

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) video production project(s) in which not less than two (2) videos, each with a duration of not less than one (1) minute, were produced for a government department and/or advisory and statutory bodies within two (2) 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	No. of Videos Produced in the Project
	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) video production project(s) featuring a celebrity and/or KOL for a government department and/or advisory and statutory bodies within two (2) 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	Celebrity and/or KOL(s) featured in the video
	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 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 Creative Director (Notes 1)

Name of the proposed Creative Director			
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.

3. Qualification and Experience of Copywriter (Notes 1)

Name of the proposed Copywriter			
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.

4. Qualification and Experience of 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 ECC. 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, one Creative Director, one Copywriter, and comprise of other members with professional experience as set out in Clause 11.1.3 of Service Specifications.

SCHEDULE 3 – TECHNICAL PROPOSAL

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

The Bidder shall prepare a proposal for **Provision of Video Production and Media Placement Services for the Carbon Neutrality Publicity Campaign** which shall include the followings:

- (i) Draft storyboard and/or storyline and script of the Two (2) Education Videos
- (ii) Working schedule
- (iii) Media plan for the rerun of CNPC TV API

SCHEDULE 4 - PRICE PROPOSAL

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

Bidder should provide breakdown of the Contract Price into the following items:

Item	Description of Services	Quoted Price (HK\$)
1	Production of 2 Education Videos (see Clause 5.1 of Appendix 2)	\$ _____
2	Provision of Media Placement Services (see Clause 5.2 of Appendix 2)	\$ _____
Total Contract Price:		\$ _____ [(1) + (2)]