



**Invitation to tender:**  
**Provision of Accommodation**  
**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 Provision of Accommodation 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;
- “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

### **A. Service Overview**

This tender is separated into three sections, Tenderers could select either one section or all sections. VBAHK reserves the right to accept either one section bidding. Please clearly mark “✓” in the section (s) of service to be provided and complete the table in page 2.

If tenderer is willing to sponsor related services or provide other additional sponsorship, the VBAHK will take this incentive into account when evaluating the tender.

- Section A1: Accommodation and Meeting Venue for **Team Delegations** only
- Section A2: Accommodation and Meeting Venue for **FIVB Officials & Referees** only
- Section A3: Accommodation and Meeting Venue for **Team Delegations and FIVB Officials & Referees**  
(Tender submission with selection of Section A3 is highly preferable)

The shortlisted tenderers shall be required to conduct a site visit at their hotels and make presentations of their proposals for the VBAHK's final evaluation (if necessary).

**[Accommodation]**

**Room Package Rates:**

	Categories	<i>Price per room per night (Note 1)</i>		
		<input type="checkbox"/> Section A1	<input type="checkbox"/> Section A2	<input type="checkbox"/> Section A3
1	Single Room	Net HK\$	Net HK\$	Net HK\$
2	Twin Room	Net HK\$	Net HK\$	Net HK\$
3	Single Suite Room	Net HK\$	Net HK\$	Net HK\$
4	Twin Suite Room	Net HK\$	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)

**Room Only Rates:**

	Categories	<i>Price per room per night (Note 2)</i>		
		<input type="checkbox"/> Section A1	<input type="checkbox"/> Section A2	<input type="checkbox"/> Section A3
1	Single Room	Net HK\$	Net HK\$	Net HK\$
2	Twin Room	Net HK\$	Net HK\$	Net HK\$
3	Single Suite Room	Net HK\$	Net HK\$	Net HK\$
4	Twin Suite Room	Net HK\$	Net HK\$	Net HK\$

**Note 2:** The room only rates must be on per room per night basis, inclusive of service charge.

**Additional Meals:**

	Categories	<i>Price per person per day (Note 3)</i>		
		<input type="checkbox"/> Section A1	<input type="checkbox"/> Section A2	<input type="checkbox"/> Section A3
1	Buffet Breakfast	Net HK\$	Net HK\$	Net HK\$
2	Buffet Lunch	Net HK\$	Net HK\$	Net HK\$
3	Buffet Dinner	Net HK\$	Net HK\$	Net HK\$

**Note 3:** All Meal prices should be offered per person per day, inclusive of service charge.

**[Meeting Venue and Catering Proposal]**

Tenderers please submit an appendix to indicate the details of proposal for meeting venue and catering.

**Section A1: Accommodation and Meeting Venue for Team Delegations**

**A1. [Accommodation & Catering]**

**a. Number of Rooms required in below period:**

Date (2024)	3 June	4 - 16 June
Single Rooms	24	48
Twin Rooms	32	64

Remarks:

1. The above figures are the number of rooms required per day.
2. The number of rooms from 3<sup>rd</sup> June to 8<sup>th</sup> June is subject to teams' arrival dates.
3. The number of rooms required in the tender is for reference and tender purposes only, and will be adjusted according to actual demand.
4. The room rate of extra rooms should be the same as the rate provided in the contract.
5. Minimum room size acceptable is 20 m<sup>2</sup>.
6. Minimum required bed size is 90x220cm. However, if 220cm long beds are not available at the accommodation, 140x200cm beds are also acceptable. Alternatively, bed extensions can also be provided to meet the required bed length.
7. Free early check in from 10:00 if possible.
8. Free late check out before 16:00, it depends on individual departure schedule.
9. Free Local Calls
10. Free luggage delivery in rooms.
11. May require an event information desk in lobby area.
12. Concierge service.
13. Each hosted person must have in-room Wifi internet access of at least min 10 to 20 Mbps.
14. Towel service for teams may be required.

**b. Catering**

1. Buffet is preferred for all meals.
2. Meals shall be based on good quality and include vegetarian, gluten free, lactose free options.
3. Menus should feature mainly internationally recognized dishes and not focus on local cuisine only. Vary the buffet choices from one day to another.
4. The working hours of the catering service will depend on the match schedule of each day and number of people eating on site.
5. Min. 15kg of ice per day/per team will be required (could be ordered at VBAHK's cost)

**c. Complimentary Privileges:**

- Complimentary Rooms for Tournament Office (early move-in may required for set up), Team's meeting venue etc.
- Complimentary Room Upgrade for VIP Guest etc.
- Complimentary Car Parking during the contract period.

## **A1. [Meeting Venue]**

### **d. Venue for Briefing & Meeting and Video Analysis**

Date: 4 June – 16 June 2024

Time: Full Day

Capacity: Around 25 persons

No. of Rooms: 3

Service provided:

- ◆ Equipped with TV Screen or Projector screen with HDMI, VGA or other cables connected with notebook, DVD/VCD player, etc.
- ◆ Directional sign
- ◆ The rate should be inclusive of service charge.
- ◆

### **e. Venue for Photo Shooting**

Date: 9 June - 10 June 2024

Time: Full Day

Capacity: Around 10 persons

No. of Rooms: 1

Service provided:

- ◆ Room with a ceiling that is at least 3m high and that is at least 5x6m
- ◆ A complete white background, a min 3x11 White fabric backdrop with sufficient stands to hold the backdrop is required.
- ◆ The rate should be inclusive of service charge.

## **A1. [Function Space]**

### **f. Welcome Dinner**

Date: 9 June or 10 June 2024

Capacity: Around 360 persons

Cuisine: Chinese Dinner / Western buffet

No. of Rooms: 1

Service provided:

- ◆ Beverage package including free flow of juice and soft drink
- ◆ LED Wall for computer projection
- ◆ P.A. System with Wireless or Clip-on Microphones
- ◆ Digital signage in lobby and outside function space
- ◆ The buffet dinner of room package rates on the date of welcome dinner should be deducted

**g. Press Conference**

Date: 10 June 2024

Time: Afternoon

Capacity: Around 150 persons

No. of Rooms: 1

Service provided:

- ♦ Stage accommodates with tables for 20 persons
- ♦ P.A. System with Wireless or Clip-on Microphones and mic-stands
- ♦ Digital signage in lobby and outside function space

**h. Fitness Gym Room**

Date: 3 June - 18 June 2024

Time: Full Day

Capacity: Around 20 persons per time

Service provided:

- ♦ Exclusive use of the hotel gym if it fulfils the required technical equipment list (Annex A), ideally 400m<sup>2</sup> if not exclusive use to teams. Training schedule by advanced booking will be provided to the hotel; and
- ♦ A spacious space for installing equipment which should allow around 20 persons to be able to train comfortably simultaneously. (Equipment could be provided by a third-party vendor on our own cost.) Early move-in may required for set up.

**Section A2: Accommodation and Meeting Venue for FIVB Officials & Referees**

**A2. [Accommodation]**

**a. Number of Rooms required in below period:**

Date (2024)	30 May – 3 June	7 – 10 June	11 - 16 June
Single Rooms	0	43	43
Twin Rooms	4	5	7

Remarks:

1. The above figures are the number of rooms required per day.
2. The number of rooms required in the tender is for reference and tender purposes only, and will be adjusted according to actual demand.
3. The room rate of extra rooms should be the same as the rate provided in the contract.
4. Free early check in from 10:00 if possible.
5. Free late check out before 16:00, it depends on individual departure schedule.
6. Free Local Calls
7. Free luggage delivery in rooms.
8. May require an event information desk in lobby area.
9. Concierge service.
10. Each hosted person must have in-room Wifi internet access of at least min 10 to 20 Mbps.

**b. Catering**

1. Buffet is preferred for all meals.
2. Meals shall be based on good quality and include vegetarian, gluten free, lactose free options.
3. Menus should feature mainly internationally recognized dishes and not focus on local cuisine only. Vary the buffet choices from one day to another.
4. The working hours of the catering service will depend on the match schedule of each day and number of people eating on site.

**c. Complimentary Privileges:**

- Complimentary Rooms for Tournament Office etc.
- Complimentary Room Upgrade for FIVB Officials, VIP Guest etc.
- Complimentary Car Parking during the contract period.

**A2. [Meeting Venue]**

**d. Venue for FIVB Officials' Office**

Date: 7 June – 16 June 2024

Time: Full Day

Capacity: Around 10 persons

No. of Rooms: 1

Service provided:

- ◆ Equipped with TV Screen or Projector screen with HDMI, VGA or other cables connected with notebook, DVD/VCD player, etc.
- ◆ Directional sign
- ◆ The rate should be inclusive of service charge.

**e. Venue for Daily Coordination Meeting**

Event Nature: Daily Meeting  
 Date: 8 June - 16 June 2024  
 Time: 0900-1300  
 Capacity: Around 35 persons

Service provided:

- ◆ Free drinking water during the meeting.
- ◆ Standard meeting amenities.
- ◆ Hotel PA System with microphones
- ◆ U-shaped seating for 35 persons plus spare chairs
- ◆ LCD projector and screen setup, with HDMI, VGA or other cables connected with notebook, etc.
- ◆ Directional sign and Banner hanging
- ◆ The rate should be inclusive of service charge.

**Section A3: Accommodation and Meeting Venue for Team Delegations and FIVB Officials & Referees**

**A3. [Accommodation]**

**a. Nos. of Room in below period:**

Date (2024)	30 May – 2 June	3 June	4 – 6 June	7 – 8 June	9 – 10 June	11 – 16 June
Team Delegations						
Single Rooms	0	24	48	48	48	48
Twin Rooms	0	32	64	64	64	64
FIVB Officials & Referees						
Single Rooms	0	0	0	43	43	43
Twin Rooms	4	4	0	5	5	7

Remarks:

1. The above figures are the number of rooms required per day.
2. The number of rooms from 3<sup>rd</sup> June to 8<sup>th</sup> June is subject to teams' arrival dates.
3. The number of rooms required in the tender is for reference and tender purposes only, and will be adjusted according to actual demand.
4. The room rate of extra rooms should be the same as the rate provided in the contract.
5. All other requirements mentioned in Section A1 and A2 should be fulfilled.

**b. Requirements of Catering mentioned in Section A1 and A2 should be fulfilled.**

**A3. [Meeting Venue]**

**c. Requirements of all meeting venue mentioned in Section A1 and A2 should be fulfilled.**



## **Remarks:**

### **1. Timetable:**

Issue of tender documents	21 December 2023
Tender return deadline	17 January 2024, 17:00
Award & commencement of contract	on or before 23 February 2024

### **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 Previous Experience:**

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

##### **2.1.2 Key Benefits and Additional Services:**

- List any key benefits and / or additional services and /or complimentary privileges you can provide during the contract period.

#### **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 conduct a site visit at your hotel and 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 Accommodation 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 17 January 2024, 17:00**. Email or fax submission is not accepted.

**LATE SUBMISSION AND EMAIL 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 Limited

Ms. Kat CHAN – Senior Sports Executive

Tel: 2771 0293

Email: [katc@vbahk.org.hk](mailto:katc@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.

- END -