Speech by the Government dignitaries or/ and officiating guests

9:55 – 10:30	Souvenir Presentation & Group photos A minimum of four (4) sets of official group photographs shall be arranged,
10:30 – 11:00	Coffee Break
11:00 - 11:30	Keynote Speech I:
11:30 – 12:00	Keynote Speech II
12:00 - 12:30	Keynote Speech III
12:30 – 13:30	Lunch Break
13:30 – 14:00	Keynote Speech IV
14:00 - 14:30	Keynote Speech V
14:30 – 15:30 (Parallel Session)	Workshop (Visual Impairment) Workshop (Intellectual Impairment) Workshop (Physical Impairment)
15:30 – 16:30 (Parallel Session)	Workshop (Visual Impairment) Workshop (Intellectual Impairment) Workshop (Physical Impairment)
16:30 – 16:45	Closing
16:45	End of 2026 2nd Classification Conference

1. Online Registration & CPD recognition (Pre-event activity)

- Provision of an online registration system capable of handling **up to 1,000 online participants and 200-300 up in-person (on-site) participants**
- Development and maintenance of an **online registration platform** compatible with desktop and mobile devices
- Customisation of registration categories (e.g. local / overseas participants, professionals, speakers, guests)
- All personal data collected shall comply with Hong Kong Personal Data (Privacy) Ordinance requirements, and ownership of all participant data rests with HKPC.
- Automated confirmation emails upon successful registration
- Registration quota control and real-time participant tracking
- Generation of registration reports and participant lists in required formats
- Technical support for registrants prior to the event, including handling of registration-related enquiries
- Coordination with HKPC on registration timeline, opening and closing dates, and special registration arrangements (if any)

- Consolidation and submission of final attendance records
- Provision of post-event registration statistics and reports
- Secure handling and handover of registration data to HKPC after the event
- Support CPD attendance tracking and reporting, including generation of attendance records required for CPD accreditation

Platform Requirements

- The proposed platform must be accessible and usable by participants located in Mainland China, without the need for VPN or additional software not commonly permitted in the mainland
- The vendor shall be responsible for ensuring platform stability, compatibility, and compliance with relevant cross-border access requirements

2. Conference Registration (on-site)

On the event day, the vendor shall provide full on-site registration and check-in support, including but not limited to:

- Setup, decoration, and operation of registration counters at the venue
- Setup and management of a designated **foyer / reception area** prior to the commencement of the Conference
- Setup, and installation of **one (1) signature and photo backdrop** in the foyer area for guest signing and photo-taking before the start of the Conference
- Provision of all necessary equipment for registration and foyer operations (e.g. computers, tablets, scanners, printers)
- Distribution of name badges (e.g. VIPs, Government Officials, and Participants) and conference materials
- Efficient check-in procedures for pre-registered participants
- Troubleshooting of registration system or technical issues on-site
- Deployment of sufficient trained manpower to manage participant flow and peak registration periods
- Coordination with HKPC and venue staff to ensure orderly crowd management and smooth event operations

3. Pre-event Coordination

The vendor shall be responsible for:

- Liaison with HKPC on the programme flow, speaking order, and session arrangements

- Preparation of detailed run-of-show / cue sheets for relevant sessions
- Coordination of speaker requirements, including stage access, seating, and presentation needs
- Preparation and arrangement of souvenirs for presentation segments
- Rehearsal support for ceremonial sessions, where required

4. On-site Programme Support (Event Day)

On the event day, the vendor shall provide:

- On-site stage management support for Opening Remarks, Welcome Speech, Souvenir Presentation and Group Photos, and Keynote Speech
- Coordination with the master of ceremonies, speakers, and HKPC representatives on session timing and transitions
- Guiding speakers and presenters to the stage at appropriate times
- On-stage and backstage support for souvenir presentation, including orderly handover arrangements
- Technical coordination with audio-visual teams to support microphones, presentation slides, and lighting
- Deployment of sufficiently trained staff to manage session flow and address ad hoc programme adjustments

5. Contingency & Protocol Support

- On-site handling of last-minute changes to speakers, sequence, or programme duration
- Support for protocol requirements and coordination with HKPC for officiating arrangements

6. Three (3) Workshops (parallel)

- HKPC will be responsible for the booking and allocation of breakout rooms at the venue.
- Pre-event breakout room setup, including seating arrangement and basic room configuration in accordance with the approved workshop plan
- Guidance and crowd flow management to direct participants from the main venue to designated breakout rooms
- On-site technical support during workshops, including operation of microphones, presentation equipment, and basic troubleshooting

- On-site manpower support to ensure workshops are conducted smoothly and in accordance with the programme schedule
- Each workshop is expected to have approximately 20–30 up participants, with a minimum of three (3) breakout rooms in total.
- No online platform, live streaming, or hybrid conferencing services are required for the workshop sessions.
- Event photography and videography support **for workshop sessions** is required and shall be included under the Event Photography & Videography scope.

7. Oversea Guests and Keynotes Speaker' pick-up services

The vendor shall provide **logistics support only** for designated overseas visitors, including VIPs, keynote speakers, and official guests, as approved by HKPC. This includes:

- Coordinating and executing **round-trip transportation between the airport and the designated hotel** for arrivals and departures
- Ensuring timely arrival at the airport for departures and arrival at the hotel from the airport
- Liaising with HKPC regarding visitor schedules, changes, or special requirements

Important Notes:

- **Hotel selection and booking** will be managed directly by HKPC; the vendor is **not responsible** for arranging hotel accommodation.
- As the **conference venue is the same as the designated hotel**, the vendor is **not required** to provide transportation between the hotel and the conference venue.
- For all other participants attending in person, the vendor is **not responsible** for accommodation or transport. HKPC may provide a hotel discount code for participants wishing to book independently, subject to the official hotel.
- Any costs incurred by participants for accommodation, transport, or other personal arrangements are the responsibility of the participants themselves.

8. Event Photography & Videography

- Provision of professional event photography covering the event day, including **all key sessions, group photos, and each keynote speaker on stage**
- Provision of event videography for the event day, including recording of major programme segments
- Basic post-production of all media, including:
 - Production of a **3-minute highlight video** summarizing key moments of the Conference

- Delivery of all final photographs (300 DPI, ~3MB each) and highlight video to HKPC **within 14 working days** after the event
- All photographs and videos shall be the **property of HKPC**, with full usage rights for promotional, archival, and educational purposes

9. Certificate of Participation (E-certificate)

- Preparation and distribution for a maximum of **1,500 recipients within 14 working days**.
- Design of **electronic certificates of participation (A4_297mmWx210mmH)** in accordance with HKPC branding guidelines
- Coordination with HKPC on certificate wording and participant eligibility
- Distribution of e-certificates to eligible participants after the event
- **The E-certificate platform must be functional for participants located in Mainland China**, in addition to Hong Kong and other regions
- Integration of HKPC' s **exit survey/feedback form** to be sent together with the e-certificate to all recipients

10. Press Release Support

- Drafting and layout of Traditional Chinese and English versions of pre-event and post-event press releases in coordination with HKPC
- Production of the **post-event press release on the same day** of the Conference for immediate media distribution
- Incorporation of **event highlights, quotations, and key messages** as provided by HKPC
- Submission of **final drafts to HKPC for approval** prior to release
- Distribution of the approved press release to designated media channels (**press release blasting**)

11. Master of Ceremonies (MC) & Script Preparation

- Recommend and provide **professional Master of Ceremonies (MC)** for the Conference
- Preparation of **MC scripts** covering opening, transitions, and closing segments
- Coordination with HKPC on programme flow, protocol, and script amendments

12. AI Live Subtitle Services

- Provision of **AI live subtitle services** during the Conference sessions
- English to Traditional Chinese in on site and online
- Technical support to ensure stable and accurate subtitle display
- Pre-event testing of audio-visual, live streaming, and AI subtitle systems

- Backup arrangements for key technical systems during the event

13. Event Design & Promotional Materials

- Design of one (1) standardized PowerPoint presentation template (1920pxWx1080pxH) for use with the approved theme and branding, including title slides, content slides, section headers, closing slides
- Design and production of one (1) event signature and photo backdrop **to be installed and displayed at the foyer / reception area** with the approved theme and branding for the main venue
- Design and production of **three hundred (300) event leaflets, each with at least four (4) pages**, with the approved theme and branding
- Design and production of a maximum **three hundred (300) Name Badge**
- Design and production of Podium Cover
- Coordination with HKPC on the **content and layout** of all printed and digital materials
- Delivery of all final materials to the venue or HKPC **prior to the event**, in accordance with the agreed schedule

14. Online Platform & Live Streaming Services (Hybrid Conference)

- Support for up to **1,000 online participants**
- At least High-definition camera x 2
- Provision and setup of an **online conference platform** to support live streaming of Conference sessions
- Live streaming of designated programme segments, including opening ceremony, keynote speech(s), and selected sessions
- Integration of the online platform with audio-visual systems at the venue
- Technical setup and operation of live streaming equipment and software
- Real-time technical support during the Conference to ensure stable transmission and audio-visual quality
- Management of online participant access, including login control and basic user support
- Provision of post-event access to recorded sessions, if required and approved by HKPC

Platform Requirements:

- The selected online platform **must be accessible and functional for participants located in Mainland China**, without the need for VPN or additional software not commonly permitted in the mainland, in addition to Hong Kong and other regions

- The vendor shall be responsible for ensuring platform stability, compatibility, and compliance with relevant technical requirements for cross-border access

I. Organiser

- China Hong Kong Paralympic Committee

J. Subvented Organisation

- Culture, Sports and Tourism Bureau

K. Titled Sponsor

- Gleneagles Hospital

L. Supporting Organisations (including but not limited to)

- Sports Association for the Physically Disabled of Hong Kong, China
- Hong Kong, China Sports Association for Persons with Intellectual Disability
- Other related organisations

M. Schedule of Rates

1 Promotional Materials (20%)

Design and production of all event branding and visual materials, including:

- Conference material refinement and key visual design
- **One (1) standardised PowerPoint presentation template (1920pxWx1080pxH)** for speakers, including title slides, content slides, section headers, closing slides
- Design and production of one (1) event signature and photo backdrop **to be installed and displayed at the foyer / reception area** with the approved theme and branding for the main venue
- Design and production of **three hundred (300)** event leaflets, **each with at least four (4) pages**
- Design of **Certificate of Participation (E-certificate)** (**A4_297mmWx210mmH**)
- Design and production of a maximum **three hundred (300)** Name Badge
- Design and production of Podium Cover
- Coordination with HKPC on content, layout, branding, and approval of all materials

2 Event Management (55%)

2.1 Venue decoration and production of related materials, as per HKPC guidance and branding requirements

2.2 Venue setup and dismantling for the full conference day, including:

- AV and electrical connections
- Stage and backdrop installation
- Logistics protection and signage placement

2.3 Provision of **on-site photography and videography**:

- Provision of at least one (1) photographer and one (1) videographer
- Coverage of keynote sessions, workshops, souvenir presentations, and group photos
- Delivery of all final photographs (300 DPI, approximately 3MB each)
- Production of **one (1) three-minute highlight video**
- All deliverables to be provided within **14 working days** after the Conference
- All photos and videos shall be the property of HKPC

2.4 Provision of **MC services and script preparation** for:

- MC provision for Opening Remarks, Keynote Sessions, Souvenir Presentation, and transitions
- Preparation and coordination of MC scripts with HKPC

2.5 **Workshop management** for three parallel sessions

- Pre-event setup of breakout rooms (minimum 3 rooms)
- Guidance of participants from main venue to breakout rooms
- On-site technical support (microphones, presentation equipment, troubleshooting)
- Deployment of sufficiently trained staff to ensure smooth session execution
- Each workshop expected to host 20–30 up participants

2.6 Logistics support for **overseas guests and keynote speakers** (VIPs, official guests, approved by HKPC):

- Round-trip transportation between airport and designated hotel
- On-site support and contingency handling
- Liaison with HKPC on schedules, changes, and special requirements

2.7 Provision of **event insurance coverage**:

- Work crew & public liability: at least HKD 10M per single accident

2.8 Provision of **on-site manpower** (minimum 20 trained personnel) for:

- Crowd management and flow control
- Guest escort and coordination at stage, main entrances, and breakout rooms
- Assistance during workshops and session operations as required

2.9 Security and management of conference materials, exhibits, and AV equipment

2.10 Cleaning services before, during, and after the conference (excluding washrooms)

2.11 Application for relevant licenses/permits required for event operation (if needed)

2.12 Online registration system for up to 1,000 online participants and 200–300 up on-site participants, accessible in Mainland China without VPN; vendor responsible for stability, cross-border access, and technical compliance

2.13 AI Live Subtitle Services

- Provision of **AI live subtitle services** during the Conference sessions
- English to Traditional Chinese in onsite and online
- Technical support to ensure stable and accurate subtitle display
- Pre-event testing of audio-visual, live streaming, and AI subtitle systems
- Backup arrangements for key technical systems during the event

2.14 Technical support for registration and live streaming, including login control, troubleshooting, and post-event reporting

2.15 Hybrid conference live streaming:

- Provision of **at least two (2) HD cameras**
- Live streaming of opening ceremony, keynote speech(s), and designated sessions
- Real-time technical support during the Conference
- Post-event access to recorded sessions (subject to HKPC approval)

- **Must be accessible and functional for participants located in Mainland China**, without the need for VPN or additional software not commonly permitted in the mainland, in addition to Hong Kong and other regions

2.16 Certificate of Participation (E-certificate):

- Preparation and distribution for up to 1,500 recipients within 14 working days.
- Design (**A4_297mmWx210mmH**) aligned with HKPC branding guidelines
- Integration with HKPC exit survey/feedback form, distributed together with the e-certificate
- **Must be accessible and functional for participants located in Mainland China**, without the need for VPN or additional software not commonly permitted in the mainland, in addition to Hong Kong and other regions

3 Publicity (25%)

- 3.1 Media pitching with press release for pre and post event
- 3.2 News coverage monitoring and report after event
- 3.3 Media enquiries handling, interview coordination, Event RSVP and reception
- 3.4 Drafting and layout of Traditional Chinese and English versions of pre- and post-event press releases
- 3.5 Production of post-event press release on the same day for media distribution

Remarks:

- i Coordination with venue provider or other partners to execute smooth operation of event.
- ii The tenderer is required to complete the attached Schedule of Rates (Appendix 4), indicating clearly the unit rate amount of each item listed therein.

N. Timeline

<u>Procedure</u>	<u>Date</u>
Tender publish	2 Feb 2026
Consultation period	9-11 Feb 2026
Deadline for submission of proposal (by hand)	16 Feb 2026; 12noon

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Presentation of proposal in person at HKPC office

23-24 Feb 2026

Confirmation of selected contractor

26 Feb 2026

O. Award Criteria

Criteria	Weighting (%)	Evaluation Focus
Event Concept & Creativity	15%	<ul style="list-style-type: none">- Creative concepts shall align with Paralympic values, inclusiveness, and HKPC's mission- Innovative delivery of hybrid conference for an audience size of up to 1,300 participants (online + on-site)- Creative design and production of promotional materials, signature and photo backdrop e-certificates, and conference branding etc.- Engaging session formats, MC presentation style, and audience interaction strategies.
Experience & Track Record	25%	<ul style="list-style-type: none">- Proven experience in organising large-scale sports or disability-inclusive events.- References or case studies demonstrating successful hybrid or multi-session conferences of comparable scale (<i>approximately 1,000 online and 300 on-site participants</i>).- Proven record in using AI live subtitle services- Experience with online registration systems, workshops, and VIP guest handling.- Prior work with HKPC or similar Para-sports organisations is an advantage.
Project Management & Execution	30%	<ul style="list-style-type: none">- Comprehensive logistics management, including venue setup, AV installation, and staff deployment.- Smooth execution of on-site programme, workshops, and VIP guest coordination.- Online platform delivery: registration, live streaming, AI subtitles, and post-event reporting.- Risk management, accessibility compliance, and contingency handling.- Deployment of sufficient trained manpower, with a minimum of twenty (20) staffs.- Support for up to 1,500 e-certificates and post-event reporting.

Criteria	Weighting (%)	Evaluation Focus
Budget & Cost Efficiency	30%	<ul style="list-style-type: none"> - Competitive pricing with transparent breakdown in Schedule of Rates. - Cost-effectiveness without compromising quality. - Optional services clearly indicated and costed. - Value-added services such as media coverage, e-certificates, and post-event highlights.

L. Submission of Proposal & Company Profile

Interested companies shall having relevant resources, qualifications and experience are requested to submit information for the services on or before 12 noon, 16 Feb 2026 with Proposal by hand to Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories, Hong Kong. Please marked "Proposal & Company Profile - Provision of Event Management and Production Services for 2nd Classification Conference (Tender no. HKPC-T001/26) with below information:

- Company name and contact person details
- Company background, credential and BR Copy
- Years of business
- Scope of Services available
- Company organisation, no. of employees and organisation structure
- Crew size for event coordination and onsite support
- Qualification and experience of key management person for project
- Management, creative & design and production services
- Years of experience for event management and production services for corporate events
- List of major clients in the past 5 years with service details and client contact person details for reference checking
- Relevant past job reference (illustrated with photos) which can demonstrate the creativity, capability and experience of the company in the relevant event management and production services, including large-scale indoor/outdoor events for public participation, for large corporation in the past 5 years

M. Usage of Personal Data

All companies responding to this advertisement are deemed to have complied with the Personal Data (Privacy) Ordinance in the collection and transfer of personal data to China

中國香港殘疾人奧委會 China Hong Kong Paralympic Committee

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Hong Kong Paralympic Committee Limited. All information submitted, including personal data, shall be used by China Hong Kong Paralympic Committee Limited for the prequalification of tenderers for this Contract.

N. Enquiry

For enquiries, please contact Mr. Samson Lam, Administration Manager at 2151 3912 or info@paralympic.hk

Appendix List

Appendix 1	Venue Layout and floorplan
Appendix 2	Terms and Conditions of Agreement
Appendix 3	Notice to Contractor or Subcontractors or Suppliers on Integrity Clause
Appendix 3.1	Declaration of Compliance with the Integrity Clause
Appendix 3.2	Declaration of Interest Form
Appendix 3.3	Confirmation of Compliance with the Anti-Collusion Clause in the Tender
Appendix 4	Schedule of Rates
Appendix 5	Poster and Agenda of past Classification Conference
Appendix 6	PowerPoint design with details of the past Classification Conference
Appendix 7	Certification of past Classification Conference

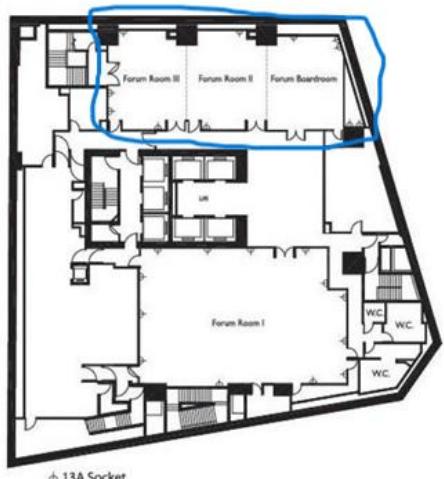
Appendix 1

Regal Ballroom and Monaco Room (B1)



Venue	Area (sq m)	Ceiling Height (m)	Dimension (Width x Length)	Theatre (persons)	Classroom (persons)	U-Shape (persons)	Banquet (persons)	Cocktail (persons)
Foyer	80	3.9	10 x 8	-	-	-	-	-
Regal Ballroom	227	3.9	21 x 10.8	380	140	60	228	350
Monaco Rooms (I+II+III)	162	4.1	19.8 x 8.2	180	80	48	132	200
Monaco Room I	42	4.1	6 x 7	35	18	12	12	-
Monaco Room II	47	4.1	6.7 x 7	35	18	15	24	-
Monaco Room III	50	4.1	7.2 x 7	35	18	15	24	-

The Forum (B2)



Venue	Area (sq m)	Ceiling Height (m)	Dimension (Width x Length)	Theatre (persons)	Classroom (persons)	U-Shape (persons)	Banquet (persons)	Cocktail (persons)
Forum Room I	201	2.8	17.6 x 11.4	170	80	48	168	180
Forum Room (II+III)	110	2.8	13.4 x 8.2	80	54	25	60	100
Forum Room II	55	2.8	6.7 x 8.2	35	18	12	24	-
Forum Room III	55	2.8	6.7 x 8.2	35	18	12	24	-
Forum Boardroom	38	2.8	5.9 x 6.5	35	18	12	24	-
Forum Room (II+III)+Boardroom	158	2.8	19.3 x 8.2	120	70	38	96	120

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Appendix 2

Terms and Conditions of Agreement

1. Alteration

No unauthorized alteration or erasure to the text of the Tender Document shall be permitted. Any tender containing such alteration or erasure may not be considered.

2. Labour

The contractor is reminded that, as a general policy, importation of labour from outside Hong Kong SAR must be in accordance with the regulations of the local authorities, which may permit the importation of key management and technical personnel on a temporary basis. It is the tenderer's sole responsibility to make any such arrangement he may desire.

3. Tender Price

- This tender relates to the execution of all (or any part) of works during the Agreement Period as specified in the Schedule of Rates.
- Price quoted in this tender shall be firm for the duration of the Agreement
- Tenders shall remain open for acceptance for 21 days after the tender presentation date

4. Charges

The price quoted by the tenderers should be in Hong Kong Dollars and must only be quoted in the Schedule of Rates. Such prices shall be net and, where applicable, they shall include trade and cash discounts and all expenses incidental to the due and proper performance of the Agreement by the Contractor.

5. Commencement and Completion of the Works

The Contractor shall commence the Works on site in any Works Schedule as described therein, proceed with the same with due diligence and complete on or before the date/time stated in the Works Schedule or such revised date/time or dates/time agreed by both parties. If the Contractor finds that works on public holiday and night works are necessary to complete the works on time, such costs shall be included in the rates quoted in the Schedule of Rates.

6. Nuisance

The Contractor shall take all necessary steps to restrict the nuisance of dust and noise during the course of work. Any complaints raised would be resolved by the Contractor himself.

7. Removal of Debris

All rubbish and debris shall be removed periodically as it accumulates, and the site must be kept clear and tidy during the progress of the Contract.

The Contractor should leave the site reasonably clean and tidy at the end of event. In no event should debris, equipment or materials be located as to cause nuisance to the public.

8. Defects

The Contractor shall be responsible for making good at no cost to HKPC any defective workmanship or materials (hereinafter referred to as "Defects") during event period (hereinafter referred to as the "Defects Liability Period")

If any Defects appear in the Works during the Defects Liability Period, the Contractor shall rectify such Defects before event or by such other times as may be notified therein. The Contractor shall make good such Defects within the specified time frame.

In the event of any modification found necessary during the Defects Liability Period, the Contractor shall provide the revised drawing or documents of the related works whenever applicable.

If the Defects are not remedied to HKPC' s satisfaction, HKPC may employ another contractor or third party to remedy the Defects and HKPC may deduct such expenditure from any Retention Monies.

9. Payment

The Contractor may claim payment at the rates specified in Schedule of Rates according to the payment terms and actual work done which is being certified by the Executive Director of HKPC.

10. Payment Terms

Deposit Payment: 20% upon acceptance of Tender Awarded Contractor is required to submit official invoice to HKPC for the effective of payment.

2nd Payment: 40% upon the status of 50% work completed AND 2 working days before the event.

3rd Payment: 40% upon event completion.

(In compliance with Schedule of Rates - Appendix 4)

The Contractor shall claim the payment only after it has completed the works by submitting invoices and completion certificate signed by HKPC. Payment shall be made within 45 working days after receipt and agreement of invoices for Works completed to the satisfaction of HKPC.

After review and approval of each invoice, HKPC shall pay the Contractor the agreed invoices amount. Such approval and payment by HKPC shall not preclude the right of HKPC to thereafter dispute of the amounts involved and shall not be construed as acknowledgement of due performance of the Agreement or any part thereof.

11. Liability

The Contractor shall be liable for and shall indemnify HKPC in full against all or any actions, loss, suits, claims, demands, proceedings, costs, charges or expenses whatsoever including any damage to any persons or property or death or injury to any individual (including HKPC's employees, agents and subcontractors and its obligations under this Agreement including, inter alia, delay or failure to perform the Works for any reason whatsoever, as a result of acts or omission, negligence or breach of any of its obligations of the Contractor, its employees, agents or subcontractors.

12. Insurance

Contractor All Risks Insurance Section 2 - Third Party Liability for the sum of HK\$10,000,000 per claim for unlimited claim during the event liability period shall be provided to HKPC for the event.

The Contractor shall take out and maintain adequate insurance acceptable to HKPC to recover any compensation it may be liable to pay its employee pursuant to the Employees

Compensation Ordinance or otherwise as a result of or arising directly or indirectly from the performance of the Works under this Agreement. The Contractor shall procure HKPC be included as one of the insured under any such insurance cover and shall produce a copy of such insurance policy or policies to HKPC upon demand together with copies of the relevant insurance premium receipts.

13. Force Majeure

No Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make previously owed payments to the other Party hereunder) when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party' s("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Event(s)") that frustrates the purpose of this Agreement: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) government order or law; (d) actions, embargoes or blockades in effect on or after the date of this Agreement; (e) action by any governmental authority; (f) national or regional emergency; (g) strikes, labor stoppages or slowdowns or other industrial disturbances; (h) epidemic, pandemic or similar influenza or bacterial infection (which is defined HKSAR Government as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness); (i) emergency state (j) shortage of power or transportation facilities; and (k) other similar events beyond the reasonable control of the Impacted Party.

14. Safeguarding of National Security of Hong Kong SAR

Notwithstanding anything to the contrary in the Tender Documents, HKPC reserves the right to disqualify a Tenderer on the grounds that the Tenderer has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety. HKPC may immediately terminate the Contract upon the occurrence of any of the following events; (a) the Contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of the Contractor [or Consultant] or the continued performance of the Contract is contrary to the interest of national security; or (c) HKPC reasonably believes that any of the events mentioned above is about to occur.

15. Postponement of Event

If Term 13 conditions happened, HKPC reserves the right to postpone the event, if the event is resumed within 12 months, contractor shall agree the same cost quotation under Schedule of Rates of this tender; if event is postponed after 12 months, HKPC reserves the right to revisit the terms and cost quotation under same/similar Schedule of Rates.

Appendix 3

Notice to Contractor or Subcontractors or Suppliers on Integrity Clause

1. Disclosure of Information

Except for the purpose of this contract, the contractor shall not use or disclose any information provided by China Hong Kong Paralympic Committee (HKPC) (hereinafter referred to as Employer) in this contract or any subsequent communications or documents. For the purpose of this contract, any information disclosed to any person or agent or subcontractor shall be strictly confidential and shall be disclosed on a "knowledgeable basis" within the scope necessary for the purpose of this contract.

The contractor shall take all necessary measures (including through disciplinary codes or contract terms where appropriate) to ensure that such persons, agents or subcontractors will not disclose such information for purposes other than this contract. The contractor shall indemnify and keep indemnified the Employer against all loss, liabilities, damages, costs, legal costs, professional and other expenses of any nature whatsoever the Employer may suffer, sustain or incur, whether direct or consequential, arising out of or in connection any breach of the aforesaid non-disclosure provision by the Contractor or his employees, agents or subcontractors.

2. Declaration of Interest

2.1 The contractor shall require its employees, agents and subcontractors participating in this contract to declare to the contractor in writing any conflicts or potential conflicts between their personal/financial interests and their duties related to this contract. In the event that such conflict or potential conflict is disclosed in a declaration, the Contractor shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed.

2.2 The contractor shall prohibit its employees participating in this contract from participating in any project or work (regardless of salary or not) other than the performance of this contract, and such projects or work will cause or may cause the relationship between their personal/financial interests and their duties. The contractors must also require their subcontractors and agents to impose similar restrictions on their employees in the form of disciplinary codes or contract terms.

2.3 The contractor shall take all necessary measures (including disciplinary codes or contract clauses where appropriate) to ensure that its employees, agents and subcontractors understand the restrictions in this clause.

2.4 The contractor must also sign and submit a declaration in the format prescribed or approved by the Employer, confirming compliance with the aforementioned sub-sections (2.1), (2.2), and (2.3). If the contractor fails to submit the required declaration, the Employer has the right to withhold the payment until the contractor submits the declaration, and the contractor is not entitled to receive interest during that period. In order to prove compliance with the aforementioned sub-sections (2.1), (2.2) and (2.3) concerning confidential information, declaration of interests, prevention of bribery, the contractor and its hired subcontractors must submit the disciplinary code issued to its employees to the Employer.

3 Prevention of Bribery

Pursuant to “the Prevention of Bribery Ordinance”, it is an offense for contractor or its subcontractors or suppliers to offer advantages to HKPC staff in connection with the contract of the Works. It is also illegal to provide any advantages to HKPC staff in connection with their official duties.

3.1 Offering remuneration

Tenderers shall not and must prohibit their employees, agents and subcontractors from offering, soliciting or accepting benefits as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) for the tendering and execution of this contract.

If the foregoing results are not achieved, or if the tenderer or the tenderer’s employees, agents or subcontractors make any acts to provide, solicit or accept the benefits described in paragraph above, as a result, the tenderer’s bid is invalid, and the tenderer shall still be liable for such errors and actions.

4. Anti-Collusion Clause

4.1 Before the HKPC informs the tenderer of the tendering result, the tenderer shall not

- Communicate information on the amount of any tender to anyone other than HKPC;
- Adjust any tender amount through arrangements with any other party;
- Enter into any arrangement with any other party as to whether the tender or that other party should or should not tender; or
- Collude with any other party in any way during the bidding process.
- If the tenderer violates or fails to comply with this sub-provision, the tender's bid will be invalid, and the tenderer shall still bear the responsibility for such deficiencies and actions.

4.2 Sub-section (4.3) of this provision does not apply to tenders who send strictly confidential communications to their insurers or brokers to obtain insurance quotations to calculate the tender price, and to obtain assistance from consultants/subcontractors to prepare tendering documents and send them strictly confidential communications.

4.3 Tenders must submit to the Employer a letter duly signed in the format set out in the attachment. The letter must be signed by an authorized person on behalf of the tenderer.

Appendix 3.1

Declaration of Compliance with the Integrity Clause Requirements

Tender Reference No. : HKPC-T001/26

Name of Tender : Tender for 2nd Classification Conference cum Workshop Sponsored by Gleneagles Hospital Hong Kong
China Hong Kong Paralympic Committee at Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories

According to the integrity clause of this contract, we confirm that we have complied with the following terms and ensure that our directors, employees, subcontractors and agents understand the following terms:

- A. When conducting business related to this contract, the contractor shall prohibit its employees, agents and subcontractors participating in this contract from providing, soliciting or accepting what is defined in the "Prevention of Bribery Ordinance" (Chapter 201 of the Laws of Hong Kong).
- B. The directors, employees, agents and subcontractors participating in this contract are required to declare to us in writing any conflicts or potential conflicts between their personal/financial interests and their duties related to this contract. If such conflicts or potential conflicts have been disclosed, we will immediately take necessary reasonable measures to mitigate or eliminate the disclosed conflicts or potential conflicts as much as possible.
- C. Directors and employees participating in the execution of this contract are Prohibited from participating in any project or work (regardless of salary or not) that may cause conflicts between their responsibilities in this contract and their personal/financial interests outside of this contract, and shall require the subcontractor to take the same action.

D. Take all necessary measures to ensure that any confidential /confidentiality- covered information or data entrusted to us by or on behalf of the Employer will not be disclosed to third parties other than those permitted by this contract.

Signature : _____

Signatory name : _____

Signatory position : _____

Name of contractor : _____

Date : _____

Appendix 3.2

Declaration of Interest Form

Tender Reference No. : HKPC-T001/26

Name of Tender : Tender for 2nd Classification Conference cum Workshop Sponsored by Gleneagles Hospital Hong Kong

China Hong Kong Paralympic Committee at Unit 1518- 1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories

To: China Hong Kong Paralympic Committee

I understand that if I, my family members, close relatives and acquaintances have direct or indirect business connections with HKPC, I must report to the management of the China Hong Kong Paralympic Committee (HKPC).

I hereby declare that I (have / have not) have the following existing/potential conflicts of interest when performing duties related to the operation of HKPC or the status of a member of the HKPC:

a) Persons/companies with whom I have business dealings and/or personal interests:

b) My duties related to the above-mentioned person / company are mainly:

Signature : _____

Signatory name : _____

Signatory position : _____

Name of contractor : _____

中國香港殘疾人奧委會 China Hong Kong Paralympic Committee

香港沙田新城市中央廣場 1 座 15 樓 1518-1520 室 Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories, Hong Kong
電話 Tel (852) 2632 7711 傳真 Fax (852) 2151 5034 電郵 Email info@paralympic.hk 網址 www.paralympic.hk

Date : _____

中國香港殘疾人奧委會 China Hong Kong Paralympic Committee

香港沙田新城市中央廣場 1 座 15 樓 1518-1520 室 Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories, Hong Kong
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Appendix 3.3

Confirmation of Compliance with the Anti-collusion Clause in the Tender

Tender Reference No. : HKPC-T001/26

Name of Tender : Tender for 2nd Classification Conference cum Workshop Sponsored by Gleneagles Hospital Hong Kong

China Hong Kong Paralympic Committee at Unit 1518-1520,
Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories

[I/We], [],
(Name of Tenderer)

Address is []
(Tenderer's address)

[I/We] would like to refer to [my/our] bid for the above contract.

[I/We] confirm that when submitting this letter, in addition to the exemption communication mentioned in the last paragraph of this letter, [I/We]

Did not:

- Convey any information about the bid amount to anyone other than CHINA HONG KONG Paralympic Committee (hereinafter referred to as HKPC);
- Adjust any bid amount through arrangements with any other party;
- Make any arrangements with any other party as to whether [I/We] or that other party should or should not bid; or
- Collude with any other party in any way during the bidding process.
- After submitting this letter, before the Employer notifies the tenderer of the bidding result, except for the exemption communication mentioned in the last paragraph of this letter, [I/we] will not:
- Convey any information about the bid amount to anyone other than HKPC;
- Adjust any bid amount through arrangements with any other party;
- Enter into any agreement with any other party as to whether [I/we] or that other party should bid; or
- Collude with any other party in any other way.

In this letter, the term "communication exemption" refers to [I/We] who sends [I/We] to [I/We] to obtain an insurance quotation to calculate the bid price.

[My/Our] underwriters or brokers send out strictly confidential communications, and to obtain [my/our] consultants/subcontractors' assistance in the preparation of tender and send them strictly confidential communications.

Signature : _____

Signatory name : _____

Signatory position : _____

Name of contractor : _____

Date : _____

(Signed on behalf of the bidder)

Remarks

- i. Please delete where inapplicable.
- ii. If the tenderer includes two or more parties or companies forming a partnership, joint venture or other form of organisation, the part in square brackets shall be expanded to include the names and addresses of these parties or companies.
- iii. If the tenderer includes two or more parties or companies forming a partnership, joint venture or other form of organisation, the respective signatories of these parties or companies must be the authorized persons to sign this contract.

Appendix 4

Schedule of Rates

Item	Description with Specifications	Quantity	Price (HKD)
1	Promotional Materials (20%)		
	1.1 Conference material refinement and key visual design		
	1.2 One (1) standardised PowerPoint presentation template (1920pxWx1080pxH) for speakers, including title slides, content slides, section headers, closing slides		
	1.3 Design and production of three hundred (300) event leaflets, each with at least four (4) pages	300	
	1.4 Design and production of one (1) event signature and photo backdrop to be installed and displayed at the foyer / reception area with the approved theme and branding for the main venue	1	
	1.5 Design of Certificate of Participation (E-certificate) (A4_297mmWx210mmH)		
	1.6 Design and production of a maximum three hundred (300) Name Badge	300	
	1.7 Design and production of Podium Cover		
	1.8 Other (please state and specify)		
		Sub-total	
2	Event Management (55%)		
	2.1 Venue setup and dismantling for the full conference day: (including but not limited to) : - AV and electrical connections - Stage and backdrop installation - Logistics protection and signage placement - Any other decoration items (please list)		
	2.2 Provision of on-site photography and videography : - Provision of at least one (1) photographer and one (1) videographer - Coverage of keynote sessions, workshops, souvenir presentation, and group photos (minimum four (4) sets) - Delivery of all final photographs (300 DPI, approximately 3MB each) - Production of one (1) three-minute highlight video - All deliverables to be provided within 14 working days after the Conference - All photos and videos shall be the property of HKPC		

	<p>2.3 Provision of MC services and script preparation for:</p> <ul style="list-style-type: none"> - MC provision for Opening Remarks, Keynote Sessions, Souvenir Presentation, and transitions - Preparation and coordination of MC scripts with HKPC 		
	<p>2.4 On Workshop management for three parallel sessions</p> <ul style="list-style-type: none"> ● Pre-event setup of breakout rooms (minimum 3 rooms) ● Guidance of participants from main venue to breakout rooms ● On-site technical support (microphones, presentation equipment, troubleshooting) ● Deployment of sufficiently trained staff to ensure smooth session execution ● Each workshop expected to host 20–30 up participants 		
	<p>2.5 Logistics support for overseas guests and keynote speakers (VIPs, official guests, approved by HKPC):</p> <ul style="list-style-type: none"> ● Round-trip transportation between airport and designated hotel ● On-site support and contingency handling ● Liaison with HKPC on schedules, changes, and special requirements 		
	2.6 Event insurance coverage (at least \$10M)		
	<p>2.7 All Provision of on-site manpower (minimum 20 trained personnel) for:</p> <ul style="list-style-type: none"> ● Crowd management and flow control ● Guest escort and coordination at stage, main entrances, and breakout rooms ● Assistance during workshops and session operations as required 	20	
	2.8 Security and management of conference materials, exhibits, and AV equipment		
	2.9 Dismantling and cleaning service		
	2.10 Application for relevant licenses/permits required for event operation (if needed)		
	2.11 Online registration system for up to 1,000 online participants and 200–300 up on-site participants, accessible in Mainland China without VPN; vendor responsible for stability, cross-border access, and technical compliance		

	2.12 Technical support for registration and live streaming, including login control, troubleshooting, and post-event reporting		
	<p>2.13 Hybrid conference live streaming:</p> <ul style="list-style-type: none"> • Provision of at least two (2) HD cameras • Live streaming of opening ceremony, keynote speech(s), and designated sessions • Real-time technical support during the Conference • Post-event access to recorded sessions • Accessible in Mainland China without VPN; vendor responsible for stability, cross-border access, and technical compliance 		
	<p>2.14 Certificate of Participation (E-certificate)</p> <ul style="list-style-type: none"> • Preparation and distribution for up to 1,500 recipients within 14 working days. • Integration with HKPC exit survey/feedback form, distributed together with the e-certificate • Accessible in Mainland China without VPN; vendor responsible for stability, cross-border access, and technical compliance 		
	<p>2.15 Provision of AI live subtitle services during Conference sessions</p> <ul style="list-style-type: none"> • Real-time English → Traditional Chinese subtitles (on-site and online) 		
		Sub-total	
3	Publicity (25%)		
	3.1 Media pitching with press release for pre and post event		
	3.2 News coverage monitoring and report after event		
	3.3 Media enquires handling, interview coordination, Event RSVP and reception		
	3.4 Drafting and layout of Traditional Chinese and English versions of pre- and post-event press releases		

	3.5 Production of post-event press release on the same day for media distribution		
		Sub-total	
		Grand total	

Signature : _____

Signatory name : _____

Signatory position : _____

Name of contractor : _____

Company Chop : _____

Date : _____

Please refer to our website

<https://www.paralympic.hk/tender-notice/>

Appendix 5 Poster, Agenda and PowerPoint design with details of the past Classification Conference



中國香港殘疾人奧委會 China Hong Kong Paralympic Committee

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Appendix 6 PowerPoint design with details of the past Classification Conference



Appendix 7 Certification of past Classification Conference



中國香港殘疾人奧委會 China Hong Kong Paralympic Committee

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