



**Invitation to tender:**

**Design and production of promotional & event materials  
for Volleyball Nations League Hong Kong 2026 &  
2026 Asian Eastern Zonal Women's Volleyball Championship**

Issued by:



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

## 1 Introduction

Volleyball Nations League Hong Kong 2026 (VNLHK2026) is an international sport event that attracts over 50,000 spectators and millions TV audiences in Hong Kong, Chinese Mainland 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 8 – 12 July 2026 (From Wednesday to Sunday) at Kai Tak Arena with six national teams including Team China.

2026 Asian Eastern Zonal Women's Volleyball Championship (2026AEZ) will be held on 11 – 16 August 2026 (From Tuesday to Sunday) at Queen Elizabeth Stadium with eight teams from Asian Eastern Zonal, including Team Hong Kong.

## 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 VNLHK2026 and 2026AEZ. 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 and 5;
- 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 12 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 VNLHK2026 - Provide design and production service for event including items listed below:

### A. Pre Event

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
1	Poster Size: 50cm(W) x 70cm(H) Material: 157gsm gloss art paper - 3 folds (with transparent label cover 3 sides) x 500pcs - Without fold x 500pcs	1,000	✓	✓	✓	
2	<b>Title Sponsor Press Conference (To be held in shopping mall – April or May 2026)</b>					
2a	Wooden backdrop for Interview Size: 3m(W) x 2.44m(H) x0.5m(D) Material: wooden with vinyl banner	1	Provided by organizer	✓	✓	✓
2b	Wooden stage supply (for media) with blue carpet Size: 4'(W) x 8'(L) x 1.5'(H)	1			✓	✓

2c	Blue carpet for stage Stage size: 30'(W) x 16'(D) x 2'(H)	1			✓	✓
2d	Stage wooden stairs with blue carpet Size: 2'(H)	2			✓	✓
2e	PA rental: - Wireless Mic x8 - Mic stand x1 - 12" Speaker with stand x4 - Technician x2 with digital panel	1			✓ (rental)	✓ (rental)
2f	Sound box rental - 20 channels soundbox	1			✓ (rental)	✓ (rental)
2g	Opening gimmick props Size: Around 3m(W) x 1.6m(H) Material: Wooden showcase with lighting	1	✓	✓	✓	✓
2h	Blue carpet for event area Size: 4000sq.ft	1			✓	✓
2i	Public liability insurance (include event days and set up & dismantle)	1				
2j	Signature card Size: 15cm(W) x 15cm(H) Material: 160gsm Paper Card Color: 4C+0	800	Provided by organizer	✓	✓	
2k	Mic tag foamboard Size: 12cm(W) x 6cm(H) Color: 4C+0	10	Provided by organizer	✓	✓	
3	Advertisement design (Size TBC) Newspaper x 4 versions Public Transport adv x 4 versions	1		✓ Similar design of item A1		
4	Souvenir programme book (54 pages) Material: Cover – 210gsm art card with matt lamination, inside – 128gsm art paper, saddle stitching	800	✓ A4 size, 27 pages design & artwork		✓	
5	Pass badge design 14 versions Sizes: 10cm(W) x 14.3cm(H)	1	Provided by organizer	✓		
6	Lanyard (with double lobster clasps) Size: 25mm(W) x 90cm(L) Color: 4C+4C	2500	Provided by organizer	✓	✓	
7	Autograph session ticket Size: 25.5cm(W) x 9.5cm(H) Color: 4C+0 Material: 128gsm matt art paper	250	✓	✓	✓	

**B. Arena Dressing**

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
	<b>Arena</b>					
1	Blue carpet Size: Around 3000sq.m	1			✓	✓
2	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: 48pixel(H) x 640pixel(W) *Flashy and disturbing animation should not be allowed as it distracts the players, spectators and television viewers *With edges protection	1set (120pcs)	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
3	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  <u>Specifications:</u> Tilttable for maximum color saturation display With rubber louvers and rubber padding (impact protection) At least 2 spare cabinets in set-up, location freely configurable	5			✓	✓
4	Net pole cover Size: 70.6cm(W) x 189.5cm(H) Color: 4C Color printing Material: Fabric with Velcro tape and polyester elastic	2	Provided by organizer	✓	✓	✓
5	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	✓	✓	✓

6	Logo floor sticker (3m removable) - 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 1pc	5	Provided by organizer	✓ Logos Only	✓	✓
7	Lighting flight cases cover foamboard Size: 180cm(W) x 72.4cm(H)	8	Provided by organizer	✓	✓	✓
8	Stairs side dressing vinyl banner with holes - 1810cm(W) x 475cm(H) x 2pcs - 1473cm(W) x 447cm(H) x 2pcs - 1810cm(W) x 475cm(H) x 2pcs - 2520cm(W) x 804cm(H) x 2pcs	8	Provided by organizer	✓	✓	✓
9	Design for tier dressing banner and decoration sticker - Total 25 different versions/sizes	1set	Provided by organizer	✓		
<b>Officials &amp; Athletes area</b>						
10	LED Panel (Place at the front of Scorer Table) Size: 5m(W) x 1m(H) x 1set = 72pcs *Specification same as B2	1set (72pcs)	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
11	Metal stand with foamboard cover (double-sided) next to scorer table Stand size: 150cm(W) x 100cm(H)	2	Provided by organizer	✓	✓	✓
12	Metal stand with foamboard cover (double-sided) for player bench Stand size: 300cm(W) x 100cm(H)	2	Provided by organizer	✓	✓	✓
<b>Mixed Zone</b>						
13	Mixed Zone backdrop Material: wooden with vinyl banner - 28'(W) x 8'(H) x 1pc - 17'(W) x 8'(H) x 1pc	2	Provided by organizer	✓	✓	✓
14	Face lighting with truss for mixed zone	2			✓ (rental)	✓ (rental)
<b>Audience seats</b>						
15	Foamboard for courtside audience seat Size: 183cm(W) x 92m(H)	2sets	Provided by organizer	✓	✓	✓
16	Working table on audience seats Size: 14m(W) x 1.1m(H) x 0.6m/0.7m(D) Material: Metal frame with wooden table cover (front cover with foamboard for decoration)	1	Provided by organizer	✓	✓	✓

### C. Other Area

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
	<b>Atrium</b>					
1	Fans Zone backdrop with lighting Size:16m(W) x 3m(H) Material: banner with metal frame and foamboard to cover two sides	1	Provided by organizer	✓	✓	✓
2	Fans Zone blue carpet Size: 16m(W) x 6m(L)	1			✓	✓
3	PA Rental (1 day) - Wireless Mic x4 - Speaker with stand x4 - Technician x2 with digital panel	1			✓ (rental)	✓ (rental)
4	Marquee Rental (R8 booth partition) Size: 4m(W) x 4m(D) x 2.5m(H) *With lighting and booth name foamboard	6	Provided by organizer	✓	✓ (rental)	✓ (rental)
5	Souvenir Booth Foamboard - 50.8cm(W) X 76.2cm(H) x 8pcs - 42cm(W) X 29.7cm(H) x 12pcs	20	Provided by organizer	✓	✓	
6	House Rule Foamboard with metal H stand Size: 80cm(W) x 220cm(H)	4	✓	✓	✓ (rental)	✓ (rental)
7	House Rule Foamboard with paper stand Size: 21cm(W) x 29.7cm(H)	20	✓	✓	✓	✓
8	Foamboard for Fence decoration Size: 180cm(W) x 110cm(H)	10	Provided by organizer	✓	✓	✓
	<b>Back of House</b>					
9	Direction foamboard with H stand - 80m(W) x 220cm(H) x 10pcs - 90cm(W) x120cm(H) x 10pcs	20	Provided by organizer	✓	✓ (rental)	✓ (rental)
10	Hoarding R8 partition rental (for training hall) Size: Around 207m(W) x 2.5m(H) *To separate area or room *With 6 doors	1set			✓ (rental)	✓ (rental)
11	Movable partition rental (for entrances) Size:1m(W) x 2m(H) *To separate area	80			✓ (rental)	✓ (rental)
12	A4 Door signage foamboard	15	Provided by organizer	✓	✓	✓
13	Foamboard for the L-shaped wall (athletes drop-off area) Size: 250cm(W) x 300cm(H) ; 112cm(W) x 300cm(H)	1	Provided by organizer	✓	✓	✓
14	Backdrop at 1M floor Size: 17'(W) x 8'(H) x 2'(D) Material: wooden with vinyl banner and lighting	1		✓  Similar design of item C1	✓	✓
	<b>Changing Room</b>					
15	Teams changing room door signage Size: 21cm(W) x 29.7cm(H) x 6 teams	2sets	Provided by organizer	✓	✓	

16	Header foamboard (changing room 1) - 435cm(W) x 35cm(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	✓	✓	✓
17	Header foamboard (changing room 2) - 493cm(W) x 35cm(H) x 1pc - 683cm(W) x 35cm(H) x 1pc - 187cm(W) x 35cm(H) x 1pc - 372cm(W) x 33cm(H) x 1pc	4	Provided by organizer	✓	✓	✓
18	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 - 372cm(W) x 24cm(H) x 1pc	4	Provided by organizer	✓	✓	✓
19	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 - 370cm(W) x 24cm(H) x 1pc - 432cm(W) x 24cm(H) x 1pc	6	Provided by organizer	✓	✓	✓
20	Floor sticker for changing room1 - 4 Size: 100cm(W) x 66.3cm(H) Material: 3m removable sticker	4	Provided by organizer	✓	✓	✓
21	Window sticker for corridor out of changing room - 57cm(W) x 267cm(H) x 1pc - 73.5cm(W) x 267cm(H) x 1pc - 137cm(W) x 267cm(H) x 1pc - 132.5cm(W) x 278cm(H) x 1pc - 137cm(W) x 278cm(H) x 16pcs	20	Provided by organizer	✓	✓	✓
<b>Official Room</b>						
22	TV Platform for main cam Size: 600cm(W) x 120cm(D) x 71cm(H) Material: wooden with railing	1			✓	✓
23	Metal stand with foamboard decoration (sides of TV Platform) Size: 150cm(W) x 100cm(H)	2	Provided by organizer	✓	✓	✓
24	Foamboard decoration for refrigerator - 61cm(W) x 25cm(H) x2pcs - 52cm(W) x 191cm(H) x4pcs	2sets	Provided by organizer	✓	✓	✓
25	Dressing Room for TV Commentator Material: R8 partition booth with door Size: 400cm(W) x 300cm(L) x 250cm(H)	1			✓	✓

**D. Ceremony & Promotional Activities**

	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
<b>Autograph Session</b>						
1	Table cover foamboards Size: 180cm(W) x 76cm(H)	6	Provided by organizer	✓	✓	✓
2	Signage Size: 42cm(W) x 29.7cm(H) x 2versions	6sets (12pcs)	Provided by organizer	✓	✓	
<b>Welcome Dinner</b>						
3	Wooden backdrop Size: 500cm(W) x 300cm(H) Material: wooden and vinyl banner with lighting	1		✓ Similar to item C1	✓	✓
<b>Pre-match Press Conference</b>						
4	Wooden backdrop Size: 24'(W) x 8'(H) Material: wooden and vinyl banner with lighting	1		✓ Similar to item C1	✓	✓
5	Face lighting with truss - Truss 3m(H) x 6pcs - Lighting Control Panel with PAR light x 12pcs	1set			✓ (rental)	✓ (rental)
6	PA System rental - Wireless Mic x 8 - Table Mic stand x 8 - 4 x 12" Speakers with stand - 2 x technician standby with digital panel	1			✓ (rental)	✓ (rental)
7	Soundbox rental 20 channels soundbox for media stage	1			✓ (rental)	✓ (rental)
<b>Others</b>						
8	Foamboard for blessing ceremony Size: 180 cm(W) x 76cm(H)	1		✓ Similar to item C1	✓	✓
9	Vinyl Banner for welcoming teams Size: 240cm(W) x 90cm(H)	3		✓	✓	
10	Car stickers (3m removable sticker) - 90cm(W) x 14.6cm(H) x 1pc - 60cm(W) x 9.7cm(H) x 2 pcs	3sets	Provided by organizer	✓	✓	✓
11	National Flags Foam Board Size: 42cm(W) x 29.7cm(H) x 6versions	2sets		✓	✓	
12	Reception Table Foamboard Size: 180cm(W) x 76cm(H) x 3versions	3sets		✓ Similar to item C1	✓	✓



#### E. Reference Photos for Section 4 (VNLHK2026)



A2a - Wooden Backdrop for Interview

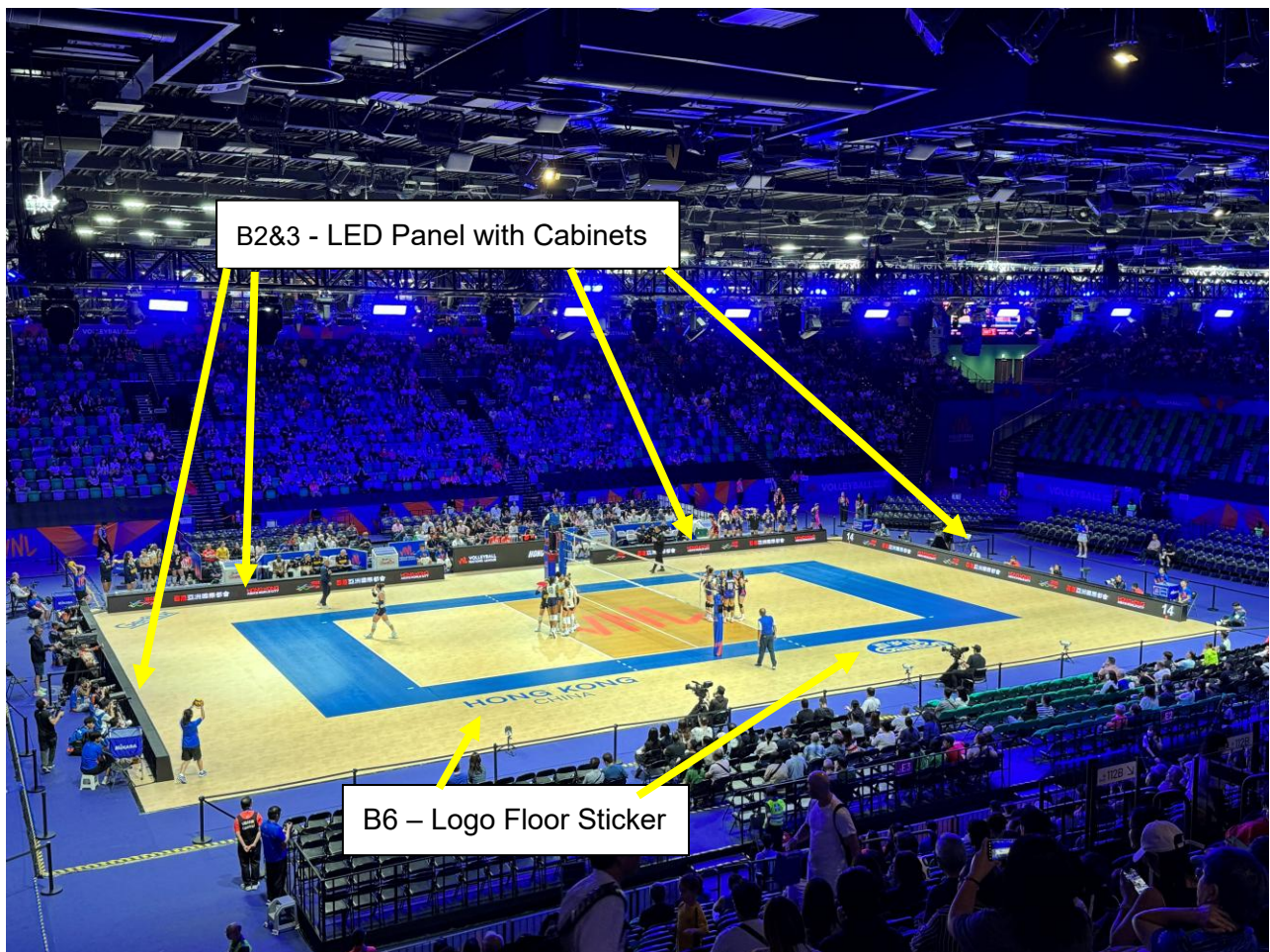


A2b - Wooden stage supply (for media) with blue carpet



A2c - Blue carpet for stage & A2d-Wooden stairs with blue carpet





B2&3 - LED Panel with Cabinets and B6 - Logo Floor sticker

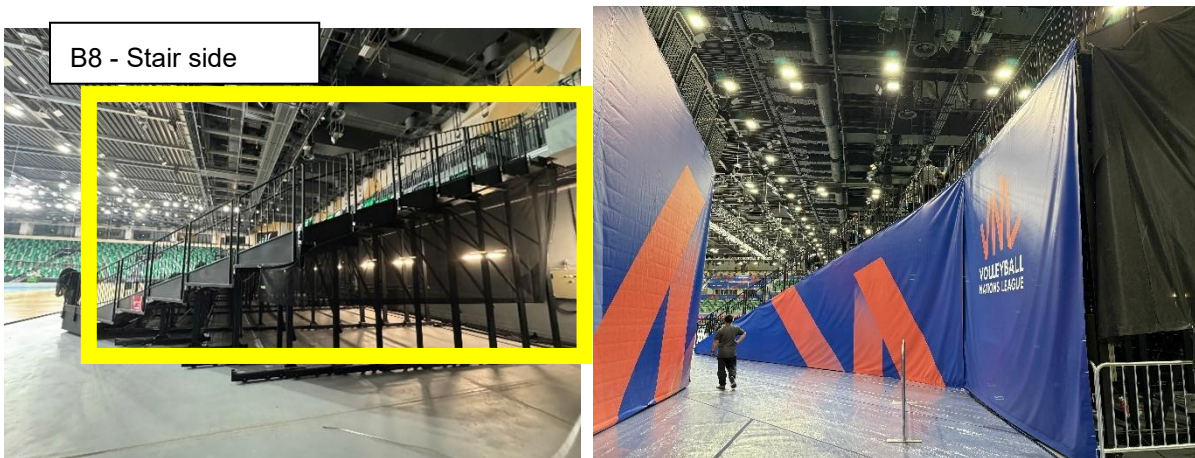


B4 - Net pole cover and B5 - Referee chair PVC cover



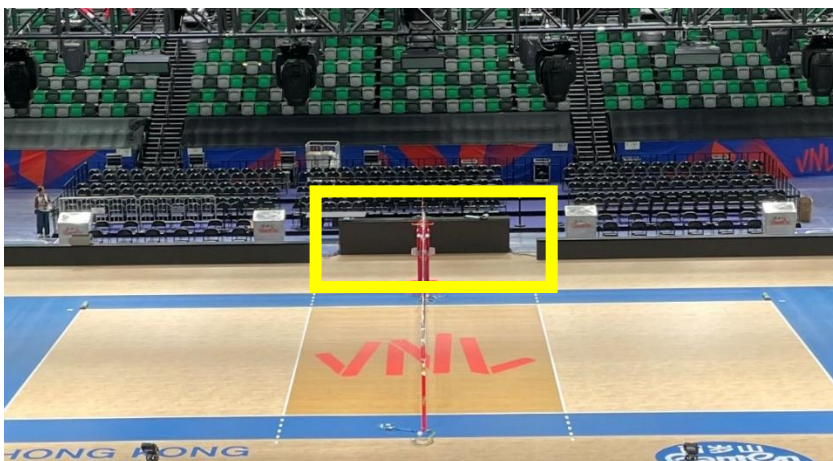


B7 - Foamboard cover front of the Lighting Flight Cases



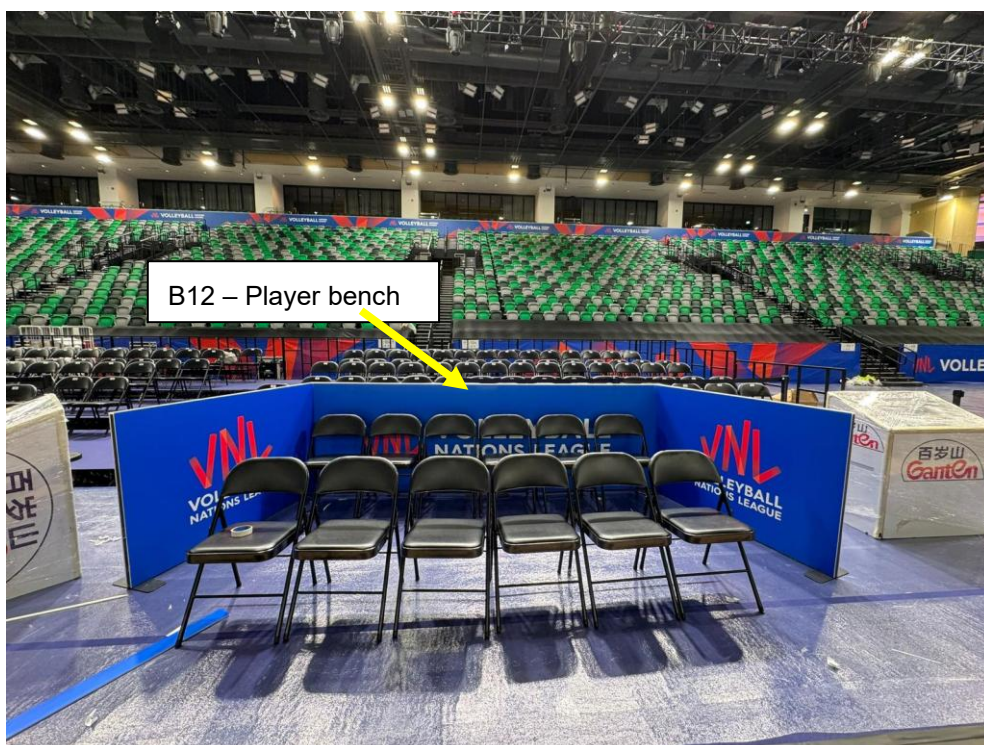
B8 - Stair side

B8 – Stair side vinyl banner



B10 - LED Panel (Place at the front of Scorer Table)



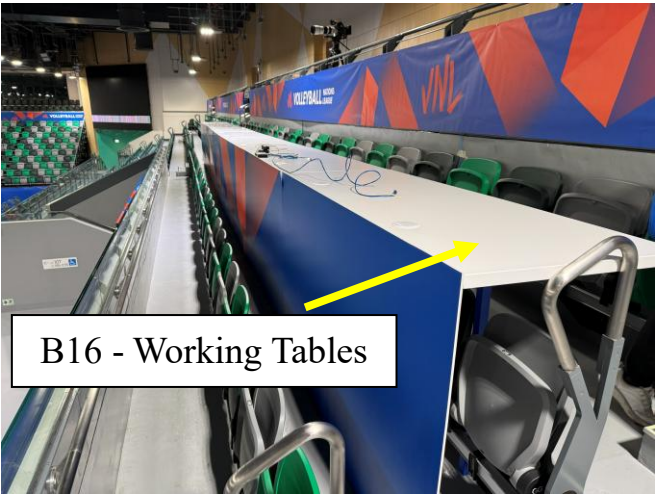


B11 and B12 - Metal stand with foamboard cover (next to scorer table and player bench);  
 B15 Foamboard for courtside seats

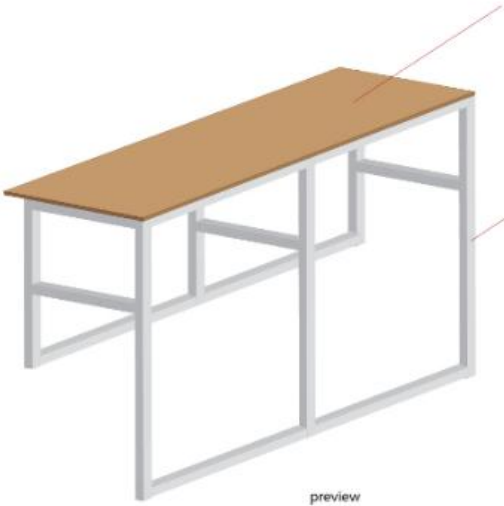




B13 – Mixed Zone backdrop



B16 - Working Tables



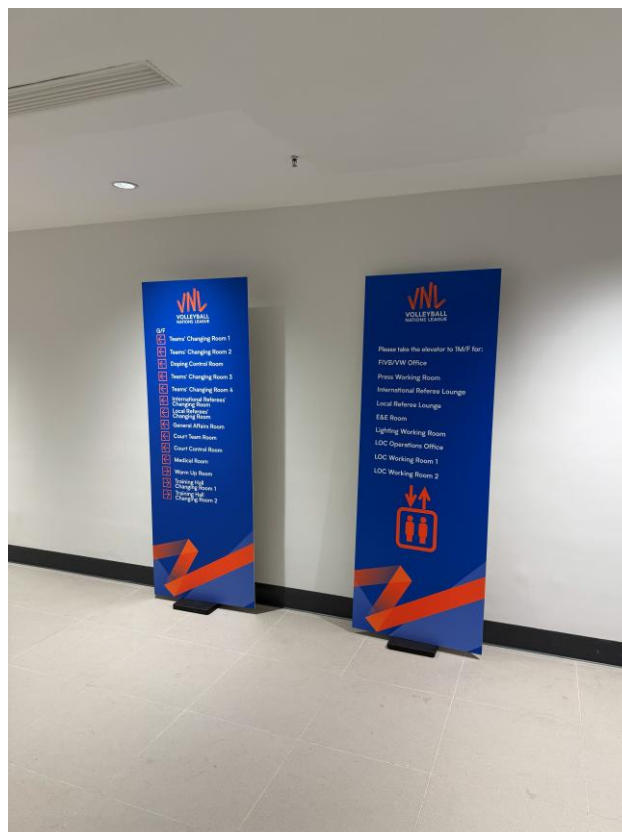
B16 - Working table with foam board cover



C1 and C2 – Fans zone backdrop with blue carpet (Atrium)

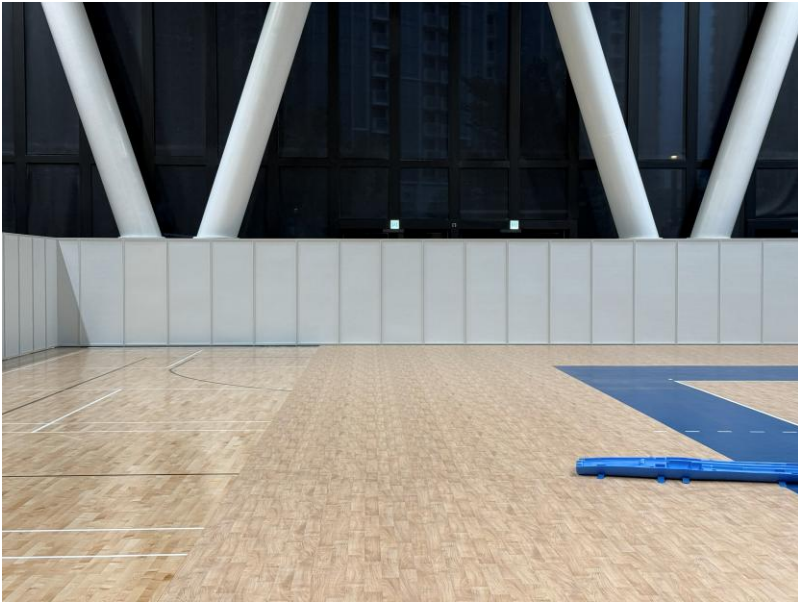


C4 – Marquee with booth name (Atrium)



C6 and C9 – House rule and direction foamboard with H stand

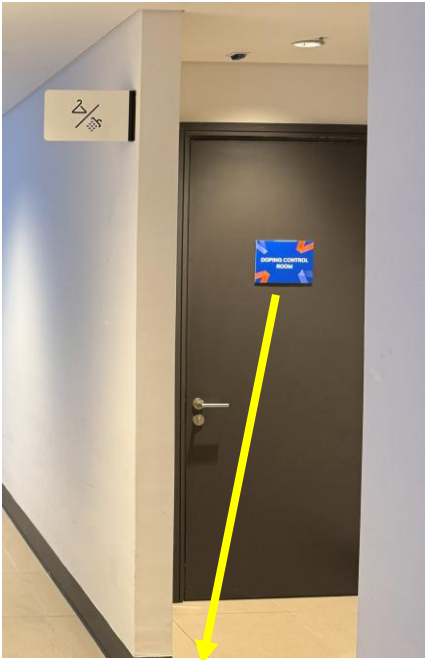




C10 - Hoarding R8 partition rental (for training hall)



C11 – Moveable partition



C12 and C15 – Door signage



C16, C17, C18 and C19 – Header foamboard (changing room)

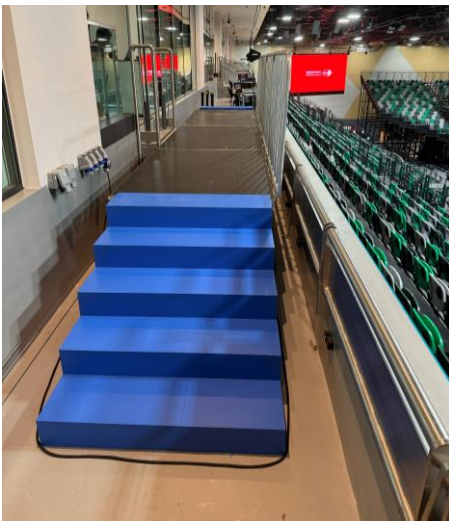


C20 – Floor sticker for changing room





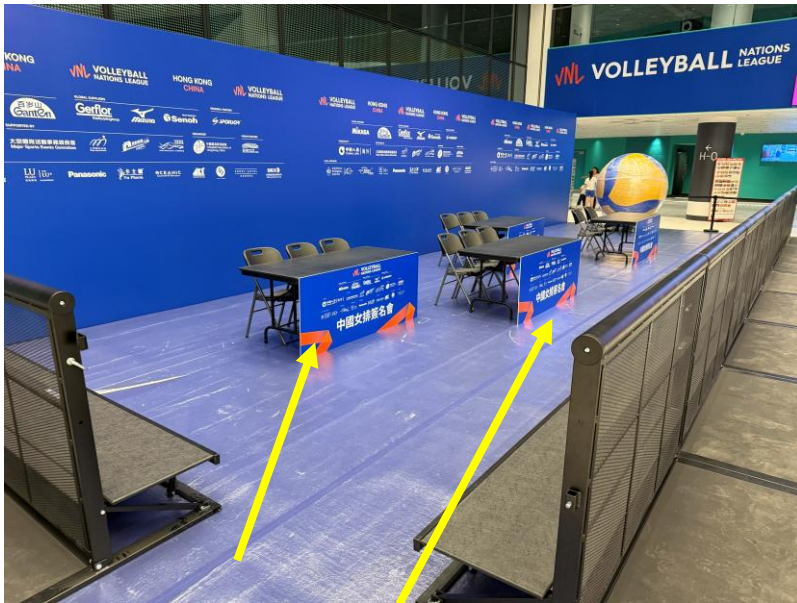
C21 – Window sticker



C22 and C23 – TV platform and metal stand for main cam



C24 – Foamboard decoration for refrigerator



D1, D8 and D12 – Table cover foamboard for side event and reception



D3 and D4 – Welcome dinner and pre-match press conference backdrop





D9 – Banner for welcoming teams



D10 – Car sticker

## **F. Remarks**

1. Setup time of 4B - 4D: 30/6(Tue) 09:00 to 2/7(Thu) 23:59 (TBC)
2. Dismantle time of 4B - 4D: 13/7(Mon) 00:00 to 23:59 (TBC)
3. Please include the cost of fire certificate, surveyor / RSE report of production items

**5 2026AEZ - Provide design and production service for event including items listed below:**

**A. Pre-event**

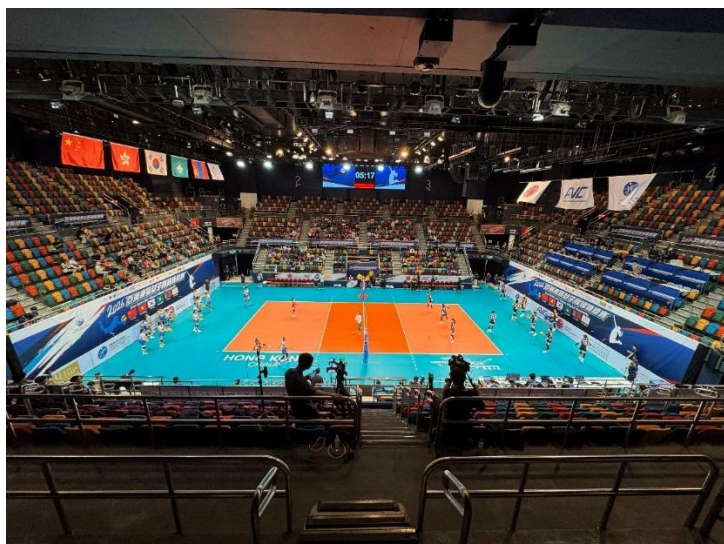
	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
1	Poster Size: 50cm(W) x 75cm(H) Material: 157gsm gloss art paper	100	✓	✓	✓	
2	Design for advertisement	2		✓ Similar design of item A1		
3	E-Programme Book (26 pages)	1	✓	✓		
4	Design for pass badge 14 versions Size: 10.3cm(W) x 14.3cm(H)	1	✓	✓		
5	Lanyard (with double lobster clasps) Size: 25mm(W) x 90cm(L) Color: 4C+4C	800	✓	✓	✓	

**B. Venue Dressing**

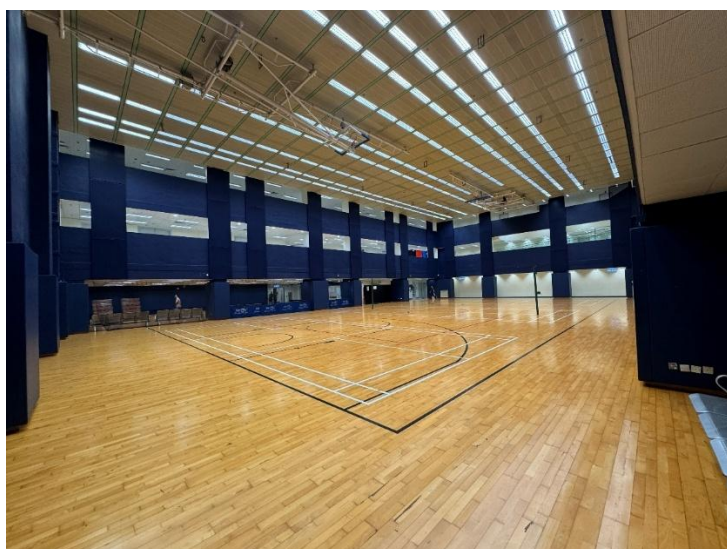
	Description	Qty	Design	Artwork Modifications	Printing/ Production	Setup& Dismantle
<b>Competition Court (3/F)</b>						
1	Giant banner (Include Surveyor Report) Size: 1800cm(W) x 339cm(H)	2		✓ Similar design of item A1	✓	✓
2	Tier dressing banner/foamboard - 2165cm(W) x 79cm(H) x 1pc - 7750cm(W) X 77cm(H) x 1pc - 1030cm(W) x 77cm(H) x 1pc - 580cm(W) x 100cm(H) x 8pcs - 468cm(W) x 100cm(H) x 2pcs - 458cm(W) x 100cm(H) x 2pcs	15		✓ Similar design of item A1	✓	✓
3	Working table with foamboard cover Working Table Size - 640cm(W) x 120cm(H) x 60cm(D) x1pc - 535cm(W) x 120cm(H) x 60cm(D) x4pcs	5		✓ Similar design of item A1	✓	✓
4	Floor sticker (removable sticker) Size: 500cm(W) X 121cm(H)	1		✓ Logo only	✓	✓
5	Advertising board stand rental Size: 300cm(W) x 100cm(H)	12			✓ (rental)	✓ (rental)
6	Podium sticker (removable sticker) - 716cm(W) x 15cm(H) x 1pc - 716cm(W) x 31cm(H) x 1pc - 716cm(W) x 41cm(H) x 1pc	3		✓ Similar design of item A1	✓	✓
7	Decoration foamboard for score table i. Table cover: 256cm(W) X 75cm(H) ii. Backdrop: 360cm(W) x 225cm(H)	2		✓ Similar design of item A1	✓	✓
8	Carpet for score table area Color: Grey Size: 360cm(W) x 250cm(H)	1			✓	✓

<b>Training Court area (Basement, G/F and 1/F)</b>						
9	Net for cover and protect the corridor with stable base (Basement, G/F and 1/F) *RSE certificate is required	3 floors			✓	✓
10	Sponge for decorate the safety pad cover	1			✓	✓
<b>Lobby (2/F)</b>						
11	Wooden Backdrop Size: 732cm(W) x 305cm(H) Material: wooden and vinyl banner with lighting	1		✓ Similar design of item A1	✓	✓
<b>Other</b>						
12	Safety Certificate for Temporarily Structure	1				
13	Fire Certificate - FS251	1				

### **C. Reference Photos for Section 5 (2026AEZ)**



Competition Court



Training Court

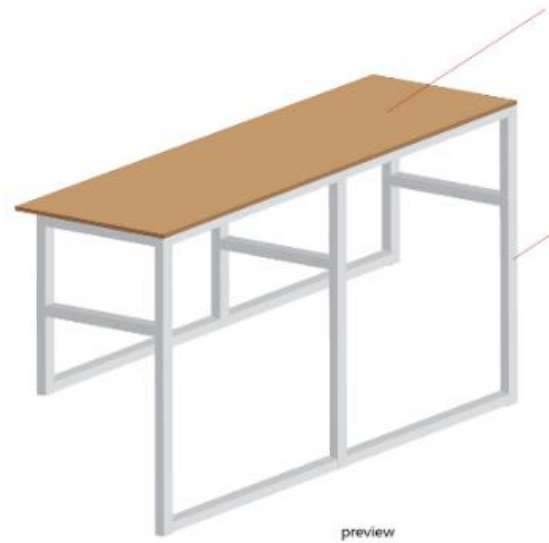
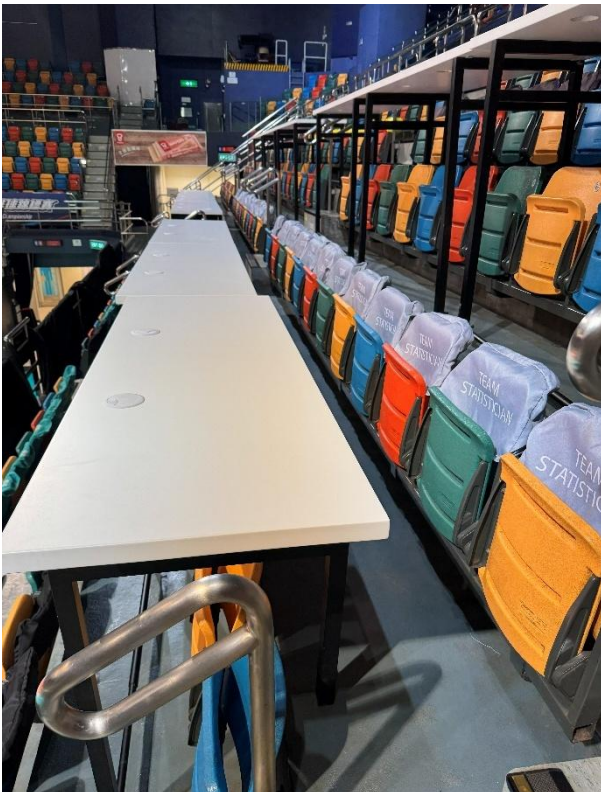




B1 – Giant banner



B2 – Tier dressing banner/foamboard



B3 – Working table (with foamboard cover)



B4 – Floor sticker (removable sticker)



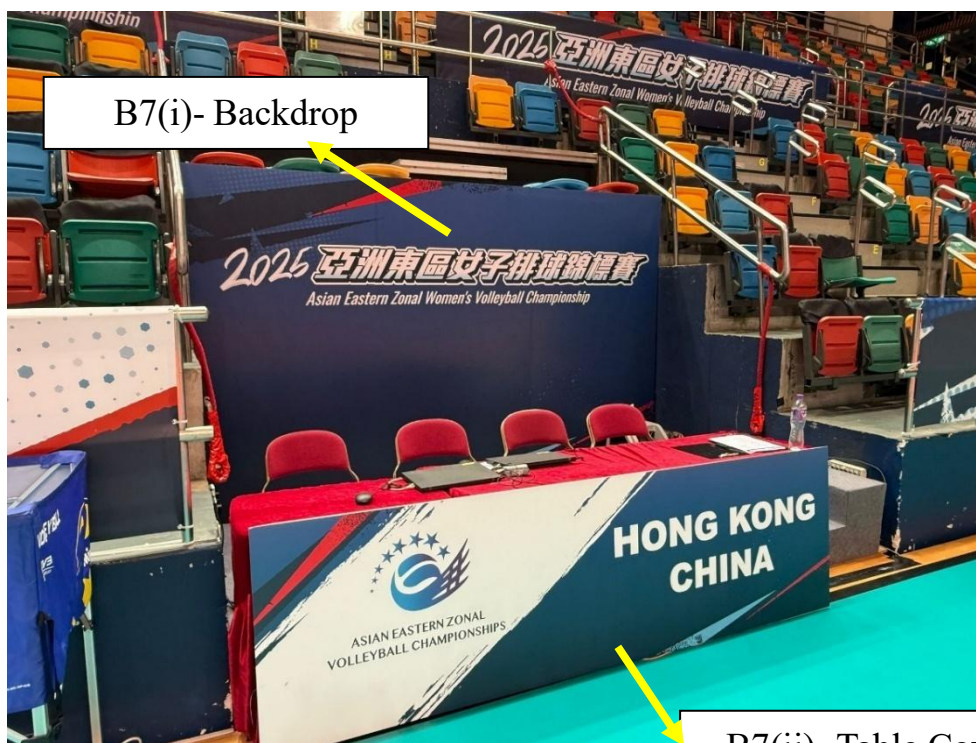


B5 – Advertising board stand



B6 – Podium sticker (removable sticker)

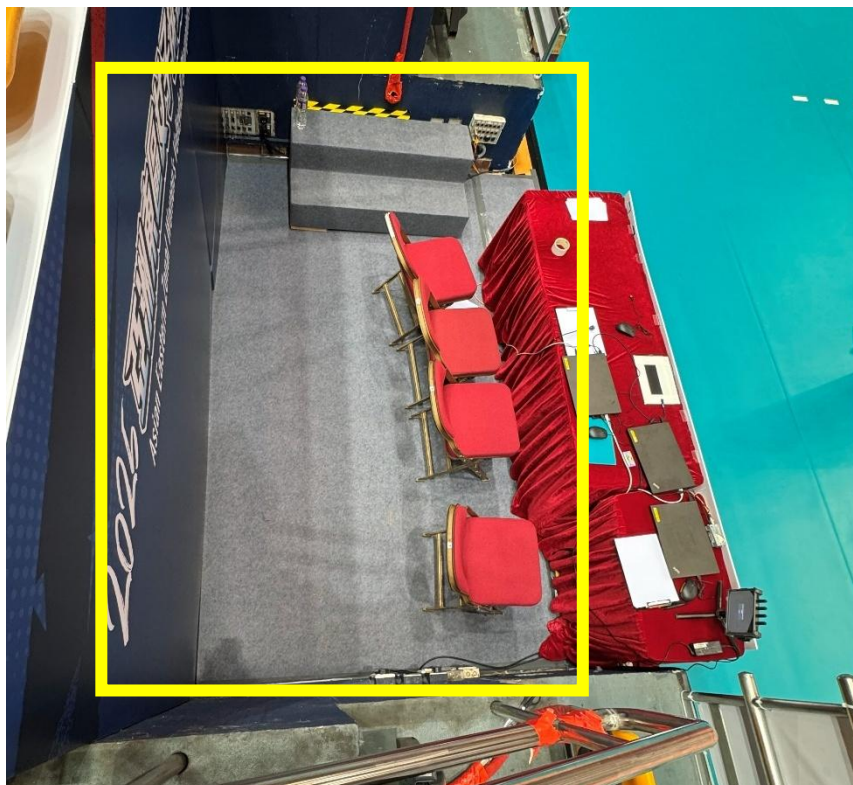




B7(i)- Backdrop

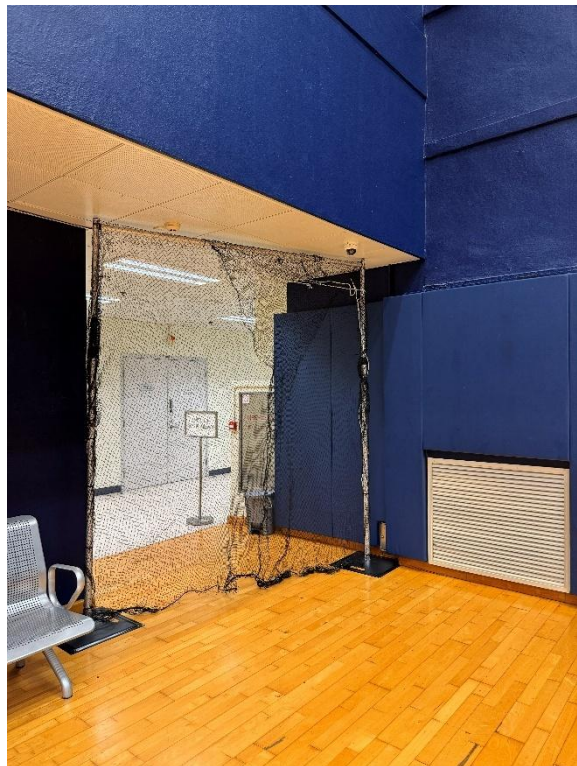
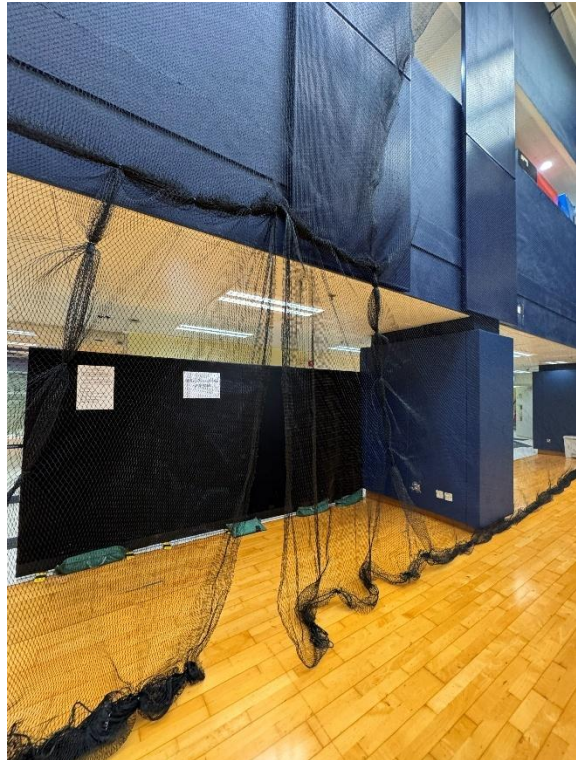
B7(ii)- Table Cover

B7 – Decoration foamboard for score table area



B8 – Carpet for score table area





B9 – Net for cover and protect the corridor with stable base



B10 – Sponge for decorate the safety pad cover Sponge for decorate the safety pad cover



B11 - Wooden backdrop

#### **D. Remarks**

1. Setup time of 5B: 5/8(Wed) 09:00 to 8/8(Sat) 22:00 (TBC)
2. Dismantle time of 5B: 16/8(Sun) to 17/8(Mon) 9:00 to 22:00 (TBC)
3. Please include the cost of fire certificate, surveyor / RSE report of production items



## 6 **Timetable**

Issue of tender documents	24 December 2025
Tender submission deadline	20 January 2026 17:00
Award & signing of contract	On or before 27 February 2026

## 7 **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.

### 7.1 **Required components of tender proposal**

- 7.1.1 Breakdown: **Section 4 and 5 separates to two quotations** with breakdown into fees of design, artwork, printing, setup & dismantle.
- 7.1.2 Previous Experience: List any relevant experience your company has had in supplying to sport events.
- 7.1.3 Key Benefits and Additional Services: List any key benefits and / or additional services you can provide before / during / after event.
- 7.1.4 Delivery cost: Should your quotation included all delivery cost to any district and area.
- 7.1.5 Long term Partner: Please state if you would consider a cross-year partnership with special package offer.

### 7.2 **Selection Criteria and Evaluation of Proposals (Listed in no particular order)**

- 7.2.1 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.)
- 7.2.2 Any additional service or significant items could be provided
- 7.2.3 Quality of production and services.
- 7.2.4 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).

### 7.3 **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 2026 and 2026 Asian Eastern Zonal Women's Volleyball Championship**” 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 20 January 2026 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.

### 7.4 **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.

### 7.5 **Queries regarding this invitation to tender or proposals made in response**

7.5.1 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.

7.5.2 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)

## 8 **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.

**9 Rejection of proposal**

The VBAHK retains the right to reject any or all tenders submitted for any reason whatsoever.

**10 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.

**11 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.

**12 Suspension, resumption or termination of Contract**

- 12.1 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.
- 12.2 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.
- 12.3 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.
- 12.4 The payments referred to in sub-clauses (12.2) and (12.3) 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.
- 12.5 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.

12.6 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.

12.7 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.

### **13 Warning Clauses**

13.1 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.

13.2 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 -