



中國香港單車總會有限公司
THE CYCLING ASSOCIATION OF HONG KONG, CHINA LIMITED
(company limited by guarantee)

AFFILIATED TO:
UNION CYCLISTE INTERNATIONALE
ASIAN CYCLING CONFEDERATION
SPORTS FEDERATION & OLYMPIC COMMITTEE
OF HONG KONG, CHINA

附屬成員:
世界單車聯盟
亞洲單車總會
中國香港體育協會暨奧林匹克委員會

Date: 15 May 2019

Quotation Invitation Code: TCWC2019/20_001

**Invitation to submit quotation for website design, development and maintenance
for 2019-2020 UCI Track Cycling World Cup Hong Kong, China**

Background

The Cycling Association of Hong Kong, China Limited (CAHK) is going to stage 2019-2020 UCI Track Cycling World Cup Hong Kong, China at the Hong Kong Velodrome in Tseung Kwan O from 29 November – 1 December 2019 (Friday to Sunday). 300 world-class elite riders from 37 countries and regions.

We are currently looking for a website design and development agency (thereafter “the Agency”) to design, develop and maintain an official website for the World Cup. You are invited to submit a proposal according to the following information.

Scope of Services

The Organizing Committee is responsible for the overall event management. The Agency will be responsible for the followings, subject to the final decision and supervision of the Organizing Committee.

1. The Agency will revamp existing website and develop and produce responsive and dynamic layout design (desktop, mobile and tablet)
<http://www.ucitrackworldcup.hk>
2. The Agency will be responsible for static pages production
3. The web hosting, webserver configuration and DNS update may need to be arranged by the Agency.
4. The website design should include but not limited to countdown clock, dynamic information feeds, web site architecture and navigation, responsive web design content as well as website graphic design. The copyright of website design shall belong to the CAHK.
5. Website setup is expected to be completed and rolled out 1 months after the award of this service contract.
6. The Agency will responsible for the backend integration, including virtual host setting for webserver, deploy / migrate website to designated web server which may be provided by CAHK.

Room 1015, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
香港銅鑼灣掃桿埔大球場徑1號奧運大樓1015室

Tel 電話: (852) 2504 8176 Fax 傳真: (852) 2834 3715 Email 電郵: info@cycling.org.hk Website 網頁: www.cycling.org.hk



中國香港單車總會有限公司
THE CYCLING ASSOCIATION OF HONG KONG, CHINA LIMITED
(company limited by guarantee)

AFFILIATED TO:
UNION CYCLISTE INTERNATIONALE
ASIAN CYCLING CONFEDERATION
SPORTS FEDERATION & OLYMPIC COMMITTEE
OF HONG KONG, CHINA

附屬成員:
世界單車聯盟
亞洲單車總會
中國香港體育協會暨奧林匹克委員會

7. Apart from text, photos and video, the website should also have the functions of uploading PDF files, hyperlinks to social media and ticketing agency;
8. Space for advertising banners on the website is required;
9. Agency will be responsible to provide data input/ updates services (estimated 40 times after launch of website to December 2019) including but not limited to text, photos, video, hyperlink and logos

Payment term

The service fee is a lump sum fixed fee. 10% of service fee will be paid at the time of the award, 20% at the time of website roll out, and the balance of 70% at the time of completion of UAT test which is satisfied by the Organizing Committee.

General Conditions

If certain additional services/ supplies of small nature are required for the event, the Organizing Committee can ask the successful bidder to undertake such work/ provide services or make supplies at the prices/rates of this tender.

Notwithstanding that a term of this Tender Invitation purports to confer a benefit on any person who is not a party to this Tender Invitation, a person who is not a party to this Tender Invitation shall have no rights under the Contracts (Rights of Third Parties) Ordinance (Cap. 623) to enforce or enjoy the benefit of any provision of this Tender Invitation.

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 the Organizing Committee. 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.

If the Agency or any employee or agent of the Agency shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, the Organizing Committee may terminate the contract without entitling the Agency to any compensation therefore, and the Agency shall be liable for all losses and expenses necessarily incurred by the Organizing Committee as the result of such termination of the contract.



中國香港單車總會有限公司
THE CYCLING ASSOCIATION OF HONG KONG, CHINA LIMITED
(company limited by guarantee)

AFFILIATED TO:
UNION CYCLISTE INTERNATIONALE
ASIAN CYCLING CONFEDERATION
SPORTS FEDERATION & OLYMPIC COMMITTEE
OF HONG KONG, CHINA

附屬成員:
世界單車聯盟
亞洲單車總會
中國香港體育協會暨奧林匹克委員會

Along with your quotation, interested companies please also provide your **(1) Business Registration Certificate copy, (2) track record of the services, (3) company profile, (4) proposed fixed fee with cost breakdown including number of labour hours and hourly rate, (5) proposed staff to be involved in the project and (4) other information which is considered relevant.**

Please submit your proposal to quotation@cyclimg.org.hk, with the subject of “Quotation for website design, development and maintenance for 2019/20 UCI Track Cycling World Cup Hong Kong” by 17:00, 29 May 2019. For enquiries, please contact Ms. Elise Wong at 9307 6654.

Late submissions will not be considered.

Best regards,

Alex Wong
Executive Director