

# INVITATION TO TENDER

## CILT INTERNATIONAL CONVENTION 2026

**“Global Corridors for Collaborative Excellence”**

**Tender Submission Deadline:**

**at 17:00 hours on 19 January 2026 (Hong Kong Time)**

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## 1. INTRODUCTION

### 1.1 Overview

This Invitation to Tender (“ITT”) is issued by **The Chartered Institute of Logistics and Transport in Hong Kong (“CILTHK”)** (“Organiser”) to invite sealed tenders from qualified event management companies, logistics service providers, hospitality specialists and other qualified service providers (collectively “Tenderers”) for the provision of comprehensive and quality services to deliver the:

### CILT International Convention 2026 (“Convention”)

Theme: *“Global Corridors for Collaborative Excellence”*

Duration: 20–23 September 2026

With an option for extension to 24 September 2026 (Subject to the final decision of CILT)

Convention Venue: Hopewell Hotel, Wan Chai, Hong Kong (Tentative)

The Convention will bring together approximately **180-300 international delegates** and their accompanied family members (with room for increasing headcounts) for a five-day multi-location event featuring technical conferences, technical visits, and related networking activities in Hong Kong and other areas in the Greater Bay Area.

The Convention's theme focuses on supporting the advancement of logistics and transport within the Greater Bay Area (GBA), emphasising the integration of innovation, the utilisation of smart infrastructure, and the promotion of regional collaboration.

## 1.2 Definitions

In this ITT, unless the context otherwise specifies:-

- "**ITT**" means this Invitation to Tender document and its appendices
- "**CILT**" means The Chartered Institute of Logistics and Transport
- "**CILTHK**" means the territorial organisation of the CILT in Hong Kong
- "**Convention**" means the event of CILT International Convention 2026
- "**Organiser**" means The Chartered Institute of Logistics and Transport in Hong Kong or CILTHK
- "**Tenderer**" means any organisation/company submitting a tender in response to this ITT
- "**Services**" means the provision of all or individual component services as detailed in Section 2
- "**Delegates**" means registered participants and their accompanied family members attending the Convention
- "**Greater Bay Area**" means the region of the Greater Bay Area as defined by the People's Republic of China

## 1.3 Purpose and Tender Options

The Organiser seeks competitive tenders to select the most suitable service provider(s) capable of delivering a world-class international convention.

Tenderers may bid for:

- The **complete integrated Convention package** (i.e., all Components from A to I), or
- **One or more individual components** on individual service components as specified in Section 2.2 (i.e., individual components from A to I), with pricing for each component

CILTHK reserves the right to accept the whole (i.e., all proposed components) or part (i.e., part of proposed components) of the proposal(s) from successful tenderer(s). Preference will be given to those tenderers who submit proposals for taking up more service components with competitive prices.

This flexible approach allows the Organiser to award the whole service contract or different parts of the service contract to one or multiple providers, depending on quality, value for money and budget consideration.

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## 2. SCOPE OF WORK / SERVICES

### 2.1 Convention Overview

**Event Duration:** four (4) days plus one (1) optional day

**Dates:** Sunday, 20 September 2026 – Wednesday, 23 September 2026

With an option for extension to Thursday 24 September 2026 (Subject to the final decision of CILT)

**Convention Venue:** Hopewell Hotel, Wanchai (for plenary and main conference activities) or equivalent (to be confirmed)

**Expected Delegate Numbers:** **180-300** international and regional participants. The tenderer should quote on the basis of 180 headcounts as the starting point, and indicate an incremental charge for each additional headcount.

#### Programme Outline:

Short forms of CILT Sub Groups:

COT: Council of Trustee

IMC: International Management Committee

NG: Next Generation

WiLAT: Women in Logistics and Transport

IC: International Council

WSC: WiLAT Steering Committee

WGC: WiLAT Global Committee

(Meeting)/ (Session)		Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
(Lunch)							
(Main Conference)							
(Technical Visit)							
(Dinner)							
Date	20 Sep	21 Sep	22 Sep	23 Sep	24 Sep		
Day	Sun	Mon	Tue	Wed	Thu		
AM Session			AGM (120) IC (60)	Main Conference (Opening) (300)	Main Conference (300)		
Lunch	COT+IMC Lunch (30)					Technical Visits	
PM Session	IMC (30) COT (20)	WiLAT (130) NG (50)		Delegation Meetings WSC/WGC	Main Conference (Closing) (300)		
Dinner	COT+IMC +HK Council Welcome Cocktail (60)	WE Got Talent Dinner (300)		International President Dinner (250)	COT (20) +Sect Team (6) HKJC / Parkview (26)		

The above programme may be subject to change.

Technical visits will focus on logistics, transport and infrastructure facilities in Hong Kong and other areas in the Greater Bay Area (e.g., Shenzhen, Macao, and the like)

The above programme is tentatively set for tender reference. Details of the programme may be further refined to suit the actual requirements. The venue(s) of the technical visit may be changed due to unforeseeable inclement weather. The successful tenderer is required to update the programme and to notify any such changes to related participants timely.

## **2.2 Service Components (Modular Bidding)**

This flexible approach allows the Organiser to award the whole tender or different parts of the tender to one or multiple providers, depending on quality, value for money and budget consideration.

Tenders may bid for all or any combination of the following components. Each component must be priced separately so that the Organiser can choose either the full package or the selected parts only from individual tenderer(s).

### **Component A – Venue & Convention Management**

- Liaise with Convention venue owner for arrangement of plenary hall(s), breakout rooms, AGM and committee meetings, registration area and exhibition/foyer space and the like.
- Provide room layout planning, seating, staging, décor and way-finding signage and the like.
- Arrange on-site conference office and registration desk set-up.
- Coordinate with the Convention venue owner on catering for conference breaks and lunches (if not covered under Component B).
- Provide on-site venue management team for immediately available services throughout the Convention days.

### **Component B – Catering (Convention & Social Functions)**

- Provide coffee/tea breaks and conference lunches for 60-300 delegates on Days 1-4 at the Convention venue and/or related venues.
- On Day 0, provide COT + IMC lunch; and welcome dinner (COT + IMC + HK Council).
- On Day 1, provide "WE Got Talent" dinner. (including senior government officials and invited dignitaries).
- On Day 2, provide President's VIP Dinner (approx. 80-300 guests, including senior government officials and invited dignitaries).
- On Day 3, provide a closing function for COT + Secretariat Team (15 pax) at horse racing venue or Parkview or other location, plus optional delegate add-on offers if feasible.
- Provide special menus catering for dietary requirements (vegetarian, halal, allergies, etc.) upon request.

## Component C – Accommodation Coordination

- Recommend a range of hotels at different price levels in Wan Chai and Tsim Sha Tsui which are easily accessible to the Convention venue and other venues by public transport or within walking distance.
- Negotiate group/Convention rates and room blocks; provide options at 3-star, 4-star and 5-star levels and other viable budget options.
- Provide and operate booking links and/or QR codes to allow delegates to book and pay for hotels directly according to their options.

## Component D – Registration & Delegate Services

- Provide and operate an online registration platform (web-based form and payment gateway and the like, if required).
- Provide and update registration information and records from time to time.
- Provide and operate on-site registration and information desk at the Convention venue and other venues.
- Provide delegate name badges, lanyards, conference packs and a simple programme booklet and the like.
- Provide helpdesk / enquiries for answering delegates' enquiries before and during the Convention.
- Provide online payment gateways for delegates' payments to be banked into CILTHK's dedicated bank account.
- Provide online payment records with respective names of delegates from time to time for record & audit purposes.
- Provide registration service for technical visits.
- Provide management & Communication services to participants from time to time.

## Component E – Audio-Visual & Technical Support

- Provide and operate AV systems for main plenary and breakout rooms at the Convention venue and other related venues (projection, screens, sound, microphones, laptops, clickers and the like).
- Provide video recording and basic live streaming capability for selected sessions to be broadcast at select channels in Hong Kong and the People's Republic of China - Optional.
- Employ AI technology to provide simultaneous interpretation (English, Putonghua and Cantonese) by screen display and/or headphones at Convention venues upon request - Optional.
- Provide technician(s) during all sessions, rehearsals and evening functions for immediate provision of technical support.

## **Component F – Marketing, Design & Communications**

- Design and provide event visual identity artwork and templates (backdrops, props, lectern logo, signage, e-banners, mic tags and the like).
- Provide delegate communications (e-DMs, confirmation letters, joining instructions and the like).
- Provide service of photography and videography; provide edited photos and highlight video after the event.
- Design, edit and print booklets for the Convention – Optional.
- Design and provide souvenir – Optional.
- PR services, media arrangement
- Communications with Supporting Organisations.

## **Component G – Social Events & Entertainment**

- Design programme and conduct “WE Got Talent” evening (simple talent show or entertainment programme).
- Arrange closing event on Day 3 (horse racing experience or Parkview function or the like) - Optional.
- Draft Scripts for Master of Ceremony – Optional.
- Provide performance of Lion / Dragon Dance and/or other Chinese cultural show – Optional.
- Provide Live Music / Live Band – Optional.

## **Component H – Overall Event Management & Staffing**

- Provide a seasoned Event Director / Project Manager as the point of contact with CILTHK starting from the planning stage to the end of the Convention.
- Arrange regular meetings with the Organiser to report progress and to deliberate key issues.
- Liaise with other service providers on related arrangements if some other service components are handled by third-party providers.
- Provide an integrated project execution plan, timeline and run-down for each day.
- Provide on-site management team on all event days and at all locations.
- Provide all front-line staff (event coordinators, registration, hospitality and the like) who must be capable in English, Cantonese and Putonghua.
- Provide and execute risk management and contingency planning.
- Provide post-event report, including but not limited to Registration Report, Payment Record, Attendance Record, Incident Report, Complaint Handling Report.
- Provide manpower and coordination for one additional day on 24 September 2026 (Subject to final decision of CILT) - Optional

## **Component I – Sponsorship & VIP Management**

- Liaise with Sponsors & VIP
- Collect and handle advertising materials
- Design & production of sponsorship booth
- Enquiries & Communication with Sponsors and VIP
- Coordinate, liaise and follow up with the Organiser and VIPs on the arrangement of car parking for CILT International Convention 2026

# **3. TENDERER ELIGIBILITY & REQUIREMENTS**

## **3.1 Eligibility Criteria**

Tenderers must satisfy the following requirements:

- Be a legally registered company, duly established and authorised to conduct business in Hong Kong;
- Demonstrate a minimum of five (5) years of solid experience and capability in large-scale event management, international conferences, or logistics coordination;
- Have no outstanding legal disputes, regulatory violations, or debarment records;
- Possess valid business licenses, tax compliance, and appropriate insurance;
- Be able to demonstrate financial stability and creditworthiness to execute the contract;
- Provide at least three (3) references from previous clients with comparable events (300+ attendees, international scope);
- Not be subject to sanctions, corrupt practices, or fraud investigations; and
- Comply with all applicable Hong Kong laws, regulations, and industry standards.

## **3.2 Documentation Requirements**

Each tenderer must submit a certified true copy of documentary evidence along with its tender submission on:

- Business registration certificate (or equivalent corporate documentation);
- Company profile and organisational structure;
- Tax compliance documentation (last three (3) years);
- Professional indemnity and public liability insurance certificates;
- Audited financial statements (last two (2) years);
- Detailed list of relevant projects completed in the past five (5) years;
- Client references with contact details (minimum three (3); preferably events of similar scale/complexity);
- CVs and credentials of proposed key personnel (Event Manager, Finance Manager, Technical Lead);
- Conflict of interest disclosure; and
- A board resolution to demonstrate a delegate who is authorised to act on behalf of the company to submit the tender and to sign the contract (if successful).

### **3.3 Conflicts of Interest & Declarations**

Tenderers must disclose any potential conflicts of interest, including:

- Any financial relationships with CILTHK or its officers;
- Employment or family relationships with CILTHK officials;
- Any history of non-performance or litigation with previous clients; and
- Other possible conflict of interest.

Tenderers must confirm that they have not colluded with other potential bidders and that all pricing and submissions of this tender are independently prepared.

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## **4. TENDER SUBMISSION REQUIREMENTS**

### **4.1 Tender Structure & Components**

Each tender must be submitted in sealed envelopes and divided into the following parts:

#### **Part 1: Administrative & Technical Submission**

- Completed Tender Form (Appendix A);
- Company profile, registration documents, and credentials;
- Proposed organisational structure and key personnel (with their CVs);
- Relevant experience and case studies (minimum three (3) past events);
- Detailed methodology and approach for Convention delivery, including:
  - How each service component will be executed
  - Risk management and contingency plans
  - Quality assurance and control measures
  - Timeline and milestones (key dates for venue confirmation, catering contracts, etc.)
  - Communication and reporting protocols
  - Availability of sufficient manpower
- Proposed supplier/contractor partnerships (hotels, catering, transport, AV companies, etc.);
- Safety, health, and environmental management plan;
- Post-event evaluation and reporting proposal;
- References from previous clients (contact details, event descriptions, outcomes); and
- Other information as per Clause 3.2.

## Part 2: Financial Submission

Tenderers **must indicate clearly** which component(s) they are bidding for:

### Option A: Full Integrated Package Bid

- Complete pricing for all Components from A to I (full turnkey service);
- Total lump-sum price for the entire Convention; and
- All-inclusive breakdown showing cost per component.

### Option B: Individual Component Bid(s)

- Separate pricing for any combination of Components from A to I;
- Each component quoted independently with clear unit pricing (e.g., per delegate, per day, per service);
- Itemised cost breakdown and justification for each component;
- Discount structure if multiple components are selected; and
- Cross-component dependencies and compatibility notes (e.g., if catering and venue are separate, interface protocols).

### Financial Submission Documents:

- Completed Price Schedule (Appendix B) with component breakdown;
- Cost breakdown and justification for each item;
- Pricing validity period: minimum ninety (90) days from submission date;
- Currency: Hong Kong Dollars (HKD);
- Payment terms and payment schedule (45% on contract signing, 35% on delivery, 20% on completion and acceptance);
- Bank account details; and
- Assumption statement: any assumptions made regarding delegate numbers, venue sizes, service levels, etc.

## 4.2 Tender Format Requirements

Tenders must be:

- Submitted in sealed envelope(s) clearly marked: "**CILT International Convention 2026 – TENDER SUBMISSION**";
- Presented in clear, professional, legible format (typed or printed, not handwritten);
- Organised with clear section numbering and page numbers;
- Submitted **five (5) hard copies** and clearly indicated which copy is the original (i.e., one (1) Original four (4) copies));
- Accompanied by a covering letter signed by authorised representative;
- In English language (Chinese summaries may be included for reference); and
- Submitted on or before the deadline specified in Section 4.3.

## 4.3 Tender Submission Address & Deadline

### Address

**The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK)**  
**7/F, Yue Hing Building**  
**103 Hennessy Road**  
**Wanchai**  
**Hong Kong**

**Tender Submission Deadline: at 17:00 hours on 19 January 2026 (Hong Kong Time)**

**Tender Award Date : 2 February 2026 (Tentatively)**

**Tenders received after the tender submission deadline WILL NOT be considered.**

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## 5. TENDER EVALUATION

### 5.1 Evaluation Criteria

The Organiser will evaluate tenders using the following weighted criteria

<b>Evaluation Criteria</b>
Technical Capability & Experience
Event Management Approach
Quality of Proposed Team & Resources
Price / Value for Money
References & Past Performance

### 5.2 Right to Negotiate

The Organiser reserves the right to:

- Request clarifications or additional information from any tenderer at any stage, the concerned tenderer has to reply within the specified time limit;
- Shortlist and request presentations from selected bidders;
- Negotiate final terms, pricing, and service specifications with the recommended tenderer before contract execution; and
- Reject any or all tenders without providing reasons.

# 6. TENDER TERMS & CONDITIONS

## 6.1 General Conditions

- The Organiser reserves the right to accept or reject any or all tenders;
- The Organiser may award different components to different tenderers;
- The Organiser is not obligated to accept the lowest-price bid;
- Submission of a tender constitutes acceptance of all ITT terms and conditions;
- The successful tenderer will be required to execute a formal Service Agreement within fourteen (14) days after tender acceptance notification; and
- Any partial/component bid must clearly specify dependencies and compatibility with other service providers.

## 6.2 Warranty & Service Levels

The successful tenderer warrants that:

- All services shall be delivered in accordance with international standards and best practices for events of this scale;
- Work shall be performed in a professional, competent, and timely manner;
- All deliverables and services shall comply with specifications, applicable standards, and local regulations;
- Service quality shall be maintained throughout the Convention; remedies shall be offered for material service failures;
- A quality assurance mechanism shall be in place, with on-site support throughout the Convention; and
- Post-event debrief and reporting shall be provided within fourteen (14) days of Convention completion.

## 6.3 Confidentiality

The tenderer agrees to:

- Maintain strict confidentiality regarding all information disclosed during the tender process and contract execution;
- Observe fully all privacy issues, provide effective measures for duly protection of delegate information, CILTHK documents, event details and other sensitive information from the access of unauthorised third parties;
- Comply with Hong Kong Personal Data (Privacy) Ordinance requirements; and
- Restrict information access to personnel with a legitimate business need.

## 6.4 Insurance Requirements

The successful tenderer must maintain comprehensive insurance throughout contract performance:

- **Public Liability Insurance:** Minimum HK\$10 million coverage;
- **Professional Indemnity Insurance:** Minimum HK\$5 million coverage;
- **Employers' Liability Insurance:** As required by Laws of Hong Kong;
- **Event Cancellation Insurance:** Recommended for protection against unforeseen circumstances (force majeure, pandemic, etc.); and
- **Third-party Liability (for transport, catering, venues):** Subcontractors' insurance requirements must be clearly specified and verified.

Proof of insurance evidence, including insurance premium receipts must be provided before contract commencement and maintained throughout.

## 6.6 Payment Terms

- Payment will be made as follows: **[45% upon contract execution; 35% upon delivery completion (post-Convention); 20% upon final acceptance and satisfactory performance review];**
- Payment period: thirty (30) days from submission of invoice and supporting documentation;
- Currency: Hong Kong Dollars (HKD); and
- All invoices must include: invoice number, date, description of services, amount, and bank transfer details.

## 6.7 Intellectual Property Right

The successful tenderer(s) shall arrange to procure, at its/their own costs, all intellectual property rights on any of the designs and productions and the like for the Convention which are not originally processed by the tenderer(s). The tenderer(s) shall bear full responsibility for any such possible legal disputes in relation to intellectual property rights.

All materials created for the Convention (photography, videography, designs, promotional content and the like) will be jointly owned by the Organiser and the successful tenderer(s). And the Organiser reserves the right to use all such materials for its future promotional and archival purposes without any legal liability and financial burden.

## 6.8 Force Majeure

Either party shall not be held liable for failure to perform due to force majeure events (pandemics, natural disasters, government actions, civil unrest, etc.).

In such cases:

- Affected party must notify the other party within forty-eight (48) hours;
- Parties will work together to reschedule or mitigate impacts; and
- If the Convention cannot proceed, the Organiser may seek alternative service providers and the original successful tenderer shall refund the part of the payment that have been paid by the Organiser.

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## 7. CONVENTION TIMELINE & KEY MILESTONES

### 7.1 Critical Dates

Milestone	Target Date
Tender Submission Deadline	19 January 2026
Shortlist Notifications	28 January 2026
Presentations by Tenderers (if required)	20-30 January 2026
Tenderer Selection & Notification	2 February 2026
Service Agreement Execution	16 February 2026
Venue Confirmation Deadline	[6 months pre-Convention]
Hotel Block Commitment Deadline	[5 months pre-Convention]
Catering Final Numbers Submission	[3 months pre-Convention]
Delegate Registration Closure	[2 weeks pre-Convention]
<b>CONVENTION DATES</b>	<b>20-23 September 2026</b>
Optional Extension Date	<b>24 September 2026</b>
Final Invoice Submission	[30 days post-Convention]
Payment Completion	[60 days post-Convention]

## 7.2 Key Deliverables & Acceptance Criteria

1. **Catering Proposals:** Detailed menus and logistics plans by [four (4) months pre-event];
2. **Hotel Confirmations:** Room block allocations and rates locked in by [five (5) months pre-event];
3. **Registration System:** Live online registration platform by [four (4) months pre-event];
4. **Delegate Materials:** Finalised badge design, information packs, signage by [one (1) month pre-event];
5. **Daily Run-of-Show:** Detailed operational schedule for each day by [two (2) weeks pre-event];
6. **Technical Production Plan:** AV, streaming, interpretation logistics by [two (2) weeks pre-event];
7. **Successful Convention Execution:** All services delivered as specified during 19–23 September 2026; and
8. **Post-Event Report:** Comprehensive evaluation report submitted within fourteen (14) days of Convention conclusion (including but not limited to Registration Report, Payment Record, Attendance Record, Incident Report, and Complaint Handling Report).

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## 8. CONTACT INFORMATION & INQUIRIES

### 8.1 Tender Coordinator

For questions or clarifications regarding this ITT, please contact:

**Name:** Ms Anthea Law

**Title:** Executive Manager, CILTHK

**Organisation:** The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK)

**Email:** [icm2026@cilt.org.hk](mailto:icm2026@cilt.org.hk)

**Phone:** [+852 2866 6336](tel:+85228666336)

**Office Hours:** [Monday–Friday, 9:00 AM–6:00 PM HKT]

### 8.2 Inquiry Deadlines & Process

- All inquiries regarding the ITT shall be submitted in writing (email preferred) by 12 January 2026 17:00HKT (i.e., one week before tender closing date);
- The Organiser will provide written responses promptly;
- All questions and answers will be consolidated and sent to all tenderers to ensure fairness and transparency; and
- Tenderers shall not be allowed to contact individual evaluation committee members directly.

## **8.3 Addenda & Amendments**

- Any amendments or clarifications to the ITT will be issued in writing as formal Addenda;
- All addenda will be posted on [CILTHK website/designated portal];
- Tenderers shall acknowledge receipt of each addendum in writing within one week upon receiving the addendum; and
- In case of conflict between the main ITT and addenda, the individual addendum shall prevail.

## **8.4 Right to Negotiate**

The Organiser reserves the right to:

- Enter into negotiations with the recommended tenderer to finalise terms, scope, and pricing before contract execution;
- Request amendments to proposed service specifications based on the Organiser's requirements or budget constraints; and
- If negotiation cannot reach a deserved result and agreement cannot be made, the Organiser may approach the next-ranked tenderer for negotiation.

## **8.5 Communication of Results**

- The Organiser will notify the successful tenderer(s) in writing; and
- Unsuccessful tenderers will be notified in writing separately.

## **8.6 Post-Award Formalities**

- The successful tenderer will be invited to execute a formal Service Agreement within fourteen (14) days;
- Service Agreement shall include detailed Schedules of Services, pricing, payment terms, and performance metrics;
- The tenderer must provide evidence of required insurance within seven (7) days or a date specified by the Organiser before contract execution; and
- Failure to execute the Service Agreement or provide required documentation may result in cancellation of the tender award.

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# 9. LEGAL & COMPLIANCE MATTERS

## 9.1 Governing Law & Jurisdiction

- This ITT and any resulting Service Agreement shall be governed by and construed in accordance with the Laws of Hong Kong; and
- Both parties irrevocably submit to the exclusive jurisdiction of the Hong Kong courts.

## 9.2 Dispute Resolution

Any disputes arising from this ITT or the Service Agreement will be resolved through:

1. **Good Faith Negotiation:** Direct discussion between authorised representatives (fifteen (15) days);
2. **Mediation:** Neutral third-party mediation under the Hong Kong Mediation Ordinance (if negotiation fails); and
3. **Arbitration (Final Recourse):** Binding arbitration under the Hong Kong Arbitration Ordinance, administered by the Hong Kong International Arbitration Centre (“HKIAC”)
  - Single arbitrator or three-person panel (as per HKIAC Rules);
  - Language: English; and
  - Venue: Hong Kong.

## 9.3 Compliance Requirements

Tenderers shall comply with:

- **Hong Kong Laws & Regulations:**
  - Companies Ordinance;
  - Employment Ordinance and labor laws;
  - Occupational Safety and Health Ordinance;
  - Data Protection Ordinance (Personal Data Privacy);
  - Fire Safety and Building Code requirements; and
  - Other applicable ordinances and regulations.
- **Environmental Standards:** Waste management, carbon footprint reduction, sustainable practices;
- **Anti-Corruption & Anti-Bribery:** Prevention of Bribery Ordinance (POBO); no gratuities or improper inducements;
- **Sanctions Compliance:** Compliance with Hong Kong and international sanctions regimes; no dealings with designated entities;
- **Immigration & Visa:** Facilitating appropriate visa support for international delegates; and

- **Insurance & Liability:** Maintaining required insurance and meeting liability standards.

## 9.4 Cancellation & Termination

The Organiser may cancel this ITT or terminate any resulting Service Agreement if:

- The tenderer fails to comply with ITT requirements or provides false/misleading information;
- The tenderer is subject to insolvency, bankruptcy, or regulatory sanction;
- The tenderer's circumstances change materially, affecting the capability to deliver;
- The Organiser's requirements change materially (e.g., reduced delegate numbers, budget constraints);
- Force majeure events prevent reasonable convention delivery (e.g., pandemic restrictions, natural disaster);
- Insufficient funds become available for the Convention; and
- Inclement weather condition that effectively prohibits the execution of the Convention.

Termination will be conducted with reasonable notice (unless emergency circumstances warrant immediate action) and with fair treatment of deposits.

# 10. ANTI-CORRUPTION & ETHICS

## 10.1 No Gratuities or Inducements

Tenderers shall not, directly or indirectly, offer, promise, give, or attempt to give any form of:

- Monetary payments or financial benefits;
- Gifts, entertainment, or hospitality;
- Job offers, contracts, or business advantages; and
- Any other benefit or inducement to the Organiser, its officials, committee members, or representatives in connection with this tender or service delivery. Any such conduct shall result in immediate disqualification and potential legal action.

## **10.2 Collusion & Anti-Competitive Conduct**

Tenderers shall confirm that:

- They have NOT colluded, communicated, or coordinated with other tenderers regarding pricing, terms, or strategies;
- Pricing and submissions are independently arrived at without improper influence;
- They have NOT shared tender information, pricing, or strategy with competitors; and
- They will not engage in market manipulation or anti-competitive practices.

Any evidence of collusion shall result in the disqualification of all implicated parties.

## **10.3 Code of Conduct & Professional Standards**

The tenderer agrees to:

- Conduct all dealings with the highest standards of ethics, integrity, and professionalism;
- Treat all stakeholders (Organiser, delegates, partners, staff) with respect and fairness;
- Report any concerns about unethical conduct to the Organiser immediately; and
- Comply with industry codes of conduct and professional standards applicable to event management.

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## **Attachment**

Tender Submission Form (To be completed by all tenderers)

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**END OF INVITATION TO TENDER DOCUMENT**