

	WEST KOWLOON CULTURAL DISTRICT AUTHORITY
	Invitation to Tender
	Tender Notice
Our Reference:	WKCD A21/0153/GPA
Subject:	Provision of Procurement Operations Support Services
Description:	The Authority invites qualified tenderers to submit tenders for the provision of Procurement Operations Support Services ("Services"), which is required to continuously support the West Kowloon Cultural District Authority ("WKCD A") on the procurement of goods and services in connection with venue openings and the increasing procurement needs resulting from the growth of the Authority.
Contact and Collection of Tender Documents:	<p>The Tender Documents and the Instructions to Tenderers for Tender submission are available to download from the WKCD A's WKProcure Website (https://wkprocure.westkowloon.hk). Interested parties who wish to submit Tender in response to this Invitation should first register on WKProcure as a supplier in case one has not registered on WKProcure before. With the registered account, please log in to WKProcure to download the Tender Documents and Instructions to Tenderers. The Tender Documents and Instructions to Tenderers are not available for non-registered users of WKProcure. Please visit WKProcure for instructions to apply for a registered account.</p> <p>Enquiries must be submitted in writing via WKProcure before 17:00 (HK Time) on 23 June 2021.</p>
Closing date/time:	12:00 noon (Hong Kong Time) on Monday, 28 June 2021
Tender Briefing:	A tender briefing is tentatively scheduled from 10:30am to 11:30am on 15 June 2021. Interested parties are required to complete and submit their application forms via WKProcure by 10 June 2021, 12:00 noon (HK Time) to register for the tender briefing. Further details of tender briefing will be provided upon registration.
Submission of Tenders:	<p>Tender in response to this Invitation must be prepared and submitted in compliance with the requirements set out in the Tender Documents and Instructions to Tenderers and must be submitted via WKProcure (the WKProcure Terms of Use can be found at https://wkprocure.westkowloon.hk) before the closing time.</p> <p>Late submissions will not be accepted.</p> <p>In the event that a typhoon signal No. 8 or above is hoisted or a black rainstorm warning signal is issued between Hong Kong time 09:00 and 16:00 on the closing date, the closing date/time will be extended to Hong Kong time 16:00 on the next working day. For the purpose of this paragraph, Saturdays, Sundays and Public Holidays are not counted as working days.</p>
Remarks:	All costs and expenses incurred for or in connection with any response to this Invitation to Tender, including the preparation and/or submission of the Tenders, shall be entirely the responsibility of the interested parties.

WKCDA reserves the right to accept the Tender which WKCDA in its sole discretion considers to be the most advantageous overall to WKCDA. WKCDA is not bound to accept any Tender irrespective of whether the Tender is the lowest bid or has the highest overall mark. WKCDA also reserves the right to suspend, not to proceed with or to cancel this Invitation to Tender or to negotiate with any Tenderer.