



Date: 14 January 2026

CILTHK Reply to enquiries of the Invitation to Tender (Event Management Services)

- CILT International Convention 2026

A. General

Which room of Hopewell Hotel are you planning to use for the Main Conference and the breakout sessions? And what is the setup and rehearsal time?

CILTHK Reply

1. We are still exploring with potential venue owner to decide the exact venue(s) for the Main Conference and the breakout sessions to best suit our requirements.
2. As we are still planning the rundown of the entire event, the time(s) for setting up and rehearsal cannot be fixed at this moment. But we will discuss in detail with the successful service provider(s) for viable arrangement on setting up and rehearsal.

B. Pricing

1. We only need to fill in the cost breakdown provided in the Tender Submission Form Part E and no need to provide a separate / more detailed breakdown?
2. Do you have an expected budget for the whole project / each component?

CILTHK Reply

1. Yes, please complete the cost breakdown as per the Tender Submission Form. But we reserve the right to seek further clarification(s) or further details on particular cost element(s) from potential service providers.
2. We aim at competitive tender submissions; thus, we are unable to disclose our budget.

C. Scope of Work/ Services

1. On page 4 at the last sentence of the 2nd paragraph ahead of point 2.2, there is one sentence about technical visits, saying '...The successful tenderer is required to update the programme and to notify any such changes to related participants timely...', could you kindly advise which component among the nine, viz, Component A to I that this particular task belongs to? Would it be put under Component D and as such, we should factor in the respective manhours into the overall fee of D?



CILTHK Reply

1. Please factor in such service(s) in the Component D.

D. Component B – Catering

1. Do we need to include shuttle bus service for delegates travelling from conference venue to lunch / dinner venue?
2. Any specific requirements / style for the lunch / dinner venue? E.g. HK elements, Victoria Harbour View...

CILTHK Reply

1. If there is a need of shuttle bus service for the transfer of delegates from one location to the other, it will be arranged by CILTHK.
2. The detailed arrangements of lunch / dinner will be explored with the successful service provider(s).

E. Component D - Registration

1. Kindly advise the ticket categories, such as “member/non-member” and “early-bird/standard”.
2. Kindly confirm whether the successful vendor is required only to integrate the payment gateway(s) registered by CILTHK into the online registration platform, given that payments will be deposited into CILTHK’s designated bank account.

CILTHK Reply

1. We probably offer ticket categories for Member, Non-member and Student Member, and with early bird discount arrangement. We also plan to offer different packages for convention attendance charge with hotel accommodation at main event venue and for convention attendance charge only respectively.
2. We will provide a designated bank account for related payments and the successful service provider is required to arrange payment gateway(s) for such purpose. If delegates opt for convention attendance charge only, they will settle payments with respective selected hotels directly.

F. Component E - Audio-Visual & Technical Support

1. Please advise whether the client will provide the live streaming channels via their delegated account, and how many channels we have. Alternatively, whether the successful vendor should provide an individual webpage; if so, kindly advise the target audience size.



2. Please advise whether the live streaming needs to cover the Welcome cocktail, Gala Dinner and President.
3. Please share the floor plan of the venue to estimate the size and scale of the AV equipment to be provided.

CILTHK Reply

1. As for live streaming, please indicate a package for broadcasting with target audiences at about four hundred (400) as an optional item.
2. Please include the live streaming for Welcome Cocktail, Gala Dinner, Guest of Honour Speech, President Speech and the like.
3. As we have yet decided the venue(s), we are unable to provide floor plan(s) of the venue(s) at this moment.

G. Component F – Marketing, Design & Communications

Regarding the 4th bullet which require the tenderer to 'Design, edit and print booklets for Convention, we would like to clarify:

1. Does editing means editing of visual layout and artwork for printing or editing of text content or both?
2. As far as possible, could you give specifications as exemplified at below:
 - i. Do you mean just one booklet or there will be two or three?
 - ii. How many copies of the (one) booklet is required?
 - iii. Editing of visual layout and artwork – how many pages are there for the (one) booklet? What about photos, illustrations, graphs and charts... are these to be provided by CILT or supplied by the tenderer during the editing process?
 - iv. Editing of text content – About how many words (Eng and/or Chinese) will there be in the booklet?
 - v. How many pages for the booklet?
3. What kind of souvenir would you prefer? Digital / environmental-friendly... Any past reference that you can share?
4. Can you provide more details on what kind of PR services & media arrangement that you require?

CILTHK Reply

1. The successful service provider is responsible for editing visual layout and artwork as well as for editing text contents of the booklet. For those contents relating to CILT and CILTHK and abstracts of individual speeches, they will be provided by CILTHK. The successful service provider is required, as per the instructions given by CILTHK, to approach individual content providers for collecting artworks of advertisements,



congratulatory messages and the like for the booklet. All works for the booklet shall be reviewed by CILTHK for approval before printing the same by the successful service provider.

2i. We only need one type of booklet.

2ii. We need a total of five hundred (500) copies of the booklet.

2iii, 2iv and 2v. The booklet is limited to 30 pages, if not less. It will contain text, photos, graphs, charts, tables, advertisements, congratulatory messages, convention information and the like, mainly in English with some areas in Chinese.

3. We will discuss with the successful service provider on arrangement of souvenir(s) and will provide samples of those we employed in the past for reference.

4. Please refer to CILTHK Reply on Tender Enquiry F. shown below.

H. Regarding the second last bullet on PR services, media arrangement, may we clarify that it mainly includes the below tasks:

- i. Media invitation for attending the Convention
- ii. RSVP and / or accreditation
- iii. On site media reception, management and marshalling
- iv. Post-event monitoring of news coverage generated by press members attending the Convention
- v. Do you require any proactive pitching to the media for maximising publicity for the Convention?

CILTHK Reply

The PR services and media arrangements shall include the Items i., ii., iii. And iv. as mentioned in the Tender Enquiry F. The Item v. as mentioned in the Tender Enquiry F is nice to have.

I. Component G - Social Events & Entertainment

1. Only Day 1 - We Got Talent Dinner will require entertainment, and the others will just be simple dinner event?
2. Can you provide more details on the Talent show? What kind of talent do you expect? Any past rundown / past entertainment reference that you can share?
3. Draft script for Master of Ceremony - for all dinner event? Or we only need to quote for 1 night event for now?
4. Chinese Cultural Show / Live Band is only required for Day 1 - We Got Talent dinner and we only need to quote for 1 night event?
5. Closing event on Day 3 - Would you be open to other experiences than horse racing?



CILTHK Reply

- 1, 2, 4. Contestants at WE Got Talent are members of CILT from across the globe. Performances are typically singing, dancing or magic show. To ensure they can deliver their best performances, lighting, audio, and visual support will be required. Guests attending the dinner will cast their votes for the award through a dedicated app. A past event rundown can be shared with shortlisted vendors for reference. Professional entertainment or show is not required for the WE Got Talent Dinner.
3. Please quote to provide draft scripts of Master of Ceremony for the first night only as an optional item.
5. As for the Day 3, we are open to consider other suggested experiences than the horse racing.

J. Component I - Sponsorship & VIP Management

1. We only need to coordinate with the sponsor regarding the event logistics, correct? There's no need to discuss the sponsorship content or fees, and we do not need to seek or identify potential new sponsors?

CILTHK Reply

1. We will manage to secure sponsors and their amounts of sponsorship. The successful service provider shall approach secured sponsors for related logistics. All payments of sponsorship shall be paid directly to the CILTHK designated bank account.

K. Tenderer Eligibility & Requirements

1. Regarding Professional Indemnity which was separately mentioned under 3.2, 6.4, 8.6 of the 'Invitation to Tender' document, is it acceptable for us to provide you with a quotation for purchase of professional indemnity during the tendering stage when we submit our tender proposal in compliance of 3.2, then to provide a certified true copy of the insurance policy only when we were hired afterwards in compliance of 6.4 and 8.6?

CILTHK Reply

1. Yes, the arrangement is acceptable.

L. Tender Submission Requirements



1. Regarding Tender submission Requirements which is at point 4 of the Invitation to Tender document, under para 4.1, you have asked tenderers to complete Tender Form (Appendix A), may we ask if this Appendix A means Part A of the Tender Submission Form which is a separate document? Part A of the Tender Submission Form comprises A.1 Company / Organisation Details and A.2 Company Qualifications.
2. Of a similar concern relates to Appendix B mentioned under Financial Submission Documents. Does Appendix B mean the table laid down in E.1 Cost Breakdown of Part E: Pricing in the Tender Submission Form document?

CILTHK Reply

Please submit your tender as per the Tender Submission Form.