



## Request for Proposal – 2020 Event Set Up Services

### Introduction

The Hong Kong Triathlon Association Limited (TriHK) is inviting proposals from companies interested in providing Event Set Up Service for TriHK's 2020 events in Hong Kong. The Association will organize approx. 12 to 14 race per year.

### Due Date

Interested parties should submit the Proposal to the TriHK Secretariat by email to [event@triathlon.com.hk](mailto:event@triathlon.com.hk) on or before 17:00, 6 December 2019

### Provisional 2020 Race Calendar

#### Duathlon

<b>Event Name</b>	2020 Duathlon Series – Race 1
<b>Event Date (Tentative)</b>	Sunday, 16 February 2020
<b>Set Up Time (Tentative)</b>	04:00
<b>Dismantle Time (Tentative)</b>	13:00
<b>Venue:</b>	Plover Cove, Tai Po
<b>Set Up</b>	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand

#### Aquathlon (Open Water)

<b>Event Name</b>	2020 Aquathlon Series – Race 2	2020 Aquathlon Series – Race 3
<b>Event Date (Tentative):</b>	Sunday, 5 July 2020	Sunday, 16 August 2020
<b>Set Up Time (Tentative)</b>	04:00	04:00
<b>Dismantle Time (Tentative)</b>	13:00	13:00
<b>Venue:</b>	Repulse Bay Beach	Tai Po Waterfront Park, Tai Po
<b>Set Up</b>	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand



### Aquathlon (Open Water)

<b>Event Name</b>	2020 Aquathlon Series – Race 4	2020 Aquathlon Series – Race 5
<b>Event Date (Tentative):</b>	Sunday, 6 September 2020	Sunday, 27 September 2020
<b>Set Up Time (Tentative)</b>	04:00	04:00
<b>Dismantle Time (Tentative)</b>	13:00	13:00
<b>Venue:</b>	Pak Shek Kok Promenade, Tai Po	Golden Beach, Tuen Mun
<b>Set Up</b>	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand

### Aquathlon (Swimming Pool)

<b>Event Name</b>	2020 Aquathlon Series – Race 1
<b>Event Date (Tentative):</b>	Sunday, 5 April 2020
<b>Set Up Time (Tentative)</b>	07:00
<b>Dismantle Time (Tentative)</b>	18:00
<b>Venue</b>	Kowloon Tsai Park Swimming Pool
<b>Set Up</b>	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand

### School Aquathlon (Swimming Pool)

<b>Event Name</b>	2020 School Aquathlon Championships – Race 1	2020 School Aquathlon Championships – Race 2
<b>Event Date (Tentative):</b>	Sunday, 31 May 2020	Sunday, 28 June 2020
<b>Set Up Time (Tentative)</b>	07:00	07:00
<b>Dismantle Time (Tentative)</b>	13:00	13:00
<b>Venue</b>	Hong Kong Sports Institute, Shatin	Sun Yat Sen Swimming Pool
<b>Set Up</b>	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand

### School Aquathlon (Swimming Pool)

<b>Event Name</b>	2020 School Aquathlon Championships – Race 3
<b>Event Date (Tentative):</b>	Sunday, 15 November 2020
<b>Set Up Time (Tentative)</b>	07:00
<b>Dismantle Time (Tentative)</b>	13:00
<b>Venue</b>	Hong Kong Sports Institute, Shatin
<b>Set Up</b>	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 1 x Public Address System 4 x Speaker with Stand



### Triathlon

<b>Event Name</b>	2020 Age Group Sprint Triathlon	2020 Festival of Sport - Age Group Sprint Triathlon
<b>Event Date (Tentative):</b>	Sunday, 8 March 2020	Sunday, 10 May 2020
<b>Set Up Time (Tentative)</b>	04:00	04:00
<b>Dismantle Time (Tentative)</b>	13:00	13:00
<b>Venue:</b>	Plover Cove, Tai Po	Plover Cove, Tai Po
<b>Set Up</b>	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 2 x Public Address System 8 x Speaker with Stand	1 x Wooden Backdrop (10ft (H) x 15ft (W)) 2 x Public Address System 8 x Speaker with Stand

### Other information to be considered

- The organizer has the right to change the venue set up prior to the event.
- Proposal submitted must include a breakdown of actual charging method per race.
- *TriHK* reserves the right to change the venue set up prior to the event and the service provider is expected to accommodate changes when necessary.
- *TriHK* reserves the right of the final decision on Event Name and Event information without prior notice.
- *TriHK* does not bind itself to accept the lowest tender (or the highest combined score for a tender which adopts a marking scheme) or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.
- In the event that the Service Provider cannot fulfill the agreed services or terminates the Agreement during the year, the vendor will be required to compensate *TriHK* on all associated losses incurred.

### Proposals submitted must include:

1. Details of charging method for each event.
2. Terms and conditions of cancellation

### Enquiry

For further information, please email to [event@triathlon.com.hk](mailto:event@triathlon.com.hk).