

**WEST KOWLOON CULTURAL DISTRICT AUTHORITY**  
**CONSULTANCY SERVICES**  
**FOR**  
**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**  
**DETAILED DESIGN AND PROGRAMME MANAGEMENT OFFICE FOR**  
**INFRASTRUCTURE (PACKAGE 1)**  
**FOR**  
**THE WEST KOWLOON CULTURAL DISTRICT**  
**Notice of Request for Proposals**

**Description:**

The West Kowloon Cultural District Authority ("Authority") invites qualified ICT consultants to submit proposals for the provision of consultancy services ("Consultancy Services") for the detailed design and programme management office for the ICT Infrastructure, Package 1 throughout the life cycle of the ICT Infrastructure Development project ("Project").

**The objectives of the Consultancy Services are:**

- (a) To oversee the execution of the ICT infrastructure programmes from design to operations;
- (b) To coordinate ICT infrastructure programmes with
  - ICT systems and applications programmes;
  - construction activities; and,
  - business activitiesin various stages from ICT services design, services delivery to services support; and
- (c) To ensure that the design principles for the ICT infrastructure of Agility, High Availability, Inter-operability, Scalability, Security and Integrity are met in the execution of the ICT Infrastructure.

The Consultant appointed will provide a multi-disciplinary ICT design consultant team and act as the lead consultant to render a full range of professional services to ensure that the WKCD ICT infrastructure is designed, installed, commissioned, implemented and handed over to the Authority on time, within budget and to the agreed safety and quality standards.

The Consultancy Services are expected to commence in June 2013.

**Collection and Submission of Tenders:**

Interested parties are required to express their interests to the Authority at the following address in writing (by email) providing their company name, address, contact telephone number, name and position of their contact person.

Parties who have expressed their interest in providing the Consultancy Services may **COLLECT** the tender documents (in the form of a CD Rom) from the reception counter of the Authority's office on or after **Thursday, 21 March 2013** but before 5:00pm on 8 April 2013.

The tender submission in response to this Request for Proposals must be returned to the Authority on or before **12:00noon on 3 May 2013**. ELECTRONIC SUBMISSION AND LATE SUBMISSION OF TENDERS WILL **NOT** BE ACCEPTED.

For enquiries on this Notice of Request for Proposals, please contact Ms. Eva Chau at:

Project Delivery Department  
West Kowloon Cultural District Authority  
29/F, Tower 6, The Gateway  
9 Canton Road, Tsim Sha Tsui  
Kowloon, Hong Kong  
Telephone No.: (852) 2200 0262  
Fax No.: (852) 2895 0016  
Email: eva.chau@wkcda.hk

15 March 2013

**Qualifications and Requirements:**

Consultants are required to have:-

- (a) the ability and experience to undertake Consultancy Services for large scale ICT infrastructure projects;
- (b) to be able to demonstrate that they have successfully undertaken similar Consultancy Services for large scale ICT infrastructure projects in either or both of Hong Kong or the wider region within the past ten years;
- (c) a definite work plan and resources commitment to deliver the Consultancy Services within the time frame;
- (d) quality IT project management methodology for the Consultancy Services.

**Remark:**

The West Kowloon Cultural District Authority reserves the right to accept the tender which the Authority at 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 bid, or has the highest overall mark. The Authority also reserves the right to suspend, not to proceed with or to cancel the Request for Proposal.