

INVITATION TO TENDER FOR CONTENT DEVELOPMENT SERVICE OF AN ELECTRONIC BOOKLET ABOUT THE UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

INTRODUCTION

As a prestigious professional engineering institution in Hong Kong, The Hong Kong Institution of Engineers (HKIE) is committed to promoting sustainable development practices and raising awareness about the Sustainable Development Goals (SDGs) advocated by the United Nations. In line with this commitment, the HKIE is planning to create an e-booklet aiming at promoting the SDGs within the engineering community and beyond.

The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. The 17 SDGs are an urgent call for action by all countries – developed and developing – in a global partnership. They recognise that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth, while tackling climate change and working to preserve our oceans and forests.

The 17 goals include:

- SDG 1: No Poverty
- SDG 2: Zero Hunger
- SDG 3: Good Health and Well-being
- SDG 4: Quality Education
- SDG 5: Gender Equality
- SDG 6: Clean Water and Sanitation
- SDG 7: Affordable and Clean Energy
- SDG 8: Decent Work and Economic Growth
- SDG 9: Industry, Innovation and Infrastructure
- SDG 10: Reduced Inequalities
- SDG 11: Sustainable Cities and Communities
- SDG 12: Responsible Consumption and Production
- SDG 13: Climate Action
- SDG 14: Life Below Water
- SDG 15: Life on Land
- SDG 16: Peace, Justice and Strong Institutions
- SDG 17: Partnerships for the Goals

PURPOSE OF PROJECT

The e-booklet will elaborate on how engineers in Hong Kong can contribute to the United Nations SDGs. This resource will not only provide interpretations for each of the 17 goals from an engineer's perspective but also showcase exemplar projects and forward-looking technologies aiming to inspire the readers who are engineers or general public. This e-booklet will play a pivotal role in disseminating knowledge, fostering a deeper understanding of sustainable development principles among the target

audience and inspiring actions, and serve as a valuable resource for all members of the HKIE, as well as the general public.

This tender invitation document seeks to procure service from vendor with demonstrated expertise in content development, ensuring the significance of the SDGs and their relevance to engineers in Hong Kong are effectively communicated. By participating in this tender process and providing a competitive quotation, vendors have the opportunity to contribute to HKIE's mission of advancing sustainable practices and shaping a better future for Hong Kong and to the world at large.

SPECIFICATIONS OF THE E-BOOKLET

Size	: Possible size 1: 210mm (W) x 297mm (H) (A4 size); and Possible size 2: 6 inches (W) x 9 inches (H); and Possible size 3: As proposed by vendor with creative and aesthetic consideration
Colour	: Full colour (4C x 4C)
Format	: Portable Document Format (PDF) (both outlined and non-outlined versions for future content updates by the Institution)
Language	: English
Version	(a) E-booklet for online reading; and (b) Printed hard copies for internal collection / use (c) Content may be copied / extracted and placed on HKIE's website(s)

SCOPE OF SERVICES

1. Content structure drafting

The selected vendor shall be responsible for creating the overall structure of the SDG e-booklet. This includes organising the content in a logical and coherent manner, ensuring a smooth flow of information and incorporating any relevant sections or chapters as necessary. The vendor shall carefully address any comments or suggestions provided by HKIE.

2. Content development

a. Interpretation for each of the goals

The vendor shall provide insightful interpretations for each of the 17 SDGs from an engineer's perspective. The goal is to highlight the significance of each SDG and emphasise how engineers in Hong Kong can contribute to achieving these Goals. The interpretations should be clear, concise and demonstrate a deep understanding of the goals and their relevance to engineering in the local context. Close collaboration with HKIE shall be required to ensure the accuracy and relevance of the interpretations.

b. Selection of exemplar projects, technologies and other relevant resources for each of the goals

The vendor shall provide an online platform for content submission and HKIE's real-time comments with standardised formatting guidelines for the government departments, private companies, academy, etc. to prepare concise and engaging descriptions of their exemplar resources. For details of the submission arrangements, please refer to Section 4 below.

Collaborating closely with HKIE, the vendor shall evaluate and select projects, technologies and resources that effectively showcase sustainable engineering practices that demonstrate successful contributions to each of the goals.

c. Consolidation for each of the exemplar resources and visual material selection

The vendor shall consolidate the selected exemplar resources to effectively communicate the key features, benefits, and sustainability aspects of the projects, technologies, or resources to the readers who are engineers or general public. Additionally, the vendor shall carefully consolidate relevant visual materials, such as photographs, images, illustrations, figures or diagrams to enhance the understanding and visual appeal of the e-booklet.

3. Attend meeting(s)

To ensure effective collaboration and the final product meets HKIE's expectations, the vendor shall attend meetings with HKIE for job briefing and content discussion before and during content development, progress reporting, requirements clarifications, and addressing any concerns related to the SDG e-booklet throughout the project duration.

4. Liaising with the different parties

All communication with the divisions within HKIE is to be centralised where feasible by HKIE. However, to expedite the work process, there might be situations where direct collaboration between the vendor and different divisions is necessary. This collaboration may involve the discussion and clarification of content, obtaining visual materials such as photographs, images, illustrations, figures or diagrams and so on.

The private companies and academies shall be collaborated through the vendor.

The government departments shall be collaborated through HKIE.

TIMESCALE

Stages	No. of Weeks
Tender evaluation	3
Vendor confirmation	1
Vendor to submit programme plan	1
Vendor to provide content structure	2
HKIE to discuss and confirm content structure	2
Content / Materials collection from Divisions	4
Content vetting and editing	4
Content confirmation	1
Estimated Required Time	18

TECHNICAL PROPOSAL

Tenderers shall submit a technical proposal detailing their proposed approach and work plan for successfully executing this project. The proposal should encompass all necessary tasks and deliverables, along with corresponding reports, within the specified timeframe.

TENDER EVALUATION

During the tender evaluation process, two key criteria will be considered: price and technical aspects. The evaluation will be conducted as follows:

1. Price evaluation (40%)

The submitted tender prices will be reviewed and assessed based on competitiveness and compliance with the budgetary requirements of the project. The procuring entity will carefully analyse the proposed prices to ensure they align with the scope of work and provide value for money.

2. Technical evaluation (60%)

The technical proposal submitted by tenderers will be evaluated to assess their approach and work plan for successfully executing the project. The evaluation will consider factors such as the proposed methodology, expertise and experience of the team, project timeline, compliance with specifications, and quality assurance measures. The technical evaluation aims to determine the feasibility and suitability of the proposed solution.

COPYRIGHT

The vendor shall ensure that all materials used in the e-booklet, including but not limited to content and images, are either original, properly licensed, or obtained with the necessary permissions and with copyrights cleared to avoid any copyright infringement issues. It is essential that all images used comply with the copyright laws

in Hong Kong and that proper attribution is given where required. The vendor shall be held solely responsible for any legal consequences arising from copyright violations or unauthorised use of copyrighted materials.

By submitting a tender proposal, the vendor acknowledges and agrees to adhere to these copyright requirements and transfers the copyright of the final e-booklet to the HKIE upon completion and payment. The vendor shall not have any claim or rights to the copyright of the e-booklet or any of its components.

Please ensure that you review and comply with all relevant copyright laws and regulations in the production of the e-booklet to avoid any potential legal issues.

CONFIDENTIALITY

1. Confidentiality obligation

By accessing the tender documents and participating in this tender process, tenderers acknowledge and agree to treat all information provided by the procuring entity as strictly confidential. This includes all tender documents, specifications, financial details, technical information, and any other information obtained during the tender process.

2. Non-disclosure

Tenderers shall not disclose any confidential information received during the tender process to any third party without prior written consent from the procuring entity. This obligation extends beyond the duration of the tender process and remains in effect even if the tenderer is not awarded the contract.

3. Use of information

Tenderers shall use the confidential information solely for the purpose of preparing and submitting their tender proposal and for engaging in discussions with the procuring entity regarding the tender process. Any other use of the confidential information is strictly prohibited.

4. Safeguarding confidentiality

Tenderers shall take all necessary measures to protect the confidentiality of the information received. This includes implementing appropriate security measures to prevent unauthorised access, disclosure, alteration, or destruction of the confidential information.

5. Return of information

Upon completion of the tender process, tenderers shall return or destroy all confidential information received, including any copies or extracts thereof, as instructed by the procuring entity.

CONFLICT OF INTEREST

If a tenderer has any interest which conflicts, or has the potential to conflict, with their duties to HKIE under the proposal, the tenderer should state clearly in the proposal. This requirement extends to the tenderer's associates, associated persons, and each member of the tenderer's professional staff (and their associates and associated persons).

PAYMENT TERMS AND LIQUIDATED DAMAGES

Whenever possible, and if the Institution considers it appropriate in the circumstances, the Institution will make payments to the successful tenderer based on the below milestones. However, the Institution may also claim liquidated damages if the successful tenderer fails to deliver according to the agreed schedule.

Payment Milestone	Payment Percentage	Liquidated Damages
Satisfactory completion of submitting the programme plan	10% of contract price	2% of the contract price will be deducted if the delivery is two weeks or more behind the agreed schedule
Satisfactory completion of the content structure of the e-booklet	10% of contract price	2% of the contract price will be deducted if the delivery is two weeks or more behind the agreed schedule
Satisfactory completion of the first draft of the entire content of the e-booklet with good quality visual materials	50% of contract price	5% of the contract price will be deducted if the delivery is two weeks or more behind the agreed schedule
Satisfactory completion of the submission of the final content and good quality visual materials of the e-booklet	30% of contract price	The remaining amount of the contract price will be deducted if the delivery is two weeks or more behind the agreed schedule

**The Tenderer can propose an alternative payment schedule for HKIE's consideration.*

TENDER SUBMISSION

Vendors should provide the following when submitting their tender:

1. A lump sum fee for the works as stated in Scope of Services.
2. Proposed key members delivering this e-booklet with their qualifications and relevant experience.

3. The vendor is required to submit its company credentials with a portfolio of related job experiences, the background and experience of the copywriter.
4. All tenders must be submitted in writing, including one hardcopy that is signed, stamped with the company chop.
5. In the event of inclement weather, such as the hoisting of tropical cyclone signal No.8, a black rainstorm warning signal, or “extreme conditions after super typhoons” announced by the Government being in force between 9:00 am and 12:00 noon on the above deadline, the deadline will be extended to 12:00 noon on the following working day. Please note that this extension is applicable solely to weather-related circumstances, and all other terms and conditions of the tender document remain unchanged.

Interested tenderers should submit their proposal to **HKIE Headquarters 9/F reception on or before 5:00 pm (Hong Kong Time), 2 July 2024 (Tuesday)**.

**Late submission of the Tender, and/or any Tender not deposited in the location specified above, shall not be considered. The HKIE reserves its right to notify you of any disqualification of your submission for any reason(s) after the completion of this selection exercise, where appropriate.*

NOTIFICATION AND AWARD

After the evaluation process is completed, tenderers will be notified of the outcome. The successful bidder will be awarded the contract based on the evaluation results and compliance with all necessary requirements.

CONTACT INFORMATION

Any queries regarding this tender invitation should be made to:

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