



**Invitation to tender:**  
**Videography 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 videography 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 Videography service for VNLHK 2024 event including items listed below:

**A. Press Conference Live Streaming x 2 time**

**1. VNLHK2024 Press Conference (Around 2 hours) (1.5 - 2 months before the VNLHK2024)**

Tentative information:

Date: 27 April 2024

Time: 15:00

Venue: Olympian City 2 Central Atrium

**2. VNLHK2024 Pre-match Press Conference (Around 1 hours) (1 - 2 day before the VNLHK2024)**

	Description
1	Provide videographer(s) and onsite engineer for live streaming
2	Provide equipment for live streaming
3	Provide live streaming service to Facebook and YouTube
4	Transportation and catering should be included by tenderer

## **B. Promotion Video for TV - (1.5 - 2 months before the VNLHK2024)**

	<b>Description</b>
1	Edit and output 15s, 20s, 30s promotion video (1920 x 1080) in mov / avi / mp4 format, with royalty free background music (raw video source material provided by VBAHK)
2	Edit and output 15s 2304 x 1152 promotion video in mov / avi / mp4 format, with royalty free background music (raw video source material provided by VBAHK) (exact resolution to be confirm)

## **C. Onsite Live Video Broadcast Services**

	<b>Description</b>
1	Provide video shooting and onsite live video broadcast service on match days: 11 – 12 June 2024: 6 hours / day 13 – 16 June 2024: 10 hours / day
2	Stand by service from 7 – 9 June, 6 hours / day
3	Provide shooting crew including at least 3 professional videographers and 1 video producer
4	Provide equipment for the services, including but not limited to - 1 set of communication system for the team themselves - 1 set of wireless intercom system for the communication between Videography team, E&E team and VW
5	Attend pre-event dress rehearsal (10 hours; 10 June (Date TBC))
6	Provide onsite service including but not limited to - System installation, cabling and testing - Multi camera video signal and graphic mixing - Computer Signal switching with live video signal - Live feeding output video signal to video display (Giant screen) at the venue - Design animation for great moments, fan cam, player profile - Fan cam overlay or underlay editing - Manage various video sources and display to designated LED wall by following the instruction from FIVB staff - Recording Full HD video program output
7	Transportation and catering should be included by tenderer
8	Provide full program output video for each match in mov / avi / mp4 format

## **D. Event highlight video shooting and production**

	<b>Description</b>
1	Provide video shooting service on below event: - HKJC Volunteer Kick-Off Ceremony (TBC): 2 hours - China Team Performance session (8 June): 2 hours - China Team Autograph session (8 June): 1 hour - Welcome Dinner (9 June): 3 hours - Pre-Match Press Con (1 - 2 day before match day): 2 hours - Match Day: 11 – 12 June 2024: 6 hours / day 13 - 16 June 2024: 10 hours / day
2	Provide shooting crew including but not limited to at least 1 professional videographer for each shooting
3	Transportation and catering should be included by tenderer
4	Edit and output below 1 – 1.5 min Event highlight video within 2 months after the competitions ends. The video should be in mov / avi / mp4 format with royalty free background music
5	All raw original video footages should be provided upon request.

### **Remarks:**

#### **1. Timetable:**

Issue of tender documents	23 January 2024
Tender return deadline	21 Feb 2024, 17:00
Award & commencement of contract	on or before 15 March 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 Videography 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 21 February 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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