



**Invitation to tender:**

**Press Management Service for**

**FIVB Volleyball Nations League Hong Kong 2020**

Issued by:



香港排球總會  
Volleyball Association of  
Hong Kong, China

**Introduction:**

FIVB Volleyball Nations League Hong Kong (VNLHK) is an international sport event that will attract over 30,000 spectators and millions TV audience in Hong Kong and mainland China. The participation of China Women's Volleyball National Team and other national teams arrests a lot of local and overseas media and results in plenty of news report. The tournament will be held from 9 – 11 June 2020 (Tuesday to Thursday) at Hong Kong Coliseum with the participating national teams of China, Dominican Republic, Italy and Netherlands.

**Objective:**

Volleyball Association of Hong Kong, China (VBAHK) would like to invite qualified suppliers to respond to this tender invitation for the press management service for the VNLHK 2020. This tender invitation sets out the requirements and the selection criteria to be used in the evaluation and provides information regarding how the tender process will be managed.

**Service Overview:**

Provide press management service for VNLHK 2020 event including items listed below:

**A. Announcement Press Conference x 1 time (1.5 months before the VNL-HK)**

The press conference aims at announcing the title sponsor, host broadcaster, match information, ticketing information and any other information related to the tournament.

	Description
1	Draft & prepare bilingual rundown of the press conferences
2	Draft, distribution and follow up of bilingual media invitation
3	Provide gimmick ideas and prepare stage movement documents
4	Prepare media attendance list
5	Draft and distribute bilingual press materials and prepare press kit (around 60 sets)
6	Attend the operation meetings with the Association
7	Provide one MC who can conduct Cantonese and Mandarin
8	Write MC script and prepare cue card
9	Brief and liaise with the MC, key officiating guests, VIPs and artists (if any) about the rundown and ceremony acts of the press conferences
10	Arrange reception table for officiating VIPs, Guest & Media
11	Arrange seating plan for officiating VIPs, Guests & Media
12	Prepare related materials, including press badge/label and seat labels, etc
13	Arrange and brief photographers (appointed by the Association)
14	Draft, distribution and follow up of bilingual press release to all media
15	Prepare press coverage summary on the following day and submit press report & clippings in hard and soft copy to the Association within 3 working days after the press conference

**B. Press management service for the official functions of Tournament**

	<b>Description – All events that will involve press, including but not limited to Blessing Ceremony, Teams Arrival, Autograph Session, China Team Demonstration Activity, etc.</b>
1	Draft, distribution and follow up of bilingual media invitation(s)
2	Prepare media attendance list(s)
3	Provide representative(s) to attend and assist media on interviews if any
4	Prepare press badges / labels
	<b>Description – Press Interviews (8 June 2020, 15:00):</b> <i>-This is an official press conference for media to meet and interview with team officials and player representatives before the tournament.</i>
5	Draft & prepare the bilingual rundown of press interviews
6	Draft, distribution and follow up of bilingual media invitation
7	Prepare media attendance list
8	Write MC script and prepare cue card
9	Seating arrangement for Officiating VIPs, Team representatives & Media
10	Provide one MC who could conduct Cantonese, English and Mandarin translation service for press interview
11	Oversee and coordinate the whole interviews
12	Assist Host broadcaster, local TV station, press and digital media on their coverage
13	Liaise with official photographers (appointed by the Association)
14	Submission of press coverage report & clipping within 2 weeks after the press conference
15	Draft, distribution and follow up of press release to all media
16	Distribute the accredited pass, press kit and vest to media
	<b>Description – Welcome Dinner (7 June 18:30)</b>
17	Reception of media during the welcome dinner
18	Assist the media on their coverage

**C. Operation of Media Centre, press tribune, press management during the Tournament (9 – 11 June 2020)**

	<b>Description – Media Centre</b>
1	Setup the press center in the function room of HK Coliseum with equipment provided by the Association, including Broadband, Telephone lines with IDD, Fax lines with IDD, copy machine, computers, etc. Manage the working area for local and overseas press
2	Setup the press conference room with backdrop, table, chairs, audio system which are provided by the Association. Preparation of name plate and necessary tools if any.
3	Liaise with the Press Director of the organizing committee to receive and verify media accreditation requests via the FIVB online accreditation platform

4	Provision of officers (at least 3 people) to handle local and overseas press inquiries. Jointly with the VIS staff to verify the accuracy of statistical data and transmitting it to the press and TV commentators
5	Prepare and distribute the accredited pass, press kit and vest to media during the Tournament
6	Abided by FIVB's requirements, prepare bilingual press release of competition result for each match (total 6 matches) and send to all local & overseas media
7	Abided by FIVB's requirements, arrange media interviews with teams' captains and coaches after each match (total 6 matches) at the press conference room, and provide one MC who could conduct Cantonese, English and Mandarin translation service for press interview
8	Effectively managing on-site media operations, especially the good running of the Mixed Zone and the good delivery of press material both on-site and off-site
9	Liaise with Press Director and FIVB delegates about the control and coordination of media seating and shooting area in the arena
10	Brief and coordinate with the official photographer appointed by the Association
11	Provide one representative to attend the Control Committee & Organizing Committee meeting if needed.
<b>Description – Press and Press Tribune management</b>	
12	Provide press writer(s) to handle all press materials, match previews, reviews, photo captions, quotes before or during the match
13	At least two weeks before the start of the competition, create a press kit with short profiles for all the players of the home team, historical data of participating teams, the venue floorplan, hotel information and other related information requested by FIVB.
14	Write (and distribute to the local media/FIVB Press Department) match previews in the day prior to the competition weekend
15	Write (and distribute to the local media/FIVB Press Department) press releases and features during the weekend
16	Supply cohesive Match Reviews and Quotes from the Mixed Zone to the VIS team/FIVB Press Department
17	Arrange flash quote interviews with players at Mixed Zone after each match
18	Arrange video-taking at mixed zone after each match and share with promotion team of the Association for publishing instantly in social media platforms
19	Supervise the prompt supply of high-quality digital photos to the FIVB website according to the FIVB guidelines (photographers are appointed by the Association)
20	Prepare a final report in hard and soft copy on media operations, press coverage report & clipping to the Association and send it to the FIVB Press Department (in digital format) within 2 weeks after the tournament
21	Manage the media at press tribune area

**Timetable:**

Issue of tender documents	17 December 2019
Tender return deadline	16 January 2020, 17:00
Award & commencement of contract	on or before 28 February 2020

\*\*\*The committee may ask for an interview and presentation during the assessment period\*\*\*

**Required components of tender:****1. Package Price for consideration:**

- Full service from section A to C

**2. Previous Experience**

- List any relevant experience your company has had in supplying to sporting events.

**3. Key Benefits and Additional Services**

- List any key benefits and / or additional services you can provide before / during / after event.

**4. Variable cost or OOP Cost**

- Please list out any related variable cost, out-of-pocket cost in the tender.

**Selection Criteria (Listed in no particular order)**

1. Cost of service.
2. Any additional or value-added service.
3. Qualifications and Capacity.
4. Past experience and good track record

**Tender Submission:**

The tender shall be valid for at least 6 months from the date of the tender.

Please submit the duly completed and signed tender in a **sealed envelope** marked conspicuously **“Confidential - Tender Document for Press Management Service for FIVB Volleyball Nations League Hong Kong 2020”** and send to the tender box at Room 1007, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong **on or before 16 Jan 2020, 17:00**. Email or fax submission is not accepted.

**LATE SUBMISSION WILL NOT BE CONSIDERED.**

**Tender Response - required actions:**

Volleyball Association of Hong Kong, China Limited

Ms. Mandy Au – Marketing Manager

Tel: 2882 1230

Email: [mandy.au@vbahk.org.hk](mailto:mandy.au@vbahk.org.hk)

**Warning Clauses:**

1. *The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of Volleyball Association of Hong Kong, China Limited, the “Association”. The tenderer is also prohibited from colluding with other bidders in this tendering*

*exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.*

*2. If the supplier/contractor or any employee or agent of the supplier/contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, the Association may terminate the contract without entitling the supplier/contractor to any compensation therefore, and the supplier/contractor shall be liable for all losses and expenses necessarily incurred by the Association as the result of such termination of the contract.*

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