

**Invitation Letter to tender for Live Broadcast Service of
2017 ICF Canoe Ocean Racing World Championships**

You are hereby invited to submit a tender for the provision of live broadcasting of 2017 ICF Canoe Ocean Racing World Championships organized by the Hong Kong Canoe Union (HKCU).

If you wish to submit a tender, you are required to return two hardcopy portfolios and one electronic version by email of your proposal, clearly marked as such. All bids must be sent in sealed envelope.

Tender submissions must be clearly marked “**2017 ICF Canoe Ocean Racing World Championships TV Broadcast Service**”, and returned to the following address on or before Hong Kong time (20 September 2017, 5pm). For tender submission, BR copy is required and company chop must be shown at every page of the submitted document.

(Mr. Stanley Wong—Racing Manager)
Hong Kong Canoe Union Limited
Room 2014, Olympic House,
1 Stadium Path, So Kon Po,
Causeway Bay, Hong Kong

If you have any questions about this tender, please email them marked “TV Broadcast Service Tender” to oceanracing2017@hkcucanoe.com.hk

We look forward to receiving your tender response.

Mr. Stanley Wong
Racing Manager
Hong Kong Canoe Union Limited

2017 ICF Ocean Racing World Championship | Live Broadcast Service

Tender Notice

Tender No:	HKCU/ORWC/2017/TVBS
Tender Department	Organizing Committee of 2017 ICF Ocean Racing World Championships
Project	Tender - 2017 ICF Canoe Ocean Racing World Championships TV Broadcast Service
Details	Please refer to attached document
Date of Event	18 th – 19 th November 2017
Contact Person	Stanley Wong
Tel	+852 25048186
Fax	+852 28389037
Email	oceanracing2017@hkcucanoe.com.hk
Tender Deadline	For tender submission, BR copy is required and company chop must be shown at every page of the submitted document. All bids must be sent in sealed envelope and marked “ 2017 ICF Canoe Ocean Racing World Championships TV Broadcast Service ” clearly in the cover and returned to the following address on or before <u>20th September 2017 at 1700 (Hong Kong Time)</u> . Hong Kong Canoe Union Limited Room 2014, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Remarks	<ol style="list-style-type: none">1) Bidders should follow the guidelines and declare if they have any conflict of interest with organizing committees of 2017 ICF Ocean Racing World Championships (CF-7 Accounting procedures and Declaration Form) or HKCU’s Director and Staff.2) Bidders will be selected according to their price quoted, including, but not limited to, their experience, background and suggested proposal. HKCU holds the right not to select tender only with lowest quotation.3) HKCU holds the right to adjust/ revise suggested items in the detailed design proposal when come to execution level due to realistic demands and budget consideration. Confirmation of the detailed design proposal will only be made with HKCU’s final acceptance.4) Details of tender must be complied with laws in Hong Kong5) Successful bidders will be informed on or before October 2017
Invitation to tender	Please visit http://www.hkcucanoe.com.hk/tenders or email to oceanracing2017@hkcucanoe.com.hk

**Invitation to tender for TV Broadcast Service of
2017 ICF Canoe Ocean Racing World Championships**

1. Background

The 2017 Canoe Ocean Racing World Championships will be held in Hong Kong from 18-19 November 2017. Previously, this bi-annual event was held in Portugal (2013) and Tahiti (2015).

The 2017 event will comprise of both the World Championships and the Masters World Championships.

2. Programme Schedule

(subject to change)

17th November Friday

Time	Activity
1500 - 1800	Opening Ceremony

18th November Saturday

Time	Activity
1000	Ladies ORWC (U18, U23, Open and Masters)
1100 (time TBC)	Charity event for non qualifying surf-ski, OC, sea kayak, etc
1400 - 1500	Medal Presentation

19th November Sunday

Time	Activity
1000	Mens ORWC (U18, U23, Open and Masters)
1400 – 1500	Medal Presentation
1500 – 1700	Closing Ceremony

3. Required Production Elements / Delivery Requirements

3.1

Both the Ladies ORWC (U18, U23, Open and Masters) and Mens ORWC (U18, U23, Open and Masters) will be broadcasted on a live stream on the ICF official website and the ICF official Facebook page. This is an open tender to all independent producers who can produce a high-quality broadcasting of the event, and has a good track record of delivering ocean water events.

3.2 Required Production Elements

Items	Amount (HKD)
<p>Production Facilities</p> <p>a) At least 6 cameras for live coverage of the event including:</p> <ul style="list-style-type: none"> - At least one aerial camera for aerial shots before/during/after the race - At least two boat cameras on the sea - At least one camera for start and finish line <p>b) Tenderer to advise on technical production elements</p>	
<p>Live Production</p> <p>a) To produce live streaming of both the men and ladies' races for the official ICF website and/or the official ICF Facebook page</p> <p>b) To produce filming of the opening ceremony, medal presentations and athlete interviews. Live streaming of these events is not required. Expected available time of the video files will be within 2 hours after the event.</p> <p>c) English and Cantonese commentators will be provided by HKCU</p>	
<p>Highlights Production</p> <p>a) To produce highlight films for both race days on 18th and 19th November 2017</p> <p>b) For each day's highlight, they shall be no less than 10 minutes and no longer than 26 minutes and/or 52 minutes in total for a weekend</p> <p>c) The highlight package should include all finals and relevant preliminaries actions</p> <p>d) Provided to the ICF within 48 hours of completion of the event</p> <p>e) The highlight package shall be of suitable broadcasting quality and have clear sound (English commentary or no commentary)</p> <p>f) Should the ICF produce image graphic and result graphics, the broadcaster must use these graphics and no other</p> <p>g) No sponsor other than ICF sponsors shall be allowed on TV pictures, otherwise clear pictures must be provided</p>	

International Feed

- a) Provide a “live international feed” to “international broadcast standards” and deliver recorded Master Betacam SP Pal tapes to the ICF and HKCU immediately after termination of the event
- b) International broadcast standards mean a basic digital / analogue international integrated colour video and audio signal(s) in a 16:9 format incorporating a live television picture, slow motion replays and necessary related background sound effects and all recording of such signals, devoid of any in-vision presenters, taking heads, interviews, commercial elements, black holes but with English graphics. There should be at least 2 channels of International sound (Atmosphere sound) available
- c) The live international signal of each event should begin at least 5 minutes before the first produced competition and continue until the end of the event including until all happenings of the competition are finished for example prize ceremonies which is then followed by a wide shot for circa 5 minutes.
- d) The tapes shall be available immediately after each event. The live international signal shall be available from the TV production unit at the venue. Onward transmission will be paid and arranged by the buyers of the programming. The buyer will also pay for commentary and technical costs.

News Access Rights

- a) ICF has the right to grant access to broadcasters and/or television news production companies other than the host broadcaster or licensee of the domestic TV rights to exhibit throughout the world excerpts from each day of action and not exceeding three minutes in aggregate duration per bulletin for news coverage to be broadcast strictly within 48 hours of the occurrence of the relevant day’s action as part of a regularly scheduled, bona fide, new programme

Other costs

- a) Site visit to our venue for all technical check
- b) Working Visa fee for staff (if applicable)
- c) Insurance for staff (if applicable)
- d) Any other costs, please indicate:

4. Tender Submission Details

To demonstrate your understanding of the project brief, you are required to submit a proposal for judging. The proposal must meet all requirements.

4.1 Background Information

4.1.1 Company Profile of Tenderer (and the groups as a whole) including:

- a) History, size of operation and scope of business. Please provide copies of relevant company's registration documents such as business registration certificates
- b) Company size, structure and organization structure
- c) Description of relevant experience in similar projects including years of experience, projects undertaken and role of participation in each project. If available, please provide a list of your existing clients.

4.2 Technical Proposal

- a) Company name and profile of any sub-contractors and details of the scope of works/ services and responsibilities of the sub-contractors.
Note: Tender shall be responsible for the supervision of the sub-contractors and any liabilities attributable to the sub-contractors.
- b) Scope, area and specification of works/ services
- c) Any design, approach, methodology used and technical know-how to be applied for the project
- d) Deliverables for each phase of works / services and delivery schedule
- e) Equipment list with items and quantity for live feed and TV broadcast setup. Tenderers can propose any equipment supplier for any equipment that is available in market for rental purpose.
- f) Project leader and team members and their curriculum vitae; any approval and overview bodies, process and mechanism.
- g) Plans and team structure for project co-ordination, logistics arrangement and on-site liaison including number of working staff required at each working location at the venue. Numbers of workers in each phase of work upon request.