

**Rotary International District 3450 (RI D3450)
District Installation 2026-27**

Date: 4 July 2026 (Saturday)
Venue: Grand Ballroom, Hopewell Hotel

Tender Form

Name of the "Organization" :
Address :
Date of Submission :

Part I

The Organization through the undersigned agrees to adhere to the terms and conditions as set by RI D3450 in this open tender process. The Organization through the undersigned also understands that the tender and all its related applications (unless otherwise stated by RI D3450) are to be adhered closely to at all times and as when, the services are to be provided; and that the bid tendered will be valid for 90 days commencing from the date the tender is submitted. RI D3450 may not necessarily accept the lowest bid received or accept any of the bids received in this round of submission. Within the validity of the applications received, RI D3450 reserves the right(s) to accept partial and/or all the content in any one of the tenders received. The Organization through the undersigned also declares that its organization has a valid Business Registration to operate within HKSAR and to perform its services to RI D3450 in relation to this tender and that all due, sufficient and proper insurances have been taken to underwrite for both humans and assets involved in relation to the tender. Moreover, the Organization through the undersigned declares that all its work(s), concept(s) and service(s) related to this tender to be provided to RI D3450, do not transgress or infringe any intellectual property rights including without limitation patent(s), trademark, copyright and/or other rights (whether registrable or not) or otherwise.

Part II Declaration

Reference made to Part I of this tender application, we _____
(organization name) hereby confirms our application is valid from _____
for a duration of 90 days, both dates inclusive.

The undersigned agrees that Rotary International District 3450 is the sole entity in the final decision of this tendering process.

Date: Name/Title:

Signature with Company Stamp:

Registered Address:

Telephone:

Email and Website (if available):



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Rotary International District 3450 (RI D3450) will be organizing its annual District Installation on 4 July 2026 (Saturday) at the Grand Ballroom, Hopewell Hotel, Wanchai. Your company is invited to submit a tender for the production and technical support for the event.

RI D3450 comprises of 121 clubs from Hong Kong, Macao, Mongolia and the Guangdong Province of the PRC with over [2,800] Rotarians. The event expects an attendance of 900 participants, with senior Government officials, business leaders and young entrepreneurs as the audience. The number of participants may vary.

To mark the beginning of the Rotary year, that is, 1st July, a District Installation will be held symbolizing a new team of Rotarians will take office in leading their clubs and this District. Hence, there will be a ceremony that will take place (within two hours), follow by dinner and celebration time.

You are invited to submit a Quotation for the said event. Below is the scope of work. We welcome ideas, and please provide as much details as possible.

Proposal (a presentation of concept and design) with your quotation is to submit to Rotary Information Centre by post or by email to ric@ric3450.org, attention Mr. Dicky Tong before 6:00pm on [23 March 2026]. Application received after the aforesaid deadline will not be considered. Please remark on heading **"Tender for District Installation 2026-27"**.

Presidential focus: Create Lasting Impact

<https://brandcenter.rotary.org/en-us/our-brand/brand-elements/voice-and-messaging/2026-27-ri-presidential-message>

Short listed companies if required, will be invited for a briefing session and presentation via zoom.



Scope of Work & Quotation

Production House are invited to tender quotations for District Installation 2026-27 in physical presentation.

1. Reception and Foyer Setting

- Design and production of one photo backdrop: 20'W x 10'H

2. Grand Ballroom Setting

- Stage platform to be provided by Hopewell with extension
- LED wall
- Design of main stage LED wall backdrop (animated)
- LED Wall animated transition between sessions
- Podium wrapping design
- Photo backdrop to be set inside the VIP room: 10'Wx8'H

3. Technical Support and Equipment

- i. Audio System
 - Sufficient audio equipment
(A breakdown on this part would be appreciated.)
 - Sufficient professional technicians on site
- ii. Lighting System
 - Sufficient lighting equipment (ballroom & foyer)
(A breakdown on this part would be appreciated.)
 - Sufficient professional technicians on site
- iii. Visual
 - LED wall control equipment (visuals & presentation slides)
 - Sufficient professional technicians on site
- iv. Video Shooting
 - Sufficient equipment and manpower for live feed & recording
 - Full recording and highlight video after event

4. Event Management

- Creative concepts creation, execution and consultation
- Floor & stage management
- Liaise with contractors and venue management
- Liability insurance coverage on installation staffs
- Music License
- Safety reports: RSE, Certificate of Fire Service Installations and Equipment, etc.
- If possible, provide the number of on-site production team members with a breakdown of their roles

5. Optional Items

- Welcome any suggestions & new ideas

Remarks: RI D3450 reserves the right to take the quoted items in part.

Setup & Dismantle Schedule (Tentative)

			Usage
Foyer	4 July 2026	07:00 – 14:00	Move-in & Setup
		14:00 – 18:00	Rehearsal
		18:00 – 24:00	Reception
Grand Ballroom	4 July 2026	07:00 – 14:00	Move-in & Setup
		14:00 – 18:00	Rehearsal
		18:00 – 22:30	Dinner
	4 July 2026	22:30 – 23:59	Dismantlement

Tender with attachment will be allowed.

Valid Business Registration Copy should be attached with the tender document.

All information and documents provided in this tender should be true and correct till completion of services to RI D3450 (where applicable) in relation to the tender.

Please submit your concept design, tender quotation with the quote break down, and reference projects. Payment terms to be specified. RI D3450 reserves the right to take the quoted items in part.



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Guidelines & Conditions

Parties interested to submit their application to the project of RI D3450 should have their Tender Form and all related details reached Rotary Information Center by email (ric@ric3450.org) before **6:00pm on [23 March 2026]**. Applications received after the aforesaid deadline will not be considered. All details quoted are to be valid for 90 days from the date of submission during which time is the vetting cycle. Only applications with all requisite details submitted will be considered.

A valid Application should include: a copy of Business Registration, a list of past and relevant projects and a list of all costs and charges involved.

It is the intention that we consider the tender content as a whole rather than partially.

Please inform us by returning the whole set of content should you decline to submit an application.

RI D3450 reserves the right to cancel / rescheduled / postpone the event after confirmation of the project quotation due to unforeseen or unavoidable circumstances including, but not limited to adverse weather, outbreak of disease, acts or threats of terrorism and political uncertainties. RID3450 will inform the successful bidder on a timely basis.

In case of the event is canceled or rescheduled, RI D3450 and successful bidder shall enter into an amicable discussion to reach a mutual agreement on the payment and operation arrangement.

According to PREVENTION OF BRIBERY ORDINANCE (Cap 201), "any person, company or organization who, without lawful authority or reasonable excuse, offers an advantage to the Organizing Committee members, or their representative as an inducement to or reward for or otherwise, gives assistance or uses influence to the vetting result shall be guilty of an offence." RID3450 will reserve all its right to claim the offender for reimbursement and compensation of any loss and damages incurred and/or suffered in relation thereto.

For any question or inquiry, please contact RI D3450:

Contact Person: Ms. Elaine Wong/Mr. Sam So
Telephone: 2576 8882
Fax: 2895 5926
Email: ric@ric3450.org
Address: 14/F., Capital Commercial Building, 26 Leighton Road, Causeway Bay, HK