

WEST KOWLOON CULTURAL DISTRICT AUTHORITY
PROVISION OF A COLLECTIONS MANAGEMENT SYSTEM FOR M+ MUSEUM

Notice of Invitation for Tenders

Description

West Kowloon Cultural District Authority (“**Authority**”) intends to invite tenderers to submit tenders for the provision of a Collections Management System for the M+ Museum for Visual Culture (“**Services**”).

The functional objectives of the Collections Management System are:

- To be the main operational tool for the management of the objects in the collections of the Museum;
- To ensure accountability for the objects;
- To aid the security of the objects;
- To provide an historic archive about the objects;
- To provide an adequate platform to host multimedia information;
- To facilitate the management of rights and reproduction information relating to the objects;
- To support the management of and maintain information about the constituents related to exhibitions and events; and
- To integrate with the content management system of the website of the Authority.

The Services are expected to commence in November 2013 and be completed within 21 months after the commencement.

Collection of Tender Documents

Interested parties are required to express their interest to the Authority at the following address in writing (by fax or email) providing their company name, postal address, email address, telephone number, name and position of their contact person. The Authority will notify parties who have expressed interest when they may obtain the tender documents, which will be on or after September 6th 2013. Expressions of interest in response to this “Notice of Invitation for Tenders” received by the Authority after 12:00 noon HKT on September 18th 2013 will not be considered.

The tender submission must be returned to the Authority on or before 12:00 noon HKT on October 18th 2013. **LATE SUBMISSION OF TENDERS WILL NOT BE ACCEPTED.**

For enquiries and to notify their interest to tender, please contact Ms. Veronica Castillo at:

West Kowloon Cultural District Authority
29/F, Tower 6, The Gateway
9 Canton Road, Tsim Sha Tsui
Kowloon, Hong Kong
Telephone No.: (852) 2200 0106
Fax No.: (852) 2895 1286
Email: senior.registrar.m+@wkcda.hk

Assessment Requirements

Tenderers are required to:

- Demonstrate a clear understanding of the objectives and scope of the Services;
- Demonstrate an understanding of the functionality requirements of the Collections Management System;
- Have a definite action plan and adequate resources with proven capability dedicated to the provision of the Services; and
- Demonstrate solid experience and track records in assignments similar to the Services in large public or private museums with variety types of collections (contemporary art, design & architecture, film and video, popular culture) in the past ten years.

Remarks

The Authority reserves the right to accept the tender which the Authority in its sole discretion considers to be the most advantageous to the Authority. The Authority does not bind itself to accept any tender irrespective of whether the tender is the lowest bidder, or has the highest overall mark. The Authority also reserves the right to suspend, not to proceed with or cancel the Invitation for Tenders and to negotiate with any tenderer.