

HKCWA would like to seek quotations for the following items for this year's event (Wakefest HK 2025):

1. Provision of Pontoon and Starting Dock

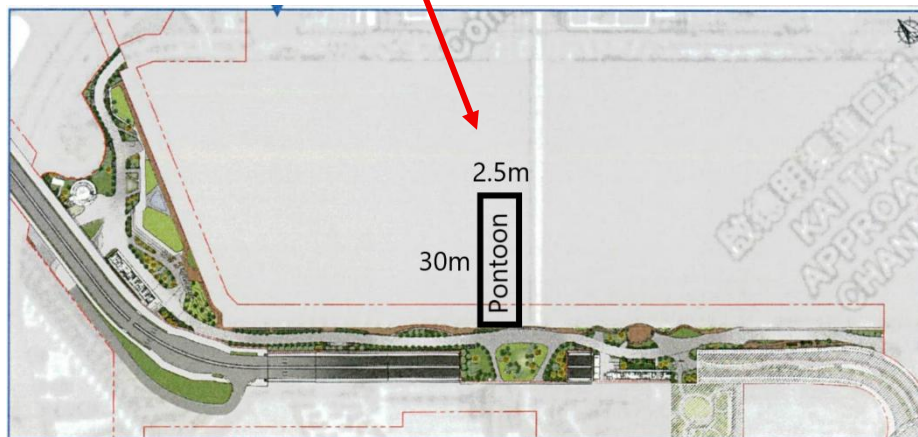
- Size 2.5m x 30m
- Should be installed before 5pm, 4/11
- Removal of the Pontoon and starting dock on 10/11 or 12/11 at the end of the event
- Qualified person to endorse the safety of the construction (refer to the list of qualified person from Marine Department)
- Include all cost in relation to the installation, mobilization, and Endorsement of the safety of the construction
- Ensure the Pontoon and the Starting Dock 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.





Installation location:

Shing Fung Road Park, Kai Tak (<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)



2. Provision of temporary bamboo access

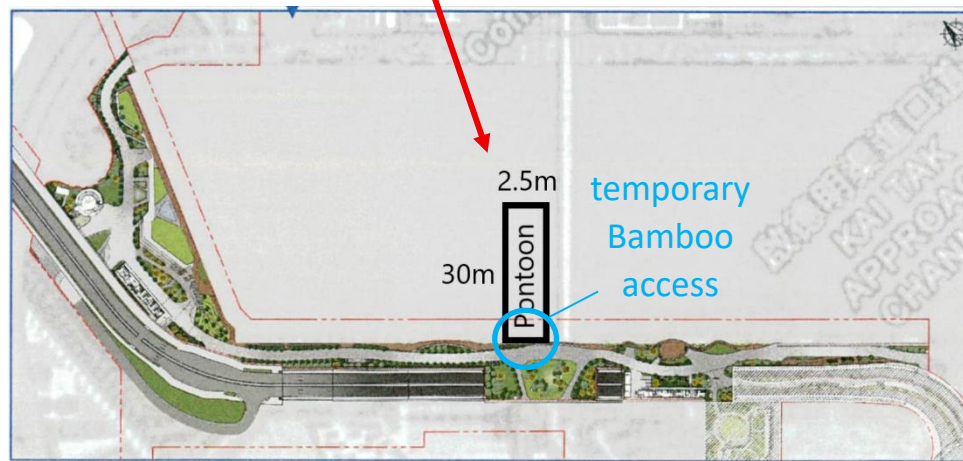
- Provide temporary bamboo access connecting between the grand stand gate to the proposed pontoon location (refer to the attachment for detail requirement)
- Minimum width of the staircase and gateway 1.2m
- Stable Handrail and Extra timber reinforcement on the gateway
- The Staircase and gateway are 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 5pm, 4/11
- Removal of the temporary access on 10/11 or 12/11 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.





Installation location:

Shing Fung Road Park, Kai Tak (<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)



3. Provision of 1 Ferry boat

- Provide one ferry boat with a licensed driver on each boat during the event, 7:00am -7:00pm, 7-9/11
- 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
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

4. Provision of two competition boats

- Provide two competition boats with a licensed driver on each boat during the event, 7:00am -7:00pm, 7-9/11
- Super Air Nautique G23 is preferred
- Must need to follow the instruction of the Chief Judge and the Event Director
- Must have capacity of minimum 6 persons
- Include all expenses such as fuel, third party insurance, transportation and parking costs
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

5. Provision of two Safety pick up boat (Jet-Ski)

- Licensed drivers during the event, 7:00am -7:00pm, 7-9/11
- Responsible to pick up fallen riders from the water return to the Pontoon during the competition
- Must have capacity of minimum 2 persons in each jet ski
- Include all expenses such as fuel, third party insurance, transportation and parking costs
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

6. Provision of a Yacht

- To serve as a sea base for the competition, with 4-5 staff members coordinating the competition and providing a rest area for judges
- Athletes can enter the water from the stern of the yacht to compete
- At least 20 passenger capacity

- During the 3 days of the competition, the yacht will remain docked in the same location and will not be moved from 7:30am to 6:00pm, 7-9/11
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

7. Provision of DJ

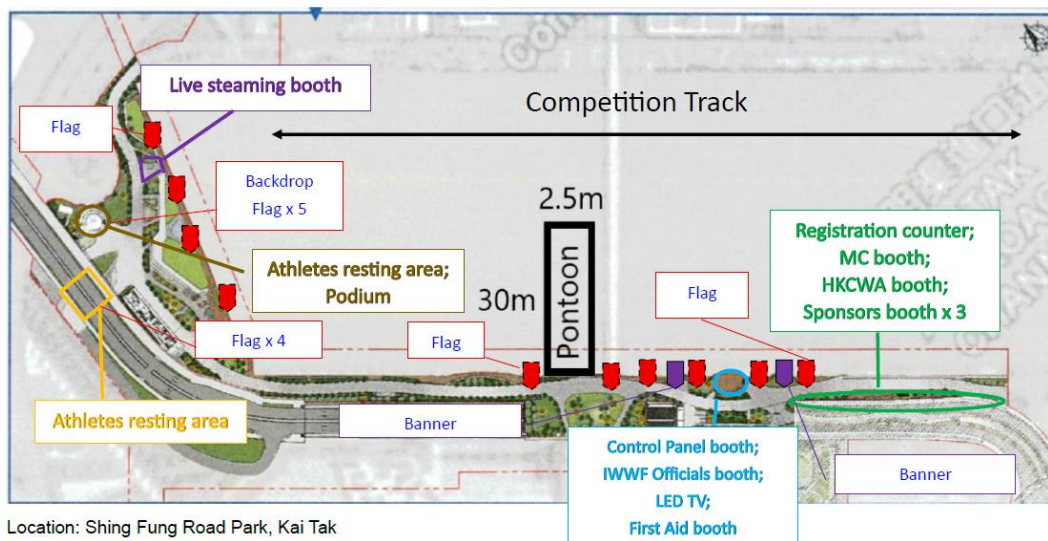
- License fees and all necessary sound systems for the last two days of the event (10am-6pm, 8/11 & 9/11)
- Include all cost of installation, supply, mobilization and removal of the sound system at the end of the event
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

8. Provision of Security Service

- Provide an overnight security guard or personnel from 6pm – 7am, 6-8/11/2025 (3 nights).
- Responsible for the safety of the boats and booth from any damage or loss due to any causes
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

9. Venue Setup

Event Site Map



- Marquees: Set up approximately 15-20 marquees/tents to provide shelter and designated areas.

- Table and Chair: At least 3 tables and 5 chairs in each marquee/tent.
- Large Fan: Set up 3-5 large fan for athletes or technical official in marquees/tents.
- Generator: Provide electrical setup to support large fans, sound system, live streaming, 2-3 TV screens, 10 computers, and other equipment as needed.
- Audio-Visual Equipment:
 1. Set up 2-3 TVs/screens for the live.
 2. Set up a comprehensive sound system to enable announcements and MC.
- Banners & Flags: Set up around 20 event banners and 30 flags to showcase sponsors, branding, and event information.
- All items need to be set up before 6 Nov.
- The event day is from 6 Nov to 9 Nov, 7:00am -7:00pm
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

10. Provision of Video Service and Live Broadcast

- Live steaming in two areas from 7-9 Nov 2025
- Each area:
 - 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
 - A copy of the broadcast recording must be provided free of charge on a hard drive to HKCWA
 - Playback options available
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

11. Provision of LED TV

- 3 LED TVs place at the Shing Fung Road Park for 3 days
- Delivery to HKCWA on 6 Nov 2025 and return it on 10 Nov 2025
- Size: 2m x 1.5m
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

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

- 2 Qualified 1st Aider with equipment during the event, 0800am -1800pm, 6-9/11
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

13. Provision of F&B

- Provide at least 70 lunch boxes per event days, 6-9/11 (210 boxes for 3 days)
- With at least 3 choices including vegan options
- Competition Venue: Shing Fung Road Park, Kai Tak
(<https://maps.app.goo.gl/bmY7hs5AZnxH4Y9C8>)

14. Provision of Closing Banquet

- Elegant evening buffet featuring a diverse selection of cuisines, including Western, Chinese, and more
- Accommodating approximately 200 persons

15. Provision of PR Service

- Kick-off event: (Date: TBC)
 1. Responsible in hosting the kick-off event
 2. Arrange for a MC
 3. Capture highlights of the kick-off event (Video & Photo)
 4. Invite media to attend and have interview/shooting with our athletes and publish it
 5. Prepare and distribute at least two social media post before/on 6 Nov
 6. Create a detailed rundown/schedule for the event and provide ongoing support.
 7. Engaging KOLs is an optional additional service.
- Before the competition:
 1. Issue a pre-event press release on 20 Oct
 2. Prepare and distribute two to three pre-event social media posts before/on 6 Nov
- During the competition (Date: 7 – 9 Nov 2025)
 1. Prepare and distribute at least one pre-event social media post at the end of each day
 2. Repost relevant social media post each day
 3. Capture highlights of the competition (Video & Photo)

4. Invite media to attend and have interview/shooting with our athletes and publish it
- After the competition
 1. Issue post-event press release summarizing results and highlights on 10 Nov.
 2. Prepare and distribute at least one pre-event social media post highlighting key moments and stories from the event on 10 Nov.

16. Provision of Event Design (**Deadline: 12/9/2025***)

- Design 11-12 items including event banner, event materials, and souvenirs.
- Interested parties should provide the quotation and draft of the event banner before 12/9/2025.

Please return your quotation by email to info@waterski.org.hk and the title should be "Invitation of Quotations for the Facilitation of Wakefest Hong Kong 2025" before 23:59, 17/9/2025.

***For the special indicated, please return your quotation by 12/9/2025.**