



**Invitation to tender:**  
**Coach Service for**  
**Volleyball Nations League Hong Kong 2024**

Issued by:



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

### **Introduction:**

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 coach 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-B;
- "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:**

Coach Service is a crucial element of Volleyball Nations League. The coach service serves as the lifeline for the seamless transportation of players, staff, and officials to and from different locations during the tournament. It is essential for facilitating the movement between accommodations, competition venue, various functions, and training sites.

Drivers who are entrusted with this important task must possess not only a good attitude but also a thorough knowledge of the routes and schedules involved in transporting the national players and event staff. Punctuality is importance, as any delays in transportation could have a domino effect on the entire event schedule.

Provide coach service for VNLHK 2024 including items listed below:

Competition Date: 11 – 16 June 2024 (Hong Kong Coliseum)

National Teams Arrival/Departure: 9 June 2024 (Arrival) / 17 June 2024 (Depart)

Coach Service: 9 June – 17 June 2024

**A. Coach Service For 45 or above seats**

	Description
1	<b>Hong Kong International Airport to Hotel in Hung Hom (9 June 2024)</b> <ul style="list-style-type: none"><li>- 4 coaches</li><li>- Compartment for luggage must be included</li></ul>
2	<b>Hong Kong Macau Ferry Terminal (Sheung Wan) to Hotel in Hung Hom (9 June 2024)</b> <ul style="list-style-type: none"><li>- 4 coaches</li><li>- Compartment for luggage must be included</li></ul>
3	<b>Hourly Rental in Hong Kong (9 – 16 June 2024)</b> <ul style="list-style-type: none"><li>- 9 June 2024: 2 coaches (each coach 5 hours)</li><li>- 10 June 2024: 2 coaches (each coach 10 hours) and 1 coach (5 hours)</li><li>- 11 – 16 June 2024: 4 coaches (2 of the coaches operate 11 hours per day and the other two coaches operate 10 hours per day)</li></ul> <b>*Coaches mainly travel from Hotel in Hung Hom Area to Hong Kong Coliseum or training court in Tsuen Wan area or fitness centre in Tsim Sha Tsui area</b>
4	<b>Hotel in Hung Hom to Hong Kong International Airport (17 June 2024)</b> <ul style="list-style-type: none"><li>- 8 coaches</li><li>- Compartment for luggage must be included</li></ul>

**B. Coach Service For 20-28 seats**

	Description
1	<b>Hourly Rental: Hotel in Hung Hom to Hong Kong Coliseum (9 – 16 June 2024)</b> <ul style="list-style-type: none"><li>- 1 coach</li><li>- 9:00 to 21:00 (12 Hours)</li><li>- Shuttle bus depart every 15mins from hotel to Hong Kong Coliseum.</li></ul>
2	<b>Hourly Rental: Hong Kong Coliseum to Hotel in Hung Hom (9 – 10 June 2024)</b> <ul style="list-style-type: none"><li>- 1 coach</li><li>- 9:00 to 21:00 (12 Hours)</li><li>- Shuttle bus depart every 15mins from Hong Kong Coliseum to hotel.</li></ul>
3	<b>Hourly Rental: Hong Kong Coliseum to Hotel in Hung Hom (11 - 16 June 2024)</b> <ul style="list-style-type: none"><li>- 1 coach</li><li>- 9:00 to 24:00 (15 Hours)</li><li>- Shuttle bus depart every 15mins (9:00 – 20:45) and 20mins (21:05 – 23:45) from Hong Kong Coliseum to hotel.</li></ul>

## **Remarks:**

### **1. Timetable:**

Issue of tender documents	18 March 2024
Tender return deadline	12 April 2024, 17:00
Award & commencement of contract	on or before 30 April 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:

- Please refer to Appendix A.

##### 2.1.2 Previous Experience:

- List any relevant experience your company has had in supplying to 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 Coach Service for Volleyball Nations League Hong Kong 2024”** and send to the tender box at Unit 1111-1112, 11/F, LU Plaza, 2 Wing Yip Street, Kwun Tong, Kowloon, **on or before 12 April 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 – Senior Project Executive  
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.

- END -

## **Appendix A – Coach Service Quotation**

### **A. Coach Service For 45 or above seats**

<b>Number of seaters: _____</b>			
Description	Price (HK\$)	Additional Charge <i>Please state</i>	Total Cost (HK\$)
1. Hong Kong International Airport to Hotel in Hung Hom (9 June 2024): 4 coaches <i>Compartment for luggage must be included</i>	\$	\$	\$
2. Hong Kong Macau Ferry Terminal (Sheung Wan) to Hotel in Hung Hom (9 June 2024): 4 coaches <i>Compartment for luggage must be included</i>	\$	\$	\$
3. a) Hourly Rental in Hong Kong (9 June 2024): 2 coaches (each coach 5 hours)	\$	\$	\$
b) Hourly Rental in Hong Kong (10 June 2024): i. 2 coaches (each coach 10 hours) ii. 1 coach (5 hours)	\$	\$	
c) Hourly Rental in Hong Kong (11 – 16 June 2024): i. 2 coaches (each coach 11 hours) ii. 2 coaches (each coach 10 hours)	\$	\$	
4. Hotel in Hung Hom to Hong Kong International Airport (17 June 2024): 8 coaches <i>Compartment for luggage must be included</i>	\$	\$	\$

### **B. Coach Service For 20 - 28 seats**

<b>Number of seaters: _____</b>			
Description	Price (HK\$)	Additional Charge <i>Please state</i>	Total Cost (HK\$)
1. Hourly Rental: Hotel in Hung Hom to Hong Kong Coliseum (9 – 16 June 2024, 9:00 to 21:00): 1 coach	\$	\$	\$
2. Hourly Rental: Hong Kong Coliseum to Hotel in Hung Hom (9 – 10 June 2024, 9:00 to 21:00): 1 coach	\$	\$	\$
3. Hourly Rental: Hong Kong Coliseum to Hotel in Hung Hom (11 – 16 June 2024, 9:00 to 24:00): 1 coach	\$	\$	\$



**We confirm that our quoted meet the requirements listed above.**

Authorized Signature & Company Chop

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Name of Person Authorized to Sign Quotation  
(in Block Letters)

\_\_\_\_\_

Name of Tenderer in English  
(in Block Letters)

\_\_\_\_\_

Name of Tenderer in Chinese

\_\_\_\_\_

Tel No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Date: \_\_\_\_\_