

The Hong Kong Philharmonic Society Ltd.

2019/20 Season Tender Notice

Reference Number	HKPS_MK201920PRINT
Organiser	<p>The Hong Kong Philharmonic Society Ltd. Level 8, Administration Building Hong Kong Cultural Centre Tsim Sha Tsui, Kowloon, Hong Kong</p>
Scope of Works/Services	<p>Printing Work for 2019/20 Season Please refer to the attached list of specifications.</p>
Tender Brief	<p>The Hong Kong Philharmonic Orchestra (HK Phil) is one of Asia's leading orchestras, annually performing to over 200,000 music lovers through more than 150 performances. In each season, the HK Phil presents around 40 regular programmes plus various events that require the production of printed collaterals, including posters, leaflets and house programmes.</p> <p>About four sets of posters/leaflets are produced every month. One colour proof has to be sent to the HK Phil office for confirmation before printing of each set. The colour proof is expected to be delivered within 4 hours upon receipt of artwork files. The lead time for each output is expected to be within 24 hours upon confirmation.</p> <p>Weekly house programmes are normally produced following this schedule:</p>

1. Artwork files ready on Wednesday night by

- 10pm;
2. Colour proof sent to the HK Phil office on Thursday morning by 10am;
 3. Confirmation of printing on Thursday by 5pm;
 4. Delivery to the performing venue and the HK Phil office on Friday by 4pm. **No delay is allowed for deliveries.**

The schedule shall be adjusted accordingly when concerts are not on a Friday. **The company shall be in 24-hour operation. A designated person from the company should be assigned to provide direct services to the HK Phil.**

The company shall also be responsible for:

1. Delivery of the printed matters to about a hundred of destinations within two days after output;
2. Storage of remaining stock in its warehouse;
3. Additional deliveries of the remaining stock within 24 hours upon requests;
4. Lettershopping.

Term of Service

Deliveries between 1 September 2019 and 31 August 2020

Submission of Tender

Tender must be submitted by completing and returning the attached list of specifications, addressed to Mrs Vennie Ho, Senior Director of Administration and Finance, The Hong Kong Philharmonic Society Ltd., and deposited in the tender box situated at the HK Phil office before the closing date/time.

Late submissions will not be accepted.

Marking Scheme 70% on quoted price, 30% on quality of services

Closing Date/Time 23rd August 2019, at 5:45pm
In the event of typhoon signal no. 8 (or above) or black rainstorm signal being issued on the closing date before the closing time, the tender closing time will be postponed to the same time on the first working day immediately after the signal is lowered or cancelled.

Contact Person Mr. Alex Kwok
Assistant Administration and Finance Manager
Direct Line (852) 2721 0139
Email alex.kwok@hkphil.org

In the submission of tender, you must comply fully with the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong).

Any information or communications between you and the HK Phil in connection with this tender notice are confidential. You shall not disclose or otherwise divulge the same without our prior consent.

The HK Phil reserves the right not to accept the lowest bid, or any bid. All costs involved in preparing and submitting the bids are solely the responsibility of the bidders. You will be deemed to have accepted these conditions if you respond to this notice.

This tender notice is available on the HK Phil website at <http://www.hkphil.org/>.

Dated 09 August 2019

Company Profile

Registered Company Name			
Trading Name (if different)			
Registered Address:			
Telephone:			
Fax:			
E-mail:			
Website:			
Company Status: (Pls circle where appropriate)	Sole Trader	Partnership	Limited Company
	Public Limited Company	Limited Liability Partnership	Other
Country of Registration:			
Year of Establishment:			

I certify that the information supplied is true and accurate to the best of my knowledge.
To be signed by an authorized company representative.

Signature:

Full Name:

Position:

Telephone:

Email:

Date:

The Hong Kong Philharmonic Society Ltd.

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List of Specifications

Item		Specifications	Quotation (incl. colour proof and packaging)	
			Per Job	HK\$
~ 40 jobs	Poster *	Size: 507mm (w) x 725mm (h) x 1 side (4C+0C) Paper: 128gsm Matt Art Paper	1200pcs	
			1500pcs	
			1800pcs	
~40 jobs	Leaflet	A4 4C+4C Size: 210mm (w) x 297mm (h) x 2 sides (4C+4C) Paper: 128gsm Matt Art Paper	15000 pcs	
			20000 pcs	
			28000 pcs	
		A4 4C+4C Size: 210mm (w) x 297mm (h) x 2 sides (4C+4C) Paper: 140gsm woodfree paper	15000 pcs	
			20000 pcs	
			28000 pcs	
		A4 5C+5C (using pantone colour) Size: 210mm (w) x 297mm (h) x 2 sides (5C+4C) Paper: 157gsm matt art paper	15000 pcs	
			20000 pcs	
			28000 pcs	
		A4 with a flap Size: A4 with a flap - 310mm (w) x 297mm (h) x 2 sides (4C+4C) folded to 210mm (w) x 297mm (h) Paper: 128gsm Matt Art Paper	15000 pcs	
			20000 pcs	
			28000 pcs	
		A4 folded towards centre Open size: 422mmW x 297mmH 105mm + 210mm +107mm 2 flaps folded towards the center Paper: 140gsm woodfree	15000 pcs	
			20000 pcs	
			28000 pcs	
		A3 folded Size: A3>A4 - 420mm (w) x 297mm (h) x 2 sides (4C+4C) folded to 210mm (w) x 297mm (h) Paper: 128gsm Matt Art Paper	20000 pcs	
			28000 pcs	
			40000 pcs	
~15 jobs	postcard	A6 postcard size: 105mmH x148mmW 4c+1c(black) Paper: 300gsm print speed	10000 pcs	
			15000 pcs	
			20000 pcs	
		A5 postcard size: 148mmH x210mmW 4c+1c(black) Paper: 300gsm print speed	10000 pcs	
			15000 pcs	
			20000 pcs	
1 job	Company Folder	Size: 467mm (w) x 310mm (h) x 2 sides (4C+4C) Paper: 190gsm Matt Art Paper (Matt Lamination) Die-cut	500pcs	
			1,000pcs	
			1,500pcs	
~ 40 jobs	Delivery	Delivery to ~60 locations on each job	Per Location	
~ 40 jobs	Storage & Extra Delivery	~ 4-8 weeks storage of printed items with deliveries to designated locations upon request (24 hours notice)		
~ 20 jobs	Lettershopping	Poster: 1,000pcs; Leaflet: 1,000pcs Excluding mailing fee		

* **Note:** Colour proof within 4 hours, printing and delivery within 24 hours

Printing of House Programmes / Booklets

Weekly production with a total of ~40 jobs

Size: 170mm (w) x 247mm (h)

Paper: 105gsm matt art paper (cover) / 105gsm matt paper (content)

Full colour printing, saddle stitching

Digital proof prepared overnight upon submission of output files

Printing of all copies within 24 hours upon confirmation (delivery included)

Quotations below should include costs of packaging and delivery

Quantity / No. of pages	1,500pcs	2,000pcs	2,500pcs	3,000pcs	3,500pcs	4,000pcs	4,500pcs	5,000pcs	5,500pcs	6,000pcs
4 + 8pp										
4+ 20pp										
4 + 28pp										
4 + 32pp										
4 + 36pp										
4 + 40pp										
4 + 44pp										
4 + 48pp										
4 + 52pp										
4 + 56pp										
4 + 60pp										

House Programme / Booklet Proofs		Specifications	Quotation
~ 40 jobs	Digital Proof	Delivery within 4 working hours upon receipt of output files	
~ 5 jobs	Film and Colour Proof	Upon special requests	

Signature and Company Chop: