



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: 5 Sept 2018

Quotation Invitation Code: TCWC2018/19_006

**Invitation to submit quotation for provision of design, printing and production services
for 2018/19 UCI Track Cycling World Cup Hong Kong**

Background

The Cycling Association of Hong Kong, China Limited (“CAHK”) is going to stage the 2018/19 UCI Track Cycling World Cup (“World Cup”) final round at the Hong Kong Velodrome in Tseung Kwan O from 25 – 27 January 2019 (Friday to Sunday). 300 world-class elite riders from 37 countries and regions, including our locally bred cyclist Lee Wai Sze, the bronze medalist in London 2012 Olympics, are expected to participate in the event to strive points for Tokyo 2020 Olympics Games.

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 quotation, 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 foam board	5000mm(w) * 760mm(h) Forex	57
2	Double sided mills barrier covers	2,500mm(w) * 1,100mm(h) (1 side) Vinyl	100
3	Award ceremony backdrop (banner hanged on the pole)	5,600mm(w) * 4,000mm(h) Vinyl	1
4	Press conference backdrop with wooden frame/ truss	3,500mm(w) * 1,500mm(h) Vinyl with wooden rack	1

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



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5	Flash interview backdrop with wooden frame/ truss	1,500mm(w) * 1,200mm(h) *Its height shall reach 2,000mm	1
6	Double sided award ceremony waiting area backdrop with wooden frame/ truss	5,600mm(w) * 1,400mm(h) Vinyl with wooden rack	1
7	Double sided start waiting area backdrop	4,000mm(w) * 1,460mm(h) 5mm foam board	1
8	Foam board on Starter Podium	2,000mm(w) * 1,000mm(h) 5mm foam board	3
9	3 sided stickers on triangular Foam Pad	500mm(w) * 60mm(h)/ side	26
10	Floor stickers on Security Zone	8,000mm(w) * 2,000mm(L) Non-slip material	2
11	Banner on inner fence	8,000mm(w) * 1,200mm(h) Vinyl	1
B. EXPO (outside the Velodrome)			
12	Marquee tent (white, with 3 side walls)	3m * 3m	20
13	Fluorescent tube	NA	20
14	Foldable chairs	NA	40
15	Foldable tables	NA	20
C. OTHERS			
16	Sticker with event logo	295mm(w) * 105mm(L)	200
17	Sticker with event logo	420mm(w) * 150mm(L)	200
18	Signage board	800mm(w) * 350mm(h) Foam board	50
19	Information board with stand (Outdoors)	1,800mm(w) * 1,200mm(h)	5
20	Flag (outdoor)	500mm(w) * 2,500mm – 2,800mm(h)	30

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21	Billboard banner (on façade of Hong Kong Squash Center)	10,500mm(w) * 8,000mm(h) Vinyl <i>*Cost of banner production, installation and dismantling shall be included</i>	1
22	Billboard banner (on façade of Hong Kong Cultural Centre)	12,000mm(w) * 9,000mm(h) Vinyl <i>*Cost of banner production, installation and dismantling shall be included</i>	1
23	Billboard banner (on façade of Sha Tin Public Library)	20,000mm(w) * 2,500mm(h) Vinyl <i>*Cost of banner production, installation and dismantling shall be included</i>	1
24	Billboard banner (on wire-netting of a soccer pitch in Victoria Park)	12,000mm(w) * 4,500m(h) Vinyl <i>*Cost of banner production, installation and dismantling shall be included</i>	1
25	Billboard banner (on wire-netting of car park of Tseung Kwan O Sports Ground)	4,000mm(w) * 3,000m(h) Vinyl <i>*Cost of banner production, installation and dismantling shall be included</i>	3
D. COLLATERAL MATERIAL			
26	Event poster	800mm(w)*1,200mm(h) 128gsm art paper	1000
27	Souvenir programs	A4 size (210mm*297mm) Cover: 310gsm art card Text: 128gsm art paper 4C Estimated no. of page 4pp (cover) + 16pp (text) Binding: Saddle Stitches Extra: Cover-single Side Glossy Lamination	2000
28	Accreditation cards & lanyard	87.8mm(w) * 140mm(L) 310gsm art card (Lamination) 2 holes punch with tailor-made lanyard for each card	800

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E. OPTIONAL

29	Lighting (outdoor lighting projection on floor)	Robo 1200w gobo light*4 sets - LED Wash*16 sets - LED Par*24 sets - Truss*1 lot - 60m 3-way dimmer - Lighting Panel <i>*Cost of setting up, show technician and dismantling shall be included</i>	1 job
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Remarks:

1. Please quote the aforementioned items individually.
2. Cost of design, delivery and venue setup shall be included in the quotation.
3. Please state clearly 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 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.

Note: If certain incidental services/ supplies of small nature are required for the successful conduct of the event, but have not been specifically mentioned in the proposal, the OC can ask the successful bidder to undertake such work/ provide services or make supplies at a mutually agreed rate in accordance with the terms and conditions of this tender.

Judging Criteria

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

Should you be interested to submit a proposal to bid for the service contract, the proposal must be submitted to quotation@cycling.org.hk with the subject of “**Quotation for provision of design, printing and production services for 2018/19 UCI Track Cycling World Cup Hong Kong**” by **17:00 on 17 Sept 2018**. Any late submissions will not be accepted. Shortlisted applicants will be invited to a further discussion before confirmation of the service contract.

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



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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 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, Deputy Event Director at 9307 6654. We look forward to hearing from you soon. Thank you for your kind attention.

Kind Regards,

Johnny Chan
Honorary Secretary General
The Cycling Association of Hong Kong, China Limited