



Nurturing Specialists for
30 Years: Guarding the
Health of the Community
育才三十載
杏林澤香江

Invitation for Expression of Interest

Tender for the Provision of Catering Services at Hong Kong Academy of Medicine Jockey Club Building (2024-2027) Tender Ref.: HKAM/TR/2023/002

The Hong Kong Academy of Medicine (hereafter referred to as the Academy) invites qualified caterers to express their interest in tendering for the provision of catering services at the Hong Kong Academy of Medicine Jockey Club Building (hereafter referred to as the Academy Building), 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.

1. INTRODUCTION

- 1.1 Established in 1993, the Academy is an independent institution with statutory power to organise, monitor, assess and accredit all medical and dental specialist training, and the responsibility to oversee the continuing medical education and continuous professional development to maintain the standard of specialists practising in Hong Kong. More details about the Academy can be found on the corporate website <www.hkam.org.hk>.
- 1.2 The Academy Building occupies 4,300 m² of land area and 15,000 m² of gross floor area. The 10-storey building houses the Secretariat Office of the Academy, head offices of its 15 constituent Colleges, and offices of the Medical and Dental Councils of Hong Kong. It contains multi-purpose venues for organising training activities, examinations, conferences, scientific meetings and networking activities primarily for medical and healthcare professionals to exchange knowledge and share expertise. Please refer to the venue brochure (Appendix A) for the capacities of different meeting facilities.
- 1.3 Other than General Restaurant License, the Academy is also a holder of Certificate of Compliance under the Clubs (Safety of Premises) Ordinance, Chapter 376 and Club Liquor License. The Academy currently operates a Canteen open to the general public, a Lounge with a Coffee Kiosk and a Tea Room primarily for Fellows and specialist trainees. A wide range of catering services for events are also available at the Academy Building.

2. SERVICES REQUIRED

- 2.1 Tenders will be invited from Tenderers to provide an extensive range of high-quality catering services at the Academy Building.
- 2.2 Successful Tenderer is expected to:
 - i. provide high-quality event catering services, offering a wide variety of Chinese / Western cuisines and dining styles tailor-made according to different needs and

preferences of organisers and participants for all types of events, ranging from banquets, receptions, gala dinners, buffets, tea / coffee breaks to corporate luncheons / dinners, etc, within the Academy Building;

- ii. operate a self-service Canteen that serves a selection of Chinese and Western set menus to building staff, visitors and the general public;
- iii. provide full table services with a comprehensive seasonal menus of Chinese / Western cuisines at the Academy Lounge primarily for Fellows and specialist trainees, as well as operate a Coffee Kiosk inside the Lounge that provides freshly ground coffee, pastry, salads and sandwiches, and a Tea Room that serves a range of traditional and modern Chinese tea;
- iv. recruit and manage teams of competent kitchen and serving staff as well as administer daily operation, including records management, timely compilation and submission of reports, and implementation of social responsibility / environmental practices to minimise kitchen waste, water usage, and energy consumption;
- v. propose menus, which should be bilingual, annually or upon request, including seasonal menus for festive occasions, and develop effective work plans to improve sales performance; and
- vi. conduct business in a courteous and professional manner, and to prepare and submit different operational, financial and other reports as required according to the agreed schedule.

3. TERMS OF SERVICE

- 3.1 A 3-year contract will be awarded to the successful Tenderer, commencing on 1 February 2024.

4. EXPRESSION OF INTEREST

- 4.1 In order to be considered for invitation to submit tender, interested caterers having relevant resources, qualifications and experiences are requested to express interest by returning a reply slip (Appendix B) to the Academy Secretariat by email to tender@hkam.org.hk **no later than 5:00pm on 7 August 2023**.
- 4.2 Only shortlisted caterers will be invited to submit tender, tentatively in September 2023.
- 4.3. All information submitted, including personal data, shall be used for tendering purposes. The Academy reserves the right to withdraw at any time from the process or any part thereof without giving prior notice. No financial or any other obligation will accrue to the Academy in any event.

5. ENQUIRIES

- 5.1 For enquiries, please contact Ms. Melody Wong at 2871 8726 or email at tender@hkam.org.hk.



ABOUT HKAM JOCKEY CLUB BUILDING

Situated at 99 Wong Chuk Hang Road, Hong Kong island, the 10-storey building of the Academy occupies 4,300 m² of land area and 15,000 m² of gross floor area.

The Hong Kong Academy of Medicine Jockey Club Building was officially opened on 26 November 1998. The Building is custom-designed to provide a modern conference venue to the medical profession to facilitate continuing medical training, education, and exchanges.

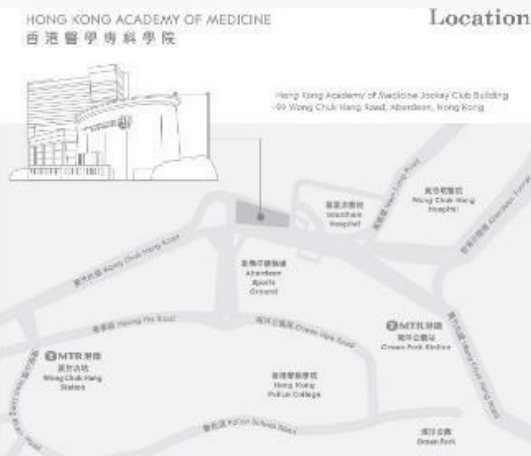
 **99 Wong Chuk Hang Road, Aberdeen**
 <https://www.hkam.org.hk/> 
 **Tel: 2871 8888**

Location

-  9-minute walk from MTR Wong Chuk Hang Station
-  30-minutes by Mini-Bus from Causeway Bay

Facts & Figures

Exhibition halls	2
Banquet rooms	2
Theatres	2
Meeting rooms	21
Dining Venues	2
Grand Hall	1 (Max. 27 banquet tables)
Surface area	3,070 sqm





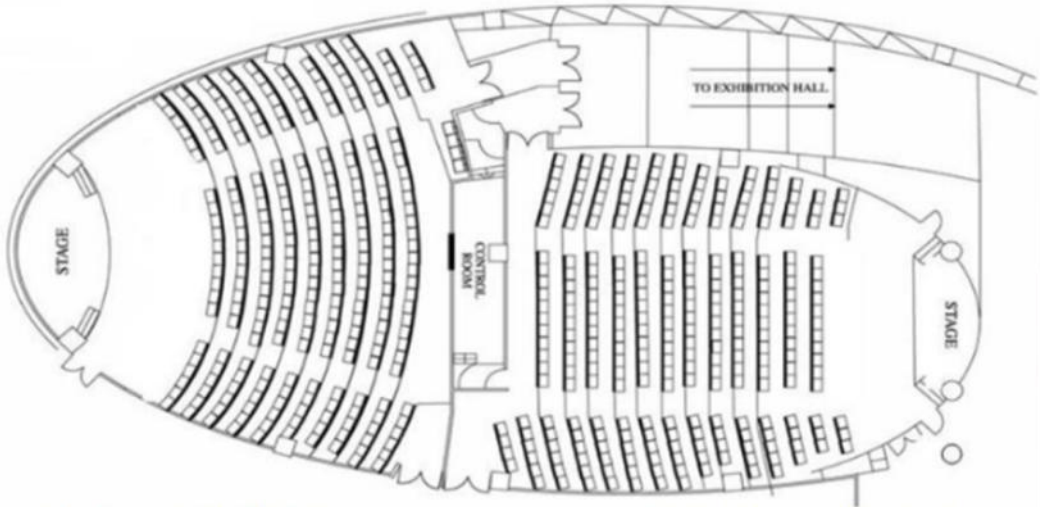
Pao Yue Kong Auditorium

MEETING FACILITIES ON G/F

Venue	Area (sqm)	Seating Capacity			
		Theatre	Banquet	Meeting	Classroom
Pao Yue Kong Auditorium	270	252	-	-	-
Lim Por Yen Lecture Theatre	270	259	-	-	-
Exhibition Hall	-	-	-	-	-



Exhibition Hall



Pao Yue Kong Auditorium
(252 seats)

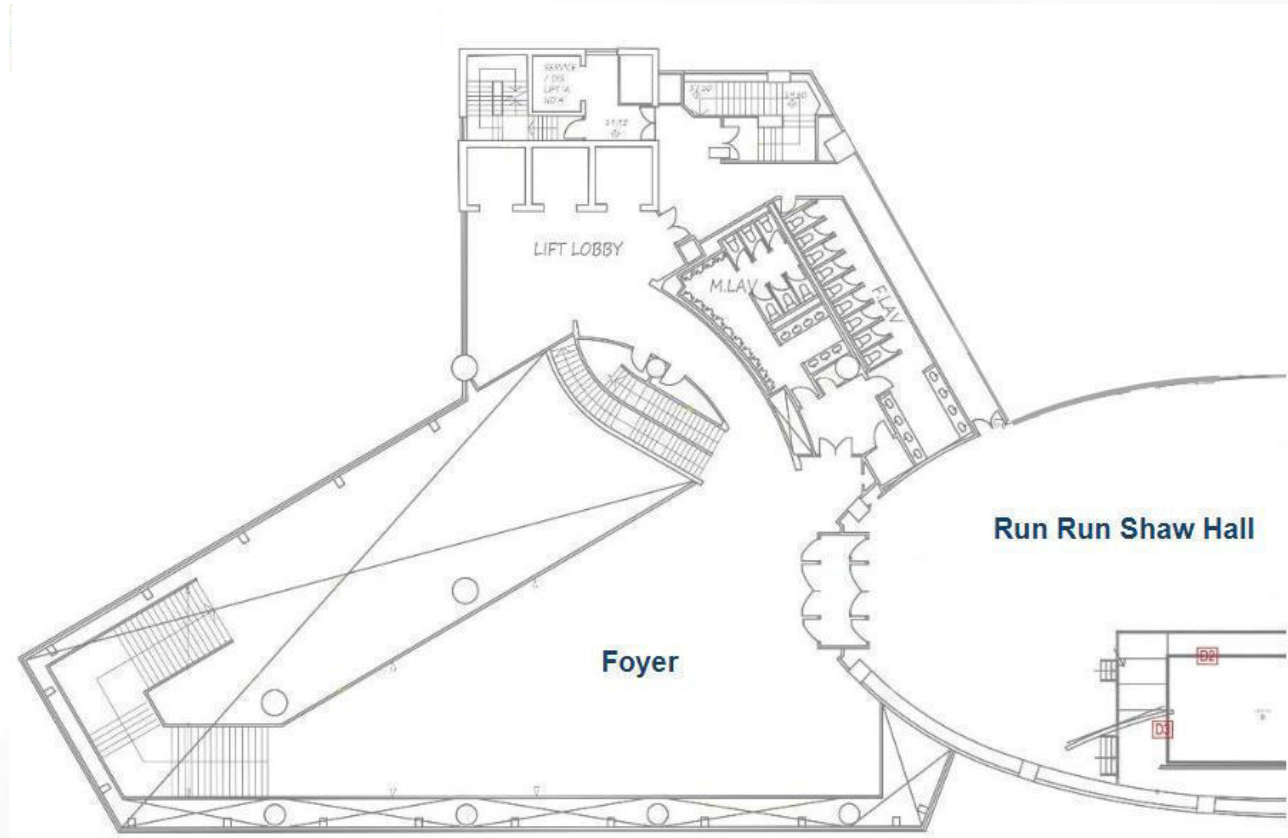
Lim Por Yen Lecture Theatre
(259 seats)



Foyer

MEETING FACILITIES ON 1/F

Venue	Area (sqm)	Seating Capacity			
		Theatre	Banquet	Cocktail	Classroom
Run Run Shaw Hall	739	400	324	-	-
Foyer	/	-	120	150	-



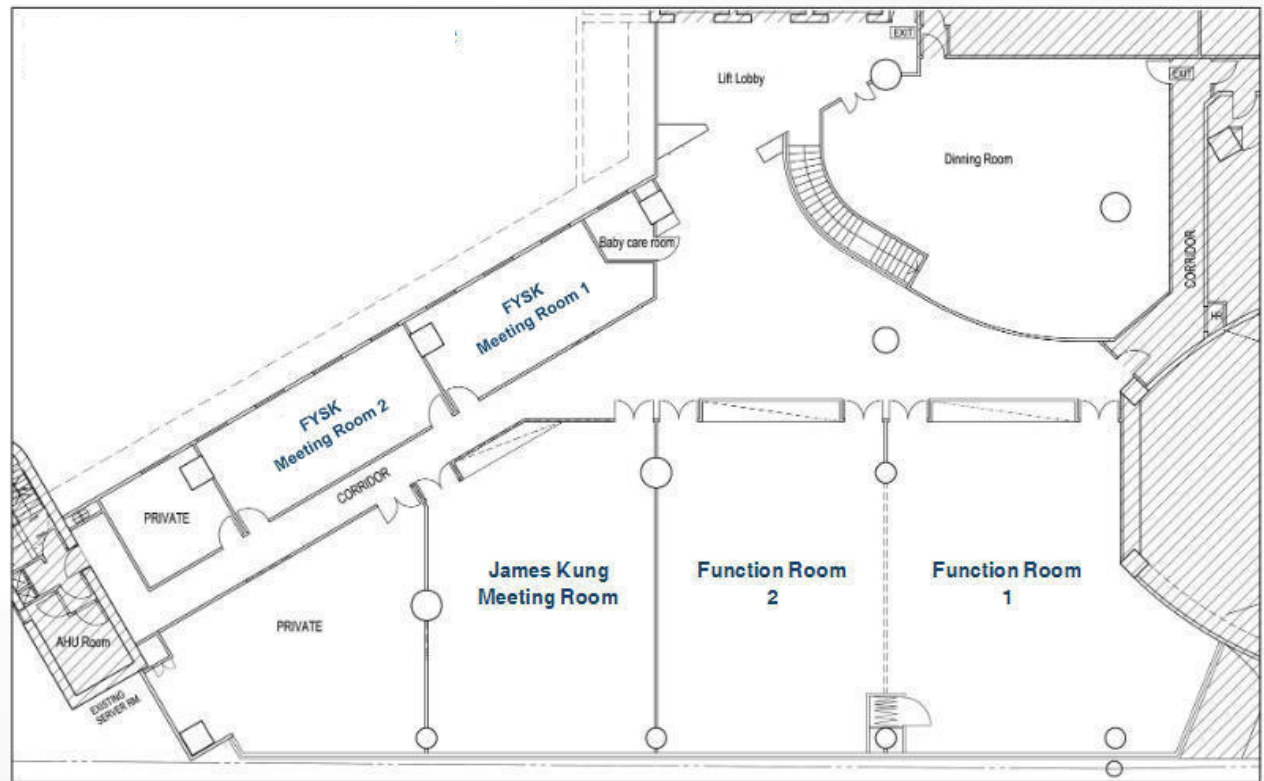


FYSK Meeting Room 1



MEETING FACILITIES ON 2/F

Venue	Area (sqm)	Seating Capacity			
		Theatre	Banquet	Meeting	Classroom
Function Room 1	124	90	72	30	48
Function Room 2	124	80	72	30	48
James Kung Meeting Room	110	70	48	24	25
FYSK Meeting Room 1	34	20	-	12	8
FYSK Meeting Room 2	38	30	-	16	15



Banquet Room 1

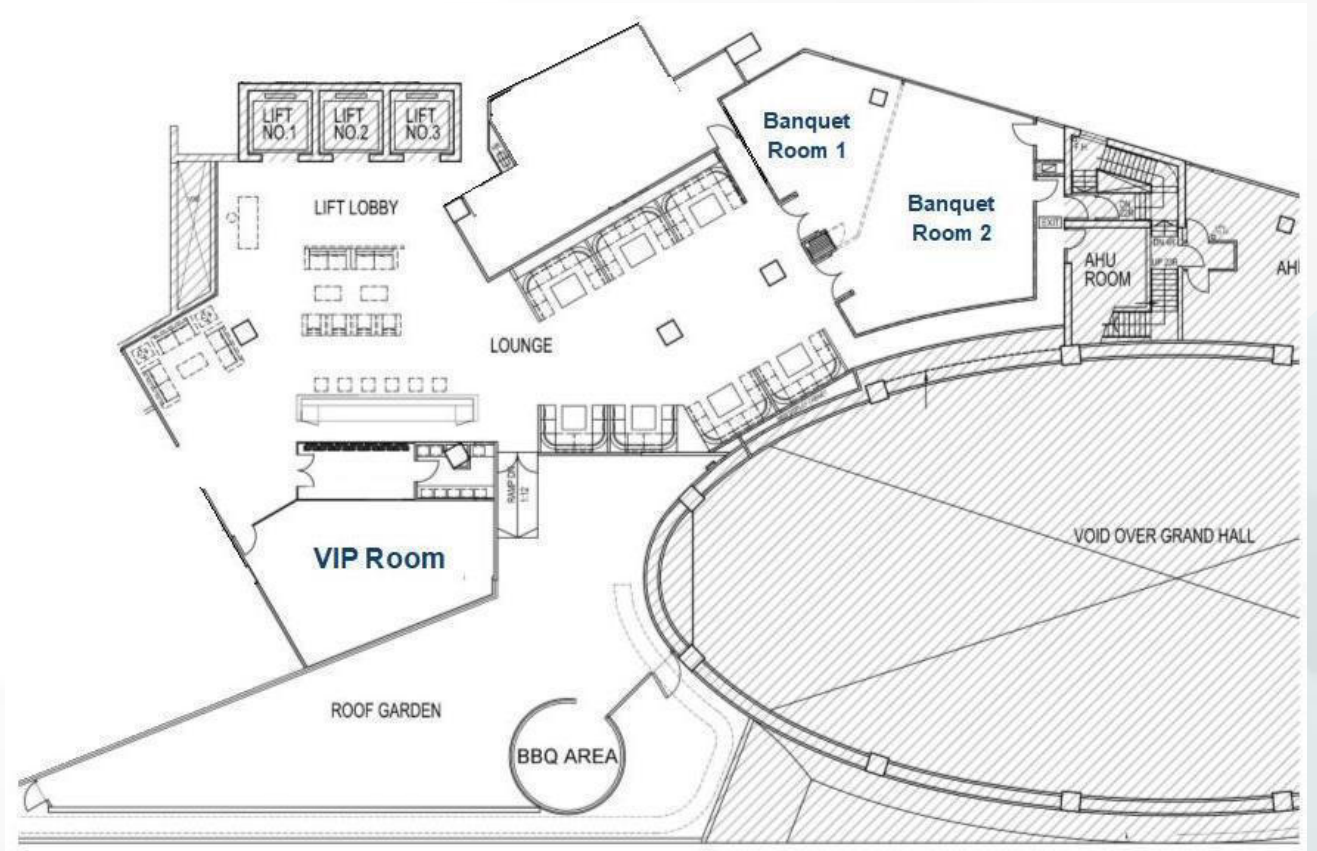


VIP Room



MEETING FACILITIES ON 3/F

Venue	Area (sqm)	Seating Capacity			
		Theatre	Banquet	Meeting	Classroom
Banquet Room 1	36	24	12	10	-
Banquet Room 2	65	30	48	15	-
VIP Room	55	20	36	20	-



Room 501

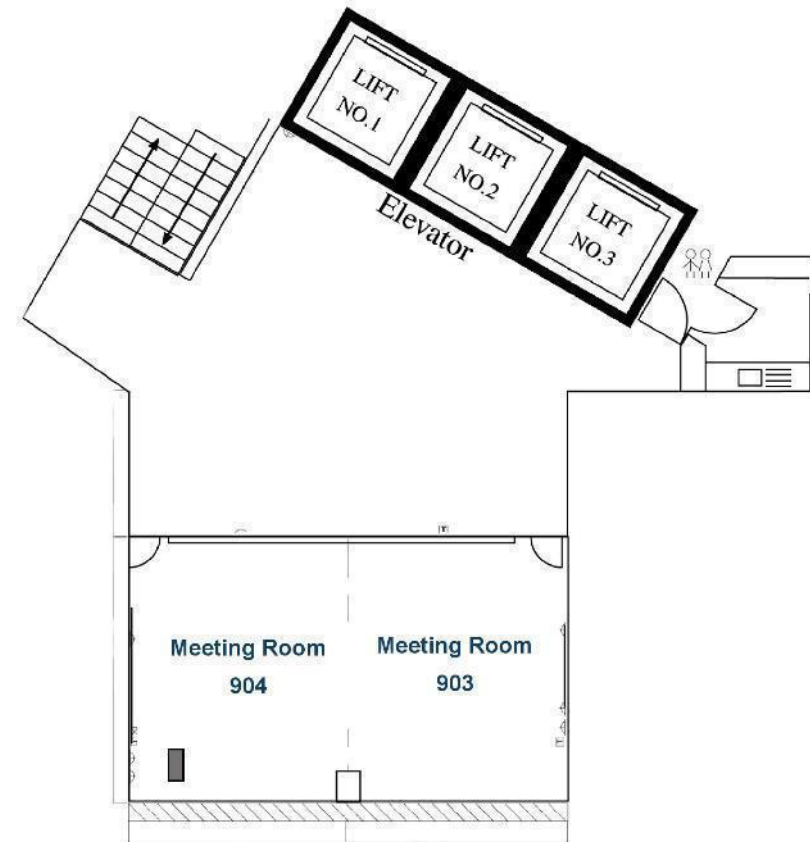


Meeting Room 903-4



MEETING FACILITIES ON 5/F & 9/F

Venue	Area (sqm)	Seating Capacity	
		Theatre	Meeting
Room 501	36	10	16
Room 502-513	19-30	10	-
Meeting Room 903	32	25	10
Meeting Room 904	32	25	10



Appendix B - Reply to Invitation for Expression of Interest

Invitation for Expression of Interest

**Provision of Catering Services
at Hong Kong Academy of Medicine Jockey Club Building
(2024-2027)
Tender Ref.: HKAM/TR/2023/002**

Please complete and return this form to the Academy Secretariat by email no later than 5:00pm, 7 August 2023.

To : Secretariat, Hong Kong Academy of Medicine
Email : tender@hkam.org.hk

We are interested in submitting tender and would like to provide an overview of company profile for your review and consideration.

Company name : _____
Website : _____

Year of establishment	
Number of employees	
Scope / diversity of culinary and catering services	

	Year(s) of experience	Serving capacity
Chinese / Western banquet		
Buffet-style meal		
Tea / coffee break		
Fast food cafeteria		
Coffee shop		
Private club house		

Address : _____
Telephone : _____
Email : _____
Contact Person : _____

(If your company is shortlisted, tender invitation will be addressed to the named individual.)

Post Title : _____
Contact Number : _____
Email : _____

Signature with company chop _____

Name in block letters, Post Title _____

Date _____