

Invitation for Tender
Provision of Services for Event Management, Production and Broadcast of
TV Publicity Campaign in Promotion of ANOC Awards 2026

1. Project Brief and Background

1.1 Project Background

Prepared by the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC), this brief outlines the background and objectives of the ANOC Awards 2026, a key programme of the XXVIII Association of National Olympic Committees (ANOC) General Assembly to be held in Hong Kong, China from 6 to 11 December 2026. The General Assembly will host over 1,200 delegates from 206 National Olympic Committees, supporting the HKSAR Government's commitment to sports development and showcasing Hong Kong, China as a premier host for major sporting events, as highlighted in the Chief Executive's 2024 Policy Address.

1.2 About ANOC Awards 2026 – Ceremony and Dinner (Awards)

The Awards will take place on the evening of 8 December 2026, at Runway 11 (Hall 11) of AsiaWorld-Expo. Floor plan can be referred to **Appendix III**. The Awards Ceremony celebrates the achievements of athletes and National Olympic Committees (NOCs) who exemplify excellence and contribute to the global Olympic Movement. This ceremony will particularly honor outstanding performances from the Milano Cortina 2026 Olympic Winter Games. Approximately 1,200 distinguished guests, including Olympic athletes, NOC presidents, and officials. The Awards will comprise two main components: the Ceremony and the Gala Dinner. Guests will gather for a welcome cocktail, followed by the Ceremony, which will feature performances, awards presentations, and speeches. The Gala Dinner will follow directly after the Ceremony, with guests remaining comfortably seated. During dinner, live entertainment and background music will be required to sustain the celebratory atmosphere.

2. Project Objectives

This document invites local broadcast companies (hereinafter referred to as the "Contractor") to submit a detailed proposal to manage all aspects of the ANOC Awards 2026 – Ceremony and Dinner to create a seamless journey that maximizes the flexibility of the venue while maintaining the prestige and ambience during the Awards.

3. Budget

3.1 SF&OC is not bound to accept the lowest, or in fact, any quotation, and reserves the right to accept the whole or any part of any quotation at any time. SF&OC also reserves the right to cancel the Tender exercise, and is not bound to give any reasons whatsoever for the cancellation.

4. Scope of Services

The appointed Contractor will be responsible for the comprehensive coordination, production and technical delivery of the ANOC Awards 2026 – Ceremony and Dinner. The scope includes, but is not limited to, the following:

4.1 Overall Project Management

- Develop and maintain a comprehensive project plan and timeline with SF&OC.
- Assign a dedicated project manager as the primary liaison and dispatch floor managers to be the in-charge during the Awards.
- Schedule and conduct coordination meetings with SF&OC
- Coordinate all aspects of the event, including planning, logistics, execution, and design adaptation.

4.2 Programme Management

- Oversee rehearsals and manage live execution of the Awards
- Ensure a cohesive guest experience.
- Maintain a celebratory atmosphere throughout the Awards

4.3 Venue Management & Logistics

- In close communication with SF&OC, liaise with AsiaWorld-Expo, the venue operator for advance planning, and on-site execution
- Oversee and adhere to all venue setup and teardown according to event and venue requirements.
- Ensure adherence to all agreed move-in and dismantle times between SF&OC and AsiaWorld-Expo, with no delays.
- Manage all logistics for movement of equipment, materials, and personnel.
- Design an inclusive space that promotes visibility and equitable guest experiences without requiring a full transformation.

4.4 Technical Production & AV Services

- Deliver comprehensive technical production services, including dynamic lighting, sound, video, stage, backdrop and livestreaming.
- Provide professional sound, projection, LED/video wall, livestreaming services, pre-recording services and multi-camera broadcast system.
- Ensure the broadcast of the Awards to deliver live or recorded coverage on ANOC.TV, the ANOC's official media platform to air the Awards live or as a full recording and the local television channel(s).

4.5 Event Branding, Design, Décor & Signage

- Design and propose the overall Awards concept with winter-themed decorations, including both the Ceremony and the Gala Dinner.
- Propose and deliver creative concepts for event theming, branding, and visual identity
- Balance the creative concept with the Awards visual identity and cultural references in Hong Kong, China.
- Design, produce, and install all branding elements, including but not limited to banners, backdrops, stage décor, promotional materials, directional signage, tailor-made centerpieces, table cloths and chair covers if necessary.
- Ensure consistent and high-impact branding presence across all spaces and align with all title sponsor's and/or other sponsor's branding.

- Ensure the title sponsor's and/or other sponsor's brand is included in, but not limited to, stage backdrops, signage, and digital graphics.

4.6 Guest Coordination, VIP Management & Athletes Lounge

- Work with ANOC, event helpers, volunteers and SF&OC appointed PR Agency, coordinating guest movements and security throughout the Awards.
- Ensure seamless flow of the guest journey from the accreditation check-in to photo wall reception and red-carpet experience. (Note: The accreditation system is provided by ANOC).
- Follow the tailored arrival protocols set by SF&OC.
- Provide clear signage and staff support for guests & VIP movement.
- Arrange the Athletes Lounge for gathering awardees before the Ceremony begins.

4.7 Stage and Management

- Provide three cohesive and creative performances during the Ceremony and Gala Dinner: an opening performance, a bridging performance, and a closing performance, ensuring an engaging experience. Booking of appropriate entertainment is required. (Note: Contractors are requested to propose three cohesive and creative performances with budget indication, *see Appendix II*. Please note that SF&OC and ANOC reserve the right to line up other performances out of the Contractor's proposed performances.)
- Propose two professional Masters of Ceremonies (MCs) to facilitate the Awards, including sourcing profiles, past event records, managing approvals, and coordinating preparation and rehearsal.
- Ensure the language ability in Cantonese, English, and Putonghua for the 2 proposed MCs. (Note: The final number of MCs will be confirmed in consultation with SF&OC.)
- Propose celebratory background music to sustain the vibe throughout the Awards.
- Innovate staging and seating arrangements that serve the needs of both the Ceremony and the Gala Dinner while allowing flexibility in how the stage interacts with the audience.
- Ensure safe and practical access between audience area and the stage, allowing individuals to move comfortably and confidently.

4.8 Media Management, Broadcasting and Publicity

- Setup and operation of the Mixed Zone for media interviews.
- Ensure seamless transformation of the Mixed Zone after the Ceremony begins.
- Coordinate with SF&OC and the SF&OC's appointed PR Agency on overall management.
- Broadcast the Ceremony on the Contractor's television channels and/or online platforms via livestreaming or post-event highlights and the readiness.
- Ensure livestreaming or as a full record on ANOC.TV, the ANOC's official media platform, to ensure maximum visibility within the Olympic Movement and to global audiences.
- Ensure coverage on the Contractor stations' social media platforms including but not limited to Facebook, Instagram, YouTube, Douyin/RedNote.

- Extend publicity efforts to Chinese Mainland and other countries/regions, ensuring broad international reach.
- Ensure that publicity materials carry the title sponsors' and/or other sponsors' branding if applicable.

4.9 Security, Health and Safety

- Coordinate with venue security and local authorities for comprehensive security planning.
- Oversee access control, accreditation, and emergency response procedures.
- Ensure full compliance with all local safety regulations, including fire, crowd, and occupational health standards.
- Possess and maintain all necessary safety certificates and insurance.

4.10 Content Production and Documentation

- Produce event highlight videos and full pre-recorded video as required.

4.11 Post-event Services

- Oversee venue restoration and removal of all event materials.
- Conduct post-event debrief and submit a final report, including executions, technical operations, feedback and recommendations.
- Provide a digital archive of all event documentation, media and content.

5. Deliverables

The Contractor shall be responsible for providing the following deliverables, including but not limited to all listed items and services. All deliverables must meet the requirements and quality standards set out in this Invitation for Tender and its appendices.

5.1 Project Management Documentation

- Comprehensive project plan, timeline, and milestone chart.
- Regular progress reports and meeting minutes.
- Risk assessment plan, including contingency planning for technical failures, delays, or emergencies.

5.2 Programme Management Materials

- Comprehensive rehearsals, with all equipment and show elements tested ahead of time.
- Detailed minute-by-minute run of show document, MC script, and cue scripts including all technical and logistical operations, and stage movements.
- Finalized event schedule.

5.3 Venue Management and Logistics Deliverables

- Venue setup and teardown plan for the Awards.
- Logistics plans for equipment, materials, and personnel movement.
- Documentation of signage and wayfinding installations.

5.4 Technical Production Outputs

- Staging, lighting, audio-visual systems and multi-camera broadcast system as specified.
- Technical rehearsal reports and on-site support logs.
- Live feed and streaming setups where required.

5.5 Branding, Design, Décor and Signage Installations

- All branding, design, décor and signage installed as per approved designs.
- Title sponsor, sponsor and partner branding fulfilled as per contractual obligations.

5.6 Guest Coordination, VIP Management and Athletes Lounge

- Athletes Lounge setup and operation
- Seamless guest journey from the accreditation check-in to photo wall reception and red-carpet experience.

5.7 Stage Management

- Creative and cohesive performances plan. (Note: Contractors are requested to propose three cohesive and creative performances with budget indication, see **Appendix II**. Please note that SF&OC and ANOC reserve the right to line up other performances out of the Contractor's proposed performances.)
- MCs options as specified.
- Safe, universally accessible and practical stage design
- License of entertainment files, including but not limited to background music, performances and media.

5.8 Media Management, Broadcasting and Publicity

- Mixed Zone setups and fully equipped media workrooms.
- Accreditation desk and materials for media representatives.
- Signal / Live feed sharing to local, online and electronic media.
- Social media platforms coverage.
- Publicity materials preparation and distribution.

5.9 Security, Health and Safety

- Security and emergency response plans.
- Accreditation and access control system documentation.
- Copy of safety certificates and proof of insurance.
- Conduct safety test upon request.

5.10 Content Production and Documentation

- Livestream video recordings (digital files)

5.11 Post-event Services

- Comprehensive final report, including feedback and recommendations.
- Digital archive of all event materials, documentation and media.

6. Timeline of Services

Project Phase	Period	Description
Phase 1 – Project Initiation & Planning	Dec 2025 – Mar 2026	Kick-off meeting, project plan submission, concept approval • Conduct initial project briefing with SF&OC • Confirm detailed scope, deliverables, and communication protocols • Submit a detailed Project Management Plan, inclusive of timelines, milestones, and risk assessment • Conduct site visits of all designated venues

Project Phase	Period	Description
		• Present initial creative concepts for event theme, branding, staging design, and AV systems • Develop preliminary layout plans and logistical frameworks
Phase 2 – Design Finalization & Pre-production	Apr 2026 – Jul 2026	Final design and branding approval • Finalize stage designs, floor plans, and branding layouts • Submit detailed technical drawings and build specifications for approval • Draft preliminary run-downs and session briefing notes • Prepare safety management plan, insurance documentation, and emergency procedures
Phase 3 – Pre-event Execution & Testing	Aug 2026 – Nov 2026	Fabrication, rehearsals, technical readiness review; Begin fabrication of staging, décor, signage, and exhibition structures • Coordinate with SF&OC for detailed rehearsal schedules • Conduct final on-site walkthrough with SF&OC and key suppliers • Complete contingency testing for all critical systems
Phase 4 – Event Implementation & Execution	7-8 Dec 2026	Live event delivery across all venues • Implement full venue setup, décor, and branding installation • Manage live event operations across all venues • Comprehensive Rehearsals • On-Site Technical and Guest Management • Conduct meetings with SF&OC and ANOC to assess progress and resolve issues
Phase 5 – Post-Event	Dec 2026 – Jan 2027	Post-event report, documentation submission, project closure • Oversee the safe removal of all event installations. • Ensure venues are restored to original condition • Deliver a comprehensive Post-Event Report • Submit all digital assets, photos, videos, and project documentation to SF&OC

7. Service Standards

7.1 Compliance and Best Practices

The Contractor must adhere to all applicable laws, regulations, and industry standards relevant to event management, production, safety, and accessibility in Hong Kong, China. All services should fulfill the requirements and expectations set by SF&OC.

7.2 Professionalism and Competence

The appointed team must demonstrate proven expertise and experience in large-scale international event coordination and technical production. All personnel should be covered by insurance, fit for work, suitably trained, qualified, and capable of delivering services at the highest professional standard.

7.3 Transparency and Documentation

The Contractor is required to maintain comprehensive and accurate records for all aspects of event delivery, including planning, procurement, logistics, financial transactions, and stakeholder communications. All documents must be available for inspection by SF&OC upon request.

7.4 Intellectual Property and Usage Rights

All creative works, materials, and documentation produced under this contract (including designs, videos, photographs, scripts, and branding elements, etc.) shall be original and become the sole property of SF&OC. The Contractor shall ensure all intellectual property rights are properly transferred.

7.5 Technical Requirements

The stage design must include safe and practical access between the audience area and the stage, allowing individuals to move comfortably and confidently from the room to the stage and back. This element should be suitable for guests of all ages and levels of mobility, including those with limited walking capability, ensuring universal accessibility throughout the event.

7.6 Revisions to Creative Works

The Contractor must accommodate all reasonable requests from SF&OC for changes or revisions to design, layout, and creative materials. All requested modifications must be made in a timely manner. Unreasonable refusal or delay may be considered a breach of contract.

7.7 Flexibility and Contingency

In the event of schedule changes, postponement, or cancellation due to unforeseen circumstances, the Contractor shall provide prompt and comprehensive support to reschedule or adapt services as directed by SF&OC, with minimal disruption to event operations.

7.8 Confidentiality and Data Protection

The Contractor must maintain strict confidentiality on all event-related information and uphold data privacy standards in handling delegate, sponsor, and stakeholder information.

7.9 Sustainable Materials and Environmental Responsibility

The Contractor shall prioritize the use of environmentally friendly, recyclable, or reusable materials for all aspects of event production, including but not limited to staging, signage, decor, delegate materials, and packaging. Preference should

be given to materials with low environmental impact and suppliers who demonstrate sustainable practices. The Contractor must propose and implement measures to minimize waste, promote recycling, and reduce the overall carbon footprint of the event, and shall provide documentation of all sustainability efforts to SF&OC upon request.

7.10 Continuous Communication

The Contractor must ensure timely and effective communication with SF&OC throughout the project, including regular progress updates and immediate notification of any issues or risks.

8. Assessment Criteria

8.1 Tender Process

This will be conducted in a two-envelope bidding process. Technical Proposals must score at least 50 marks to be considered.

8.2 Shortlisting

SF&OC may shortlist bidders and request revised proposals or interviews.

8.3 Scoring

Technical Score: 50%; Price Score: 50%

8.4 Technical Score Calculation

The maximum Technical Score is 100 marks. The Technical Score will be calculated by using the following formula:

$$50 \times \frac{\text{Technical Score of the service providers being assessed}}{\text{Highest Technical Score among all potential service providers}}$$

8.5 Price Score Calculation

A maximum Price Score of 50 marks will be allocated to the potential service provider that offers the lowest price. The Price Score for each potential service provider will be calculated by using the following formula:

$$50 \times \frac{\text{Lowest Price among all potential service providers}}{\text{Price of the potential service provider being assessed}}$$

8.6 Detailed Technical Assessment

Criteria	Maximum Score
Experience and Track Record in Production of TV Programmes - Proven experience in producing similar Awards Ceremony, especially the Awards Ceremony hosted by the HKSAR Government - Satisfactory viewing rate in the relevant timeslot of the TV programme proposed by the Contractor	15
Proposed Project Approach and Methodology - Clarity, feasibility, and innovation of the proposed approach - Understanding of event requirements and effective problem-solving strategies	20

Criteria	Maximum Score
Technical Capabilities and Resources - Quality and adequacy of technical production, AV, and interpretation solutions - Qualified personnel and technical support plans - Resource support and backup for filming and broadcasting	20
Publicity and Coverage - Extended publicity efforts to the Chinese Mainland and other countries / regions to ensure broad international reach - Maximize coverage on the Contractor's social media platforms	20
Sustainability and Environmental Responsibility - Use of eco-friendly materials and green practices - Waste reduction and sustainability measures	10
Safety Standards and Certifications - Possession of relevant health and safety certificates - Demonstrated compliance with safety regulations and best practices	15
Total Marks for Technical Assessment:	100

- **Passing Mark**
The passing mark for the technical aspects is set at 50. Any proposal achieving less than 50 marks will be disqualified.
- **Total Marks Calculation**
The submission with the highest total marks will be awarded of the contract.

9. Submission of Tender

9.1 To be acceptable as a bidder for this Tender, please properly complete and enclose the following in two separately sealed plain envelopes:

- Marked "Technical Proposal" covering:
 - Tasks set out in Part 4 and 5.
 - Creative ideas and contingency plans.
 - Company profiles and business registration certificate, with portfolio of recent projects of similar nature.
 - The project team size and structure, with details of the respective roles and responsibilities of each team member.
 - Completed Technical Assessment Form (**Appendix I**)
 - Completed **Annex** (Code of Conduct).
- Marked "Fees Proposal" containing a completed Quotation Form (**Appendix II**) with a budget breakdown for the Service.

- 9.2** Both envelopes must be marked “Quotation for Provision of Services for Event Management, Production and Broadcast of TV Publicity Campaign in Promotion of ANOC Awards 2026” and addressed to SF&OC, and shall be deposited in the Tender Box named **“Tender for Provision of Services for Event Management, Production and Broadcast of TV Publicity Campaign in Promotion of ANOC Awards 2026”** situated at **2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong** by **12:00 noon on 27 November 2025**. Late submissions will not be considered.
- 9.3** In case of Black Rainstorm Warning, a Tropical Cyclone Warning Signal No. 8 or above, or “extreme conditions after super typhoons” announced by the Government is/are in force, or the closure of the Olympic House is in effect, for any duration between 09:00 a.m. to 4:00 p.m., the Tender deadline will be extended to 12:00 p.m. on the next working day on which no closure of the Olympic House is in effect.
- 9.4** Any enquiries regarding this Invitation for Tender can be directed to Ms. Gloria HO of SF&OC at 2504 8377.
- 9.5** By submitting the quotation, the prospective service provider, whether or not its quotation is eventually accepted, shall not without the prior written approval of SF&OC disclose to the media or to any other person (other than as is strictly necessary in order to prepare for the submission of its quotation) any information or materials contained in this Tender or information subsequently furnished by SF&OC.
- 9.6** All prospective service providers are advised to read the instructions contained herein carefully prior to preparing their proposals and quotation. A quotation which does not follow these instructions will be considered incomplete and may not be considered further.
- 9.7** All prospective service providers should declare any interest which you and/or your associates and/or group companies and/or the core teams of consultants have if that interest is in real or apparent conflict with your duties to be performed in the Service.
- 9.8** To allow sufficient time for SF&OC to consider all bidders, the quotation submitted shall be valid for at least 90 days from the closing date of this Invitation for Tender.
- 9.9** If no reply or incomplete quotation is received by the submission deadline, it is assumed that the prospective service provider is not interested in providing the Service.
- 9.10** SF&OC is not bound to accept the lowest, or in fact, any quotation, and reserves the right to accept the whole or any part of any quotation at any time. SF&OC also reserves the right to cancel the Tender exercise, and is not bound to give any reasons whatsoever for the cancellation.

10. Conclusion

The appointed service provider (the Contractor) will be responsible for the end-to-end coordination, production, and technical execution of the XXVIII ANOC General Assembly Hong Kong, China, 2026, ensuring that all aspects of the event meet the

highest international standards. The Contractor must deliver all requirements as specified in this Invitation for Tender, working in close collaboration with SF&OC and all relevant stakeholders.

The Contractor shall adhere to all reasonable instructions from SF&OC, and obtain prior approval for all designs and related materials before production.

Interested service providers are strongly advised to review this Invitation for Tender thoroughly before submitting their proposals to ensure full compliance with the stated requirements. SF&OC welcomes comprehensive and innovative proposals from qualified service providers and looks forward to a successful collaboration in delivering an outstanding event.

11. Appendices

Appendix I	: Technical Assessment Form
Appendix II	Quotation Form
Appendix III	: Floor Plan of Runway 11 (Hall 11), AsiaWorld-Expo
Annex	: Supplier/Contractor Code of Conduct

Technical Assessment Form

Provision of Services for Event Management, Production and Broadcast of TV Publicity Campaign in Promotion of ANOC Awards 2026

For each assessment item below, provide an executive summary (maximum 500 words) addressing all listed sub-criteria. Where appropriate, reference and attach supporting documents or appendices (such as project reports, certificates, or client references) to support your statements. Failure to complete this table may result in your quotation not being further considered.

Detailed Technical Assessment

Criteria	Maximum Score
1. Experience and Track Record in Production of TV Programmes - Proven experience in producing similar Awards Ceremony, especially the Awards Ceremony hosted by the HKSAR Government - Satisfactory viewing rate in the relevant timeslot of the TV programme proposed by the Contractor	15
Executive Summary (max. 500 words):	

2. Proposed Project Approach and Methodology • Clarity, feasibility, and innovation of the proposed approach • Understanding of event requirements and effective problem-solving strategies	20
Executive Summary (max. 500 words):	

3. Technical Capabilities and Resources • Quality and adequacy of technical production, AV, and interpretation solutions • Qualified personnel and technical support plans • Resource support and backup for filming and broadcasting	20
Executive Summary (max. 500 words):	

4. Publicity and Coverage • Extended publicity efforts to the Chinese Mainland and other countries / regions to ensure broad international reach • Maximize coverage on the Contractor’s social media platforms	20
Executive Summary (max. 500 words):	

5. Sustainability and Environmental Responsibility • Use of eco-friendly materials and green practices • Waste reduction and sustainability measures	10
Executive Summary (max. 500 words):	

6. Safety Standards and Certifications • Possession of relevant health and safety certificates • Demonstrated compliance with safety regulations and best practices	15
Executive Summary (max. 500 words):	

Total Marks for Technical Assessment:	100
---------------------------------------	-----

Remarks

Detailed floor plan of Runway 11 (Hall 11) of AsiaWorld-Expo is provided in **Appendix III and is subject to changes.*

**For events held at AsiaWorld-Expo, all Internet, electricity, security, and rigging services and equipment must be exclusively provided by AsiaWorld-Expo.*

Quotation Form**Provision of Services for Event Management, Production and Broadcast of
TV Publicity Campaign in Promotion of ANOC Awards 2026**

Please submit your Technical Proposal in a separate envelope for assessment.

Please fill in the following table to provide all detailed cost breakdown, specifying items and unit costs, according to your Technical Proposal. Failure to complete this table may result in your quotation not being further considered.

Total Tender Amount

The total amount quoted for all Services detailed in **Parts 1 to 11** of the Invitation for Tender is HK\$ _____.

Cost Breakdown

Please provide a quotation covering all related expenditures.

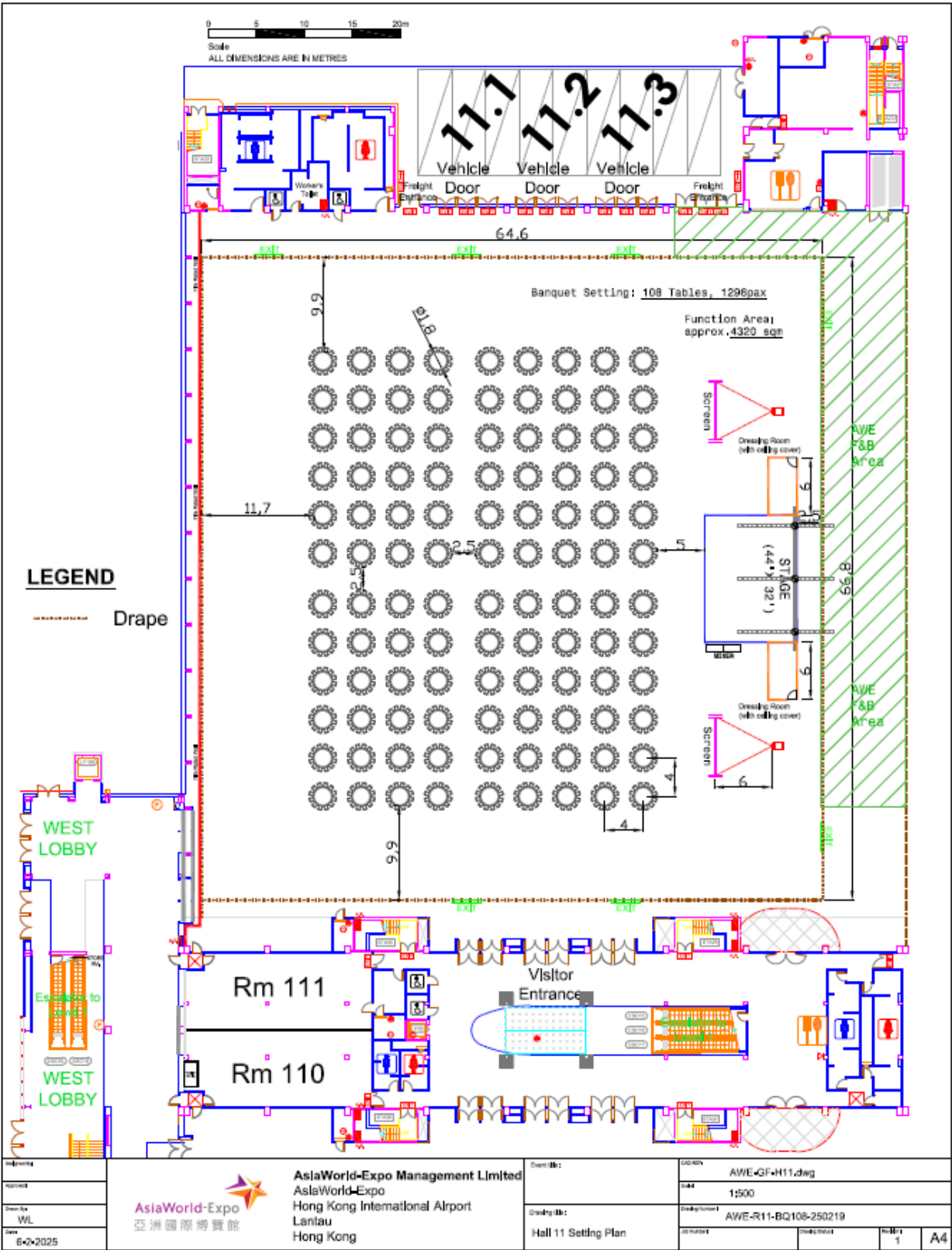
Service Requirement	Quantity	HKD
Part I. Mandatory Items		
A. Venue Management & Logistics <i>Detailed planning and execution of all venue setup and teardown activities. This includes logistics for delivery and removal of equipment, installation of signage and wayfinding, coordination with venue staff, and ensuring the physical setup meets event requirements and timelines.</i>		
(i) Venue setup and teardown plans (ii) Logistics plans for equipment, materials, and personnel movement (iii) Signage and wayfinding installations	1 job	
B. Event Production and Technical System Services <i>Provide end-to-end creative, technical, and production solutions, including event theming and branding, stage and décor design, lighting and AV setup, and professional sound, projection and LED wall support. Comprehensive rehearsals must be conducted prior to each event to ensure the smooth execution of all show and technical elements.</i>		
(i) Branding, design, décor and signage installed as per approved designs (ii) Title sponsor, sponsors, and partner branding fulfilled (iii) Staging, lighting, audio-visual systems, and multi-camera broadcast system as specified (iv) Technical rehearsals and on-site support (v) Live feed, streaming setups and signal sharing	1 job	

Service Requirement	Quantity	HKD
C. Guest Coordination, VIP Management & Athletes Lounge <i>Includes setup and operation of lounges, red carpet, and all guest-facing spaces, ensuring a smooth and welcoming experience.</i>		
(i) Athletes Lounge setup and operation (ii) Seamless guest journey (accreditation, photo wall, red carpet, etc.)	1 job	
D. Stage Management & Entertainment <i>Planning and delivery of on-stage activities, entertainment, and performances, ensuring accessibility and licensing compliance.</i>		
(i) MCs options as specified (ii) Safe, universally accessible, and practical stage design (iii) License of entertainment files (music, performances, media)	1 job	
E. Media Management, Broadcasting & Publicity <i>Setup and operation of media zones, workrooms, and broadcast infrastructure. Includes logistics for live feed distribution and management of all publicity material setups.</i>		
(i) Mixed Zone setups and media workrooms (ii) Accreditation desk and materials for media representatives (iii) Signal / live feed sharing to local, online, and electronic media (iv) Social media platforms coverage (v) Publicity materials preparation and distribution	1 job	
F. Security, Health, Safety & Miscellaneous <i>Development and implementation of security, access control, safety plans, and compliance documentation.</i>		
(i) Provision of qualified personnel, fulfillment of safety and insurance requirements, and miscellaneous items.		
Part II. Optional Items		
(i) Creative and cohesive performances plan (An opening performance, a bridging performance, and a closing performance)	3 performances	
<i>Please specify any other optional items not included in the Invitation for Tender and provide a quotation for consideration.</i>		
Total (With 3 Performances):		
Total (Without 3 Performances):		

Remarks

**For events held at AsiaWorld-Expo, all Internet, electricity, security, and rigging services and equipment must be exclusively provided by AsiaWorld-Expo.*

Floor Plan of Runway 11 (Hall 11), AsiaWorld-Expo





SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

SUPPLIER / CONTRACTOR CODE OF CONDUCT

This Supplier / Contractor Code of Conduct (Code) outlines an ethical and behavioural framework for suppliers / contractors. All suppliers / contractors shall comply with these guidelines when conducting business with the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC).

1. Legal Requirement

Suppliers / contractors must comply with all applicable laws and regulations when conducting business with SF&OC.

2. Ethical Standards

Suppliers / contractors shall uphold the ethical principles in their operations including confidentiality, open and fair competition, avoidance of conflict of interest and anti-bribery and corruption.

3. Confidential Information¹ & Personal Data²

Suppliers / contractors shall:

- use Confidential Information / Personal Data only for the purposes for which they are entrusted;
- return, destroy or delete Confidential Information / Personal Data when they are no longer required for the purposes for which they are entrusted;
- take security measures to protect Confidential Information / Personal Data entrusted to them;
- immediately report any sign of abnormalities or security breaches to SF&OC;
- not disclose Confidential Information / Personal Data to any third party other than that as instructed by SF&OC;
- not make or permit to be made copies or other reproductions of Confidential Information / Personal Data; and
- not make any commercial use of Confidential Information / Personal Data or any part thereof.

4. Labour Rights

Suppliers / contractors shall not:

- use child or involuntary labour;
- discriminate against others;
- use corporal punishment or any other form of physical or psychological coercion or intimidation against workers; and
- require workers to work more than the maximum number of working hours per week allowed by applicable laws and regulations.

¹ "Confidential Information" means any proprietary information relating to SF&OC's business, including but not limited to business and financial records, intellectual property, proprietary data, security measures or any other information that, if disclosed, could affect the business of SF&OC.

² "Personal data" means any information that relates to a living person and can be used to identify that person. It exists in a form in which access to or processing of is practicable. Examples of personal data include names, phone numbers, addresses, identity card numbers, photos, medical records and employment records, etc.

5. Health & Safety

Suppliers / contractors shall maintain a clean, safe and healthy workplace.

6. Environmental Protection

Suppliers / contractors shall observe and implement environmental protection practices including, but not limited to:

- compliance with all applicable environmental legal requirements;
- conservation of natural resources and energies as far as possible; and
- control of pollutants being discharged to the environment.

7. Guidelines of SF&OC

Suppliers / contractors shall observe and comply with the following guidelines of SF&OC marked with a tick (where applicable):

- Policy and Guidelines on Prevention of Sexual Harassment
(<https://www.hkolympic.org/wp-content/uploads/2020/08/SFOC-Policy-and-Guidelines-on-Prevention-of-Sexual-Harassment-Eng-2021.pdf>)
- Child Safeguarding Policy
(<https://www.hkolympic.org/wp-content/uploads/2022/04/Child-Safeguarding-Policy-2022-Eng.pdf>)
- Anti-Doping Rules of SF&OC
(<https://www.hkolympic.org/wp-content/uploads/2023/04/SFOC-Anti-Doping-Rules-effective-1-Apr-2023.pdf>)

8. Contractors & Suppliers

Suppliers / contractors shall ensure that their employees, sub-contractors, suppliers and other business partners adhere to this Code.

9. Monitoring of Compliance

SF&OC reserves the right, upon reasonable notice, to conduct a compliance audit with suppliers / contractors on the Code. Any violation of the Code shall be considered as a material breach of the contract by the suppliers / contractors.

SF&OC may immediately terminate contract upon the occurrence of any of the following events: (a) the supplier / contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) the continued engagement of the supplier / contractor or the continued performance of the contract is contrary to the interest of national security; or (c) SF&OC reasonably believes that any of the events mentioned above is about to occur.

Acknowledgement

To: Sports Federation & Olympic Committee of Hong Kong, China ("SF&OC")

We, (supplier's / contractor's Company Name) _____ are fully aware of and willing to comply with the Supplier / Contractor Code of Conduct of SF&OC.

Authorized Signature with Company Chop

Name:

Position:

Date: