

Notice for Inviting Expression of Interest – Provision of Catering Service (2025-2028)
(Tender Ref: APA-PT3673)

1. The Hong Kong Academy for Performing Arts is now seeking Expression of Interest from companies that have the capability and resources to operate the Academy's Canteen, Atrium Lounge and Casual Bar for 3 years from 1 September 2025 to 31 August 2028.
2. The Caterer will be required to provide and manage the catering and bar operations described below at the Canteen, Atrium Lounge and Bar:
 - (a) To serve Chinese and Western breakfasts, luncheons, afternoon tea, snacks and evening meals at the Canteen;
 - (b) To serve set meals, light refreshments, snacks, non-alcoholic drinks and hot drinks at the Atrium Lounge during lunch time;
 - (c) To provide cash bar service at the Atrium Lounge and Casual Bar during performances;
 - (d) To provide mobile bar service as required; and
 - (e) To serve on-campus cocktail receptions, buffets, waiter/waitress luncheons and full banquets as required.
3. The Expression of Interest should contain company profile; company organization chart and CV of key personnel; audited and/or unaudited financial statements for the latest three years; relevant job experiences of similar nature and its mode of financial arrangements (profit sharing; caterer bear all costs, etc.) and company credentials (quality accreditation, awards, client references, etc.).
4. If your company would like to express interest, please contact Mr. Ricky Cheung, Supplies Manager, at 2584 8564 or by e-mail rickycheung@hkapa.edu to request for the Prequalification of Tenderer Form and Checklist.
5. Applicants must fill in the Prequalification of Tenderer Form & Checklist with supporting documents, Application Form for Inclusion in the Registered Suppliers List (if you are new vendor) and submitted to the Academy by depositing into the tender box at the entrance of Administration Block of the Academy at 1 Gloucester Road, Wanchai, Hong Kong on or before 11:00 a.m. on 3 December 2024.
6. In the event of Tropical Cyclone Signal No. 8 or above or a Black Rainstorm Warning Signal is hoisted between 8:30 a.m. and 11:00 a.m. on the closing date, the closing time will be postponed to 11:00 a.m. on the following working day. Saturday is specifically not regarded as a working day.
7. Late submission will not be considered.

Bernice Chan
Bursar