



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: 29 November 2023**

Tender Invitation Code: TCNC2024\_005

**Invitation to Submit Tender for Provision of TV Production and Broadcasting Services  
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 Host Broadcaster (thereafter “HB”) to produce recorded program and live broadcast of the event. You are cordially invited to submit a proposal, in accordance with the following details:

**Scope of Services**

The Organizing Committee (thereafter “OC”) will be responsible for the overall event management. The HB is required for providing TV production service, producing recorded program, creating, producing and supplying the footage and International Streaming Signal of the Nations Cup, and being responsible for providing the footage of the Nations Cup for local and international media as well as International Streaming Signal of the Nations Cup for international distribution, together with provision of broadcast facilities and technical supports, to other UCI broadcast partner in accordance with the following details subject to final decisions of UCI as well as the UCI’s requirement listed as per Appendix 1. Details as below:

An International Streaming Signal needs to be produced during the last session of each day of the 3-day event from 15 – 17 March 2024.

**A. Deliverables:**

1. “Ready to broadcast” International Streaming Signal free of any advertising clips, presence of Host Broadcaster’s presenter, live interviews other than the international winner interviews etc.
2. Road to the final and Final of each race
3. 52 minutes highlights programme which has to be delivered with English voice-over by a native English-speaking talent and shall be based on the HB’s footage, including the official graphics provided by UCI timing partner TISSOT.
4. VNR for each day of racing and digital upload to UCI Mediabank not later than 60



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minutes after end of each competition day

5. Handling of the live streaming of the International Streaming Signal on UCI digital platforms following industry standards
6. Digital copy of the International Streaming Signal in broadcast quality for UCI archives to be delivered to UCI staff on site after the end of the event

B. Technical description of the International Streaming Signal:

1. Audio and color video
2. Minimum HD 1080i/50 (or HD 1080i/ 59.94 in dedicated countries)
3. Aspect ratio 16:9
4. English live commentary (by native English speaker)
5. Official UCI TV graphics

C. Minimum production features of the International Streaming Signal

The following is the minimum technical equipment that is needed by the HB:

1. 5 operated cameras
2. 2 fixed cameras used for the split screen during Pursuit disciplines and Team Sprints
3. 1 photo finish camera
4. 1 EVS (minimum 6 Channels) Slow-motion systems
5. Full audio setup for international sound
6. 1 fully equipped commentary position
7. 1 compete setup up for the flash interview including crew and equipment
8. Capability to integrate TV graphics with composite key & fill (graphics delivered by UCI timing partner)

D. Personal / Host Broadcaster staff

The following minimum staff is needed by the HB

1. 1 main producer
2. 1 director
3. Camera operators following the mentioned number of operated cameras
4. 1 EVS / LSM Operator
5. 1 OB Engineer
6. 1 vision shader (for 5 operated cameras)
7. 1 Sound Engineer
8. 1 Floor Manager / Liaison Manager
9. 1 journalist for the Flash interviews
10. People required for rigging and de-rigging the cables

E. Others

1. Naming right of TV program will be reserved for OC



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2. To provide free of charge a fully equipped equipment e.g camera scaffoldings, technical power and TV commentary position following international broadcast standards including the necessary cabling to cater the English International live guide commentary in case this is done on site.
3. Provision of TV signal to designated locations at the venue including but not limited to the VIP area, media area, control room, race office, volunteer room, doping control room and Expo area

F. Optional

1. To produce a recorded program with event highlights for 15, 16 and 17 March 2024
2. To produce live and / or recorded program of the whole race day for 15 – 17 March 2024 on local TV or channels

**Tentative race schedule**

Date	Time
15 March 2024	10:00 – 16:09
	17:45 – 21:47
16 March 2024	10:00 – 15:18
	18:00 – 21:37
17 March 2024	09:00 – 14:24
	16:00 – 19:53

**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 any 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 HB or any employee or agent of the HB shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, the OC may terminate the contract without entitling the HB to any compensation therefor, and the HB shall be liable for



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all losses and expenses necessarily incurred by the Organizing Committee as the result of such termination of the contract.

**Selection Criteria**

1. Relevant experience (40%)
2. Audience shares of free-to-air TV in HK (40%)
3. Fees (20%)

Should you interested in submitting a tender, please send it with the subject of “**Tender for Provision of TV Production and Broadcasting Services for 2024 Tissot UCI Track Cycling Nations Cup Hong Kong, China**” to the following address during office hours:

Rm 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 submission deadline will be **on 15 January 2024 (Monday) at 17:00**. Late submission will not be accepted in any cases.

The tender shall remain valid for at least 30 days from the above closing date.

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 fees bid may not necessarily be accepted as the successful bid. OC is not responsible for any cost incurred by you in the preparation of the quotation and in responding to this invitation.

Should you have any queries, please free feel to contact Ms. Elise WONG, Event Director at 9307 6654. We look forward to hearing from you soon. Thank you for your kind attention.

Kind regards,



LEUNG Hung Tak, MH  
Chairman  
The Cycling Association of Hong Kong, China Limited