

TENDER SUBMISSION FORM

CILT INTERNATIONAL CONVENTION 2026

Global Corridors for Collaborative Excellence

PART A: TENDERER INFORMATION

A.1 Company/Organisation Details

Legal Name of Organisation:

Address (Registered Office):

Company Registration Number:

Nature of Business:

Year Established:

Principal Contact Person (Event Management):

Name: Title:

Telephone: Email:

Authorised Signatory:

Name: Title:

Telephone: Email:

Signature: Date:

A.2 Company Qualifications

1. ISO Certifications (if applicable):

- ☐ ISO 9001 (Quality Management)
- ☐ ISO 20121 (Sustainable Event Management)
- ☐ Other (please specify):

2. Industry Memberships/Accreditations:

3. Years of Experience in Event Management:

4. Number of International Events Organised (past 5 years):

PART B: TENDER SCOPE & COMPONENT SELECTION

B.1 Service Components

Please indicate which service component(s) you are bidding for:

Component	Description	Bid Selection
A	Venue & Convention Management	[]
B	Catering (Convention & Social Functions)	[]
C	Accommodation Coordination	[]
D	Registration & Delegate Services	[]
E	Audio Visual & Technical Support	[]
F	Marketing, Design & Communications	[]
G	Social Events & Entertainment	[]
H	Overall Event Management & Staffing	[]
I	Sponsorship & VIP Management	[]

Total Component(s) Selected: _____ out of 9

Bid Type:

- [] Complete Integrated Convention Package (All Components A-I)
- [] Individual Components (as selected above)

PART C: EVENT APPROACH & METHODOLOGY

C.1 Event Management Approach

Please provide a brief overview of your proposed approach to delivering the CILT International Convention 2026 (maximum 500 words):

C.2 Key Deliverables

For each selected component, outline the key deliverables:

Component	Key Deliverables

C.3 Risk Management & Contingency Planning

Describe your risk mitigation strategies and contingency plans for potential challenges:

PART D: PROPOSED TEAM & RESOURCES

D.1 Project Management Team

[illegible]

D.2 Team Qualifications & Experience

For each key team member, provide brief details of relevant experience and qualifications:

Project Director:

Event Manager:

Operations Manager:

Other Key Personnel:

PART E: PRICING

E.1 Cost Breakdown

Assumed Delegate Numbers: **180 participants (as baseline)**

Component	Unit Cost (HKD)
A	
B	
C	
D	
E	
F	
G	
H	
I	
SUBTOTAL	

Component	Optional Item	Unit Cost (HKD)
E	<ul style="list-style-type: none"> Provide video recording and basic live streaming Employ AI technology to provide simultaneous interpretation 	
F	<ul style="list-style-type: none"> Design, edit and print booklets Design and provide souvenir 	
G	<ul style="list-style-type: none"> Arrange closing event on Day 3 Draft Scripts for Master of Ceremony Provide performance of Lion / Dragon Dance and/or other Chinese cultural show Provide Live Music / Live Band 	
H	<ul style="list-style-type: none"> Provide manpower and coordination for one additional day on 24 September 2026 	
SUBTOTAL		

For each proposed component, please also provide detailed breakdown on each sub-component, especially on the optional items.

E.2 Additional Delegate Charges

Incremental Charge per Additional Delegate (above 180):

HKD _____ per delegate per day

For 250 delegates (70 additional): HKD _____

For 300 delegates (120 additional): HKD _____

E.3 Summary of Pricing

Description	Amount (HKD)
Base Cost (180 delegates)	
Additional Charges (if applicable)	
TOTAL TENDER PRICE	HKD

E.4 Pricing Terms

1. Validity Period of Quote:

This tender remains valid for a minimum of _____ days from the submission date (minimum 90 days required).

2. Currency:

All pricing in Hong Kong Dollars (HKD)

3. Payment Schedule:

- 45% upon contract signing
- 35% upon delivery
- 20% upon completion and acceptance

4. Bank Details (for payment purposes):

Bank Name:

Account Name:

Account Number:

SWIFT Code:

PART F: REFERENCES & PAST PERFORMANCE

F.1 Client References

Please provide details of three (3) similar events organised in the past three years:

Reference 1:

Event Name: Date:

Client/Organiser: Type of Event:

Delegate Numbers: Event Budget:

Contact Person: Email/Telephone:

Outcome/Key Achievement:

Reference 2:

Event Name: Date:

Client/Organiser: Type of Event:

Delegate Numbers: Event Budget:

Contact Person: Email/Telephone:

Outcome/Key Achievement:

Reference 3:

Event Name: Date:

Client/Organiser: Type of Event:

Delegate Numbers: Event Budget:

Contact Person: Email/Telephone:

Outcome/Key Achievement:

F.2 Awards & Recognition

List any relevant industry awards or recognition received (optional):

PART G: ASSUMPTIONS & DEPENDENCIES

G.1 Key Assumptions

Please state all assumptions made in preparing this tender (e.g., regarding delegate numbers, venue sizes, service levels, costs not included, etc.):

Assumption 1:

Assumption 2:

Assumption 3:

Other Assumptions:

G.2 Dependencies & Compatibility

If bidding for selected components only, please describe any dependencies or compatibility requirements with other service providers:

PART H: DECLARATIONS & CONFIRMATION

H.1 Tenderer's Declaration

I/We hereby declare that:

1. The information contained in this Tender Form is true and accurate to the best of my/our knowledge.
2. I/We have read, understood, and accept all terms and conditions set out in the Invitation to Tender (ITT) and these terms are binding upon submission of this tender.
3. The tender remains valid for a minimum of 90 days from the submission date.
4. I/We have the authority to execute this tender and sign on behalf of the organisation.
5. The services will be delivered in accordance with international standards and best practices.
6. I/We agree to the evaluation and selection process as outlined in the ITT.
7. I/We will execute a formal Service Agreement within 14 days of tender acceptance notification.
8. I/We acknowledge that the Organiser reserves the right to:
 - Accept or reject any or all tenders
 - Award different components to different tenderers
 - Request clarifications or additional information
 - Shortlist and request presentations from selected bidders
 - Negotiate final terms, pricing, and service specifications

H.2 Authorised Signatory

By signing below, I confirm that I am authorised to submit this tender on behalf of the above-named organisation.

Signature:

Name (Print):

Title:

Company Stamp/Seal (if applicable):

Date:

PART I: SUBMISSION CHECKLIST

Please confirm that all required documents are attached to this Tender Form:

Item	Attached
Covering Letter (signed by authorised representative)	[]
Company Registration Certificate	[]
Proof of Professional Qualifications/ISO Certifications	[]
Board Resolution for Authorising the Person for Signing the Tender Submission Form and Contract (if successfully awarded)	[]
Detailed Project Approach & Methodology	[]
Team CVs/Qualifications (key personnel)	[]
Client References (three recent similar events)	[]
Insurance/Liability Coverage Details (if applicable)	[]
Bank Details (for payment processing)	[]
Completed Tender Pricing Schedule	[]

Declaration: I/We confirm that all supporting documents listed above are attached to this submission.

Signature: _____ **Date:** _____

SUBMISSION INSTRUCTIONS

Format Requirements:

- Submit 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
- Submit **five (5) hard copies** (clearly indicate which is the Original)
- Accompanied by a covering letter signed by authorised representative
- In English language (Chinese summaries may be included for reference)

Submission Address:

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

Submission Deadline:

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

Tenders received after the deadline WILL NOT be considered.

For enquiries related to this Tender Form, please contact:

Chartered Institute of Logistics and Transport in Hong Kong
Email: icm2026@cilt.org.hk
Telephone: +852 2866 6336
