



2019 World Rowing Coastal Championships 2019 世界海岸賽艇錦標賽

2019 World Rowing Coastal Championships

Provision of TV Production and On Site Live Broadcast Services

Project Brief

I. Background

1. The 2019 World Rowing Coastal Championships (WRCC) is organized by the 2019 WRCC Limited under the auspice of the Hong Kong, China Rowing Association (HKCRA). The WRCC will be held from 30 October 2019 to 3 November 2019 (Wed to Sun) at the Victoria Harbour, Hong Kong. This is the first time for Asia and Hong Kong to host the WRCC. Up to 700 competitors from over 25 countries/regions are expected to participate in the WRCC for a total of seven event categories with preliminary heats, heats and final A and B. The start and finish and the race venue will be at the Royal Hong Kong Yacht Club (RHKYC) at Causeway Bay on a 4km for heats and 6km for finals, passing in front of the Hong Kong Convention & Exhibition Centre to Central Pier 10 and return along the Central Harbourfront. The Opening and Medal Presentation Ceremonies will be held over the Hong Kong Observation Wheel (HKOW) at Central (tbc) with a series of activation activities for the community along the Central Harbourfront. The race course and the proposed activation sites are shown attached at **Annex 1**.

II. Programme Schedule (Annex 2 – subject to change)

III. Scope of Services

2. The 2019 WRCC Limited and the International Rowing Federation (FISA) will be responsible for the overall event management. The Host Broadcaster (HB) is required to provide TV production services, producing on site live feed signal to the FISA production team for international distribution, together with provision of broadcast facilities and technical supports to FISA in accordance with the following details subject to final decisions of FISA as well as the requirements in **Annex 3**.

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- 2.1 Production of Dynamic Programme for Worldwide Distribution
- To produce recorded program with events highlighted on 2 November;
 - To produce quality images for a free live basic feed for the races on 3 November;
 - International signal on 3 November of the event is required.
- 2.2 Provision of HD Outdoor Broadcast Production System
- To cover the whole race course of WRCC with sufficient cameras and equipment as per Annex 3;
 - To provide different platform / camera stand, cabling and/or wireless transmitter for signal transmission;
 - To provide a production centre with video panel for live feed control (signal input) and on site broadcast (via wireless/wired signal transmission to a designated server for live webcast on social media);
 - To provide video source feed for the race commentator;
 - To provide video source feed to a designated LED wall for public viewing located at race venue (RHKYC), Central HKOW and Tamar Park (location and number of screens tbc); and
 - To liaise with FISA, sponsors, venue set up vendors and different suppliers on technical set up and troubleshoot.
- 2.3 Provision of Equipment, Broadcast Facilities, Technical Support, Personnel and footage
- List of equipment and personnel to be provided can refer to Annex 3.
 - With reference to Annex 3, to prepare a camera plan foreseen for the live programme.
 - To provide an international gateway for distribution (HD satellite uplink facility) of the international programme of participating international broadcasters that are interested to retransmission.

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- iv. To provide free of charge to the FISA 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 FISA.
- v. A copy of all broadcasting images and/or footage (included the edited international programme on 3 November) shall be transmitted to the FISA free of charge on digital broadcasting memory carrier in the format of mov (H264 1920 x 1080).
- vi. The HB has to send the highlight programme to the FISA server accompanied by detailed shot list and music cue sheet. Details will be provided in due course.
- vii. Minimum staff from the HB required:
 - 1 + 2 EVS Replay Operators
 - 1-4 Camera Operators Live
 - 1+ 2 Live Gyro Camera Operators
 - 1-2 Live Drone Camera Operators + Pilots (*Optional*)

2.4 Provision of Recorded Programme and TV Air-time (*Optional*)

- i. To produce a recorded programme and provide air-time on a TV channel covering the highlights of opening ceremony, victory ceremony, medal presentation and finals races.
- ii. The suggested broadcast is on free-to-air channel with good reach of Hong Kong population.

2.5 Production of pre-event teaser TV programmes and TV Air-time (*Optional*)

- i. To produce a number of pre-event teaser TV programmes and provide air-time on a TV channel before 18 October 2019 (Bidder is required to provide a preliminary programme line-up for consideration).

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IV. Responsibilities of Appointed HB

- To work closely with World Rowing Productions (WRP) (the broadcast execution team for FISA onsite), and the 2019 WRCC Limited to plan and provide all necessary equipment and qualified manpower to ensure effective and timely production and broadcast of the live programme on the event day. The creative lead role of the WRP producer/director remain in control over all set up and directional aspect on behalf of the FISA and the 2019 WRCC Limited.
- To propose anchors / local language commentators line-up.
- Lockup airtime on a designated TV channels as per final agreement.

V. Tender Submission Details

- To demonstrate your understanding of the Project Brief, you are invited to submit a proposal for consideration. The proposal must meet all requirements.

6.1 Background Information

- Company profile of Tenderers (and the groups as a whole) including:-
 - History, size of operation and scope of business. Please provide copies of relevant company's registration documents such as business registration certificates.
 - Company size, structure and organization structure.
 - 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.

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6.2 Technical Proposal

- i. Company name and profile of any sub-contractors and details of the scope of works/services and responsibilities of the sub-contractors. Note: Tenderer shall be responsible for the supervision of the sub-contractors and any liabilities attributable to the sub-contractors.
- ii. Scope, areas and specifications of works/services.
- iii. Any design, approach, methodology used and technical know-how to be applied for the project.
- iv. Deliverables for each phase of works / services and delivery schedule.
- v. Camera plan and the proposed locations of outside broadcasting truck(s).
- vi. Equipment list with items and quantity for live feed and TV broadcast set up. Tenderers are required to provide detailed set up plan including set up of cameras, power generators on land (if any), transmitters and cabling. Tenderer can propose any equipment supplier for any equipment that is available in market for rental purpose.
- vii. Project leader and team members and their curriculum vitae; any approval and overview bodies, process and mechanism.
- viii. 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. Number of workers in each phase of work upon request.
- ix. Responses to contingency plans including but not limited to:
 - Bad weather
 - Accidents/Emergency
 - Unexpected schedule delay/changes

- 6.3 Fee Proposal (to be submitted in a separate sealed envelope) which should clearly state:

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- i. Total project fee should be provided and the price quoted shall include all necessary cost (including insurance premium) for the supply of the deliverables and for delivering the products/ services to 2019 WRCC Limited's designated location.
- ii. Validity period of fee proposal.
- iii. Any extra costs of additional installation, maintenance (regular contingent) and dismantling.
- iv. Any other charges (if applicable)

6.4 Insurance

Tenderer shall arrange for proper and adequate Contractors' All Risk Insurance and Public Liability Insurance of Worldwide jurisdiction with Cross Liability Clause, Occupiers Liability Extension and Primary Cover Clause in the joint name of the Government of the Hong Kong Special Administrative Region, the Leisure and Cultural Services Department, 2019 WRCC Limited, HKCRA sponsors, and tenderer's sub-contractors of every tiers involved covering installation, erection, display, maintenance, dismantling and removal of Contractors Works in the sum of not less than Hong Kong Dollars Thirty Million (HK\$30,000,000) during the specified period for any one accident and unlimited claims during the period of insurance with a reputable insurance company authorized under Insurance Companies Ordinance, Cap 41 and on such terms and conditions as shall be approved by 2019 WRCC Company against liability to pay damages and compensation for injury to or death of any persons and for loss or damage to any properties whatsoever.

6.5 Intellectual Property Right

Intellectual property right subsisting in any deliverables shall belong to FISA absolutely and exclusively throughout the world in perpetuity and in any media. Tenderer shall state in the tender documents any third party intellectual properties likely to be involved and any additional royalties payable for obtaining license from such third party.

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6.6 Conflict of Interest

Details of any existing or potential conflict of interest.

6.7 Proposed Contract

Tenderer may provide a copy of its proposed contract/ quotation setting out details of contract terms and payment to 2019 WRCC Limited for reference purpose. Acceptance of the Tender Documents shall not constitute 2019 WRCC's acceptance of the proposed contract/quotation.

6.8 Exceptions

Tenderer's proposed quotation shall be fully compliant with the Invitation to Tender and this Specification. However, tenderer may list in an attachment to its tender documents its proposed exceptions, the reason thereof and the effects of such proposals on its proposed contract/quotation. 2019 WRCC Limited shall be under no obligation to accept any proposed exception.

Tenderer is requested to note items below.

VI. Selection Proposal

	Criteria	Weight
1.	Technical Proposal	
	1.1 Implementation and project management (project timeline, team structure, manpower plan, technical set up and support, contingency plan etc.)	40%
	1.2 Company profile and relevant experience	10%
2.	Audience share of free-to-air TV in HK	10%
3.	Fee	40%

**Fee proposal will not be assessed for bidders who fail in the technical assessment.*

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 Chief Executive
 Hong Kong Special Administrative Region
 People's Republic of China

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 香港特別行政區
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 Ms. YEUNG Yuk Man, Vick
 楊玉汶女士

2019 World Rowing Coastal Championships Limited
2019 世界海岸賽艇錦標賽籌備委員會有限公司

Address 地址 : Sha Tin Rowing Centre,
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2019 World Rowing Coastal Championships 2019 世界海岸賽艇錦標賽

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VII. Award of Contract

- 2019 WRCC Limited reserves the right to select any tender in part or in entirety or to reject all tenders.
- 2019 WRCC limited will notify the successful tenderer of the acceptance of its offer in writing. No legal or financial commitments of any kind shall be implied until a mutually agreeable contract/quotation is drawn up and signed.

VIII. Tender Briefing

- The Executive Producer from the FISA (World Rowing Production) will have a site visit to Hong Kong on 1 and 2 March 2019 for the 2019 WRCC. A tender briefing will be held on **1 March 2019 (Friday) at 11:00am** at the RHKYC for this project and all interested companies are cordially invited to attend.
- The key subject to be discussed in the tender briefing is at **Annex 4** attached.
- Please register by e-mail at info@wrcc2019.com with copy to hkcra@rowing.org.hk by stating your company name, contact person, contact phone number and number of attendees in order to reserve a seat. Maximum three quotas can be reserved for each company.

IX. Unsuccessful Tenders

- Tenderers who have not been notified of the acceptance of their tenders within 4 weeks after the closing date/time for submission of tenders (unless otherwise extended), may assume that their tenders are unsuccessful.

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