



Invitation to tender:
Entertainment and Engagement Service for
Volleyball Nations League Hong Kong 2025

Issued by:



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

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 the participating national teams of China, Italy, Japan, Thailand, Czech Republic and Bulgaria.

Objective:

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

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:

Entertainment and Engagement Service (E&E) is a fundamental element of Volleyball Nations League. It encompasses the look, sound and feel of the event and aims to create an exciting and energetic atmosphere for both the onsite spectators and those watching at home.

The E&E teams are responsible for developing and implementing all the event entertainment elements in the stadium and on the field of the play. They control the entrance of the athletes, the music, the video and scoreboard content, entertainment on and around the field of play. The E&E teams are also responsible for side events related to the teams and competition.

Provide Entertainment and Engagement service for VNLHK 2025 including items listed below:

A. Local E&E Team Staff

	Description
1	English Speaking Local E&E Coordinator (Producer) x 1 per match.
2	<p>Native Language and English-Speaking Announcers / Emcees* x 2 per match (Preferably Male x 1 and Female x 1)</p> <p>The Announcer / Emcee is a key figure of the tournament and plays a vital role in getting the crowd involved. It is crucial that a professional, experienced Announcer / Emcee is hired to engage the crowd and keep spectators entertained.</p> <p>The Announcer / Emcee will work closely with the DJ to create an interactive atmosphere and must do so by reading the crowd and building the energy. They will also be required to perform in their local language as well as in English throughout the event. VW requires the Announcer / Emcee to remain respectful towards home country team and visiting teams.</p> <p>The Announcer / Emcee will also need a good understanding of volleyball. They will be announcing the technical elements of the sport at the appropriate times.</p> <p>*The Announcer / Emcee must be approved by VW.</p>
3	<p>DJ's* x 2 per match</p> <p>The DJ will work closely with the Announcer / Emcee to create an interactive atmosphere and must do so by reading the crowd and building the energy. It is crucial that a professional DJ with experience in sports is hired to facilitate a high-quality music selection that will keep spectators entertained. This person must be accustomed to working under pressure as they are operating equipment that, if triggered at the wrong point, could cause serious disruption to a match.</p> <p>*The DJ must be approved by VW.</p>
4	<p>Assistants (stagehands / runners) x 4 (minimum) per match</p> <p>The assistants should be responsible for (including but not limited to):</p> <ul style="list-style-type: none"> - communicate with the E&E team for reporting floor status - giveaway items to the crowd during matches - support E&E team
5	<p>Coordinator x 1 per match</p> <p>Coordinator should responsible for communicate with different parties (including but not limited to: VBAHK, VW, Videography vendor hired by VBAHK etc.), and work with Videography vendor during the match for controlling LED wall signal for the Fan Prompts (i.e. Big Moments).</p>
6	<p>Transportation of the staff should be included by tenderer.</p>

VBAHK / VW will request resume of experience of the Announcer / Emcee (A2) and DJ (A3) for the usage of VW approval. They may be subject to VW online training before the event as preparation. These impactful roles are prohibited from encouraging any sort of negative or disrespectful behaviors with or towards fans or teams.

B. Responsibilities of E&E Team

	Description
1	<p>E&E Team should be on duty on below event / period (unless otherwise specified, FULL TEAM should be on duty):</p> <ul style="list-style-type: none"> ◆ Before competition: <ul style="list-style-type: none"> - Referee Clinic (Mid-May to early June): 4 sessions at night (4 hours / session) - Dress rehearsal (1 day before competition) (~6 hours) - China Team Performance session and China Team Autograph session (14 June (TBC)) (6 hours) - Standby at the Venue (HKC/Kai Tak Arena) (started from 4 days before competition) (6 hours) (*2 – 3 team members) ◆ Whole Competition period: <ul style="list-style-type: none"> - Teaching the crowd the Big Moments (Monster Block, Super Spike, ACE, FIREBALL, etc.) - To entertain the fans and the court in Pre-Match Protocol, During the match (Fan Prompts, set breaks and time out), Post Match, during matches - Strictly follow Pre-Match Protocol and ensure the timing and action of the Pre-Match Protocol is executed appropriately. - E&E team is required to follow all Volleyball World guidelines.
2	Set up and dismantle for E&E team on the venue.
3	The team should prepare licensed music for the event. VBAHK will apply required local licenses.
4	The team are responsible for coordinate with VW and appointed audio vendor about the production during set up and event period.

C. Equipment

	Description
1	Equipment for connecting the venue's PA system, including but not limited to Audio Mixer, Cables, Computer, Microphone, Microphone stand, Speaker, Speaker stand, Headset etc.
2	Communication system (intercom) for E&E team.
3	Camera suitable for shooting live feed, for giveaway items session between matches.
4	Microphone, Microphone stand, Speaker and Speaker stand for China Team's Autograph session.
5	Electricity will be provided by the venue.

D. Fans Engagement Events Operation

In order to engage the fans more effectively, the appointed E&E team is responsible for following engagement events to enhance fans experience before and during VNL.

Team China Volleyball Teaching Session - Description	
1	Provide manpower for assisting the event
2	Provide manpower for on-site ticket distribution
3	Draft and execute event rundown
4	Draft MC script in an appropriate manner
5	Manage participants (students, visually-impaired, public) throughout the event
6	Provide and manage QR code ticketing system for students (free distribution, no money involved)
Team China Autograph Session - Description	
1	Provide manpower for crowd control
2	Venue set up for the event such as tables and chairs and coordinate with other vendor (backdrop and carpet provided by another vendor)
3	Provide PA equipment and technician for the event
4	Ensure the operation is smoothly delivered and avoid idling any players
5	Prepare contingency plan and execute if needed
Live Performance - Description	
1	Recruit performance groups (At least 6 performances, cost charged to VBAHK)
2	Liaise and manage performance groups
3	Collect performance group introduction and information to VBAHK
4	Arrange performance group to attend the rehearsal
5	Draft and execute the music arrangement and performer on/off stage
6	VBAHK may also invite some parties to perform, vendor is also responsible to manage
7	Arrange meal for performance groups (provide by VBAHK / cost charged to VBAHK)
8	Work closely with VBAHK staff to ensure the performances could be deliver timely according to the Entertainment & Engagement rundown and Volleyball World requirements

Items below will be provided by Volleyball World in due course:

- Pre-Match Protocol (PMP) & Post Match Protocol
- E&E Activation Templates and Guidelines
- VW E&E and sponsor assets and content for all screens, LED boards and venue ribbons - if applicable
- DJ Guidelines and Music Library including approved national anthems
- Announcer / emcee guidelines, scripts, and notes
- Test Match / Tech rehearsal Guidelines

Remarks:

1. Timetable:

Issue of tender documents	9 December 2024
Tender return deadline	7 January 2025, 17:00
Award & commencement of contract	on or before 14 February 2025

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 Entertainment and Engagement Service for Volleyball Nations League Hong Kong 2025"** and send to the tender box at Unit 1111-1112, 11/F, Lu Plaza, 2 Wing Yip Street, Kwun Tong, Kowloon, Hong Kong **on or before 7 January 2025, 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 Sports Executive (Project Management)

Tel: 2882 1230

Email: angus.lo@vbahk.org.hk

OR

Ms. Priscilla Au – Project Executive

Tel: 2882 9983

Email: priscilla.au@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 Contractor 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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