

21 May 2024

Dear Sir / Madam,

Tender Reference No. HKTOEM/2024/005
Invitation to Tender for the VIP, Player, Media & Public Catering
Services for the 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 VIP, Player, Media & Public Catering Services for the 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 12 June 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 the VIP, Player, Media & Public Catering Services for the Hong Kong Tennis Open Series 2024/2025" (*delete as appropriate*)
 - b. Label with "**Fee Proposal** for the VIP, Player, Media & Public Catering Services for the Hong Kong Tennis Open Series 2024/2025" (*delete as appropriate*)

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 1-8 are included in this tender document, whilst appendices 9 & 10 can be found at:

https://drive.google.com/drive/folders/1RtZN30_52ICzPk4gLB9H2MJemOU7bTLQ

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 cost incurred by you for the preparation of the submission.
8. A food tasting session may be arranged for shortlisted candidates following the closing of this tender. HKCTA will inform the shortlisted tenderers of the details after the tender closes on 12 June 2024.
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 Mr. Tom Reed via email: procurement.hkto@tennishk.org.

Yours sincerely,



Christopher Lai
Chief Executive Officer

Encl.

Tender Reference No. HKTOEM/2024/005
Invitation to Tender for the VIP, Player, Media & Public Catering
Services 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/2024/005

VIP, Player, Media & Public Catering Services for the Hong Kong
Tennis Open Series 2024/2025

Name of Tenderer: _____

Closing Time and Date: 12:00 noon on 12 June 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/2024/005

VIP, Player, Media & Public Catering Services for the Hong Kong
Tennis Open Series 2024/2025

Name of Tenderer: _____

Closing Time and Date: 12:00 noon on 12 June 2024



Tender Documents
for
VIP, Player, Media & Public Catering Services
for the
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

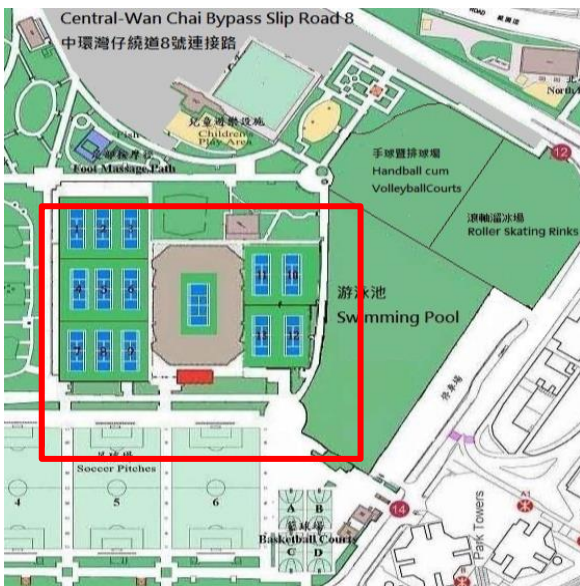
With the goals of furthering tennis development in Hong Kong and offering a pathway for local players, as well as boosting the city’s status as an international events, finance and tourism hub, Hong Kong, China Tennis Association and its subsidiaries (“HKCTA”) will be staging three world-class professional 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**”) (29 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.

HKCTA wishes to engage an experienced catering provider for its three events and invites applicants to submit proposals for either 1) the two WTA events 2) 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 **29 September to 6 October 2024** (final dates to be confirmed) 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 arrangements to be confirmed).

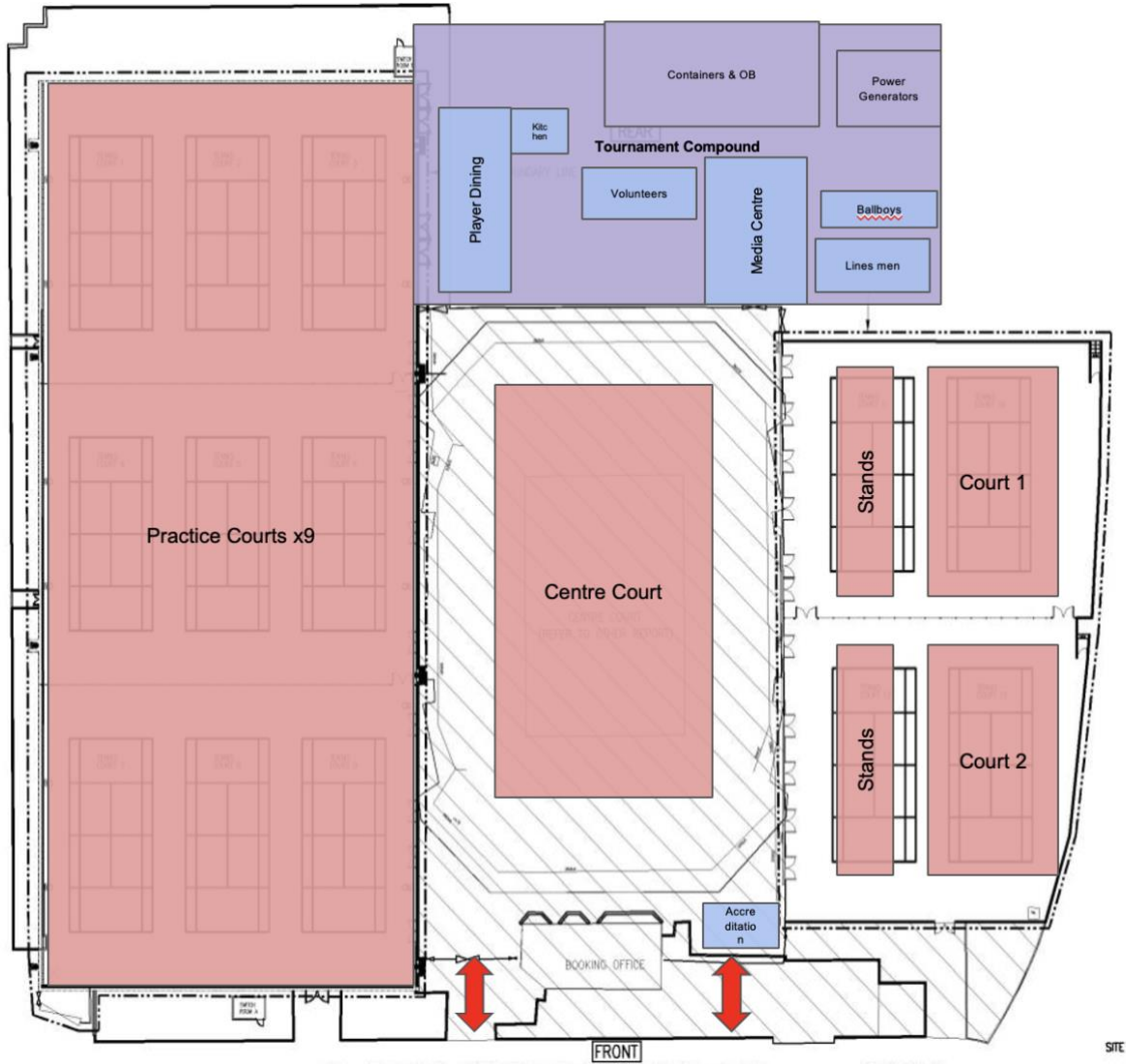
The tournament will have a more simple venue set-up compared to its larger scale sister WTA & ATP 250 events, with no Tournament Village or VIP areas. **There will only be player and media catering for this event (no VIP catering or public catering- subject to change).**

The tentative tournament schedule is as follows:

29 September (Sunday) – 30 September (Monday)	Singles Qualifying (size TBC)
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



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.

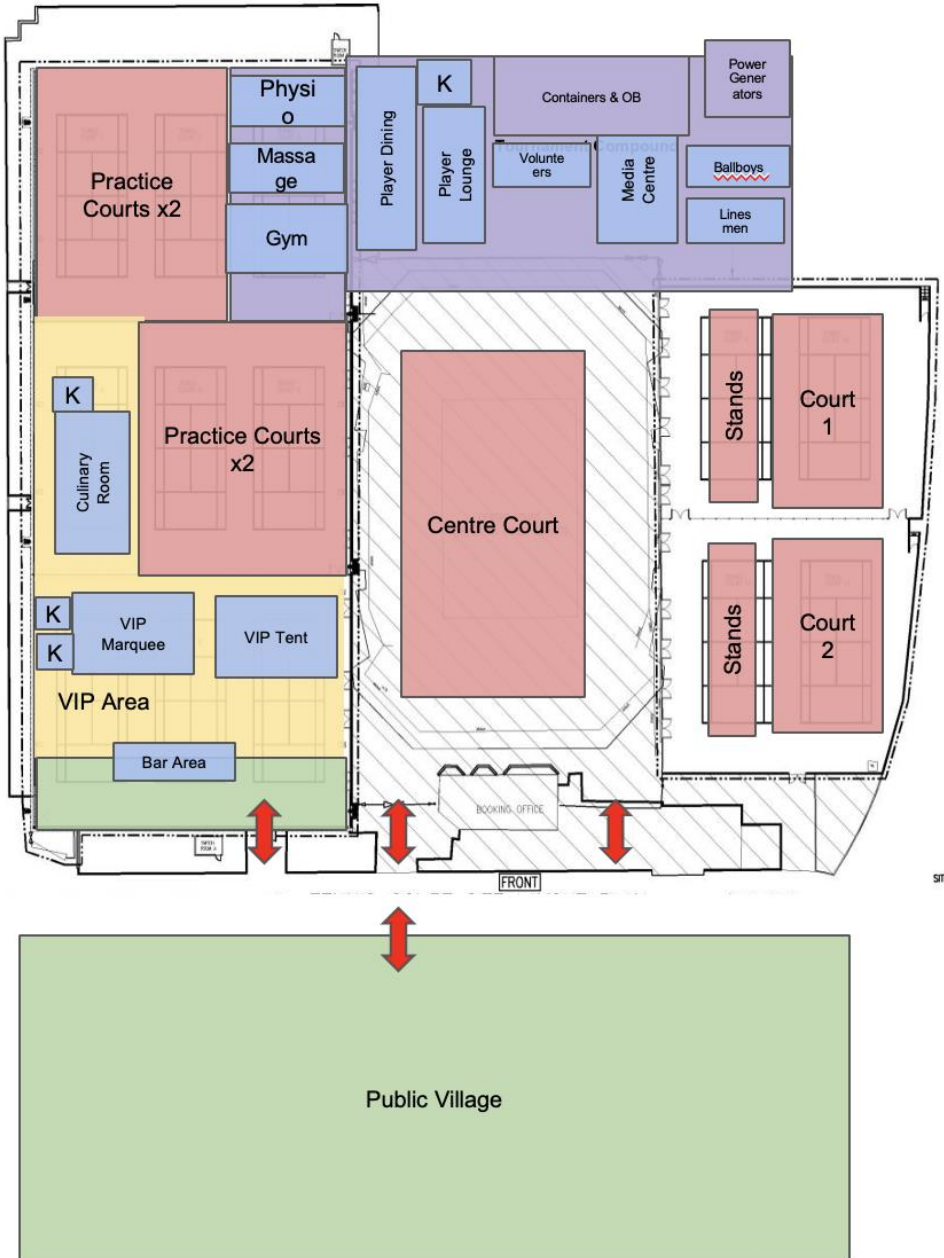
Supported by title sponsor Prudential and the Hong Kong Government, the tournament will be held from **26 October to 3 November 2024** at Victoria Park Tennis Stadium, with the main stadium (3,600 seats) and two additional show courts (minimum 500 seats for Court 1 and approx. 100 seats for Court 2) 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 with paid ticketing from 29 October to 3 November 2024. Matches played on courts 1 & 2 will have free entry during the tournament week (match schedule and ticketing arrangements to be confirmed).

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 as well as showcasing Hong Kong elements.

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 (not part of this tender).

Tentative Venue Floorplan



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.

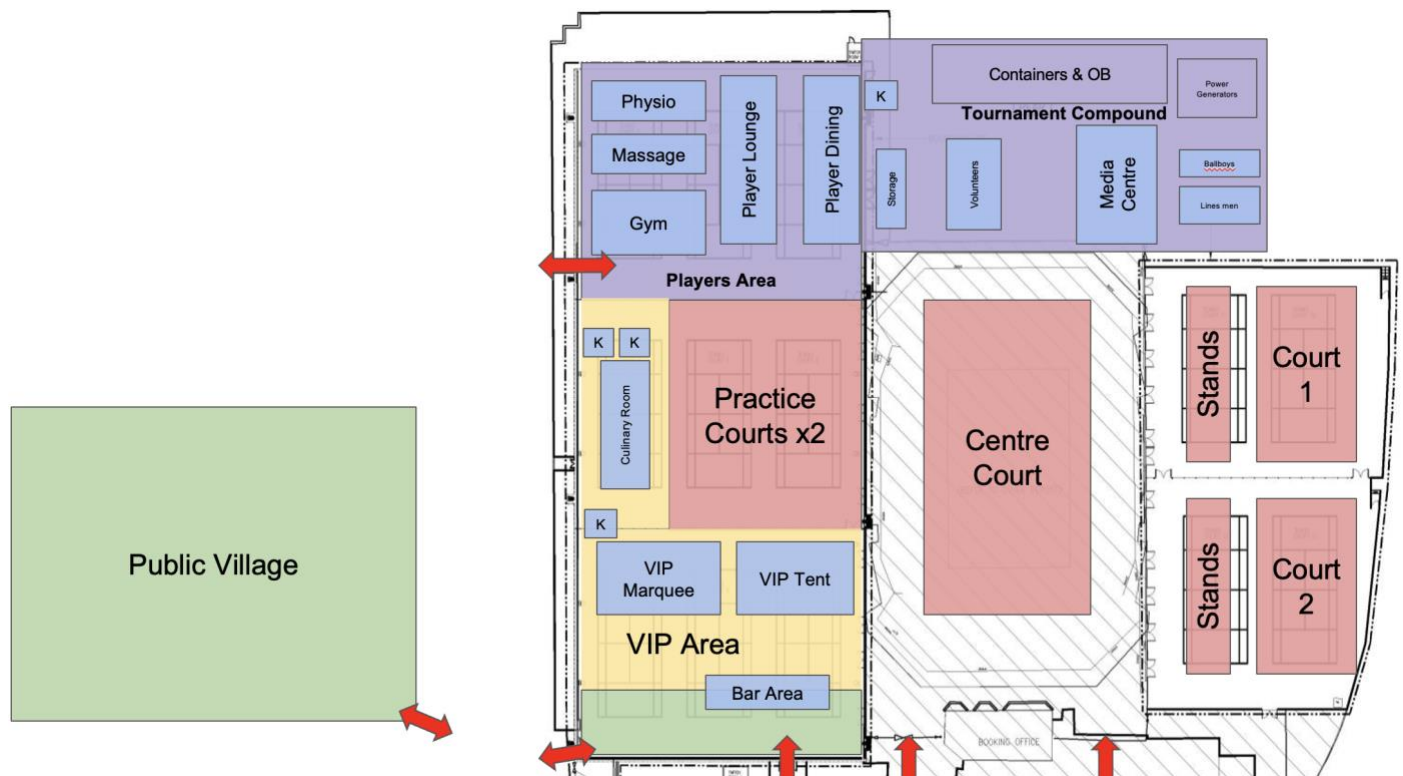
'Festivity' and entertainment with an atmosphere of fun & joy are key components of the Event which wishes to also reach a youth demographic and connect with individuals from the next generation. Additionally, HKCTA and the Tournament wish to connect with the local community and encourage participation 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 (not part of this tender).

Tentative Floorplan



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

3. 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.

4. Target Audience

The key target audience includes the following:

a. Primary targets:

- (i) 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) Corporates for VIP events, client engagement and hospitality.
- (iii) Tourists, in particular those from GBA.

b. Secondary target:

- (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.

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 for the Tournaments.

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 is recommended to provide any testimonials from previous clients as documentary proof of quality service provided to previous clients.
- iii. **Concept/Themes (Technical proposal)** – The Company is expected to propose a concept or theme for the catering services for the Tournament to appeal to VIP guests and the players (can be similar or different themes). The inclusion of tennis themed food and drinks is appreciated, as well as Hong Kong local delicacies for players, VIP guests and the public (in line with our Tournament Village theme which will have a focus on Hong Kong heritage). Please propose at least one signature item for both the WTA 250 and ATP 250 events.

- iv. **Green/ Sustainability Plan (Technical proposal)** – We aim to communicate the Tournaments as healthy, lively and sustainable events that can engage everyone in the city. As a healthy and sustainability focused event, HKCTA would also like to employ certain eco-friendly measures, e.g. use of reusable utensils & plates, reduction of food waste, reduction of one-off materials/plastics and use of recycled materials where possible.
- v. **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 public side of the bar counter in the Champion Club). For example hot dogs, pizza, dim sum/fish balls, satay, dumplings, chicken wings, sandwiches/wraps, popcorn, ice cream, cookies, crisps/chips etc (Company to propose list).
- vi. **Details of Kitchen Equipment, Utensils and Manpower (Technical proposal)** – the Company should provide, at least, the following detailed listing to illustrate the resources to be deployed:
- a. List of Kitchen Equipment with any specific requirements needed from HKCTA e.g. no. of electricity sockets, water supply, etc.
 - b. List of Utensils and tableware to be provided as mentioned in Section 8 (iii)
 - c. No. of onsite staff (and their functions)
- vii. **Price (in Fee Proposal)** - clear breakdown on the cost of services with the following table format. Please note that the **maximum amount of per-head budget of this contract based on the quantity listed in Appendix 4 to Appendix 6 should NOT exceed the below:**
- a. **VIP guests:** \$400 per head per day
 - b. **Players' Dining:** HK\$420 per head per meal (lunch or dinner)
 - c. **Media:** HK\$175 per head per day

WTA 125

Services	Unit costs per head	Sub- Total	Total
1.Players' Dining			
2. Media			
3. Other charges (please specify)			

WTA 250

Services	Unit costs per head	Sub- Total	Total
1.VIP Guests			
2. Players' Dining			
3. Media			
4.Other charges (please specify)			

ATP 250

Services	Unit costs per head	Sub- Total	Total
1.VIP Guests			
2. Players' Dining			
3. Media			
4.Other charges (please specify)			

viii.

- ix. **Order Adjustment Terms (in Fee Proposal)**– as mentioned in Section 8 (vii) below, HKCTA 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)
- x. **Public Food and Beverage Sales (in Fee Proposal):**
- As a profit-making endeavour, the Company is required to propose a fee to pay to HKCTA for the right to sell food and beverage to the public (at the public bar in stadium area) in the Fee Proposal (either for WTA 250 OR ATP 250 OR both events).
 - For the food and beverages to be sold to the ticket holders, Company is also required to advise the cost of each food and drink item in the Fee Proposal for reference.
 - Company will have sole right to sell F&B to public in stadium area, but HKCTA reserves the right to engage other F&B providers in the Tournament Village.
 - For those categories for which the Tournaments have drinks sponsors, the Company will be required to sell drinks from these sponsored brands.

7. Scope

- i. The Company or Companies will be required to provide the following services for the tournament and HKCTA will bear the costs of the catering services for:
 - a. VIP Guests – the scope set for VIP Guests is outlined in Appendix 4
 - b. Players – the scope for Players is outlined in Appendix 5
 - c. Media – the scope for Media is outlined in Appendix 6
- ii. Company will provide a public catering service with beverages and food for public sale.

8. Requirements For VIP guests, Players, Media and Public Catering

- i. 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 on-site customer facing service staff have a good command of English and Cantonese.
- ii. 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.
- iii. Company to implement and follow the ‘green’ and sustainable concept adopted by the Tournaments. All food and drinks sold to the public should be served with eco-friendly tableware and minimise use of single-use items. Company should also implement procedures to limit food waste across all areas of the tournament and use recyclable materials where possible. All costs shall be borne by the Company. **Please outline your sustainability plan in the Technical Proposal.** Please note that HKCTA is in talks with a food rescue organisation for collection of unused food and if such an organisation is engaged, the appointed caterer(s) would be required to work with this organisation during the event.
- iv. For public catering, the Company must provide a minimum of five POS systems and lines with sufficient staff to handle demand at busy times (especially weekends (Fri to Sun) and during match breaks).
- v. For VIP Guest Catering (both Dining and Bar area) and Players Dining, the Company must provide sufficient staff to handle demands to avoid queues at busy times.
- vi. Deliver all food to the highest standard and on time.
- vii. The Company must provide sufficient servings of food at the buffet stations (particularly items served at the carving station) in both the VIP Dining and Players Dining section.
- viii. 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)
- ix. 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, for example, two (2) weeks from the commencement of the Tournament.
- x. Companies may submit a proposal individually for: 1) Players and Media OR 2) VIP Guests OR 3)

Public Catering OR all three parts together.

- xi. Companies may submit proposals for either 1) the two WTA events OR 2) the ATP 250 event OR all events together as one package proposal (preferred).
- xii. HKCTA 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 water, milk/dairy products, isotonic drinks, soft-drinks, alcoholic drinks, etc. Depending on in-kind values, HKCTA 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 platforms, advertisement in souvenir programme, etc.
 - 2. “Exclusive” beverages for the whole Tournament, including requiring other F&B kiosks in public area of the Tournament Village (TBC) 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.

HKCTA can, at its sole discretion, decide to accept any such proposal, partially or completely, in the final contract. Standard sponsorship packages information will be provided upon written request via email: procurement.hkto@tennishk.org.

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:	20%
Concept/Themes	20%
Demonstrated capability	20%
Food Quality	30%
Green/Sustainability Plan	10%

- 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 and includes creative elements e.g. tennis themed food and drinks
 - b) Whether the concept/theme strongly promotes the Tournaments as healthy and lifestyle focused events
- 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
- III. For the assessment of Food Quality, a food tasting panel may conduct a food tasting session as mentioned in page 2 of this tender document.
- IV. The criteria that will be used to assess the Green/Sustainability Plan will be as follows:
 - a) Plan to:
 - Use eco friendly/sustainable materials, equipment and methods;
 - Reduce food waste;
 - Using recycled materials and recycling/reusing materials again where possible;
 - Reduce use of one-off items.

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 HKCTA and 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, 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.

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 HKCTA and the Event. This tender document, however, does not commit the HKCTA 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. 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 the HKCTA shall be final.



APPENDIX 1: Expression of Interest

_____ 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 documents and the proposal to be submitted are true, complete, accurate and not misleading.

Signed: _____

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 the Catering Services 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 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, China Tennis Association Limited shall be entitled to, without compensation to any person or liability on the part of the Hong Kong, China Tennis Association Limited:
 - i. reject the proposal submitted;
 - ii. if 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 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 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 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 Authorised to Sign (in Block Letters): _____

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

Date: _____

APPENDIX 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 : _____

APPENDIX 4: Scope for VIP Guests Catering Service

I. Overall requirements:

Company shall provide the following services to VIP Guests,

A. VIP Guests

- i) Buffet style of food includes carving station, noodle/pasta station, dim sum, hot dishes, cold dishes, finger foods and desserts. Other stations could include dim sum station, burger/hot dog station etc (Company to suggest). There should be one buffet line inside the VIP marquee and one in the outdoor covered tent.
- ii) **Non-stop** beverages throughout the opening hours of VIP bar (including beer, wine, spirits, soft drinks, water etc). It is expected the Company shall have staff serving beverages and finger foods/canapes in the VIP areas.
- iii) **Non-stop juice and smoothie bar for VIP guests throughout the opening hours of VIP areas**
- iv) Barista grade automatic coffee machine and tea making services (2 coffee machines to be provided)
- v) Company should include some vegetarian options and be ready to serve additional vegetarian food upon request on ad hoc basis.
- vi) **A minimum 3-day menu rotation** should be employed to ensure a variety of items for guests.

B. OPTIONAL ITEM:

- i) Additional staff to serve all food from buffet lines to guests (not self-service) (both inside marquee and outside tent). Please quote an additional price for this item.

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:

(a) WTA 250

Date	Operating Hours	Estimated no. of VIP Guests
Mon 28 October	1pm-10pm	232
Tues 29 October	1pm-10pm	232
Wed 30 October	1pm-10pm	232
Thurs 31 October	1pm-10pm	490
Fri 1 November	1pm-10pm	490
Sat 2 November	1pm-8.30pm	490
Sun 3 November	1pm-7:30pm	490

(b) ATP 250

Date	Operating Hours	Estimated no. of VIP Guests
Mon 30 December	1pm-10pm	320
Tues 31 December	1pm-10pm	320
Wed 1 January	1pm-10pm	320
Thurs 2 January	1pm-10pm	550
Fri 3 January	12pm-10pm	550
Sat 4 January	12pm-8.30pm	550
Sun 5 January	12pm-7:30pm	550

Notes:

- **A minimum 3-day menu rotation** should be employed to ensure a variety of items for guests.
- The no. of VIP guests for Thur to Sun may be up to a maximum of 600 pax.
- Reusable cutlery, plates and tableware should be used.

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 (Courts 7-9)

*Note: at the time of this tender, HKCTA is still in the tendering process for the venue setup contractor for the Events

NB: Please note all dining timings are subject to change depending on the final match schedule plan.

APPENDIX 5: Scope for Players Catering Services

I. Overall requirements:

The Company shall provide a rolling buffet for players and their guests in the Players' Dining Marquee throughout the days of the Tournament. The menus shall be agreed with HKCTA and meet WTA and ATP requirements and subject to WTA/ATP approval. The Company shall read through the information extracted from the WTA and ATP rulebooks (Appendix 7 and Appendix 8 below) as well as the WTA Performance Food Standards Brochure (Appendix 9) & ATP Standards Nutrition Hydration (Appendix 10) [here](#) to make sure the proposed menu and services meet with all requirements from WTA and ATP.

II. Players Marquee Services Hours, Estimated Numbers:

(a) WTA 125

Date	Lunch (estimated number)	Dinner (estimated number)
Sat 28 September	12nn-3pm (50)*	
Sun 29 September	12nn-3pm (85)**	
Mon 28 October	12nn-3pm (85)	6pm-9pm (45)
Tues 29 October	12nn-3pm (85)	6pm-9pm (50)
Wed 30 October	12nn-3pm (75)	6pm-9pm (40)
Thurs 31 October	12nn-3pm (55)	6pm-9pm (35)
Fri 1 November	12nn-3pm (45)	6pm-9pm (30)
Sat 2 November	12nn-3pm (25)	6pm-9pm (25)
Sun 3 November	12nn-3pm (25)	5.30pm-8.30pm (20)

*Sandwiches, light finger foods and fruit platter to be served for lunch only on Saturday 28th September.
Please propose lower per head cost for this day.

**Note pasta/fried rice station to remain open until 1 hour after the start of the final match of the day (after lunch service has ended).

Please note:

- **Starting from 29 September, pasta/fried rice station (as well as breads, bakery selection, yoghurts and whole fruits, crackers, nuts & dried 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.**

(b) WTA 250

Date	Lunch (estimated number)	Dinner (estimated number)
Fri 25 October	12nn-3pm (50)	
Sat 26 October	12nn-3pm (115)	6pm-9pm (35)
Sun 27 October	12nn-3pm (115)	
Mon 28 October	12nn-3pm (115)	6pm-9pm (65)
Tues 29 October	12nn-3pm (110)	6pm-9pm (70)
Wed 30 October	12nn-3pm (100)	6pm-9pm (55)
Thurs 31 October	12nn-3pm (70)	6pm-9pm (45)
Fri 1 November	12nn-3pm (55)	6pm-9pm (35)
Sat 2 November	12nn-3pm (35)	6pm-9pm (30)
Sun 3 November	12nn-3pm (30)	5.30pm-8.30pm (20)

Please note:

- **Starting from 26 October, pasta/fried rice station (as well as breads, bakery selection, yoghurts and whole fruits, crackers, nuts & dried 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.**

(c) ATP 250

Date	Lunch (estimated number)	Dinner (estimated number)
Thur 26 December	Sandwiches only (60 pieces)*	
Fri 27 December	12nn-3pm (60)** (Pasta station only)	
Sat 28 December	12nn-3pm (80)	
Sun 29 December	12nn-3pm (115)***	
Mon 30 December	12nn-3pm (115)	6pm-9pm (70)
Tues 31 December	12nn-3pm (110)	6pm-9pm (80)
Wed 1 January	12nn-3pm (100)	6pm-9pm (60)
Thurs 2 January	12nn-3pm (70)	6pm-9pm (45)
Fri 3 January	12nn-3pm (55)	6pm-9pm (40)
Sat 4 January	12nn-3pm (35)	6pm-9pm (30)
Sun 5 January	12nn-3pm (30)	5.30pm-8.30pm (20)

*Please provide a selection of substantial pre-made sandwiches only on Thur 26 December. Please propose separate cost.

**Pasta/fried rice station only on Fri 27 December lunch. Please propose reduced cost per head for this day.

***Note pasta/fried rice station to remain open until 1 hour after the start of the final match of the day (after lunch service has ended).

Please note:

- **Starting from 29 December, pasta/fried rice station (as well as breads, bakery selection, yoghurts and whole fruits, crackers, nuts & dried 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.

III. Menu Requirements

a. Lunch and Dinner should include*:

- Pasta station/fried rice station with at least 3 types of pasta (1 gluten free) and at least 3 types of sauce- tomato, pesto, bolognaise, cream. Cooked to order. Including condiments such as Bacon, Shredded chicken breast, Ham, Flaked Tuna Fish, Bell Pepper, Cherry Tomatoes, Broccoli, Cauliflower, Olives, Green Peas, Mushroom. *Guest to choose pasta or fried rice (can use same condiments for both).*
- Steamed Rice (as a side and used in the fried rice station above)
- Assorted multi-grain breads & rolls (including gluten free bread) and onsite baked bakery selection (e.g. croissant, Danish, sausage roll etc).
- 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 (beef or other red meat e.g. BBQ pork/ pork loin/ roast ham)
- Vegetarian protein option (e.g. tofu, legumes)
- Gluten free sauces on side (not included in dishes) and international condiments
- Broth based soup (e.g., minestrone, chicken noodle, vegetable etc).
- Potatoes (white and sweet potato- baked)
- Dim sum
- Desserts and fresh fruit platter (with fresh cut fruit preferred)
- Whole fresh fruits (incl bananas) and yoghurts
- Crackers, nuts, dried fruit
- Barista grade automatic coffee machine and Tea/hot chocolate/100% fruit juice
- Fresh smoothie and fresh juice bar (made from cut fruit onsite)
- Fresh pizza station (preferred)- made to order
- Asian soup noodle station (preferred) -made to order

*The Company is welcome/encouraged to suggest other dishes (e.g other local dishes, sushi)

Notes:

- **A 3-day meal rotation for both lunch and dinner should be designed for the Player Dining Marquee to ensure a variety of offerings (rotating menu for lunch is different from dinner).**
- 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.
- Barista grade automatic coffee machine and tea to be provided in the Player Dining 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, nut milk and non-fat milk to be included.
- **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 HKCTA, HKCTA 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.
- Seasonings should be light; offer extra salt, pepper, garlic, mustard, mayonnaise etc. on the side.
- 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.
- 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 should be served for WTA 125 and WTA 250 (may be sponsored-TBC).
- 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 as required.

IV. Location for Catering Service*:

Caterers Marquees	Service Marquee	Location of Service Marquee
Located in Tai Chi Garden	Player Dining Marquee	Tai Chi Garden (WTA 125 & 250) Tennis Courts 1-3 (ATP 250)

*Note: at the time of this tender, HKCTA is still in the tendering process for the venue setup contractor for the Events.

NB: Please note all dining timings are subject to change depending on the final match schedule plan.

APPENDIX 6: 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 Service Hours, Estimated Numbers:

(a) WTA 125

Date	Snacks (expected numbers)	Dinner on all other days (expected number)
Mon 30 Sep	2pm – 6pm (35)	6pm-9pm (35)
Tues 1 Oct	2pm – 6pm (30)	6pm-9pm (30)
Wed 2 Oct	2pm – 6pm (30)	6pm-9pm (30)
Thur 3 Oct	2pm – 6pm (30)	6pm-9pm (30)
Fri 4 Oct	2pm – 6pm (35)	6pm-9pm (35)
Sat 5 Oct	2pm – 6pm (40)	6pm-9pm (40)
Sun 6 Oct	2pm – 6pm (45)	6pm-9pm (45)

(b) WTA 250

Date	Snacks (expected numbers)	Dinner on all other days (expected number)
Mon 28 Oct	2pm – 6pm (50)	6pm-9pm (45)
Tues 29 Oct	2pm – 6pm (40)	6pm-9pm (45)
Wed 30 Oct	2pm – 6pm (45)	6pm-9pm (45)
Thur 31 Oct	2pm – 6pm (45)	6pm-9pm (45)
Fri 1 Nov	2pm – 6pm (50)	6pm-9pm (50)
Sat 2 Nov	2pm – 6pm (60)	6pm-9pm (60)
Sun 3 Nov	2pm – 6pm (65)	6pm-9pm (65)

(c) ATP 250

Date	Snacks (expected numbers)	Dinner on all other days (expected number)
Mon 30 December	2pm – 6pm (50)	6pm-9pm (45)
Tues 31 December	2pm – 6pm (40)	6pm-9pm (45)
Wed 1 January	2pm – 6pm (45)	6pm-9pm (45)
Thurs 2 January	2pm – 6pm (45)	6pm-9pm (45)
Fri 3 January	1pm – 6pm (50)	6pm-9pm (50)
Sat 4 January	1pm – 6pm (60)	6pm-9pm (60)
Sun 5 January	1pm – 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 HKCTA will inform the Company once confirmed.

III. Menu Requirements

a. Snacks should include:

- Tea/coffee (coffee machine to be provided)
- Light finger foods
- 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, HKCTA is still in the tendering process for the venue setup contractor for the event in 2024.

NB: Please note all dining timings are subject to change depending on the final match schedule plan.

APPENDIX 7: Player Food Guidelines/Recommendations extracted from WTA rulebook 2024

12. Food and Beverage Service

Each Tournament must provide complimentary food and drinks beginning one (1) hour before the start of the first scheduled match until one (1) hour after the start of the last match, for WTA staff and for all players (Main Draw and Qualifying) plus a minimum of one (1) guest per player from the first day of Qualifying until the player is eliminated. The Tournament shall assure that food and drinks are available on-site on the day before the start of Qualifying. If the Tournament hosts a night session, it is acceptable to provide complimentary food only to players scheduled for that night, as well as players involved in delayed day session matches, and to WTA staff.

a. Food Storage, Service, and Preparation

- i. All food and beverages must be prepared, stored, maintained, and served in accordance with local health regulations.
- ii. Low-fat cooking methods should be used (baked, broiled, roasted, with no added butter or oil).
- iii. Seasonings should be light; offer extra salt, pepper, garlic, etc. on the side.

b. Supplements

No nutritional or dietary supplements may be provided to players in any form (e.g. food, drink, tablets, powder), including common products such as vitamins, minerals, amino acids, medicinal herbs, hemp and poppy seeds or similar substances.

Drinks and bars which present a high risk under the TADP must be subject to a suitable quality assurance program (e.g., Informed Sport; NSF Certified for Sport, HASTA).

c. Water and Electrolyte Replacement Drinks

Bottled, non-carbonated water and WTA-approved carbohydrate-electrolyte replacement drinks in individual-use sealed containers must be provided at all times in the player restaurant, Locker Room, private, medical treatment area, Players' Lounge, and on the practice and match courts unless otherwise approved by WTA.

d. Daily Meal Planning

- i. When providing meals, a variety of quality, international cuisine and seasonal food choices are preferred on a daily basis.
- ii. In addition to daily meals, performance snacks (e.g., fruits, breads, pretzels, low-fat snack bars, cheeses, yogurts, crackers, nuts, and dried fruit) should be provided throughout the day and evening in the player restaurant and Players' Lounge.
- iii. Mineral water, a variety of 100% fruit juices, chocolate milk (1%, low fat, or skim) and chocolate soy milk, and a selection of coffees, teas, hot chocolate, and soft drinks (decaffeinated, preferred) should also be available in the player restaurant and Players' Lounge.
- iv. If morning practices and matches are played, breakfast items also should be available (e.g., cold cereals, bagels, breads, yogurt, and fruit).
- v. Suggested lunch and dinner menus should include the following selections:
 - (a) Three (3) carbohydrate selections (one (1) rice option, one (1) potato option, and one (1) pasta option); and
 - (b) Three (3) protein selections (one (1) red meat option, one (1) white meat option, and one (1) meatless option). (See sub-Sections 10.e.i and ii - Recommended Food Groups – Carbohydrates and Proteins below)
- vi. Practice hours and match schedule will determine when meals and/or performance snacks are served. Allow for one (1) hour before the start of the first scheduled match and up to one (1)

hour after the start of the last match. Limited meal times, outside of this schedule require the pre-approval of the Supervisor, and, in such instances, the Tournament must arrange for alternate on-site player and staff meals until the player restaurant reopens.

e. Recommended Food Groups

The following is a list of recommended food groups:

i. Carbohydrates (60% of total calorie intake)

(a) Breads and Cereals

Assorted wheat breads, rolls, and gluten free bread; oatmeal or porridge; bagels; crackers; low-sugar cereals; muesli; pasta and gluten free pasta; baked (white and sweet) potatoes; barley, quinoa, couscous, and rice.

(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 a variety of dressings on the side.

ii. Proteins (15% of total calorie intake)

(a) Meat and Alternatives

Chicken (white meat); turkey (white meat); beef and lamb (red meat); fish (assorted variety); eggs; legumes; nuts; and tofu.

(b) Dairy Products and Alternatives

Soft and hard cheeses; low-fat cottage cheese; low-fat plain and fruit-flavored yogurt; low-fat milk and soy milk.

iii. Fats and Oils (25% of total calorie intake)

Limit intake of fats and oils high in saturated and/or trans fatty acids.

iv. Miscellaneous

(a) A selection of international condiments (e.g., jam, honey,

peanut butter, vegemite, salsa, ketchup, curry sauce, soy sauce, and sweet chili sauce).

- (b) Low-fat soups (e.g., minestrone, chicken noodle, vegetable).
- (c) All sauces and dressings should be served on the side.
- (d) Low-fat dessert options, such as fruit breads, muffins, and crumbles.

APPENDIX 8: Player Food Guidelines/Recommendations extracted from ATP rulebook 2024

X. EXHIBITS

EXHIBIT Q - Player Food Service

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

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

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, tofu or other vegetarian protein option).

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 Medical Services Department for menu recommendations and/or review.