



HONG KONG ACADEMY OF MEDICINE
香港醫學專科學院

Invitation for Expression of Interest

Provision of Event Management and Production Services for the 30th Anniversary Celebration of the Hong Kong Academy of Medicine Tender Ref.: HKAM/TR/2022/002

The Hong Kong Academy of Medicine (hereafter referred to as the Academy) invites qualified companies to express their interest in tendering for the provision of one-stop event management and production services for the year-long 30th anniversary celebration.

1. INTRODUCTION

- 1.1 Established in 1993, the Academy is an independent institution with statutory power to organise, monitor, assess and accredit all medical and dental specialist training, and the responsibility to oversee the continuing medical education and continuous professional development to maintain the standard of specialists practising in Hong Kong. More details about the Academy can be found on the corporate website <www.hkam.org.hk>.
- 1.2 2023 marks the 30th anniversary of the Academy's dedicating to promoting excellence in medical and dental specialist training. A vibrant mix of celebratory events will be organised throughout the year that will showcase the Academy's remarkable achievements and exciting developments ahead, bringing together all the specialists, renowned healthcare leaders, policy makers, regional and global counterparts, etc., for this joyous occasion.
- 1.3 The Academy will officially kick off the year-long celebration with a grand launch press event to be held in conjunction with the opening ceremony of Tripartite Medical Education Conference in mid-January 2023. Other activities commemorating the Academy's milestone would include a tie and scarf design competition, designated website (with production of welcome and congratulatory video messages), a walking / running challenge (with the possibility of adding fundraising element), prestigious lecture series and exchange activities, a photo exhibition, media interviews, a golf tournament, a gala dinner, etc.

2. SERVICES REQUIRED

- 2.1 Tenders will be invited from Tenderers to provide one-stop quality event management services, including labour and materials for concept development, design, planning, co-ordination, organisation and production of events or activities as listed in item 1.3. All the events or activities will be physically held, subject to changes of delivery modes (e.g., virtual or hybrid modes) depending on the changing circumstances.
- 2.2 Successful Tenderer is expected to:
 - advise on all aspects of the events in a cost-effective manner while keeping the best possible standards;
 - advise on the sound communication plan for reasonable media coverage;
 - design a logo, propose a slogan and key visuals for the 30th anniversary;

- propose designs and arrange venue decorations at Academy Building featuring 30th anniversary logo, slogan and key visuals;
- draft bilingual print and promotional materials;
- source and co-ordinate videography and photography services, as well as work with the Academy on technical infrastructure and provisions required for virtual / hybrid events;
- source and co-ordinate celebrities / performing groups services for related events;
- assist in launching applications to and liaising with related Government departments, applying / procuring related licences and / insurance for related events;
- prepare and submit periodic reports for review and comments, and / or to attend meetings to report progress on all aspects of event co-ordination;
- propose a working schedule and a checklist of tasks for a successful event management;
- prepare and submit financial reports on budget implementation; and
- perform any other related tasks if necessary, as agreed.

3. TERMS OF SERVICE

- 3.1 A project-based contract will be awarded to the successful Tenderer, commencing on 4 July 2022.

4. EXPRESSION OF INTEREST

- 4.1 In order to be considered for invitation to submit tender, interested companies having relevant resources, qualifications and experiences are requested to express their interest by returning a reply slip (Appendix A) to the Academy Secretariat by email to tender@hkam.org.hk **no later than 5:00pm on 14 April 2022.**

- 4.2 Only qualified companies will be invited to submit tender, tentatively in May 2022.

- 4.3. All information submitted, including personal data, shall be used for tendering purposes. The Academy reserves the right to withdraw at any time from the process or any part thereof without giving prior notice. No financial or any other obligation will accrue to the Academy in any event.

5.0 ENQUIRIES

- 5.1 For enquiries, please contact Mr. Raymond Lo at 2871 8714 or email at tender@hkam.org.hk.

Issued on 4 April 2022

Appendix A - Reply to Invitation for Expression of Interest

Invitation for Expression of Interest

**Provision of Event Management and Production Services
for the 30th Anniversary Celebration of the Hong Kong Academy of Medicine
Tender Ref.: HKAM/TR/2022/002**

Please complete and return this form to the Academy Secretariat by email no later than 5:00pm, 14 April 2022.

To : Secretariat, Hong Kong Academy of Medicine
Email : tender@hkam.org.hk

We are interested in submitting tender and would like to provide an overview of company profile for your review and consideration.

Company name : _____
Website : _____

(Please tick the appropriate box.)

Years of establishment		
Years of experience in event management and production services for corporate events		
Number of employees (with breakdown of staff size for event co-ordination and onsite support)		
	Yes	No
In-house design team available		
In-house writers available		
Experience in website development and maintenance (Please cite a job reference.)		
Experience in a year-long anniversary celebration (Please cite a job reference with service details.)		
Experience in virtual / hybrid events (Please cite a job reference, including number of onsite / online participants with a programme rundown enclosed.)		
Experience in walkathon / run with fundraising element (Please cite a job reference, including number of participants and total fund raised.)		
Experience in photo contest and / or exhibition (Please cite a job reference illustration with photos.)		
Experience in press conference (Please cite a job reference, including number of reporters attended and number of media coverage.)		

Please submit the following information with the reply slip.

- Copy of Business Registration Certificate
- Company background, credential and scope of services available
- Track record of similar work done especially for statutory, medical or public bodies, if any

- Qualification and experience of key management persons for project management (with at least 10 years experience in event management), creative & design and production services

Contact person : _____
(If your company is shortlisted, tender invitation will be addressed to the named individual.)

Post Title : _____

Contact number : _____

Email : _____

Signature with company chop _____

Name in block letters, Post Title _____

Date _____