



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:
國際單車聯盟
亞洲單車總會
中國香港體育協會暨奧林匹克委員會

Date: 10 November 2023

Tender Invitation Code: TCNC2024_003

Invitation to submit tender for provision of design, printing and production of marketing and promotion materials for 2024 Tissot UCI Track Nations Cup Hong Kong, China

Background

The Cycling Association of Hong Kong, China Limited (“CAHK”) will host the 2024 Tissot UCI Track Nations Cup Hong Kong, China (“Nations Cup”) from 15 – 17 March 2024 (Friday to Sunday) at the Hong Kong Velodrome in Tseung Kwan O. More than 350 world-class elite riders from over 40 countries and regions are expected to participate in the event.

We are currently looking for a design, printing and production agency (thereafter “the Agency”) to provide design, printing and production services for the event. You are invited to submit a tender, according to the following information, to bid for a service contract of the event.

Scope of Services

The Organizing Committee (“OC”) will be responsible for the overall event management. The Agency will be responsible for design, printing and production of marketing and promotion materials of the event including but not limited to the following, subject to final decision and supervision of the OC.

The Agency will also work with an Event Management Agency appointed by the OC and staff of CAHK, to ensure all the productions are to be completed according to the time frame provided by the OC.

	Description	Measurement & Material to be used	Qty
A. INFIELD (inside the Velodrome)			
1	Track side forex board	2500mm(w) x 760mm(h) forex board	118
2	Single-sided monochrome banner on mills barrier	2,250mm(w) x 760mm(h) (1 side) Polyester	150
3	Foam board on Starter Podium	2,000mm(w) x 1000mm(h)	2
4	Foam board on Starter Podium	1,900mm(w) x 1000mm(h)	1



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5	Sticker on inner fence	8,000mm(w) x 700mm(h)	1
6	Security zone sticker	7420mm(w) x 2000mm(h)	1
7	Security zone sticker	8000mm(w) x 2000mm(h)	1
8	Trick Stickers	7000mm(w) x 2000mm(h)	8
9	Award ceremony backdrop (banner hanged on the pole)	5,600mm(w) x 4,000mm(h) Vinyl	1
10	Flash interview backdrop with wooden frame/ truss	2,000mm(w) x 1,200mm(h) <i>*Its height shall reach 2,000mm</i>	1
11	Double-sided award ceremony waiting area backdrop	5,600mm(w) x 1,460mm(h) Vinyl with wooden frame	1
12	Double-sided start waiting area backdrop	4,000mm(w) x 1,460mm(h) 5mm foam board	1
13	Press conference foamboard backdrop (for team manager meeting at TSOSG)	3,500mm(w) x 1,500mm(h)	1
14	Stage platform for prize presentation area wrapped with red carpet	6,000mm(w) x 2000mm(l) x 350mm(h)	1
15	Teams name foamboard	A4 size	108



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B. Guided Tour			
16	backdrop	3,700mm(w) x 1,200mm(h) foamboard	1
17	Pull up banner	800mm(w) x 2,000mm(h)	8

C. EXPO (outside the Velodrome)			
18	Marquee tent with fascia foamboard (white and red)	3m x 3m	10
19	Fluorescent tube	NA	10
20	Foldable chairs	NA	20
21	Foldable tables	NA	10
D. PRESS CONFERENCE			
22	Backdrop with frame	5,500mm(w) x 3,000mm(h)	1
E. OTHERS			
23	Photo backdrop	3,000mm(w) x 3,000mm(h)	1
24	Price list foamboard	1,500mm(w) x 1,200mm(h)	1
25	Signage board	750mm(w) x 350mm(h) Foam board	120
26	Signage board	800(w) x 350mm(h) Foam board	50
27	Signage board	2000mm(w) x 800mm(h) Foam board	4



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28	Signage board	2300mm(w) x 770mm(h) Foam board	2
29	Signage board	A2 Foam board	5
30	Signage board	A1 Foam board	1
31	Directional banners	2,250mm(w) x 760mm(h)	20

F. Billboard banner *Cost of banner production, installation and dismantling shall be included

32	Billboard banner (on façade of Hong Kong Squash Center)	5,500mm(w) x 10,000mm (h) Vinyl	1
33	Billboard banner (on façade of Hong Kong Cultural Centre)	12,000mm(w) x 9,000mm(h) Vinyl	1
34	Billboard banner (on façade of Sha Tin Public Library)	18,000mm(w) x 2,500mm(h) Vinyl	1
35	Billboard banner (on wire-netting of a soccer pitch in Victoria Park)	12,000mm(w) x 4,500m(h) Vinyl	1



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36	Billboard banner (on wire-netting of car park of Tseung Kwan O Sports Ground)	12,000mm(w) x 2,000m(h) Vinyl	1
37	Billboard banner	15ft(w) x 4ft(h) Vinyl	1
38	Billboard banner	15ft(w) x 3ft(h) Vinyl	1
39	Billboard grid banner (on wire-netting of Kowloon Park)	12,000mm(w) x 4,500mm(h)	1
40	Billboard banner (on façade of Queen Elizabeth)	25ft(w) x 50ft(h)	1
41	Billboard banner (on wire-netting of BMX Park)	3,400mm(w) x 2,100mm(h)	1
G. COLLATERAL MATERIAL			
42	Event poster	A1 size 128gsm art paper	50
43	Event poster	A2 size 128gsm art paper	200



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44	Souvenir programs	e-version, approx. 40 pages	1 job
45	lanyard with event logos	Pls refer to attached photo	2,000
46	VIP ticket	1,800mm(w) x 700mm(L) 4C+4C 5 versions	1,000
47	Complimentary ticket	1,800mm(w) x 700mm(L) 4C+4C 5 versions	1,000
48	Leaflet	A5 4C+4C	6,600
H. OTHER			
49	Electricity cabling	OC will provide cabling plan	1 job
50	Technician standby	<u>Tentative schedule</u> 12 – 14 Mar 2024 09:00 – 20:00 15 – 17 Mar 2024 10:00 – 21:00	1pax
51	52” LED TV with cabling		3 sets

Remarks:

1. Please quote the aforementioned items individually.
2. Cost of design, delivery and venue setup shall be included in the quotation.
3. Please clearly state the lead-time for each production and number of workers required for venue setup.
4. The sizes mentioned above are for reference only. Actual sizes of the items required are depend on actual situation.
5. Penalty of 10% of the total cost of the project will be applied if the venue setup works cannot be finished within the agreed time.

Judging Criteria

Track record	(40%)
Team structure and portfolio	(20%)
Fees	(40%)



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Should you be interested to submit a tender, please send it with a cover stating “**Tender for provision of design, printing and production of marketing and promotion materials for 2024 Tissot UCI Track Cycling Nations Cup Hong Kong, China**” to the following address during office hours. The submission deadline will be at 12:00 noon on 24 November 2023 (Friday). Any late submissions will not be accepted. Shortlisted applicants will be invited to a further discussion before confirmation of the service contract.

The Cycling Association of Hong Kong, China Ltd.

Address: Room 1015, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

Office Hours:

Monday to Friday 10:00 am - 6:00 pm

Lunch Hour 1:00 pm - 2:00 pm

Saturday, Sunday and Public Holiday Closed

The quotation shall remain valid for at least 60 days from the above closing date.

The OC reserves the right not to appoint any company to undertake the project and / or to scale up / down the project if deemed appropriate and necessary. The lowest fee bid may not necessarily be accepted as a successful bid. The OC is not responsible for any cost incurred by you in the preparation of the tender and in responding to this invitation.

Should you have question on this invitation, please free feel to contact our Ms. Elise WONG, Event Director at 2868 0858 / 9307 6654.

Thank you for your kind attention and we look forward to hearing from you soon.

Kind Regards,



LEUNG Hung Tak, MH

Chairman

The Cycling Association of Hong Kong, China Limited