

SCHEDULE 1 - EXPERIENCE OF THE BIDDER

(To be submitted in the envelope containing the **Technical Proposal**)

Experience of the Bidder

The information provided in this Schedule and the documentary evidence ^(Note 1) to substantiate its claim of experience will be assessed in technical assessment. ^(Note 2)

- (a) The Bidder has completed _____ (in number) events with the appearance of government officials within five (5) years immediately preceding the Original Tender Closing Date. ^(Note 3) Please provide details in the table below.

No.	Contract Period (Day/Month/Year)		No. of years	Contract Value (HK\$)	Name of Client	Project Information
	From	To				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

*Please use additional sheet(s) if required.

- (b) The Bidder has completed _____ (in number) events with media invitation and handling service within three (3) years immediately preceding the Original Tender Closing Date. ^(Note 3) Please provide details in the table below.

No.	Contract Period (Day/Month/Year)		No. of years	Contract Value (HK\$)	Name of Client	Project Information
	From	To				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

*Please use additional sheet(s) if required.

- (c) The Bidder has completed _____ (in number) full-day outdoor events, i.e. six (6) hours or above, with the scale of not less than ten (10) booths and one thousand (1,000) or above participants within five (5) years immediately preceding the Original Tender Closing Date. ^(Note 3) Please provide details in the table below.

No.	Contract Period (Day/Month/Year)		No. of years	Contract Value (HK\$)	Name of Client	Project Information
	From	To				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

*Please use additional sheet(s) if required.

- (d) The Bidder has completed_____ (in number) environmental-related events within three (3) years immediately preceding the Original Tender Closing Date. ^(Note 3) Please provide details in the table below.

No.	Contract Period (Day/Month/Year)		No. of years	Contract Value (HK\$)	Name of Client	Project Information
	From	To				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

*Please use additional sheet(s) if required.

- (e) The Bidder has completed _____ (in number) three (3) concerts within three (3) years immediately preceding the Original Tender Closing Date. ^(Note 3) Please provide details in the table below.

No.	Contract Period (Day/Month/Year)		No. of years	Contract Value (HK\$)	Name of Client	Project Information
	From	To				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

*Please use additional sheet(s) if required.

- Note 1: Documentary evidence such as acceptance letter(s) to substantiate the claim of experience shall be submitted upon request by the Government. Otherwise, the relevant claimed experience will not be taken into account.
- Note 2: Technical Assessment will be solely based on information of the Tenderer's past experience as stated by the Tenderer in Schedule 3 of its Tender submitted on or before the Tender Closing Time.
- Note 3: Only projects that are completed immediately preceding the Original Tender Closing Date will be counted. Projects that are in progress or in the pipeline as at the Original Tender Closing Date will not be counted.

SCHEDULE 2 – INFORMATION ON THE TEAM

(To be submitted in the envelope containing the **Technical Proposal**)

Composition of the proposed Project Team and Qualification and Experience of Team Members**1. Qualification and Experience of the Project Manager** (Notes 1)

Name of the proposed Project Manager			
Academic qualification			
Relevant post-qualification working experience (in chronological order)			
Company/Organisation	Title/Position	Role/Job description	Period

*Please use additional sheet(s) if required.

2. Qualification and Experience of the other members of the Project Team (Notes 1 & 2)

Role: _____

Name			
Academic qualification			
Relevant post-qualification working experience (in chronological order)			
Company/Organisation	Title/Position	Role/Job description	Period

*Please use separate sheets for each project team member

Note 1: Documentary evidence such as academic certificate(s), employment letter(s) or reference letter(s) to substantiate the claim of qualification and experience shall be submitted upon request by the Government. Otherwise, the relevant claimed qualification or experience will not be taken into account.

Note 2: The Project Team shall include at least one Project Manager and comprise of other members with professional experience as set out in Paragraph 10.2 of Service Specifications.

SCHEDULE 3 – TECHNICAL PROPOSAL

(To be submitted in the envelope containing the **Technical Proposal**)

The Bidder shall prepare proposals for Carbon Reduction Month which shall include the followings:

- 1. Proposed list of celebrities that tenderer guarantees to engage;**
- 2. Proposed key visuals design for Carbon Reduction Month;**
- 3. Proposed media placement plan; and**
- 4. Proposed concert rundown and opening gimmick.**

SCHEDULE 4 - PRICE PROPOSAL

(To be submitted in the envelope containing the **Price Proposal**)

Part A**Mandatory Services**

Description	Cost (HK\$)
1. Overall Strategy and Implementation Plan (see clause 5.1 of Appendix 2)	
2. Key Visual Design and Video Production (see clause 5.2 of Appendix 2)	
3. Media Placement Plan (see clause 5.3 of Appendix 2)	
4. Engagement of Performance Unit (see clause 5.4 of Appendix 2)	
5. Campaign Presentation (see clause 5.5 of Appendix 2)	
6. Campaign Kiosk (see clause 5.6 of Appendix 2)	
7. Social Media Challenge (see clause 5.7 of Appendix 2)	
8. Concert cum Carnival (see clause 5.8 of Appendix 2)	
9. Evaluation Report (see clause 5.9 of Appendix 2)	
10. Other expenses (if any, with details)	
Total Amount of Mandatory Services:	<hr/> (Total Contract Price)

Part B

Optional Services (Notes 1 and 2)

Description	Cost (HK\$)
1. Detailed breakdown of media cost of the media placement plan in item 3 of Part A above for reference	
2. Videography service (see clause 5.10.1 of Appendix 2)	
3. Live streaming service (see clause 5.10.2 of Appendix 2)	

Note 1: The Optional Items will only be required on the instruction of the ECC Representative and are not committed at the time of this invitation exercise.

Note 2: It is at the sole discretion of the ECC Representative to require the Contractor to carry out all or any or none of the Items and the Contractor shall do so accordingly. The ECC's liability shall be limited to the money payable in accordance with the schedule of rates for the amount of work completed to the standard acceptable to the ECC Representative.