

PROVISION OF EVENT ORGANIZING SERVICE FOR  
HOUSING AUTHORITY'S SHOPPING CENTRES  
NOTICE OF PRE-QUALIFICATION OF SUPPLIERS

It is intended to invite applications from interested eligible contractors for pre-qualification of suppliers to be included in the pre-qualified suppliers list for the Financial Year 2018/2019 for the provision of event organizing service for shopping centres of the Housing Authority (HA).

2. Suppliers satisfying the criteria listed below are invited to apply for pre-qualification-
  - (a) the supplier, including the parent company and subsidiaries of the same group, must be a properly incorporated company with limited liability under the laws of Hong Kong Special Administrative Region. The supplier should have a sound financial backing with a combined working capital and employed capital of not less than HK\$400,000. The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory information given;
  - (b) the supplier must have a proven work record in Hong Kong by producing job references of at least three service agreements on event organizing satisfactorily completed in the past two years immediately before the date of invitation for pre-qualification, which should be of a scale comparable to those of our retail facilities (our indicative cost estimate for event organizing is around \$0.3 M each). Letters of reference from past employers should be included;
  - (c) the supplier must be employing at least 6 full time professional, technical or supporting staff (excluding security and cleansing staff) possessing the knowledge and experience relevant to event organizing, with adequate supporting resources. The names and pertinent information of the key personnel for individual or group to execute the contract must be indicated; and
  - (d) the supplier must disclose any current litigation involving the company.
3. The suppliers will be required to confirm their compliance with "related company restriction"<sup>Note</sup>, when accepting pre-qualification invitation. For related companies, only one of these companies is allowed to submit a tender for each tender.
4. The suppliers will be required to confirm in writing their acceptance of "tender irregularity restriction", when accepting pre-qualification invitation, in compliance with the following HA's requirements -

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<sup>Note</sup> : For the purpose of this requirement, companies are deemed to be related if their relationship falls within the meaning of "related parties" as defined in the Hong Kong Institute of Certified Public Accountants (HKICPA) – Hong Kong Accounting Standard (HKAS 24) (revised), on Related Party Disclosures.

“Without prejudice to the rights and remedies which the HA may have, should the supplier fail to submit tender after he/she has committed to do so or withdraw the tender after submission, his/her participation in future pre-qualification exercise will be adversely affected, as such failure has reflected the poor attitude and sincerity of a tenderer in preparing and submitting a tender.”

5. Interested eligible contractors may obtain the application documents for pre-qualification during working hours Monday to Friday at the office of:

Commercial Properties Management Unit  
1<sup>st</sup> Floor, Block 2  
Housing Authority Headquarters  
33 Fat Kwong Street  
Homantin, Kowloon  
Hong Kong  
Tel.: 2761 5593 / 2761 5365 Fax: 2761 5740

6. Completed pre-qualification application documents must be submitted in plain sealed envelopes clearly marked “Pre-qualification of suppliers for event organizing service” and addressed to the Chairman, Tender Opening Committee, Hong Kong Housing Authority, and reach the Hong Kong Housing Authority before **10:00 a.m. on Friday, 19 January 2018 (Hong Kong Time)** in one of the following ways:

- (a) be deposited personally in the Hong Kong Housing Authority Tender Box situated at Ground Floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon, Hong Kong, or
- (b) be sent by post or courier to:

The Chairman, Tender Opening Committee,  
c/o Receipt & Despatch Unit,  
The Hong Kong Housing Authority,  
Basement 1, Block 2,  
Housing Authority Headquarters,  
33 Fat Kwong Street, Homantin, Kowloon,  
Hong Kong

7. Late submission shall not be considered. Only those suppliers who can satisfactorily demonstrate the necessary experience and capability will be considered in this pre-qualification application.

8. The Hong Kong Housing Authority reserves the right to accept or reject any application and is not obliged to give reasons for its decision thereof.