

HKFC Tens Tender Fact Sheet



Introduction

We have had a lot of interest in both the Tournament Organiser and the PR and Media Management contracts. With this interest has come a lot of common queries or requests for additional information. So as to provide transparency and offer the additional information to all interested parties, we have collated a HKFC Tens fact sheet that provides such additional information. The fact sheet should be read in conjunction with the main tender documents and any other HKFC Tens documents provided on the documents section of our website.

<http://www.hkfcrugby.com/en/the-club/documents>

Questions and Answers

Q - Why have we not provided a budget for each tendered service?

A - We have not provided a budget for each tendered service so as not to anchor us or the applying companies into the stated amount. One of the main areas we will be assessing each application is on price and to not provide a budget or not to disclose historical contract costs, ensures best practice and to secure value for money.

Q - Why have we not provided a scope of work in the tournament organiser tender document?

A – Again we did not want to anchor tendering companies to historical scopes of work as we wanted each applying company to view the tournament as a blank canvas and pitch the application to their strengths. Along with price we will be assessing the applications against the tournaments medium and long term objectives. We have stated what those objectives are in the next question. We now however recognise the need to state the minimum required scope of work so that nobody leaves out any of the required vital services in their application.

Minimum Scope of Work:

- Act as the official tournament organiser and be the first point of contact for enquiries.
- Provide full administrative support for the HKFC Tens Committee Meetings and for key individuals to attend all meetings.
- Liaise with HKFC staff in relation to booking facilities and F&B. *Please note that all F&B requirements are provided by HKFC F&B department.*
- Deliver the two day tournament production. *Please note HKFC provide all venue staff, sport facility staff and facility maintenance staff.*
- Liaise with all HKFC facility and sport staff in relation to delivering the production of the tournament, coordinating their activity where required.
- Source and manage the delivery of third party suppliers. *Please note HKFC pay all third party contracts separately but if you can include and pitch for these services in your application along with the associated costs. Please ensure they are clearly costed so we can effectively evaluate the applications on a like for like basis.* The third party contracts include:
 - Broadcast production and equipment.
 - Security.
 - Medical.
 - Water providers.
 - Kit suppliers.
 - Website.

- Stadium signage and sponsors branding.
- Photography.
- After party entertainment.
- Any additional equipment required for the tournament.
- Live scoring service.
- Deliver the terms of the sponsorship agreements.
- Organise VIP entrants requirements.
- Organise the afterparty.
- Work with the Tournament Treasurer to prepare, manage and deliver an effective budget.
- Liaise with the official tournament kit supplier.
- Provide a post tournament review.

Q – What services and staff do HKFC and HKFC Rugby Section Provide?

A – HKFC provide all staff in relation to the venue:

- F&B staff.
- Sport facility and facility staff.
- Facility management and maintenance staff.
- Finance back office staff.

Additionally, the rugby section provide:

- A Tournament Chairman who has overall accountability for the delivery of the tournament.
- A Team Director who recruits and manages all teams and liaises with the HKRU and World Rugby in relation to the tournament and team approval.
- A Tournament Director who recruits referees and ensures the tournament runs in accordance with the tournament rules and regulations.
- Sponsorship recruitment and retention.
- A Treasurer who has overall accountability for the tournament budget.

Q – What are the objectives of the HKFC Tens?

A – The tournament objectives, relevant to this tender process, are:

- To maintain the tournament's position as 'The Best Tens Tournament In The World.'
- To increase sponsorship income.
- To increase the global reach of the tournament.
- To secure broadcasting income and / or broadcast advertising income.
- To work with the participating teams to help them find sponsors and thus reduce their costs participation costs.
- To sell out both days of the tournament ideally having a full stadia throughout the day. (Ticket income goes to the designated charity)

Along with cost, we will be strongly assessing the applications against the ability to work with the Tens Committee to deliver on these objectives. We acknowledge that there may be an increased cost to effectively deliver on such objectives so please detail the costs against projected income.

Q – Can we tender for both contracts?

A – Yes of course and nobody will be disadvantaged for doing so or not doing so.

Q – Can we include sponsorship generation in our proposal?

A – Yes and include your expected commission. Please note we won't pay commission on any existing or renegotiation of any existing contracts. We have uploaded the sponsorship packages to the documents section of our website to

download.

<http://www.hkfcrugby.com/en/the-club/documents>

The sponsorship package prices are stated as stated as AOR, but this years prices were:

Gold - \$300,000

Silver - \$230,000

Bronze - \$175,000

Q – Where can I find more information on the tournament?

A – The HKFC Tens website is a good source of information. We have also uploaded the tournament manual and tournament programme to the documents section of our website. A post event PR and Media Report has additionally been uploaded which details the social media and global reach of the tournament.

If you have any further specific queries please don't hesitate to contact HKFC Director of Rugby, William Thomas –

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