



HONG KONG KENDO ASSOCIATION

香港劍道協會

Invitation of Tender  
for  
Hotel Accommodation  
(28<sup>th</sup> February – 5<sup>th</sup> March 2019)

and

Buffet Dinner Arrangement  
(evening of 2nd March 2018)

Tender closing date and time:

30<sup>th</sup> November @ 12:00hrs

## **Warnings for Tender Invitation**

1. The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of The Hong Kong Kendo Association, the “Association”. 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 Association 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 Association 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.
4. Tenders should be placed in a sealed envelope and deposited in the tender box, situated outside of the Association’s office located at: 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 10 working days and be invited to enter into a contract with the Association.

**Background Information**

Hong Kong Kendo Association (“the Association”) is going to organize the **19<sup>th</sup> Hong Kong Asian Open Kendo Championships** at Tin Shui Wai Sport Centre, it is expected to have around 500 participants. We would like to invite tender for hotel accommodation and dinner buffet arrangement.

**Tender Specifications & Requirements – Hotel Accommodation**

All rooms should be provided by the same hotel at the same location; which is better to be convenient to the location of the Championships.

**Check In Date** 28<sup>th</sup> February 2019 (Thursday)

**Check Out Date** 5 March 2019 (Tuesday)

**No. of Rooms** (guaranteed to be provided)

- Guaranteed 10 Rooms 28 February 2019
- Guaranteed 150 Rooms on 1 March 2019
- Guaranteed 220 Rooms on 2 March 2019
- Guaranteed 60 Rooms on 3 March 2019
- Guaranteed 5 Rooms on 4 March 2019

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*(To be filled by bidder)*

**Name of Hotel** \_\_\_\_\_

**Address of Hotel** \_\_\_\_\_  
\_\_\_\_\_

**Room Type /  
Rate of Room (HK\$)**

Single room per night including breakfast:

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Double room per night including breakfast

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Triple room/ Double room with one additional bed\* per  
night including breakfast

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\*Cross out where appropriate

**Additional remarks/privileges (if any)**

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**Tender Specifications & Requirements – Buffet Dinner**

**Date** 2 March 2019 (Saturday)

**Time** 1800 hours to 2300 hours

**Attendance** Expected 500 persons

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*(To be filled by bidder)*

**Venue** \_\_\_\_\_

**Set up** \_\_\_\_\_

**Price (HK\$)** \_\_\_\_\_

**Other arrangements (if any)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Payment Arrangement** \_\_\_\_\_

\_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Phone No/Email** \_\_\_\_\_

~END~