



Hong Kong Academy of Medicine

The Hong Kong Jockey Club  
Disaster Preparedness and Response Institute

**Tender Document for the Development and Delivery of  
“Educational Theatre School Tour Programme  
for Disaster Preparedness Education 2021”**

## **INSTRUCTIONS TO TENDERER**

Housed in the Hong Kong Academy of Medicine, the Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI) was launched in September 2014 with a funding support from the Hong Kong Jockey Club Charities Trust.

The stated mission of HKJCDPRI is to establish Hong Kong as a regional and an international leader in disaster preparedness and response training, and to promote community resilience in disaster in Hong Kong.

Through the development and delivery of educational theatres to junior primary school students, HKJCDPRI hopes to enable an interactive, immersive approach in introducing disaster risks and preparedness concepts, so that local community's disaster preparedness capacity can be enhanced through early and proactive engagement.

This tender document comprises the following:

- (i) Invitation to Tender
- (ii) Part I: Terms of Tender
- (iii) Part II: Tender Brief
- (iv) Part III: Technical Proposal
- (v) Part IV: Fee Proposal
- (vii) Part V: Offer

To be acceptable as a tender, Part III, Part IV and Part V of this document must be properly completed and returned by the tenderer.

For any enquiries, please contact the below:

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## INVITATION TO TENDER

### 1. Invitation

Tenders are invited for the development and delivery of “Educational Theatre School Tour Programme for Disaster Preparedness Education 2021” (hereafter referred to as “*Educational Theatre Programme*”) at local primary schools in February – October 2021.

In the case of inclement weather, e.g. when a black rainstorm warning is issued or typhoon signal no.8 or above is hoisted between 7:00 a.m. and 9:00 a.m. on the Tender Closing Date, the closing time of this tender will be extended to 10:00 a.m. on the next weekday.

### 2. Lodging of Tender

Tender must be lodged **by hand / post**, as below.

- i. Duplicated set of completed Part III shall be submitted in a sealed envelope marked “*Part III [Restricted]*”, while duplicated set of Part IV and Part V shall be submitted in another sealed envelope marked “*Part IV&V [Restricted]*”.
- ii. Both envelopes shall be put into a third sealed envelope marked “*Tender for HKJCDPRI Educational Theatre Programme [Restricted]*”, and be handed / sent to the tender box during office hours (i.e. 9am to 5pm) **on or before 3 February 2021 (Wed)** at the below address:

Hong Kong Academy of Medicine  
10/F, Hong Kong Academy of Medicine Jockey Club Building,  
99 Wong Chuk Hang Road, Aberdeen, Hong Kong

### 3. Late tenders will not be considered.

## **PART I - TERMS OF TENDER**

### **1. Completion of Tender**

The documents submitted for the purpose of this tender shall be completed in ink or typescript and submitted in the manner stipulated. Unless a tenderer completes all required documents in the manner stipulated, provides information as requested in the tender and returns the tender before the Tender Closing Time, its tender **will not** be considered.

### **2. Tenderers' Response to the Academy's Inquiries**

In the event the Academy determines that clarification of any tender is necessary, it will advise the concerned tenderer in writing, indicating whether the concerned tenderer shall supplement its tender with additional information. The concerned tenderer shall submit such information requested within the time as required or specified by the Academy.

### **3. Accuracy of Tender Information**

The tenderers are required to declare the truthfulness and accuracy of the tender information. If any material particulars or information in the tender of the successful tenderer are subsequently found to be untrue or inaccurate, the Academy may terminate the appointment of the successful tenderer who shall then be liable for any loss and damage suffered by the Academy as a consequence of the termination.

### **4. Accuracy of Fee Proposal**

Tenderers shall make certain that fees and/or rates quoted are accurate before submitting their tenders. The Academy will not accept any request for adjustment of the fees and/or the rates quoted on the ground that a mistake has been made in the tender.

### **5. Assessment of Tender**

The tender will be assessed based on the pre-defined assessment criteria as determined by the Academy. Both technical competency and the fee will be the factors for consideration. The Fee Proposal will not be considered unless the Academy is satisfied with respective Technical Proposal.

### **6. Invitation to Offer**

This is an invitation to offer. The Academy shall not be bound to accept any offer regardless of the overall score given to the tender containing the offer, and shall not be bound to make any appointment under this tender.

### **7. Validity Period**

Tenderers shall note that their tenders shall remain valid for acceptance not less than 60 days after the date on which the tender was closed (the "Tender Validity Period").

Tenderers are advised that if before the expiry of the Tender Validity Period any tenderer has withdrawn its offer, due notice will be taken of such action and this may prejudice the future standing of the tenderer as a service provider to the Academy.

**8. Preparation of Tender**

Tenderers shall note that submission of a tender shall be made on the understanding that the Academy will not be liable to pay any costs arising out of or incidental to any of the preparation, submission, enquiry, presentation, clarification or cancellation of the tender. The Academy shall be under no obligation to disclose or discuss the assessment results with any of the tenderers.

**9. Presentation**

Tenderers may be required to make presentation(s) to the tender evaluation team, free of charge, to elaborate on the tender or any submissions thereof, within a reasonable period of advance notice from the Academy. Should there be such presentation(s), the person-in-charge / key project members named in the tender submission will be expected to attend. The Academy reserves the right to interview those personnel named in the tender submission to ensure that they have the required experience and expertise knowledge on the subject concerned.

**10. Negotiation**

The Academy reserves the right to negotiate with any tenderer about any terms, conditions, clauses, paragraphs or parts of its tender.

**11. Appointment**

The acceptance of any tenderer's offer and appointment (as defined in the Brief) will be on the basis of that entity appearing to the Academy to be fully capable of the required provision of service and whose tender has been determined by the Academy to be the most suitable for providing the service.

**12. Cancellation of Tender**

The Academy shall not be bound to accept any tender regardless of the result of the assessment process and reserves the right to cancel the tender exercise, whether before or after the Tender Closing Time without any compensation to the tenderer(s).

**13. Conflict of Interest**

The extent of any conflict of interest or potential conflict of interest as anticipated by the tenderers shall be clearly stated in the tenders.

**14. Confidentiality**

14.1 Tenderers shall keep all information provided by the Academy under the tender strictly confidential and for internal use only.

14.2 Tenderers shall not divulge or communicate to any third party without the

prior written consent of the Academy any information provided by the Academy.

**15. Personal Data Provided**

15.1 Personal data provided in the tender will be used for tender evaluation and related purposes. If insufficient or inaccurate information is provided, the tender may not be considered.

15.2 Data subjects shall have the right of access and correction with respect to personal data as provided in the Personal Data (Privacy) Ordinance (Cap. 486).

## **PART II – TENDER BRIEF**

The Academy intends to make an appointment for the development and delivery of an “Educational Theatre School Tour Programme for Disaster Preparedness Education 2021” (hereafter referred to as “*Educational Theatre Programme*”) in local primary school with and for the Hong Kong Jockey Club Disaster Preparedness and Response Institute from February 2021 to October 2021. The specifications and requirements are detailed as below:

### **1. Background**

- 1.1 The Hong Kong Jockey Club Disaster Preparedness and Response Institute (hereafter referred to as “*HKJCDPRI*”) was launched in 2014, with a mission to establish Hong Kong as a regional and international leader in disaster preparedness and response training, and to promote community resilience.
- 1.2 Through the development and advancement of educational and capacity building opportunities, HKJCDPRI aims to develop into an operational Centre of Excellence in disaster preparedness and response training, facilitating public engagement in disaster preparedness and response, and promoting standards in disaster education, both locally and regionally.
- 1.3 The three stated goals of HKJCDPRI are:

<b>Goal 1</b>	To generate leaders in disaster preparedness and response for the Asia-Pacific region.
<b>Goal 2</b>	To enable total community response by promoting public engagement and community resilience in disaster response in Hong Kong.
<b>Goal 3</b>	To build Hong Kong as an international and regional leader in disaster preparedness and response training.

### **2. Rationale**

- 2.1 HKJCDPRI recognises that individuals at all ages can be empowered to engage in disaster planning, preparation, response and recovery, and eventually achieving community disaster resilience. “Engagement from an early age”, as one of HKJCDPRI’s public education strategies, yields an array of benefits for not just children and their families, but also for communities through an improved social connections and disaster preparedness capacity building. It is our belief that even young children are capable of preparing for and responding to disasters and emergencies, instead of being passive relief services receivers.
- 2.2 Yet, disaster preparedness education has been minimally discussed or taught as a stand-alone topic in local pre-primary, primary or secondary schools, which would impede holistic community disaster resilience building in Hong Kong.
- 2.3 In view of the knowledge gap, HKJCDPRI launched a pilot programme targeting primary one to two students in March 2019. Interactive education theatre was used to convey key disaster knowledge, risk concepts and proper attitudes in the face of emergencies, which was proven to be effective and efficient.
- 2.4 Subsequently, the first “Educational Theatre School Tour Programme for Disaster Preparedness Education” was launched in May – November 2020, benefited a total of 50

local primary schools and over 10,000 primary students. The majority are junior primary school students. Due to the impact of COVID-19, online platforms such as Zoom and Google Classroom were used when physical performance at school was not feasible.

2.5 Equipped with the favorable feedback received during the first launch, and given that it was only able to reach 8.5% of all local primary schools in Hong Kong, HKJCDPRI plans to implement the second launch of Cantonese educational theatres for school touring, with the same objective to effectively introduce disaster preparedness education into the local primary school sector.

### **3. Objectives**

To develop and deliver an educational programme with an approach of immersive and interactive educational theatre, targeting junior primary school students in Hong Kong; ultimately to create a momentum for teaching and learning of disaster preparedness in local primary school sector, and hence enhancing the community disaster resilience as a whole.

### **4. Organisation and Qualification Requirements**

4.1 The service for development and delivery of the Educational Theatre Programme is commissioned and managed by the Hong Kong Academy of Medicine, acting through its HKJCDPRI.

4.2 A designated coordinator from HKJCDPRI will provide overall guidance and oversight during the process, with support from other team members when necessary.

4.3 To fulfill the level of technical expertise required for this Programme, the tenderer should preferably possess the qualifications as below:

- Experience in designing and delivering Cantonese educational theatre programme(s) and school tour(s) which targeted on local primary schools;
- Previous track records being commissioned by the government, public sector or non-governmental organisations;
- Professional qualifications and proven track records obtained by the core team members in Educational Theatre and/or related subject areas;
- Established networks and/or working relationship with local primary schools in school touring and/or related performance tour;
- Experience in encouraging and collecting students' and teachers' feedback for evaluating the achievement of the Educational Theatre;
- Basic understanding and appreciation of disaster preparedness in Hong Kong

4.4 If deemed appropriate and necessary, HKJCDPRI will provide technical inputs in emergency / disaster risks management concepts and knowledge during the development process.

### **5. Expected Deliverables**



5.1 Development and delivery of the Educational Theatre Programme from February 2021 to October 2021, to reach a minimum of 5,000 Primary One to Three students in 50 local primary schools.

5.2 Detailed deliverables from the Educational Theatre Programme, to be **completed by 31 October 2021**, are as below:

	<b>Core Deliverables</b>	<b>Description</b>
1	Overall Work Plan	To provide an overall planning for the Educational Theatre Programme design and development, including but not limited to the descriptions of proposed creativeness of the performance and educational materials for disaster preparedness education, conceptualisation of key educational messages to children, arrangements of interactions with students in the performance, school recruitment strategy, as well as work schedule.
2	Programme Design and Development	To design and develop the following items for the Educational Theatre Programme: <ul style="list-style-type: none"> <li>• Creative direction of the entire Educational Theatre Programme and the performance;</li> <li>• Characters, storyline and drama script for the Educational Theatre Programme.</li> <li>• The below disaster preparedness knowledge as suggested to be covered by the drama scripts: <ul style="list-style-type: none"> <li>○ Disaster types and effects</li> <li>○ Preparedness measures at individual level</li> <li>○ Survival bag</li> <li>○ Maintenance of mental health during COVID-19</li> </ul> </li> </ul>
3	Production and Logistics Services	To provide full range of services covering the production and logistics of the programme, including but not limited to: <ul style="list-style-type: none"> <li>• Full administrative coordination for school recruitment and liaison;</li> <li>• Full administrative support on report compilation, for the enrolment and publication distribution status;</li> <li>• Design and production of props, backdrop, costumes;</li> <li>• Stage management;</li> <li>• Provision of audio-visual and IT equipment;</li> <li>• Transportation and storage;</li> <li>• Insurance.</li> </ul>
4	Drama Performance	<ul style="list-style-type: none"> <li>○ To organize and conduct educational theatre school touring for a minimum of 5,000 Primary One to Primary Three<sup>1</sup> students in 50 local primary schools, on the theme of disaster preparedness.</li> <li>○ Each theatre performance should feature a 30-40</li> </ul>

<sup>1</sup> Alteration to the grades of targeted student can be considered, subject to the recommendation from the tenderer. Full justification should be provided in the technical proposal for review. HKJCDPRI reserves full discretion in the final decision.

		minutes educational and interactive drama show, as well as a 10-minute knowledge reinforcement session afterwards.
5	Education Materials	To design, publish and distribute disaster preparedness education material(s) for each student audience, for knowledge reinforcement and propagation.
6	Programme Summary and Quality Assurance	<ul style="list-style-type: none"> <li>○ To distribute and encourage completion of post-performance questionnaires for the collection of feedback towards the theatre, from both the teachers and students. The questionnaire will be designed by the HKJCDPRI, to assess the effectiveness and efficiency of the Educational Theatre Programme, as well as schools' willingness to receive further disaster education in the future.</li> <li>○ To collect and courier all the completed questionnaires to HKJCDPRI at the end of each drama show.</li> <li>○ To coordinate with schools on monitoring visits from HKJCDPRI and/or the Hong Kong Jockey Club.</li> <li>○ To capture and showcase the audience reactions during the drama shows, with a minimum of 3 photos and 1 video clip at each school.</li> <li>○ To submit a brief report summarizing the programme outputs, e.g. <ul style="list-style-type: none"> <li>- List of schools, respective number of participating students and their academic levels;</li> <li>- Number of publications distributed at each school;</li> <li>- <i>(if any, bullet points are acceptable)</i> Challenges encountered during the implementation;</li> <li>- <i>(if any, bullet points are acceptable)</i> Verbal or written feedbacks collected from schools</li> </ul> </li> <li>○ To attend the review meeting with HKJCDPRI upon the programme completion, to discuss the following: <ul style="list-style-type: none"> <li>- The achievement of the Educational Theatre Programme</li> <li>- The results of the relevant teacher and student evaluation on the drama shows</li> <li>- Strengths and weaknesses of the Educational Theatre Programme</li> <li>- Improvement of the Educational Theatre Programme</li> </ul> </li> </ul>
<b>Optional Deliverables</b>		<b>Description</b>
1	Kickoff Event	<ul style="list-style-type: none"> <li>• To organize a kickoff event/ceremony for the Educational Theatre Programme in the premiere performance.</li> </ul>
2	Parents Engagement	<ul style="list-style-type: none"> <li>• To propose any engagement activities targeting the parents of participating students.</li> </ul>

## **6. Tender Assessment Criteria**

6.1 Tenderers will be assessed based on the proposals submitted in Part III and Part IV. The technical score in Part III will carry a weight of 80%; while fee score in Part IV will carry a weight of 20%.

6.2 Tenderers who have obtained an overall passing mark in Part III technical assessment will be considered further. Criteria in technical assessment includes:

- Qualifications and track records of the organisation and management/performing team;
- Capacity in archiving requested programme objective and deliverables, with reasonable timeline and resources;
- Appropriateness, effectiveness and efficiency in delivery of disaster preparedness messages to schools and junior primary school students, at different phases of the Educational Theatre Programme;
- Understanding on and passion to promote disaster preparedness education in Hong Kong.

6.3 Fees offered in Part IV will be scored after the technical assessment. Tenderer with highest total score will be recommended for acceptance.

## PART III – TECHNICAL PROPOSAL

Name of the Organisation: \_\_\_\_\_

### **Points to Note:**

- *considering that the Educational Theatre Programme will be conducted in Cantonese Chinese, proposal(s) and supplement details to be submitted in Chinese or English are acceptable.*
- *Supplement details of the below on separate sheet(s) if required.*

### **A. Programme Proposal:**

1. **Qualifications of the organisation**, including:
  - a. Brief background of the organisation;
  - b. CV of Creative Director and principal staff of project team, and the management arrangement;
  - c. Sharing on relevant experience in developing and delivering education theatre programme(s) of similar scale in local primary schools, with details on the programme theme(s) and approach(es) to deliver the key messages.
2. **Overall strategy, execution and evaluation for Educational Theatre Programme**, including but not limited to:
  - a. Approach(es) to deliver key disaster preparedness messages;
  - b. Format of drama performance for the school tour;
  - c. Interactions and engagement with target audience during the performance;
  - d. Education material(s) for knowledge reinforcement;
  - e. Measures for monitoring and evaluating the drama performance;
  - f. Overall work timeline / schedule of the programme.
3. Any other relevant information deemed important for tender evaluation.

### **B. Conflict of Interest**

Please state if there is any potential, perceived or actual conflict of interest which may arise if the Institute/Organisation is appointed to act for the Academy or HKJCDPRI.

### **C. Authorized Representative of the Organisation**

Name	
Position / Title	
Organisation	
Contact Number	
Email Address	

**PART IV – FEE PROPOSAL**

**Name of the Organisation:** \_\_\_\_\_

***Points to Note:***

- *considering that the Educational Theatre Programme will be conducted in Cantonese Chinese, proposal(s) and supplement details to be submitted in Chinese or English are acceptable.*
- *Supplement details of the below on separate sheet(s) if required.*

**A. Detailed breakdown of the cost for the development and delivery of HKJCDPRI’s “Educational Theatre School Tour Programme for Disaster Preparedness Education 2021” in local primary schools.**

**B. Authorized Representative of the Organisation**

Name	
Position / Title	
Organisation	
Contact Number	
Email Address	

**PART V - OFFER**

1. This tender is submitted on behalf of \_\_\_\_\_  
("the Organisation").
  
2. I am duly authorized to represent and submit this tender on behalf of the Organisation.
  
3. The Organisation hereby agrees to its appointment by the Academy for the development and delivery of HKJCDPRI's "*Educational Theatre School Tour Programme for Disaster Preparedness Education 2021*" in local primary schools, as specified in Part III, and the fees quoted in Part IV.
  
4. I confirm on behalf of the Organisation that all the information submitted in the tender submission is true and accurate.
  
5. In the event of any queries relating to this tender submission, please contact:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Signature with Organisation Chop:**

\_\_\_\_\_

Name in Print:  
For and on Behalf of:  
Date: