

	<b>WEST KOWLOON CULTURAL DISTRICT AUTHORITY</b>
	<b>Shortlisting of Law Firms to WKCD Panels of External Legal Advisors (1 November 2025 to 31 October 2028)</b>
	<b>Notice</b>
<b>Our Reference:</b>	WKCD25/0142/L&S
<b>Subject:</b>	Shortlisting of Law Firms to WKCD Panels of External Legal Advisors (1 November 2025 to 31 October 2028)
<b>Description:</b>	West Kowloon Cultural District Authority ("WKCD" or "Authority") intends to shortlist law firms to the Authority's Panels of External Legal Advisors for the provision of legal services to the Authority for the period from 1 November 2025 to 31 October 2028.
<b>Contact and Collection of Shortlisting Document:</b>	<p>The Shortlisting Document would be made available on WKCD's e-tendering system, WKProcure, to the Applicants.</p> <p>Enquiries shall be made in writing to the Authority via WKProcure, at or before 4pm Hong Kong time on Thursday, 19 June 2025. Verbal enquires and late enquiries will not be entertained.</p>
<b>Closing Date/Time:</b>	<b>4pm (Hong Kong time), 26 June 2025 (Thursday)</b>
<b>Submission of Tenders:</b>	<p>Proposals must be submitted via WKProcure in accordance with the requirements stipulated in the Shortlisting Document at or before 4pm Hong Kong time on Thursday, 26 June 2025. An Applicant must be a registered supplier in WKProcure to use WKProcure and must use its registered account and hold a valid digital certificate in order to upload and submit its submission via WKProcure. The Applicant should visit <a href="https://wkprocure.westkowloon.hk">https://wkprocure.westkowloon.hk</a> for registration of account and application for the digital certificate.</p> <p>Late submissions will not be accepted.</p> <p>In the event that a typhoon signal No. 8 or above or a black rainstorm warning is in force for any duration between 9am and 4pm on the Closing Date, the Closing Time will automatically be deferred to 12nn Hong Kong time on the next working day (excluding Saturday and Sunday, and public holiday).</p>
<b>Eligibility of Law Firms and Remarks:</b>	<p>Applicant must be a Hong Kong firm or a foreign firm as defined under Section 2 of the Legal Practitioners Ordinance, Cap 159 of the Laws of Hong Kong SAR, and must have a minimum of 3 partners and 5 supporting staff (either consultants, associates or legal executive/paralegals) in the firm.</p> <p>All costs and expenses incurred for or in connection with any response to this shortlisting, including the preparation and/ or submission of the proposals, shall be entirely the responsibility of the interested firms.</p> <p>The Authority is not bound to shortlist the highest ranked score Applicants, or shortlist any Applicant to any Panel and reserves the right to shortlist any Applicants which are considered by the Authority to be the best capable of undertaking the legal services required and whose submissions are determined by the Authority to be the most advantageous overall to the Authority. The Authority reserves the right to postpone or cancel this shortlisting process whether before or after the Closing Time without any compensation to the Applicants.</p>