

Dear Sir / Madam,

Tender Reference No. HKTOEM/2024/001
Invitation to Tender for the Venue Setup Contractor for:
Hong Kong Tennis Open Series 2024/2025:

Prudential Women's Challenge 2024
Prudential Hong Kong Tennis Open 2024
Bank of China Hong Kong Tennis Open 2025

You are invited by Hong Kong, China Tennis Association Limited & its subsidiaries ("HKCTA") to submit a tender for the Venue Setup Contractor for Hong Kong Tennis Open Series 2024/2025, to include three events: the Prudential Women's Challenge 2024, Prudential Hong Kong Tennis Open 2024 and the Bank of China Hong Kong Tennis Open 2025 ("**the Events**" or "**the Tournaments**") 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 **12:00 noon on Friday 31 May 2024** (Hong Kong time) into the tender box located at the office of **Hong Kong, China Tennis Open Association Limited ("HKCTA") - HKCTA Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon**. 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 Venue Setup Contractor for Hong Kong Tennis Open Series 2024/2025"
 - b. Label with "**Fee Proposal** for Venue Setup Contractor for Hong Kong Tennis Open Series 2024/2025"

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. Appendices 1-5 are included in this tender document, whilst appendices 6-10 can be found at <https://drive.google.com/drive/folders/1B6Nqq4KRjYAr74i82N8YItXqe0lyznwP?usp=sharing>
4. The tenderer shall provide the completed "Company information" as provided in Appendix 3 of the tender invitation, containing basic information of the interested tenderer.

5. 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.
6. Neither HKCTA nor any of its related party is bound to accept any proposal it may receive.
7. It should be noted that HKCTA will not be responsible for the reimbursement of any costs incurred by you for the preparation of the submission.
8. An interview session may be arranged in early June at HKCTA's office. HKCTA will inform the shortlisted tenderers the details of the interview schedule after the tender closes on 31 May 2024.
9. The tender document 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 Mr. Tom Reed via email: procurement.hkto@tennishk.org.

Yours sincerely,



Christopher Lai
Chief Executive Officer

Encl.

Tender Reference No. HKTOEM/2024/001
Invitation to Tender for the Venue Setup Contractor for the
Hong Kong Tennis Open Series 2024/2025

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

“Confidential”

Technical Proposal

Hong Kong, China Tennis Association Limited
The Tender Box
HKCTA Tennis Centre, Kowloon Tsai
Kowloon Tsai Park, 13 Inverness Road, Kowloon

Ref: No.: HKTOEM/2024/001

Venue Setup Contractor for the Hong Kong Tennis Open Series
2024/2025

Name of Tenderer: _____

Closing Time and Date: 12:00 noon on 31st May 2024

“Confidential”

Fee Proposal

Hong Kong, China Tennis Association Limited
The Tender Box
HKCTA Tennis Centre, Kowloon Tsai
Kowloon Tsai Park, 13 Inverness Road, Kowloon

Ref: No.: HKTOEM/2024/001

Venue Setup Contractor for the Hong Kong Tennis Open Series
2024/2025

Name of Tenderer: _____

Closing Time and Date: 12:00 noon on 31st May 2024

Tender Documents
for
Venue Setup Contractor for
Hong Kong Tennis Open Series 2024/2025:

- (a) Prudential Women's Challenge 2024
- (b) Prudential Hong Kong Tennis Open 2024
- (c) Bank of China Hong Kong Tennis Open 2025

Employer

Hong Kong, China Tennis Association & its subsidiaries ("HKCTA")
HKCTA Tennis Centre, Kowloon Tsai
Kowloon Tsai Park, 13 Inverness Road, Kowloon

May 2024

1. Introduction

With the goals of furthering tennis development in Hong Kong and offering a pathway for local players, as well as boosting the city's status as an international events, finance and tourism hub, Hong Kong, China Tennis Association and its subsidiaries ("HKCTA") will be staging three world-class professional tennis tournaments as part of a 'Hong Kong Tennis Open Series' from September 2024 to January 2025, encompassing a new WTA 125 event and returning WTA 250 and ATP 250 events. Each tournament will be held at Victoria Park Tennis Stadium in Causeway Bay.

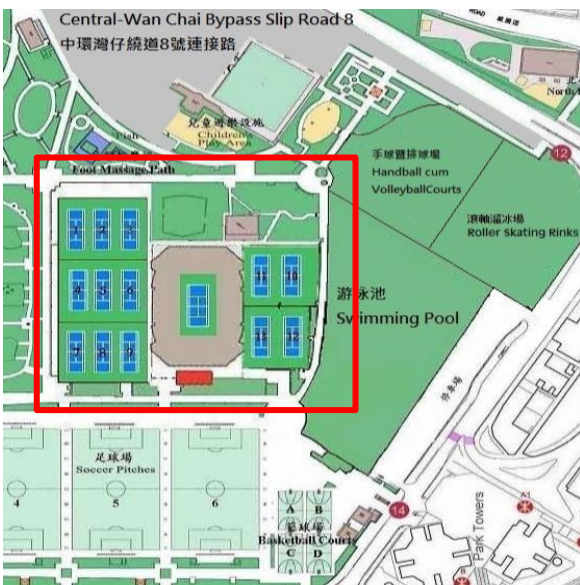
The series will comprise of the following tournaments:

- (a) Prudential Women's Challenge 2024- WTA 125 event ("**WTA 125**") (28 September to 6 October 2024)
- (b) Prudential Hong Kong Tennis Open 2024- WTA 250 event ("**WTA 250**") (26 October to 3 November 2024)
- (c) Bank of China Hong Kong Tennis Open 2025- ATP 250 event ("**ATP 250**") (29 December 2024 to 5 January 2025)

The Tournaments will receive their operating funding primarily through their respective titles sponsors Prudential Hong Kong and Bank of China (Hong Kong), support from the HKSAR Government, and various co-sponsors.

With the event dates for the WTA 125 and WTA 250 events close together, structures and equipment that are erected/installed for the WTA 125 event can remain in position for the WTA 250 event without dismantling (unless it is required due to weather conditions).

HKCTA wishes to engage experienced event contractors and vendors for its three events and invites applicants to submit proposals for either the 1) the WTA events or 2) ATP 250 event separately (i.e. one proposal for both WTA events and one proposal for the ATP 250 event) or all events together as one package proposal (preferred).



Victoria Park Tennis Stadium

2. The Tournaments

a. Prudential Women's Challenge 2024 (WTA 125)

The Prudential Women's Challenge 2024 (current working name- to be confirmed) will be staged for the first time this year. A WTA 125 level event, it is positioned directly below the higher tier 250, 500 and 1000 WTA (Women's Tennis Association) events, but above the lower-level ITF Women's World Tennis Tour. It provides a launching pad for lower ranked up-and-coming female players and rising stars from around the world, including our local players, who can earn ranking points to compete in WTA Tour level tournaments. Its focus is on player development in Hong Kong and offering our local players competitive opportunities at the WTA level in their hometown.

Supported by title sponsor Prudential and the Hong Kong Government, the tournament will be held from **28 September to 6 October 2024** at Victoria Park Tennis Stadium with the main stadium (3,600 seats) and two additional show courts (minimum 500 seats for Court 1 and approx. 100 seats for Court 2) used to play matches, as well as courts allocated as practice courts. It is expected to feature a 32 players singles draw, 16 team doubles draw, as well as a qualifying singles draw (draw sizes to be confirmed). Tickets will be sold for main draw matches on Centre Court, whilst qualifying matches and matches on courts 1 and 2 will be free of charge (ticketing details to be confirmed).

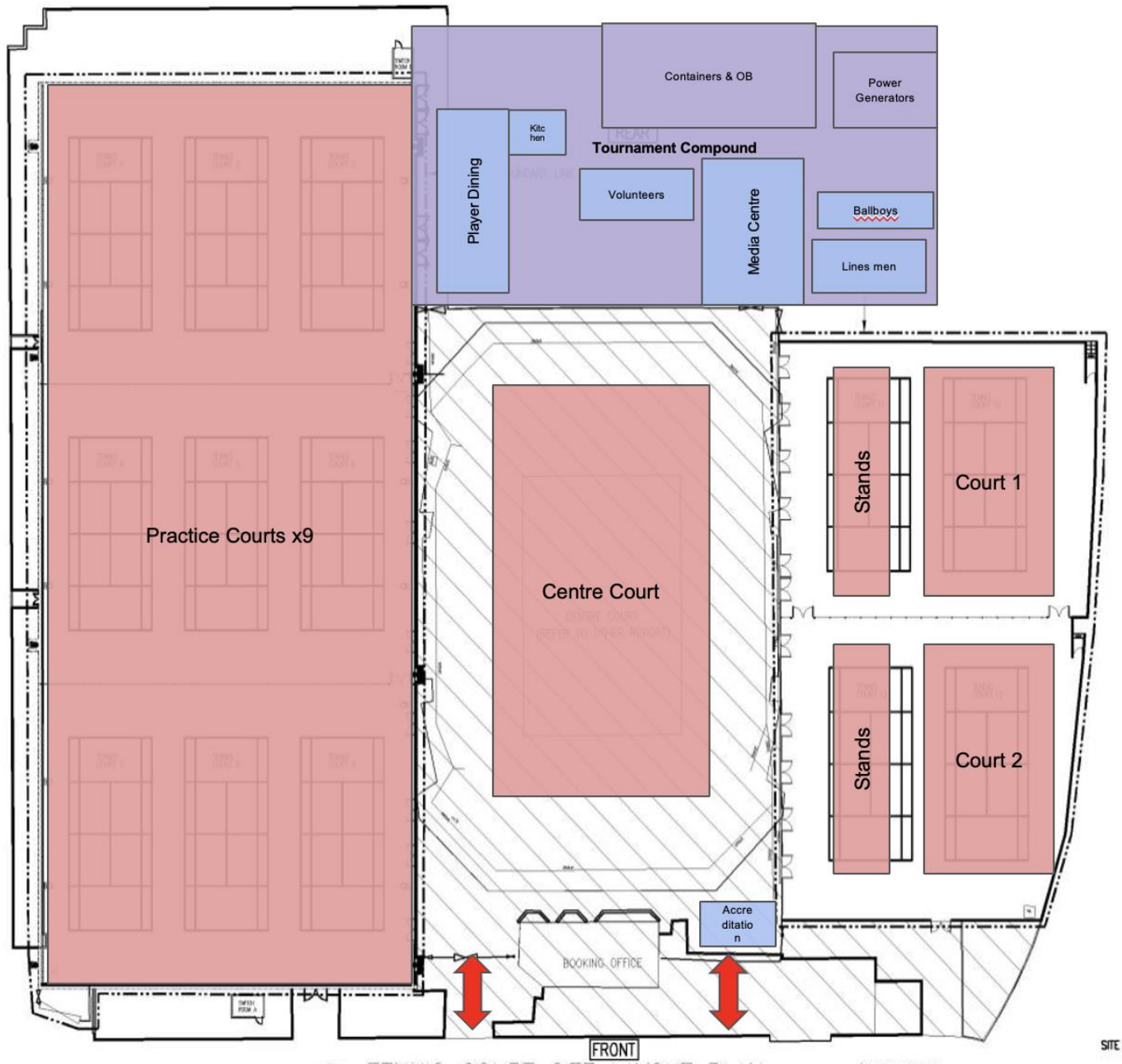
The tournament will have a more simple venue set-up compared to its larger scale sister WTA 250 & ATP 250 events, with no Tournament Village, VIP areas and external player lounge (see tentative floor plan below). Structures for Player Dining, Media Centre and staff working areas will be constructed in the Tai Chi Garden area and it is planned that these structures will remain in place for the Prudential Hong Kong Tennis Open (WTA 250) which will commence less than 3 weeks after its completion.

The tentative tournament schedule is as follows:

28 September (Saturday) – 29 September (Sunday)	Singles Qualifying
30 September (Monday) – 6 October (Sunday)	Singles Main Draw (32 draw – 31 matches)
30 September (Monday) – 6 October (Sunday)	Doubles Main Draw (16 draw – 15 matches)

Match schedule details will be confirmed at a later date.

Tentative Venue Floorplan (structures not to scale)



b. Prudential Hong Kong Tennis Open 2024 (WTA 250)

The Prudential Hong Kong Tennis Open will return for its 7th edition this year. Launched in 2014, the WTA 250 event has grown to become a key event on the local sporting calendar as well as being internationally renowned and a previous recipient of the WTA International Tournament of the Year award. 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 in competition.

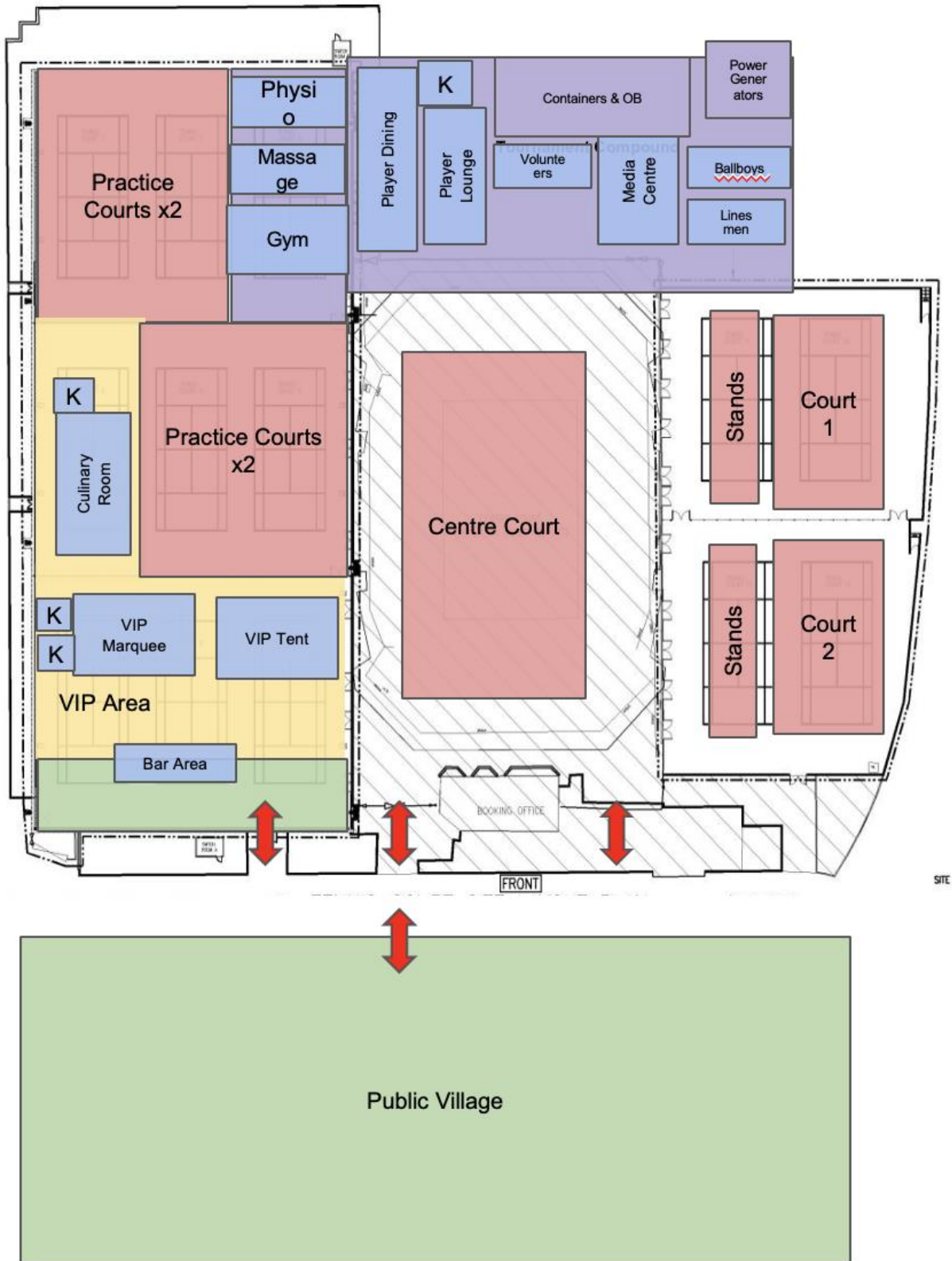
Once again, the tournament will have a vibrant party/carnival theme to encourage everyone in the community to get involved either by watching the matches or visiting the activity-filled Tournament Village. The key aim is to leverage the Event to promote tennis to all in a fun and engaging way, delivering an even more spectacular event than its 2023 edition.

Supported by title sponsor Prudential and the Hong Kong Government, the tournament will be held from **26 October to 3 November 2024** at Victoria Park Tennis Stadium, with the main stadium (3,600 seats) and two additional show courts (minimum 500 seats for Court 1 and approx. 100 seats for Court 2) used to play matches, as well as courts allocated as practice courts (see tentative floor plan below). It will feature a 32 player singles draw, 16 team doubles draw, as well as a 16 player qualifying singles draw. Matches to be held at the Centre Court will be free of charge for the period from 26-28 October (TBC) with paid ticketing starting from 29 October to 3 November 2024, while matches played on courts 1 & 2 will have free entry during the tournament week (match schedule and ticketing details to be finalised at a later stage).

Apart from the core tournament activities at the stadium, the Tournament Village will be built on the soccer pitch adjacent to the stadium which will provide activities and entertainment. Admission to this entertainment zone is free to the general public and will be the focal point of the fan experience and off-court activities with sponsor & NGO booths, a giant screen broadcasting the live matches, a player autograph booth, photo ops and a variety of tennis themed interactive games, amongst other attractions, all embracing the party/carnival theme as well as showcasing Hong Kong elements (see section 7 below).

The 'Champions Club' for VIP Hospitality guests with indoor and outdoor spaces will be located at courts 7-9 adjacent to the stadium, whilst a bar will serve both VIP guests and the public from opposing sides. The VVIP 'Culinary Room' will offer an exclusive fine dining experience for guests, showcasing top restaurants in the city. Structures for the players and staff working areas will be constructed at the Tai Chi Garden and tennis court 9.

Tentative Venue Floorplan (structures not to scale)



The tentative tournament schedule is as follows:

26 October (Saturday) – 27 October (Sunday) Singles Qualifying (16 draw – 12 matches)
 28 October (Monday) – 3 November (Sunday) Singles Main Draw (32 draw – 31 matches)
 28 October (Monday) – 3 November (Sunday) Doubles Main Draw (16 draw – 15 matches)

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

	Monday 28 Oct	Tuesday 29 Oct	Wednesday 30 Oct	Thursday 31 Oct	Friday 1 Nov	Saturday 2 Nov	Sunday 3 Nov
MATCH STARTING TIME (TBC)	2 pm	2 pm	2 pm	2 pm	2 pm	2 pm	2 pm

*Gates will normally open 1 hour before the commencement of matches

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

c. Bank of China Hong Kong Tennis Open 2025 (ATP 250)

The Bank of China Hong Kong Tennis Open will return for its second edition after a highly successful inaugural event earlier this year, which was the first ATP Tour level event to be held in Hong Kong since 2002. The Tournament, which is supported by title sponsor Bank of China (Hong Kong) and the Hong Kong Government is positioned as a high-profile, major international event featuring global stars and the highest level of professional tennis, and it proved to be a major draw for sports fans in the region at its first edition. It takes place in the first week of the ATP’s 2025 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.

The Tournament showcases the professionalism, power and passion of the ATP players competing as well as the excitement and dynamism of ATP tennis itself, in alignment with ATP’s “This is Tennis” campaign, whilst highlighting the fun and festivity of the event for sports lovers and the general public. The event aims to ‘connect’- connect Hong Kong with the global community through a high-profile international event, connect Hong Kong with the ATP Tour and men’s tennis, connect Bank of China (Hong Kong) with current and potential new customers, and connect with sports fans both local and overseas.

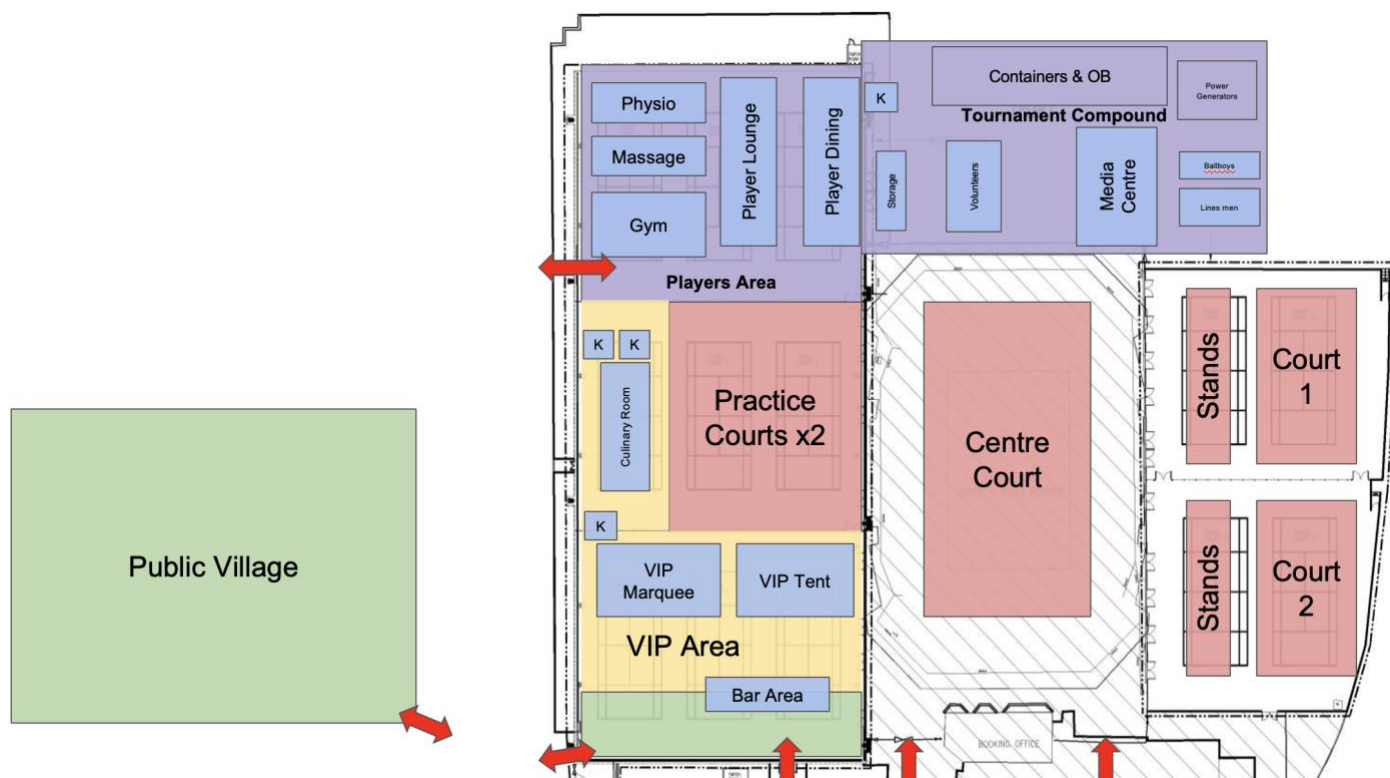
‘Festivity’ and entertainment with an atmosphere of fun & joy are key components of the Event which wishes to also reach a youth demographic and connect with individuals from the next generation. Additionally, HKCTA and the Tournament wish to connect with the local community and encourage participation in tennis and sports generally through CSR events and the Tournament Village, whilst also advancing elite player development through active participation in the Tournament and inspiring future generations of players.

The ATP 250 level tournament will be held at Victoria Park Tennis Stadium from **29 December 2024 to 5**

January 2025 Victoria Park with the main stadium and two additional show courts used to play matches, as well as 2 courts allocated as practice courts (and 6 additional practice courts allocated at Causeway Bay Sports Ground). Matches for the qualifying rounds on 29 & 30 (morning) December and all matches on courts 1 & 2 will be free of charge, with paid ticketing for main draw Centre Court matches starting on the afternoon of 30 December onwards (detailed match schedule and ticketing details will be finalised at a later stage). It will feature a 28 player singles draw, 16 team doubles draw, as well as a 16 player qualifying singles draw.

The free-entry Tournament Village will be built at the Victoria Park Central Lawn, which is close to the stadium, providing 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 alongside local Hong Kong elements. The Tournament’s VIP areas will follow a similar layout to the WTA 250 with indoor and outdoor VIP areas, and a separate ‘Culinary Room’ experience, but has additional external player areas located behind the practice courts on courts 1-3.

Tentative Floorplan (structures not to scale)



The tentative tournament schedule is as follows:

- | | |
|--|---|
| 29 December (Sunday) – 30 January (Monday) | Singles Qualifying (16 draw – 12 matches) |
| 30 December (Monday) – 5 January (Sunday) | Singles Main Draw (28 draw – 27 matches) |
| 30 December (Monday) – 5 January (Sunday) | Doubles Main Draw (16 draw – 15 matches) |

Matches for Main Draw are likely to be played between 1pm and 11pm:

	Mon Dec 30	Tue Dec 31	Wed Jan 1	Thur Jan 2	Fri Jan 3	Sat Jan 4	Sun Jan 5
MATCH STARTING TIME* (TBC)	2 pm	2 pm	2 pm	2 pm	1 pm	1 pm	1 pm

*Gates will normally open 1 hour before the commencement of matches

For more information about the tournament and the schedule of play for last year, please visit the official website: hkmenstennisopen.com

4. Our Value Proposition

HKCTA's long-term goal for the tournament series is to stage high-profile, world-class international tournaments that showcase the best of men's and women's professional 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.

The Tournaments aim to connect Hong Kong globally whilst promoting tennis to the people of Hong Kong and encouraging sports and a healthy lifestyle through joyful, entertainment filled spectacles. Through Tournament activities and the matches themselves, we aim to boost interest in tennis, expand our spectator fan base, and develop players at the grassroots and professional level in Hong Kong. It is HKCTA's goal to continuously improve the overall spectator experience and we strive for news ways to achieve this through tournament enhancements and upgrades.

The Tournaments are also positioned as 'green' and environmentally friendly, with an emphasis on sustainability. As such, the events are part of the Environmental Protection Department's (EPD) "**Green Event Pledge**" and have pledged to use recycled materials where possible, to recycle materials used in the Tournaments and reduce waste and consumption of one-off items. Please refer to: https://www.wastereduction.gov.hk/sites/default/files/green_event/GreenEvent_Guidebook_Eng.pdf for more information.

5. Target Audience

The key target audience includes the following:

- a. Primary target: Spectators who buy tickets to watch the Tournaments. 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.
 - (ii) Tourists, in particular those from GBA.

b. Secondary targets: (i) Mass general public, with focus on younger people and young families, as well as general tourists. The Tournament Village will be 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.

(ii) Corporates for VIP events, client engagement and hospitality.

6. Tentative set-up & dismantling works dates (inclusive)*

- a. Prudential Women's Challenge 2024 (WTA 125) 9 September to 10 October 2024 (tennis courts from 17 September 2024)
- b. Prudential Hong Kong Tennis Open 2024 (WTA 250): 7 October to 7th November 2024
- c. Bank of China Hong Kong Tennis Open 2025 (ATP 250): 9 December 2024 to 10 January 2025

***Notes:**

- 1. Players will arrive several days prior to the first day of matches so all player areas must be ready in advance of this. Please refer to Appendix 8- Timeline for Operating Dates for Venue Areas for more information.
- 2. Structures erected for the WTA 125 can stay in position for the WTA 250 event without dismantling (subject to weather conditions).
- 3. Above are the earliest dates for venue set-up works to start (according to the Victoria Park booking dates), however Companies may start works later than these dates.

7. Tournament Village Theme & Elements

HKCTA wishes to attract both tennis fans, the general public and tourists to visit the Tournament Village for the WTA 250 and ATP 250 events with an enticing and appealing theme and design incorporating fun for all ages. The Village design should be distinctive and Instagram-worthy to attract visitors. Key elements to include:

- a. Local Hong Kong & Chinese elements e.g. neon lights, red, white and blue strip design etc. The proposed theme is 'Shining HK Tennis' with a focus on the traditional neon lights of Hong Kong to reflect the bright rising star status of Hong Kong tennis.
- b. 'Made in Hong Kong' local 'craft street market' with stalls selling local products (10-20 stalls)
- c. Fun tennis elements and games
- d. A consistent colour pallet and scheme which marries the tournament's branding cohesively (please see Appendix 10 for key visuals for WTA 250 2023 and ATP 250 2024 as a reference only- the key visuals for the upcoming events will be designed at a later date).

HKCTA intends to reuse the majority of the village hardware for both WTA 250 and ATP 250 events with a similar overarching theme incorporating Hong Kong/local elements and tennis elements, but with some points of difference in the design to distinguish them (e.g. WTA 250 could have a blossom/flower theme as an example). **Companies are requested to propose the additional themes to distinguish the two events in their proposals.**

Companies are encouraged to be creative with their design concepts and propose their own additional ideas to enhance the visitor experience. Please refer to Appendix 10 for reference images for the Tournament Village theme and look/feel. **Companies may also propose a completely different theme for HKCTA's consideration (optional).**

8. 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 for the Events. Interested companies can opt to submit a proposal for 1) the WTA events or 2) ATP 250 event separately or 3) all events together as one package proposal (preferred). Please refer to Appendix 6 (WTA 125 & WTA 250) and Appendix 7 (ATP 250) for details of the requirements for the Events. The tender document sets out the requirements and selection criteria to be used.

Please visit the below link for reference images from the WTA 250 2023 and ATP 250 2024 events*:

<https://drive.google.com/drive/folders/1Y5oyMxpdE5udVx9OXjVntLaf1lQUiukX?usp=sharing>

*Please note these images are for reference only and that HKCTA wishes to upgrade and improve upon previous events with new ideas and innovations. We are open to Companies' suggestions for how to achieve this.

9. Tender and Proposal Contents

Tender and proposal submitted should include the following:

- a. **Background of the Company** (in Technical Proposal)
 - i. Company profile and background
 - ii. Expression of Interest, Warranty and Company Information (Appendices 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 a similar nature and scale, including sporting events within/outside Hong Kong. (It is recommended to provide details such as 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 e.g. Players Areas and VIP Area/ Culinary Room (in Technical Proposal). Please provide general visual design references for the design concepts and themes for the WTA 250 and ATP 250 events (including specific design examples e.g. village game booths, village photo opps, village arch, VIP area/Culinary Room /Player Lounge & Player Dining interiors look etc).

As mentioned in section 7, companies are requested to submit additional theme ideas to differentiate the WTA 250 and ATP 250 events and may opt to submit a wholly different design concept for consideration also.

- e. **Project Plan/Timeline** in the form of a linked bar chart identifying the critical path, including but not limited to the following stages (in Technical Proposal):
 - i. **Design and planning stage** – preliminary design and layouts
 - ii. **Detailed design and development stage**– prepare detailed design plan and final perspective drawings to HKCTA for final approval
 - iii. **Procurement Activities stage** – procurement for 3rd party fit-out works and all related facilities as mentioned in the proposal
 - iv. **Move in/Construction Activities stage**– key elements of construction including flooring, marquee installation, lighting/electrical, furniture/equipment, testing and commissioning
 - v. **Vendor/Sponsor Move in stage** – Period for move in of vendors (e.g. caterer, AV contractor, Village vendors) and sponsors
 - vi. **Move out/Dismantling Activities stage**– Dismantle and moving out of venue for handover to Victoria Park

- f. **Risk Management Plan**– 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 and other areas with temporary structures have to shut down & the follow up plan to resume opening.

- g. Company is required to provide **TWO** sets of lists based on the list of requirements in Appendix 6 (WTA 125 & WTA 250) and Appendix 7 (ATP 250). One list 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**). The list should detail each component mentioned in (d)- 'Details of Design Concepts' above for each design concept, including:
 - i. Details of marquees (including material, size, sidewalls, doors, flooring, carpet, 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 maximum 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, sofas, etc. with reference photos)
- vii. Provide details and specification of TVs and LED walls.
- viii. Any other items as suggested in the design concepts.

h. 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**. Company should submit costs separately for the required items and optional items for each event and include all 3rd party production fees:

A. Fee Proposal for Required Items:			
Items	Costs for WTA 125	Costs for WTA 250	Costs for ATP 250
Sections 1-9 (required items for design and construction of tournament venue)			
B. Fee Proposal for Optional Items:			
Section 10- Optional Items (General)			
Section 11- Optional Items (Contingency in case of inclement weather)			
Section 12- Optional Items (Tournament Village Enhancement)	N/A		

Please summarise the total project costs to HKCTA in the table formats attached as Appendix 6 (for WTA 125 and WTA 250) and Appendix 7 (ATP 250).

If there is additional cost to resume the Tournament Village, player areas and VIP area when shutting down or dismantling is required due to inclement weather, please include the additional amount under Optional items in Fee Proposal and submit a plan with follow up actions in Technical Proposal.

HKTOEM is in the progress of seeking additional funding. If Company can propose enhancement of Tournament Village such as upgrading design or activities, please include the additional cost amount in section 12 under Optional items in Fee Proposal and submit the separate detailed design plan in Technical Proposal.

i. HKCTA can, 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.

- j. HKCTA can offer free complimentary tickets or VIP hospitality box as a barter deal for reduction in cost. Please indicate any such proposal in the Fee Proposal.
- k. 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 9 of this document are not provided together with the tender document.

Remarks:

- i. HKCTA welcomes any ideas to reduce the number of marquees and any other better arrangement or suggestion on the setup items without affecting the operational needs. Please highlight such suggestions in the Technical Proposal (for example having one large marquee with a partition instead of having two smaller marquees in certain areas).
- ii. Numbers, types, materials used and sizes of proposed items are suggested based on previous events. Company is welcome to suggest alternative items that will fulfill the purposes for the number of persons required for HKCTA's consideration.
- iii. Company is responsible for any damage to the venue in connection to the services provided to HKCTA under this tender.
- iv. Company must comply with any regulatory requirements, restrictions, etc., in relation to the services provided to HKCTA under this tender, including those imposed by the Government of the HKSAR and the venue management company.
- v. The costs as listed out in the fee proposal should match with the creative design and plan provided in the technical proposal.
- vi. HKCTA can, at its sole discretion, decide to engage different Companies to provide services for different items as listed in Appendices 6 and 7 and to include or take out any item/project, partially or completely, in the final contract. Interested companies who submit proposals 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 are not awarded to the same Service Provider.
- vii. HKCTA welcome proposals for all three events together, but may, at its sole discretion, award event contracts to different companies.
- viii. Company to include all fees, including design, production and management fees in its fee proposal.
- ix. HKCTA reserves the right to remove items based on its final requirements.
- x. Power requirements are estimated (please see Appendix 9) and subject to change.

10. 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 (excluding the optional items):	30%
Appeal to VIP/Sponsors & General Public	20%
Theme design	20%
Demonstrated capability	20%
Green elements/ Sustainability	10%

The criteria that will be used to assess the **Appeal to VIPs/Sponsors & General Public** will be as follows:

- a) Whether the VIP area and setup provides a sense of privilege, comfort and luxury to VIPs and addresses different needs of sponsors, e.g. for customer engagement/entertaining, VIP recruitment, branding
- b) Whether the venue setup is attractive to the public and can attract more general public to the Tournament Village which is free admission
- 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 design can effectively exhibit the local Hong Kong and tennis theme/elements.
- b) Engage general public with fun-filled games and activities, delivering a spirit of 'festivity' with entertainment and an atmosphere of fun & joy across the various activities within the village
- c) Whether the designs for Tournament Village, VIP areas and Player areas are attractive & appealing to their target guests

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

The criteria that will be used to assess the **Green Elements/Sustainability** will be as follows:

- a) Plan to use sustainable materials and methods where possible including using recycled materials, recycling/reusing materials again and reduction of use of one-off items.
- b) Demonstrating reuse of materials across all three events (please specify and give examples).

11. 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 HKCTA 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 HKCTA a duly signed warranty in the form set out in Appendix 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 HKCTA 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.

12. Expression of Interest

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

13. 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 HKCTA and the Event. This tender document, however, does not commit the HKCTA to award a contract for the goods and/or services offered or to pay any costs incurred in the preparation of the tender application. HKCTA 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 HKCTA to do so. The decision of HKCTA shall be final.

Appendix 1: Expression of Interest (Please attach to the Technical Proposal)

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

supplier of the Hong Kong Tennis Open Series 2024/2025. I confirm that the information given in the submitted proposal documents are true, complete, accurate and not misleading.

Authorised Signature: _____

Print Name: _____

Title: _____

Date: _____

Appendix 2 – Warranty (Please attach to the Technical Proposal)

To: Hong Kong, China Tennis Association 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 Hong Kong Tennis Open Series 2024/2025,
 - i. it has not communicated and will not communicate to any person or entity other than the Hong Kong, China Tennis Association 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, China Tennis Association the Limited shall be entitled to, without compensation to any person or liability on the part of the Hong Kong, China Tennis Association:
 - i. reject the proposal submitted;
 - ii. if the Hong Kong, China Tennis Association Limited has accepted the proposal, withdraw its acceptance of the proposal; and
 - iii. if the Hong Kong, China Tennis Association Limited has entered into the contract with the applicant, terminate the contract.

3. The applicant shall indemnify and keep indemnified the Hong Kong, China Tennis Association 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, China Tennis Association the 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, China Tennis Association the 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.

Authorised Signature & Company Chop: _____

Name of Person Authorised to Sign (in Block Letters): _____

Name of Applicant in English (in Block Letters): _____

Date: _____

Appendix 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 : _____

Appendix 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 on **10 May at 10am at VIP Room, 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:

1. Each Tenderer shall register for five attendees at most.
2. Please return the completed reply slip by email to procurement.hkto@tennishk.org **no later than 8 May 2024.**
3. Please contact Mr. Tom Reed at procurement.hkto@tennishk.org for any enquiry.
4. Soft copy of form can be found [here](#).

Appendix 5: Supplementary information about Tournament Village, VIP Area & Player Areas

Activities @ Public Tournament Village

The key focus for the Tournament Village is to create fun, engaging activities to attract people to visit it that connect with the tennis matches in the stadium. It is important for the villages for the WTA 250 and ATP 250 to have their own distinctive personalities whilst HKCTA also aims to re-use as many materials as possible for the two villages as a green initiative.

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

- **Mini Tennis and Pickleball Courts:** Kids can try out tennis playing in the mini practice court(s) or try their hand at Pickleball. This may even help discovery of their talent to play tennis/pickleball.
- **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 is preferable to have game booths that can entertain not only the kids but also people of all ages.
- **Photography Opportunities 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 the tournaments. It is important to create a clear linkage between the village and the activities in the stadium as they are not directly physically connected.
- **Live Broadcast 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 out and enjoy the matches.
- **Catering Service:** Catering services are currently TBC, but at a minimum there will be a drinks and light food service counter next to the VIP area, subject to the confirmation of catering tender. Additional F&B for the Village may be confirmed later.
- **Official Merchandise Booth:** In other previous events, 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 themes.
- **Workshop zone:** We may hold some handmade workshops such as tennis ball upcycling workshop, face painting workshop, etc. to create memories for visitors.
- **Green Initiatives/Recycling area:** In recent years HKCTA has made a push to enhance the green initiatives and sustainability of the events and invite the public to participate in an engaging way (for ATP 250 2024 the Big Waster Mascot attended the event and there was a dedicated recycling area).

VIP Champions Club, Culinary Room & Player Areas

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

- **Champions Club:** For VIP guests and box ticket holders, hospitality and catering services are served in the Champions Club which features both inside and outside areas. Guests can enjoy a rolling buffet and drinks in a comfortable environment. As practice courts are right next to the Champions Club, VIPs can watch star players practice during day and night times.
- **Culinary Room:** A high-end dining experience, the Culinary Room will feature restaurants and chefs from some of the top establishments in Hong Kong. This year the Culinary Room will be a separate structure and area from the main VIP Champions Club with high-end decoration and finish. Features a show kitchen (provided by sponsor) so patrons can watch the chef in action preparing the meals.
- **Player Lounge and Player Dining:** These are the places for players to relax between matches and practice and be served with catering, respectively. Company should create a relaxed atmosphere with functionality. We have previously set up video games and air hockey for players to play. Company should suggest some mini games/activities in Player Lounge (e.g. pool, table tennis etc).