



香港賽馬會
The Hong Kong Jockey Club

Our Ref: 20/370/JLi/GP
14 January 2021

SALON FILMS (HONG KONG) LIMITED

UNIT C 4/F FREDER CENTRE
68 SUNG WONG TOI ROAD
TO KWA WAN, HONG KONG

ATTN: MS. AGNES LEUNG

By Email
(Email: production@salonmedia.com)

Dear Madam,

Request for Proposal for Video Post-production 2021 - 2022
RFP Reference # 20/370/JLi/GP

We, The Hong Kong Jockey Club (“The Club”), are pleased to invite your company to submit a proposal for the captioned project.

Your proposal should be submitted according to the requirements as set out in the Proposal Documents, including:

1. Letter of Invitation to proposal and its annexes
2. Appendix A – Proposal Requirements
3. Appendix B – Pricing Proposal
4. Appendix C – Agreement Template
5. Appendix D – Offer to be Committed Form
6. Appendix E – Sustainability Guidelines

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| <i>Attention: Please acknowledge receipt of this Proposal Invitation and the enclosed Proposal Documents by email to zita.sw.chan@hkjc.org.hk immediately.</i> |
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Your company and the proposal submitted shall fully comply with all requirements as set out in the enclosed Proposal Documents, including Appendixes A to E.

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Proposers are required to submit three sets (one set with price information and two sets without price information) of complete and signed (by an authorised signatory) hard-copy proposal along with an electronic version of the proposal (one set with price information and one set without price information).

All responses, by completing the required contents of proposal and the “Offer to be Committed” form and the Sustainability Guidelines must be sealed and deposited in the Tender Box. Kindly put the softcopy of the completed Offer to be Committed form and the Sustainability Guidelines in the electronic version.

Each envelope shall be affixed with the Proposal Labels given in Annex 1 and Annex 2 on the outer wrapping of your envelopes.

Your Proposal submissions should be addressed and deposited to:

- Closing Time/Date : Before 2:15 p.m. on 29 January 2021, Hong Kong Time
- Tender Box Location : The Hong Kong Jockey Club,
Tender Box at
Ground Floor, Jockey Club Headquarters,
1 Sports Road,
Happy Valley, Hong Kong
Attn: Senior Strategic Procurement and Category Manager

In the event that you would like to communicate with the Club during the proposal period, please do so in writing addressed to **Ms. Janice Li** at phone number **2966 5546** and email to [**janice.pm.li@hkjc.org.hk**](mailto:janice.pm.li@hkjc.org.hk)

Please note that the assessment criteria of this proposal shall not be limited to the proposal price but also the technical competence of your technical submission.

Should the proposers fails to submit any of the information required as set out in Appendix B – Pricing Proposal, Appendix D – Offer to be Committed Form and Appendix E – Sustainability Guidelines, or in the opinion of the Club that the Technical and Proposal Price Submission are not complete, the Club may disqualify the proposal Submission.

After Proposal Closing Date and time as stipulated in this Letter, any late submission of proposal or any parts thereof including without limitation to the Technical Submission or Proposal Price Submission, will not be considered.

In the event of a black rainstorm warning or a typhoon signal No. 8 or above being in force at any time within the office hour (8:30am- 6:30pm) on the Proposal Closing Date, the Proposal Closing Date will be extended to 2:15 pm on the next working day (Monday to Friday).

The Club is not bound to accept the lowest or any proposal and may at any time by notice in writing terminate this invitation. The proposers shall be solely responsible for all costs of preparing and submitting the proposal and shall not be entitled to any compensation whatsoever on the ground of any proposal being terminated by the Club.

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Yours faithfully
For and on behalf of
The Hong Kong Jockey Club

P.P. 

Arthur Fung
Senior Strategic Procurement & Category Manager
AF/JLi/zh

Encl.

Annex 1 – With Price Label

Annex 2 – Without Price Label

Appendix A – Proposal Requirements

Appendix B – Pricing Proposal

Appendix C – Agreement Template

Appendix D – Offer to be Committed Form

Appendix E – Sustainability Guidelines