School Ref. No. HCSMS/2627/TENDER FOR PRODUCTION OF PROMOTION VIDEO for the "QTN" /W02

10 October, 2026

By Registered Mail

Dear Sir/Madam,

INVITATION TO TENDER
TENDER FOR PRODUCTION of PROMOTION VIDEO for the Quality Education Fund Thematic Network "QTN" Project on Developing School-based Secondary School Home Economics and Technology & Living Curriculum

(Suppliers should be reminded not to identify their companies on the envelopes)

You are invited to tender for the supply and/or undertaking services of the items as specified in the enclosed tender schedule.

1. Your sealed tender, in duplicate, should be clearly marked on the envelope:
   TENDER FOR PRODUCTION OF PROMOTION VIDEO for the "QTN"

   The envelope should be addressed to Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon and arrive not later than **12:00 noon on 30 October, 2026**. Late tenders will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.
2. If you are unable or do not wish to tender, it would be appreciated if you return the statement of expression of no interest for the tender with reason to the above address at your earliest convenience.
3. Tender will be accepted on an overall basis.
4. The tenderer, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the School employees, Tender Board members, or any parent or student representative in a committee responsible for considering any matter in relation to this contract. Any such offer by the tenderer or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The School may also cancel the contract awarded and hold the bidder liable for any loss or damage the School may sustain.

For enquiry, please contact Ms. Tang Cheuk Yiu at tangcheukyiu@sbchcsms.edu.hk or by phone at 27794016.

Yours sincerely,

NG WAI LIM
Principal

Part A – Production of Promotion Video for the "QTN" Requirement Specifications

1. Introduction

The Contractor is invited to:
◦ Undertake the production services for the "Production of Promotion Video for the "QTN"; and
◦ Provide a scope of service that covers pre-production preparation, on-site shooting and recording at 10 designated schools, and all related post-production work.

2. Background

Quality Education Fund Thematic Network (QTN) Project:
The proposed project aims to integrate self-directed learning elements into the curriculum of Key Stage 3 (Secondary 1 to 3), primarily led by the Technology & Living / Home Economics subjects, comprehensively planning a student-oriented STEAM education curriculum. Concurrently, the project is committed to developing and strengthening the "A" (ARTS) element in STEAM, effectively linking art with subject knowledge to enhance students' innovative thinking, positive values (such as perseverance, care, etc.), and human-centered design concepts.
Furthermore, this project will establish a cross-school collaboration network to promote the modernization and transformation of traditional Home Economics by integrating digital technologies (such as AI-assisted pattern design and industrial-grade digital textile printing technology) into the curriculum, thereby enhancing students' STEAM literacy and future workplace competitiveness. This project will be implemented in nine participating schools, aiming to develop school-based curricula, cultivate innovation and creativity, and deepen the understanding of the intersection between technology and traditional home economics subjects.

3. Scope and Locations of Shooting

The shooting project will be conducted at 10 designated schools.

4. Shooting Requirements and Content

4.1 Shooting Period and Schedule Arrangement:

◦ All on-site shooting must be completed between September 2026 and April 2027; the overall shooting period is capped at 40 days. Among the 10 participating schools, the maximum number of on-site shooting days for each school is 2 days.

◦ The Contractor must coordinate with the designated contact persons of the participating schools at least 14 working days before the official shooting begins, and formulate and submit a detailed shooting schedule for the schools' approval.

◦ If shooting cannot proceed as scheduled due to severe weather (e.g., Tropical Cyclone Warning Signal No. 8 or above, Red or Black Rainstorm Warning Signal issued by the Hong Kong Observatory) or sudden/emergency school affairs, the Contractor must coordinate with the school within 24 hours and finalize a make-up shooting plan.

4.2 Content Guidelines and Script Execution:

◦ The Contractor must strictly follow the storyboard and script provided and ultimately approved by the school for on-site shooting and framing.

◦ The on-site production team must possess professionalism and adaptability. Under the premise of not deviating from the main theme of the script, they may flexibly adjust shot composition and framing to most naturally and authentically showcase students' learning outcomes and school life.

4.3 Scene Coverage and Environmental Coordination:

◦ The shooting content must fully cover both indoor scenes (including but not limited to school classrooms, Home Economics rooms, or Technology & Living rooms) and outdoor scenes (e.g., campus facilities, outdoor activity areas) of each school.

◦ During on-site shooting, the Contractor must closely coordinate with the school's teaching environment and operations, adopting a "low-interference" shooting mode to ensure absolutely no disruption to the normal teaching order and activities of teachers and students.

4.4 Professional Equipment, Personnel, and Logistics:

◦ The Contractor shall be fully responsible for all transportation, handling, and logistics costs for the production team (including but not limited to the director, videographers, lighting technicians, and sound recordists) traveling to the schools.

◦ Equipment Specifications: The Contractor must provide and rent professional-grade shooting equipment, including: high-resolution digital cameras (supporting 4K recording), 3-axis mechanical gimbals, dual-channel professional wireless lapel and directional microphones, broadcast-grade LED photography lighting kits, and tripods.

◦ Backup Mechanism: The Contractor must prepare backup equipment for critical gear (e.g., cameras, microphones) on-site to ensure shooting is not interrupted by technical failures.

4.5 Portrait Rights and Personal Data Protection:

◦ When conducting any on-site shooting, the Contractor must strictly comply with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong, as well as the school's relevant guidelines on protecting the portrait rights of students and staff.

◦ The Contractor must ensure that the production team only films principals, teachers, and students who have signed a "Portrait Rights Consent Form".

◦ Data Confidentiality and Ownership: All unprocessed original master tapes, photos, and audio recordings are confidential and sensitive data, and their copyrights and ownership absolutely belong to the school. Without prior written authorization from the school, the Contractor shall not privately retain, copy, publish, display, upload to the Internet, or use them for any commercial or non-commercial purposes.

4.6 Reinstatement of School Premises:

After completing the shooting at each participating school, the Contractor is responsible for clearing all areas used or affected and completely restoring them to their original state. The Contractor must ensure that no damage is caused to school premises and facilities during the removal of all shooting equipment and gear. All restoration work must reach a standard satisfactory to the school; if any damage is caused by the Contractor's negligence, the Contractor shall bear full responsibility for restoration or compensation.

4.7 Safeguard Clauses and Delay Liabilities (Suggested New Heading):

The above conditions and those within the contract aim to safeguard the safety and operation of the school premises. If the Contractor fails to comply with the agreed schedule causing significant delays, the school reserves the right to take immediate corresponding actions (including terminating the contract). If the school suffers any losses due to the Contractor's delay or breach of contract, the school reserves the right to seek full relevant compensation.

5.Video Editing and Post-production Requirements

The Contractor must provide comprehensive and professional video editing and post-production special effects services to ensure the final product is of high quality and conforms to the professional and innovative image of the Education Bureau and the QTN project. Specific technical and service requirements are as follows:

5.1 Editing, Transitions, and Review Process:

◦ Professional Editing: The Contractor must accurately select representative and high-quality shooting highlight clips for smooth editing, paired with appropriate and dignified dynamic transition effects, ensuring a crisp rhythm and clear narrative in the video.

◦ Review and Revision Mechanism: The Contractor must submit the first draft of the video for the school's review according to the mutually agreed schedule. The Contractor must provide at least two (or more, until the school is satisfied) free comprehensive revision services to ensure the final version fully meets the school's requirements and satisfaction.

5.2 Visual Elements, Subtitles, and Animation Design:

◦ Subtitle Specifications: Equip the video with clear subtitles of appropriate font size that suit the reading habits of the target audience. All fonts applied in the video must have legal commercial licenses.

◦ Animation Effects Production: Design and produce appropriate 2D/3D dynamic effects (e.g., title animations, dynamic presentation of school logos, highlighting key text, and auxiliary explanatory icons) as required by the video content to enhance visual appeal and information delivery.

5.3 Audio Mixing and Professional Color Grading:

◦ Professional Color Correction and Grading: Perform comprehensive color correction and grading for the entire video to unify the color styles of the participating schools under different scenes, ensuring the image quality meets 4K broadcast-level color standards.

◦ Audio and Mixing Processing: Perform professional-grade mixing and noise reduction to effectively eliminate on-site environmental noise, ensuring the clarity of interviewees' voices; background music and voiceover volumes must undergo strict loudness normalization.

5.4 Deep Application of Innovative AI Technology and Copyright Ownership:

The post-production stage must be deeply integrated with Artificial Intelligence (AI) generation and editing technologies. The Contractor must ensure that all AI generation tools used possess legal commercial use rights:

◦ AI Voiceover Dubbing: Utilize advanced speech synthesis technology to produce Cantonese, English, or Mandarin voiceover dubbing with a natural intonation and professional-level tone.

◦ AI Background and Illustration Generation: Use AI text-to-image generation tools to produce suitable situational transition backgrounds, abstract conceptual illustrations, or infographics for auxiliary teaching purposes in the video.

◦ AI Subtitle Generation and Translation: Utilize AI automatic speech recognition and natural language translation technologies to quickly generate Traditional Chinese, Simplified Chinese, and English subtitles. The Contractor must arrange for professionals to conduct strict manual proofreading to ensure absolute accuracy in all grammar, proper nouns, and educational terminology.

◦ Intellectual Property Protection: All image, audio, and text materials generated by AI and applied in the videos of this project, as well as the final deliverables, shall have their full copyrights and intellectual property rights fully and irrevocably vested in the school upon project completion and payment. The school holds the absolute right to modify, copy, publish, and display the video on any media and platform.

6. Deliverables (Quantity and Specifications of Videos)

The Contractor must produce and deliver a series of high-quality audio-visual promotional resources for this project, totaling 14 individual video files (Note: Details specify 14 files below). Specific output items and specifications are as follows:

6.1 Summary Promotion Video (Two versions in total, delivering 4 individual video files):

The core deliverables of this project include two sets of high-quality promotion videos:

- Version A: Core Highlight Video (Running time: approx. 3 minutes)
    - Content Focus: Concisely showcase the core achievements of the micro-movie and this QTN project. The video must focus on the integration of "digital technology application" and "values education concepts," allowing viewers to quickly and clearly understand how the project seamlessly integrates diverse technologies into teaching.
    - Target Audience: The general public, parents of students, and general educators.
    - Application Media: Tailored for rapid dissemination and key presentations, suitable for the "Quality Education Fund Cyber Resource Centre," various large-scale promotional events, and cross-platform social media promotion.
- Version B: In-depth Sharing and Effectiveness Video (Running time: approx. 4.5 minutes)
    - Content Focus: Based on the core content of Version A, expand with about 1.5 minutes of in-depth content, which must include documentary interviews with frontline teachers participating in this project or behind-the-scenes footage.
    - Effectiveness Demonstration: Through the practical sharing and genuine feedback of frontline teachers, multi-dimensionally present the actual effectiveness of "cross-school collaboration" and the valuable experience of "curriculum transformation," providing an in-depth reference case for the education sector.
    - Target Audience: Educational peers, school management, and academic researchers.
    - Application Media: Suitable for thematic seminars, teacher training workshops, and in-depth industry exchange meetings.
- Multi-language Subtitles and Delivery Specifications (Versions A and B):

To meet the promotion needs of different platforms, both aforementioned versions must be equipped with bilingual subtitles. The Contractor must deliver a total of 4 individual high-definition video files for this part:

- Format 1: Traditional Chinese and English subtitles (Includes one file each for Version A and B, total 2 files)
- Format 2: Simplified Chinese and English subtitles (Includes one file each for Version A and B, total 2 files)

6.2 School-based Achievement Independent Videos (Delivering 10 individual files):

To recognize the efforts of each participating school and cater to school-based promotion needs, the Contractor must produce an exclusive school-based video for each of the nine network participating schools

- Video Quantity and Length: A total of 10 video files, each running approximately 3 to 5 minutes.
- Content Focus: Focus on showcasing each school's unique development features, authentic classroom practice moments, student learning outcome displays, and brief interviews with teachers and students.
- Subtitle Specifications: Every video must include Traditional Chinese and English subtitles.

- Publication Channels: For flexible application by participating schools on their school websites, campus open days, parent-teacher meetings, and school-based social media platforms for independent promotion, further expanding the project's influence across different districts.

7. Delivery Period, File Specifications, and Submission Methods

7.1 Delivery Deadline:

◦ Final Delivery Date: The Contractor must strictly adhere to the delivery schedule and must officially deliver the final finalized deliverables of the aforementioned total 14 videos to the school on or before April 30, 2027. For the purpose of fulfilling this contract, time is of the essence.

◦ Delay and Termination of Contract: If the Contractor fails to fulfill the delivery obligations within the specified deadline above without the prior written consent of the school, it shall constitute a breach of contract. The school reserves the right to terminate this contract immediately by serving written notice to the Contractor.

◦ Damages: Without prejudice to the school's other rights and remedies, if the school suffers any form of loss, damage, and additional expenses due to the Contractor's delayed delivery or failure to perform the contract, the school has the absolute right to claim full compensation from the Contractor.

7.2 Video File Specifications:

◦ All delivered video files must be in MP4 format.

◦ Image resolution must meet the 4K Ultra HD (3840 x 2160) broadcast-level standard.

◦ Output files must ensure audio-video synchronization, high bitrate, and no obvious compression distortion.

7.3 Submission Methods:

To ensure files are properly archived and to prevent data loss, the Contractor must simultaneously submit all final files to the school via the following two methods:

◦ Cloud Download: Provide a valid Google Drive (or other encrypted cloud drive approved by the school) download link. The valid access period for this link must not be less than 30 days.

◦ Physical Storage Device: Store all files on a brand new, sufficient capacity, and properly functioning USB Flash Drive or external hard drive, securely packaged, and deliver it in person or by registered mail to the school's designated contact person.

8. Terms of Payment

Payment will be made within 30 days upon satisfactory completion of all services, full acceptance of all final deliverables by the School, and contractor should submit all relevant receipts, valid invoices and payroll records for expenditures incurred of the project. Please note that no advance payment or deposit will be provided.

9. Price Proposal

Service providers must list the service charge details for each service item in the Price Proposal within Part B - Price Schedule. Failure to comply with this requirement will result in the quotation being disqualified. Please note that due to resource constraints or other operational considerations of the school, the school possesses the absolute discretion to accept all services or only accept parts of the service items listed in the price proposal. In a subscription model, setup costs will not be considered as part of the cost.

10. Invitation to Quote

Quotations are now invited for the execution of all services described in this document. Quotations offering only partial services will not be considered. Please provide two sets of quotation documents for quotation processing purposes.

11. Tender Preparation and Submission

Service providers must submit the following information and documents:

◦ A statement of compliance confirming that the quotation meets all the requirements stated in these specifications.

12. Selection and Payment

The school will seek a Contractor based on the following criteria:

- Proposed Pricing
- Proposed Solution
- Equipment and Service Level
- Past Case References
- Other Useful Information

13. Enquiries

For enquiries, please contact Ms. Tang Cheuk Yiu of our school at 2779 4016 or via email at tangcheukyiu@sbchcsms.edu.hk.

Society of Boys' Centres Hui Chung Sing Memorial School
TENDER FOR PRODUCATION of PROMOTION VIDEO for the "QTN" (to be completed in duplicate)

PART B - PRICE SCHEDULE

Price details for Standard Provision

Standard Provision	Price	School's choice on confirmation
Pre-production and On-site Shooting - **Shooting Period:** September 2026 to April 2027 - **Scope:** Covers indoor and outdoor scene shooting at 10 designated schools. - **Includes:** Production team transportation expenses, and costs for all professional equipment. Post-production and AI Application Technology - **Post-production:** Highlight selection and editing, transition processing, color grading, sound effects and licensed music scoring, basic animation. - **AI Technology**: AI voiceover dubbing generation, AI background/illustration material generation, AI-assisted subtitle translation, etc. **Final Deliverables (Total 14 Video Files)** - Core Highlight Video (Approx. 3 mins): 2 files (Trad. Chi/Eng Subtitles & Simp. Chi/Eng Subtitles) - In-depth Sharing and Effectiveness Video (Approx. 4.5 mins): 2 files (Trad. Chi/Eng Subtitles & Simp. Chi/Eng Subtitles) - School Independent Videos: 10 files (1 per school) - Specifications: 4K (3840x2160) MP4 format - Delivery Methods: Physical USB and Google Drive link		
Total in HK$		

Authorized Signature and Company Chop of Tenderer:
Company Name: _____
Authorized Representative Signature: _____
Name and Title of Authorized Representative: _____
Date: _____
(Please affix company chop here)

TENDER FOR PRODUCTION of PROMOTION VIDEO for the "QTN"

Name and Address of School : Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon

School Ref. No. HCSMS/2627/ TENDER FOR PRODUCTION OF PROMOTION VIDEO for the "QTN"/W02

Tender Closing Date and Time: **30 October, 2026 12:00 noon**

Part I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and / or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tender shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tender remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from **30 October, 2026**.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

(a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;

(b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or

(c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this _____day of _____2026.

Name (in block letters): _____

Signature: _____ in the capacity of _____ (state official position, e.g. Director, Manager, Secretary, etc.).

Duly authorized to sign tenders for and on behalf of: -

_____

whose registered office is situated at _____

_____Hong Kong.

Telephone No.: _____ Fax No.:

TENDER FOR PRODUCTION of PROMOTION VIDEO for the "QTN"

STATEMENT OF EXPRESSION OF NO INTEREST FOR TENDER SUBMISSION

Name and Address of School: Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon

School Ref. No. HCSMS/2627/ TENDER FOR PRODUCTION OF PROMOTION VIDEO for the "QTN"/W02

Tender Closing Date and Time: **30 October, 2026 12:00 noon**

Our company will not submit the tender for PRODUCTION OF PROMOTION VIDEO for the "QTN"/W02.

Please explain the reason(s)：

☐ Unable to provide the stores or services as specified in the tender.
☐ Unable to meet the requirements or specifications as listed in the tender.
☐ Unable to submit the tender on time.
☐ Others: _____

Please tick (✓) in the appropriate box ☐

Name of Supplier: _____ Name and Signature of Person authorized to sign Tender: Name (in block letters): _____ Signature: _____ Date: _____	Company Chop