



REQUEST FOR PROPOSAL (RFP)

BWF BIDDING DOCUMENT

BWF PARA BADMINTON WORLD CIRCUIT

GRADE 2 – LEVELS 1, 2, 3



INTRODUCTION

The BWF Para Badminton World Circuit Grade 2 level tournaments are a series of BWF sanctioned tournaments to begin in 2022. Member Associations or organisations recognised by the BWF, are invited to apply to host one or more of these tournaments.

NEW PARA BADMINTON TOURNAMENT STRUCTURE 2022

Grade 1

BWF Major Events

Paralympic Games
Para Badminton World Championships

Grade 2

BWF Para Badminton World Circuit

Level 1 – Para badminton International - Max 6
Level 2 – Para badminton International - Unlimited
Level 3 – Para badminton International - Max 3

Others

Continental Championships

Regional Multisport Events

- Parapan Am Games
- Asian Para Games

BWF has the right to determine which level a tournament will be assigned to and how many tournaments will be allocated to each level. The final decision on the awarding of an event will be made by the BWF.

PARA BADMINTON WORLD RANKINGS

The Para Badminton World Ranking points are awarded to players based on Grade and Level with Grade 2 Level 1 having a higher amount of points than Levels 2 and 3.

TOURNAMENT FORMAT

All Grade 2 Levels 1 and 2 tournaments will include events for men and women in Wheelchair and Standing Sport Classes. Grade 2 Level 3 tournaments may have either wheelchair and/or standing events.

All Para badminton related regulations under Chapter 5 – Technical Regulations on the BWF Statutes page applies to all Grade 2 level tournaments ([link](#))

The competition in each Sport Class is in two parts - group play with three to four in each group (where there are sufficient entries), followed by a knock-out stage. The group play is a round robin format to ensure each players/pairs a minimum of two to three matches.

GRADING CRITERIA

Criteria	Level 1	Level 2	Level 3
Number of tournaments	Max 6	No restriction	Max 3
Number of events to run	22	22	22 or less. Wheelchair and/or standing events.
Draw Sizes	To be determined by BWF.		To be determined by BWF based on the capacity of the venue and the number of events to be hosted.
Accommodation requirements	Wheelchair accessible accommodation Wheelchair accessible transportation		Wheelchair accessible accommodation and transportation (if running wheelchair events)
Venue facilities	Appropriate number of competition courts as determined by BWF.		To be determined by the BWF.
	Minimum ceiling height of 9m		Minimum ceiling height of 8m
	Practice courts at hosts capability (1 WH & 1 Standing)	Practice courts at hosts capability but must be equal for WH and Standing	Practice courts at hosts capability but must be equal for WH and Standing
	Warm up courts (2 minimum – 1 WH, 1 Standing)	Warm up courts (optional but must be 1 WH & 1 standing if any)	Warm up courts at hosts capability
	Competition floor surface Standing events: Wooden sprung floor with court mats Wheelchair events: Appropriate floor as approved by BWF		Competition floor surface Standing events: As approved by BWF Wheelchair events: As approved by BWF
	Players rest area		Players rest area at hosts capability
	Wheelchair and prosthesis repair service		Wheelchair and prosthesis repair service at hosts capability
	Wheelchair accessible toilets		Wheelchair accessible toilets (if running wheelchair events)
	Medical Services		
	Doping Control Rooms		
	Stringing Services		
	Availability of food service at the venue.		Availability of food service at the venue at hosts capability

The following criteria will be considered for grading tournaments and bidding documents.

Criteria	Level 1	Level 2	Level 3
TV and/or Live Streaming	Streaming (Mandatory) <ul style="list-style-type: none"> Multiple camera production (recommended) Minimum 1 standing and 1 wheelchair 	Streaming at hosts capability	Streaming at hosts capability
Live Score	Mandatory	Live Score at hosts capability	Live Score at hosts capability
Media Centre	Mandatory	Media Centre at hosts capability	Media Centre at hosts capability
Presentation	FOP Overall presentation (plan for the tournament)		
Hosting Commitment	Three years (2022-2024)	Two years (2022-2023)	One year (2022)

BROADER ASSESSMENT CRITERIA

<p>1. Experience in hosting para badminton and/or badminton tournaments</p> <ul style="list-style-type: none"> Quality of presentation Strength of organisation Financial security Other
<p>2. Regional representation i.e. a distribution of varying levels of tournaments across regions.</p>
<p>3. Ability to meet with BWF's strategic calendar planning i.e. regional pairings, meeting recommended dates, host city accessibility</p>
<p>4. Country's participation in Para badminton</p> <ul style="list-style-type: none"> Depth of participation at international level Depth of success at international level
<p>5. Greater hosting capacity</p> <ul style="list-style-type: none"> Above and beyond the minimum requirements are of the core criteria.

Please also refer to "**Appendix – BWF Para badminton World Circuit**" for more requirements, rights and obligations for the Hosts to commit to.

BWF has the right to determine which level a tournament will be assigned to and how many tournaments will be allocated to each level. The final decision on the awarding of the event will be made by 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 received 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 (expected amount)		
Sponsors		
Local, state or national government support		
Sales of advertising space		
Others (specify)		

EXPENDITURE

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

BIDDING DOCUMENTS / FORMS

The BWF is happy to receive bid documents in electronic or paper based bound documents. The Forms are available in Word format from the website ([linked here](#)).

TIMETABLE	REMARK
Monday 29 March 2021	RFP advertised and published on website.
Monday 14 June 2021	Deadline for submission of RFP & bid documentation to BWF. Darren Parks - d.parks@bwfbadminton.org and Email to Syahmi Sabron s.sabron@bwfbadminton.org Phone: +60323819188
October 2021	Tournament approved by BWF
November 2021	Hosts and BWF sign agreement

Those wishing to host a BWF Para Badminton World Circuit tournament must complete the form below. **BWF has sanctioning rights and the right to determine which level the tournament will be assigned to.**

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

Name of proposed event	
We are bidding for:	BWF Para Badminton World Circuit
	Grade 2 – Level 1
	Grade 2 – Level 2
	Grade 2 – Level 3
Date of tournament proposed	Please provide 2 alternative dates
If you are bidding for Grade 2 Level 3 event, are you planning to host wheelchair and/or standing events? There are: 7 wheelchair events 15 standing events	
Why are you choosing to host Grade 2 Level 3?	

2. Competition Venue and Location

Host must check wheelchair accessibility of the venue. It is recommended that a wheelchair user be part of the site visit.

City Proposed (or nearest)	
Proposed International Airport	
How far is the airport to the venue and official hotel?	
Name of proposed venue	
Full address of venue	
What type of venue is this? (e.g., stadium, community hall, basketball arena)	
How many floors does the venue have?	
Please provide the link on google maps of the venue	
Number of halls available that could be used for competition at the venue?	

How many halls are you proposing to use for competition?		
How many courts are you proposing to host for the competition?	Wheelchair	
	Standing	
How many practice courts are available?		
How many warm up courts are available?		
Is the hall or are both halls: <ul style="list-style-type: none"> ○ On the same floor ○ Accessible to wheelchair users 		
Are both halls next to each other? What is the distance?		
Size of (each) playing area available for courts (metres)	Hall 1	
	Hall 2	
Anticipated number of courts (for each hall)	Hall 1	
	Hall 2	
Have Para-Badminton tournaments been played there before? (List main events)		
Height of hall at lowest point over playing area (in each hall)	Hall 1	
	Hall 2	
Seating Capacity (permanent) (in each hall)	Hall 1	
	Hall 2	
Intended additional seating capacity (temporary) (in each hall if available)	Hall 1	
	Hall 2	
Is there air conditioning?	Yes	
	No	

Does this affect air movement over the field of play?		
If yes, can the air conditioning speed be adjusted?		
What is the floor type in each hall? (wooden, hard rubber etc.)	Hall 1	
	Hall 2	
What are the sizes of the three largest rooms within the stadium?	Room 1	
	Room 2	
	Room 3	
Does the stadium have rooms that are wheelchair accessible for:	Doping Control Room	
	Meeting room for 50 people	
	Classification room	
Are there any areas of the venue that wheelchair users cannot access?		
What other relevant facilities are there at the stadium? (e.g.: restaurant, space for exhibitors in foyer, weight-training facilities, swimming pool).		
Are there time limits to the use of the venue?		
Have you as the host done a site visit to the venue?		

3. Accommodation

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	Hotel 1	Provide name and google maps location
	Hotel 2	Provide name and google maps location

How many rooms are wheelchair accessible in the hotel?	Hotel 1			
	Hotel 2			
How many elevators are there in the hotel for people to get to their rooms? Please confirm if the elevator can fit a wheelchair.	Hotel 1			
	Hotel 2			
Can wheelchair users access all the facilities at the hotel including reception, restaurant, sports facilities etc?	Yes			
	No			
Can there be three or four beds to a room? (if so, indicate likely cost)	Hotel 1		Hotel 2	
	Single		Single	
	Double		Double	
	Triple		Triple	
	Quadruple		Quadruple	
Is there a possibility of self-catering accommodation? (Give details, if yes)	Hotel 1			
	Hotel 2			
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?				
Distance between hotel to venue (km)	Hotel 1			
	Hotel 2			
Estimated driving time between hotel to venue (min)	Hotel 1			
	Hotel 2			
What is the duration of transfer from each airport to the hotels via the official transportation used?				
Please supply typical climatic figures (humidity levels, minimum & maximum temperatures and general weather)	Humidity			
	Min. Temp			
	Max. Temp			
	General Weather			

What assistance can be given with visas?	
What commitments can be made regarding the entry of players from all BWF Member Associations or organizations recognized by the BWF to the event? Are there any barriers for players in certain countries to enter?	
4. Transportation	
What type of wheelchair accessible vehicles are available for the tournament? Please include information on: <ul style="list-style-type: none"> • Types of vehicles • Number of vehicles (proposed) • Capacity of each vehicle 	
What type of regular vehicles are available? <ul style="list-style-type: none"> • Types of vehicles • Number of vehicles (proposed) • Capacity of each vehicle 	
5. Entry fees	
Will this tournament charge any entry fee?	Yes or No
If yes, what is the amount of entry fee that each player will be charged?	
Will the tournament charge any entry fee for team officials?	Yes or No
If yes, what is the amount of entry fee that each team official be charged? (Must be less than what is charged to players)	
Please state what the entry fee be covering/used for?	

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.

SANCTION Rights

1. For all tournaments and competitive matches defined in the BWF Para badminton General Competition Regulations, the Host Association must apply for and receive the sanction of the BWF. The BWF shall grant sanction to the tournament in line with the BWF Para badminton Regulations.
2. On obtaining BWF sanction the Member Association or organisation recognised by the BWF are provided with the following:
 - o BWF Para Badminton World Ranking points for the players
 - o Protection for tournament date
 - o BWF approval of qualified Technical Official for the smooth running of the competition
 - o BWF approval of Classifiers and determination of the number of Classifier Panels
 - o Publication of the event on BWF website
 - o Results published on BWF website
 - o Provision of professional advice to Member Association or organisation recognised by the BWF on running of the competition as required.

SANCTION Obligations

Continental Confederations and Member Associations or organisations recognised by the BWF must use Tournament Planner software to conduct the draws and must submit the completed results to BWF within the timescales as set out in BWF Para-badminton Regulations.

We, the host organisers, hereby agree to abide with all BWF regulations that is related to para badminton including any penalties that may be applicable in breaching of Para Badminton Competition Regulations

BWF Member Association/National Paralympic Committee/Para Badminton Organisation recognized by BWF

Name	
Association	
Signature	
Date	

Other organisations assigned to host/manage the tournament by BWF Member Association/National Paralympic Committee/Para Badminton Organisation recognized by BWF

Name	
Organisation	
Signature	
Date	



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