



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

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**Date: 18 July 2019**

**Invitation to Submit Tender for Provision of  
TV Production and Broadcasting Services for  
2019-2020 Tissot UCI Track Cycling World Cup Hong Kong, China**

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**Background**

The Cycling Association of Hong Kong, China Limited is going to stage the 2019 - 2020 UCI Track Cycling World Cup at the Hong Kong Velodrome in Tseung Kwan O from 29 November 2019 to 1 December 2019 (Friday to Sunday). 300 world-class elite riders from 37 countries and regions, including our top Track Cycling rider Miss Lee Wai Sze Sarah, World Champion of Keirin and Sprint in 2019, are expected to participate in the event to strive points for Tokyo 2020 Olympics Games.

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 to the following details.

^ Qualifying sessions will take place in the evening of 28 November and the afternoon of 29 November. Competition dates are 29, 30 November and 1 December. Tickets of the three competition days will be available for the public.

**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 Signal of the World Cup, and being responsible for providing the footage of the World Cup for local and international media as well as International Signal of the World 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.

**A. Television Production**

A1. Dynamic program needs to be produced for worldwide distribution.

1. To produce a recorded program with event highlights for 28, 29 and 30 November.



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2. To produce quality images with a free live basic feed for the races from 29 November to 1 December.
3. International signal from 29 November to 1 December of the event is also required. It will be a combination of live parts and pre-produced highlight items on 28, 29 and 30 November.
4. Basic international signal will need to be: audio and color video at a minimum of HD 1080i/50, aspect ratio 16:9.
5. Naming right of TV program will be reserved for OC.

A2. Provision of equipment, broadcast facilities, technical support, personnel and footage

1. Equipment of a standard OB-van included but not limited to the followings:
  - 2 LSM/EVS (minimum 6 channels) slow-motion systems
  - Minimum 1 Super slow motion
  - Full audio set up for the international sound
  - Capability to integrate TV graphics and composite key & fill (delivered by UCI timing partner)
  - 1 microphone and necessary set up for live International flash interview
  - Minimum 2 VTR's for recording of the International Feed
  - Minimum 1 DVD recorder for recording of the international feed
  - Full redundant Satellite uplink truck (D-SNG), SD/ HD compliant with licenses for all main satellites over the continent of the event location (If the HB will produce an uni-lateral program beside the UCI international signal on the last day, a two-path SNG can be used)
2. If needed by UCI, HB shall provide a HD ENG camera including camera operator for 29 and 30 November for filming beauty shots and interviews, which will be integrated in the live program.
3. To prepare a camera plan foreseen for the live program. A minimum of 5 operated cameras and 7 operated cameras respectively for 29 & 30 November and for 1 December are required, including 2 fixed cameras for the split screen during pursuit disciplines and Team Sprints and 1 photo finish camera which are not operated by cameramen. HO is required to provide adequate lenses related to the track design following the camera plan.



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4. To provide free of charge to the UCI a fully equipped 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. The commentator will be appointed by the UCI. The live commentary shall be sent as a full mix on audio channels 3 & 4 of the feed.
5. With the help of UCI TV Representatives, highlights on 28 to 30 November will be provided to HB to fill the breaks in the live program on 29 November to 1 December.
6. After the end of each event day where finals are held, a video news release (VNR) featuring the decisions of the first day shall be provided free of charge to UCI, under the guidance of UCI TV Representatives.
7. If the HB/ National TV Network does not want to broadcast the international program on 1 December of the event, it can also show an independent program. If this will be the case the event program, the national TV broadcast and the international TV broadcast must be synchronized whereas the International TV broadcast has priority.
8. To provide an international gateway for distribution (HD satellite uplink facility) of the international program of the participating international broadcasters that have acquired retransmission rights.
9. A copy of all broadcasting images and/or footage (included the edited international program of 1 December) shall be transmitted to the UCI free of charge on digital broadcasting memory carrier in the format .mxf or Apple ProRes 422.
10. In order to showcase Hong Kong, the host region, on the live program, the HB shall shoot images of Hong Kong before the competition.
11. The HB shall deliver to UCI and/or Organising Committee a 52 min Highlight programme summarizing all decisions of the event. The Highlight programme 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.



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12. The HB has to send the highlight programme to the UCI FTP server until the Wednesday after the event 16:00 GMT accompanied by a detailed shot list and music cue sheet. The file format shall be .mxf of Apple ProRes 422. Further details will be provided in due time.
13. Minimum staff required:
  - 1 main producer
  - 1 director
  - camera operators following the mentioned number of operated cameras
  - 2 EVS/ LSM operators
  - 1 OB engineer
  - 2 vision shaders
  - 1 sound engineer
  - 1 floor/ liaison manager
  - 1 SNG operator
  - staff for rigging and de-rigging the cables
14. 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

### **B. Event Teaser**

An event teaser for the promotion of the World Cup is needed, with accordance with the following parameters.

1. The clip shall not exceed 30 seconds.
2. The logo of the event, as well as the right denomination of the event, shall be clearly shown.
3. The clip shall end with the event logo.
4. Attractive dynamic music (free of rights) shall be used.
5. The clip itself shall integrate images free of rights, which includes images as well identifying Hong Kong, as the host region.
6. The name or logo of each UCI sponsor shall be visible for one second during the first 12 seconds of the clip.



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7. The clip shall be produced in “MOV” format.

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

### Selection Criteria

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

Should you interested in submitting a tender, please send it with the subject of “**Tender of TV Production and Broadcasting Service for 2019-2020 UCI Track Cycling World Cup Hong Kong, China**” to the following address during office hours. The submission deadline will be **12:00 noon on 31 July 2019**. Late submission will not be accepted in any cases.

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

Should you have any queries, please free feel to contact Ms. Elise Wong at 9307 6654.

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

Kind regards,

LEUNG Hung Tak

Chairman

The Cycling Association of Hong Kong, China Limited