

Dear Sir / Madam,

**Tender Reference No. ATPHKTO/2023/007**  
**Invitation to Tender for the VIP, Player & Media Catering Services**  
**for the Bank of China Hong Kong Tennis Open 2024**

You are invited to submit a tender for the VIP, Player & Media Catering Services for the Bank of China Hong Kong Tennis Open 2024 (“**Event**”) as specified in the tender documents.

1. Your tender proposal should be submitted, **in copies specified in the tender**, in **two separate sealed envelopes** with labels as specified in paragraph 2 below, no later than **18:00 on 6 November 2023** (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 the VIP, Player & Media Catering Services for the Bank of China Hong Kong Tennis Open 2024”
    - b. Label with “**Fee Proposal** for the VIP, Player & Media Catering Services for the Bank of China Hong Kong Tennis Open 2024”
- 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, containing basic information of the interested tenderer.
  4. In the event Typhoon Signal No. 8 (or above) or Black Rainstorm Warning is still hoisted at 9:00 a.m. on the tender closing date, the closing time will be automatically postponed to 12:00 noon of the next working day.
  5. Neither HKTOEM nor any of 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. A tasting session may be arranged on the week of 13 November 2023. HKTOEM will inform the shortlisted tenderers the details after the tender closes on 4 November 2023.
8. All tender documents can be downloaded from the Hong Kong, China Tennis Association (HKCTA) website: <http://www.tennishk.org/en/about-us/tender-information>.
9. For queries regarding this tender invitation and/or tender process, please contact the HKCTA at 2504 8266 or via email: [procurement.hkto@tennishk.org](mailto:procurement.hkto@tennishk.org).

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Lai', followed by a period.

Christopher Lai  
Chief Executive Officer

Encl.

**Tender Reference No. ATPHKTO/2023/007**  
**Invitation to Tender for the VIP, Player & Media Catering Services**  
**for the Bank of China Hong Kong Tennis Open 2024**

**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.: ATPHKTO/2023/007  
VIP, Player & Media Catering Services for the Bank of China Hong Kong  
Tennis Open 2024

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

**“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.: ATPHKTO/2023/006  
VIP, Player & Media Catering Services for the Bank of China Hong Kong  
Tennis Open 2024

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

# Tender Documents for VIP, Player & Media Catering Services for the Bank of China Hong Kong Tennis Open 2024

## **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

October 2023

## 1. Introduction

With the goals of furthering tennis development in Hong Kong and boosting the city's status as an international city and events hub, Hong Kong, China Tennis Association ("HKCTA"), in conjunction with event license holder IMG, will bring an ATP men's professional tennis event to Hong Kong for the first time since 2002.

Hong Kong Tennis Open Limited ("HKTOEM"), a subsidiary of HKCTA, has thus been established to organise the Bank of China Hong Kong Tennis Open (the "Tournament" or the "Event"). The Tournament will receive its operating funding primarily through its title sponsor Bank of China Hong Kong, support from the HKSAR Government, and various co-sponsors. As the first ATP event in Hong Kong in more than 20 years, the Tournament is positioned to be a major draw for sports fans in the region as it forms part of one of the most established and popular sports tours globally.

The ATP 250 level tournament will be held at Victoria Park Tennis Stadium, Causeway Bay from **31 December 2023 to 7 January 2024** with total prize money of US\$730,000 and a 28-player singles draw. It takes place in the first week of the ATP's 2024 season and is followed by the Australian Open in Melbourne two weeks later, making it a key event in the Grand Slam preparation for players.

## 2. The Tournament

The Tournament is positioned as a high-profile, major international event featuring global stars and the highest level of professional tennis. The Tournament is a meaningful and remarkable event for Hong Kong, HKCTA and title sponsor Bank of China Hong Kong, being the first ATP event in the city in more than two decades and in a post-pandemic landscape, one of the highest profile new events to launch in the region. The Tournament wishes to showcase the professionalism, power and passion of the ATP players competing, whilst highlighting the fun and festivity of the event for sports lovers as well as the general public.

The overarching theme of the event is centred around 'connectivity' - connecting Hong Kong with the global community through this high-profile international event, connecting Hong Kong with the ATP Tour and men's tennis once again, connecting the Bank of China Hong Kong with current and potential new customers, and connecting with sports fans both local and overseas.

Its secondary theme is of 'festivity' with entertainment and an atmosphere of fun & joy being key components of the Event, and Bank of China Hong Kong wishes to reach a younger demographic through the Tournament and connect with individuals from the next generation. Additionally, HKCTA and the Tournament wish to connect with the local community, and encourage participation in tennis and sports generally through CSR events, whilst also advancing elite player development through active participation in the Tournament and inspiring future generations of players.

The Tournament will be held at 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 for the

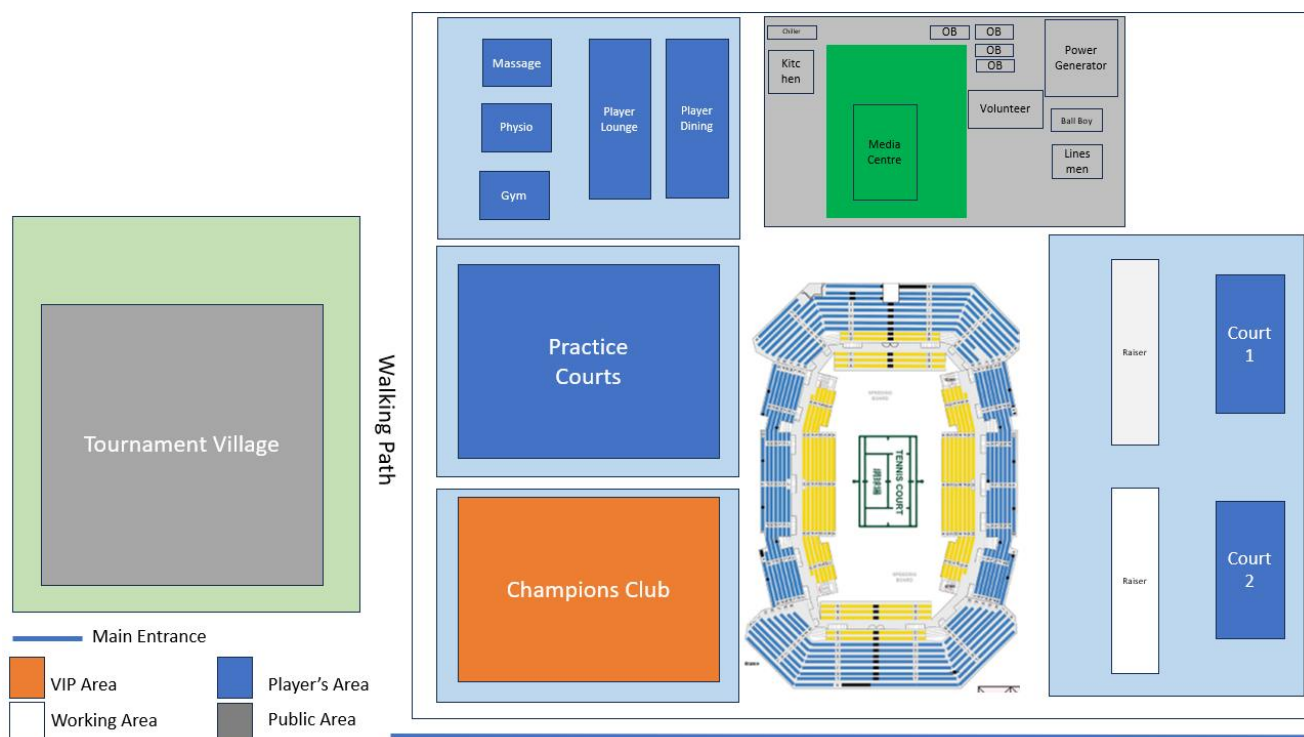
qualifying rounds on 31 December and 1 January (morning) will be free of charge, with paid ticketing starting for main draw matches starting on the afternoon of 1 January onwards. The detailed match schedule and pricing details will be finalised at a later stage. Centre Court houses a maximum of 3,600 spectators, while matches held at the two show 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 on the Central Lawn, which is adjacent to the stadium. It will provide food, beverages, activities and entertainment to ticket holders and the general public. The Village will embrace the fun/festivity/carnival aspects of the Tournament theme with its entertainment offerings. The intimate location of the Village, close to the Centre Court stadium will provide the tournament with a convenient and connected guest and fan experience.

The draft floorplan (figure 1) is as below, it includes the following areas:

- a) Match courts
- b) Player's area
- c) VIP area
- d) Tournament Village (Public)
- e) Working area

Figure 1: Drafted floorplan



The tentative tournament schedule is as follows:

31 December (Sunday) – 1 January (Monday)	Singles Qualifying (16 draw – 12 matches)
1 January (Monday) – 7 January (Sunday)	Singles Main Draw (28 draw – 27 matches)
1 January (Monday) – 7 January (Sunday)	Doubles Main Draw (16 draw – 15 matches)

Matches for Main Draw are likely to be played between 2pm and 11pm:

	Mon Jan 1	Tue Jan 2	Wed Jan 3	Thur Jan 4	Fri Jan 5	Sat Jan 6	Sun Jan 7
MATCH STARTING TIME*	2 pm	2 pm	2 pm	2 pm	1 pm	2:30 pm	2:30 pm

\*Gates will open 1-2 hour before the commencement of matches

### 3. Our Value Proposition

The Tournament's long-term goal is to stage a high-profile, world-class international tournament that showcases the best of men's tennis, capturing the imagination of the local community as well as a global audience and shining a spotlight on Hong Kong and its status as an events, tourism and financial hub. It aims to connect Hong Kong globally whilst promoting tennis to the people of Hong Kong and encouraging sports and a healthy lifestyle through a joyful, entertainment filled spectacle. Through Tournament activities and the tournament itself, we aim to boost interest in tennis, expand our spectator fan base, and develop players at the grassroots and professional level in Hong Kong.

### 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 25 – 65.

4.2 Secondary target: Mass general public, with focus on younger people and 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 contract(s) with qualified services provider(s) ("Company") for providing high quality and cost-effective catering services for VIP guests, Players and Media as well as selling fast-to-serve food and beverages and drinks for the public.

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 catering services for events of similar nature and scale, preferably for 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 party is expected to propose the theme for the catering services for the Tournament, not limited to the cuisine but the utensils or operation. We also aim to keep communicate the Tournament as a healthy, lively and sustainable event that can engage everyone in the city. As a healthy and lifestyle focused event, HKTOEM would also like to compile certain eco-friendly measures, e.g. use of reusable utensils.
- iv. **Menu Suggestions (Technical proposal)–**
  - a. A clear outline of daily menu choices for each of the following groups:
    - VIP guests
    - Players
    - Media
  - b. Choices of food items / snacks and drinks for the ticket holders (to be sold at the bar counter in the Champion Club). For example hot dogs, pizza, dim sum/fish balls, satay, popcorn, ice cream, cookies, crisps/chips etc
- 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:
  - a. List of Kitchen Equipment with any specific requirements from HKTOEM, e.g. no. of electricity sockets, water supply, etc.
  - b. List of Utensils to be provided as mentioned in Section 8 (iii)
  - c. No. of onsite staff (and their functions)
- vi. **Price (in Fee Proposal)** - clear breakdown on the cost of services with the following table format. Please note that the **maximum amount of budget of this contract based on the quantity listed in Annex 5 to Annex 7 should NOT exceed HK\$1.4M.**

Services	Unit costs	Sub- Total	Total
VIP Guest			
Players' dinning			
Media			
Other charges (please specify)			

- vii. **Order Adjustment Terms (in Fee Proposal)**– as mentioned in Section 8 (vii) below, HKTOEM is expecting flexibility in order adjustment, please provide such details by indicating, at least, the following:
  - a. Cut-off Date for order adjustment
  - b. Unit costs for adjustment (i.e. change in costs for increasing/decreasing order quantity)
- viii. At the time of this tender, HKTOEM is in discussion to host activities in the VIP marquee, however, the format and venue of the activity have not been finalized yet.
- ix. For food and beverages to be sold to the ticket holders, Company is required to advise the cost of each food item in the Fee Proposal for reference.

## 7. Scope

- i. The Company will be required to provide the following services for the tournament and HKTOEM will bear the costs of the catering services for:
  - a. VIP Guests – the scope set for VIP Guests is outlined in Annex 5
  - b. Players – the scope for Players is outlined in Annex 6
  - c. Media – the scope for Media is outlined in Annex 7

## 8. Requirements For VIP guests, Players and Media

- i. The Company must be able to meet the requirements for ALL groups of people as outlined in Section 7.
- ii. Highly experienced professionals to cover all tasks, preferably having proven expertise in providing outside catering for similar large scale international sports or outdoor events. The Company must ensure there is at least one member of on-site staff with good command of English and Cantonese at any time.
- iii. The Company must provide all necessary kitchen equipment and utensils needed to produce all necessary tasks outlined in Section 7, including all tableware, cutlery, glassware and linen.
- iv. Company should follow the “green” concept of the tournament organizer, all food and drinks sold to the public should be served with reusable tableware/eco-friendly tableware and the Company has to be responsible for the costs.
- v. For public catering, the Company must provide a minimum of five POS systems and lines with staff to handle demand at busy times (especially weekends).
- vi. Deliver all food with the highest standard and on time.
- vii. Provide all necessary health and safety requirements including risk assessments, meat certificates (for player food), insurance documents and licenses and comply with all applicable laws, ordinances and regulations as stated in Section 10 (iii) & (iv)
- viii. As the total number of VIP Guests depends on the sales of VIP boxes, 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.
- ix. HKTOEM is open to any creative idea in reducing the operating costs of the Tournament, including but not limited to the 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 the required catering services 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, alcoholic drinks, etc. (excluding water, dairy/soya products as HKTOEM has already engaged 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 TV wall at stadium/Tournament Village, logos on marketing materials/website/social media platform, advertisement on souvenir programme, etc.
  2. “Exclusive” beverages for the whole Tournament, including requiring other F&B kiosks in public area of the Tournament Village to sell 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 as requested.

HKTOEM can, at its sole discretion, decide to accept any 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%
Demonstrated capability	10%
Food Quality	20%

- I. The criteria that will be used to assess the Concept/Themes will be as follows:
  - a) Whether the proposed concept/theme is attractive to VIPs and/or players
  - b) Whether the concept/theme has strongly promote HKTOEM as a healthy and lifestyle focused event
- 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 might conduct food tasting session as mentioned in page 2 of this tender document.

## 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 shall secure and pay for any such licenses and comply fully with any and all applicable laws, ordinances and regulations for the offsite catering services provided under the Catering Service agreement.
- b) The Company shall 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 shall 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 shall take out and maintain adequate and comprehensive 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 offsite catering service with a minimum limit of HK\$50 Million per incident.

- b) The 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 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, 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, 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 China Hong Kong Tennis Open 2024. 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 China Hong Kong Tennis Open:
  - 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

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 : \_\_\_\_\_

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 4: Reply Slip for Tender Briefing (Return by Email by 12:00 noon on 27 October)

I/we would like to attend the tender briefing for the tender named at **in the week of 30 October** at the Victoria Park Tennis Stadium/through Zoom.

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 five attendees at most.
- Please return the completed reply slip by email to [procurement.hkto@tennishk.org](mailto:procurement.hkto@tennishk.org) **no later than 12:00 noon on 27 October 2023.**
- Please call 2504 8266 or email to [procurement.hkto@tennishk.org](mailto:procurement.hkto@tennishk.org) for any enquiry.

## Annex 5: Scope for VIP Guests Catering Services

### I. Overall requirements:

Company shall provide the following services to VIP Guests,

#### A. VIP Guest

- i) Buffet style of food includes carving station, hot dishes, cold dishes, finger foods and desserts (Company to suggest)
- ii) **non-stop** beverages throughout the opening hours of VIP bar. It is expected the Company shall have staff serving beverages and finger foods/canapes inside the VIP marquee.
- iii) **non-stop juice and smoothie bar for VIP guests throughout the opening hours of VIP areas**
- iv) Coffee machine and tea making services (2 coffee machines to be provided)
- v) There may be some VIP guests requesting for vegetarian food, the Company should provide some vegetarian options and be ready to serve vegetarian food upon request on ad hoc basis.

### II. Services hours and no. of VIP Guests:

The table below shows the operating hours of the VIP Village with the latest estimation of VIP guests. However, as mentioned in Section 8(vii), we are expecting this number may increase or decrease due to the sale of VIP boxes. Company is expected to provide flexible order adjustment terms. Please refer to below table for the estimated no. of VIP guests for reference:

Date	Operating Hours	Estimated no. of VIP Guests
Mon 1 <sup>st</sup> Jan	1pm-10pm	232
Tues 2 <sup>nd</sup> Jan	1pm-10pm	232
Wed 3 <sup>rd</sup> Jan	1pm-10pm	232
Thurs 4 <sup>th</sup> Jan	1pm-10pm	490
Fri 5 <sup>th</sup> Jan	12pm-8.30pm	490
Sat 6 <sup>th</sup> Jan	1pm-8.30pm	490
Sun 7 <sup>th</sup> Jan	1pm-8.30pm	490

Note: The no. of VIP guests for any of the last few days may be up to a maximum of 600

### III. Location for Catering Service\*:

Caterers Marquee	Service Marquee	Location of Service Marquee
Located in VIP Village next to VIP Marquee	VIP Marquee	In VIP Village

\*Note: at the time of this tender, HKTOEM is still in the tendering process for the venue setup contractor for the event in 2024

## Annex 6: Scope for Players Catering Services

### I. Overall requirements:

The Company shall provide a rolling buffet for players and their guests in the Players Marquee throughout the days of the Tournament. The menus shall be agreed with HKTOEM and meet ATP requirements and subject to ATP approval. The Company shall read through the information extracted from ATP rulebook WTA in Annex 8 to make sure the proposed menu and services meet with all requirements from ATP.

### II. Players Marquee Services Hours, Estimated Numbers:

Date	Lunch (estimated number)	Dinner (estimated number)
Sat 30 <sup>th</sup> Dec	12nn-3pm (50)**	
Sun 31 <sup>st</sup> Dec	12nn-3pm (115)	
Mon 1 <sup>st</sup> Jan	12nn-3pm (115)	6pm-9pm (60)
Tues 2 <sup>nd</sup> Jan	12nn-3pm (110)	6pm-9pm (65)
Wed 3 <sup>rd</sup> Jan	12nn-3pm (100)	6pm-9pm (55)
Thurs 4 <sup>th</sup> Jan	12nn-3pm (70)	6pm-9pm (50)
Fri 5 <sup>th</sup> Jan	12nn-3pm (60)	6pm-9pm (35)
Sat 6 <sup>th</sup> Jan	12nn-3pm (30)	6pm-9pm (30)
Sun 7 <sup>th</sup> Jan	12nn-3pm (30)	5.30pm-8.30pm (25)

Please note:

- Pasta station (as well as breads, yoghurts and whole fruits) must remain open throughout the day from opening until 1 hour after the start of the final match of each day. Serving time may be subject to change depending on match schedule.
- Sandwiches, light finger foods and fruit platter to be served for lunch only on Saturday 30th December 2023.

### III. Menu Requirements

#### ***a. Lunch and Dinner should include:***

- Pasta station with at least 2 types of pasta (1 gluten free) with at least 2 types of sauce- tomato, pesto, bolognaise, cream. Cooked to order.
- Assorted multi-grain breads & rolls (including gluten free bread)
- Salad station (including: tomatoes, potatoes, lettuce (variety), cucumbers, sprouts, mushrooms, carrots, peas, beans, hard-boiled eggs, tofu, chicken, turkey, soft low fat cheeses, low fat cottage cheese etc. with oil and vinegar-based dressings on the side).

- Cooked Vegetables dish
- Cooked Chicken breast dish (plain)
- Fish or Prawn dish (plain)
- Carving Station (primarily beef)
- Vegetarian protein option (e.g. tofu)
- Gluten free sauces on side (not included in dishes)
- Broth based soup (e.g., minestrone, chicken noodle, vegetable etc).
- Rice (preferably brown or wild)
- Potatoes (white and sweet potato- baked)
- Desserts and fresh fruit platter (with fresh cut fruit preferred)
- Whole fresh fruits and yoghurts
- Tea/coffee/hot chocolate/100% fruit juice
- Fresh smoothie and juice bar
- Asian soup noodle station (preferred) -made to order
- Fresh sandwich station (preferred)- made to order

**Notes:**

- For all Player Dining Marquee meals, the Company will charge HKTOEM according to the actual number of persons per day. The Company shall agree with HKTOEM a method to count the number of persons without double count.
- A 3-day meal rotation should be designed for the player marquee.
- Greater food volume is required earlier in the week when a greater number of athletes are competing.
- As players do not eat during the same time period, Company should display smaller quantities of food and replenish more frequently to keep the food fresh.
- Players usually eat 1.5 – 2 times of the normal portion of adults. The proportion of players to other guests will be approx. 50:50.
- Coffee machine and tea to be provided in the Player Restaurant. An additional coffee machine and tea making facilities to be provided in the Player Lounge which is adjacent to the Player Restaurant (self service). Soy and non-fat milk to be included (nut milk a bonus).
- **non-stop** fresh juice and smoothie bar for players throughout the opening hours of Players Dining Marquee.
- Except under the situation that the Company solicit a beverage sponsor for HKTOEM, HKTOEM will provide sponsored beverages for the Player Restaurant, which shall be served by the Company staff at no corkage charge.

**b. Food Service, Storage And Preparation**

- Meat certificates for all meat for player dining must be provided at least 14 days before the commencement of the Tournament.

- Food labelling including all allergens included in the dishes- e.g. nuts, dairy etc., and time of preparation should be shown for all prepared meals.
- All food and beverages 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 nor oil) with sauces and dressings available on the side.
- A selection of international cuisine including condiments should be available.
- Include seasonal food choices and local products in the menu.
- Seasoning should be provided on the side e.g. salt, pepper, mustard, mayonnaise.
- The Company shall have attendants present to answer any questions about the menu from the players and to perform quality assurance checks on the meals hourly.
- Salad bar should be served on ice.
- Low fat chocolate milk from HKTOEM sponsor should be served.
- Use clean tablecloths, cloth draping, flowers and/or centerpieces around the dishes and food area to make it more appealing. Table cloths should be replaced frequently.

#### **IV. Location for Catering Service\*:**

<b>Caterers Marquees</b>	<b>Service Marquee</b>	<b>Location of Service Marquee</b>
Located in Tai Chi Garden	Player Dining Marquee	Tennis Court 1-3

\*Note: at the time of this tender, HKTOEM is still in the tendering process for the venue setup contractor for the event in 2024.

## Annex 7: Scope for Media Catering Services

### I. Overall requirements:

The Company shall provide a simple buffet for dinner/lunch and rolling snacks during the day.

### II. Media Centre Services Hours, Estimated Numbers:

Date	Snacks (expected numbers)	Dinner on all other days (expected number)
Mon 1 <sup>st</sup> Jan	2pm – 6pm (50)	6pm-9pm (45)
Tues 2 <sup>nd</sup> Jan	2pm – 6pm (40)	6pm-9pm (45)
Wed 3 <sup>rd</sup> Jan	2pm – 6pm (45)	6pm-9pm (45)
Thur 4 <sup>th</sup> Jan	2pm – 6pm (45)	6pm-9pm (45)
Fri 5 <sup>th</sup> Jan	1pm – 6pm (50)	6pm-9pm (50)
Sat 6 <sup>th</sup> Jan	2pm – 6pm (60)	6pm-9pm (60)
Sun 7 <sup>th</sup> Jan	2pm – 6pm (65)	6pm-9pm (65)

*Note: In case there is special event on any day from Monday to Thursday, the no. of media to be served may increase and HKTOEM will inform the Company once available.*

### III. Menu Requirements

#### **a. Snacks should include:**

- Tea/coffee (coffee machine to be provided)
- Light finger food
- Fruit platter

#### **b. Dinner should include:**

- A variety of at least 3 hot main dishes including a vegetarian option
- 2 side dishes
- Fruit platter

### IV. Location for Catering Service\*:

Caterers Marquees	Service Marquee	Location of Service Marquee
Located in Tai Chi Garden	Media Centre	In Tai Chi Garden

\*Note: at the time of this tender, HKTOEM is still in the tendering process for the venue setup contractor for the event in 2024.

## **Annex 8: Recommendation extracted from ATP rulebook**

### **Recommendations for Player Food Service Planning**

**A.** Player food should be prepared simply, with few sauces or spices. The following is a list of recommended food groups:

**1) Carbohydrates (60% of total calorie intake)**

**a) Breads and Starches**

Assorted multi-grain breads and rolls, bagels, crackers, low-sugar cereals, pasta (with all sauces on the side), baked (white and sweet) potatoes (with selection of toppings) and rice (preferably brown or wild).

**b) Fruits and Vegetables**

Assorted fresh fruit salad, dried fruits, whole fresh fruits, and fresh cut raw vegetables. Salad bar: tomatoes, potatoes, lettuce (variety), cucumbers, sprouts, mushrooms, carrots, peas, beans, etc. with oil and vinegar-based dressings on the side.

**2) Proteins (15% of total calorie intake)**

Chicken (white meat), turkey (white meat), fish (assorted variety), soft low-fat cheeses, low fat cottage cheese, low fat yogurt, hard-boiled eggs, tofu, non-fat milk. Additional recommendations are soy milk and assorted nuts.

**3) Miscellaneous**

**a) Broth-based soups, (e.g., minestrone, chicken noodle, vegetable).**

**b) All sauces should be served on the side (in a warmer if necessary).**

**c) Low-fat cooking methods should be used (baked, broiled and roasted, with limited butter and oils).**

**d) Seasonings should be light; offer extra salt, pepper, garlic, etc. on the side.**

**B. Daily Meal Planning**

**1) When providing meals, a variety of food choices are preferred on a daily basis.**

**2) In addition to daily meals, snacks should be provided throughout the day and evening (e.g., fruits, breads and rolls, cheeses, yogurts, nuts, crackers and raisins, etc.).**

**3) If morning practices and matches are played, breakfast items should also be available (e.g., cold cereals, bagels and breads, yogurt, fruit).**

**4) Suggested lunch and dinner menus should include Carbohydrates (bread/pasta/potatoes/rice) and at least two (2) protein selections (one [1] chicken and the other fish, meat, turkey or tofu).**

**5) Practice hours and match schedule will determine when meals and/or snacks are served. Allow for during playing hours, and up until the last match has gone on court.**

**6) Each tournament may contact the ATP Sport Medicine Department for menu recommendations and/or review.**