



Invitation to tender:

Press and Side Event Management Service for

FIVB Volleyball Nations League Hong Kong 2024

Issued by:



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

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.

Objective:

Volleyball Association of Hong Kong, China (VBAHK) would like to invite qualified suppliers to respond to this tender invitation for the press and side event management service 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.

Interpretation

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

- "Project" means the project described in Section A-D;
- "Tenderer" means the person(s) or corporation(s) tendering for the Project;
- "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 7 hereof (unless the same shall have been modified by the VBAHK); and
- "Contractor" means the Tenderer whose tender is accepted by the VBAHK

Service Overview:

Provide press and side event management service for VNLHK 2024 event including items listed below:

A. Announcement Press Conference x 1 time (1.5 - 2 months before the VNLHK2024)

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, distribute 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 (cost should be included)
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, distribute 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

	Description – All events that will involve press, including but not limited to Blessing Ceremony, Teams Arrival, Autograph Session, China Team Demonstration Activity, etc.
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
5	Collect and consolidate press accreditation request for FIVB approval
	Description – Press Interviews (10 June 2024, 15:00 (TBC)): <i>-This is an official press conference for media to meet and interview with team officials and player representatives before the tournament.</i>
6	Draft & prepare the bilingual rundown of press interviews
7	Draft, distribute and follow up of bilingual media invitation
8	Prepare media attendance list
9	Write MC script and prepare cue card
10	Seating arrangement for Officiating VIPs, Team representatives & Media
11	Provide one MC who could conduct Cantonese, English and Mandarin translation service for press interview
12	Oversee and coordinate the whole interviews
13	Assist Host broadcaster, local TV station, press and digital media on their coverage
14	Liaise with official photographers (appointed by the Association)
15	Submission of press coverage report & clipping within 2 weeks after the press conference
16	Draft, distribute and follow up of press release to all media
17	Distribute the accredited pass, press kit and vest to media
	Description – Welcome Dinner (9 June 2024 18:30 (TBC)):
18	Draft, distribute and follow up of bilingual media invitation
19	Reception of media during the welcome dinner
20	Assist the media on their coverage

C. Operation of Media Centre, press tribune, press management during the Tournament (11 – 16 June 2024)

Description – Media Centre	
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.
Description – Press and Press Tribune management	
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

D. Side Event Management

	Welcome Dinner
1	Provide manpower for the event
2	Communicate with hotel for venue set up (include main backdrop artwork and foyer decoration, VBAHK has appointed production house and will bear the production cost)
3	Prepare the event rundown and responsible for operation
4	Draft and send invitation letter for guests and teams (VBAHK will prepare invitation list)
5	Draft and prepare seating plan
6	Draft prize list and prepare prize for VBAHK (table prize, birthday prize, lucky draw)
7	Manage on-site guest reception
8	Provide gimmick ideas and set up for lucky draw
9	Liaise and arrange one performance during welcome dinner
10	Write MC script and prepare cue card
11	Provide one MC who can conduct Cantonese, English and Mandarin
12	Prepare and produce souvenir for sponsors
	Presenting Partner Activity (at Presenting Partner's office or appointed location)
1	Provide manpower for the event
2	Production of backdrop, venue dressing and props (if necessary)
3	Provide gimmick ideas for the event
4	Responsible for event operation
5	Provide one MC who can conduct Cantonese and Mandarin (cost can be charged to Presenting Partner)
6	Write MC script and prepare cue card
7	Reserve venue for the event (if necessary)
8	Prepare documents & apply necessary license for the event (if any)
	Sports & Cultural Booths at Piazza
1	Provide manpower as a mentor for students' booth (8 booths) (Sports & Cultural booth, 3M x 3M)
2	Give advices to 8 groups of students on booth design and operation
3	Assist on booth recruitment and promote to schools, students or organizations
	Team China Autograph Session

1	Provide manpower for crowd control
2	Venue set up for the event such as tables and chairs (backdrop and carpet will be provided by another vendor)
3	Communicate with production house (appointed by VBAHK) on ticket design and production
Team China Volleyball Teaching Session	
1	Provide manpower for the event
2	Provide manpower for ticket distribution
2	Draft and execute event rundown
3	Manage participating students throughout the event
4	Provide and manage QR code ticketing system for students (no money involved)
Live Performance	
1	Provide manpower for the event
2	Liaise and communicate with performance groups
3	Recruit performance groups (performance cost will be charged to VBAHK)
3	Arrange and manage performance parties to perform during matches
4	VBAHK may also invite some parties to perform, vendor is also responsible to manage
5	Work closely with VBAHK staff to ensure the performances could be deliver timely according to the Entertainment & Engagement rundown

Remarks:

1. Timetable:

Issue of tender documents	18 December 2023
Tender return deadline	15 January 2024, 17:00
Award & commencement of contract	on or before 23 February 2024

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

2. 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.

2.1 Required components of tender:

2.1.1 Breakdown Price for consideration:

- Breakdown into fees of section A to D is required

2.1.2 Previous Experience:

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

2.1.3 Key Benefits and Additional Services:

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

2.1.4 Variable cost or OOP Cost:

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

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

2.2.1 Cost of service.

2.2.2 Any additional or value-added service

2.2.3 Qualifications and Capacity

2.2.4 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).

2.3 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 and Side Event Management Service for FIVB Volleyball Nations League Hong Kong 2024**" and send to the tender box at Room 1007, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong **on or before 15 Jan 2024, 17:00**. Email or fax submission is not accepted.

LATE SUBMISSION WILL NOT BE CONSIDERED.

2.4 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.

2.5 Queries regarding this invitation to tender or proposals made in response

2.5.1 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.

2.5.2 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

3. 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.

4. Rejection of proposal

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

5. 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.

6. 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.

7. Suspension, resumption or termination of Contract

7.1 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.

7.2 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.

7.3 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.

7.4 The payments referred to in sub-clauses (7.2) and (7.3) 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.

7.5 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.

7.6 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.

7.7 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.

8. Warning Clauses

8.1 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.

8.2 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.

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