



香港排球總會有限公司
Volleyball Association of Hong Kong, China Limited

To Whom It May Concern

27 December 2019

Dear Sirs / Madams,

Re: Invitation to Tender for the Provision of Accommodation

For 2nd AVC Women's Challenge Cup – Hong Kong

On behalf of Volleyball Association of Hong Kong, China Ltd., we would like to invite you to submit a tender for provision of Accommodation for 2nd AVC Women's Challenge Cup – Hong Kong.

The vendor is required to provide the rates and information according to the following specifications:

A. Accommodation

No. of Room in below period:

Date (2020)	Wed (19 Aug)	Thur (20 Aug)	Fri (21 Aug)	Sat (22 Aug)	Sun (23 Aug)	Mon (24 Aug)
No. of Room	2	2	10	120	120	120
Date (2020)	Tue (25 Aug)	Wed (26 Aug)	Thur (27 Aug)	Fri (28 Aug)	Sat (29 Aug)	Sun (30 Aug)
No. of Room	120	120	120	120	120	120

- Remarks: 1. The size of the bed must be suitable for the athletes who are between 185cm and 200cm tall.
2. This is the estimated number of rooms for reference only.

AI. Room Package Rates:

	Categories	Whole Period - 11 nights (note 1) (except 1 night, 23 Aug) <i>Price per night</i>	On 23 Aug - 1 night (note 2) <i>Price per night</i>
1	Single Room	Net HK\$	Net HK\$
2	Double / Twin Room	Net HK\$	Net HK\$
3	Single Suite Room	Net HK\$	Net HK\$
4	Double / Twin Suite Room	Net HK\$	Net HK\$

note 1: The packaged rates must be on per room per night basis, inclusive of service charge, **3 daily meals** (i.e. buffet breakfast, buffet lunch & buffet dinner) & in-room internet access.

note 2: The packaged rates on 23 Aug must be on per room per night basis, inclusive of service charge, **2 daily meals** (i.e. buffet breakfast & buffet lunch) & in-room internet access.



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All. Room Only Rates:

	Categories	Price per night	<i>The room only rates must be on per room per night basis, inclusive of service charge.</i>
1	Single Room	Net HK\$	
2	Double / Twin Room	Net HK\$	
3	Single Suite Room	Net HK\$	
4	Double / Twin Suite Room	Net HK\$	

Alll. Additional Meals:

	Categories	Price per night	<i>All Meal prices should be offered per person per day, inclusive of service charge.</i>
1	Buffet Breakfast	Net HK\$	
2	Buffet Lunch	Net HK\$	
3	Buffet Dinner	Net HK\$	

AIV. Complimentary Privileges:

Complimentary Rooms, Tournament Office (19 - 30 Aug), Car Parking, Free Local Calls, Free internet & wifi access, Complimentary Briefing Venue, etc.

B. Meeting Venue

BI. Venue Rental Rates for CC & OC Meeting (The Rate should be inclusive of service charge)

Event Nature: Daily Meeting
Date: 21 August 2020
Time: 1500 - 2200
Capacity: Around 35 persons

Service provided:

- Drinking water during the meeting.
- Standard meeting amenities including note pad & pen.
- Hotel PA System with microphones
- U-shaped seating for 35 persons.
- LCD projector and screen setup, with VGA or other cables connected with notebook, DVD/VCD player, etc.
- Directional sign
- Banner hanging



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BII. Venue Rental Rates for TV & Briefing Room (TWO ROOMS)

(The Rate should be inclusive of service charge)

Event Nature: Daily Briefing & Meeting for the National Teams
Date: 22 August 2020 to 30 August 2020
Time: Full Day
Capacity: Around 25 persons

Service provided:

- TV, LCD projector and screen, with VGA or other cables connected with notebook, DVD/VCD player, etc.
- Directional sign

BIII. Venue Rental Rates for Refereeing Meeting (The Rate should be inclusive of service charge)

Event Nature: Daily Briefing & Meeting for International Referees.
Date: 23 August 2020 to 30 August 2020
Time: 09:00 – 12:00
Capacity: Around 15 persons

Service provided:

- TV, LCD projector and screen, with VGA or other cables connected with notebook, DVD/VCD player, etc.
- Directional sign

BIV. Venue Rental Rates for Preliminary Inquiry and General Technical Meeting (The Rate should be inclusive of service charge)

Event Nature: Meeting Venue for Preliminary Inquiry and General Technical Meeting
Date: 1) 22 August 2020 and 2) 23 August 2020
Time: 1) 15:00 – 23:00 and 2) 09:00 – 22:00
Capacity: Around 60 persons

Service provided:

- TV, LCD projector and screen, with VGA or other cables connected with notebook, DVD/VCD player, etc.
- Directional sign



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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 Provision of Accommodation for 2nd AVC Women’s Challenge Cup – Hong Kong**” and send to the tender box at Room 1007, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong **on or before 24 January 2020, 12:00.**

LATE SUBMISSION AND EMAIL WILL NOT BE CONSIDERED.

For any queries, please feel free to contact our Sports Executive, Ms. Kat Chan at 2771 0293. Thank you for your kind attention.

Yours sincerely,



HO Chung Ho
Executive Chairperson of Organizing Committee
Volleyball Association of Hong Kong, China Limited

- 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.*