



Invitation to tender:

**Design and production of promotional & event materials
for Volleyball Nations League Hong Kong 2025**

Issued by:



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

1 Introduction

Volleyball Nations League Hong Kong 2025 (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 18 – 22 June 2025 (From Wednesday to Sunday) at Hong Kong Coliseum or Kai Tak Arena with six national teams which are China, Italy, Japan, Thailand, Czech Republic 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 2025. 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 2025 event including items listed below:

A. Pre Event

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
1	Poster 50cm(W) x 70cm(H) 157gsm gloss art paper - 3 folds (with transparent label cover 3 sides) x500pcs - Without fold x500pcs	1,000	✓		✓	
2	Title Sponsor Press Conference (To be held in shopping mall – 1-4 May 2025, Setup: 30 April, Dismantle: 4 May)					
2a	- Wooden Backdrop for Interview 3m(W) x 2.44m(H) x0.5m(D)	1	Provided by organizer	✓	✓	✓
2b	- Wooden Stage Supply (for Media) 4'(W) x 8'(L) x 1.5'(H) With blue carpet	1			✓	✓
2c	- Blue carpet for stage Stage size: 30'(W) x 16'(D) x 2'(H)	1			✓	✓

2d	- 2'(H) wooden stairs x2 With blue carpet	1			✓	✓
2e	- PA Rental: Wireless Mic x4 Mic stand x1 Speaker with stand x4 Technician x2 with digital panel	1				✓ (rental)
2f	- Sound Box Rental 20 channels soundbox	1				✓ (rental)
2g	- Opening Gimmick Props Around 2m(W) x 1.6m(H) Wooden showcase with lighting	1	✓		✓	✓
2h	- Opening Gimmick Animation Around 20seconds	1	✓			
2i	- Exhibition decoration production Around 2m(W) x 2.5m(H)	4	✓		✓	✓
2j	- Blue Carpet (4000sq.ft)	1			✓	✓
2k	- Public Liability Insurance (include 4 event days and set up & dismantle)	1				
2m	- TPPE Application	1				
2n	- Signature Card 15cm(W) x 15cm(H) Color: 4C+0	800		✓	✓	
2p	- Photo Props Die cut Foamboard Around 70cm(W) x 10cm(H)	10	✓	✓	✓	
2q	- Mic Tag Foamboard 12cm(W) x 6cm(H) Color: 4C+0	10		✓	✓	
2r	- Bar Chair Rental With rotated height function	3				✓ (rental)
3	Advertisement Design (Size TBC) Newspaper x 4 versions Bus/MTR Stricker x 4 versions	1		✓ Similar design of item 1		
4	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		✓	
5	Pass Badge Design 14 versions; 10cm(W) x 14cm(H)	1	Provided by organizer	✓		
6	Lanyard (with double lobster clasps)	3000	Provided by organizer	✓	✓	
7	Autograph Session Ticket 25.5cm(W) x 9.5cm(H) Color: 4C+0 128gsm matt art paper	250	✓		✓	
8	Ticket for China Team Demonstration 25.5cm(W) x 9.5cm(H) Color: 4C+0 128gsm matt art paper	5000	✓		✓	

B. Arena Dressing

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
	Arena					
1	Blue Carpet 10m(W) x 70m(L)	1			✓	✓
2	Player Entrance Arch Wooden arch with sticker cover 500cm(W) x 365cm(H)	1	Provided by organizer	✓	✓	✓
3	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 = 72pcs 12m(W) x 0.5m (H) x 2 sets = 48pcs <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 With edges protection	120	Extra graphic on demand	✓	✓ 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
4	Cabinets (Side Line and End Line LED) - 18m (W) x 0.5m (H) x 2pcs 12m (W) x 0.5m(H) x 2pcs 5m (W) x 1m(H) x 1pc - Tilttable for maximum colour saturation display - With rubber louvers and rubber padding (impact protection) - At least 2 spare cabinets in set-up, location freely configurable	5			✓	✓
6	Net pole cover 70.6cm(W) x 189.5cm(H) x 2pcs 4C Color printing on Fabric with Velcro tape and polyester elastic	2	Provided by organizer		✓	
7	Referee chair PVC cover (3mm PVC) 36.9cm(W) x 148.4cm(H) x 2pcs 31.8cm(W) x 86.3cm(H) x 1pc	3	Provided by organizer		✓	✓
8	Logo Floor sticker (3m removable):	7		✓	✓	✓

	<ul style="list-style-type: none"> - 520cm(W) x 344.8cm(H) x 2pcs - 500cm(W) x 121cm(H) x 1pc - 300cm(W) x 65.8cm(H) x 1pc - 250cm(W) x 81.8cm(H) x 2pcs - 220cm(W) x 100cm(H) x 1pc 			Logos Only		
9	Foamboard (cover front of the Lighting Flight Cases) 180cm (W) x 72.4cm (H)	4	Provided by organizer	✓	✓	✓
10	Stair Side Dressing Vinyl Banner - Left: 1855cm(W) x 420cm(H) - Right: 1335cm(W) x 420cm(H)	4 sets	Provided by organizer	✓	✓	✓
11	Tier Dressing Vinyl Banner Sideline: 700cm(W) x 140.5cm(H) x4pcs 1405cm(W) x 140.5cm(H) x4pcs 1410cm(W) x 140.5cm(H) x2pcs Endline: 950cm(W) x 139cm(H) x2pcs 1390cm(W) x 139cm(H) x2pcs 850cm(W) x 139cm(H) x2pcs	16	Provided by organizer	✓	✓	✓
Officials & Athletes area						
12	LED Panel (Place at the front of Scorer Table): 5m(W) x 1m (H) x 1pc *Specification same as B3	1	Extra graphic on demand	✓	✓ 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
13	Foamboard for player bench Back:386cm(W) x 50cm(H) x 2pcs Left and Right:187cm(W) x 50cm(H) x4pcs	6	Provided by organizer	✓	✓	✓
Mixed Zone						
14	Mixed Zone Backdrop 548cm(W) x 330cm(H)	1	Provided by organizer	✓	✓	✓
15	Face lighting with truss for mixed zone	2				✓
Working Table						
16	Working table on audience seats Metal frame with wooden table cover (sides with foamboard for decoration) 14m(W) x 1.1m(H) x 0.6m/0.7m(D)	1	Provided by organizer	✓	✓	✓

C. Other Area

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
	Atrium					
1	Backdrop with lighting (For side event) 980cm(W) x 330cm(H)	1	Provided by organizer	✓	✓	✓
2	Blue carpet (For side event) 980cm(W) x 400cm(L)	1			✓	✓
3	PA Rental (6days) Wireless Mic x4 Mic stand x4 Speaker with stand x4 Technician x2 with digital panel	1				✓ (rental)
4	Marquee (at Indoor) 4m(W) x 4m(D) x 2.5m(H) with lighting, side curtains and booth name foamboard	16		✓	✓	✓ (rental)
5	Direction Foamboard with metal H stand 90cm(W) x120cm(H) 5mm foamboard	10	Provided by organizer	✓	✓	✓
6	Official Room Door Signage 5mm foamboard A3 x 18pcs	18	Provided by organizer	✓	✓	✓
7	Electricity connection for OB Van backup and booth electricity supply with WR1	1				✓
8	Souvenir Booth Foamboard 50.8cm(W) X 76.2cm(H) x 6pcs 4.5cm(W) X 1.2cm(H) x 60pcs 40cm(W) X 8cm(H) x 12pcs	78	Provided by organizer	✓	✓	
	Changing Room					
9	Teams Changing Room Door Signage A4 size x 6teams (2pcs per team)	12	Provided by organizer	✓	✓	
10	Header foamboard (Changing room 1) 435cm(W) x 33cm(H) x 1pc 249cm(W) x 33cm(H) x 1pc 311cm(W) x 33cm(H) x 1pc 496.5cm(W) x 33cm(H) x 1pc 249.5cm(W) x 33cm(H) x 1pc 180cm(W) x 33cm(H) x 1pc	6	Provided by organizer	✓	✓	✓
11	Header foamboard (Changing room 2) 493cm(W) x 35cm(H) x 1pc 682cm(W) x 35cm(H) x 1pc 187cm(W) x 35cm(H) x 1pc 372cm(W) x 35cm(H) x 1pc	4	Provided by organizer	✓	✓	✓
12	Header foamboard (Changing room 3) 311cm(W) x 24cm(H) x 1pc 556.5cm(W) x 24cm(H) x 1pc 372.5cm(W) x 24cm(H) x 1pc 373cm(W) x 24cm(H) x 1pc	4	Provided by organizer	✓	✓	✓
13	Header foamboard (Changing room 4) 249cm(W) x 24cm(H) x 2pcs 267cm(W) x 24cm(H) x 1pc 310cm(W) x 24cm(H) x 1pc	6	Provided by organizer	✓	✓	✓

	370cm(W) x 24cm(H) x 1pc 432cm(W) x 24cm(H) x 1pc					
14	Header foamboard (Changing room 5) 187cm(W) x 24cm(H) x 1pc 249cm(W) x 24cm(H) x 2pcs 267cm(W) x 24cm(H) x 1pc 437cm(W) x 24cm(H) x 1pc 493cm(W) x 24cm(H) x 1pc	6	Provided by organizer	✓	✓	✓
15	Window Sticker (Corridor out of changing room) 57cm(W) x 267cm(H) x 1pc 73.5cm(W) x 267cm(H) x 4pcs 137cm(W) x 267cm(H) x 1pc 132.5cm(W) x 278cm(H) x 1pc 137cm(W) x 278cm(H) x 16pcs	23	Provided by organizer	✓	✓	✓
Official Room						
16	TV Platform for Main Cam 600cm(W) x 120cm(D) x 71cm(H)	1			✓	✓
17	Foamboard decoration for refrigerator 61cm(W) x 25cm(H) x2pcs 52cm(W) x 191cm(H) x4pcs	3sets	Provided by organizer	✓	✓	✓
Recycling Bin						
18	Recycling Bin sticker 45cm(W) x 70cm(H) x 3versions	6sets	Provided by organizer	✓	✓	✓

D. Ceremony & Promotional Activities

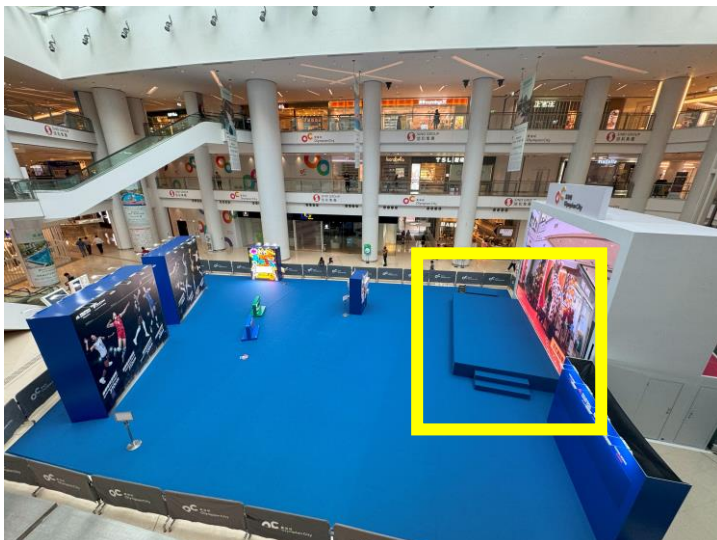
	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
Autograph Session						
1	Table cover Foamboards Around 179cm(W) x 73cm(H) (place at the front of tables)	6	Provided by organizer	✓	✓	✓
2	Signage 42cm(W) x 29.7cm(H) x 2versions	10	Provided by organizer	✓	✓	
Welcome Dinner						
3	Wooden Backdrop 500cm(W) x 300cm(H) Vinyl banner with long-arm spot lighting	1	Similar to item C1	✓	✓	✓
Pre-match Press Conference						
4	Wooden Backdrop 1000cm(W) x 244cm(H) Vinyl banner with long-arm spot lighting	1	Similar to item B14	✓	✓	✓
5	Face lighting with truss - Truss 3m(H) x 2pcs - Lighting Control Panel with PAR light x 6pcs	2				✓ (rental)
6	PA Rental: - Wireless Mic x10 - Table Mic stand x7 - Mic stand x1 - Speaker with stand x4	1				✓ (rental)

	- Technician x2 with digital panel					
7	Soundbox Rental for media	1				✓ (rental)
	Others					
8	Foamboard for Blessing Ceremony Around 179 cm(W) x 73cm(H) (Place at the front of tables)	1	Similar to item C1	✓	✓	✓
9	Vinyl Banner for welcoming teams 240cm(W) x 90cm(H) x 3 pcs	3	Similar to item C1	✓ 2 versions	✓	
10	Car stickers (3m removable sticker) 52cm(W) x 24.8cm(H) x 3 pcs 60cm(W) x 17.5cm(H) x 6 pcs	3sets		✓	✓	✓
11	National Flags Foam Board 42cm(W) x 29.7cm(H) 6 teams (each team 2pcs)	12		✓	✓	
12	Reception Table Foam Board Around 179 cm(W) x 73cm(H) (Place at the front of tables)	4	Similar to item C1	✓	✓	✓

E. Reference Photos



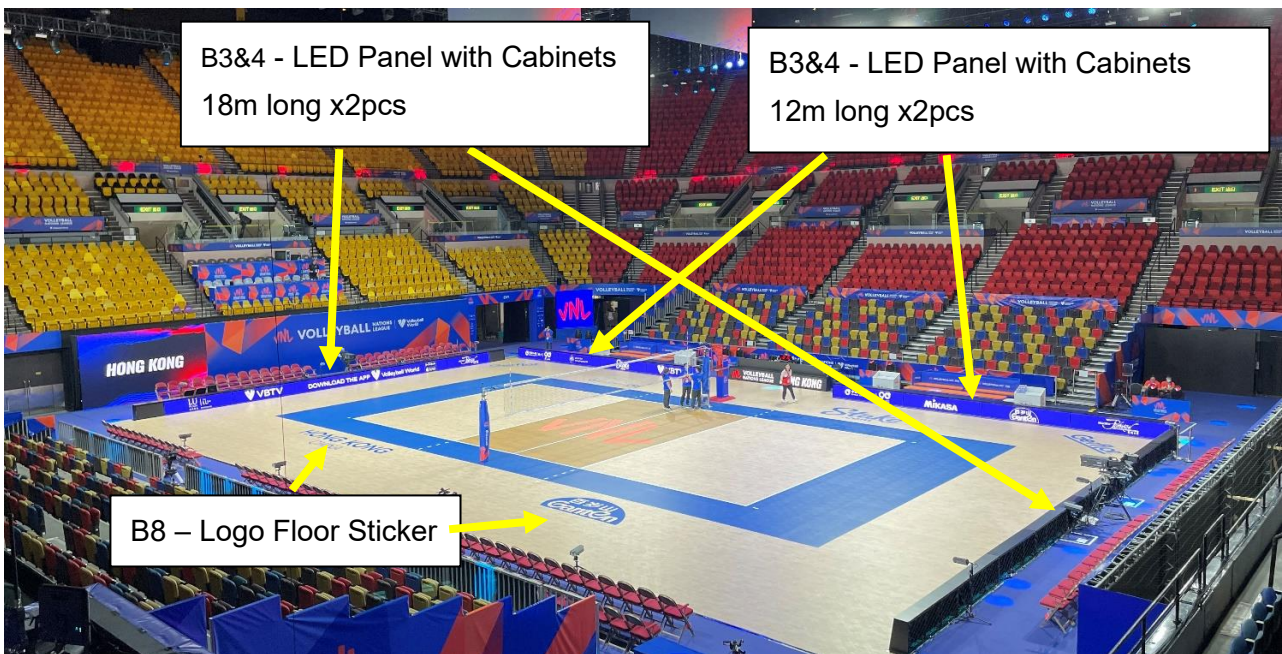
A2a-Wooden Backdrop for Interview



A2c-Blue carpet for stage & A2d-Wooden stairs



B2 – Player Entrance arch



B3&4 - LED Panel with Cabinets and B8 – Logo Floor sticker



B6&7 - Net pole cover and Referee chair PVC cover



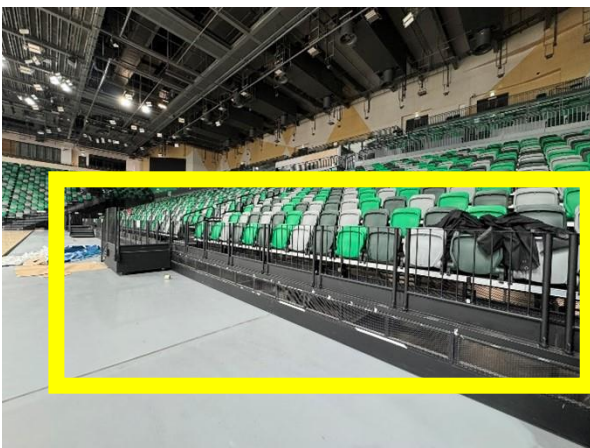
B9 Foamboard cover front of the Lighting Flight Cases



B10 - Stair side



B10 – Stair side vinyl banner



B11 –Tier Dressing vinyl banner



B12 - LED Panel (Place at the front of Scorer Table)



B13 – Foamboard cover for player bench

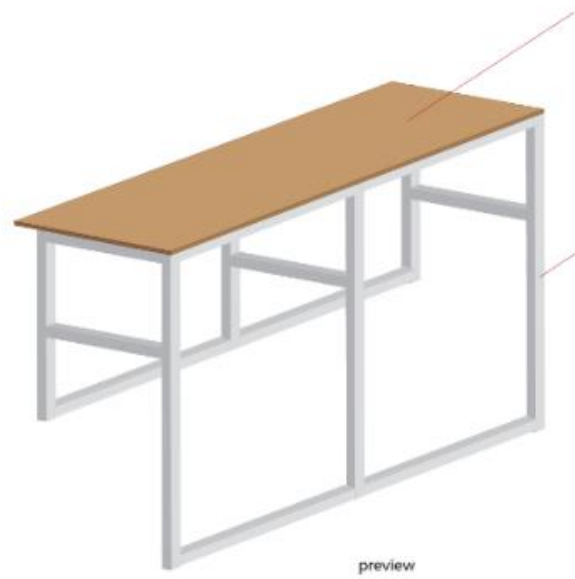


B14 – Mixed Zone backdrop

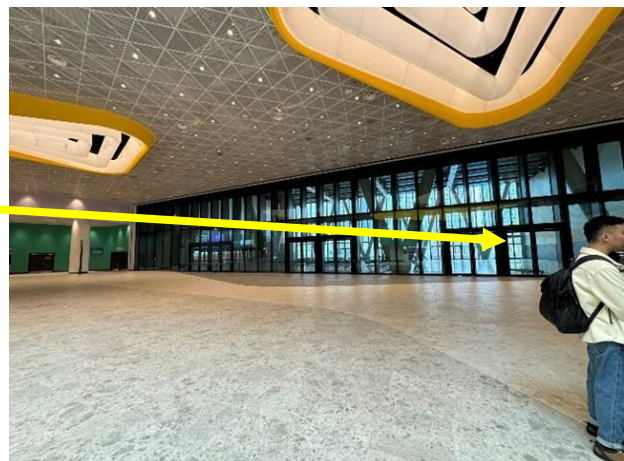




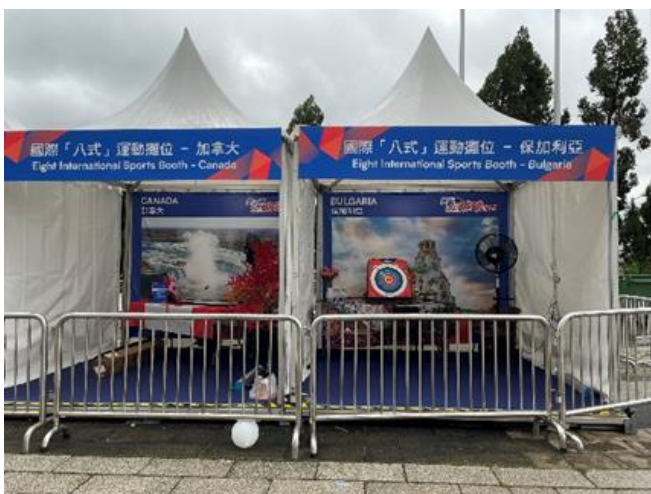
B16- Working Tables



B16 - Working Tables



C1&2 – Backdrop with blue carpet (Atrium)



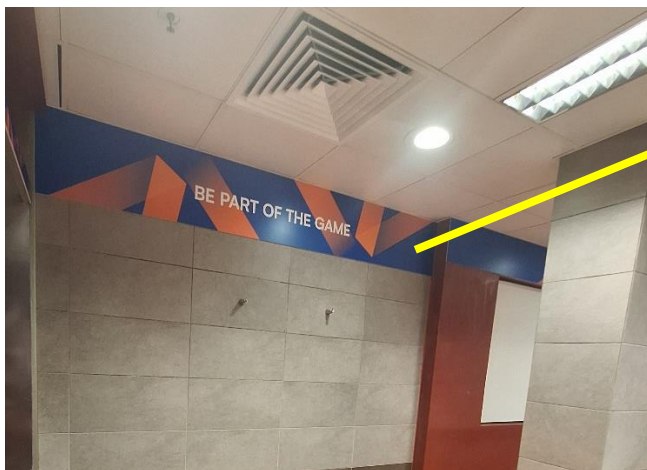
C4 – Marquee with booth name (Atrium)



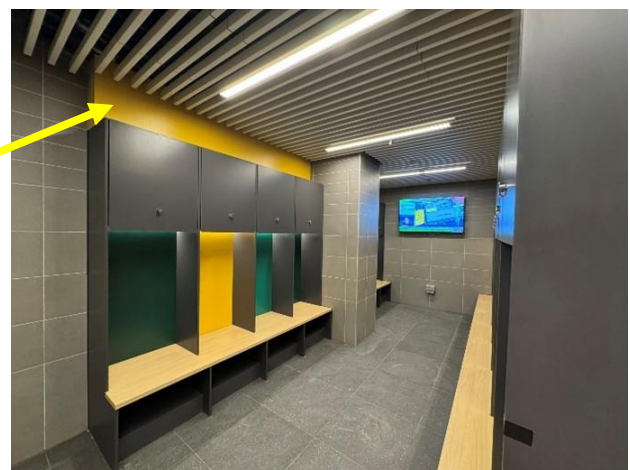
C5 – Direction Signage



C6 – Door Signage



C10,11,12,13,14 –Header foamboard (changing room)



C18 – Recycling Bin sticker



D1,8,12 – Table cover foamboard



D3 – Team Welcome Dinner Backdrop



D4 – Pre-match Press Conference Backdrop



D10 – Car Sticker

Remarks

1. Setup time of B - D: 10/6(Tue) 09:00 to 12/6(Thu) 23:59
2. Dismantle time of B - D: 23/6(Mon) 00:00 to 23:59
3. Please include the cost of fire certificate, surveyor / RSE report of production items

5 Timetable

Issue of tender documents	25 February 2025
Tender submission deadline	14 March 2025 17:00
Award & signing of contract	On or before 31 March 2025

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 Volleyball Nations League Hong Kong 2025**” and deposit to the TENDER BOX at **Unit 1111-1112, 11/F, Lu Plaza, 2 Wing Yip Street, Kwun Tong, Kowloon, Hong Kong on or before 14 March 2025 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 – Senior Sports Executive (Project Management)

Tel: 2882 1230

Email: angus.lo@vbahk.org.hk

OR

Ms. Elise SO – Project Executive

Tel: 2882 0221

Email: elise.so@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 -