



## REQUEST FOR PROPOSAL (RFP)

### BWF BIDDING DOCUMENT

### BWF PARA BADMINTON INTERNATIONAL 2021

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## Para Badminton International

<b>Number of events to run</b>	Host are required to host all 22 events (whenever player entry size allows)
<b>Draw Sizes</b>	Draw sizes for each event are determined by the number of player entry for each event. Draws will be conducted one day before the 1 <sup>st</sup> competition day at the Team Managers Meeting by BWF appointed technical officials.
<b>Accommodation &amp; Transport requirements</b>	Host must provide wheelchair accessible accommodation and transportation
<b>Venue facilities</b>	<p><b>Competition Courts</b> It is highly recommended that a host ensure the facilities could host up to 8 courts whenever possible. This is to ensure the tournament could accommodate a high number of matches should the player registration goes above 220.</p>
	<p><b>Ceiling Height</b> It is recommended that the ceiling height be 9m from the floor. Minimum is 7m</p>
	<p><b>Practice courts</b> (It is recommended that the host offers practice courts (if it is available))</p>
	<p><b>Warm up courts</b> (It is recommended that the host offers warm up courts (if it is available or if the schedule allows))</p>
	<p><b>Competition floor surface</b> Standing events: Wooden sprung floor with court mats Wheelchair events: Appropriate floor (wooden, polished preferred)</p>
	<p><b>Players rest area</b> (It is recommended that host provide a player's rest area at the venue)</p>
	<p><b>Wheelchair and prosthesis repair service</b> (These services are important and host must find out the availability of the services in the city where the tournament is held)</p>
	<p><b>Toilets &amp; Changing Rooms</b> Host must ensure there are wheelchair accessible toilet and changing room at the venue</p>
	<p><b>Medical Services</b> It is recommended that medical service is available for players</p>
	<p><b>Doping Control Rooms</b> – host must ensure the availability of a doping control room and it must be wheelchair accessible</p>
<p><b>Other Services</b> Host must have stringing service available at the venue Teams must have access to wheelchair &amp; prosthesis repair service during the competition Teams should have access to food service at the venue</p>	
<b>TV and/or Live Streaming</b>	It is recommended that host livestream matches (if possible)

<b>Live Score</b>	It is recommended that host provide live score services (if possible)
<b>Media Centre</b>	Depending on the hosts expectation of media coverage during the competition, host should have a media centre.
<b>Presentation</b>	<b>FOP</b> It is recommended that the host provide a good quality sports presentation.

Please also refer to "Appendix – Para Badminton International" for more requirements, rights and obligations for the Hosts to commit to.

The final decision on the awarding of the event will be made the BWF.

## FINANCIAL OVERVIEW

### OVERVIEW

In all cases, the host is expected to pay for all costs involved in the delivery of the tournament, and as detailed further in the hosting contract to be signed between BWF and the successful host. Costs include but are not limited to:

**Venue and practice facility hire** as described more fully in the earlier parts of the document, to include hire of all venues and facilities for the required number of days during and after the event.

**Media facilities** to include the provision of shared work stations with access to internet.

**Local organisation** transport, hotel and subsistence costs (as needed by volunteers), event marketing and local promotion, security and stewarding, media facilities, office and communications expenditure, souvenir programme, appropriate staffing and volunteers, etc.

**Court Officials** to include the accommodation and per diem allowances of the local technical officials, and doctors.

In certain areas where BWF is expected to have a major operational input, such as with the organisation of flights and accommodation of officials, it is acceptable for bidding organisations to propose a budget limit that can be agreed between BWF and the Organising Committee and used by both parties in the organisation of the event.

### Entry Fees

Host can charge players and team officials an entry fee to support the operations of the tournament. The amount needs to be approved by the BWF.

### Budget

Hosts must provide a proposed budget as part of its bid application. BWF may also request from the host to provide a letter of support/confirmation from organisations / sponsor / governmental organisations that the member is supposed to receive funding to run the tournament.

It is important that you submit your first draft budget using the format below. If you are awarded the tournament (and where specified on part of the final agreement), you will also be required to report your accounts in this same format.

Please use US\$ where possible, but if you require or prefer to budget and account in another currency, please state clearly the currency proposed.

Currency: \_\_\_\_\_

INCOME		
Area	Budget	Details
Entry Fees		
Sponsors		
Local, state or national government support		
Sales of advertising space		
Others (specify)		

Please refer to the Appendix especially the Finance Considerations section before filling out the expenditure section below.

**EXPENDITURE**

<b>Area</b>	<b>Note</b>	<b>Cost</b>	<b>Details</b>
<b>Venue related costs</b>	A		
<b>Transportation</b>	B		
<b>Technical Personnel Costs: Local Referee, Local Umpires, Line Judges</b>	C		
<b>Other Personnel</b>	D		
<b>Promotion &amp; Marketing</b>	E		
<b>Hospitality &amp; Catering</b>	F		
<b>Administration</b>	G		
<b>Other (Please specify)</b>			
<b>TV / Livestream Production</b>	-		

## Application Form - Para-Badminton International 2021

The BWF is happy to receive bid documents in electronic or paper based bound documents.

TIMETABLE	REMARK
Wednesday 24 June 2020	RFP advertised and published on website.
Friday 31 July 2020	Deadline for submission of RFP & bid documentation to BWF. Darren Parks - <a href="mailto:d.parks@bwfbadminton.org">d.parks@bwfbadminton.org</a> and Email to Syahmi Sabron <a href="mailto:s.sabron@bwfbadminton.org">s.sabron@bwfbadminton.org</a> Phone: +60326319688
September 2020	Tournament approved by BWF
October 2020	Hosts and BWF sign agreement

Those wishing to host a BWF Para Badminton World Circuit tournament must complete the form below.

BWF Event	BWF Para-Badminton World Circuit
<b>1. Contact Details</b>	
<b>Name of Organisation / Member Association</b>	
<b>Name of Main Contact</b>	
<b>Title</b> (e.g. Secretary General)	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>Mobile Phone Number</b>	
<b>Address of organisation</b>  <b>Other Contact information, if any.</b>	

<b>Name of proposed event</b>		
<b>Date of tournament proposed</b>	Please provide 2 alternative dates	
<b>2. Competition Venue and Location</b>		
<b>City Proposed</b> (or nearest)		
<b>Proposed International Airport</b>		
<b>How far is the airport to the venue and official hotel?</b>		
<b>Name of proposed venue</b>		
<b>Full address of venue</b>		
<b>Please provide the link on google maps of the venue</b>		
<b>Number of halls available that could be used for competition at the venue?</b>		
<b>How many halls are you proposing to use for competition?</b>		
<b>How many courts are you proposing to host for competition?</b>	Wheelchair	
	Standing	
<b>How many practice courts are available?</b>  <b>How many warm up courts are available?</b>		
<b>Is the hall or are both halls:</b> <ul style="list-style-type: none"> <li>○ <b>On the same floor</b></li> <li>○ <b>Accessible to wheelchair users</b></li> </ul>		
<b>Are both halls next to each other? What is the distance?</b>		
<b>Size of (each) playing area available for courts (metres)</b>	Hall 1	
	Hall 2	
<b>Anticipated number of courts (for each hall)</b>	Hall 1	



	Hall 2	
<b>Have Para-Badminton tournaments been played there before? (List main events)</b>		
<b>Height of hall at lowest point over playing area (in each hall)</b>	Hall 1	
	Hall 2	
<b>Seating Capacity (permanent) (in each hall)</b>	Hall 1	
	Hall 2	
<b>Intended additional seating capacity (temporary) (in each hall if available)</b>	Hall 1	
	Hall 2	
<b>Is there air conditioning?</b>	Yes	
	No	
<b>Does this affect air movement over the field of play?</b>		
<b>If yes, can the air conditioning speed be adjusted?</b>		
<b>What is the floor type in each hall?</b>	Hall 1	
	Hall 2	
<b>What are the sizes of the three largest rooms within the stadium?</b>	Room 1	
	Room 2	
	Room 3	
<b>Does the stadium have rooms that are wheelchair accessible for:</b>	Doping Control Room	
	Meeting room for 50 people	
	Classification room	
<b>What other relevant facilities are there at the stadium?</b> (e.g. restaurant, space for exhibitors in foyer, weight-training facilities, swimming pool).		

### 3. Accommodations

<b>What range of hotel accommodation will be provided? State likely prices per room in USD\$ (inclusive of all local taxes and breakfast) on a twin-shared basis</b>	Hotel 1			
	Hotel 2			
<b>How many rooms are wheelchair accessible in the hotel?</b>	Hotel 1			
	Hotel 2			
<b>How many elevators are there in the hotel for people to get to their rooms? Please confirm if the elevator can fit a wheelchair.</b>	Hotel 1			
	Hotel 2			
<b>Can wheelchair users access all the facilities at the hotel including reception, restaurant, sports facilities etc?</b>	Yes			
	No			
<b>Can there be three or four beds to a room? (if so, indicate likely cost)</b>	<b>Hotel 1</b>		<b>Hotel 2</b>	
	Single		Single	
	Double		Double	
	Triple		Triple	
	Quadruple		Quadruple	
<b>Is there a possibility of self-catering accommodation? (Give details, if yes)</b>	Hotel 1			
	Hotel 2			
<b>What system of hotel booking will be used? Will deposits be required in advance, and if so, what will be the refund possibilities for early departure or cancellation?</b>				
<b>Distance between hotel to venue (km)</b>	Hotel 1			
	Hotel 2			
<b>Estimated driving time between hotel to venue (min)</b>	Hotel 1			
	Hotel 2			
<b>What is the duration of transfer from each airport to the hotels via the official transportation used?</b>				

<b>Please supply typical climatic figures</b> (humidity levels, minimum & maximum temperatures and general weather)	Humidity	
	Min. Temp	
	Max. Temp	
	General Weather	
<b>What assistance can be given with visas?</b>		
<b>What commitments can be made regarding the entry of players from all BWF Member Associations or organizations recognized by the BWF to the event?</b>		
<b>4. Transportation</b>		
<b>What type of wheelchair accessible vehicles are available for the tournament?</b> <b>Please include information on:</b> <ul style="list-style-type: none"> <li>• Types of vehicles</li> <li>• Number of vehicles (proposed)</li> <li>• Capacity of each vehicle</li> </ul>		
<b>What type of regular vehicles are available?</b> <ul style="list-style-type: none"> <li>• Types of vehicles</li> <li>• Number of vehicles (proposed)</li> <li>• Capacity of each vehicle</li> </ul>		
<b>5. Entry fees</b>		
<b>Will this tournament charge any entry fee?</b>	<b>Yes or No</b>	
<b>If yes, what is the amount of entry fee that each player will be charged?</b>		
<b>Will the tournament charge any entry fee for team officials?</b>	<b>Yes or No</b>	
<b>If yes, what is the amount of entry fee that each team official be charged?</b> <b>(Must be less than what is charged to players)</b>		
<b>Please state what the entry fee be covering/used for?</b>		

### Other Supporting Information

**Hosts are required to provide pictures of the venue, hotel and the facilities available as part of the application.**

You can also add here any further information to support your bid. For example, your previous experience of organizing major badminton events, any special skills you can bring to hosting the event applied for, any special conditions you wish to propose regarding the financial arrangements for hosting the event.

### e. Declaration

I the undersigned – have read and understand the terms and conditions of this application.

<b>First Name</b>	
<b>Surname</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Stamp (if applicable)</b>	



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