



23 April 2025

Dear Tenderers,

**Tender Reference No. (574) in P/AE/PUR/AGC**

**Provision of Event Management and Production  
Services for Construction Innovation Expo 2025  
for the Construction Industry Council**

**Tender Query No. 1**

Subsequent to the issuance of the Invitation to Tender on 31 March 2025, tender queries were received. The CIC's response is hereby distributed to all Tenderers. The question(s) and the CIC's response(s) are set out in Attachment 1.

Please acknowledge receipt of the aforementioned information by signing below and returning this letter by e-mail to [chloeip@cic.hk](mailto:chloeip@cic.hk) or by fax at (852) 2100 9439 **by 16 May 2025.**

Yours sincerely,  
For and on behalf of  
Construction Industry Council

Acknowledged by:

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Eric LEE  
Manager  
Procurement

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Name:

Position:

Company Name:

Date:

EL/

**Tender for Provision of Event Management and Production Services  
for Construction Innovation Expo 2025 for the Construction Industry Council (“the CIC”)**

Item No.	Tender Reference / Queries	CIC’s Responses
1.	<p><i>Please advise whether the Contractor need to include the costs of equipment rental such as main power supply (for example for shell scheme / premium and CIC raw space booth), rigging point for banners (for example under clause 3.3 (15), 3.3 (16) and 3.3 (36), etc. of the Assignment Brief), rental of stage &amp; furniture (for example under clause 3.3 (40), 3.3 (43), 3.3 (44), etc. of the Assignment Brief).</i></p> <p><i>If the Contractor need to include those costs, kindly please provide the 2025 order forms from HKCEC.</i></p>	<p>The Contractor shall propose and include the basic setup and furniture for Shell Scheme Booths. Please refer to Clause 3.3 (21) to (23).</p> <p>The Contractor shall propose rental facilities and services, including the cost for electricity supply at the booth, to all exhibitors. Please refer to Annex 5 of the CIExpo 2022 Exhibitor Manual for reference.</p> <p>The overall electricity consumption of Hall 1A-B, including the CIC Main Booth, will be borne by CIC as per the consumption at HKCEC.</p> <p>As per Clause 3.3 (15) to (16), the banners at the concourse will be installed and dismantled by HKCEC. Please refer to Tender Addendum No. 1 for the update.</p> <p>However, as per Clause 3.3 (36), the zoning banners inside Hall 1A-B will be managed by the Contractor.</p> <p>Clause 3.3 (40), (43), (44) and other facilities and furniture requested in the Assignment Brief shall be provided by the Contractor with cost indications in the Fee Proposal.</p>

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2.	<p><i>We cannot click into the link of videos / references of your past events in the pdf of tender assignment, please provide those links for references.</i></p>	<p>Link to reference information for Clause 3.1 (II)(9): <a href="https://www.wastereduction.gov.hk/sites/default/files/green_event/GreenEvent_Guidebook_Eng.pdf">https://www.wastereduction.gov.hk/sites/default/files/green_event/GreenEvent_Guidebook_Eng.pdf</a></p> <p>Link to reference information for Clause 3.1 (II)(22): <a href="https://www.cedb.gov.hk/assets/document/cedb/business-environment/PDF_Application%20Guidelines%20and%20Forms%20for%20ISRE_eng.pdf">https://www.cedb.gov.hk/assets/document/cedb/business-environment/PDF_Application%20Guidelines%20and%20Forms%20for%20ISRE_eng.pdf</a></p> <p>Link to reference information for Clause 3.3 (IV)(71) (Reference video – 00:28) : <a href="https://www.youtube.com/watch?v=1cWSRzoMAws">https://www.youtube.com/watch?v=1cWSRzoMAws</a></p> <p>Link to reference information for Clause 3.3 (IV)(76) (10 honorable guests on stage to kick off the launching ceremony) (Reference video – 00:18): <a href="https://www.youtube.com/watch?v=1cWSRzoMAws">https://www.youtube.com/watch?v=1cWSRzoMAws</a></p> <p>Link to reference information for Clause 3.3 (IV)(76)(other CIC launching gimmick)(Reference video – 00:20-00:31; 00:42-00:51): <a href="https://youtu.be/7RqpsBRG6IY?si=XNqFUDQ4PSd5DB-R">https://youtu.be/7RqpsBRG6IY?si=XNqFUDQ4PSd5DB-R</a></p> <p>Link to reference information for Clause 3.3 (IV)(77)(Reference video – 00:18): <a href="https://www.youtube.com/watch?v=1cWSRzoMAws">https://www.youtube.com/watch?v=1cWSRzoMAws</a></p>

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		<p>Link to reference information for Clause 3.3 (VIII)(109)(i)(Reference video – 00:08-00:14): <a href="https://youtu.be/NsAC19IVk20?si=5NjobL6zkw2rZUJ4">https://youtu.be/NsAC19IVk20?si=5NjobL6zkw2rZUJ4</a></p> <p>Link to reference information for Clause 3.3 (VIII)(109)(ii)(Reference video – 00:19-00:21): <a href="https://youtu.be/aMtjHKytpW4?si=LXXEC5IM6gHht582">https://youtu.be/aMtjHKytpW4?si=LXXEC5IM6gHht582</a></p> <p>Link to reference information for Clause 3.4 (1): <a href="https://ciexpo.cic.hk/media/cogm4fob/ciexpo-ebooklet-f.pdf?usp=share_link">https://ciexpo.cic.hk/media/cogm4fob/ciexpo-ebooklet-f.pdf?usp=share_link</a></p> <p>Link to reference information for Clause 3.5 (1): <a href="https://ciexpo.cic.hk/GetMedia/2797/cie_flyer-design_v15_logoop1_low-res.pdf">https://ciexpo.cic.hk/GetMedia/2797/cie_flyer-design_v15_logoop1_low-res.pdf</a></p> <p>Link to reference information for Clause 3.17 (4)(Reference video – 00:18): <a href="https://www.youtube.com/watch?v=1cWSRzoMAws">https://www.youtube.com/watch?v=1cWSRzoMAws</a></p>
3.	<i>With reference to Page AB-12, Clause 3.1 (30), what is the estimated no. of courier to be sent?</i>	The estimated no. of courier shall range from 100 to 200. As stated in Clause 3.1 (30), the cost of courier will be quoted separately as per CIC’s request before consumption. The cost will be settled separately.

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4.	<p><i>With reference to Page AB-15, Clause 3.3 (5), please clarify are these white system panels?</i></p> <p><i>Please also advise are the graphics to be mounted on 1 side or 2 sides?</i></p>	<p>While the tender specifies "white panels," the term "system panels" is open to interpretation. For the purposes of this tender, we define "white panels" as rigid, freestanding panels suitable for creating temporary dividing partitions. The panels should be sturdy, opaque, and have a smooth, white finish suitable for applying adhesive graphics. They do not need to be part of a specific "system" (e.g., modular or interlocking). Standard construction materials like wood, coated foam core, or similar are acceptable as long as they meet the size and stability requirements. Please provide details of your proposed panel material if applicable.</p> <p>The graphics (stickers/visuals) should be applied to only one side of each panel. This side should face the outer area of Main Stage.</p>
5.	<p><i>With reference to Page AB-16, Clause 3.3 (8)(iii), please clarify whether a system structure is required for the foamboard signages.</i></p>	<p>The foamboard required under Clause 3.3 (8)(iii) shall be equipped with suitable stands or holders to ensure stability and a neat display.</p>
6.	<p><i>With reference to Page AB-16, Clause 3.3(11), please advise whether it must be wooden backdrop or it can be anything else e.g. system made backdrop with foamboard graphics.</i></p> <p><i>Please also clarify about the cost of electricity from HKCEC, whether the Contractor need to include that into our costs.</i></p>	<p>The Contractor shall propose suitable backdrop materials that meet CIC’s requirements, along with a justification for the pricing.</p> <p>Except for Shell Scheme Booths and Raw Space, the cost of electricity will be borne by CIC.</p>

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7.	<i>With reference to Page AB-17, Clause 3.3 (15) and 3.3 (16), please clarify if HKCEC will hang the banners and we just need to produce and provide the banner with necessary accessories and wiring.</i>	As per Clause 3.3 (15) and (16), the Contractor shall design, produce and provide concourse banners to HKCEC. The installation and dismantling of these banners will be managed by HKCEC.  Please refer to Tender Addendum No. 1 for the update.
8.	<i>With reference to Page AB-22, Clause 3.3 (46), please clarify how many press are you expecting for the press stage.</i>	For the Main Stage, it should be camera platform instead of press stage. The camera platform shall cater one main camera with camera man.  Please refer to Tender Addendum No. 1 for the update.
9.	<i>With reference to Page AB-22, Clause 3.3 (47), please advise whether CIC will provide the Contractor with the list of invited speakers for the Contractor to manage the invitation process.</i>	CIC will provide the list of speakers to Contractor for coordination.
10.	<i>With reference to Page AB-26, Clause 3.3 (73), please clarify whether the “zoom live streaming service” should include in fee proposal item 3.58.</i>	Not necessary. As stated in Fee Proposal item 3.58, only Clause 3.3 (74) and (75) about technical staff shall be quoted.  “Zoom live streaming service” shall be quoted in Fee Proposal item 12.1.

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11.	<i>With reference to Page AB-29 to AB-31, Section 3.3 VIII “Welcome Dinner and Gala Dinner with InnoAward Presentation Ceremony”, please clarify shall we assume all the set-up will be set before the welcome dinner and will be kept for the use for Gala Dinner, or only that for Gala dinner.</i>	Setup time will be arranged before the Welcome Dinner. CIC will coordinate with HKCEC to retain setups in the Bauhinia Room from 10 to 12 December 2025. If this is not feasible, the Contractor can store the reusable equipment in the N100 series meeting rooms.
12.	<i>With reference to Page AB-36, Clause 3.6 (1)(xi), please clarify whether it should be 8 videos x 3 languages = 24 video files instead.</i>	It should be 8 videos x 3 languages = 24 video files.  Please refer to Tender Addendum No. 1 for the update.
13.	<i>With reference to Page AB-36, Clause 3.6 (5)(iii), please advise how many participants are expected.</i>	Recipients per batch of EDM will be around 2,000.
14.	<i>With reference to Page AB-39, Clause 3.9, please advise whether it is a must to use “InEvent” for this part.</i>	As stated on Clause 3.9 (2), “InEvent” is recommended; yet other Enterprise-grade mature products can be proposed with justification for CIC’s consideration.
15.	<i>With reference to Page AB-44, Clause 3.9 (12)(iii)(b), please clarify FOUR (4) or SIX (6) laptops are required for the Conferences reception counter.</i>	SIX (6) sets of laptop are required for the Conferences reception counter.  Please refer to Tender Addendum No. 1 for the update.
16.	<i>With reference to Page AB-45, Clause 3.9 (12)(iii)(d), please clarify THREE (3) or FIVE (5) laptops are required for Dinner reception counter.</i>	FIVE (5) sets of laptop are required for Dinner reception counter.  Please refer to Tender Addendum No. 1 for the update.

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17.	<i>With reference to Page AB-51, Clause 3.13 (7)(ii), regarding the time-lapse filming during move-in, it seems there is no further information provided under Clause 3.14(8)(iii). Please clarify and share the related information.</i>	<p>In Clause 3.13 (7)(ii), the video taken shall be included in the highlighted videos stated in Item (8), instead of Item (8)(iii), under Section 3.13.</p> <p>Please refer to Tender Addendum No. 1 for the update.</p>
18.	<i>With reference to Page AB-51, Clause 3.15 (1), please advise how many pages are expected to be included in the post-event commemorative album.</i>	<p>Please refer to Clause 3.15 (2)(i) and (ii) for the number of pages.</p>
19.	<i>With reference to Page CT-27, the schedule of rates of Conditions of Tender – Appendix D – Fee Proposal, Item 3.41, please clarify should it be 2 jobs or 1 job for the stage monitor, as 2 nos. of Monitors are requested in the relevant Clause 3.3 (51)(iv) of the Assignment Brief.</i>	<p>In Fee Proposal, item 3.41, it is 1 job with 2 numbers of confidence Monitors.</p>