

Invitation to tender:
Official Apparel
for FIVB Volleyball Nations League – HK 2018

Issued by:



香港排球總會
Volleyball Association of
Hong Kong, China

A. Introduction:

FIVB Volleyball Nations League – Hong Kong (VNLHK) is a new international sport event that will attract over 30,000 spectators and millions TV audience in Hong Kong and mainland China. The participation of China Women's Volleyball National Team and other national teams arrests a lot of local and overseas media and results in plenty of news report. The tournament will be held from 29 – 31 May (Tuesday to Thursday) at Hong Kong Coliseum with the participating national teams of Argentina, China, Italy and Japan.

B. Objective:

Volleyball Association of Hong Kong, China (VBAHK) would like to invite qualified suppliers to respond to this tender invitation for the official apparel for the VNLHK 2018. This tender invitation sets out the requirements and the selection criteria to be used in the evaluation and provides information regarding how the tender process will be managed.

C. Service Overview:

Supply of sports apparel for period of VNLHK 2018 event including items listed below

1. Sponsorship Fee Offers sought
2. Apparel Items including design and supply

2.1 Supply Quantity

	Organizing Committee	VIP/ Group Supervisor	Referee	Flag bearer*	VIS official	Helpers (Court, Liaison, General, VIS, Court Control)	Sub-Total
Track Suit- Windbreaker Jacket	60pcs	40pcs					100 pcs
Track Suit- Windbreaker Pant	60pcs	40pcs					100 pcs
Polo T-shirt (A)			100pcs				100 pcs
Polo T-shirt (B)	120pcs	60pcs					180 pcs
Round neck T-shirt (apply different colors to diversify 5 working groups)						650pcs	650 pcs
Pants (Blue)			60pcs		50pcs		110 pcs
Shorts			100pcs				100 pcs
Special Designed Suit (shirt & pants)*				20sets*			20 sets

* Face to the TV Live Camera

D. Sponsor Entitlements

1. Logo on LED Panel: Logo to be shown on half session of LED panel placed in the arena at event. Duration: 15 second per time, loop every 6-8 minutes during the match. (only applicable for full sponsorship of apparels)
2. Logo: Sponsor Logo will appear on event poster, event banner, event backdrop, event print advertisement, souvenir programme, official website, press releases and press room backdrop.
3. Right to provide apparels to event ambassadors during press conference and other official event functions.
4. Tickets: The Sponsor shall receive FOUR (4) complimentary VIP tickets, TEN (10) first class tickets and TEN (10) second class tickets each day (Total 72pcs of tickets).
5. For additional cash sponsorship of \$70,000 or above, an ad-hoc PR activity is negotiable.
6. Functions: The Sponsor shall be invited to attend all official functions including press conference and team welcoming dinner (2 seats).
7. Souvenir Programme: One full page colour advertisement.
8. Promotions: The Sponsor has the right to use the event official poster to print promotional collaterals and the right to conduct promotional activities before the event (subject to the written approval). Those collaterals and activities should bear the full name of the event.
9. Premiums: Right to use official event logo in the production and distribution of premiums at Hong Kong Coliseum during the event. The design should be agreed by VBAHK and LCSD one month in advanced and may induce fees charged by the venue.
10. Acknowledgement: Throughout the event The Sponsor's brand will be acknowledged by emcee.

E. Timetable:

Issue of tender documents	10 November 2017
Tender return deadline	8 December 2017, 17:00
Award & commencement of contract	on or before 31 January, 2018
Design, materials & quantity confirmation	by 2 April 2018
Delivery of Goods	24 May 2018, Hong Kong Coliseum

F. Required components of tender

1. Specifications

- Fabric specification for individual garments (weight, name, composition)
- Production method to be used for individual garments
- Proposed art work for 1 x Polo shirt, 1 x Pant, 1 x Track Suit
- Physical samples of track suit & polo & pant / short, either ready to wear sample or fabric

2. Previous Experience

- List any relevant experience your company has had in supplying to sporting events.
- List any relevant experience your company has had in retailing merchandise at sporting events.

3. Key Benefits and Additional Services

- List any key benefits and / or additional services you can provide before / during / after event.
- List any promotion opportunities that you can offer before / during / after event.

4. Offer

- Should your offer vary from the included request, please detail your offer in this section.
- Should you could offer other products such as sport shoes, please state in this section.

G. Selection Criteria (Listed in no particular order)

1. The possibility of full sponsorship of apparel production.
2. The possibility of cash sponsorship in addition to the full sponsorship of apparel production.
3. The quality of materials and finished product.
4. The capacity of production and service.

Tender Submission:

The tender shall be valid for at least 6 months from the date of the tender.

Please submit the duly completed and signed tender in a **sealed envelope** marked conspicuously **“Confidential - Tender Document for Official Apparel for FIVB Volleyball Nations League – Hong Kong 2018”** and send to the tender box at Room 1007, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong **on or before 8 December 2017, 17:00**. **EMAIL submission is not accepted.**

LATE SUBMISSION OR EMAIL WILL NOT BE CONSIDERED.

Tender Response - required actions:

Volleyball Association of HK, China

Mr. Ronson CHAN – Sports Executive

Tel: 2771 0688

Email: ronsonc@vbahk.org.hk

Warning Clauses:

1. *The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of Volleyball Association of Hong Kong, China Limited, the “Association”. The tenderer is also prohibited from colluding with other bidders in this tendering exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer’s liability for such breach or non-compliance, invalidate his tender.*
2. *If the supplier/contractor or any employee or agent of the supplier/contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, the Association may terminate the contract without entitling the supplier/contractor to any compensation therefore, and the supplier/contractor shall be liable for all losses and expenses necessarily incurred by the Association as the result of such termination of the contract.*

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