Tender Briefing of Construction Safety Week 2018

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# Table of Content

1. Main Theme for CSW 2018  
2. Introduction of Activities  
3. Objectives  
4. Assignment Scope  
5. Assessment Criteria  
6. Q & A Session
1. Main Theme for CSW 2018

Partnering for Safety Enhancement (TBC)
# 2. Introduction of Activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Venue</th>
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<tbody>
<tr>
<td><strong>Day 1</strong></td>
<td><strong>May 21 (Mon)</strong> (around 9am-5pm)</td>
<td>Kick-off Ceremony cum Conference</td>
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<td></td>
<td>Innovative Safety Initiative Award 2018 Award Presentation Ceremony</td>
<td>Hong Kong Convention and Exhibition Centre</td>
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<td><strong>Day 2</strong></td>
<td><strong>May 24 (Thu)</strong> Whole day</td>
<td>Site Visits</td>
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<tr>
<td></td>
<td>Exemplary work sites that demonstrated good safety performance</td>
<td>Exemplary work sites that demonstrated good safety performance</td>
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<tr>
<td><strong>Day 3</strong></td>
<td><strong>May 27 (Sun)</strong> (around 1-6pm)</td>
<td>Carnival</td>
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<td></td>
<td>VESSEL, Kwun Tong</td>
<td>VESSEL, Kwun Tong</td>
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<td><strong>Day 4</strong></td>
<td><strong>May 29 (Tue)</strong> Afternoon</td>
<td>24th Considerate Contractors Site Award Scheme Award Presentation</td>
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<td>Ceremony</td>
<td>Kowloon Bay International Trade &amp; Exhibition Centre</td>
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3. Objectives

- To attract all levels of the construction sector, from top management down to frontline workers attend the Conference;

- To attract workers to invite their family and friends to participate at the Carnival;

- To attract Main Contractor, Sub-Contractor, Senior Management, Frontline Worker and Government Department to join the challenge race;

- To educate participants the importance of safety partnership to enhance construction safety; and

- To enhance the images of construction workers.
4. Assignment Scope

4.1 Overall

① Design for CSW 2018
  • main design concept

② MC
  • profiles and relevant working experiences
  • MC x 3 for selection
4.2 Kick off Ceremony cum Conference
4.2 Kick off Ceremony cum Conference

Venue: Hong Kong Convention and Exhibition Centre
4.2 Kick off Ceremony cum Conference

① Overall Planning and Event Management

② Design and Production

- Gimmick of Ceremony
- Stages
- LED Wall
- Backdrop x 3

- SI booth with 100 headsets
- Stage Triangle Ramp x 2
4.2 Kick off Ceremony cum Conference

② Design and Production

- Role Play Sessions x 2
  (around 5-10 mins each)
- Signages and name badges
- Certificates with frames
- Foam board for podium
- Mic tag
- Stanchions and helpers
4.3 Carnival
4.3 Carnival

Venue: Vessel, Kwun Tong Promenade
4.3 Carnival
4.3 Carnival
4.3 Carnival
4.3 Carnival

① Overall Planning and Event Management

② Design and Production

• Gimmick of Ceremony
• Stage x 2
• LED Wall with 2 side wooden backdrop
• Backdrop x 3
• Performance x 2 (around 5 mins each)

3.6.4 the size of backdrops should be 4m x 3m
4.3 Carnival

- **Challenge Race**
  - Design and production
  - Route planning
  - Enclose necessary areas
  - Competition rules
  - Judging criteria
  - Judging panel
  - Promotion strategies
  - Numbers of award
  - Invitation letter
  - RSVP.....
4.3 Carnival

- **Challenge Race**
  - [☆] **Public Team**
    - ✓ max. 8 challenge races
    - ✓ Category:
      - a) construction stakeholders and their family;
      - b) general public;
      - c) other formation proposed by the Contractor
  - [☆] **Guest Team**
    - ✓ Special challenge race: 30 mins
    - ✓ Each group: Main Contractor, Sub-Contractor, Senior Management, Frontline Worker and Government Department
4.3 Carnival

- Inflatable Arch
- Booth x 15
  - Game booth x 10
  - Snack booth x 2
  - Photo booth x 2
  - First Aid booth x 1
4.3 Carnival

• Souvenir x 5 (1,000 quantities each)
• Arrange and manage souvenir redemption counters
4.3 Carnival

- **Inflatable Climbing Wall x 1**
  - Children to experience the importance of wearing safety belt and safety helmet to prevent fall from height
  - equipment and instructors

- **Little Driver Game x 1**
  - equipment and instructors
4.3 Carnival

• Balloon Twisting
  ✫ Invite a professional body to provide clown and twist the balloons to participants
  ✫ Approach the participants actively by walking around the whole Venue, making fun and taking cheerful photos with participants.
4.3 Carnival

- CIC Easy Pull x 3
4.3 Carnival

- Signages, banners and name badges
- Entrance Ticket x 10,000
- Mailing of entrance tickets and posters by courier x 40 locations
Free Shuttle Bus Service

- Destination:
  1) Kowloon Bay → Carnival
  2) Kwun Tong ← Carnival

- Duration: **12:45 - 5:00 pm**
  (every 15 mins)

- Helpers to station to get on/off points for crowd control
4.3 Carnival

④ Water Supply

⑤ Nursery Room x 1
4.3 Carnival

6 Others

- Stanchions and helpers
- Electricity supply for game zones and booths
- 200 chairs for ceremony
5. Assessment Criteria

• 70% Technical Evaluation

• 30% Fee Evaluation
## 5. Technical Assessment Criteria (CT-26)

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Maximum Marks (%)</th>
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<tbody>
<tr>
<td>1. Profile, background and expertise</td>
<td>10%</td>
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<tr>
<td>2. Job reference of similar project nature and scale</td>
<td>15%</td>
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<td>3. Proposed composition and organization of project team</td>
<td>15%</td>
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<tr>
<td>4. Approach and work programme</td>
<td>60%</td>
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<tr>
<td>• Works Programme (10%)</td>
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<tr>
<td>• Design (10%)</td>
<td></td>
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<tr>
<td>• Proposal of challenge races and gimmick of ceremony (15%)</td>
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<tr>
<td>• Proposal of game booths and souvenirs (15%)</td>
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<tr>
<td>• Proposal of attract public to join the Carnival and stay long (10%)</td>
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<tr>
<td>Total</td>
<td>100%</td>
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5. Mandatory Requirements (CT-10, 11)

1. Ideas on the CSW 2018 Main Theme of “Safety Partnership”;
2. Planning and Event Management;
3. Design and Production;
4. Ideas on the Role Play Sessions of the Conference;
5. Ideas on the Performance Sessions of the Carnival;
6. Ideas on the Challenge Races; and
7. Ideas on booths.

MUST be submitted under the Technical Proposal
Submission Deadline

12:00 noon
7 March 2018
Q & A session