



中國香港跆拳道協會
Hong Kong, China Taekwondo Association

AFFILIATED TO
World Taekwondo
Asian Taekwondo Union
AND
Sports Federation and Olympic Committee of Hong Kong, China

Invitation to submit tender for provision of event production service for Hong Kong 2024 World Taekwondo Poomsae Championships

Background

Hong Kong, China Taekwondo Association (“HKTKDA”) will host the Hong Kong 2024 World Taekwondo Poomsae Championships (“HKWTPC”) from 30 November to 4 December 2024 (Saturday to Wednesday) at the Hong Kong Coliseum.

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

Scope of Services

The Organizing Committee (“OC”) will be responsible for the overall event management. The Agency will be responsible for production work 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 HKTKDA, to ensure all the productions are to be completed according to the time frame provided by the OC.

	Description	Measurement / Spec	Qty
1	Underlay carpet	40m x 40m	1
2	Backdrop	36m (W) x 2.5m (H)	2
3	Backdrop	11m (W) x 3m (H)	2
4	Backdrop	4.5m (W) x 2.5m (H)	1
5	Backdrop	4.5m (W) x 2.2m (H)	2
6	Backdrop with 450 Lux face light	6m (W) x 2.5m (H)	1
7	Arch with cloth	3.5m (W) x 3m (H)	2
8	Video System:		
8A	LED Wall	12m (W) x 4.5m (H)	1
8B	LED TV with cabling and TV stand	50”	12
8C	Video panel with operator		
9	Audio System:		
9A	Utilize venue’s existing speakers		
9B	Front fill & Monitor Speaker		

9C	Microphone		8
9D	Audio panel with operator		
10	Lighting System:		
10A	House Light	Minimum of 1,900 Lux (5200K), uniformly distributed over the court	
10B	Rigging Truss		
10C	Face Light & stage effect light		
11	Stage with stairs and 30-degree slant boards	12m (W) x 12m (D) x 1m (H)	2
12	Stage with stairs	15m (W) x 1.8m (D) x 0.2m (H)	1
13	Podium		1
14	Electricity cabling		
15	Certificates:		
15A	RSE report		
15B	RPE daily report		
15C	WR1		
15D	FS251		
15E	Contractor All Risk		
16	Media Center Marquee in Piazza	6m x 10m	1
17	Booths in Piazza	3m x 3m	20
18	Internet and Wi-Fi Service for arena and piazza area		
19	Speech Podium		1

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 (25%)

Fees (35%)

Should you be interested to submit a tender, please send it with a cover stating “Tender for provision of event production service for Hong Kong 2024 World Taekwondo Poomsae Championships” to the following address during office hours. The submission deadline will be at 12:00 noon on 4/9/2024. Any late submissions will not be accepted. Shortlisted applicants will be invited to a further discussion before confirmation of the service contract.

Hong Kong, China Taekwondo Association

Address: Room 2012, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

Office Hours:

Monday to Friday 0930am - 1730 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 Sports Executive, Derek Zhang, at 68552812. Thank you for your kind attention and we look forward to hearing from you soon.

Appendix

Floor plan

