

The Kowloon Motor Bus Company (1933) Limited

Open Tender Notice (“OTN”)

The Kowloon Motor Bus Company (1933) Limited (“KMB”) hereby openly invites interested parties to submit tender collection request and participate in the forthcoming tender.

Issue Date	19 Jan 2023
Tender Reference	2023/SUB/TEN/0007
Subject Supply Scope	KMB Carnival planning, production and hosting service - Event date: 1 full-day Saturday or Sunday in April 2023 - Venue: KMB Shatin depot - A ceremony for 250 people in morning - A carnival for up to 10,000 people in afternoon
OTN Registration Deadline	On or before 3 Feb 2023 (10:00 AM HK Time) In case a rainstorm black warning or typhoon signal no. 8 or above is valid for any duration between 6:00 a.m. (HKSAR Time) and 10:00 a.m. (HKSAR Time), the closing time will be extended to 10:00 a.m. (HKSAR Time) on the next weekday (i.e. except Saturday and Sunday) other than public holiday.
Submission Requirement	Submit via email to tender.ruby@kmb.hk in PDF format - 1) OTN Registration Form (blank form attached). 2) Job Reference (as Annex no. 1 of OTN Registration Form) Should you have any queries, please contact below contact person: Contact: Mr. Wallace Ching (Tel. 852 2786 8036)
KMB Acknowledgment	1) Interested party shall instantly receive KMB’s acknowledgement email after submission. 2) In case such acknowledgement is not received, the interested party shall contact KMB to ensure successful delivery.
Important Notes	Important notes of this OTN are provided via the below link: https://kmb.hk/files/ImportantNotes_EOI_OTN.pdf

OTN Registration Form

To: The Kowloon Motor Bus Company (1933) Limited (“KMB”)

KMB Tender No: 2023/SUB/TEN/0007

Tender Subject: KMB Carnival planning, production and hosting service

IMPORTANT:

*** This request will not be considered if the returned form is incomplete or submitted without the required document.**

We hereby submit our request for collecting the captioned Tender Document.

1. Company Name	
2. Type of Legal Entity	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company
3. Details of Contact Person	Name and Title: Direct Tel. No.: Mobile Tel. No.: E-Mail Address: Company Website:
4. Job Reference	We hereby declare to KMB our relevant job reference under Annex no. 1 of this OTN Registration Form.

The below information is required from NEW supplier only.

5. Company Profile and relevant experience	Please provide a copy of your company profile and submit a brief description of your relevant experience (a document of not more than 2 pages of A4 paper).
6. Vendor Registration Form (“VRF”) and Customer Reference Questionnaire (“Questionnaire”)	Please complete the VRF and obtain 2 sets of customer reference in form of reference letters or Questionnaires from major customers you nominated in Part III of the VRF. The blank forms of VRF and Questionnaire are provided via the below link: https://kmb.hk/files/20220921_VRF+Q.pdf

- We confirm that we have read and understood the Important Notes of this OTN.
- We hereby further undertake with KMB that we shall keep confidential all information received by us and use it solely for the purpose of the above mentioned subject.

Name and Title

* Please use supplementary sheets if required.

Authorized Signature and Chop

OTN Registration Form – Annex no. 1: Supplier’s Job Reference List

To: The Kowloon Motor Bus Company (1933) Limited (“KMB”)

KMB Reference: 2023/SUB/TEN/0007

Tender Subject: KMB Carnival planning, production and hosting service

Instruction to Suppliers:

* ***Supplier shall fill in the table below to provide KMB with at least 3 relevant job references of hosting ceremony and carnival events with at least 10,000 guests.***

We hereby provide KMB with our ceremony and carnival event hosting job references relevant to this tender.

<u>Ref no.</u>	<u>Event Date</u>	<u>Event Theme</u>	<u>Customer Name and Event Venue</u>	<u>Event Guest Number</u>	<u>Service Scope</u>	<u>Rough Contract Amount (HK\$)</u>
1						
2						
3						
4						
5						

Name and Title

Authorized Signature and Chop