



**Invitation to tender:**

**Press and Side Event Management 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 six national teams which are 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 press and side event management 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-E;
- “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 press and side event management service and professional advice on marketing and promotional plan for VNLHK 2025 event including items listed below:

#### **A. Announcement Press Conference with Autograph Session x 1 time (3-4 months before the VNLHK2025)**

The press conference aims at announcing the title sponsor, match information, ticketing information and any other information related to the tournament.

	<b>Description</b>
1	Draft & prepare bilingual rundown of the press conferences
2	Provide gimmick ideas and prepare stage movement documents
3	Provide one MC who can conduct Cantonese and Mandarin (cost should be included)
4	Write MC script and prepare cue card and prepare the questions for Q&A session
5	Arrange and coordinate with artists as official guests (cost will be charged to VBAHK)
6	Brief and liaise with the MC, key officiating guests, VIPs and artists (if any) about the rundown

	and ceremony acts of the press conferences
7	Prepare related materials, including press badge/label and seat labels, etc
8	Arrange reception for officiating VIPs, Guest & Media
9	Arrange seating plan for officiating VIPs, Guests & Media
10	Arrange and brief photographers (appointed by VBAHK)
11	Arrange manpower for the press conference operation, including reception and stage
12	Attend the operation meetings with VBAHK
13	Draft, distribute and follow up of bilingual media invitation
14	Draft and distribute bilingual press materials and prepare press kit
15	Draft, distribute and follow up of bilingual press release to all media
16	Prepare media attendance list
17	Prepare press coverage summary on the following day and submit press report & clippings in hard and soft copy to VBAHK within 3 working days after the press conference

#### **B. Press management service for the official functions of Tournament**

	<b>Description – All events that will involve press, including but not limited to Blessing Ceremony, Teams Arrival, Autograph Session, China Team Demonstration Activity, Welcome Dinner, Opening Ceremony and Souvenir Presentation etc.</b>
1	Draft, distribution and follow up of bilingual media invitation(s)
2	Prepare media attendance list(s)
3	Provide representative(s) to attend and assist media on interviews if any
4	Prepare press badges / labels
5	Collect and consolidate press accreditation request for Volleyball World approval
	<b>Description – Pre-match Press Conference (17 June 2025, 15:00 (TBC)):</b> <i>-This is an official press conference for media to meet and interview with team officials and player representatives before the tournament.</i>
6	Draft & prepare the bilingual rundown of press interviews
7	Draft, distribute and follow up of bilingual media invitation
8	Prepare media attendance list
9	Write MC script and prepare cue card
10	Seating arrangement for Officiating VIPs, Team representatives & Media
11	Provide one MC who could conduct Cantonese, English and Mandarin simultaneous interpretation service for press interview
12	Oversee and coordinate the whole interviews
13	Assist Host broadcaster, local TV station, press and digital media on their coverage
14	Liaise with official photographers (appointed by VBAHK)
15	Submission of press coverage report & clipping within 2 weeks after the press conference
16	Draft, distribute and follow up of press release to all media
17	Distribute the accredited pass, press kit and vest to media
	<b>Description – Welcome Dinner (16 June 2025 18:30 (TBC)):</b>

18	Draft, distribute and follow up of bilingual media invitation
19	Reception of media during the welcome dinner
20	Assist the media on their coverage

**C. Operation of Media Centre, press tribune, press management during the Tournament (18 – 22 June 2025)**

<b>Description – Media Centre</b>	
1	Setup the press center in the function room of event venue with equipment provided by the VBAHK, including Broadband, Telephone lines with IDD, Fax lines with IDD, copy machine, computers, etc. Manage the working area for local and overseas press
2	Setup the press conference room with backdrop, table, chairs, audio system which are provided by the VBAHK. Preparation of name plate and necessary tools if any.
3	Liaise with the Press Manager of the organizing committee to receive and verify media accreditation requests via the Volleyball World online accreditation platform
4	Provision of officers (at least 3 staff) to handle local and overseas press inquiries. Jointly with the VIS staff to verify the accuracy of statistical data and transmitting it to the press and TV commentators
5	Prepare and distribute the accredited pass, press kit and vest to media during the Tournament
6	Abided by Volleyball World requirements, prepare bilingual press release of competition result for each match (total 5 match days) and send to all local & overseas media
7	Effectively managing on-site media operations, especially the good running of the Mixed Zone and the good delivery of press material both on-site and off-site
8	Liaise with Press Manager and Volleyball World delegates about the control and coordination of media seating and shooting area in the arena
9	Brief and coordinate with the official photographer appointed by the VBAHK
10	Provide one representative to attend the Control Committee & Organizing Committee meeting if needed.
<b>Description – Press and Press Tribune Management</b>	
11	Provide press writer(s) to handle all press materials, match previews, reviews, photo captions, quotes before or during the match
12	At least two weeks before the start of the competition, create a press kit with short profiles for all the players of the home team, historical data of participating teams, the venue floorplan, hotel information and other related information requested by Volleyball World.
13	Write (and distribute to the local media/Volleyball World Press Department) match previews in the day prior to the competition weekend
14	Write (and distribute to the local media/ Volleyball World Press Department) press releases and features during the weekend
15	Supply cohesive Match Reviews and Quotes from the Mixed Zone to the VIS team/ Volleyball World Press Department

16	Arrange flash quote interviews with players at Mixed Zone after each match
17	Arrange video-taking at mixed zone after each match and share with promotion team of the VBAHK for publishing instantly in social media platforms
18	Supervise the prompt supply of high-quality digital photos to the Volleyball World website according to the Volleyball World guidelines (photographers are appointed by the VBAHK)
19	Prepare a final report in hard and soft copy on media operations, press coverage report & clipping to the VBAHK and send it to the Volleyball World Press Department (in digital format) within 2 weeks after the tournament
20	Manage the media at press tribune area
21	Manage the Fans Zone operation, setup and report to VBAHK /Volleyball World
22	Coordinate with media to vote for Most Popular Player of each team and Most Popular Team, and base on the result coordinate with photographers to select the photos for souvenir production.

#### **D. Side Event Management**

<b>Welcome Dinner</b>	
1	Provide manpower for the event planning and operation
2	Prepare the event rundown with event related material production (include but not limited to signage, lucky draw and photo pros)
3	Prepare audio-visual material (include but not limited to ppt/image/video for led wall, background music, birthday song, lucky draw sound effects and fanfare)
4	Provide idea and coordinate with hotel and production house for venue set up (include but not limited to main backdrop, foyer decoration, and audio-visual equipment, VBAHK has appointed production house and will bear the production and equipment rental cost)
5	Responsible and provide manpower for setup and onsite operation of reception, foyer, stage.
6	Draft prize list and purchase prize for the event (table prize, birthday prize, lucky draw, game prize, cost charged to VBAHK)
7	Liaise and arrange performance during welcome dinner (cost charged to VBAHK)
8	Write MC script and prepare cue card
9	Provide two MC who can conduct Cantonese, English and Mandarin (cost should be included and clearly state in the breakdown)
10	Prepare and produce souvenir for sponsors (cost charged to VBAHK)
11	Provide representative to attend the Organizing Committee meeting and site visit if needed
<b>Presenting Partner Activity (at Presenting Partner's office or appointed location)</b>	
1	Provide manpower for the event. Most likely a sharing session by former China team player at sponsor's office for around 60 staff.
2	Production of backdrop, venue dressing and props (if necessary)
3	Provide gimmick ideas for the event
4	Responsible for event operation
5	Provide one MC who can conduct Cantonese and Mandarin (cost should be included and clearly

	state in the breakdown)
6	Write MC script and prepare cue card
7	Reserve venue for the event (if necessary)
8	Prepare documents & apply necessary license for the event (if any)
	<b>Sports &amp; Cultural Booths at Event Venue</b>
1	Provide manpower as a mentor for students' booth (8 booths)
2	Give advices and provide guidance to 8 teams of students on game and booth design, production and operation (cost of production charged to VBAHK)
3	Assist on booth recruitment and promote to schools, students or organizations
4	Arrange manpower for booths on-site support
5	Responsible for prize and backdrop production and operation for Prize Presentation Ceremony for Sports & Cultural Booths which will be held on 22 Jun 2025

#### **E. Optional Service**

	<b>Line-up for micro-influencers (sports, athletes, lifestyle)</b>
1	Suggest micro-influencers who can be related to the event either in sports or non-sports industry for VBAHK selection
2	Invite and coordinate with micro-influencers (cost charged to VBAHK and tickets will be provided by VBAHK)
3	Follow up micro-influencers' materials preparation and posting on social media
4	Clipping of coverage and prepare the coverage report to VBAHK within 2 weeks after event

## **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, and section E is optional.

##### 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. (e.g. E. Optional Service)

##### 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 Press and Side Event Management 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](mailto:angus.lo@vbahk.org.hk)

OR

Ms. Elise SO – Project Executive

Tel: 2882 0221

Email: [elise.so@vbahk.org.hk](mailto:elise.so@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:

- (ii) 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 -