

TENDER FOR A TENANCY FOR KAI TAK CRUISE TERMINAL

(Tender Ref.: TC 1/2025)

Tender Pre-submission Briefing

20 January 2026



The briefing aims to provide prospective tenderers with a clear understanding of the requirements of tender submission and assessment.

This briefing will last for around 2 hours. It will be conducted in English with simultaneous interpretation for Cantonese and Putonghua.



**NO PHOTOGRAPHY
NO VIDEO AND AUDIO
RECORDING**

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- During the Q&A session, participants who would like to ask questions please raise your hand or indicate so in the chat box of the online conferencing platform. We will invite respective participants to raise question one by one. Please limit your question to within 2 minutes.
- Please be advised that photographs will be taken during the briefing for publicity purposes. These photographs will not include faces of participants.

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OPENING REMARKS BY COMMISSIONER FOR TOURISM



Agenda

- 1. Background**
- 2. Services to be performed by the Tenant**
- 3. Tender Preparation**
- 4. Tender Assessment**
- 5. Reminders**
- 6. Site Walk Arrangement, Tender Addenda and Enquiries**
- 7. Q & A**

Background

- Kai Tak Cruise Terminal (KTCT) is an infrastructure specifically built for the berthing of mega-size cruise ships and is able to berth **simultaneously two mega-size cruise ships with a gross tonnage of up to 220 000 tonnes each**.
- The tenancy agreement with the current terminal operator will expire on **May 31, 2028**.
- The selected operator under this tender exercise will operate and manage the KTCT for a term of **10 years**. The Government may consider extending the term for a **further five years**, subject to the operator's satisfactory performance.



Premises *[Annex III of Form of Agreement]*

(a) Premises outside Cruise Terminal Building

Item	Approximate Dimensions
Apron Area	35 m (width) x 850 m (length)*
Emergency Vehicular Access	6 m (width) x 350 m (length)

(c) Kai Tak Cruise Terminal Park (when the same is required by the Landlord to form part of the Premises in accordance with Clause 3.5)

Items	Approximate Floor Area
Kai Tak Cruise Terminal Park	23,000 m ²

(b) Premises within Cruise Terminal Building

Items	Approximate Floor Area
Terminal Operation Area	30,685 m ²
Ancillary Commercial Area	5,600 m ²
Ancillary Office Area	843 m ²
Transportation Area	50,215 m ²
Parking Area	4,795 m ²
Other Areas	58,065 m ²
	150,203 m ²

For details, refer to the layout plans at Annex I.

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Services to be performed by the Tenant

➤ Tenderers should refer to the Form of Agreement for the Tenant's obligations
(Extracts below only and are non-exhaustive)

- Cruise operation (*Clause 12 – coordinate the movement of passengers and crews, handling of baggage, cruise supplies and provisions; propose a set of berth-allocation guidelines; decide the levels of dockage fee(s) and passenger fee(s); clause 19 – handle the berthing of vessels*)
- Traffic management (*Clause 13 – arrange and ensure smooth arrival and departure of cruise passengers and non-cruise related event guests to and from the cruise terminal*)
- Subletting of ancillary commercial area (*Clause 19.2*)
- Licensing of Premises for non-cruise related event (*Clause 19.3*)
- Assist in promotion of cruise tourism (*Clause 11.5*)
- Appoint a Management Team (*Clause 11.10*)
- Provide facility management, cleansing and security services (*Clause 14-16 for Premises; Clause 50 for Government Accommodations*)
- Implement the binding proposals and KPIs (*Clause 11.3*)
- Procure insurances (*Clause 24*)

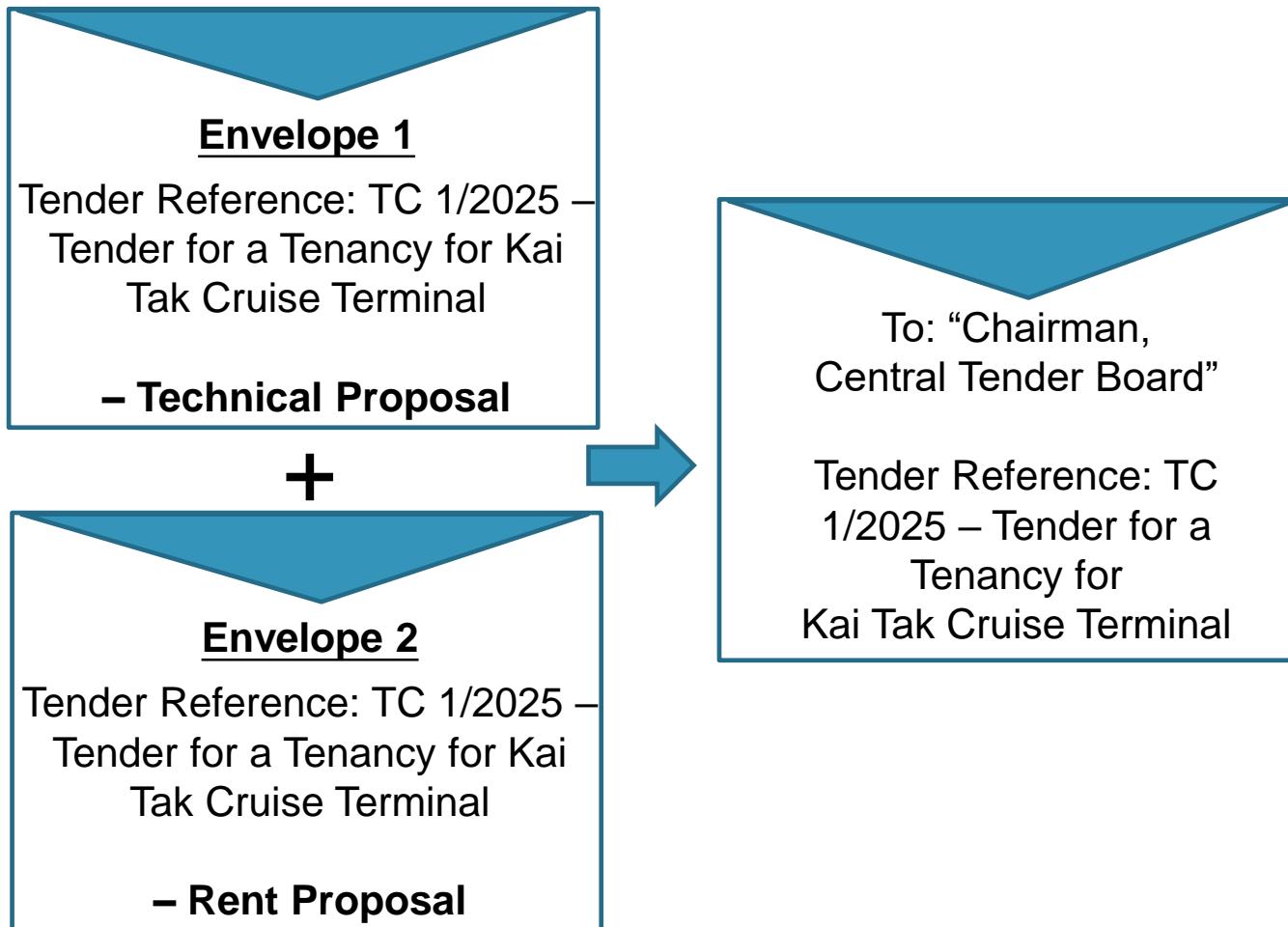
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Tenderer – joint venture?

- Paragraph 2.2 of Terms of Tender - “**Tenderer**” means any person which or who has capacity to contract and has submitted a Tender in response to this Invitation to Tender and **in the event that the Tenderer comprises of more than one person who are participants to a joint venture, each such person shall be referred to as a “Joint Tenderer” and the term “Tenderer” will include each of such Joint Tenderers.**
- “**Tenant**” means **the Successful Tenderer** who has entered into the Agreement with the Government
- Paragraph 12.4 of Terms of Tender – (...) in case the Tenderer/its Performance Guarantor is an unincorporated joint venture, the Tenderer/its Performance Guarantor shall submit details of each Joint Tenderer/each member of the joint venture comprising the Performance Guarantor (...) Each Joint Tenderer/each member of the joint venture comprising the Performance Gaurantor is required to sign on all applicable parts of the Tender Documents (...)

Tender Preparation



- ▶ **Deposited in the “Government Secretariat Tender Box” in Central Government Offices**
- ▶ **by Tender Closing Time:**
22 May 2026, 12:00 noon (HKT)
LATE tenders will NOT be accepted.

***No indication of Tenderer's identity should be evident on any envelope.**

For details, refer to paragraphs 4 and 5 of Terms of Tender.

Tender Preparation – Checklist *[Appendix A of Terms of Tender]*

Envelope 1	Items
Technical Proposal  No rent information contained Details refer to paragraph 4 and Appendix A of Terms of Tender.	<p>(a) Tender Deposit HK\$600,000 by cashier's order</p> <p>(b) Form of Tender (Part III of the Tender Documents)</p> <p>(c) Information Schedule in Appendix C with the supporting documents of the Tenderer and its proposed Performance Guarantor</p> <p>(d) Form of Tenderer's Experience in Operation and Management of Cruise Terminal Facility in Appendix D and supporting documentary evidence</p> <p>(e) Appendix K (I) Part A - a checklist of the Execution Plans and Part B - Tenderer's Key Performance Indicators</p> <p>(f) Tenderer's Execution Plans</p> <p>(g) Appendix K (II) for Pro-innovation Proposals and ESG Proposals</p> <p>(h) CD-ROM(s) / DVD-ROM(s) containing all documents submitted under Items 1(d), 1(e), 1(f) and 1(g) (in PDF format with the “word-search” function enabled)</p> <p>(i) Non-Collusive Tendering Certificate in Appendix L</p>

**Items 1(a),
1(b), 1(e) and
1(f):**

**Failure to
submit will
lead to the
Tender not
being
considered
further**

In triplicate = Three duly completed and duly signed forms

In [x] set of copies = photocopies

Paragraph 4.8 of Terms of Tender – The Tenderer shall ensure that there is no discrepancy between the original, copies and the copies contained in the CD-ROM(s) or DVD-ROM(s) of all documents. In the event of any discrepancies, **the original shall prevail.**

Tender Preparation – Checklist (cont'd) *[Appendix A of Terms of Tender]*

Envelope 2	Items
Rent Proposal Details refer to paragraphs 4, 11 and Appendix A of Terms of Tender.	<p>(a) Rent Proposal in Appendix E</p> <p>Item 2(a): Failure to submit will lead to the Tender not being considered further</p> <p>(b) Financial statements in respect of each of the Tenderer and its proposed Performance Guarantor, including audited accounts and management accounts with specific requirements</p> <p>(c) Appendix I and Appendix J in relation to Projected Statement of Profit or Loss and Other Comprehensive Income for the Operation of the Cruise Terminal and Projected Statement of Cash Flows</p> <p>(d) Written confirmation from the Tenderer's proposed Performance Guarantor that it is willing to provide the Performance Guarantee in Appendix G</p> <p>(e) Where applicable, letters from bankers confirming the lines of credit facilities available to each of the Tenderer and its proposed Performance Guarantor and the current undrawn/unutilised balances of such facilities on or after 28 February 2026 and stipulating the expiry date of the facilities</p> <p>(f) Where applicable, letters from bankers confirming balances of the bank accounts and deposits of each of the Tender and its proposed Performance Guarantor on or after 28 February 2026</p> <p>(g) Where applicable, (certified by the Authorised Signatory(ies) of the Tenderer/its proposed Performance Guarantor) letters of undertaking, minutes of board meetings or returns of allotment of shares to support injection of capital into the Tenderer/its proposed Performance Guarantor</p> <p>(h) Where applicable, (certified by the Authorised Signatory(ies) of the Tenderer/its proposed Performance Guarantor) agreements confirming long-term loans obtained, or to be obtained from the parent company, directors, shareholders, partners, proprietors of the Tenderer/its proposed Performance Guarantor</p>

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Overview of Tender Assessment

Stage 1

- Completeness Check

Stage 2

- Compliance with Essential Requirements

Stage 3

- Technical Assessment

Stage 4

- Rent Assessment

Stage 5

- Calculation of Combined Score

- ▶ Technical to rent weighting of **70:30** will be adopted. Typically, the tender with the **highest combined score** will be recommended for acceptance.
- ▶ Please refer to **Appendix B** which is a **detailed marking scheme for tender evaluation**.

Tender Validity Period [paragraph 15 of Terms of Tender]:

A Tender must remain valid and open for acceptance on and subject to the terms and conditions set out in the Tender Documents for **240 days** from the Tender Closing Date.

Stage 1 – Completeness Check

- All Tenders submitted will be checked to ensure that all documents and information required in the Tender Documents have been submitted and the requirements in the Tender Documents have been complied with.
- If a Tenderer fails to submit the documents required under Items 1(a), 1(b), 1(e), 1(f) and 2(a) of Appendix A to the Terms of Tender (and in accordance with the requirements contained in the Tender Documents) before the Tender Closing Time, such Tender submitted by the Tenderer will not be considered further by the Government.

Stage 2 - Compliance with Essential Requirements

- A Tender which fails to meet the following essential requirements will not be considered further:

“The Tenderer shall have **at least three (3) consecutive years of experience** in operating and managing a Cruise Terminal Facility **within the past ten (10) years** counting from the original Tender Closing Date and such experience shall be counted only if the Tenderer has experience in **berthing of cruises with gross tonnage of 160,000 tonnes or above**.”
- In operating and managing a Cruise Terminal Facility, the Tenderer’s experience shall include but not limited to **berth assignment and scheduling, berthing of cruise vessels, management of passengers’ embarkation and disembarkation, management of the Cruise Terminal Facility including housekeeping, traffic management, terminal security and ground security**.
- Refer to paragraph 2.1 of Appendix B – Marking Scheme on details of whether or not certain experience shall be taken into account in assessing the Tenderer’s experience
 - E.g. experience gained by a subsidiary or related company under the same corporate group / obtain experience through joint venture or partnership

Stage 2 - Compliance with Essential Requirements

****Please duly complete and duly sign the Form of Tenderer's Experience in Operation and Management of Cruise Terminal Facility ("Tenderer's Experience") in the form set out in Appendix D***

- A Tenderer shall provide **documentary proof** to substantiate its claim of experience as at the original Tender Closing Date, issued by or certified as true by the Port Authority (or equivalent body) of the Cruise Terminal Facility.
- **If the Tenderer's experience is not obtained in its own name, the Tenderer shall demonstrate and provide documentary evidence** (e.g. diagram showing the relationship between the Tenderer and the cruise terminal operator as stated in the form and its respective shareholding/interest in percentages) **to prove compliance with Note 1(b) of the Marking Scheme.**

Stage 3 - Technical Assessment

Assessment Criteria		Maximum Mark	Passing Mark	Remarks
A Execution Plans				
1	Operation and Contingency Plan	20	4	See Notes 2 and 3.
2	Organisation, Supervision, Resources and Maintenance Plan	5	1	See Notes 2 and 4.
3	Quality Assurance and Compliance Plan	5	1	See Notes 2 and 5.
4	Transition Plan	5	1	See Notes 2 and 6.
5	Marketing Plan	15	3	See Notes 2 and 7.
Innovative Suggestions				
6	Pro-innovation Proposals	15		See Notes 8 and 9.
7	Proposals on environmental protection, sustainability or governance or social responsibility (“ESG”)	5		See Notes 8 and 9.
Sub-total for (A)		70		
B Key Performance Indicators				
8	Minimum number of Ship Calls	15		See Note 10.
9	Minimum number of Non-Cruise Related Events	5		See Note 10.
10	Minimum number of visitors of Non-Cruise Related Events	5		See Note 10.
11	Minimum occupancy rate of Ancillary Commercial Area	5		See Note 10.
Sub-total for (B)		30		
Total Technical Mark		100		

Para. 3.3:
A Tender that fails to meet the passing mark for any one of the Assessment Criteria 1, 2, 3, 4 and 5 will not be considered further

***Please read carefully each Assessment Criterion detailed in Appendix B – Marking Scheme of Terms of Tender.**

Stage 3 - Technical Assessment – Marking Guide

Assessment Criteria	Number of items	Minimum number of items that qualifies as “over half”	Marks to be awarded for the grades in (a) above					
			Very Good	Good	Satisfactory	Acceptable	Fair*	Unacceptable
1. Operation and Contingency Plan	11	6	20	16	12	8	4	0
2. Organisation, Supervision, Resources and Maintenance Plan	7	4	5	4	3	2	1	0
3. Quality Assurance and Compliance Plan	5	3	5	4	3	2	1	0
4. Transition Plan	4	3	5	4	3	2	1	0
5. Marketing Plan	8	5	15	12	9	6	3	0

* Marks for the “Fair” grading is the passing mark for the respective Assessment Criteria.

- (i) A “Very Good” grade will be awarded if – the proposed plan is **practical with detailed information on all items** and the Tenderer could **effectively discharge its obligations as regards on over half of the items** of the respective plan as required in Notes 3 to 7 below.
- (ii) A “Good” grade will be awarded if – the proposed plan is **practical with detailed information on all items** and the Tenderer could **effectively discharge its obligations as regards at least one of the items** of the respective plan as required in Notes 3 to 7 below.
- (iii) A “Satisfactory” grade will be awarded if – the proposed plan is **practical with detailed information on all items** of the respective plan as required in Notes 3 to 7 below.
- (iv) An “Acceptable” grade will be awarded if – the proposed plan is **practical with detailed information on over half of the items** and **brief information on the remaining items** of the respective plan as required in Notes 3 to 7 below.
- (v) A “Fair” grade will be awarded if – the proposed plan is **practical with detailed information on half or less than half of the items** and **brief information on the remaining items** of the respective plan as required in Notes 3 to 7 below.
- (vi) An “Unacceptable” grade will be awarded if – the proposed plan is **impractical** and/or without information on any of the items of the respective plan as required in Notes 3 to 7 below.

Stage 3 - Technical Assessment – Assessment Criterion

Execution Plans will form part of the Binding Proposals and shall form part of the Agreement. Any failure to perform Execution Plans forming part of the Binding Proposals shall constitute a breach of the Agreement. [Paragraph 3 of Appendix K(I) – Part A]

Assessment Criterion 1 – Operation and Contingency Plan

- (a) The aim of the Operation and Contingency Plan is to provide a detailed and practicable proposal on the operation and management arrangement that could deliver quality services in an efficient and effective manner to ensure that the operation of the Cruise Terminal could be at the utmost efficiency.
- (b) The Operation and Contingency Plan shall meet the aim at (a) above and cover the following items (i) to (xi) –

Cruise Operation

- (i) Liaison with cruise lines on cruise operation matters e.g. acceptance and management of bookings, and assignment of berths;
- (ii) Baggage operation for turn calls;
- (iii) Arrangement during berthing of multiple vessels;
- (iv) Facilitation of supplies provisioning and sewage and waste disposal for ships;

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 1 – Operation and Contingency Plan (cont'd)

Passenger Flow and Traffic Management

- (v) Passenger and vehicular flow in the terminal for various scenarios e.g. embarkation and debarkation during turn and transit calls for small, medium and mega cruises and for single and multiple berthing;
- (vi) Transport arrangements for passengers to arrive at and depart from the terminal e.g. any plans for liaison with transport authorities and operators, arrangement of coaches (paid or free) and arrangement of point-to-point transportation including taxis;
- (vii) Communication with stakeholders e.g. relevant Government departments, public transport operators, cruise lines, ground handler and port agents etc. on the passenger flow and traffic management for each ship call;

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 1 – Operation and Contingency Plan (cont'd)

Terminal Management

- (viii) Security plan for Terminal Operation Areas, customs, immigration and quarantine (CIQ) areas and remaining areas during ship call days and other situations e.g. on non-ship call days, on days with Non-Cruise Related Events with relevant details such as deployment plan of guards and crowd management measures;
- (ix) Cleansing and housekeeping plans;
- (x) Landscape management plan; and

Contingency

- (xi) Contingency arrangement for the items (i) to (x) above, covering various scenarios such as inclement weather, interruption to utilities, failure of E&M facilities, accidents etc. which would lead to disruption to the operation and management of the Cruise Terminal, as well as manner of communication with the relevant parties/government authorities in such scenarios.

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 2 – Organisation, Supervision, Resources and Maintenance Plan

- (a) The aim of the Organisation, Supervision, Resources and Maintenance Plan is to provide a comprehensive management, maintenance and housekeeping proposal for ensuring sufficient provision of competent manpower and for taking care of the Premises (as defined in the Form of Agreement) including its equipment, machinery, fixtures and landscape.
- (b) The Organisation, Supervision, Resources and Maintenance Plan shall meet the aim at (a) above and cover the following items (i) to (vii) –

Staff

- (i) Staffing structure, e.g. organisation chart, information/document relating to roles and responsibilities of managerial/supervisory staff and their post titles and qualifications;
- (ii) Staff deployment plan for implementation of the Operation and Contingency Plan, showing relevant details e.g. the minimum number of staff to be provided (through hiring or outsourcing) with breakdown by type/rank of staff and their respective duty, during ship call and non-ship call days, for transit and turn calls, and for single and multiple berthing;
- (iii) Staff deployment plan for implementation of the Marketing Plan;
- (iv) Staff hiring, training and development plan to ensure provision of sufficient and competent staff;
- (v) Measures for staff safety for cruise operation and for outdoor duty during adverse/hot weather or extreme weather conditions;

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 2 – Organisation, Supervision, Resources and Maintenance Plan (cont'd)

Furniture, Tools and Equipment and Maintenance

- (vi) Tenderer's provision of furniture, tools and equipment, e.g. their type, number, use, service life and the relevant maintenance arrangement for the successful implementation of the Operation and Contingency Plan; and
- (vii) Inspection, maintenance (if applicable), reporting and repair (if applicable) plan for such parts of the Premises (as defined in the Form of Agreement) and any provision by the Government (as Landlord) which are required to be maintained by the Tenant pursuant to the Agreement for the successful implementation of the Operation and Contingency Plan.

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 3 – Quality Assurance and Compliance Plan

- (a) The aim of the Quality Assurance and Compliance Plan is to set out an effective approach and mechanism to ensure compliance and service quality.
- (b) The Quality Assurance and Compliance Plan shall meet the aim at (a) above and cover the following items (i) to (v) –

Quality Assurance

- (i) Proposed Service Pledge (as defined in the Form of Agreement) on tasks performed under the Operation and Contingency Plan, as well as ways to ensure the Service Pledges (as defined in the Form of Agreement) are met and ways to rectify performance deficiency(ies);
- (ii) Mechanism to ensure adequate supervision of staff and contractors;
- (iii) Mechanism on collection of feedback on performance from users, including cruise passengers, cruise lines, Government departments, ground handlers, and port agents, etc.;
- (iv) Mechanism on handling enquiries, complaints and adverse reports from various channels e.g. in-person, telephone, emails, letters, social media, news report, etc.; and

Compliance

- (v) Demonstration of understanding about compliance with the requirements of the International Ship and Port Facility Security Code (ISPS), taking into account the whole Cruise Terminal Building as well as the general security procedures for terminal and apron areas.

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 4 – Transition Plan

- (a) The aim of the Transition Plan is to set out a detailed and practicable proposal on how the Tenderer will take up the operation and management of the Cruise Terminal from the incumbent Cruise Terminal operator, existing sub-tenant(s) of the Cruise Terminal (if any) and management company(ies) (if any) to ensure a smooth transition without affecting the status of the Cruise Terminal as a world-class cruise terminal.
- (b) The Transition Plan shall meet the aim at (a) above and cover the following items (i) to (iv) –

Cruise Operation

- (i) Plan and action to be implemented before the date of commencement of the term of the Agreement so as to ensure successful implementation of the Operation and Contingency Plan immediately from such date;
- (ii) Action checklist of takeover of various areas of the Premises, tools and equipment from the incumbent Cruise Terminal operator, existing sub-tenant(s) of the Cruise Terminal (if any) and management company(ies) (if any) to the Tenant (being the new Cruise Terminal Operator) through the Landlord;

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 4 – Transition Plan (cont'd)

Marketing

- (iii) Plan and action to be implemented to attract ship calls, leasing out of the Ancillary Commercial Area (as defined in the Form of Agreement) and to attract Non-Cruise Related Events before the date of commencement of the term of the Agreement for the purpose of achieving the KPIs during the term of Agreement; and

Staff

- (iv) Plan for hiring, familiarisation and training of staff (including, in particular, the Management Team (as defined in the Form of Agreement) such that: (a) the Management Team are ready to perform their duties from the date specified in Clause 11.10 of the Form of Agreement and (b) all other staff are ready to perform their duties from the date of commencement of the term of the Agreement.

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 5 – Marketing Plan

- (a) The aim of the Marketing Plan is to provide a proposal for promoting the use and boosting the positive image of the Cruise Terminal on various aspects e.g. attracting berthing of cruise ships, increasing effective utilisation of Ancillary Commercial Area of the Cruise Terminal, attracting visitors and holding of Non-Cruise Related Events, through marketing and promotional efforts and co-operation with stakeholders and thereby ensuring that the KPIs are met.
- (b) The Marketing Plan shall meet the aim at (a) above and cover the following items (i) to (viii) –
- Cruise
- (i) Marketing plan on attracting cruise to berth at the Cruise Terminal and proposals on lengthening the state of cruises, e.g. concrete plan to achieve the KPI on the minimum number of ship calls;
 - (ii) Co-operation plan with relevant parties, including the Tourism Commission and Hong Kong Tourism Board to promote the Cruise Terminal;

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 5 – Marketing Plan (cont'd)

Ancillary Commercial Area

- (iii) Plan on the overall mix of retail, restaurants and shops and the market positioning of the Ancillary Commercial Area (as defined in the Form of Agreement) so as to increase the utilisation of such areas;
- (iv) Plans on achieving the KPI on the minimum occupancy rate of the Ancillary Commercial Area;

Non-Cruise Related Events

- (v) Promotion plan to position and market the Cruise Terminal as a venue for Non-Cruise Related Events and ways to achieve the KPI on the minimum number of Non-Cruise Related Events;
- (vi) Plans to achieve the KPI on the minimum number of visitors brought by Non-Cruise Related Events;
- (vii) Suggestions on Non-Cruise Related Events which may be held during periods with and/or without ship berthing, and the plan for implementing such suggestions; and
- (viii) Demonstration of understanding on priority of ship call over Non-Cruise Related Events, and strategy to maximise Non-Cruise Related Events without forgoing or affecting the number of ship calls.

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 6 – Pro-innovation Proposals

(a) Marks will be given if the proposed Pro-innovation Proposals are **directly relevant to, effective and practicable in improving the delivery of the services or discharge of the obligations** by the Successful Tenderer under the Agreement **as compared with how such services were delivered or how such obligations were discharged under conventional modes** of service delivery when operating cruise terminals in general. **Pro-innovation Proposals are technological means/arrangements/work process/solutions/equipment that can enhance efficiency, effectiveness and productivity of the service outcome.** The emphasis is on output-based service delivery of which the contributions should be visible, and preferably be quantifiable and measurable.

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 6 – Pro-innovation Proposals (cont'd)

(b) Tenderers may propose Pro-innovation Proposals involving **application/adoptions** of new technology/inventions and/or innovative application of existing/matured technology that may enhance service delivery while contributing to the development of Hong Kong as a smart city and Hong Kong's overall innovation and technology development. Pro-innovation Proposals may not necessarily be technology-related, but **must bring all or some or any one of the improvements/positive values/benefits** in terms of the following –

- (i) **Saving of manpower resources** (e.g. to use smart access control system to minimise processing time for ad-hoc access request to the Cruise Terminal etc.);
- (ii) **Higher operational efficiency** (e.g. to use smart crowd monitoring system); and
- (iii) **Boosting user satisfaction/service utilisation** (e.g. to enhance way finding experience of passengers/visitors both within Cruise Terminal and to and from the Cruise Terminal).

(c) Marks will be given in accordance with the following approach –

15 Marks – Three (3) or more effective and practicable Pro-innovation Proposals are proposed.

10 Marks – Two (2) effective and practicable Pro-innovation Proposals are proposed.

5 Marks – One (1) effective and practicable Pro-innovation Proposal is proposed.

0 Mark – No effective or practicable Pro-innovation Proposal is proposed.

Stage 3 - Technical Assessment – Assessment Criterion

Assessment Criterion 7 – ESG Proposals

- (a) Marks will be given if the **ESG Proposals will improve environmental protection, sustainability or governance or social responsibility** throughout the term of the Agreement. For the avoidance of doubt, such proposals **may but need not be directly relevant to the services** to be provided by the Successful Tenderer under the Agreement, but such proposals should bring about **positive values/benefits to the Government or the public at large**.
- (b) ESG Proposals must contribute to all or some or any one of the following positive values/benefits –
- (i) **environmental protection or sustainability** (e.g. use of renewable energy and/or green materials/products, promotion of waste reduction when carrying out the services under the Agreement);
 - (ii) **social responsibility** (e.g. employment of people with disabilities and/or rehabilitated persons for carrying out the services under the Agreement); and/or
 - (iii) **governance**.
- (c) Marks will be given in accordance with the following approach –
- 5 Marks – More than one (1) effective and practicable ESG Proposals contributing to any of the positive values/benefits as listed in (b) of this Note above are proposed.
- 2.5 Marks – One (1) effective and practicable ESG Proposals contributing to any of the positive values/benefits as listed in (b) of this Note above is proposed.
- 0 Mark – No effective or practicable ESG Proposal is proposed.

Stage 3 - Technical Assessment - KPI

(A) <u>KPI Description</u>	(B) <u>Baseline of KPI</u>	(C) <u>Tenderer's Top-up</u>	(D) <u>KPI</u> $= (B) + (C)$
Minimum number of Ship Calls	85 (B1)	 (C1)	
Minimum number of Non-Cruise Related Events	13 (B2)	 (C2)	 (D2)
Minimum number of visitors of Non-Cruise Related Events	6,500 (B3)	 (C3)	 (D3)
Minimum occupancy rate of Ancillary Commercial Area	60% (B4)	% (C4)	% (D4)

Note 10 (Assessment Criterion 8 – 11 on KPIs) in Appendix B – Marking Scheme of Terms of Tender.

An integer greater than or equal to 0

- ▶ Failure to sign and submit this form will lead to the Tender not being considered further
- ▶ In the event that any one or more items in column (C) is/are left blank by the Tenderer, “zero (0)” shall be deemed to be entered by the Tenderer for such item(s) and **the Tenderer shall be deemed to have accepted the Baseline of KPI figure(s)** under column (B) as the KPI figure(s).

Stage 3 - Technical Assessment - KPI

- Marks will be given based on the respective KPI figures provided under the Tenderer's Top-up as submitted in Appendix K(I) – Part B of the Terms of Tender which shall be assessed in accordance with the following rule –

The maximum mark for Assessment Criteria 8 to 11 for the respective KPI as shown in the table at Paragraph 3.2 above will be awarded to the Conforming Tender with the highest Tenderer's Top-up proposed. The marks for other Conforming Tenders will be calculated by the following formula –

$$\text{Mark for the KPI} = \frac{\text{Maximum Mark for the KPI} \times \frac{\text{Tenderer's Top-up proposed by the Conforming Tender being assessed}}{\text{The highest Tenderer's Top-up among the Conforming Tenders}}}{}$$

Stage 4 - Rent Assessment

Item No.	Description	
1	Monthly Fixed Rent	HK \$ _____ per calendar month
2	Annual Turnover Rent	_____ % of annual Gross Receipt

An integer greater than 0

Greater than 0 and with not more than one decimal place

Tenderer must strictly conform to the format and structure of Appendix E in submitting its Rent Proposal. A Tender will not be considered further if the Tenderer deviates from the format and structure, proposes an alternative rent proposal, or fails to submit either Item 1 (Monthly Fixed Rent) or Item 2 (Annual Turnover Rent).

Stage 4 - Rent Assessment

- Tenderers shall offer the fixed rent proposed to be paid to the Government **on a monthly basis** throughout the term of the Tenancy. The mark for the Monthly Fixed Rent for Conforming Tenders will be calculated by the following formula –

$$\text{Mark for Monthly Fixed Rent} = 60 \times \frac{\text{Monthly Fixed Rent of the Conforming Tender being assessed}}{\text{The highest Monthly Fixed Rent among the Conforming Tenders}}$$

- Tenderers shall offer the percentage of the annual Gross Receipt (“**Percentage for Annual Turnover Rent**”) to be paid to the Government. The mark for the Annual Turnover Rent for Conforming Tenders will be calculated by the following formula –

$$\text{Mark for Annual Turnover Rent} = 40 \times \frac{\text{Percentage for Annual Turnover Rent of the Conforming Tender being assessed}}{\text{The highest Percentage for Annual Turnover Rent among the Conforming Tenders}}$$

- The overall rent score of a Conforming Tender shall be calculated by the following formula –

$$\begin{aligned} \text{Overall rent score (maximum 100)} \\ = & \quad \text{mark for Monthly Fixed Rent (maximum 60)} \\ & + \quad \text{mark for Annual Turnover Rent (maximum 40)} \end{aligned}$$

Stage 5 – Calculation of Combined Score

The combined score of a Conforming Tender will be determined using the following formula –

$$\begin{aligned} \text{Combined Score (maximum 100)} \\ = & \quad \text{Weighted Technical Score (maximum 70)} \\ & + \quad \text{Weighted Rent Score (maximum 30)} \end{aligned}$$

Agenda

1. Background
2. Services to be performed by the Tenant
3. Tender Preparation
4. Tender Assessment
5. Reminders
6. Site Walk Arrangement, Tender Addenda and Enquiries
7. Q & A

Reminder (1) – Must submit items

Please refer to the checklist for submission of Tender at Appendix A of the Terms of Tender.

The Tenderer shall note that failure to submit the proposals, documents and information as referred to in **Items 1(a), 1(b), 1(e), 1(f) and 2(a) at Appendix A** by the **Tender Closing Time** will lead to the Tender not being considered further.

A Tenderer must not include in the envelope of the Technical Proposal any information concerning the Rent Proposal **[Paragraph 4.8 of Terms of Tender]**

Reminder (2) – Page limit

- [Paragraph 3.4 of Appendix B to Terms of Tender] For all proposals submitted by the Tenderer for assessment under Assessment Criteria 1 to 7 (i.e. Execution Plans) shall be **printed on both sides** and **the total number of pages shall not exceed 100 double-sided pages**. Pages shall either be in A4 or A3 size and no. of pages in A3 size shall not exceed 25.
- Margin shall be not less than 25mm and font size not less than 12.
- **1 mark will be deducted from the total technical mark for each non-complying page, subject to a max deduction of 5 marks.**
- Items other than the Execution Plans submitted would not be counted towards the page limit.

Reminder (3) – Consistency of the authorised name / company name

Case 1 :

Name in Documentary Proof:
CHAN TAI MAN, Peter

Examples of inconsistency:
(a) CHAN TAI MAN
(b) Peter CHAN

Case 2:

Company Name in Business Registration:
ABC Limited

Examples of inconsistency:
(a) ABC

Reminder (4) – signatory(ies) and signatures

Name of Tenderer (in Block Letters):	
--------------------------------------------	--

Signed by the Authorised Signatory(ies) for and on behalf of the Tenderer (with company chop as appropriate):	
------------------------------------------------------------------------------------------------------------------------------------	--

Names(s)/Post(s) /Title(s) of Authorised Signatory(ies) (in Block Letters):	
Date:	

- The signatory(ies) and signatures must be identical on each signing page, which should also match with the supporting documents submitted, such as board resolution and Annual Return etc.
- Please ensure all required signing pages are completed.

Reminder (5) – Rent Proposal

Appendix E

Form of Rent Proposal

Tenderers shall refer to Section 4 of the Marking Scheme when completing this Appendix.

The Rent Proposal shall comprise Monthly Fixed Rent and Annual Turnover Rent.

Item No.	Description	
1	Monthly Fixed Rent	HK \$ _____ per calendar month
2	Annual Turnover Rent	_____ % of annual Gross Receipt

Notes:

- (1) "Monthly Fixed Rent" and "Annual Turnover Rent" shall have the meaning given in the Form of Agreement.
- (2) The Monthly Fixed Rent offered in a Tender must be an integer greater than zero (0). The Percentage for Annual Turnover Rent offered in a Tender must be greater than zero (0) and with not more than one decimal place. A Tender which does not comply with the aforesaid requirements may not be considered.
- (3) Tenderer must strictly conform to the format and structure of Appendix E in submitting its Rent Proposal. A Tender will not be considered further if the Tenderer deviates from the format and structure, proposes an alternative rent proposal, or fails to submit either Item 1 (Monthly Fixed Rent) or Item 2 (Annual Turnover Rent).
- (4) The Tenderer should execute this document on the execution block in accordance with Paragraph 4.17 of the Terms of Tender as shown below. If the Tenderer is a joint venture comprising Joint Tenderers, each Joint Tenderer should execute this document. If additional space is required by the Tenderer for the purpose of execution, please use additional sheet(s) with the execution block as shown below and submit the same together with this document.

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Name of Tenderer (in Block Letters):	
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Signed by the Authorised Signatory(ies) for and on behalf of the Tenderer (with company chop as appropriate):	
Names(s)/Post(s)/Title(s) of Authorised Signatory(ies) (in Block Letters):	
Date:	



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Tender for a Tenancy for Kai Tak Cruise Terminal

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Logo	Company Name	Quote
Customer [Name] [Company Name] [Street Address] [City, ST ZIP] [Phone]	DATE 13/01/2026 QUOTE # 123456 Valid Until 13/10/2026	
Description [Service Description] [Items]	Unit Price \$xx	Amount \$xx
	Subtotal \$xx	\$xx
	Total \$xx	\$xx
Terms and Conditions	<ol style="list-style-type: none">1. Customer will be billed after indicating acceptance of quote.2. Payment will be due prior to delivery of service and goods.3. Please fax or mail the signed quote to the address.	



Tenderer must strictly conform to the format and structure of Appendix E in submitting its Rent Proposal and submit both Item 1 (Monthly Fixed Rent) and Item 2 (Annual Turnover Rent). No alternative rent proposal would be allowed.

Reminder (6) – No modification of Tender Documents by Tenderers

Clause 24.1 of Terms of Tender

The Government reserves the right to disqualify ... a tender that

- (i) varies or modifies (or directly or indirectly attempts to vary or modify) any provisions of the Tender Documents (including any requirements and instructions set out in the Form of Tender, the Terms of Tender or Appendices) and/or
- (ii) precludes or limits (or directly or indirectly attempts to preclude or limit) the effect of any provisions of the Tender Documents.

Agenda

1. Background
2. Services to be performed by the Tenant
3. Tender Preparation
4. Tender Assessment
5. Reminders
6. **Site Walk Arrangement, Tender Addenda and Enquiries**
7. Q & A

Site Walk Arrangement

- In addition to the briefing session, a separate site walk along a designated route at the Cruise Terminal may be arranged.
- If Tenderers intend to attend the site walk, such Tenderers shall make a written request to the Tourism Commission by e-mail (e-mail address: ktctpresubbriefing@cstb.gov.hk) or fax (fax no: (852) 3848 4126) on or before **21 January 2026** for making necessary arrangements.
- Each Tenderer may only enrol for the site walk once. Late registration may not be accepted.

Details refer to paragraph 30 of the Terms of Tender.

Tender Addenda and Enquiries

- [Paragraph 25 of Terms of Tender on Tender Addenda] The Government may issue addendum or supplementary information to the Tender Documents, which will be **posted to the Website**. **Tenderers are advised to check the Website regularly.**
- [Paragraph 29 of Terms of Tender on Tenderer's Enquiries] Any enquiries from the Tenderer concerning the Tender Documents up to the date of lodging its Tender shall be made in writing and shall be submitted to the Government **not later than 14 working days before the Tender Closing Date (by post or fax or e-mail).**
- Answer to the enquiries will be **placed on the Website**. The Government reserves the right to disclose in full or in part the contents of these enquiries and the answers given without the need to seek the prior agreement of the enquirers.

Details refer to paragraph 30 of the Terms of Tender.

- Please raise your hand or indicate so in the chat box of the online conferencing platform.
- Emcee will invite respective participants to raise question one by one.
- Please limit your question to within 2 minutes.



THANK YOU

