



## **Tender for HKTA High Performance Training Centre**

The Hong Kong Tennis Association (hereinafter referred to as the “HKTA”) invites tenders for a professional coaching team to operate one of the High-Performance Training Centre (selected venue) during the period of 1 October 2021 to 31 August 2023.

### Preparation of Tender

Tenderers must fill in the reply form in English and provide detailed information for the particulars asked for in the form.

### Basis of Acceptance

- The HKTA reserves the right to accept all or any part of any tender at anytime within the Tender Validity Period.
- Tenderers should note that their offers will be considered on a complete overall basis. Tenders with only partial offers will not be considered.

### Terms and Conditions

- The completed forms should be submitted, in **two separate sealed envelopes** no later than **5pm on 3 September 2021**. Late submission will **NOT** be considered.
- The Technical proposal and Fee proposal shall deposit two **separate** sealed envelopes with labels as specified below and send to the HKTA office of – **HKTA Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon Tsai**
  - a. Label with “Technical Proposal for HKTA High Performance Training Centre 2021-2023” (shall not include any pricing details)
  - b. Label with “Fee Proposal for HKTA High Performance Training Centre 2021-2023”
- HKTA has the absolute discretion to accept or refuse any replies.
- HKTA will retain all property rights over all documents, records (both hard copy and electronic) and reports produced in relationship to the high-performance training.
- The successful tenderer will be required to enter into a formal contract in accordance with terms to be laid down by the HKTA.
- All expenses incurred by tenderers arising from the process shall be carried by the tenderers themselves.



## **Tender for HKTA High Performance Training Centre**

### Background Information:

Commencement Date:	1 October 2021
End Date:	31 August 2023
Venue:	Causeway Bay Sports Ground and/or other location in HK Islands (exact locations depend on courts availability)
Number of Courts:	6 (in 2 venues)
Number of Players:	32-35 players aged 14 or younger
Coach to Player Ratio:	1:4
Training Hours:	average 20-25 hours per week

### Coaches' Duties:

#### *Coach in-charge*

- Design tournament and training schedules for the players in the group as well as monitoring and recording results.
- Work with a team of coaches to deliver the appropriate physical, tactical, mental and sports medicine programmes to the players.
- Work within the guidelines of the Annual Plan.
- Regular liaison with relevant HKTA committees and staff.
- Attend regular head coaches meeting(s)
- maintain administrative obligations in relation to the on court work and the players assigned to the team
- Any other duties deemed appropriate by the HKTA Chief Executive Officer/Program Manager.

#### *Performance Coach(es)*

- Work within the HKTA coaching team to create a world class high performance training environment
- Technical and tactical development of the players in his/her group.
- Maintain high standards of discipline and work ethic to ensure the success and the professional image of the HKTA. Be a role model and lead by example. Ensure that standards are maintained at all levels.
- Ensure to receive information, instruction and training about Health & Safety at work
- Build, manage and maintain strong inter-departmental relationships and communication within the organization, as well as working in partnership with other team members.
- Provide tournament supports at local/international tournaments
- Abide by the HKTA Coach's Code of Conduct.
- Any other duties deemed appropriate by the HKTA Chief Executive Officer/Program Manager.

### Number of Coaches:

Minimum 4 tennis coaches. 2 out of 4 coaches are from the HKTA coaching team. The HKTA also offers support in fitness programme which is supervised by the High Performance Trainer.



## HKTA High Performance Training Centre Technical Proposal

Please complete the below required information. Add paper if needed.

### Part A: Academy/Company Basic Information

Name of Academy/Company:	
Address:	
Person In-charge:	
Email:	
Contact Number:	
Number of Existing Employee(s):	
Required Supporting Document(s): Copy of Company Registration Certificate	

### Part B: Proposed Coaches

Coach In-charge		Existing Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:		On-court Coach:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please continue
Qualification in Coaching:			
Experience in Coaching: (List recent 3-5 years or relevant)			

Performance Coach 1		Existing Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:		Current in HK:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualification in Coaching:			
Experience in Coaching: (List recent 3-5 years or relevant)			

Performance Coach 2		Existing Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:		Current in HK:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualification in Coaching:			
Experience in Coaching: (List recent 3-5 years or relevant)			



Performance Coach 3		Existing Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:		Current in HK:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualification in Coaching:			
Experience in Coaching: (List recent 3-5 years or relevant)			

Performance Coach 4		Existing Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:		Current in HK:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualification in Coaching:			
Experience in Coaching: (List recent 3-5 years or relevant)			

Part C: References

Please list out relevant job reference and/or individual/previous or existing customers as reference

Reference 1	
Reference 2	
Reference 3	

Part D: Other Supplementary Information

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## HKTA High Performance Training Centre Fee Proposal

1. The HKTA is under an obligation to
  - a. provide balls / ball carts / targets.
  - b. provide administrative and accounting support services to the appointed service provider for the purpose of facilitating the operation of the training centre.
2. The HKTA shall pay the appointed service provider a monthly fee in consideration of the Services provided by the coach in-charge and the performance coaches.
3. The service provider shall obtain and pay the premiums for, and maintain in effect, Employees' Compensation Insurance for all its coaching and other staff as required by the applicable laws in Hong Kong
4. Reference: HKTA Coaches Pay Scale  
 Level 1: HK\$215/hour  
 Level 2: HK\$275/hour  
 Level 3: HK\$320/hour

Fee Proposal		
Name of the Academy/Company:		
Item(s)	Amount (HK\$)	Remarks
A. Coaches Fee		
B. Administration Fee		
C. Others, please specify		
<b>Total Basic Monthly Service Fee:</b>		
D. Optional Available Services		