

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) environmental-related campaigns with collaboration of corporate organisations 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) environmental-related physical events, including but not limited to exhibition, fun fairs, concerts and launching ceremony 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.

- (c) The Bidder has completed _____(in number) environmental-related educational campaigns 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.

Note 1: Documentary evidence such as acceptance letter(s) to substantiate the claim of experience shall be submitted upon request by the ECC Representative. 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** ^{Note 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 ECC Representative. Otherwise, the 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 a proposal of collaboration with stakeholders including the following:

- 1. A set of viralable low-carbon living tips in respect of clothing, food, living and travel under the local context; and**
- 2. Proposed list of collaborating partners including business corporations, non-governmental organisations (NGOs) and schools.**

SCHEDULE 4 - PRICE PROPOSAL(To be submitted in the envelope containing the **Price Proposal**)**Mandatory Services**

Description	Cost (HK\$)
1. Formulation of Low Carbon Living Tips (see clause 4.1 of Appendix 2)	\$ _____
2. Partner Invitation and Collaboration <ul style="list-style-type: none"> i. Introduction Kit for potential collaborating partners (see clause 4.2.4 of Appendix 2) ii. Tasks of collaborating partners (see clause 4.2.1.3, 4.2.2.2 and 4.2.3.2 of Appendix 2) <ul style="list-style-type: none"> - Business corporations (price of the tasks required to secure five (5) participating business corporations) - NGOs (price of the tasks required to secure ten (10) NGOs) - Schools (price of the tasks required to secure fifty (50) schools) 	\$ _____ \$ _____ (quoted price of each participating business corporation: \$ _____) \$ _____ (quoted price of each participating NGO: \$ _____) \$ _____ (quoted price of each participating school: \$ _____)
3. Evaluation Report (see clause 4.3 of Appendix 2)	\$ _____
Optional Item (if any, with details)	\$ _____
Total Cost of Mandatory Services:	_____ (excluding Optional Item)