



Invitation to tender:

**Design and production of promotional & event materials
for FIVB Volleyball Nations League Hong Kong 2024**

Issued by:



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

1 Introduction

FIVB Volleyball Nations League Hong Kong 2024 (VNLHK) is an international sport event that attracts around 60,000 spectators and millions TV audiences in Hong Kong, mainland China and all over the world. The participation of China Women's Volleyball National Team and other national teams attracts attention from a lot of local and overseas media and results in plenty of news coverage. The tournament will be held on 11 – 16 June 2024 (From Tuesday to Sunday) at Hong Kong Coliseum with the participating national teams of China, Turkey, Brazil, Poland, Dominican Republic, Germany, Thailand and Bulgaria.

2 Objective:

Volleyball Association of Hong Kong, China (VBAHK) would like to invite qualified suppliers to respond to this tender invitation for the design and production of promotional and event materials for the VNLHK 2024. 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.

3 Interpretation

In this document, the following terms shall have the following meanings:

- 3.1 "Project" means the project described in Section 4;
- 3.2 "Tenderer" means the person(s) or corporation(s) tendering for the Project;
- 3.3 "Contract" means a formal agreement to be entered into between the VBAHK and the Contractor in relation to the Project containing such terms and conditions as the parties shall agree including (but not limited to) those terms set out in Section 11 hereof (unless the same shall have been modified by the VBAHK); and
- 3.4 "Contractor" means the Tenderer whose tender is accepted by the VBAHK.

4 Service Overview

4.1 Provide design and production service for VNLHK 2024 event including items listed below:

A. Pre Event

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
1	Pre-event promotional poster 50cm(W) x 75cm(H), 128gsm	2,000	✓		✓	
2	Title Sponsor Press Conference (To be held in shopping mall - TBC)					
	- (I) LED Backdrop (Main Body): 9m (W) x 3m (H) - Material: P3 LED	1		✓ Similar design of item 1	✓	✓
	- (II)Wooden Backdrop with LED: 9m (W) x 3m (H) - Material: P3 LED	1		✓ Similar design of item 1	✓	✓
	b. Wooden Backdrop for interview: 3m(W) x 2.44m(H)	1		✓ Similar design of item 1	✓	✓
	- PA rental service	1				✓
	- Opening Gimmick Props	1	✓	✓	✓	✓
	- Exhibition Props production	16	✓		✓	✓

	- Carpet	1				✓
	- Public liability insurance	1				
	- Signature card	150	✓		✓	
3	Official Event Poster 50cm(W) x 75cm(H), 157gsm	1000		✓	✓	
4	Event Banner 3m(W) x 0.9m(H), Vinyl (hanging in 40 locations of LCSD venue)	40		✓ Similar design of item 1	✓	✓
5	Newspaper adv. (1)26.5cm(W) x 32.7cm(H) x 3 versions (2)17.5cm(W) x 21.6cm(H) x 2 versions	5		✓ Similar design of item 1		
6	Souvenir Programme Book: Page Total: 60 pages (Cover – 210gsm art card with matt lamination, Inside – 128gsm art paper, saddle stitching)	800		✓ A4 size, 32 pages design & artwork	✓	
7	Pass Badge 14 versions x 200pcs/version: 10cm(W) x 14.5cm(H), 4C + 4C, 160gsm woodfree paper	2800		✓	✓	
8	Landyard with card holder	4000			✓	
9	Autograph Session Ticket 25.5cm(W) x 9.5cm(H) 128gsm matt art paper	200	✓		✓	
10	Ticket for China Team Demonstration 4version x 2000pcs/version; 25.5cm(W) x 9.5cm(H)	8000	✓		✓	
11	Banner for China Team Demonstration and other events 600cm (W) x 100cm (H)	4	✓		✓	
12	Tsuen Wan Sport Center Outdoor Giant Banner (Include Surveyor Report) 325cm (W) x 1630 cm (H)	1		✓	✓	✓

B. Arena Dressing

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
Court Area						
1a	Giant backdrop (material: outdoor black back matte vinyl banner with wooden base) i. 15.2m(W) x 3m(H) x 0.8m(D) at Yellow Gate	1	To be provided by organizer	✓	✓	✓
	ii. 20.6m(W) x 3m(H) x 0.8m(D) at Blue Gate	1		✓	✓	✓
1b	Giant LED Wall 5m(W) x 3.3m(H) x 2pcs near giant backdrops 1a *extra wooden platform (0.3mH) is needed to align with giant backdrop 1a <u>Specifications:</u>	2	Extra graphic on demand	✓ To be provided by organizer or Logos only	✓ Suitable and customized LED cover and cable cover should be included if need	✓ Including transportation, onsite, operator in match day, technician,

	<p>Led SMD Pitch 3mm Power supply 230 Vac Refresh rate 300 Hz Brightness 2000Nit Expected lifetime of led 100,000 hours File JPG, EPS, PSD, MOV *Flashy and disturbing animation should not be allowed as it distracts the players, spectators and television viewers</p>					electricity connection and any related manpower	
2	<p>Tier Dressing Banner at Green Gate and Red Gate (vinyl banner with holes)</p> <ul style="list-style-type: none"> - 6.22m(W) x 0.8m (H) x 2pcs - 6.30m(W) x 0.65m (H) x 4pcs - 3.45m(W) x 0.58m (H) x 6pcs - 6.30m (W) x 0.62m (H) x 6pcs - 21.52m (W) x 0.785m (H) x 1pc 	19	To be provided by organizer	✓	✓	✓	
3	<p>Stair side vinyl banner at Green Gate and Red Gate (Outdoor black back matte vinyl banner)</p> <ul style="list-style-type: none"> - 7.3m(W) x 3.13m(H) 	4	To be provided by organizer	✓	✓	✓	
4	<p>Outdoor P3 LED displays panel rental Each LED panel size: 500mm(W) x 500mm(H) Total LED size: 18m(W) x 0.5m (H) x 2 sets 12m(W) x 0.5m (H) x 2 sets <u>Specifications:</u> Module height <500mm (VW requirement in 2023) Led SMD Pitch 3mm Power supply 230 Vac Refresh rate 300 Hz Brightness 2000Nit Expected lifetime of led 100,000 hours File JPG, EPS, PSD, MOV Minimum pixel resolution: 48 pixel (H) x 640 pixel (W) *Flashy and disturbing animation should not be allowed as it distracts the players, spectators and television viewers</p>	120	Extra graphic on demand	To be provided by organizer or Logos only	✓	Suitable and customized LED cover and cable cover should be included if need	✓ Including transportation, onsite, operator in match day, technician, electricity connection and any related manpower
	<p>Wooden Frame with Metal for the slope platform production: 18m (W) x 0.5m (H) x 2pcs 12m (W) x 0.5m(H) x 2pcs</p>	4			✓	✓	
	<p>Net pole cover 70cm (W) x 189.5cm (H) x 2pcs</p>	2			✓		
	<p>Referee chair PVC cover (3mm PVC) 36.9cm (W) x 148.4cm (H) x 2pcs 31.8cm (W) x 86.3cm (H) x 1pc</p>	3			✓	✓	

5	Logo Floor sticker (3m removable): - 520cm (W) x 344.8cm (H) x 2pcs - 500cm (W) x 121cm (H) x 1pc - 300cm (W) x 59cm (H) x 1pc - 300cm (W) x 162cm (H) x 1pc - 250cm (W) x 81.8cm (H) x 2pcs - 300cm (W) x 134.5cm (H) x 1pc	8		✓ Logos Only	✓	✓
Officials & Athletes area						
6	Black color foamboard backdrop at Red gate 360cm (W) x 240cm (H) x 3pcs Foamboard with spider mount and sandbags	3			✓	✓
7	Blue Carpet 10m x 70m	1				✓ (rental)
8	LED Panel (Place at the front of Scorer Table): *Specification same as B4 3m(W) x 1m (H) x 1pc	1	Extra graphic on demand	✓ To be provided by organizer or Logos only	✓ Suitable and customized LED cover and cable cover should be included if need	✓ Including transportation, onsite, operator in match day, technician, electricity connection and any related manpower
Emcee & Performance/Games Corner						
9	L shape Backdrop for ceremony corner: - 5.7m(W) x 2.4m(H) - 4.2m(W) x 2.4m(H)	1 set	To be provided by organizer	✓ Logos Only	✓	✓
10	Opening Gimmick Props	1	✓		✓	✓
Working Tables						
11	Working tables on audience seats Material: metal frame with wooden table cover (sides with foamboard for decoration) i. 2.0m(W) x 1.2m (H) x 0.6m(D)	11			✓	✓
	ii. 2.4m(W) x 1.2m (H) x 0.6m (D)	6			✓	✓
	iii. 5.3m(W) x 1.2m (H) x 0.6m (D)	1			✓	✓
	iv. 5.8m(W) x 1.2m (H) x 0.6m (D)	1			✓	✓
12	Foamboard(Place at the front of working tables): i. 2.0m(W) x 1.2m (H)	11	To be provided by organizer		✓	✓
	ii. 2.4m(W) x 1.2m (H)	6			✓	✓
	iii. 1.8m(W) x 1.2m (H)	6			✓	✓
	iv. 2.2m(W) x 1.2m(H)	1			✓	✓
	v. Side foamboard 0.75m(W) x 1.2m(H)	34			✓	✓
Player Entrance Arch						
13	Wooden Arch with sticker at yellow gate exit 5.85m (W) x 3.2m (H) x 0.65m (D)	1	To be provided by organizer		✓	✓

C. Other Area

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
Mixed zone, Foyer, Piazza						
1	Foamboard Backdrop for mixed zone: 5m(W) x 2.4m(H) x 2pcs 3m(W) x 2.4m(H) x 1pc (place in yellow gate backstage)	2	To be provided by organizer	✓	✓	✓
2	Blue carpets for mixed zone 14m(W) x 4m(D) (place in yellow gate backstage)	1				✓ (rental)
3	Face lighting with truss for mixed zone	2				✓
4	Outdoor Marquee (for souvenir sales booth) 5m (W) x 5m (D) x 2.5m (H) with lighting and side curtains at Piazza	15				✓ (rental)
5	Outdoor Misting Fan rental 20" fan blade (650 x 650 x1800 mm)	15				✓ (rental)
6	Outdoor Air Cooler rental Medium air flow air cooler for 300-500ft	20				✓ (rental)
7	Backdrop at Foyer with lighting 5.4m(W) x 2.4m(H)	1	To be provided by organizer	✓	✓	✓
8	Foamboard: 550cm (W) x 72.4cm(H) (place at the front of press interviews tables)	1	To be provided by organizer		✓	✓
9	Direction Foamboard: 80cm (W) x220cm(H)	2	✓		✓	✓
10	Wooden Pillar with Sticker - 1.22m (W) x 0.762m (D) x 3.04m (H) - 1.22m (W) x 0.99m (D) x 3.04m (H) - 1.22m (W) x 0.6m (D) x 3.04m (H)	3	To be provided by organizer		✓	✓
11	HKC Wall Foamboard 6.15m(W) x 3.24m(H)	1	To be provided by organizer	Logos only	✓	✓
12	HKC Window Sticker Transparent Sticker - 3.44m(W) x 3.61m(H) x 1 - 1.645m(W) x 3.59m(H) x 4	5	To be provided by organizer		✓	✓
13	HKC Core Entrance Foamboard (All core): - 1665cm (W) x 70 cm (H) x2pcs - 1435cm (W) x 70 cm (H) x2pcs	4	To be provided by organizer		✓	✓
14	Door Signage - A3 Foamboard (5mm) - 42cm (W) x 29.7 cm (H)	33	To be provided by organizer	✓	✓	✓
15	Outdoor LED Light and Electricity Connection with WR1 (7 days)	16				✓
Changing room						
16	Header foamboard (Changing room 2,3) 113cm(W) x 7cm(H) x 4pcs 109.5cm(W) x 7cm(H) x 2pcs 253cm(W) x 38cm(H) x 2pcs	12	To be provided by organizer	✓	✓	✓

	450cm(W) x 30cm(H) x 2pcs 456cm(W) x 30cm(H) x 2pcs					
17	Header foamboard (Changing room 6,7) 85cm(W) x 7cm(H)	32	To be provided by organizer	✓	✓	✓
18	VNL Floor Sticker 80cm(W) x 53cm(H) (3m removable sticker)	4		✓	✓	✓
Arena Wooden Flooring						
19	Tailor-made wooden flooring for Arena decoration (Core C&D & Red Gate) 2440mm(W)x790mm(H)x78mm(H)x2pcs 2440mm(W)x800mm(H)x78mm(H)x2pcs 2440mm(W)x810mm(H)x78mm(H)x2pcs 2440mm(W)x820mm(H)x78mm(H)x2pcs 2440mm(W)x830mm(H)x78mm(H)x2pcs 1110mm(W)x1220mm(H)x78mm(H)x1pc 1050mm(W)x1220mm(H)x78mm(H)x1pc 1330mm(W)x1220mm(H)x78mm(H)x1pc 1400mm(W)x1220mm(H)x78mm(H)x1pc 1210mm(W)x1220mm(H)x78mm(H)x1pc 1240mm(W)x1220mm(H)x78mm(H)x1pc 1220mm(W)x1220mm(H)x78mm(H)x1pc	18			✓	✓

D. Ceremony & Promotional Activities

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
Autograph Session						
1	Wooden Backdrop for Autography Session: 8.4m x 3m(H)	1	✓	✓	✓	✓
2	Foamboards for Autography Session: 179cm x 73cm(H) (place at the front of tables)	6		✓ Logo only	✓	✓
3	Blue carpets 9m x 9m	1				✓ (rental)
Team Welcome Dinner						
4	Wooden Backdrop 500(W) x 300cm(H)	1	Similar to item B1	✓	✓	✓
Pre-match Press Conference						
5	Wooden Backdrop 1000(W) x 244cm(H)	1	Similar to item B1	✓	✓	✓
6	Face lighting with truss	2				✓
Others						
7	Foamboard for Blessing Ceremony 179 cm(W) x 73cm(H) – place at the table front	1	Similar to item B1	✓	✓	✓
8	Vinyl Banner for welcoming teams: 240 cm(W) x 90cm(H)	3		✓ 2 versions	✓	
9	Car stickers (3 stickers for each vehicle) 52cm(W) x 24.8cm(H) x 3 pcs 60cm(W) x 17.5cm(H) x 6 pcs	9			✓	✓

E. Reference Photos:



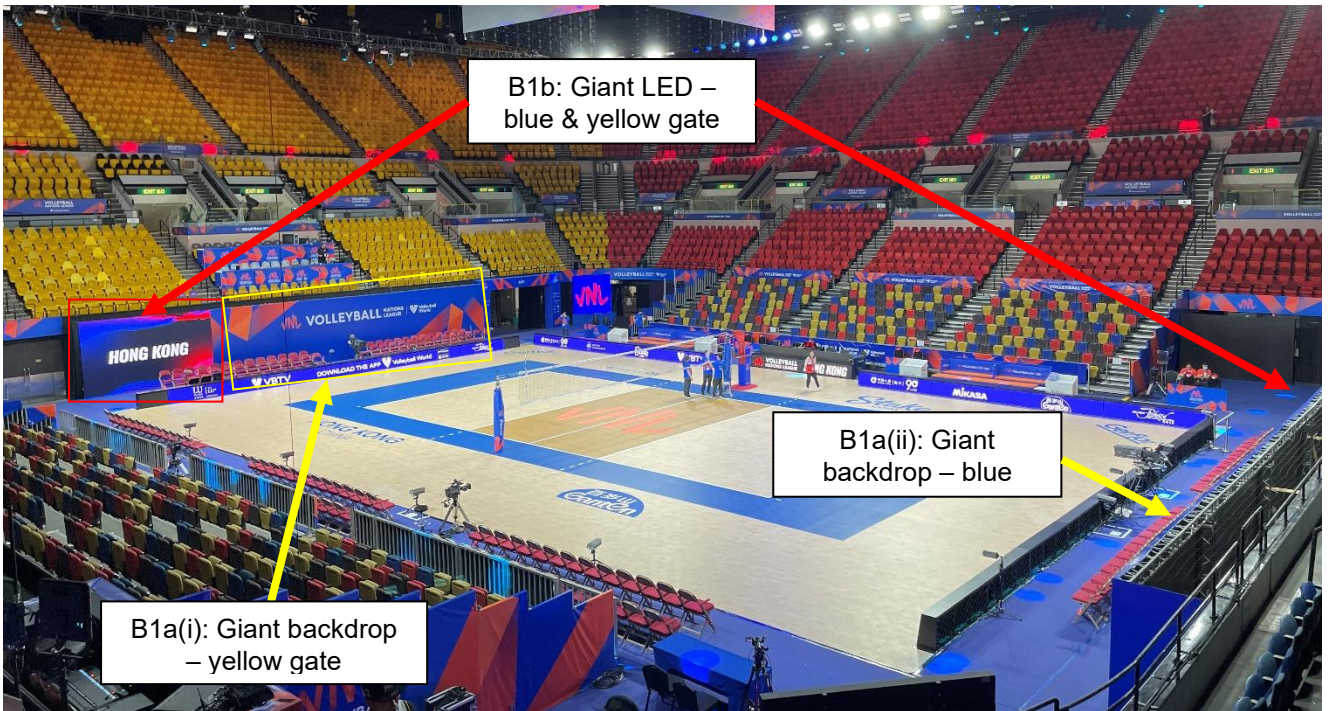
A2a(I) - LED Backdrop



A2a(II) - Wooden Backdrop with LED



A2b – Backdrop for interview



B1b: Giant LED – blue & yellow gate

B1a(ii): Giant backdrop – blue

B1a(i): Giant backdrop – yellow gate

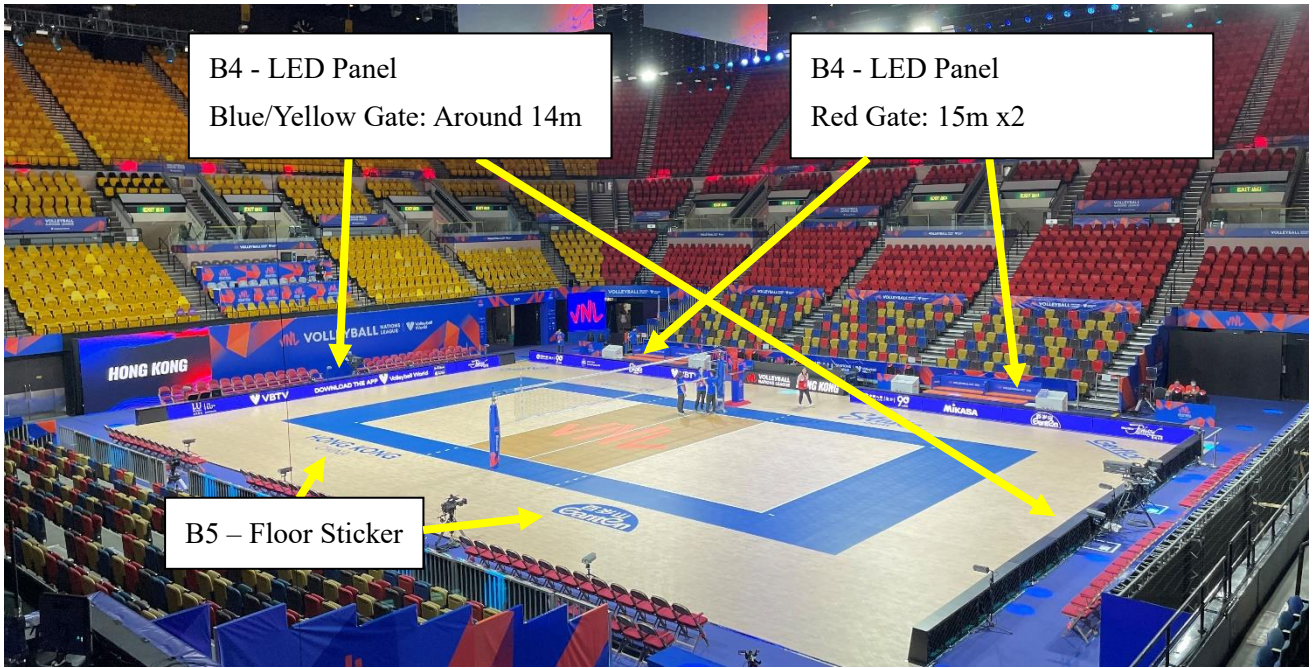
B1 – Giant Backdrop at Arena



B2 – Tier Dressing Banner at Green Gate



B3 – Stair side vinyl banner at Green Gate and Red Gate



B6 - Black foamboards at Red Gate



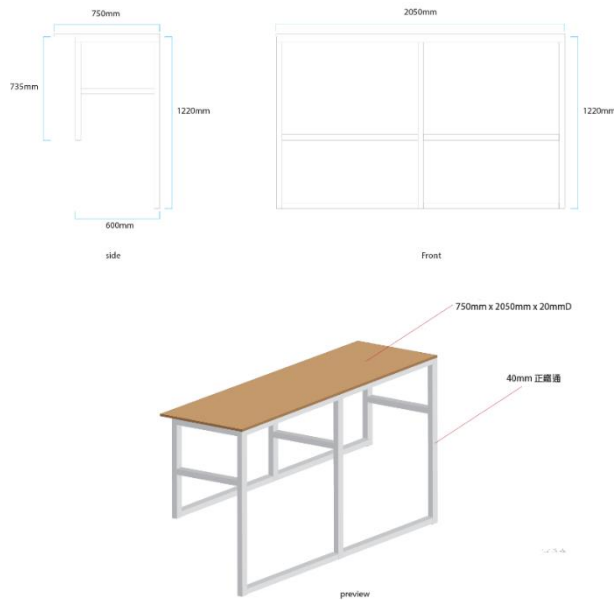
B7 - Carpet



B8



B9 & 10 – L-shape Backdrop and opening gimmick props The back side of backdrop 570 x 240cm(H)



B11& 12 - Working Tables



B13 – Player Entrance arch



C10 – Wooden Pillar with Sticker



C12 – HKC Window Sticker

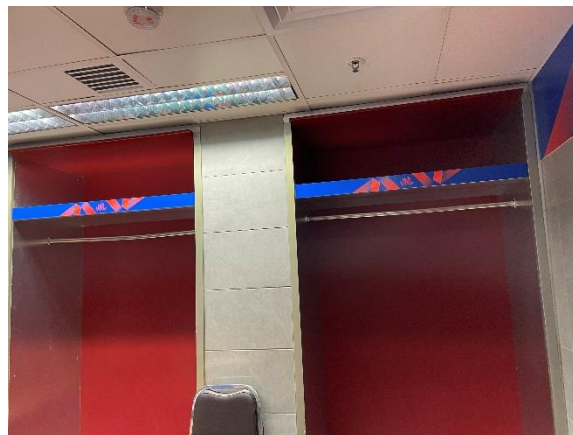


C11 – HKC Entrance Foamboard (All core)

C13 – HKC Core Entrance Foamboard (All core)



C14 – Door Signage



C16 & 17 – Header foamboard in changing room



C18 – Floor sticker in changing room



D1 & 2 – Backdrop & Table Foamboard for Autograph Session



D4 – Team Welcome Dinner Backdrop



D5 – Pre-match Press Conference Backdrop



D9 – Car Sticker

Remarks:

1. Setup time of B & C: 1/6(Sat) 09:00 to 3/6(Mon) 00:00
2. Dismantle time of B & C: 17/6(Mon) 00:00 to 23:59
3. Please include the cost of fire certificate, surveyor / RSE report of production items in HK Coliseum (B, C, D1-2).

5 Timetable

Issue of tender documents	18 December 2023
Tender submission deadline	On or before 15 January 2024 17:00
Award & signing of contract	On or before 23 February 2024

6 Guidelines for Tenderers on proposal submission

These guidelines are intended to provide Tenderers with guidance on the procedure for submitting their proposals and the approach that the VBAHK will generally adopt in assessing such proposals. They do not bind, and are not intended to bind, the VBAHK in any way. The VBAHK reserves the right to accept or reject all or any part of all or any proposal. The VBAHK is not bound to accept the lowest or any tender submitted.

6.1 Required components of tender proposal

- 6.1.1 Breakdown: Breakdown into fees of design, artwork, printing, setup & dismantle.
- 6.1.2 Previous Experience: List any relevant experience your company has had in supplying to sport events.
- 6.1.3 Key Benefits and Additional Services: List any key benefits and / or additional services you can provide before / during / after event.
- 6.1.4 Delivery cost: Should your quotation included all delivery cost to any district and area.
- 6.1.5 Long term Partner: Please state if you would consider a cross year partnership with special package offer.

6.2 Selection Criteria and Evaluation of Proposals (Listed in no particular order)

- 6.2.1 Cost of design and production
(While pricing is one of the considerations, the VBAHK will not make any selection based solely on price. So the lowest of any tenders will not necessarily be accepted.)
- 6.2.2 Any additional service or significant items could be provided
- 6.2.3 Quality of production and services.
- 6.2.4 Past experience and good track record

The VBAHK reserves the right to shortlist the Tenderers, based on the above-mentioned criteria and only the shortlisted Tenderers shall be required to make presentations of their proposals for the VBAHK's final evaluation (if necessary).

6.3 **Submitted form of tender**

All proposals must be submitted in writing. Please submit the duly completed and signed tender proposals (hard copy) in a **sealed envelope** marked conspicuously “**Confidential - Tender Document for Design and Production of Promotional and Event Materials for FIVB Volleyball Nations League Hong Kong 2024**” and deposit to the TENDER BOX at Room 1007, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong **on or before 15 January 2024 17:00**. **EMAIL submission is not accepted.**

LATE SUBMISSION OR EMAIL WILL NOT BE CONSIDERED.

In case a rainstorm black warning or typhoon signal no. 8 or above is hoisted or remains hoisted between 9:00 am and 17:00 on the tender closing date, the tender closing time will be extended to 17:00 on the next working day following the affected closing date.

6.4 **Validation period of Tenderer’s offers**

By making a proposal in response to this invitation to tender, the Tenderer will be treated as having made an offer to the VBAHK. Tenderers should keep their offers valid for at least 6 months from the closing date of this invitation to tender. The Tenderer should clearly state in its proposal for the tender validation period.

6.5 **Queries regarding this invitation to tender or proposals made in response**

6.5.1 If VBAHK considers that any aspect of a proposal requires clarification from the Tenderer, the VBAHK may request that the Tenderer to:

- A. supplement its proposal; or
- B. answer the VBAHK’s queries verbally or in writing, or in any manner that the VBAHK deems fit.

6.5.2 Any queries regarding this invitation to tender should be made to:

Volleyball Association of Hong Kong, China
Mr. Angus LO – Marketing Manager
Tel: 2882 1230
Email: angus.lo@vbahk.org.hk

7 **Acceptance of proposal**

No tender (or part thereof) shall be taken to have been accepted by the VBAHK unless and until the execution of the Contract by the VBAHK and the Contractor.

8 **Rejection of proposal**

The VBAHK retains the right to reject any or all tenders submitted for any reason whatsoever.

9 Cancellation of Tender Invitation

Without prejudice to the VBAHK's right to cancel the tender invitation at its absolute discretion or for public interest reasons, where there are changes of requirement after the Tender Closing Time for operational or whatever reasons, the VBAHK is not bound to accept any conforming tender and reserves the right to cancel the tender invitation.

10 Cost and expenses

All work done or services performed for the purposes of preparing the proposal are on the Tenderers' own account and not recoverable from the VBAHK. The VBAHK will not defray any expenses incurred in the tender process and/or in respect of the negotiation of the Contract.

11 Suspension, resumption or termination of Contract

- 11.1 The Contract may be suspended or terminated by the VBAHK at any time, by the VBAHK giving the Contractor written notice in letter or email.
- 11.2 On suspension or termination, the Contractor shall be paid all fees and expenses commensurate with the services performed by them up to the date of suspension or termination less all fees and expenses previously paid to the Contractor. The Contractor has the obligations to stop work immediately but in an orderly manner and do deliver to the VBAHK documents in its control relating to the Project. The VBAHK shall not be liable for any loss of profits and other losses incurred by the Contractor as a result of termination or suspension.
- 11.3 In the event of suspension or termination the Contractor shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for any financial commitment or obligation outstanding after the giving of the notice of suspension or termination which he has properly incurred in accordance with the Contract prior to the giving of the notice of suspension or termination.
- 11.4 The payments referred to in sub-clauses (11.2) and (11.3) of this Clause shall be deemed in full and final payment for the Services up to the date of suspension or termination. The Contractor shall be entitled to such payments only if the suspension or termination is not attributable to default on the part of the Contractor.
- 11.5 If this Contract is resumed any payment of fees under this Clause except in respect of abortive work that has to be re-done shall rank as payment on account towards the fees payable under this Contract.
- 11.6 Should this Contract continue to be suspended for a period of more than 6 months then either:

- (i) it shall be terminated upon the written notice of either party; or
- (ii) it may be renegotiated with the Contract of both parties.

11.7 The Contractor shall use its best endeavours to perform the Contract with such due care and skill as is expected of a provider of similar services and products and of a comparable standing in the industry but if for whatever reason, the VBAHK in its opinion concludes that the Contractor is in breach of the Contract or does not provide the level of services required by the VBAHK, the VBAHK shall have the right to terminate the Contract by notice in writing to the Contractor.

12 Warning Clauses

12.1 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.

12.2 If the contractor or any employee or agent of the 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 contractor to any compensation therefore, and the contractor shall be liable for all losses and expenses necessarily incurred by the Association as the result of such termination of the contract.

- END -