

HKCWA would like to seek quotations for the following items for this year's event (World Wakesurf Championships):

1. Provision of Pontoon

- Size 2.5m x 28m
- Should be installed before 3pm, 25/10
- Removal of the Pontoon and starting dock on 11/7 at the end of the event
- Qualified person to endorse the safety of the construction (refer to the list of qualified person from Marine Department)
- Include all cost in relation to the installation, mobilization, and Endorsement of the safety of the construction
- Ensure the Pontoon is stable during the whole event, provide all necessary manpower and material to repair and relocate the facilities damage in the event due to any cause.



2. Provision of temporary bamboo access

- Provide temporary bamboo access connecting between the grand stand gate to the proposed pontoon location (refer to the attachment for detail requirement)
- Minimum width of the staircase and gateway 1.2m,
- Stable Handrail and Extra timber reinforcement on the gateway
- The Staircase and gateway are required to bear at least 5 persons at the same time
- The gateway should be stay at the proper position no matter low tide or high tide

- Should be installed before 3pm, 25/10
- Removal of the temporary access on 11/11 at the end of the event
- Qualified person to endorse the safety of the construction (refer to the list of qualified person from Marine Department)
- Quotation should include all costs in relation to the supply, installation, mobilization, qualified person to endorse the safety of the temporary access
- Remedial work may be required if the construction does not fulfill our requirement
- Ensure the structure is stable during the whole event, provide all necessary manpower and material to repair the facilities for damages due to any causes.



3. Provision of 1 Ferry boat

- Provide one ferry boat with a licensed driver on each boat during the event, 7:45am -7:00pm, 5-9 Nov + 10 Nov (TBC until mid-Sep) (5 or 6 days)
- Responsible to pick up riders from the Pontoon to the starting dock during the event
- Must have capacity of minimum 8 persons
- Include all expenses such as fuel, third party insurance, transportation and parking costs

4. Provision of a Safety pick up boat (Jet-Ski)

- Licensed driver during the event, 7:45am -7:00pm, 5-9 Nov + 10 Nov (TBC until mid-Sep) (5 or 6 days)
- Responsible to pick up fallen riders from the water return to the Pontoon during the competition
- Must have capacity of minimum 2 persons
- Include all expenses such as fuel, third party insurance, transportation and parking costs

5. Provision of DJ

- License fees and all necessary sound systems for the event, 10am-6pm, 9 Nov + 10 Nov (TBC until mid-Sep) (1 or 2 days)
- Include all cost of installation, supply, mobilization and removal of the sound system at the end of the event

6. Provision of Security Service

- Provide an overnight security guard or personnel from 6pm – 8am, 1-11/11/2024 (10 nights).
- Responsible for the safety of the boats and booth from any damage or loss due to any causes

7. Provision of Video Service and Live Broadcast

- 2 videographers
- At least 2 cameras (Steady cam(s) and Wide-angle cam on the boat)
- Drone phantom / Go Pro to organise some time lap of the event
- Highlights video x1 (around 2mis)
- Live Broadcast Service during the event days
- 7:45am -7:00pm, 5-9 Nov + 10 Nov (TBC until mid-Sep) (5 or 6 days)

8. Provision of 1st Aid Service (standby on the shore only)

- 2 Qualified 1st Aider with equipment during the event, 7:45am -7:00pm, 2-9 Nov + 10 Nov (TBC until mid-Sep) (8 or 9 days)

9. Provision of Event Design (Deadline: 23/8/2024*)

- Design 10 items including event banner, event materials, and souvenirs.
- Interested parties should provide the quotation and draft of the event banner before 1/9/2024.

10. Provision of F&B

- Provide daily on-site lunch catering for 200 people per event days, allowing the athletes to have their lunch in a self-service buffet style, from 5 Nov to 9 Nov + 10 Nov (TBC until mid-Sep) (5 or 6 days)
- Provide tableware
- At least 20 choices and drinks including 7 choices with gluten free, vegan and halal food

11. Cleaning Service

- Ensure that our venue is back to normal shortly after your event has ended
- Venue Cleaning Scope:
 - Proper cleaning and dusting of surface areas
 - Floor cleaning and maintaining all floor debris
 - Touch-point cleaning
 - Spot clean all spills immediately
 - Chair stacking
 - Décor removal
 - Cleaning of entry-ways and portable toilet
 - Cleaning and also disinfecting both food preparation and serving areas
 - Cleaning the portable toilet
 - Trash disposal
- Please provide two quotations to us
 - Quotation 1: Provide cleaning services every day after the competition ends, from 5 Nov to 9 Nov + 10 Nov (TBC until mid-Sep) (5 or 6 days)
 - Quotation 2: Provide cleaning services only on the last day of the competition, 9 Nov or 10 Nov (TBC until mid-Sep)

12. Venue Setup

- Marquees: Set up approximately 10 marquees/tents to provide shelter and designated areas.
- Inflatable Archway: Set up 1 inflatable archway (吹氣拱門) as an entrance.
- Audio-Visual Equipment:
 - Set up 2-3 TVs/screens for the live.
 - Set up a comprehensive sound system to enable announcements and MC.
- Shower Area: Set up a designated shower area for participants.
- Banners: Set up event banners to showcase sponsors, branding, and event information.
- Boat Display: Assist in setting up the display boat(s).
- Structures: Assist in setting up bamboo structures and pontoons as needed for boarding.
- Some item needs to be set up before 5 Nov. Also, have 2-3 manpower on standby to assist with any setup adjustments and maintenance as needed, from 5 Nov to 9 Nov + 10 Nov (TBC until mid-Sep) (5 or 6 days), 7:45am -7:00pm

13. Provision of PR Service

- Press releases to announce the event
- Media outreach to secure coverage
- Writing articles and posts about the event
- Creating highlight reels and promotional videos
- Handling negative publicity and emergencies
- Providing timely and accurate information to the media
- Assist in the opening ceremony on 5 Nov
- The Official Familiarization period is from 2 Nov to 4 Nov
- The Competition period is from 5 Nov to 9 Nov + 10 Nov (TBC until mid-Sep) (5 or 6 days)

Please return your quotation by email to info@waterski.org.hk and the title should be "Invitation of Quotations for the Facilitation of World Wakesurf Championships" before 5:00 pm, 13/9/2024.

***For the Provision of Event Design, please return your quotation by 23/8/2024.**