



Engagement of a Hospitality/Concierge Service Provider for an International Event in Hong Kong

Request for Proposal (“RFP”)

1. Introduction

- 1.1 The purpose of this document is to outline the scope of services for an experienced, capable and reliable hospitality and concierge service provider (“Service Provider”) to organise an upcoming international summit to be held in Hong Kong.

2. Background

- 2.1 The Global Prosperity Summit (“GPS”) is a conference for a high-level gathering of academic, business and public thought-leaders held over two days in Hong Kong, with a gala dinner on the night before the first day of the conference. Co-organised by Savantas Policy Institute Limited and the Shanghai Institutes for International Studies (“SIIS”), the inaugural [GPS 2024](#) was successfully held in May 2024 and attracted over 250 people, garnering positive feedback and publicity.
- 2.2 The upcoming GPS (“GPS 2025”) will be held from 19 to 21 May 2025 at the Fullerton Ocean Park Hotel Hong Kong.

3. Objective of the Summit

- 3.1 GPS is an annual international forum bringing together thought leaders from the corporate, think-tank, academic and public communities from Hong Kong, China and around the world, for candid, objective and rational discussions on the most pressing issues impacting global prosperity. It also reinforces Hong Kong as an international platform for open dialogue and exchange.

4. Event Overview

- 4.1 Tentative details are as follows:

- (a) Event Name: Global Prosperity Summit 2025 (“GPS 2025”)
- (b) Event Date: 19-21 May 2025



- (c) Event Programme:
 - (i) 19 May 2025 – Gala Dinner (by-invitation)
 - (ii) 20 - 21 May 2025 – GPS 2025 Summit (covering keynote and panel sessions over the two days for by-invitation, in-person audience. Online audience to be confirmed)
- (d) Location: Ballroom at the Fullerton Ocean Park Hotel Hong Kong (and other rooms as appropriate)
- (e) Attendance:
 - (i) Speakers – about 20+ international speakers from the US, Europe, Asia and Mainland China
 - (ii) Participating guests – about 250

5. Scope of Services and Detailed Requirements

- 5.1 The Service Provider shall be responsible for providing expertise and sufficient dedicated staff to plan, coordinate and deliver travel services (such as liaising with sponsor airline and hotel, arranging individual land transportation and providing meet-and-greet services), to maintain travel itineraries and to provide related hospitality arrangements for specified international speakers and guests in Hong Kong. The provision of these services will cover pre-event, event and post-event stages; and
- 5.2 The Service Provider is expected to deploy two or more dedicated staff proficient in English, Cantonese and Putonghua to coordinate with our designated contact points throughout the appointment period, and provide dedicated telephone hotline and email if required.

Coordinating air, hotel, local transportation and other concierge aspects

- 5.3 Liaising with the Client's designated staff, airline and hotel sponsors, other airlines and hotels, airport transfer /transportation companies and other external parties to coordinate air (or Mainland-Hong Kong cross boundary transportation and clearance), hotel, local transportation and other related aspects; and
- 5.4 Speakers or other invited guests may liaise directly with the Service Agency for the required transportation, hotel or other related services. The Service Agency is required to check with the Client for prior confirmation of any requested arrangements before taking action.



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Developing and maintaining itineraries

- 5.5 Maintaining individual travel itineraries for specified international guests and stand ready to submit updates of these and the master itinerary to Client and Consultants;
- 5.6 Ensuring corresponding arrangements of air, hotel, cross-border transportation and clearance, local transportation and other travel and concierge-related aspects are made in case of changes; and
- 5.7 Developing itineraries if required for international speakers, spouse programme and other separate travel (if requested).

On-site concierge support

- 5.8 Assigning trilingual staff (English, Cantonese and Putonghua) on site at the Summit to provide travel and hospitality support, and be available to liaise with the Client, Consultants and specified guests (if needed); and
- 5.9 Working with the Client, Consultants and third-parties to monitor quality control, manage risks and handle travel-related aspects in case of emergencies.

Post-event administrative and cost reporting

- 5.10 Compiling administrative and cost verification and reports for all travel and hospitality arrangements for the specified guests and their accompanying personnel; and
- 5.11 Identifying areas of improvement for future events; and providing recommendations for follow-up actions and engagement.

6. Timeline

- 6.1 Proposal Submission Deadline: 27 December, 2024, 17:00hrs Hong Kong Time;
- 6.2 Evaluation and Selection of Event Management Company: tentatively 27 December 2024 to 6 January 2025 (shortlisted company(is) may be invited to interview(s) during the period).
- 6.3 Contract and appointment: Within January 2025



7. Proposal Submission

- 7.1 Interested event management companies are requested to submit a comprehensive proposal detailing their previous experience in organising comparable international and local events, relevant capabilities, and a breakdown of their proposed services and associated costs, including:
- (a) Detailed plan outlining the scope of services to be covered;
 - (b) Types of third-party vendors and suppliers proposed;
 - (c) Staff deployment proposal before and during the Event (including any estimated third-party staff involved in providing specific services such as ground staff, transportation etc.).
 - (d) Fee structure;
 - (e) Past projects of a similar nature with information on number of international VIPs serviced and types of services delivered.
- 7.2 Practical proposal/suggestions on environmentally friendly measures are welcome and will be given credit considerations.
- 7.3 Proposals that do not cover all areas in the Scope of Work may also be submitted. The proposal should be submitted electronically, in both Microsoft Word (or PowerPoint) and PDF formats, to gps25.secretariat@savantas.org by the specified deadline.

8. Format of Proposal

- 8.1 The submission in response to this RFP should be **submitted in two (2) separate emails or as two (2) separate documents:**

Part A – Technical Proposal

- (a) Company profile, including introduction of the proposed project team;
- (b) Proposal for services and plans as outlined in section 7.1;
- (c) Relevant experience in particular travel, hospitality and concierge services for international and Mainland VIPs at high-level events in Hong Kong.

Part B – Budget

Cost implications with proposed breakdown of fees and estimated third-party costs (if any).



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9. Confidentiality

- 9.1 All information shared in response to this RFP will be treated as confidential and used solely for evaluation and selection purposes.
- 9.2 Bidders shall not disclose any information contained in this RFP or communicate with any person, other than with Savantas Policy Institute Limited for clarification purposes, including the amount or other details of the tender, adjustment to the amount or other details of the tender.
- 9.3 Should a bidder need to communicate any of the information contained in the RFP to any third party, it shall seek prior written consent to do so from Savantas Policy Institute Limited and secure the execution of a non-disclosure agreement (in a format to the satisfaction of Savantas Policy Institute Limited) from the proposed recipient of the information prior to such disclosure, provided the same has been authorised by Savantas Policy Institute Limited.

10. Others

- 10.1 Successful bidder will be required to conform in all respects with all legislation (including without limitation the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region ("HKSAR"), regulations and by-laws of the HKSAR in executing the contract agreement.

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