



Hong Kong Academy of Medicine

Hong Kong Jockey Club
Disaster Preparedness and Response Institute

**Tender Document for the Development of
Educational Theatre School Tour Programme
for Disaster Preparedness Education**

INSTRUCTIONS TO TENDERER

Housed in the 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 Hong Kong.

Through the development and roll-out of using educational theatre for school touring, HKJCDPRI hopes to enable an interactive, immersive approach in introducing disaster risks and preparedness concepts to junior primary grade students, so that local community's disaster preparedness capacity can be enhanced through active, early engagement of public.

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 shall be properly completed by the tenderer.

For any enquiries, please contact the below:

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Hong Kong Jockey Club Disaster Preparedness and Response Institute
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INVITATION TO TENDER

1. Invitation

Tenders are invited for the development of educational theatre tours for disaster preparedness education in local primary school (hereafter, “School Tour Programme”), which is expected to be launched by late-November 2019.

2. Lodging of Tender

Tender could be lodged either by hand/post or electronic submission.

a. Tender Lodging by Hand/Post:

- 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 School Tour Programme [Restricted]*”, and be handed/sent to the tender box during office hour (i.e. 9am to 5pm) **on or before 11 November 2019 (Monday)** 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

b. Tender Lodging by Electronic Submission

- i. Completed Part III shall be zipped under file name “*Part III [Restricted]*”, while Part IV and Part V shall be zipped under file name “*Part IV&V [Restricted]*”.
- ii. Both zip files shall be sent **at or before 1700 Hong Kong time, on 11 November 2019 (Monday)** via email, under the subject “*Tender for HKJCDPRI School Tour Programme [Restricted]*” to tender@hkam.org.hk

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. 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 accuracy of the tender information. If any material particulars or information in the tender of the successful tenderer are subsequently found to be inaccurate, the Academy may terminate the provision 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 agreed by the Academy. Both technical competency and the consultancy 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.

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 advantageous to it.

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 of an educational theatre tour for Disaster Preparedness Education in local primary school, with the following specifications and requirements.

1. Background

- 1.1 The Hong Kong Jockey Club Disaster Preparedness and Response Institute (hereafter “HKJCDPRI”) was launched in November 2014 as a collaborative initiative, 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 Over a 5-year period, HKJCDPRI aims to train around 30,000 healthcare professionals, NGOs workers/ practitioners, teachers/ students and members of the community in Hong Kong on disaster preparedness and responses, and to provide a central platform for ongoing professional education, networking and policy conversations involving China, the broader Asia Pacific region and globally.
- 1.4 The three stated goals of HKJCDPRI are:

Goal 1	To generate leaders in disaster preparedness and response for the Asia-Pacific region.
Goal 2	To enable total community response by promoting public engagement and community resilience in disaster response in Hong Kong.
Goal 3	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 total community response. “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 children are capable of preparing and responding to disasters and emergencies, instead of being a passive receiver.
- 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.

2.4 Upon receiving positive feedback from the pilot schools and participating students, HKJCDPRI plans to move from a pilot to full-scale implementation and devise a Cantonese educational theatre for school touring, with an overarching objective of an effective introduction of disaster preparedness education into local primary school sector.

3. Objectives

To design and develop a school tour programme using **immersive, interactive educational theatre targeting Primary One to Three students in Hong Kong**; ultimately to create a momentum for the teaching and learning of disaster preparedness in local school sector and enhancing community's disaster preparedness capacity.

4. Organisation and Qualification Requirements

4.1 The service for development of the School Tour 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 and was 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 devising programme assessment plan and collecting essential data for evaluation.

5. Expected Deliverables

5.1 Development and roll-out of the School Tour Programme will be carried out from **November 2019 to August 2020**, targeting to reach **a total of 50 schools and a minimum of 5,000 junior grade primary students (P1-P3)**.

5.2 Expected deliverables are as below:

	Core Deliverables	Description
1	Overall Work Plan	To provide an overall plan for the School Tour Programme design and development, including but not limited to the descriptions of proposed creative for 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	Education Theatre Programme Design and Development	To design and develop the following items for the School Tour Programme: <ul style="list-style-type: none"> • Creative direction of the entire School Tour Programme and the performance; • Characters, storyline and drama script for the School Tour Programme.
3	Production and Technical Support	To provide the production and technical support for the following items, including but not limited to: <ul style="list-style-type: none"> • Full administrative coordination for school recruitment and liaison; • Props, backdrop, costumes; • Stage management; • Audio-visual and IT equipment and support; • Transportation and storage; • Insurance.
4	Drama Performance	<ul style="list-style-type: none"> • 30 to 40 minutes of interactive, educational theatre session plus 10 minutes knowledge reinforcement session; • To organize and conduct educational theatre school touring in a total of 50 schools for a minimum of 5,000 junior primary grade students (P1-P3)¹ on the theme of disaster preparedness.
5	Education Materials	To design and publish disaster preparedness education material(s) for each student audience for knowledge reinforcement.
6	Programme Evaluation	<ul style="list-style-type: none"> • To design a post-performance questionnaire for the collection of first-hand data on: students' awareness of natural and human disasters; their perception of disaster preparedness in HK; effectiveness of School Programme Tour; • To submit a final evaluation report which includes the survey's statistics and analysis, as well as the recommendations on development of HKJCDPRI's School Tour Programme in the next phase.
	Optional Deliverables	Description
1	Kickoff Event	<ul style="list-style-type: none"> • To organize a kickoff event/ceremony for the School Tour Programme in the premiere performance.
2	Parents Engagement	<ul style="list-style-type: none"> • To propose any engagement activities targeting the parents of participating students.

¹ Alterations to the number of target students 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.

6. Selection Criteria

6.1 The proposals submitted will be evaluated based on the following criteria:

- Profile and relevant experience of the institution / organisation;
- Strategies for effective delivery of key educational messages to children throughout the Programme and from stage to extended learning;
- Age appropriateness and level of interaction with primary school students;
- Overall proposal feasibility in terms of the delivery of key educational messages, the format of drama performance, project execution and management;
- Cost of development.

PART III – TECHNICAL PROPOSAL

Name of the Institute / Organisation: _____

Considering that the School Tour Programme will be conducted in Cantonese Chinese, the submitted proposal(s) and supplement details can be in Chinese. The Technical Proposal submitted should contain the following parts; please continue on a separate sheet(s) if required.

A. Review Proposal:

1. **Profile of the institute / organisation**, including:
 - a. Brief background of the institution / 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 primary schools, in particular on the programme theme and how the key messages were delivered through the educational theatre programme.

2. **Proposal on the overall planning and strategies for School Tour Programme**, including but not limited to a brief proposed content for:
 - a. Delivery of key disaster preparedness messages;
 - b. Format of drama performance for the school tour;
 - c. Interactions with target audience;
 - d. Engagement with junior primary grade students;
 - e. Education material(s) for knowledge reinforcement;
 - f. Overall work timeline / schedule.

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. Focal Point

Name	
Position / Title	
Institute / Organisation	
Contact Number	
Email Address	

PART IV – FEE PROPOSAL

Name of the Institute / Organisation: _____

Supplement details of the below on separate sheet(s) if required.

A. Detailed breakdown of the cost of developing HKJCDPRI’s educational theatre school touring for disaster preparedness education in local primary schools.

B. Focal Point

Name	
Position / Title	
Institute / 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 of educational theatre school tour programme for disaster preparedness education 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: