



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 Addendum No. 1**

We refer to the tender document issued to you on 31 March 2025 for the captioned tender. Please find enclosed herewith Tender Addendum No. 1 consisting of:

Conditions of Tender – Appendix D – Fee Proposal – Table 1 – Item 3.15 (Page CT-24\*)

Conditions of Tender – Appendix D – Fee Proposal – Table 1 – Item 3.16 (Page CT-24\*)

Conditions of Tender – Appendix D – Fee Proposal – Table 1 – Item 3.35 (Page CT-27\*)

Assignment Brief – Clause 3.3 (13) (Page AB-17\*)

Assignment Brief – Clause 3.3 (15) (Page AB-17\*)

Assignment Brief – Clause 3.3 (16) (Page AB-17\*)

Assignment Brief – Clause 3.3 (46) (Page AB-22\*)

Assignment Brief – Clause 3.6 (1)(xi) (Page AB-36\*)

Assignment Brief – Clause 3.9 (12)(iii)(b) (Page AB-44\*)

Assignment Brief – Clause 3.9 (12)(iii)(d) (Page AB-45\*)

Assignment Brief – Clause 3.13 (7)(ii) (Page AB-51\*)

General Conditions of Contract – Clause 10 (E) (Page CC/9\*)

General Conditions of Contract – Clause 29 (Page CC/20\*)

General Conditions of Contract – Clause 33 (A) (Pages CC/20 and CC/21\*)

General Conditions of Contract – Clause 33 (B) (Page CC/21\*)

Please replace the corresponding pages in the tender documents by the revised page being marked with an asterisk (\*).

The above amendments shall be effective immediately and Tender Addendum No. 1 shall form part of the tender document. 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



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Eric LEE  
Manager  
Procurement

/EL

Accepted and Confirmed by  
Company Name:

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Name:  
Position:  
Company Name:  
Date:

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.12	3.3 (12)	Propose, Design, Produce and Manage all materials at CIExpo 2025 Opening Ceremony, Exhibition, Conferences, VIP luncheon, Award Presentations, Launching Ceremonies, Welcome Dinner, Gala Dinner, VIP Tours and Technical Tours	1 job		
3.13	3.3 (13)	Design, Production, Installation, Dismantling and Disposal of Entrance Arch	1 set		
3.14	3.3 (14)	Design, Production, Installation, Dismantling and Disposal of Feature Wall	1 set		
3.15	3.3 (15)	<b>Design and Produce</b> Concourse Banner -Approximately 6m (W) x 5m (H) (double-sided)	1 set*		
3.16	3.3 (16)	<b>Design and Produce</b> Concourse Banners - Approximately 2.7m (W) x 5m (H) (double-sided)	3 sets*		

Item	Relevant Item(s) in Assignment Brief and its Annexes	Description of Deliverables	Quantity	Unit Rate (HK\$)	Amount (HK\$)
3.33	3.3 (44)	Provision of Stage Podium with Design and Production of Podium Foamboard or Sticker	1 job		
3.34	3.3 (45)	Design, Production, Installation, Dismantling and Disposal of Reception Counter	1 job		
3.35	3.3 (46)	Provision of <b>Camera Stage</b>	1 job		
3.36	3.3 (47)-(48)	Management of Main Stage Events	1 job		
3.37	3.3 (49)	Design, Production, Installation and Dismantling of Panels at Main Stage Area	1 job		
3.38	3.3 (51) (i)	Rental, Setup and Dismantling of Lighting System at the Main Stage Area	1 job		
3.39	3.3 (51) (ii)	Rental, Setup and Dismantling of PA System at the Main Stage Area - Including provision of background music	1 job		
3.40	3.3 (51) (iii)	Rental, Setup and Dismantling of Sound Box at the Main Stage Area	1 job		
3.41	3.3 (51) (iv)	Rental, Setup and Dismantling of Stage Monitors at the Main Stage Area	1 job		

- 13) Design, produce, install, dismantle and dispose ONE (1) entrance arch (e.g. lightbox), in dimensions of approximately 20m (W) x 3.5m (H) x 3m (D), which shall be installed at the entrance of exhibition hall. It shall be artistically designed to attract attention and match with the key theme of the Events.
- 14) Design, produce, install, dismantle and dispose ONE (1) feature wall at the concourse area, in dimensions of approximately 8m (W) x 3.5m (H) x 3m (D). The Feature Wall shall be in (i) single side die-cut acrylic with digital print graphic sticker stand or (ii) digital print on vinyl wrapping a wooden backdrop.
- 15) Design and produce ONE (1) concourse banner above the escalator from G/F to the exhibition hall, in vinyl with dimension of approximately 6m (W) x 5m (H) (double-sided).
- 16) Design and produce THREE (3) concourse banner along the corridor at Hall 1 Concourse, in vinyl with dimension of approximately 2.7m (W) x 5m (H) (double-sided).
- 17) Design, produce, install, and dispose a PEC Light Box along the Harbour Road with the event key visual in dimension of approximately 3m (W) x 1.4m (H).

## **II. Exhibition Area**

- 18) Design and manage exhibition area, which shall include but not limited to booths, service counters, backdrops, photo spots, audio and visual equipment and other furniture, etc.
- 19) Design exhibition booths to embellish exhibition area for the CIC's approval.
- 20) Construct and dismantle approximately NINETY (90) exhibition booths. The Contractor is required to submit a method statement including the followings:
  - (i) Description of Works, i.e. Name, Location and Duration.
  - (ii) Manpower Arrangement
  - (iii) Plant / Machinery Involved
  - (iv) Equipment Required
  - (v) Details of Working Method & Procedure

24 inches (D) x 48 inches (H) for Main Stage with three-sided design with sticker or foamboard. The podium shall match with the Event theme and the Main Stage Programmes. An appropriate size of 16 inches monitor shall be set up at the podium for presenters to view their presentation files.

- 45) Design, produce, install, dismantle and dispose a reception counter of approximate size in 72 inches x 36 inches with tablecloth for Main Stage and arrange adequate helpers (man-hours are inclusive in Item (21) under Section 3.1) during the Events for different programmes at the Main Stage.
- 46) Provision of a **camera stage** in the dimension that can cater main camera with fences for safety. The Contractor shall suggest the safest and appropriate size and design for the press stage to cater the needs for Main Stage.
- 47) The Contractor shall coordinate ALL tasks that are related to the Main Stage, including but not limited to inviting speakers, briefing speakers, the collection of presentation materials from speakers (approximately 100 speakers), technical rehearsal, propose and manage the programme and stage rundown, stage effects (with control panel), MC arrangement, live-streaming (if any), S.I. (if any) and staffing (e.g. happy girls).
- 48) Exhibitor's sharing and other happenings will be arranged at the Main Stage Area. The time of show is around 9:00 am to 12:30 pm and 2:00 pm to 7:00 pm. Time will be adjusted according to the topics and speakers' schedule, as well as the opening hours of Exhibition.
- 49) Mitigate the sound disturbance from the Main Stage to the nearby exhibition booths when designing the audio setting. Nicely designed panels shall be set to separate Main Stage from Exhibition areas.
- 50) **(Optional Item)** Design, produce, setup and dismantle acoustic metamaterials that surrounding Main Stage to minimise sound disturbance to nearby booths. It should be nicely designed and blended in with the overall Events theme.
- 51) The Contractor shall at least provide the following equipment at the Main Stage Area in the Exhibition Hall:
- (i) Rental, Set-up and Dismantling of Lighting System
- The Contractor shall set-up stage lighting system, including control panel, truss lighting system, face light and stage spotlights, etc. to allow sufficient brightness

- (iii) Any visual effects, motion graphics, photo retouch, 3D rendering, animation service.
  - (iv) Provide rough cut and online edited version for the CIC's review upon CIC's satisfactory and confirmation.
  - (v) Shall allow at least THREE (3) rounds of rough-cut revision and FIVE (5) rounds of online revision for each video for the CIC's review.
  - (vi) Provide musical arrangement (either tailor-made or library music), sound effects and audio mixing of the videos.
  - (vii) Provide embedded links for local YouTube and formatted files for digital and marketing usage on social media.
  - (viii) Provide professional multilanguage translation of scripts and subtitles.
  - (ix) Provide voice over recording for THREE (3) languages (English, Mandarin and Cantonese). Voice talents shall be provided for CIC's consideration and confirmation.
  - (x) Provide subtitles in corresponding language of each video.
  - (xi) Provide video source files for each promotional video in MP4 / MOV / WMV in high-density ("HD") format in different language versions (i.e. 8 videos x 3 languages = 24 video files).
  - (xii) **(Optional Item)** The Contractor shall quote on extra charge for every additional 30 seconds per video.
- 2) Design and Production of SIX (6) Videos for CIC Chairman/ Executive Director to deliver speech at the Opening Ceremony, Innovation Award Presentation Ceremony, Conferences, VIP Lunch, and Gala Dinner (animation videos with footage of CIC past events), each of approximate 2-min with the following services:
- (i) To develop creative concept, ideas, storyboards and scriptwriting.
  - (ii) Offline editing with full HD, color correction and grading.
  - (iii) Any visual effects, motion graphics, photo retouch, 3D rendering, animation service.
  - (iv) Provide rough cut and online edited version for the CIC's review upon CIC's satisfactory and confirmation.
  - (v) Shall allow at least THREE (3) rounds of rough-cut revision and FIVE (5) rounds of online revision for each video for the CIC's review.
  - (vi) Provide musical arrangement (either tailor-made or library music), sound effects and audio mixing of the videos.
  - (vii) Provide embedded links for local YouTube and formatted files for digital and social media marketing use upon satisfactorily acceptance by the CIC.
  - (viii) Provide translation of scripts and subtitles.

the 6 data protection principles;

- (iii) The Contractor shall carry out Privacy Impact Assessment (PIA) for personal data (and the credentials) to be stored on the platform at the agreed point of time;
- (iv) Given that there will be users from European Union countries, tenderers shall be aware of the applicable rights to individuals who could exercise General Data Protection Regulations (GDPR) rights during the design of the platform and relevant processes.

11) The proposed solution shall meet the following audit control requirements:

- (i) Logs shall be created for the following:
  - a. All system access, including successful and failed attempts;
  - b. All data updates; and
  - c. All system and application errors.
- (ii) Log entries shall include sufficient information to support comprehensive audits of the effectiveness of the system and its compliance with security measures, such as the user identity, IP address, timestamp, actions taken, geolocation, etc.;
- (iii) All logs shall be accessible by CIC at any time; and
- (iv) The system shall retain logs for a period commensurate with their usefulness as an audit tool. During this period, all records shall be secured so that they cannot be modified but can only be read by authorised persons.

12) On-site Registration

- (i) Provide check-in and real-time checking system with iOS or Android devices and ensure check-in method smoothly. The system shall be compatible with the online registration form of the website for the Events, including the Opening Ceremony, Exhibition, Conferences, the Award Presentation Ceremony and the Gala Dinner.
- (ii) Operate on-site registration and log the attendance record.
- (iii) Provide on-site printing services of name labels at the Exhibition registration booth, Conferences reception counter, VIP Luncheon reception counter and Dinner reception counter. The Contractor shall provide, set up and dismantle at least:
  - a. TEN (10) sets of laptop connected to laser printers at the Exhibition registration booth compatible for printing labels used for the name badges;
  - b. SIX (6) sets of laptop connected to laser printers at the Conferences reception counter compatible for printing labels used for the name badges;

- c. TWO (2) sets of laptop connected to laser printers at the VIP Luncheon reception counter compatible for printing labels used for the name badges;
- d. FIVE (5) sets of laptop connected to laser printers at the Dinner reception counter compatible for printing labels used for the name badges;

The helpers stationed at the reception counter(s) shall need to manage these name labels/cards for ad-hoc guests and VIP escort.

- (iv) The Contractor shall provide at least TEN (10) registration booths, set-up and dismantle service included, to accommodate smooth visitors' registration.

### 13) Post-Event Arrangement

- (i) The Contractor shall generate a final report, including both online and physical report, in spreadsheet format on all aspects upon conclusion of the Events with analysis on registration, attendance and other key parameters, survey feedback and KPIs set by the CIC or the OC after FIVE (5) working days of the Events.
- (ii) Compile and consolidate a database in spreadsheet or similar format consisting of all enquiries and contact points involved in the Events and categorise the contacts by function, such as speaker & guest invitation, registration, sponsorship, exhibition, etc., and pass back the well-structured and clean database to the CIC in FIVE (5) days upon conclusion of Event
- (iii) The Contractor shall not keep any of the personal and contact information. All personal and contact information shall be deleted and discarded from computers and database of the Contractor, its sub-contractors and/or staff upon acceptance of the final report by the CIC.
- (iv) Coordinate, design and conduct following post-conference and exhibition evaluation survey in e-form format to obtain feedback from speakers, delegates, sponsors and exhibitors, and to report findings in the final report:
  - a. SIX (6) sets for attendees of Conferences (1 set for each Conference)
  - b. ONE (1) set for visitors of the Exhibition
  - c. ONE (1) set for Exhibitors
- (v) Design, provide and issue electronic attainment certificates to all attendees attended online and / or physical Forums.

### 3.10 Design and Development of Exhibitor QR Code Scanning Application

- 1) Develop an Application (APP) with a function for onsite usage during the Exhibition, for exhibitors to use their own mobile devices to scan the visitor's unique QR code to

- 6) **(Optional Item)** Please provide quotation of ONE (1) additional videographer for 5 hours during the Events.
- 7) Time-lapse Filming during Move-In
- (i) Provide time-lapse filming for the set-up during the move-in of the Conferences and the Exhibition.
  - (ii) The videos taken shall be included in the highlighted videos stated in Item (8) under this Section 3.13.
- 8) Recording and editing a highlighted video within 3 minutes with music about the happenings on the first day of the Events (Grand Opening, VIP Tour, MOU signing and exhibition). It will be played in the Gala Dinner so it should be ready at least 2 hours before the Gala Dinner starts for CIC's comment and approval. The video shall be edited in full high-density (HD) format and output to MP4. All production files and source files shall be submitted to CIC after the Gala Dinner.
- 9) Recording and Editing Videos for the Exhibition
- (i) The Contractor shall use all necessary equipment and apply necessary measures for video and sound recording. Videographers and full filming crew shall be included.
  - (ii) The Contractor shall provide video editing service which includes, but not limited to, clips editing, captions and subtitles editing in Traditional Chinese, Simplified Chinese and English, embed simple graphics, background music arrangement (tailor-made or library music), sound effects and audio mixing, 2D/3D animation, and other related functions applicable to the Events. Bilingual versions (Chinese and English versions) shall be provided.
  - (iii) Videos to be submitted shall include the following:
    - (a) Master version: ONE (1) Full version of the Events at length of 10 minutes after editing.
    - (b) Interview clips of all selected exhibitors/booths (approximately 40 exhibitors), editing to one highlighted video. Duration per exhibitor/booth shall be within 1 minute. Please quote interviewing one extra Exhibitor with editing service.
    - (c) THREE (3) Exhibitors' Testimonial Videos at length of 3 minutes each after editing. Please quote producing and editing one extra Exhibitors' Testimonial Video.
    - (d) 3-minutes edited version: covering highlights as assigned by the CIC.

notwithstanding such termination.

## 10 Data Privacy

- (A) If for the purposes of the Contract the Contractor collects personal data on the Employer's behalf or the Employer will entrust personal data with the Contractor, the Contractor shall comply in all aspects with the Personal Data (Privacy) Ordinance (Cap. 486) and any other applicable data protection laws and regulations in relation to the personal data that it collects or processes on behalf of the Employer.
- (B) The Contractor shall procure that its sub-contractors be subject to the same data protection obligations the Contractor owes to the Employer and remain fully liable to the Employer for the fulfillment of the obligations of itself and its sub-contractor(s).
- (C) The Contractor shall have personal data protection policies and procedures in place and implemented and provide adequate training to its relevant staff. The Contractor shall take all reasonable precautions and exercise all due diligence to protect the entrusted personal data from leakage, unauthorized or accidental access, processing, erasure, loss or use.
- (D) Save for those personal data with the purpose for which has not been fulfilled, timely return, destruction or deletion of the personal data shall be strictly abided by the Contractor. The use or disclosure of the personal data for any purpose other than the purpose for which the personal data is entrusted to the Contractor by the Employer under the Contract is strictly prohibited.
- (E) The Contractor shall notify the Employer ~~as soon as practicable~~ **promptly and without undue delay** of any potential data breach involving the entrusted personal data. ~~and~~ **The Contractor and its applicable sub-contractors shall cooperate with the Employer to investigate and** mitigate the relevant impact and prevent any recurrence. The Contractor shall also comply with any requests or directions from the Employer and the related authorities/regulators in relation to the personal data.
- (F) The Contractor shall give all reasonable assistance to the Employer for the purpose of audit inspection by the Employer on such records, personal data and other information held by the Contractor in relation to the handling and storage of the entrusted personal data. The Contractor shall also answer queries or supply information reasonably requested by such personnel in pursuance of such audit inspection.

- (C) If the Employer or the Employer's Representative do not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 25 to the Contractor.
- (D) When the Employer or the Employer's Representative has agreed the draft programme or the revised draft programme submitted under sub-clause (B) of this Clause or such other draft programme as may result from sub-clause (C) of this Clause, the agreed draft programme or revised draft programme shall become the Agreed Programme for carrying out the Assignment and shall be amended only with the prior written approval of the Employer or the Employer's Representative.

## **29 Payment**

~~Payments under the Contract shall be made~~ Subject to the other provisions of this Agreement and to the Contractor duly and promptly delivered the Project Materials to the satisfaction of the Employer, the Employer shall pay the Contractor in accordance with the Fee Proposal or the Purchase Order (as the case may be).

## **30 Fees to be Inclusive**

- (A) Prices and the currency shall be as specified in the Contract. Unless provided otherwise, the fees set out in the Fee Proposal or the Purchase Order (as the case may be) shall be inclusive of all taxes, labour, materials and expenses incurred in the course of provision of the Project Materials.
- (B) If required by the Employer, the detailed price list should also be provided, covering all items affecting the price such as the taxes, service charges, etc.

## **31 Payment in Hong Kong Dollars**

Unless provided otherwise, payments shall be made in Hong Kong dollars.

## **32 Expenses incurred in currencies other than Hong Kong dollars**

The Contractor shall specify in its claims for other reimbursement expenses incurred in currencies other than Hong Kong dollars the date on which the expenses were paid. Payment shall be arranged by conversion to Hong Kong dollars at the Selling (T.T.) rate in use by the Hong Kong and Shanghai Banking Corporation at the commencement of business on the date the expense was paid.

## **33 Payment of Accounts**

- (A) ~~The~~ Subject to clause 29, the Contractor shall submit to the Employer an invoice and accompanied by such documents, information and explanations as the Employer may require

~~in respect of the Project Materials. once the Project Materials have been delivered and accepted by the Employer. The Employer may request such further documentation as it deems necessary or desirable to verify the invoice.~~ Original invoices shall be submitted by mail to Employer's headquarters (of which the address may be changed upon the Employer's written notice to the Contractor) unless otherwise required by the Employer.

- (B) Except as provided for in sub-clause (C) of this Clause accounts of all money due from the Employer to the Contractor in accordance with the Contract shall be paid within THIRTY (30) days after receipt ~~of the invoice and supporting documentation requested by the Employer and verification of the Contractor's invoice and supporting documentation by the Employer. In the event of failure by the Employer to make payment to the Contractor in compliance with the provisions of this Clause the Employer shall pay to the Contractor interest at the 1% above the rate of prime upon any overdue payment from the date on which the same should have been made.~~
- (C) If any item or part of an item of an account rendered by the Contractor is reasonably disputed or subject to reasonable requisitions by the Employer or the Employer's Representative, the Employer shall within THIRTY (30) days after receipt of the invoice by the Employer inform the Contractor in writing of all items under dispute or subject to requisitions. The Contractor shall cancel the original invoice and reissue an invoice for the undisputed amount within TEN (10) days.
- (D) The Contractor and the Employer shall promptly investigate any disputed invoice and shall act reasonably to resolve the dispute. Any disputed invoice or part of an invoice agreed by the Employer to be payable following resolution shall be re-invoiced as appropriate. Notwithstanding the foregoing, the Contractor shall continue to provide the Project Materials in full as if the dispute and/or requisitions did not exist.
- (E) The Contractor shall be responsible for ensuring that all information on invoices is complete and accurate, and that specific reference is made to the Contract reference number assigned by the Employer.

### **34 Rendering of Accounts**

The Contractor shall render his accounts for interim payments in accordance with the Fee Proposal or the Purchase Order (as the case may be).

### **35 Not used**

### **36 Reduction of Lump Sum Fees**

If there shall be a reduction in the Services or Works resulting from: