

Surein Foundation Ltd.

Invitation to Tender for Conducting a Live Streaming and Making a Video for The Fourth Anniversary Ceremony of The Surein Foundation Ltd (SF)

Guide-lines and Terms for Production Teams

1. Background

- 1) The Surein Foundation (www.sf.org.hk) will celebrate its fourth anniversary at the Crystal Ballroom, The Cityview Hotel, 23 Waterloo Road, Kowloon on February 25th, 2023.
- 2) The Hon. Tse Chin Wan, Secretary for Environment and Ecology (SEE), will be the Officiating Guest of the Ceremony. He will deliver a speech and present prizes to winners of environmental education competitions & scholarships.
- 3) The Programme Rundown of the Ceremony is in Appendix A.
- 4) A Production Team (PT) will be hired to conduct a live-streaming service (hereinafter called “the Live-Streaming”) on a social media platform (SF’s Facebook) for the Ceremony on-line, and thereafter to provide edited video shots (hereinafter called “the Video”) for publicity purpose in SF’s website. The PT should be a company registered in Hong Kong SAR, with at least 3 years’ relevant experience in the streaming and video production industry.
- 5) These Guide-lines are provided to assist the intending PT to tender.

2. Terms

- 1) “The Live-Streaming” and “the Video” to be made by the PT shall include, but not limited to, the items detailed in Paragraph 3 (“The Deliverables”).
- 2) The Live-Streaming shall cover the Programme Rundown, to be shot from vantage locations of the Venue (Please refer to Appendix B), including suitable reactions of the audience, in the formats that are suitable for live-streaming in the social media (SF’s Facebook). “The Video-editing” service shall include the summary of the Proceedings, covering the essential parts, with sound effects of light background music, in the format which is suitable for publicity.
- 3) The Tender, to be made on the prescribed Form (Appendix C), shall include (a) a price for conducting the “Live-Streaming”, and (b) a price for “the Video-editing” service in para 2) above.
- 4) The copyright of “the Video” and subsequent edited versions shall be owned by SF.
- 5) Payment for work done is within 1 month of satisfactory completion and delivery of “the Live-Streaming” service and “the edited Video” received.
- 6) The deadline for return of this Tender is at or before 11:59pm, 6th February 2023, by email to “info@sf.org.hk”, using the Form in Appendix C.
- 7) SF may cancel this Tender invitation after closure of the bidding, without costs.
- 8) The successful tender will be awarded on or before 15th February 2023, by email.

3. The Deliverables

- 1) The PT shall deliver the duly completed edited Video before 6 pm on 13th March 2023, by a video link via email to “info@sf.org.hk”, and by dispatch of a high speed USB to the office of SF, 7th Floor, Fortis Tower, 77 Gloucester Road.

- 2) “The Live-Streaming” and “the Video” to be delivered by the PT shall comprise the activities in the Appendix A. For the avoidance of doubt, both the Live-streaming” and “the video” shall be delivered as part of this Tender.
 - 3) The total duration of “the live-Streaming” is about 1.5 hours (i.e. starting from 11:45 at Reception of guests till SEE departs from the venue by 13:15). The edited Video is 10 minutes, which shall cover the essence of all the proceedings in para 2) above.
4. Enquiries may be directed to Ms Cammie Chan, Secretary General, Surein Foundation Ltd, by WhatsApp phone 63640688 during office hours.

The Surein Foundation,
11th January 2023.

Attachments:

Appendix A: The Programme Rundown of the Ceremony

Appendix B: The Floor Plan of the Venue

Appendix C: The Form for showing the Tender prices

**The 4th Anniversary Presentation Ceremony
of
The Surein Foundation, Hong Kong (SF)**

Programme Rundown

Date / time: 25 February 2023 (Saturday), 12:00 noon - 2:00 pm.

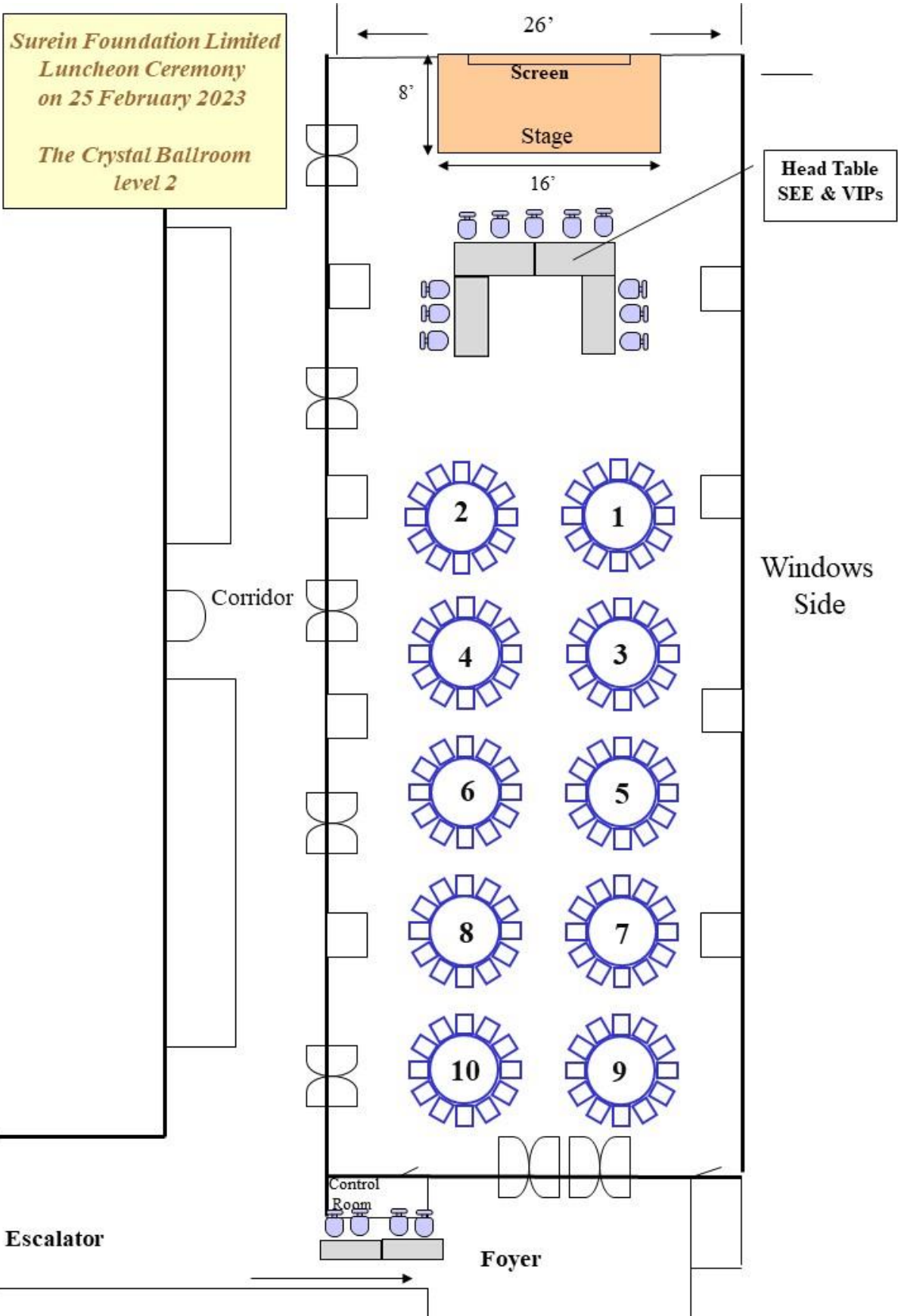
Venue: The Crystal Ballroom, City View Hotel, 23 Waterloo Road, Kowloon.

Programme:

- 1130 Reception.
- 1200 Arrival of SEE (Directors and Chairs of organising committees will greet SEE at the Hotel entrance).
- 1205 VIPs, donors, principals, students, winners of prizes are introduced to SEE.
SEE mingling with guests, photo-taking.
- 1210 SEE inspects exhibits by winners of environmental competitions.
- 1215 Guests be seated. Ceremony starts.
- 1220 Annual report by a Director of SF.
- 1225 Keynote speech by SEE -- "Reducing Emissions, Reaching Carbon Neutrality".
- 1240 SEE presents prizes to winners of scholarships and competitions.
- 1300 Vote of Thanks (by a student representative).
- 1305 SEE and SF directors cut SF's 4th Anniversary Cake.
- 1310 SEE departs, accompanied by SF directors and chairs of working parties.

The Floor Plan of the Venue

*Surein Foundation Limited
Luncheon Ceremony
on 25 February 2023
The Crystal Ballroom
level 2*



Confidential

To: The Surein Foundation Ltd.

Tender for Conducting Live Streaming and Production of a Video for SF's Fourth Anniversary Ceremony

We refer to your Tender Invitation dated 11th January 2023, and are pleased to submit our bid, as follows:

(a) Price for conducting “the Live-Streaming”: (HK\$ _____)

(in words: _____)

(b) Price for production of “the edited Video”: (HK\$ _____)

(in words: _____)

Name of Contact Person: _____

Name of Company: _____

Company Registration Certificate number: _____

Address: _____

Contact phone number: _____

Email address: _____

Authorised Signature: _____ . Company Chop: _____

Date: _____