

29 May 2023

Dear Sir / Madam,

Tender Reference No. HKTOEM/2023/003
Invitation to Tender for the Venue Setup Contractor for the
Prudential Hong Kong Tennis Open 2023

You are invited to submit a tender for the Venue Setup Contractor for the Prudential Hong Kong Tennis Open 2023 as specified in the tender documents.

1. Your tender proposal should be submitted, in **copies specified in the tender**, in **two separate sealed envelopes** no later than **12:00 noon on 17th June 2023**. Late tenderers will **NOT** be considered.
2. The tenderer shall deposit two **separate** sealed envelopes with labels as specified below 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** **no later than 12:00 noon on 17th June 2023** (Hong Kong time). Late tenders will **NOT** be considered.
 - a. Label with **“Technical Proposal** for Venue Setup Contractor for the Prudential Hong Kong Tennis Open 2023”
 - b. Label with **“Fee Proposal** for Venue Setup Contractor for the Prudential Hong Kong Tennis Open 2023”

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. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered

3. The tenderer shall provide the completed “Expression of Interest”, “Warranty” and “Company information” as provided in Annex 1, 2 and 3 respectively of the tender invitation in the Technical Proposal, containing basic information of the interested tenderer.
4. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted at or before 12:00 noon on the tender closing date, the closing time will be automatically postponed to 12:00 noon on the next working day.

5. Neither HKTOEM nor its related party is bound to accept any proposal it may receive.
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. There will be a briefing session (with site visit) **in the week of 5 June 2023** at the Victoria Park Tennis Stadium, Causeway Bay, Hong Kong. Interested tenderers shall complete and return the reply slip in Annex 4 by email to procurement.hkto@tennishk.org no later than **12 noon on 31 May 2023** confirming the attendance of the said tender briefing and state clearly the number of attendees for further arrangement.
8. An interview session may be arranged **in the week of 26th June 2023** at HKTOEM office or any other venue as to be informed by HKTOEM. HKTOEM will inform the tenderers the detailed interview schedule after the tender closes on 9th June 2023.
9. All tender documents can be downloaded from the Hong Kong, China Tennis Association (HKCTA) website: <http://www.tennishk.org/en/about-us/tender-information>.
10. For queries regarding this tender invitation and/or tender process, please contact Ms. Andrea CHAN at 2794 1791 or via email: procurement.hkto@tennishk.org.

Yours sincerely,



Christopher Lai
Chief Executive Officer

Encl.

Tender Reference No. HKTOEM/2023/003
Invitation to Tender for the Venue Setup Contractor for the
Prudential Hong Kong Tennis Open 2023

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/2023/003

Venue Setup Contractor for the Prudential Hong Kong Tennis Open 2023

Name of Tenderer: _____

Closing Time and Date: 12:00 noon on 17th June 2023

“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/2023/003

Venue Setup Contractor for the Prudential Hong Kong Tennis Open 2023

Name of Tenderer: _____

Closing Time and Date: 12:00 noon on 17th June 2023

Tender Documents for Venue Setup Contractor for the Prudential Hong Kong Tennis Open 2023

Employer

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

May 2023

1. Introduction

With the intention to build the status of Hong Kong as an international city and events hub, HKSAR acquired from the Women's Tennis Association (WTA), the international governing body of women's tennis professionals, an international series license to enable Hong Kong to run a professional sports tournament annually since 2014. Hong Kong, China Tennis Association has been granted ownership of the Event to organise the Event.

Hong Kong Tennis Open Event Management Limited ("HKTOEM"), a subsidiary of the Hong Kong, China Tennis Association ("HKCTA"), has thus been established to own and organise the Hong Kong Tennis Open ("PHKTO", the "Tournament" or the "Event"). Since its inaugural tournament in 2014, PHKTO has been receiving its operating funding primarily through the support of HKSAR Government, its title sponsor, Prudential Hong Kong Limited, and various co-sponsors. The Event has become a key sporting event known by Hong Kong citizens as well as internationally renowned.

The Tournament will be held at Victoria Park Tennis Stadium, Causeway Bay from **7-15 October 2023** with total prize money of US\$250,000. It is part of the WTA Autumn Asian Swing which culminates at the season ending WTA Finals.

2. The 2023 Tournament

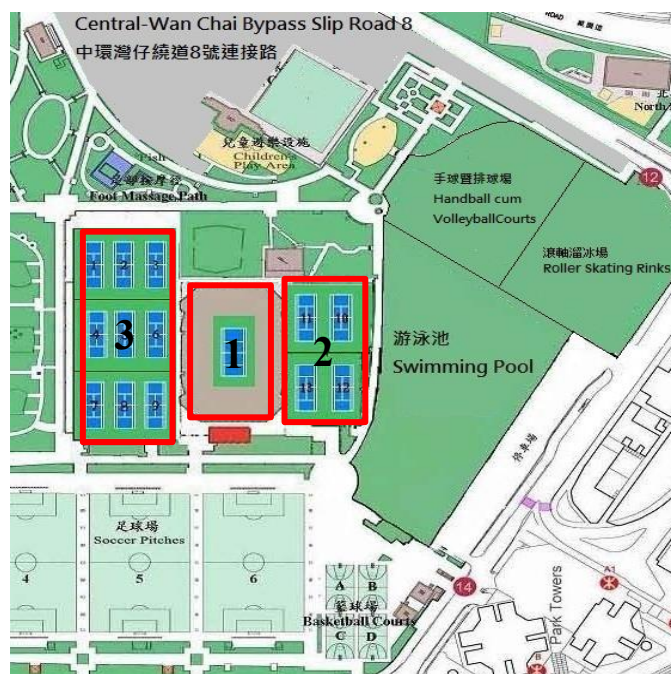
The Tournament will be staging its 6th edition in 2023, and first since its 2018 edition which was awarded 'WTA International Tournament of the Year,' beating out 32 other events in the same tier globally. The Tournament is positioned as a lifestyle and sporting event that is community focused, health-conscious, action packed and sustainable, while showcasing some of the world's best women's tennis players.

The focus of this year's event is the celebration of the return of PHKTO after five years and Hong Kong's return to the forefront of the world stage. It will have a vibrant party/carnival theme to encourage everyone in the community to get involved either by watching the matches or visiting the activity-filled Tournament Village. The key aim is to leverage the Event to promote tennis to all in a fun and engaging way, delivering an even more spectacular event than its last award-winning edition.

Similar to previous editions, the Tournament will be held at the Victoria Park Tennis Stadium, in which the main stadium and two additional show courts will be used to play matches, as well as courts allocated as practice courts. Matches to be held at the Centre Court will be free of charge for the period from 7-9 October with paid ticketing starting from 10–15 October 2023, and houses a maximum of 3,600 spectators. Matches held at the two show courts for the first few days will be free for admission and both courts together can house 500 – 600 spectators. (See rough floor plan below)

Apart from the core tournament activities at the stadium, the Tournament Village will be built adjacent to the stadium which will provide food, beverages, activities and entertainment to ticket holders and the

general public, with a separate marquee for VIP/Hospitality guests. Admission to this entertainment zone is free. The Village will embrace the party/carnival theme with performances and live entertainment during the tournament week. 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.



- 1 – Centre Court
- 2 – Show Courts
- 3 – Tournament Village, VIP/Hospitality Marquee and Practice Courts

The tentative tournament schedule is as follows:

7 October (Saturday) – 8 October (Sunday)	Singles Qualifying (24 draw – 18 matches)
9 October (Monday) – 15 October (Sunday)	Singles Main Draw (32 draw – 31 matches)
9 October (Monday) – 15 October (Sunday)	Doubles Main Draw (16 draw – 15 matches)

Matches for Main Draw are likely to be played between 2pm and 11pm with details to be finalized.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
STARTING TIME	3 pm	3 pm	3 pm	3 pm	2 pm	2 pm	2 pm
No. of Singles Matches	8	8	4	4	4	2	1
No. of Doubles Matches	2	2	4	3	2	1	1
Total No. of Matches	10	10	8	7	6	3	2
No. of courts to be used	3	3	2	2	2	1	1

For more information about the tournament and the schedule of play for last year, please visit the official website: <http://www.hktennisopen.hk>.

3. Our Value Proposition

PHKTO's long-term goal is to continuously promote tennis to Hong Kong people through staging a professional tournament in the city as a symbolic event whilst also engaging the community in a mass-public event that encourages the adoption of an active and healthy lifestyle to all. Through a series of PHKTO related activities and the tournament itself, we aim to increase people's interest and awareness towards tennis as a healthy lifestyle option, thus increasing our spectator fan base and ultimately develop grassroots and even professional players in the community.

4. Target Audience

The key target audience includes the following:

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

4.2 Secondary target: General public, focusing on young families. The tournament village is open to all. We aim to encourage parents to bring along children (aged 3 – 15) and promote healthy outdoor activities to primary / secondary school students.

5. Purpose of the Tender

The purpose of the Tender is to solicit proposals to establish a contract with a qualified Venue Setup Contractor ("Company") for providing the **design and construction of the Tournament Venue**. Based on your company's background, experience and expertise, interested Company can opt to submit a proposal for all or selected service categories as listed in Items (A1) to (C2) (please refer to Section 6(i) for details).

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 followings:

- a. **Background of the Company** (in Technical Proposal)
 - i. Company profile and background
 - ii. Expression of Interest, Warranty and Company Information (Annex 1, 2 and 3)
- b. **Company's staff resources** to be put in this project (in Technical Proposal)
 - i. Details of servicing team for providing services for the Tournament described in this tender document, including their background, expertise and experience in similar projects
- c. **Credentials** (in Technical Proposal)

- i. Experience in providing services of similar nature and scale, including sporting events within/outside Hong Kong. (It is recommended to provide more details in terms of no. of spectators and duration of such events the Company has previously provided services.)
- ii. Testimonials from previous clients

d. **Details of design concepts** for Tournament Village and other areas in the tournament venue (in Technical Proposal)

Please refer to the Concept Brief in Annex 6 and the requirements in Section 7(a) that Company is required to comply with.

e. **Project Plan** in the form of a linked bar chart identifying the critical path, including but not limited to the following activities (in Technical Proposal):

- i. **Design and planning** – preliminary design
- ii. **Detailed design and development** – prepare detailed design plan and final perspective drawings to HKTOEM for final approval
- iii. **Procurement Activities** – procurement for fit-out works and all related facilities as mentioned in the proposal
- iv. **Construction Activities** – key elements of construction including flooring, marquee installation, testing and commissioning
- v. **Moving-in Activities** – HKTOEM tournament office and sponsors/vendors moving in to the venue for setup and operation
- vi. **Dismantle Activities** – Dismantle and moving out of HKTOEM tournament office and sponsors/vendors equipment for handover of the venue to Victoria Park
- vii. **Risk Management** – Contingency Plan to cater for different scenarios under inclement weather conditions, e.g. what measures to be taken during heavy rain or Typhoon Signal / Rainstorm Signal hoisting; and under what circumstances, the Tournament Village has to shut down & the follow up plan to resume the Village.

f. Company is required to provide **TWO** lists (one should be submitted in the **Technical Proposal without any cost information** and another identical list **with a column showing the unit costs and the overall project costs submitted in the Fee Proposal**) detailing each component mentioned in (d) above for each design concept, including:

- i. Details of marquees (including material, size, sidewalls, doors, flooring, carpet, no. of sockets, electricity supply, water source, lighting, etc.)
- ii. Details of air-conditioning units (including no. of units and house power required, etc.)
- iii. Waste Tanks (including collection and pumping)
- iv. Spectator stands (including no. of seats available)
- v. Plants (including types and number of plants required with reference photos)

- vi. List of furniture (including no. of chairs, tables, table covers, etc. with reference photos)
 - vii. Provide details and specification of TVs and LED walls.
 - viii. Any other items as suggested in the design concepts.
- g. Company is also required to provide **TWO** lists (one should be submitted in the **Technical Proposal without any cost information** and another identical list **with a column showing the unit costs and the overall project costs submitted in the Fee Proposal**) detailing all onsite signage to be covered under the submitted proposal. Please refer to the requirements of onsite signage in Section 7(b) and Company should cover all such signage as listed out in Section 7(b).
- h. Furthermore, Company is required to provide **TWO** lists (one should be submitted in the **Technical Proposal without any cost information** and another identical list **with a column showing the unit costs and the overall project costs submitted in the Fee Proposal**) detailing all LED signage to be covered under the submitted proposal. Please refer to the requirements of LED signage in Section 7(c) and Company should cover all such LED signage as listed out in Section 7(c).
- i. In the Fee Proposal, please provide a clear breakdown of professional and production fees (or proposed fee schedules/rate cards) for the **design and construction of tournament venue**. Please note that the **maximum amount of budget for Item A1-A2 of this contract, including ALL 3rd party production fees, should NOT exceed HK\$4.4 million.**

HKTOEM is in progress of seeking additional funding. If company can propose **enhancement** of Tournament Village such as upgrading design or activities which exceeds **HK\$4.4 million**, please include the **additional amount in E1** under Optional items in Fee Proposal and submit the **separate detailed design plan in Technical Proposal**.

If there is additional cost to **resume the Tournament Village** when shutting down or dismantle is required due to inclement weather, please include the **additional amount in E2** under Optional items in Fee Proposal and submit the detailed plan and follow up actions in Technical Proposal.

Please summarize the total project costs to HKTOEM in the following table format:

Fee Proposal for Required Items:		
No.	Items	Costs
A1	Design and construction of tournament venue	
A2	Furniture and plants	
	Sub-total (this part cannot exceed HK\$4.4M):	
B	Contingencies Contingency to be expended in whole or in part as directed by	\$100,000

	teHKTOEM or wholly deducted from the contract sum if not required	
	Total Cost for Design and Construction of Tournament Village:	
	Grand Total:	
Fee Proposal for Optional Items:		
No.	Items	Costs
C1	Enhancement of Tournament Village <i>(Company may set more than one optional budget based on different levels of enhancement)</i>	
C2	Contingency Plan of venue setup for Inclement Weather (cost for resuming Tournament Village if shutting down is required)	

HKTOEM can however, at its sole discretion, decide to increase, decrease or even remove any particular listed item(s) with the project costs being adjusted according to the price lists submitted. Company hereby acknowledges that there will not be any claim for loss of profit as a result of any such reduction in the scope of works.

On the other hand, HKTOEM can offer free complimentary tickets as a barter deal for reduction in cost and/or supporting the joint promotional activities via Company's various channels and database. Please also indicate any such proposal in the Fee Proposal.

- j. Any proposal of an agreement for 1, 2 or 3 years is welcome, but not obligatory.

Note: The tender submitted may be invalidated if the information in the tender submission is incorrect or the required documents as listed in Section 6 are not provided together with the tender document.

7. Requirements for Tournament Village

A1 Design and construction of tournament venue		
Item	Description	QTY
(I) Tournament Village at Tennis Stadium (VIP Area)		
(1) Tennis Courts no. 7-9		
<i>*The below requirement is based on the settings in previous years. Company can suggest the upgrading design or any possibilities that fit for providing hospitality service to VIPs and ticket holders.</i>		
a	VIP Area with flooring system and carpet	1 no
	- size: within 3 tennis courts (Company may consider to have both indoor and outdoor areas to serve VIPs)	
	- capacity: 250-300 pax (for both indoor and outdoor areas)	
	Indoor area:	
	- Full soft sidewalls with windows	
	- minimum marquee size: 20mL x 10mW x 3mH with heat prevention	
	- one side with glass panel / transparent for viewing practice courts (i.e. Court No. 1-3)	
	- Sidewall in white with 1 set of swing door with glass panel	
	- flooring system in the VIP marquee	
	- air-conditioned	
	- include lighting & sockets (minimum 20 sockets)	
	Note: Power supply should be sufficient for all appliances and equipment (e.g. projector, TVs, air-conditioners, 2-3 fridges, coffee/tea machine, other catering equipment, etc.)	
	Outdoor area:	
	- stretch tent or any possible design for outdoor	
	- flooring system for the tent	
	- include lighting & waterproof sockets	
	- food preparation marquee (minimum size: 5m x 5m, 4-sided curtains, including lighting and 4 working tables)	

	Required Furniture:	
	- sofas and coffee tables	
	- dining tables and chairs	
	- working tables with cloth for catering (for buffet setting)	
	- bar stools and bar table under tent	
	- bar stools and bar table at outdoor area with umbrella	
	- if there is outdoor area, please include suitable quantity of mist fans	
	- live feed TVs (suggest to be minimum 55") x 10 nos.	
b	Bar Counter (need to serve both VIPs and Public)	
	- minimum size: 10mL x 3mD	
	- including bar table, sink table and drainage system	
	- including lighting and socket	1 set
c	Champions Club (VIP) Lounge's entrance arch / decoration	1 set
d	Public's entrance arch / decoration	1 set
e	Supply and install soft net in replace of tennis court divider for viewing practice courts	
	- including all required manpower to remove and install the tennis court divider between court no. 7-9 and no. 4-6	1 set
f	Protective flooring for the tennis court surface (no. 4-9) to avoid court damage	1 set

(2) Tai Chi Garden (Player Lounge and Dining)

a	Player Lounge Marquee with flooring system and carpet	
	- size: minimum 15mL x 10mW with heat prevention	
	- capacity: 60 pax	
	- Full soft sidewalls with windows	
	- Sidewall in white with 1 set of double doors with glass panel	
	- air-conditioned	
	- include lighting and sockets	1 no
	Note: sufficient power supply may be required to support PA system of sponsor's event	
	Required Furniture:	
	- sofa and coffee tables	

	- reception table with cloth and chairs	
	- live feed TVs (suggest to be minimum 50") x 3 nos.	
	- racket bag shelf	
	- bulletin board	
	- newspaper & magazine rack	
b	Player Dinning with flooring system and carpet	1 set
	- size: minimum 25m x 10m with heat prevention	
	- capacity: 100 pax	
	- Sidewall in white with 1 set of double doors with glass panel	
	- side windows with curtains	
	- air-conditioned	
	- include lighting & sockets (minimum 30 sockets)	
	<i>Required Furniture:</i>	
	- sofa and coffee tables	
	- working table for reception	
	- dining tables and chairs	
	- racket bag shelf	
	- live feed TVs (suggest to be minimum 50") x 6 nos.	
	- working tables with cloth for catering (for buffet setting)	
	- reception table with cloth and chairs	
	- Power supply & Sockets to support: minimum 40 pcs of sockets subject to the finalized setting of catering vendor	
c	Protective flooring for protecting the tennis court surface to avoid damage	1 set

(3) Tai Chi Garden

a	Media Centre with platform and carpet	1 set
	- size: minimum 15m x 10m	
	- capacity: 100-120 pax	
	- Sidewall in white with 1 set of swing door with glass panel	
	- air-conditioned	
	- include lighting & sockets	
	<i>Required Furniture:</i>	

	- working tables (minimum 22 nos. with table cloth) and chairs (minimum 112 nos.)	
	- chairs with seat cover (minimum 10 nos.)	
	- live feed TVs (suggest to be minimum 50") x 4 nos.	
	- Sockets to support: 60 computers from media staff, 3 official computers, Sound system, TVs, 2 photocopiers, 1 water machine, 2 fridges, coffee/tea machine, etc.	
	- reserve space and provide 5 nos. of spot lights for Trophy Podium	
b	Catering Marquee (for food preparation, next to player dining and VIP marquee)	2 sets
	- size: 5m x 5m x 2 nos.	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- air-conditioned	
	- include lighting & sockets (at least 6 nos. x 13A)	
	- connection of fresh water source to dish washing machine and sink table	
	- connection of sewage pipe to waste tank from dish washing machine and sink table	
c	1 x 20ft Chiller container for VIP and player dining	1 no.
d	Linesman marquee with platform	1 set
	- size: 5m x 8m (2018 reference, Company can propose any other possibility)	
	- capacity: 45 pax	
	- white side curtains x 4pcs (one side with zip to open up)	
	- air-conditioned	
	- include lighting & sockets	
	<i>Required Furniture:</i>	
	- working tables (minimum 6 nos.) and chairs (minimum 40 nos.)	
	- Lockers (minimum 40 grids)	
	- mist fans	
	- live feed TVs (suggest to be minimum 43") x 1 no.	
e	Ball persons marquee with platform	1 set
	- size: 7m x 4m (2018 reference, Company can propose any other possibility)	
	- capacity: 35 pax	
	- white side curtains x 4pcs (one side with zip to open up)	
	- air-conditioned	
	- include lighting & sockets	

	<i>Required Furniture:</i>	
	- working tables (minimum 6 nos.) and chairs (minimum 30 nos.)	
	- Lockers (minimum 30 grids)	
	- mist fans	
	- live feed TVs (suggest to be minimum 43") x 1 no.	
f	Volunteers marquee with platform	
	- size: 12m x 6m (2018 reference, Company can propose any other possibility)	
	- capacity: 80 pax	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- air-conditioned	
	- include lighting & sockets	
		1 set
	<i>Required Furniture:</i>	
	- working tables (minimum 6 nos.) and chairs (minimum 60 nos.)	
	- Lockers (minimum 30 grids)	
	- mist fans	
	- live feed TVs (suggest to be minimum 43") x 1 no.	
g	Storage Marquees	
	- size: 3m x 3m	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- include lighting	
		1 set
h	Office Container for WTA	
	- size: 20ft x 2 nos.	
	- include lighting & sockets	
		2 sets
	<i>Required Furniture:</i>	
	- working tables (minimum 2 nos.) and chairs (minimum 4 nos.)	
	- TV / monitor	
i	Cloth to cover the table tennis tables during set up and dismantling (located at Tai Chi Garden)	2 nos.

(4) Tennis Courts no. 10 - 13

a	Control booth	1 no.
	- size: 3m x 3m	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- include lighting & sockets x 2 nos. for sound system	
	- mist fans	
b	Spectator stands at Court No. 11	1 set minimum 280 pax
	- Spectator stands with staircases and individual tiered seating <i>(it is expected to maximize the number of seats if possible)</i>	
c	F&B Booth with platform (We are considering to set up a F&B booth for selling snacks like popcorn & potato chips and drinks to the public near Tennis Courts no. 10-13, please propose the appropriate location.)	1 set
	- size: 3m x 3m or please suggest	
	- white side curtains x 4 pcs (one side with zip to open up) or please suggest	
	- include lighting & sockets to support popcorn machine, fridges, etc.	
	- mist fans	
d	Protective flooring and carpet of Court No. 11 & 13 (for protecting tennis court surface to avoid damage)	2 sets
e	Installation and removal of spectator stands (5 to 6 sets of spectator stands will be borrowed from Victoria Park Soccer Pitch and moved to Court No. 13)	5-6 sets
f	Scoreboards, Clock and Serve Speed LED display with wooden frame (Please refer to Annex 8A)	2 sets

(5) Centre Courts

a	Partition for wheelchair location at Centre Court (Pls. refer to Annex 8A)	2 nos.
b	Electricity supply for Line Calling system and 4 LED Screens at Centre Court	1 job

(6) Tournament Office

a	Lockers (2 x 12 grids)	2 sets

(7) Other areas in Tennis Stadium

a	Transportation marquee at corridor behind Tennis Court no. 12 & 13	1 set
	- size: 5m x 5m	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- include lighting & sockets (minimum 4 sockets)	
	<i>Required Furniture:</i>	
	- working tables (minimum 2 nos.) and chairs (minimum 8 nos.)	
	- mist fans x 2 nos.	
b	Accreditation marquee next to Court No. 13	1 no
	- size: 5m x 5m	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- air-conditioned	
	- include lighting & sockets (minimum 4 sockets)	
	<i>Required Furniture:</i>	
	- working tables (minimum 4 nos.) and chairs (minimum 8 nos.)	
c	Include all cabling and installation of live feed TVs (including LED screens at entrances and 4 LED screens at Centre Court as well as LED Wall at Tournament Village)	1 job

(II) Tournament Village at Tennis Stadium (Public Area)

(1) Sponsors Booth

a	Marquees for Sponsors/NGO x 8 nos. <i>(the actual no. would be subject to the final sponsor / NGO engagement)</i>	8 sets
	Size: 5m x 5m or 5m x 10m (reference: 2 nos. of 5m x 10m in 2018)	
	Colour: White	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- all flooring, platform and carpet	
	- include lighting & sockets (minimum 4 sockets for each standard booth, sponsor booth with food or beverage display may require 10-13 sockets and 32A single phase x 2 nos.)	
b	Marquee for Title sponsor	1 set
	Size: 10m x 15m x 5mH	
	- no side walls	
	- all flooring, platform and carpet	
	- include lighting & electricity supply (60 Amp three phase electricity)	
c	Marquees for Food booths x 3 nos. (subject to final arrangement about food booths)	3 sets
	Size: 5m x 5m	
	Colour: White	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- all flooring, platform and carpet	
	- include lighting & sockets (minimum 4 sockets each)	
	<i>Required furniture for F&B Area:</i>	
	- Umbrella	min. 10 nos.
	- Wooden tables and bench sets	min. 10 sets
d	Pop up tents x 2 (one behind the big screen for AV panel)	2 sets
	Size: 3m x 3m	
	- no flooring supplied	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- include lighting & sockets	

e	Marquee / Container for Volunteers (For rest and having meals)	1 set
	- size: 5m x 5m / 20ft	
	- white side curtains x 4 pcs (one side with zip to open up)	
	- include lighting & sockets	
	- mist fans	

(2) Live broadcasting and entertainment area:

a	Outdoor LED wall (Giant TV)	1 set
	- provision of video switch, PA system and panel technician for 8-day operation and 1-day preparation at tournament village	
	- Size: 15m x 4m (the size is for reference only, 2018 reference: 6m x 13m)	
	<i>(please advise the suitable size, resolution, dot pitch of LEDs, you may adjust the size based on your budget)</i>	
b	PA system (for official announcement, autograph session, media tour or any PR event)	1 set
	- 3 wireless microphones (2 x table mic stand; 1 mic stand needed)	
	- Loudspeakers covering the whole village area for announcement purpose	
	Note: Media tour may be held on Oct 5 afternoon subject to availability of tournament village.	
c	Stage platform (underneath the LED Wall)	1 set
	- Size: 15m x 3m (Company may revise the size based on proposed size of the TV, 2018 reference: 6m x 13m)	
	- with 2 levels of staircase	
	- with carpet	
d	Required furniture	min 40 nos.
	- wooden bench	

(3) Game and Photography Opportunity Area:

**For game and photography opportunity area, it is open for ideas. Please advise any possibilities and feel free to add items to the list that match with the theme.*

a	Mini Tennis Courts	1 no
	Size: 10m x 4m with flooring system <i>(Company may adjust the size by this proportion if more space is required for developing other suggested activities)</i>	

	including stanchions with net surrounding the tennis courts	
b	Speed Gun booth	1 no
	Size: 25m x 6m (<i>Company may adjust the size according to actual requirement</i>)	

c	Company please feel free to suggest any interesting game and photo opportunity that matches with the theme.	

(4) Ticketing Booth and Information Counter:

a	Ticketing Booth and Information Counter	1 no
	- Independent booth	
	- capacity: 6-8 pax	
	- 2 windows (one for ticketing and the other for information counter)	
	- including lighting & sockets	
	- with lock	
	- air conditioned	

(5) Merchandise Booth:

a	Merchandise Booth	1 no
	- expected in a "welcome" style rather than in marquee style	
	- including lighting & sockets	
	- including racks for selling merchandise items	
	- all flooring, platform and carpet	
	- air conditioned	
	<i>(it may be located next to game booth, like the shops linked with the game zones at theme park)</i>	

(6) Other Areas:

a	Mills barrier or any possible way to block	
b	Storage marquee x 3	3 nos
	Size: 5m x 5m	

(III) Other Requirements

1	RSE reports for all structures	1 job
2	Install water source for the following areas:	1 job
	VIP dining tents	
	Player dining	
	Food booths	
3	Hire and install fire extinguishers for Tournament Village & return upon tournament ends	40 nos. (Approximate)
4	Power generator if required	1 job
	- including reasonable replacement of fuel with minimum 12 days operation	
5	Waste Tank including collection of waste for 9 days operation	3-4 nos.
6	System partition behind Tai Chi garden total 85mW x 2mH with 1 entrance and lock and 1 entrance for Car In	85m
7	Clock and Serve Speed LED display with wooden frame at Centre Court (Please refer to Annex 8A)	2 nos
8	PA system at Tournament Village (for official announcement, autograph session, media tour or any PR event)	1 set
	- 3 wireless microphones (2 x table mic stand; 1 mic stand needed)	
	- Loudspeakers covering the whole village area for announcement purpose	
	Note: Media tour may be held on Oct 5 afternoon subject to availability of tournament village.	

(IV) Plant beautification

1	Company can suggest any plants to be included in VIP or other areas for beautification	1 job
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(V) Professional fee

1	Design and Management fee	1 job
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Remarks:

- i. HKTOEM welcomes any idea in reducing the number of marquees and any other better arrangement or suggestion on the setup items without affecting the operation needs. Please highlight such suggestions in the Technical Proposal.
- ii. Company has to be responsible for any damage to the venue in connection to the services provided to HKTOEM under this tender.
- iii. Company has to comply with any regulatory requirements, restrictions, etc., in relation to the service provided to HKTOEM under this tender, including those imposed by the Government of the HKSAR and the venue management company.
- iv. The cost as listed out in the fee proposal should match with the creative design and plan provided in the technical proposal.
- v. HKTOEM can, at its sole discretion, decide to engage different Companies to provide services for different items as listed in Section 7 above and to include or take out any item/project, partially or completely, in the final contract. Interested Company who submits proposal for all services/items should take this into account and provide the best estimated quotation in the Fee Proposal in case not all services/items/projects would have been awarded to the same Service Provider.

8. References from the Tournament in 2018

In order to provide a better idea of the Tournament venue setup, including the Tournament Village, onsite signage and references from the Tournament in 2018 are attached in the Annex for easy reference.

Details as below:

- Annex 7: Site Map of Tournament Village in 2018
Annex 8: Photo reference in previous years

9. Tender Selection Criteria for A1 and A2 of Section 6(i)

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

Price (excluding the optional items):	30%
Attraction to VIP/Sponsors	20%
Attraction to General Public	20%
Theme design	20%
Demonstrated capability	10%

The criteria that will be used to assess the **Attraction to VIP/Sponsors** will be as follows:

- a) Whether the Tournament Village can provide a sense of privileges to VIPs
- b) Whether the overall venue setup addresses different needs of sponsors, e.g. for customer engagements, VIP recruitments, branding

The criteria that will be used to assess the **Attraction to General Public** will be as follows:

- a) Whether the venue setup can attract more general public to the Tournament Village which is for free admission
- b) Whether the venue setup is attractive to ticket holders
- c) Whether the venue setup can attract young families with children who are looking for healthy and entertaining activities

The criteria that will be used to assess the **Theme Design** will be as follows:

- a) Whether the Tournament Village can interpret the key theme of “Celebration Party” and align various activities within the village
- b) Whether the company can create the “bridge effect” to connect Public Village at soccer pitch no.6 and VIP Village at tennis stadium
- c) Engage general public with fun-filled games and activities in the sense that we celebrate together with the general public
- d) Whether the enhancement of Tournament Village is attractive

The criteria that will be used to assess the Company’s **Demonstrated Capability** will be as follows:

- a) Any work sample of relevant past projects in international and/or sports events showing the quality and ideas to develop and execute the strategies in driving awareness and spectators.
- b) Any references/testimonials provided

10. Others

- a. Offering Gratuities
 - i) 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 tendering and execution of the Venue Setup Contractor contract.
 - ii) Failure to so procure or any act of offering advantage referred to in (i) above committed by Company or by an employee, agent or sub-contractor of the tenderer shall, without affecting the Company’s liability for such failure and act, will result in its tender being invalidated.

b. Anti-Collusion

- i) Company shall not communicate to any person or entity other than HKTA and HKTOEM the amount of any tender, adjust the amount of any tender 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 tender or otherwise collude with any other person in any manner whatsoever in the tendering 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 tender.
- ii) Sub-clause (i) 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 tender price and communications in strict confidence with his consultants / sub-contractors to solicit their assistance in preparation of tender submission.
- iii) Company shall submit to HKTOEM a duly signed warranty in the form set out in Annex 2 to the effect that he understands and will abide by these clauses. The warranty shall be signed by a person authorized to sign the contract on Company's behalf.
- iv) Any breach of any of the representations and/or warranties by Company may prejudice Company's future standing as a HKTA and its affiliate's contractor.

c. License

- i) Company shall secure and pay for any such licenses and comply fully with any and all applicable laws, ordinances and regulations for the services provided under the Venue Setup Contractor agreement.
- ii) Company shall be liable to all damage to any property in the event venue arising from the provision of services due to the negligence of the Company or its employees.

d. Insurance

- i) Company shall take out and maintain adequate public 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 services under the Venue Setup Contractor agreement with a minimum limit of HK\$50 Million per incident.
- ii) Company shall 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 Company in the provision of services under the Venue Setup Contractor agreement.

11. Expression of Interest

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

12. Terms & Conditions

All tender applications satisfying the requirements of this request for proposals will be evaluated to establish which of the applicants' proposals would best fulfill the needs of HKTOEM and the Event. This tender document, however, does not commit the HKTA nor HKTOEM to award a contract for the goods and/or services offered or to pay any costs incurred in the preparation of the tender application. 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 (Please attach to the Technical Proposal)

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

supplier of the Prudential Hong Kong Tennis Open 2023. I confirm that the information given in the submitted proposal documents are true, complete, accurate and not misleading.

Authorized Signature: _____

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 Venue Setup Contractor for the Prudential Hong Kong Tennis Open 2023,
 - 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 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: _____

Annex 3: Company Information (Please attach to the Technical Proposal)

- 1 Name of Company (English) : _____
(Chinese) : : _____
- 2 Registered Office : _____

Postal Address : _____
(If different from above) _____
- 3 Web-site : _____
- 4 Business Registration Certificate No.: _____
(Please attach a copy)
- 5 Date of Commence of Business : _____
- 6 Contact Person
 - (a) Name : _____
 - (b) Title & Department : _____
 - (c) Direct line : _____
 - (d) Fax. No. : _____
 - (e) Email address : _____

Signed for and on behalf of the Company:

Signature and Company Chop : _____

Name in Block Letters : _____

Position : _____

Date : _____

Annex 4: Reply Slip for Tender Briefing with site visit (Return by Email)

I/we would like to attend the tender briefing (with site visit) for the Tender for Venue Setup Contractor at **Date and Time TBC (in the week of 5 June)** at **Victoria Park Tennis Stadium, Causeway Bay, Hong Kong.**

1 Name of Company (English) : _____
(Chinese) : _____

2 Contact Person

(a) Name : _____
(b) Title & Department : _____
(c) Mobile Phone No. : _____
(d) Direct line : _____
(e) Email address : _____

Full Name of Attendee(s)	Post/Title

Note:

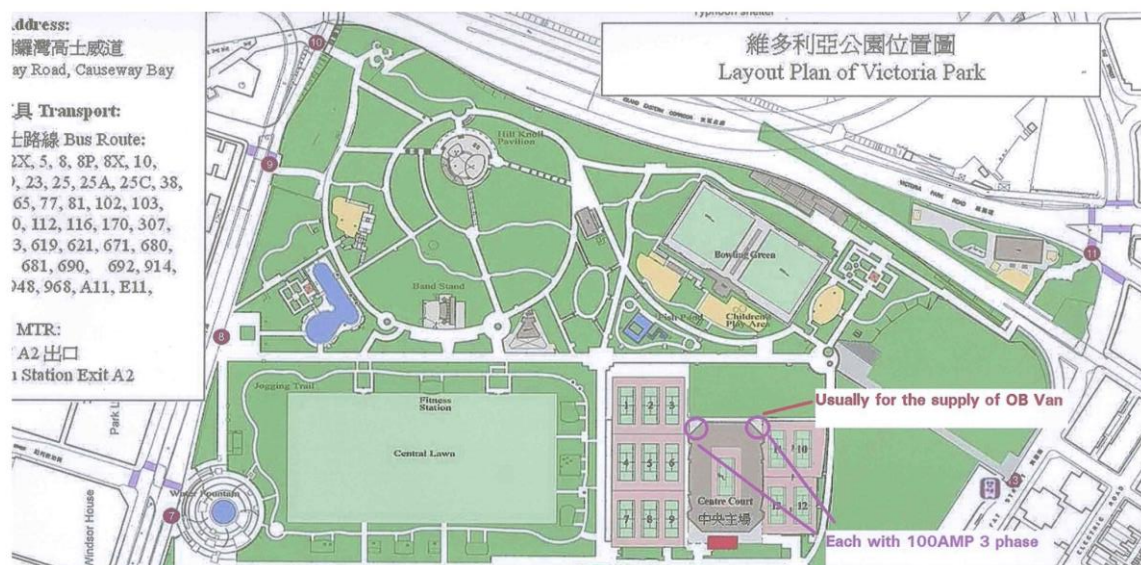
- Each Tenderer shall register for five attendees at most.
- Please return the completed reply slip by email to procurement.hkto@tennishk.org **no later than 12:00 noon on 31 May 2023.**
- Please contact Ms. Andrea CHAN at 2794 1791 or email procurement.hkto@tennishk.org for any enquiry.

Annex 5: Site Map of Tournament Venue at Victoria Park

A. Site Map of Tournament venue at Victoria Park (Area in red box)



B. Electric Supply location at Victoria Park



Remark: There is another room next to Court no. 3 which contains two 100AMP 3 phase.

Annex 6: Concept Brief for the Tender for Venue Setup Contractor for Hong Kong Tennis Open 2023

Background and Objective

This is a supplementary note outlining the additional information and requirements with regards to the design concept, theme, creative direction and some possible execution ideas for the Tournament Village of Prudential Hong Kong Tennis Open 2023. The Tournament Village is a key property for the Event to build its point of attraction and it is open to the general public for free admission during the tournament period.

As the largest international tennis tournament event in Hong Kong, the Prudential Hong Kong Tennis Open has become a much-loved fixture within the tennis community. It aims to create a stronger image of tennis to both tennis fans and non-tennis fans, and to promote a sporty, healthy lifestyle to all.

The Opportunity

The Tournament Village is **divided into 2 parts**, one will be open to the general public (*Public Village*) and the other part is mainly for VIPs including box holders, Tennis Players and Staff Crew (*VIP Village*). (See *Figure 1a*)

Admission to the **Public Village** is free of charge. The purpose of the Public Village is to provide entertainment to not only the ticket holders but also the general public who can visit the area for fun, refreshments and tennis related entertainment while the purpose of the **VIP Village** is mainly to provide entertainment, catering and hospitality services to the VIP ticket holders and tennis players.

The last edition of the Event in 2018 had a total attendance of over 71,000 persons over its nine days. The area has potential to host an even larger visitor base and become a “must go” place for friends and families for sport, food & beverage and entertainment during the tournament week.

Who will be engaged in the Public Village?

The following audience groups will be natural targets to visit the **Public Village**:

- (1) During weekdays: residents, working population, students and commuters of Wan Chai and Causeway Bay Districts.
- (2) During weekends: young families with children who are looking for healthy and entertaining activities. (children below 12 in particular are potential targets to enroll in sports programmes)
- (3) During the whole tournament period: ticket holders of Center Court and spectators who visit the two side courts for ongoing matches.

Key theme of Public Village:

This year's Event is a celebration of the return of PHKTO after a break of five years, as well as Hong Kong's return to the forefront of the world stage. As such, the Public Village will have a vibrant party/carnival theme to encourage everyone in the community to come and experience the activities and entertainment at the Village.

The key focuses will be fun, colour and entertainment and we wish to leverage on the theme of “Celebration Party” to promote PHKTO 2023 and engage the general public with fun-filled games and activities with a sense of inviting the general public to come and celebrate together with us at the Public Village.

The Public Village is a place where families and friends can enjoy tennis fun-filled activities with sport, games,

music, gourmet food and social gathering in the heart of Hong Kong. It is open for the Company to interpret the concept with creative ideas. (See Figure 1b)

Colour tone

Red is the key colour of PHKTO, but we wish to create a colourful, vibrant and dynamic colour design for the Public Village which appeals to a youthful demographic. The company can suggest **any colour combination** that could enhance and match with the theme for both Public Village and VIP Village.

Naming of Public Village

In the past, the Tournament Village has been named as “同樂區” or “賽事村” in Chinese. For 2023, it is suggested that Company should **propose names for Public Village** for selection which should have a clear correlation and be easy to understand, as well as suggesting that the village is freely accessible to the public. It should also match with the key theme. It is also in the hope that people can easily link up Tournament Village with Prudential Hong Kong Tennis Open.

Important notes on Look and feel

Companies who are able to demonstrate creativity and originality in the following aspects will be given credit:

- The Company is expected to find ways to **interpret the key theme** and help align and coordinate various activities within the Public Village.

Activities for Public Village

With reference to our focus group study previously conducted, the following activities are the ones which we believe would arouse interest of the general public:

- **Mini Practice Courts:** Kids can try out tennis playing in the mini practice courts. This may even help discovery of their talent to play tennis.
- **Game Booths for All Ages:** Young parents should find the Public Village a place that can provide family activities in the heart of the city and an attractive place to go with their children. On the other hand, to cater for different needs of the general public, it would be good to have game booths that could entertain not only the kids but also people from all ages.
- **Photography Opportunity and Linkage between Tennis Stadium and Village:** It is recommended to have a photo corner for the general public and ticket holders to have a photography opportunity which would help engage visitors to create content to be shared on social media to further help promote PHKTO.
- **Entertainment Zone:** One of the favourite activities from audiences' feedback is live broadcasting of the tournament in the Public Village in previous years. It is thus recommended to create a relaxed and 'chilled' atmosphere under which family and friends can hang around and enjoy the matches.
- **Catering Service:** Again, Food Trucks would be the key directive for public catering this year. However, light food cart services may also be available subject to the confirmation of catering tender.
- **Official Merchandise Booth:** In previous years, the design of the official merchandise booth looks like a counter for selling merchandise items. However, we would like to have it designed in a more open and welcoming style to audiences. Company should also propose the design of the booth to match the key theme. (see Figure 2)
- **Tennis Themed Activity Booths:** Speed Gun would be one of the tennis themed activities which is a game to measure the serve speed.

- **Workshop zone:** We may hold some handmade workshops such as tennis ball upcycling workshop, face painting workshop, etc. to create memories for audiences.
- **Ticketing and Information Booth:** Company should advise the setting of the temporary Ticketing and Information Booth which supposes to be located near the entrance, see *Figure 3*.

Activities for VIP Village (including tennis players area)

With reference to our focus group study conducted earlier, the following activities would be required to serve VIPs and Players:

- **Champions Club:** For VIP guests and box ticket holders, hospitality and catering services would be served in the Champions Club. As practice courts are just right next to the Champions Club, VIPs can watch WTA star players to practice during day and night times.
- **Player Lounge and Player Dining:** These are the places for players to relax and be served with catering, respectively. Company should create a relaxed atmosphere there. We have previously set up TV games and air hockey for players to play. Company should suggest some mini games in Player Lounge.

Figure 1a

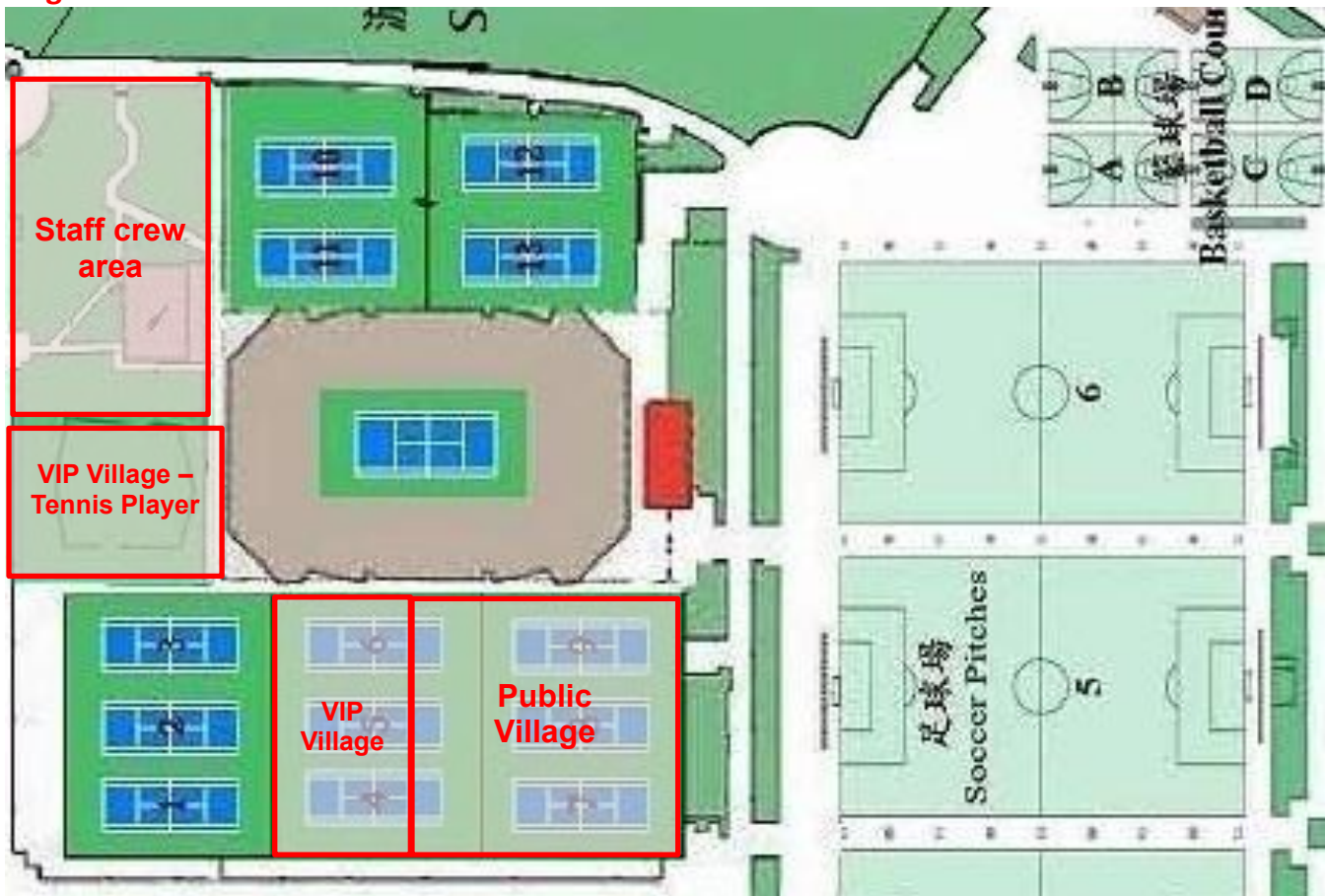


Figure 1b

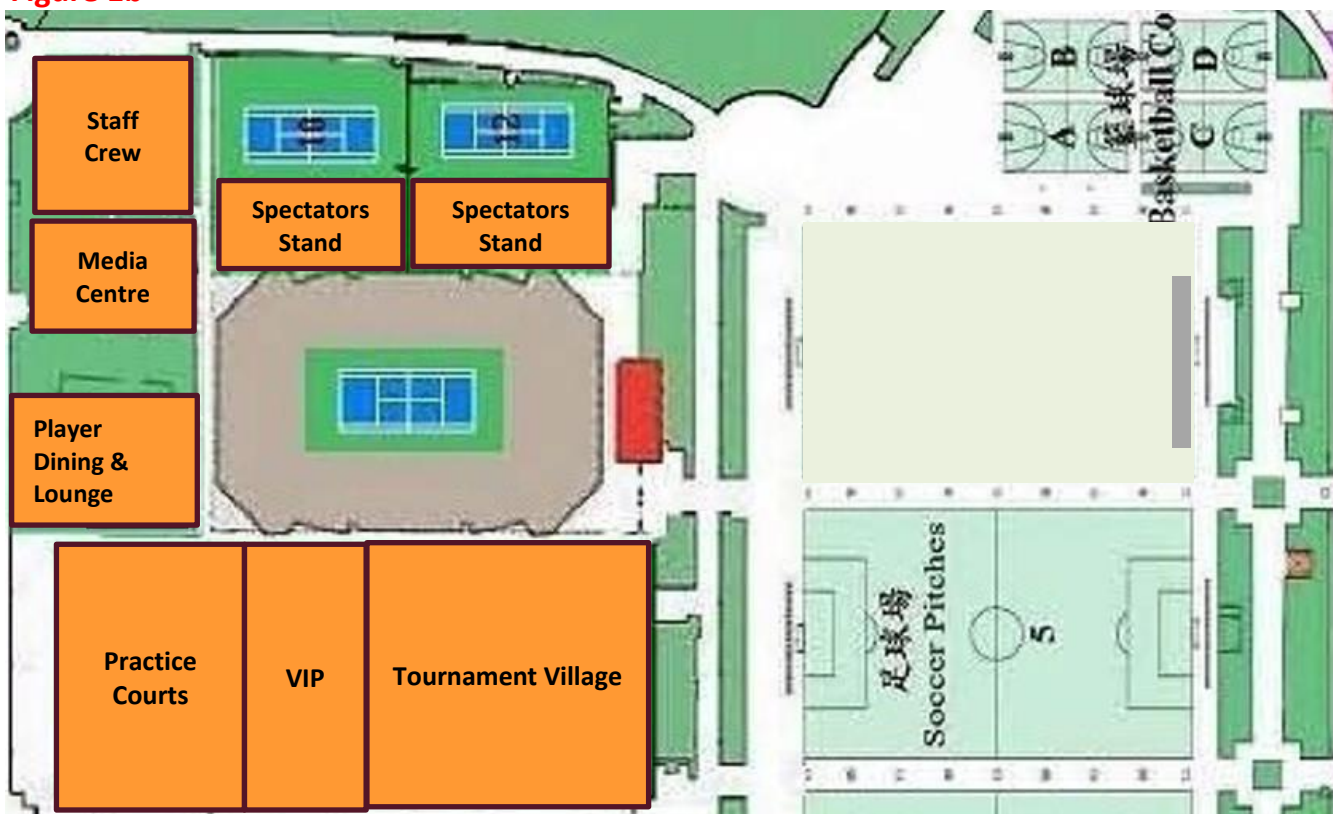


Figure 2



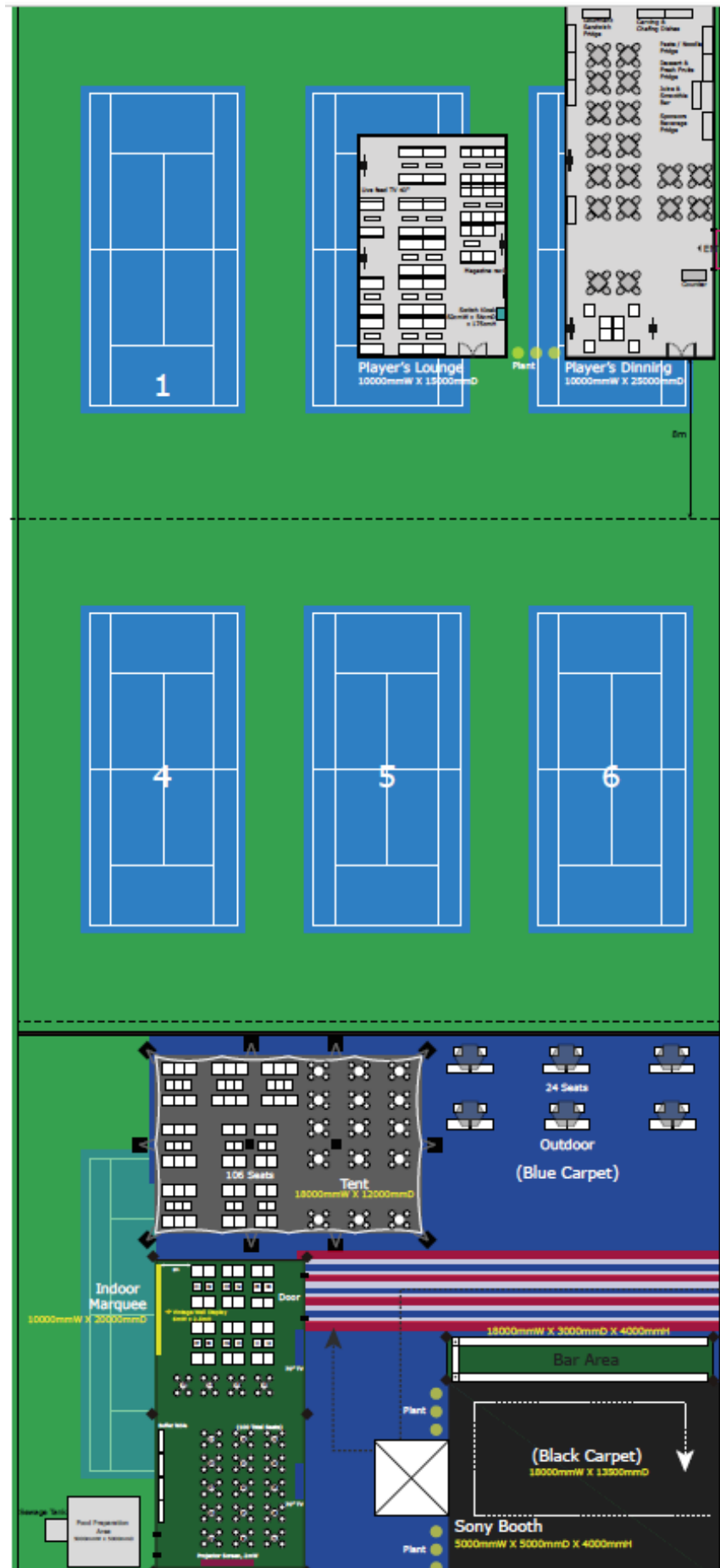
This is an example of official merchandise booth that opens up for audiences to select and purchase their favorite merchandise items.

Figure 3



This is an example of temporary Ticketing Counter. But, we look for a smaller one which should be half of it with 2 windows.

VIP Village and Player area at Tennis Courts No. 1 - 9



Annex 8 – Photo reference in previous years

A: Wheelchair partition / Clock and serve speed display



Wheelchair
partition

Clock and
serve speed
display