

**Schedule 1**  
Details of the Candidate and Tender

Please find below the response of (Your company full name) to the Invitation of Tender issued by HKAA in respect to the event Hong Kong National Championship(s) / Challenge(s) (the “Championship”) in 2020 (the “Tender”).

(a) Company information

Full company name of Candidate	
HKAA Membership Number	
Address and telephone number of registered office and principal place of business, if different	Address:  Tel:  Website:
Business registration number	
Contact details of primary contact person	Name: Address: Tel: Email:
Type of business activity	
Composition of board of directors	
Championship(s) / Challenge(s) that you would like to organize:	(Please submit separate plans for each Championship should you apply for more than ONE)

Please provide:

1. Business registration certificate copy
2. Directors, key management staff profile and/or curriculum vitae
3. A chart showing the management structure of the company
4. A list showing all the business locations in Hong Kong or overseas

(b) Track record

Each Candidate should provide a list of:

- Principal activities confirming its capacity to provide the services in relation to the Championship
- The organizational ability and applicable resources of the Candidate
- The Candidate’s experience
- The Candidate’s experience in the organization and promotion of events including media planning, sponsorship sales and servicing, promoting motorsport, and all other applicable areas referred to in its strategic plan

(c) Proposed strategic plan

Each Candidate should provide:

- An outline of a strategic and business plan for organization and promotion of the Championship during the term, including the investment the Candidate is ready to commit in order to develop the Championship and motorsport
- An outline of the territories and locations in which the Candidate proposes to organize the Championship
- Any other details which the Candidate wishes to communicate to HKAA in order to facilitate the assessment of its proposal

(d) Proposed financial details

Each Candidate should set out its proposed sources of investment and revenues and estimations thereof, commercial structure and potential sponsors, the level of remuneration proposed by the Candidate to HKAA to be derived from the sponsorship.

When planning the financial details, Candidate should cover the followings and indicate in the financial details the budget allocated for respective items:

- Travelling expenses (airfare, hotel accommodation, meals, allowances, etc.) for ONE steward and ONE HKAA staff for each event
- Administration and registration fee to HKAA (not inclusive of FIA calendar registration fee, such fee will be billed to the selected Candidate separately)

(e) Marketing and media plan

Each Candidate should provide details of its marketing and media plan including:

- Its marketing strategy to promote the Championship, pre and post event
- Its strategy to grow audience and build awareness of the Championship in Hong Kong
- Its communication plan (including press releases, advertising, newsletter and social media publications)

(f) Designated service(s) details

Each Candidate could provide here details of any further services which it envisages providing and which are not mentioned elsewhere in its Tender.

(g) Action timeline

Each candidate must provide a timeline indicating the submission date of the following documents to HKAA:

- Sporting regulations
- Technical regulations
- Supplementary regulations
- Event entry list
- Event rundown and programme
- Final race results and steward reports

(h) Warranty

We hereby represent and warrant to HKAA that:

- (i) the information contained in this Tender is not false or otherwise misleading; and
- (ii) if, following submission of this Tender, there is any change in circumstances which may render such information false or otherwise misleading or otherwise adversely affect such information, we will promptly notify HKAA in writing setting out the relevant details in full.

**SUBMITTED BY** *[insert name of Candidate]* acting by its authorized representative(s) and with the acceptance of all stated terms and conditions of the Tender.

-----

Signature

-----

Name

-----

Date

-----

Title