

Dear Sir / Madam,

**Tender Reference No. HKTOEM/2022/006**  
**Invitation to Tender for the Catering Services Provider**  
**for the Bank of Communications**  
**Hong Kong Tennis Challenge 2022**

You are invited to submit a tender for the Catering Services Provider for the Bank of Communications Hong Kong Tennis Challenge 2022 (“**Event**”) as specified in the tender documents.

1. Your tender proposal should be submitted, in **one hard copy and one soft copy (preferably in USB flash drive) specified in the tender**, in **two separate sealed envelopes** with labels as specified in paragraph 2 below, no later than **12:00 noon on 26 November, 2022** (Hong Kong time) into the tender box located at the office of **Hong Kong Tennis Open Event Management Limited (“HKTOEM”)** - **Room 1021, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong**. Tenders submitted after the above time or tenders deposited at a place other than that stated above will **NOT** be considered.
2. The labels for the two sealed envelopes shall be specified as follows:
  - a. Label with “**Technical Proposal** for Catering Services Provider for Bank of Communications Hong Kong Tennis Challenge 2022”
  - b. Label with “**Fee Proposal** for Catering Services Provider for Bank of Communications Hong Kong Tennis Challenge 2022”

Please note that the envelope labelled with “Technical Proposal” shall **NOT** include any pricing details. Failure to do so will render the tender null and void.

3. The tenderer shall provide the completed “Company information” as provided in Annex 3 of the tender invitation.
4. In the event Typhoon Signal No. 8 (or above) or Black Rainstorm Warning is hoisted at or before 9:00 a.m. on the tender closing date, the closing time will be automatically postponed to 12:00 noon on the next working day.
5. HKTOEM is not bound to accept any proposal it may receive and may consider any proposal based on criteria it deems appropriate at its full discretion. Moreover, HKTOEM or any of its related parties

may decide to engage more than one caterer as Catering Services Providers for different events / activities that may take place before, during, after or otherwise in connection with the Event, and hence this tender is for an appointment on a non-exclusive basis.

6. It should be noted that HKTOEM will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
7. A tasting session will be arranged **on 30 November, 2022** at your company. HKTOEM will inform the shortlisted tenderers the details of tasting session after the tender closes at 12:00 noon on 26 November, 2022.
8. All tender documents can be downloaded from the Hong Kong Tennis Association (HKTA) website: <https://www.tennishk.org/en/tender-information/>
9. For queries regarding this tender invitation and/or tender process, please contact Ms. Edith Lun at 2504 8266 or via email: [procurement.hkto@tennishk.org](mailto:procurement.hkto@tennishk.org).

Yours sincerely,



Chris Lai  
Director

Encl.

**Tender Reference No. HKTOEM/2022/006**  
**Invitation to Tender for the Catering Services Provider**  
**for the Bank of Communications**  
**Hong Kong Tennis Challenge 2022**

**Please adhere the following labels on separate sealed envelopes of your submitted tender.**

**“Confidential”**

**Technical Proposal**

Hong Kong Tennis Open Event Management Limited  
The Tender Box  
Room 1021, 1 Stadium Path,  
So Kon Po, Causeway Bay, Hong Kong

Ref: No.: HKTOEM/2022/006  
Catering Services Provider for the Bank of Communications Hong  
Kong Tennis Challenge

Name of Tenderer: \_\_\_\_\_

*\* One hard copy and one soft copy in USB flash drive of Technical Proposal are attached.*

**“Confidential”**

**Fee Proposal**

Hong Kong Tennis Open Event Management Limited  
The Tender Box  
Room 1021, 1 Stadium Path,  
So Kon Po, Causeway Bay, Hong Kong

Ref: No.: HKTOEM/2022/006  
Catering Services Provider for the Bank of Communications Hong  
Kong Tennis Challenge 2022

Name of Tenderer: \_\_\_\_\_

*\* One hard copy and one soft copy in USB flash drive of Fee Proposal are attached.*

# Tender Documents for Catering Services Provider for the Bank of Communications Hong Kong Tennis Challenge 2022

## **Employer**

Hong Kong Tennis Open Event Management Ltd (“HKTOEM”), a subsidiary of Hong Kong Tennis Association  
Room 1021,1 Stadium Path, So Kon Po,  
Causeway Bay,  
Hong Kong

November 2022

## 1. Introduction

2022 marks the 25<sup>th</sup> anniversary of the S.A.R. and Hong Kong's return to China, as well as a time that Hong Kong is re-opening to the world and beginning to host international events again. With a trinity of goals in mind- to celebrate the anniversary of the S.A.R., promote tourism & Hong Kong's city image, and further sports, culture & healthy living in the city, a new high-profile world-class exhibition event, the Bank of Communications Hong Kong Tennis Challenge 2022 (BOCHKTC) was conceived.

Organised by Hong Kong Tennis Open Event Management Limited ("HKTOEM"), a subsidiary of the Hong Kong Tennis Association ("HKTA"), the BOCHKTC brings top-level men's tennis back to Hong Kong after a lengthy break. The 3-day day exhibition event will take place from **23-25 December (Fri-Sun)** at Victoria Park Tennis Stadium, Causeway Bay and feature 3 of the top players in men's tennis today alongside 3 rising Hong Kong and Chinese players. The event will mark the first time in almost 20 years that top male professionals will be competing in Hong Kong, in a fast paced and exciting exhibition format.

BOCHKTC is supported by the Hong Kong S.A.R. Government, its title sponsor, Bank of Communications and various co-sponsors.

HKTOEM is looking to collaborate with a PR, marketing and event agency to achieve its 3 key objectives and promote the event to the widest audience both locally and globally.

## 2. About the Event

Featuring 6 players, the event will adopt a knock-out singles format with 7 matches over the 3-day tournament period. All matches will be held on Victoria Park Centre Court, with paid ticketing from 23-25 December with 85% seating capacity (3,060 spectators) allowed per day under the current COVID-19 regulations. 2 additional courts will be used as practice courts.

Apart from the core tournament activities at the stadium, a mini tournament village will be built adjacent to the stadium which will serve as an entertainment zone for ticket holders. The village will feature entertaining activities, beverages, and sponsor activity booths (subject to COVID-19 Government regulations). The intimate location of the Village, just steps away from the Centre Court stadium will provide the tournament with a more convenient and connected guest and fan experience. **(See rough floor plan below).**



HKTOEM aims to promote BOCHKTC as a healthy, lively and sustainable sporting event showcasing the world's best men's tennis players with the goal of attracting both tennis fans and the wider public.

The tentative tournament schedule is as follows:

	<b>23 Dec Friday</b>	<b>24 Dec Saturday</b>	<b>25 Dec Sunday</b>
<b>STARTING TIME</b>	6 pm	2 pm	2 pm
<b>Match 1</b>	✓	✓	✓
<b>Match 2</b>	✓	✓	✓
<b>Match 3</b>		✓	
<b>Total No. of Matches</b>	<b>2</b>	<b>3</b>	<b>2</b>
<b>Number of courts to be used</b>	1	1	1

Matches are likely to be played between 2pm to 6pm with details to be finalised.

### 3. Our Value Proposition

The Event has three key objectives:

1. To celebrate the 25<sup>th</sup> anniversary of the S.A.R
2. To promote sports, culture and a healthy lifestyle in the city
3. To promote tourism and Hong Kong's city image globally

Through staging a world-class professional tournament in the city, BOCHKTC aims to promote tennis to Hong Kong people whilst reinforcing Hong Kong's image as a global city to the world and encouraging the return of tourism. We aim to increase people's interest and awareness towards tennis as a healthy lifestyle option, thus increasing our spectator fan base and ultimately developing grassroots and even professional players in the

community.

#### 4. Target Audience

The key target audience includes the following:

4.1 Primary target: Tennis fans who will buy tickets to watch the tournament. They are likely amateur players participating in tennis in various private clubs and sports clubs, or sports lovers. Mostly in the age range of 30 – 65.

4.2 Secondary target: The general public (local & international). The Event aims to promote tennis and sports to the wider public and encourage healthy living, whilst also targeting global audiences to boost Hong Kong's image internationally.

#### 5. Purpose of the Tender

The purpose of the Tender is to solicit proposals to establish contract(s) with qualified services provider(s) ("Company") for providing high quality and cost-effective catering services for VIP guests, Ticket holders, Players, Media, Staffs, Volunteers and Officials. This tender document sets out the requirements and selection criteria to be used.

#### 6. Tender and Proposal Contents

Tender and proposal submitted should include the following:

- i. **Background about the Company (Technical proposal)**
- ii. **Credentials (Technical proposal)** - Experience in providing similar outside catering services OR in the planning and management of the catering services to events of similar nature and scale, preferably of international sports events. Company is expected to provide such list and recommended to provide any testimonials from previous clients as documentary proof of quality service provided to previous clients.
- iii. **Concept/Themes (Technical proposal)** – Interested parties is expected to propose the theme for the catering services for the Tournament, not limited to the cuisine but the utensils or operation. HKTOEM would like to leverage on the broader concept of "Green / Healthy Event".
- iv. **Menu Suggestions (Technical proposal)–**

Due to COVID-19 measurements, we prefer food and beverage are in "grab and go" or individual packaging arrangements, except beverage to VIP guests. e.g. a glass of house wine. A clear outline of daily menu choices for each of the following groups:

  - VIP guests – Redemption of non-alcohol/alcohol drinks and lunch/afternoon tea set
  - Ticket Holders (Community Engagement) – Redemption of non-alcohol drink and light lunch set
  - Players' and their team – Food and Beverage station inside players' resting room includes sandwiches, energy bar, yoghurts, banana, juice, coffee and tea etc
  - Media – Food and Beverage station inside the media centre includes sandwiches, light finger food, coffee and tea

- Officials, Staffs and Volunteers – Redemption of non-alcohol drink and lunch/afternoon tea set
- General Ticket Holder – menu includes food and beverage for sale

At the time of this tender, HKTOEM is considering to arrange a bar counter at the size of approx. 10m in length x 3m in depth (subject to the final design) in the tournament village for operational purpose. A basic bar counter with sink table, drainage system, lighting and electricity will be set up.

The tentative operational hours will be one hour before the start time of first match till one hour after the completion of last match on each day, except lunch box collection.

- v. **Details of Kitchen Equipment, Utensils and Manpower (Technical proposal)** – the Company has to provide, at least, the following detailed listing to illustrate the resources to be deployed:
- List of Kitchen Equipment with any specific requirements from HKTOEM, e.g. no. of electricity sockets, water supply, etc.
  - List of Utensils to be provided
  - No. of onsite staffs (and their functions)
- vi. **Price (in Fee Proposal)** - clear breakdown on the price of services by filling the following table. Please note that the **maximum amount of budget of Part A based on the quantity listed in the table and the total should NOT exceed HK\$130,000.**

**Part A:**

Services	Unit costs (HK\$)	Estimated Quantity
Players' and the team		Each day has 36-40 persons
Media		Each day has 30 persons
Staffs/Volunteers/Officials		Each day has 100-120 persons
Other charges (please specify)		

**Part B (Optional):**

Services	Unit costs (HK\$)	Estimated Quantity
VIP Guest		Subject to Pre-order
Ticket Holder (Community Engagement)		23 Dec – 900 24 Dec – 500 25 Dec – 500
Other charges (please specify)		

- vii. **Order Adjustment Terms (in Fee Proposal)** – HKTOEM is expecting flexibility in order adjustment, please provide such details by indicating, at least, the following:
- Cut-off Date for order adjustment/cancellation

- b. Unit costs for adjustment (i.e. change in costs for increasing/decreasing order quantity)

## 7. Scope

The Company will be required to provide the following services for the tournament and HKTOEM will bear the costs of the catering services for targets set in Section 6.

## 8. Requirements

### ***Requirements for - VIP guests, Ticket holders, Players, Media, Staffs, Volunteers and Officials***

- i. The Company must be able to meet the requirements for ALL four groups of people, as outlined in Section 6.
- ii. Highly experienced professionals to cover all tasks, preferable have proven expertise in providing outside catering for similar large scale international sports events. The Company must ensure there is at least one member of on-site staffs with a good command of English and Cantonese at any one time
- iii. The Company must provide all necessary kitchen equipment and utensils needed to produce all necessary tasks outlined in Section 6, including all tableware, cutlery, glassware, and linen
- iv. Deliver all food to the highest of standard and on time
- v. Provide all necessary health and safety requirements including risk assessments, insurance documents and licenses and comply with all applicable laws, ordinances and regulations
- vi. As the total number VIP Guests much depends on the final commitment of the VIPs and the number of bento boxes for Staffs, Volunteers and Officials depends on the operation needs, the Company must provide flexibility in increasing/reducing the total number of meals required at a later stage, say, 2 weeks from the commencement of the Tournament.
- vii. HKTOEM is open to any creative idea in reducing the operating costs of the Tournament, including but not limited to following:
  - a. Barter deal in exchange for brand exposure, complimentary tickets for joint promotion and/or VIP box seats for the Company guests. Please indicate details in the Technical Proposal and the prices for with and without bartered items in the Fee Proposal.
  - b. The Company can solicit beverage sponsors for the Tournament with in-kind sponsorship of soft-drinks, alcoholics, etc. (excluding water and sports drinks as HKTOEM already confirmed sponsors for these products). Depending on in-kind values, HKTOEM may offer:
    - 1. Brand exposure in selected publicity items. Examples are on court banner, TVC on stadium/Tournament Village TV wall, logos on marketing materials/website/social media platform, advertisement on souvenir programme etc.
    - 2. "Exclusive" beverages for the whole Tournament which Tournament village to sell only sponsor branded beverages only.

Please indicate the details in your submitted Technical Proposal, including (i) list of beverages, (ii) sponsored items with in-kind value and other proposed entitlements requested.

HKTOEM can, at its sole discretion, decide to accept including such proposal, partially or

completely, in the final contract.

## 9. Tender Selection Criteria

The selection of the winning proposal will be based on the respective applicants' score out of 100 for the following areas:

Price:	50%
Concept/Themes	20%
Food Quality	20%
Demonstrated capability	10%

- I. The criteria that will be used to assess the Concept/Themes will be as follows:
- a) Whether the proposed concept/themes are attractive to VIPs and/or Ticket Holders and/or Players
  - b) Whether the concept/theme has strong "Green Event" elements
  - c) Whether the concept/theme has festival elements
- II. The criteria that will be used to assess the Demonstrated Capability will be as follows:
- a) Any proven experience in provision of VIP catering service for similar international and/or large-scale sports events.

For the assessment of Food Quality, a food tasting panel will conduct food tasting session as mentioned page 2 of this tender.

## 10. Others

- i. Offering Gratuities
- a) Company shall not, and shall procure that his employees, agents and sub-contractors shall not, offer an advantage as defined in the Prevention of Bribery Ordinance, (Cap 201) in connection with the request for proposal and execution of the final contract.
  - b) Failure to so procure or any act of offering advantage referred to in (a) above committed by Company or by an employee, agent or sub-contractor of the Company shall, without affecting the Company's liability for such failure and act, will result in its contract being invalidated.
- ii. Anti-Collusion
- a) Company shall not communicate to any person or entity other than HKTA and HKTOEM the amount of any quote, adjust the amount of any quote by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not submit proposal or otherwise collude with any other person in any manner whatsoever in the process. Any breach of or noncompliance with this sub-clause by Company

shall, without affecting the Company's liability for such breach of rules and laws or non-compliance, invalidate the proposal it submitted

b) Sub-clause (a) of this Clause shall have no application to the Company's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of quotation and communications in strict confidence with his consultants / sub-contractors to solicit their assistance in preparation of proposal submission.

iii. License

- a) The Company agrees to secure and pay for any such licenses and comply fully with any and all applicable laws, ordinances and regulations
- b) The Company agrees to be liable to all damage to any property in the event venue arising from the provision of offsite catering service due to the negligence of the Company or its employees
- c) The Company agrees to be liable to any damages or injury suffered by third parties arising from the supply of contaminated or bad food.

iv. Insurance

- a) The Company agrees to take out and maintain adequate and comprehensive general liability insurance with a reputable insurance company to cover all of its liabilities under ordinances, statute or at common law in respect of personal injury to or death of any person and loss of damage to property, whether real or personal, as a result of the provision of the offsite catering service with a minimum limit of HK\$50 Million per incident.
- b) The Company agrees to take out and maintain Employee's Compensation Insurance to cover all of its liabilities under the ordinance, statute or at common law for all persons employed by the Company in the provision of the offsite catering service.

## 11. Expression of Interest

Company shall submit to the Hong Kong Tennis Open Event Management Limited a duly signed Expression of Interest in the form set out in Annex 1 to confirm that the information provided in the all documents to submitted are true, complete accurate and not misleading

## 12. Terms & Conditions

All tender application satisfying the requirements of this request for proposals will be evaluated to establish which of the applicants' best fulfills the needs of the HKTOEM and the event. This tender document, however, does not commit the HKTA nor HKTOEM to award a contract, to pay any costs incurred in the preparation of the tender application or a contract for the goods and/or services offered. HKTOEM reserves the right to accept or reject any or all tender applications received as a result of this tender document, to negotiate with all qualified tenderers or to cancel this tender, if it is in the best interests of the HKTOEM to do so. The decision of the HKTOEM shall be final.

## Annex 1: Expression of Interest

\_\_\_\_\_ wishes to register interest and apply to be a  
(insert name of organization)

supplier of the Bank of Communications Hong Kong International Tennis Challenge 2022.  
I confirm that the information given in the submitted documents and the proposal to be  
submitted are true, complete, accurate and not misleading.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Annex 2 - Warranty (Please attach to the Technical Proposal)**

To: Hong Kong Tennis Open Event Management Limited

Dear Sir/Madam,

### **Warranty**

1. By submitting a proposal, the applicant represents and warrants that in relation to the proposal for the Catering Services for the Bank of Communications Hong Kong International Tennis Challenge 2022:
    - i. it has not communicated and will not communicate to any person or entity other than the Hong Kong Tennis Association and Hong Kong Tennis Open Event Management Limited the amount of any proposed price;
    - ii. it has not fixed or will not fix the amount of any proposed price by arrangement with any person;
    - iii. it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a proposal; and
    - iv. it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the request for proposal process.
  
  2. In the event that the applicant is in breach of any of the representations and/or warranties in Clause (1) above, the Hong Kong Tennis Open Event Management Limited shall be entitled to, without compensation to any person or liability on the part of the Hong Kong Tennis Association and Hong Kong Tennis Open Event Management:
    - i. reject the proposal submitted;
    - ii. if the Hong Kong Tennis Open Event Management Limited has accepted the proposal, withdraw its acceptance of the proposal; and
    - iii. if the Hong Kong Tennis Open Event Management Limited has entered into the contract with the applicant, terminate the contract.
  
  3. The applicant shall indemnify and keep indemnified the Hong Kong Tennis Association and Hong Kong Tennis Open Event Management Limited against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties in Clause (1) above.
  
  4. Clause (1) shall have no application to the applicant's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the proposed price, or with its professional advisers, and consultants or sub-contractors to solicit their assistance in preparation of proposal submission. For the avoidance of doubt, the making of a bid by a bidder to the Hong Kong
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Tennis Open Event Management Limited in public during an auction will not by itself be regarded as a breach of the representation and warranty in Clause (1)(i) above.

- 5. The rights of the Hong Kong Tennis Open Event Management Limited under Clauses (2) to (4) above are in addition to and without prejudice to any other rights or remedies available to it against the applicant.

Authorized Signature & Company Chop: \_\_\_\_\_

Name of Person Authorized to Sign (in Block Letters): \_\_\_\_\_

Name of Applicant in English (in Block Letters): \_\_\_\_\_

Date: \_\_\_\_\_

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### Annex 3: Company Information

1 Name of Company (English) : \_\_\_\_\_  
(Chinese) : \_\_\_\_\_

2 Registered Office : \_\_\_\_\_  
\_\_\_\_\_

Postal Address : \_\_\_\_\_  
(If different from above) \_\_\_\_\_

3 Web-site : \_\_\_\_\_

#### Business Registration Certificate

4 No. : \_\_\_\_\_  
(Please attach a copy)

5 Date of Commence of Business : \_\_\_\_\_

#### 8 Contact Person

(a) Name : \_\_\_\_\_  
(b) Title & Department : \_\_\_\_\_  
(c) Direct line : \_\_\_\_\_  
(d) Email address : \_\_\_\_\_

#### Signed for and on behalf of the Company:

Signature and Company Chop : \_\_\_\_\_  
Name in Block Letters : \_\_\_\_\_  
Position : \_\_\_\_\_  
Date : \_\_\_\_\_

## Annex 6: Other Notes

### **Food Service, Storage and Preparation**

- Food labelling including time of preparation needs to occur with all prepared meals.
- All food and beverages provide to Players must comply with the Tennis Anti-Doping Program.
- Food safety is of optimal importance.
- All food and beverages must be properly stored and maintained at an appropriate temperature, which complies with the local health regulations.
- Low-fat cooking methods should be adopted (baked, broiled, roasted, with no added butter or oil) with sauces and dressing available on the side.
- Include with the menu seasonal food choices and local products.
- Seasoning should be provided on the side e.g. salt, pepper, mustard, mayonnaise.
- The Company shall have attendant present to answer any questions from the VIP guests, ticket holders, players etc and to perform quality assurance checks on the meals hourly.
- Healthy snacks should be individually packaged and provided throughout the day and evening.
- Use clean tablecloths, cloth draping, flowers and/or centerpieces around the dishes and food area to make it more appealing.

### **Location for Catering Service**

