



中國香港殘疾人奧委會  
**CHINA HONG KONG**  
PARALYMPIC COMMITTEE



Tender Document

For

Air Tickets for Aichi-Nagoya 2026 Asian Para Games

Of

China Hong Kong Paralympic Committee Limited

Located At

Unit 1518-1520, Level 15, Tower 1,

Grand Central Plaza, Shatin, New Territories

(Tender Reference No.: HKPC-T004/26)

Issued By

China Hong Kong Paralympic Committee Limited

Issuing Date : 4 May 2026

Closing Date : At noon (12:00 p.m.) on 18 May 2026 (Monday)

中國香港殘疾人奧委會 China Hong Kong Paralympic Committee

香港沙田新城市中央廣場1座15樓1518-1520室 Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories, Hong Kong

電話Tel (852) 2632 7711

傳真Fax (852) 2151 5034

電郵Email [info@paralympic.hk](mailto:info@paralympic.hk)

[www.paralympic.hk](http://www.paralympic.hk)

## Air Tickets for Aichi-Nagoya 2026 Asian Para Games

### Invitation to Tender – Fact Sheet for Interested Vendors

#### A. Introduction

The China Hong Kong Paralympic Committee Limited (hereinafter referred to as HKPC) will send a delegation to participate in the Aichi-Nagoya 2026 Asian Para Games. The Games will be held from 18<sup>th</sup> to 24<sup>th</sup> October 2026. HKPC is currently making arrangements for the delegation and is in the process of purchasing flight tickets for the delegation. HKPC now invites proposals from eligible and qualified contractors with a strong market position for the provision of flight ticket booking for the delegation.

#### B. Objectives

- To assist the Hong Kong, China Delegation to participate in the Aichi-Nagoya 2026 Asian Para Games, traveling with return from Hong Kong to Nagoya, Japan.
- To provide necessary support and coordination for the delegation on transportation of sporting equipment with return from Hong Kong to Nagoya, Japan.

#### C. Mandatory Requirement

- Quantity
  - It is expected that up to 140 - 160 tickets will be purchased for this tender.
  - Up to 20-35 wheelchair passengers are expected, unless otherwise instructed.
- Date and Time
  - **Outbound Flight:** Departure from Hong Kong to Nagoya (Chubu Centrair International Airport), scheduled on at one of the following time ranges: 08:00-9:00, 10:00-12:00 or 15:00-17:00, **13 October 2026, 14 October 2026, 15 October 2026** for 3 departure dates in 1 to 3 flights on each date.
  - **Return Flight:** Departure from Nagoya (Chubu Centrair International Airport) to Hong Kong, scheduled on 9:00 -11:00 or 15:00 – 17:00, **25 October 2026** in 1 to 3 flights
  - All flights must be direct or no transit and operated by the same airline for both outbound and return journeys. Direct flights are preferable.
  - The airline must offer at least two flights schedule on the same day for flexibility.
  - All flights must arrive on the same calendar day as departure. Overnight flights

- (arriving the following day, +1) are not permitted.
- Flight operator should not be budget airline
  - Airlines
    - Flights using wide-body aircraft, such as Airbus A330-300 should be the first priority
  - Luggage
    - The baggage allowance should be at least 1 piece (23Kg) for check in per passenger. Cost for additional check in luggage should be provided.
    - Provide a schedule of charges for special baggage and sports equipment.
  - Other
    - Lowest published economy round-trip airfare, and terms for rebookable should be included.
    - Request for special service of sports equipment and up to 10-15 wheelchairs arrangement per flight.
    - The ticket price should include all taxes, airport fees, and surcharges.
    - The contractor shall assist in submitting the seating preference to airline.
    - Schedule for finalizing number of passengers and confirmation of passengers names must be provided due to unforeseen circumstances.
    - Due to the expected number of wheelchair users within the delegation, two separate flights on the same day may be required. The final number of flights will be subject to the total number of wheelchairs and the policies of the airlines regarding wheelchair carriage and capacity.
    - We will be travelling with firearms (for competition purposes) and therefore require special handling services, including all necessary documentation, permits, airline approvals, and customs clearance procedures, if necessary. The contractor must demonstrate proven experience in handling the transportation of sporting firearms and ammunition in compliance with the laws and regulations of the Hong Kong SAR and Japan.
    - The contractor shall provide contingency arrangements in case of flight delays, cancellations, or overbooking, including priority rebooking and immediate support.
  - Services
    - The contractor must provide standard services between 9:00 a.m. and 6:00 p.m. on working days.
    - The contractor must offer 24-hour emergency travel assistance on weekends and official holidays.
    - including weekends and official holidays where emergency travel service is

- required.
- The contractor will act as the liaison between airlines and HKPC to ensure smooth travel arrangements.
  - The contractor shall send one (1) staff member to assist the Check-in logistics on the day of departure.
- **Qualifications**
    - Must be a registered limited company with a valid Business Registry.
    - Must have a substantial number of years in business.
    - Have a proven track record in handling group travel arrangements
    - Have experience in handling special baggage arrangements, including over size sports equipment and wheelchairs.
    - Provide references from at least two (2) previous clients for similar services rendered.
  - **Flexibility and Coordination Requirement**
    - The contractor must demonstrate flexibility in adjusting the final number of air tickets to accommodate changes due to athlete selection and delegation confirmation delays.
    - The contractor must actively liaise with airline on HKPC' s behalf to negotiate reasonable ticketing deadlines, reservation extensions, and name change policies.
    - The contractor shall not impose unreasonable restrictions or insist on early confirmation deadlines without prior consultation with HKPC.

#### **D. Schedule of Rates**

Tendering arrangement ratings are as follows: Price offered in tender (50%), arrangements for air tickets (25%) and background of tenderer (25%).

Remarks:

- I. Coordination with other partners to execute smooth operation.
- II. The tenderer is required to complete the attached Schedule of Rates Form (Appendix 3), clearly indicating the unit rate amount of each item listed therein.

## E. Timeline

<u>Procedures</u>	<u>Date</u>
Tender publish	4 May 2026 (Monday)
Consultation period	12-14 May 2026
Deadline for submission of proposal	18 May 2026 (12 Noon)
Zoom Meeting for Presentation of proposal	21 May 2026
Confirmation of selected tenderer	27 May 2026

## L. Submission of Proposal & Company Profile

Interested companies shall having relevant resources, qualifications and experience to submit information for the services on or before 12 noon, 18 May 2026 with Proposal, by hand to Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories, Hong Kong. Please marked "Proposal & Company Profile - Provision of Air Tickets for Aichi-Nagoya 2026 Asian Para Games (Tender no. HKPC-T004/26)" with below information:

- Company name, contact person details and contact information
- Company background, credential and BR Copy
- Years of business
- Scope of services available
- Company organization, no. of employees and organization structure
- Relevant past job reference which can demonstrate the capability and experience of the company.
- Completed and signed Appendix 2.1, Appendix 2.2, Appendix 2.3 and Appendix 3

## M. Usage of Personal Data

All companies responding to this advertisement are deemed to have complied with the Personal Data (Privacy) Ordinance in the collection and transfer of personal data to China Hong Kong Paralympic Committee Limited. All information submitted including personal data, shall be used by China Hong Kong Paralympic Committee Limited for the prequalification of tenderers for this Contract.

## N. Enquiry

For enquiries, please contact Mr. Samson Lam, Administration Manager at 3847 4203 or [info@paralympic.hk](mailto:info@paralympic.hk)

## Appendix List

Appendix 1	Terms and Conditions of Agreement
Appendix 2	Notice to Contractor or Subcontractors or Suppliers on Integrity Clause
Appendix 2.1	Declaration of Compliance with the Integrity Clause
Appendix 2.2	Declaration of Interest Form
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Appendix 3	Schedule of Rates and Assessment Form

# Appendix 1

## Terms and Conditions of Agreement

### 1. Alteration

No unauthorized alteration or erasure to the text of the Tender Document shall be permitted. Any tender containing such alteration or erasure may not be considered.

### 2. Labour

The contractor is reminded that, as a general policy, importation of labour from outside Hong Kong SAR must be in accordance with the regulations of the local authorities, which may permit the importation of key management and technical personnel on a temporary basis. It is the tenderer's sole responsibility to make any such arrangement he may desire.

### 3. Tender Price

- This tender relates to the execution of all (or any part) of works during the Agreement Period as specified in the Schedule of Rates.
- Price quoted in this tender shall be firm for the duration of the Agreement
- Tenders shall remain open for acceptance for 21 days after the tender closing date.

### 4. Charges

The price quoted by the tenderers should be in Hong Kong Dollars and must only be quoted in the Schedule of Rates. Such prices shall be net and, where applicable, they shall include trade and cash discounts and all expenses incidental to the due and proper performance of the Agreement by the Contractor.

## 5. Payment

The Contractor may claim payment at the rates specified in Schedule of Rates according to the payment terms.

## 6. Payment Terms

The current procurement of air tickets is an estimate and there is a possibility of under-procurement. The amount of this tender will be calculated based on the final purchase volume.

**Deposit Payment:** A deposit of **20% of the net fare** is due upon acceptance of the Tender Award. The Tender Awarded Contractor must submit an official invoice to HKPC for the deposit payment. Payment of the deposit will be processed upon receipt and approval of the invoice.

**2nd Payment:** The remaining balance for all air tickets will be payable **3 weeks after departure** from Nagoya, Japan to Hong Kong, upon submission of the invoice detailing the final ticket purchases and services rendered.

**3rd Payment:** Any extra baggage and other applicable charges (e.g., special service requests) will be payable within one month of departure. These charges must be supported by itemized invoices provided by the contractor.

The Contractor shall claim the payment only after it has completed the works by submitting invoices and completion certificate signed by HKPC. Payment shall be made within 45 working days after receipt and agreement of invoices for Works completed to the satisfaction of HKPC.

After review and approval of each invoice, HKPC shall pay the Contractor the agreed invoices amount. Such approval and payment by HKPC shall not preclude the right of HKPC to thereafter dispute of the amounts involved and shall not be construed as acknowledgement of due performance of the Agreement or any part thereof.

## 7. Liability

The Contractor shall be liable for and shall indemnify HKPC in full against all or any actions, loss, suits, claims, demands, proceedings, costs, charges or expenses whatsoever including any damage to any persons or property or death or injury to any individual (including HKPC' s employees, agents and subcontractors and its obligations under this Agreement including, inter alia, delay or failure to perform the Works for any reason whatsoever, as a result of acts or omission, negligence or breach of any of its obligations of the Contractor, its employees, agents or subcontractors.

## 8. Force Majeure

No Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make previously owed payments to the other Party hereunder) when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party' s( "Impacted Party" ) reasonable control, including, without limitation, the following force majeure events ( "Force Majeure Event(s)" ) that frustrates the purpose of this Agreement: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) government order or law; (d) actions, embargoes or blockades in effect on or after the date of this Agreement; (e) action by any governmental authority; (f) national or regional emergency; (g) strikes, labor stoppages or slowdowns or other industrial disturbances; (h) epidemic, pandemic or similar influenza or bacterial infection (which is defined HKSAR Government as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness); (i) emergency state (j) shortage of power or transportation facilities; and (k) other similar events beyond the reasonable control of the Impacted Party.

## 9. Safeguarding of National Security of Hong Kong SAR

Notwithstanding anything to the contrary in the Tender Documents, HKPC reserves the right to disqualify a Tenderer on the grounds that the Tenderer 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. HKPC may immediately terminate the Contract upon the occurrence of any of the following events; (a) the Contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of the Contractor [or Consultant] or the continued performance of the Contract is contrary to the interest of national security; or (c) HKPC reasonably believes that any of the events mentioned above is about to occur.

## Appendix 2

### Notice to Contractor or Subcontractors or Suppliers on Integrity Clause

#### 1. Disclosure of Information

Except for the purpose of this contract, the contractor shall not use or disclose any information provided by China Hong Kong Paralympic Committee Limited (HKPC) (hereinafter referred to as Employer) in this contract or any subsequent communications or documents. For the purpose of this contract, any information disclosed to any person or agent or subcontractor shall be strictly confidential and shall be disclosed on a "knowledgeable basis" within the scope necessary for the purpose of this contract.

The contractor shall take all necessary measures (including through disciplinary codes or contract terms where appropriate) to ensure that such persons, agents or subcontractors will not disclose such information for purposes other than this contract. The contractor shall indemnify and keep indemnified the Employer against all loss, liabilities, damages, costs, legal costs, professional and other expenses of any nature whatsoever the Employer may suffer, sustain or incur, whether direct or consequential, arising out of or in connection any breach of the aforesaid non-disclosure provision by the Contractor or his employees, agents or subcontractors.

#### 2. Declaration of Interest

2.1 The contractor shall require its employees, agents and subcontractors participating in this contract to declare to the contractor in writing any conflicts or potential conflicts between their personal/financial interests and their duties related to this contract. In the event that such conflict or potential conflict is disclosed in a declaration, the Contractor shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed.

2.2 The contractor shall prohibit its employees participating in this contract

from participating in any project or work (regardless of salary or not) other than the performance of this contract, and such projects or work will cause or may cause the relationship between their personal/financial interests and their duties. The contractors must also require their subcontractors and agents to impose similar restrictions on their employees in the form of disciplinary codes or contract terms.

2.3 The contractor shall take all necessary measures (including disciplinary codes or contract clauses where appropriate) to ensure that its employees, agents and subcontractors understand the restrictions in this clause.

2.4 The contractor must also sign and submit a declaration in the format prescribed or approved by the Employer, confirming compliance with the aforementioned sub-sections (2.1), (2.2), and (2.3). If the contractor fails to submit the required declaration, the Employer has the right to withhold the payment until the contractor submits the declaration, and the contractor is not entitled to receive interest during that period. In order to prove compliance with the aforementioned sub-sections (2.1), (2.2) and (2.3) concerning confidential information, declaration of interests, prevention of bribery, the contractor and its hired subcontractors must submit the disciplinary code issued to its employees to the Employer.

### **3 Prevention of Bribery**

Pursuant to “the Prevention of Bribery Ordinance” , it is an offense for contractor or its subcontractors or suppliers to offer advantages to HKPC staff in connection with the contract of the Works. It is also illegal to provide any advantages to HKPC staff in connection with their official duties.

#### **3.1 Offering remuneration**

Tenderers shall not and must prohibit their employees, agents and subcontractors from offering, soliciting or accepting benefits as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) for the tendering and execution of this contract.

If the foregoing results are not achieved, or if the tenderer or the tenderer’ s

employees, agents or subcontractors make any acts to provide, solicit or accept the benefits described in paragraph above, as a result, the tenderer's bid is invalid, and the tenderer shall still be liable for such errors and actions.

#### 4. Anti-Collusion Clause

4.1 Before the HKPC informs the tenderer of the tendering result, the tenderer shall not

- Communicate information on the amount of any tender to anyone other than HKPC;
- Adjust any tender amount through arrangements with any other party;
- Enter into any arrangement with any other party as to whether the tender or that other party should or should not tender; or
- Collude with any other party in any way during the bidding process.
- If the tenderer violates or fails to comply with this sub-provision, the tenderer's bid will be invalid, and the tenderer shall still bear the responsibility for such deficiencies and actions.

4.2 Sub-section (4.3) of this provision does not apply to tenders who send strictly confidential communications to their insurers or brokers to obtain insurance quotations to calculate the tender price, and to obtain assistance from consultants/subcontractors to prepare tendering documents and send them strictly confidential communications.

4.3 Tenders must submit to the Employer a letter duly signed in the format set out in the attachment. The letter must be signed by an authorized person on behalf of the tenderer.

## Appendix 2.1

### Declaration of Compliance with the Integrity Clause Requirements

Tender Reference No. : HKPC-T004/26

Name of Tender : Tender for Air Tickets for Aichi-Nagoya 2026 Asian Para Games

China Hong Kong Paralympic Committee Limited at Unit  
1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin,  
New Territories

According to the integrity clause of this contract, we confirm that we have complied with the following terms and ensure that our directors, employees, subcontractors and agents understand the following terms:

- A. When conducting business related to this contract, the contractor shall prohibit its employees, agents and subcontractors participating in this contract from providing, soliciting or accepting what is defined in the "Prevention of Bribery Ordinance" (Chapter 201 of the Laws of Hong Kong).
- B. The directors, employees, agents and subcontractors participating in this contract are required to declare to us in writing any conflicts or potential conflicts between their personal/financial interests and their duties related to this contract. If such conflicts or potential conflicts have been disclosed, we will immediately take necessary reasonable measures to mitigate or eliminate the disclosed conflicts or potential conflicts as much as possible.

- C. Directors and employees participating in the execution of this contract are Prohibited from participating in any project or work (regardless of salary or not) that may cause conflicts between their responsibilities in this contract and their personal/financial interests outside of this contract and shall require the subcontractor to take the same action.
- D. Take all necessary measures to ensure that any confidential / confidentiality-covered information or data entrusted to us by or on behalf of the Employer will not be disclosed to third parties other than those permitted by this contract.

Signature : \_\_\_\_\_

Signatory name : \_\_\_\_\_

Signatory position : \_\_\_\_\_

Name of contractor : \_\_\_\_\_

Date : \_\_\_\_\_

## Appendix 2.2

### Declaration of Interest Form

Tender Reference No. : HKPC-T004/26

Name of Tender : Tender for Air Tickets for Aichi-Nagoya 2026 Asian Para Games

China Hong Kong Paralympic Committee Limited at Unit 1518- 1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories

To: China Hong Kong Paralympic Committee Limited

I understand that if I, my family members, close relatives and acquaintances have direct or indirect business connections with HKPC, I must report to the management of the China Hong Kong Paralympic Committee Limited (HKPC).

I hereby declare that I (have / have not) have the following existing/potential conflicts of interest when performing duties related to the operation of HKPC or the status of a member of the HKPC:

a) Persons/companies with whom I have business dealings and/or personal interests:

b) My duties related to the above-mentioned person / company are mainly:

Signature : \_\_\_\_\_

Signatory name : \_\_\_\_\_

Signatory position : \_\_\_\_\_

Name of contractor : \_\_\_\_\_

Date : \_\_\_\_\_

## Appendix 2.3

### Confirmation of Compliance with the Anti-collusion Clause in the Tender

Tender Reference No. : HKPC-T004/26

Name of Tender : Tender for Air Tickets for Aichi-Nagoya 2026 Asian Para Games

China Hong Kong Paralympic Committee Limited at Unit 1518-1520,

Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories

[I/We], [ \_\_\_\_\_ ],  
(Name of Tenderer)

Address is [ \_\_\_\_\_ ]  
(Tenderer' s address)

[I/We] would like to refer to [my/our] bid for the above contract.

[I/We] confirm that when submitting this letter, in addition to the exemption communication mentioned in the last paragraph of this letter, [I/We]

Did not:

- Convey any information about the bid amount to anyone other than China Hong Kong Paralympic Committee Limited (hereinafter referred to as HKPC);
- Adjust any bid amount through arrangements with any other party;
- Make any arrangements with any other party as to whether [I/We] or that other party should or should not bid; or
- Collude with any other party in any way during the bidding process.
- After submitting this letter, before the Employer notifies the tenderer of the bidding result, except for the exemption communication mentioned in the last paragraph of this letter,
- [I/we] will not:
- Convey any information about the bid amount to anyone other than HKPC;

- Adjust any bid amount through arrangements with any other party;
- Enter into any agreement with any other party as to whether [I/we] or that other party should bid; or
- Collude with any other party in any other way.

In this letter, the term “communication exemption” refers to [I/We] who sends [I/We] to [I/We] to obtain an insurance quotation to calculate the bid price.

[My/Our] underwriters or brokers send out strictly confidential communications, and to obtain [my/our] consultants/subcontractors’ assistance in the preparation of tender and send them strictly confidential communications.

Signature : \_\_\_\_\_

Signatory name : \_\_\_\_\_

Signatory position : \_\_\_\_\_

Name of contractor : \_\_\_\_\_

Date : \_\_\_\_\_

(Signed on behalf of the bidder)

## Remarks

- i. Please delete where inapplicable.
- ii. If the tenderer includes two or more parties or companies forming a partnership, joint venture or other form of organization, the part in square brackets shall be expanded to include the names and addresses of these parties or companies.
- iii. If the tenderer includes two or more parties or companies forming a partnership, joint venture or other form of organization, the respective signatories of these parties or companies must be the authorized persons to sign this contract.

## Appendix 3

### Schedule of Rates

*Please complete the form and delete any inapplicable items.*

Schedule of Rates				
Item	Description with Specifications			
1	Price offered in tender (50%)	Qty	Unit Rate	Price (HKD)
1.1	Net Fare (round-trip, economy class, rebookable) (Please specify on separate sheet in detail if fare is not s for different schedule)			
1.2	Taxes and miscellaneous charges (Please specify on separate sheet in detail if fare is not s for different schedule)			
1.3	Charge per additional piece of baggage (23kg)			
1.4	Agree to payment terms as stated in tender (including deposit, balance after travel, etc.)	Yes/No		
1.5	Provide more flexible payment arrangements.	Yes/No, if yes, please explain the payment arrangements in separate.		

1.6	Other terms and conditions for price and service offer	
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2	Arrangements for air tickets (25%)		
2.1	Departure time from Hong Kong: 08:00-9:00, 13 October 2026 10:00-1200, 13 October 2026 15:00-17:00, 13 October 2026 08:00-9:00, 14 October 2026 10:00-1200, 14 October 2026 15:00-17:00, 14 October 2026 08:00-9:00, 15 October 2026 10:00-1200, 15 October 2026 15:00-17:00, 15 October 2026	Time & Flight No.:	1. 2. 3, 4, 5. 6. 7. 8. 9.
2.2	Departure time from Nagoya, Japan: 09:00-11:00, 25 October 2026 15:00-16:00, 25 October 2026 16:00-17:00 25 October 2026	Time & Flight No.:	1. 2. 3.
2.3	Direct flights or no transit:	Yes/No	
2.4	Confirm provision of 1 staff for check-in support at HKIA on departure	Yes/No	
2.5	Confirm standard service hours	Yes / No	

	(9am–6pm, Mon–Fri)	
2.6	Confirm flexibility in adjusting final number of tickets due to athlete selection	Yes / No
2.7	25-35 Wheelchairs arrangement of flight:	Yes/No
2.8	At least One free change after ticketing due to unforeseen circumstances:	Yes/No
2.9	Proposed date to finalize the number of passengers	
2.10	Proposed date to finalize the names of passengers	
3	Background of Tenderer (25%)	
3.1	The number of employees of the tenderer.	
3.2	The tenderer's experience in providing air ticket services for major events and sports competitions. (Please list out 5 recent major events and no. of participants with year.)	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
3.3	Experience of the tendering company in handling wheelchair users and passengers with disabilities (Please list out 3 recent major events and no. of participants with year.)	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Signature : \_\_\_\_\_

Signatory name : \_\_\_\_\_

Signatory position : \_\_\_\_\_

Name of contractor : \_\_\_\_\_

Company Chop : \_\_\_\_\_

Date : \_\_\_\_\_