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**Expression of Interest (EOI)**  
**Instruction to Interested Parties**

1. This EOI Invitation is given by PMQ Management Company Limited (PMQMCL) on a non-committal basis.
2. The EOI submission shall include the following information:
  - (a) Business Registration;
  - (b) Company profile, organization chart and CV of key staff;
  - (c) Project Reference;
  - (d) Reference letters, if any.
3. Interested parties shall submit their EOI on or before **12:00 noon on Friday, 9 April 2021** by hard-copy send to our office at S614, 6/F Staunton PMQ, 35 Aberdeen Street, Central, Hong Kong. If a black rainstorm warning signal is issued or typhoon signal no. 8 or above is in effect for any duration between 9:00am and 12:00 noon on the closing date, the closing time will be deferred to 12:00noon on the following working day after the black rainstorm warning signal or typhoon signal no. 8 or above is cancelled. Late submission will NOT be considered.
4. The EOI shall be submitted in duplicate (2 copies) and addressed to Mr. William To, Executive Director. The sealed envelopes shall be titled **“EOI – PMQ Creative Education Programme 2021 School Outreach (P3-P4)”**.
5. PMQMCL will NOT be responsible for the reimbursement of any cost incurred for the preparation of the submission.
6. After the deadline of EOI, a tender invitation will be sent to a shortlist of applicants on or before 16 April 2021.
7. It is anticipated that the selection result will be announced in May 2021 afterward with the invitation of tender.

**Expression of Interest (EOI)**  
**Application Form**

Company Name : \_\_\_\_\_

Registered Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person : \_\_\_\_\_

Email : \_\_\_\_\_

Telephone : \_\_\_\_\_

*Document Submitted (Please  document being submitted)*

- Business Registration
- Company Profile, Organization Chart and CV of key staff
- Project Reference
- Reference Letters
- Other Supporting Documents \_\_\_\_\_

I have read and understood the “Instruction to Interested Parties”. I shall be fully responsible for this submission which is true and correct.

\_\_\_\_\_  
Authorized Signature & Company Chop

\_\_\_\_\_  
Submission Date