

**SCHEDULE 1 - EXPERIENCE OF THE TENDERER**

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

**Experience of the Tenderer**

The information provided in this Schedule and the documentary evidence <sup>(Note 1)</sup> to substantiate its claim of experience will be assessed in the technical assessment. <sup>(Note 2)</sup> The Tenderer shall also submit a company profile, organisation chart and relevant portfolios as supporting documents to substantiate its claim of experience in event management listed below.

The Tenderer has \_\_\_\_\_(in number) years of experience in event management including but not limited to exhibitions, symposia, seminars and/or conferences immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

| No. | Event Name | Event Nature | Contract Period<br>(Month/Year) |    | No. of<br>years |
|-----|------------|--------------|---------------------------------|----|-----------------|
|     |            |              | From                            | To |                 |
| 1.  |            |              |                                 |    |                 |
| 2.  |            |              |                                 |    |                 |
| 3.  |            |              |                                 |    |                 |
| 4.  |            |              |                                 |    |                 |
| 5.  |            |              |                                 |    |                 |
| 6.  |            |              |                                 |    |                 |
| 7.  |            |              |                                 |    |                 |
| 8.  |            |              |                                 |    |                 |

\*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 requested by the Government. Otherwise, the relevant claimed experience will not be taken into account.

Note 2: Technical Assessment will be based on information of the Tenderer's established date as stated by the Tenderer in Schedule 1 of its Tender submitted on or before the Original Tender Closing Date.

**SCHEDULE 2 – INFORMATION ON THE KEY PERSONNEL**  
(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** <sup>(Note 1)</sup>

The information provided in this Schedule and the documentary evidence <sup>(Note 2)</sup> to substantiate his/her claim of experience will be assessed in the technical assessment. <sup>(Note 3)</sup>

The proposed Project Manager has an aggregate of \_\_\_\_\_(in number) years of full-time working experience in project or event management including but not limited to exhibitions, symposia, seminars and/or conferences, in which includes \_\_\_\_\_ year(s) of managerial or supervisory experience, immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

|   |                |                      |        |
|---|----------------|----------------------|--------|
| 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.

Note 1: The Project Team shall include at least one Project Manager, one Stage Manager, one Creative Designer and one Public Relations Manager, and comprise of other members with professional experience as set out in Clause 10.2 of Appendix 2 Service Specifications.

Note 2: 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 requested by the ECC. Otherwise, the relevant claimed qualification or experience will not be taken into account.

Note 3: Technical Assessment will be solely based on information of the Project Manager's past experience as stated by the Tenderer in Schedule 2 of its Tender submitted on or before the Tender Closing Time.

**2. Qualification and Experience of the Stage Manager** <sup>(Note 1)</sup>

The information provided in this Schedule and the documentary evidence <sup>(Note 2)</sup> to substantiate his/her claim of experience will be assessed in the technical assessment. <sup>(Note 3)</sup>

The proposed Stage Manager has an aggregate of \_\_\_\_\_(in number) years of full-time working experience in stage AV management for performances and symposia, setting up digital signage, in which includes \_\_\_\_\_ year(s) of managerial or supervisory experience, immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

|   |                |                      |        |
|---|----------------|----------------------|--------|
| Name of the proposed Stage 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.

Note 1: The Project Team shall include at least one Project Manager, one Stage Manager, one Creative Designer and one Public Relations Manager, and comprise of other members with professional experience as set out in Clause 10.2 of Appendix 2 Service Specifications.

Note 2: 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 requested by the ECC. Otherwise, the relevant claimed qualification or experience will not be taken into account.

Note 3: Technical Assessment will be solely based on information of the Stage Manager's past experience as stated by the Tenderer in Schedule 2 of its Tender submitted on or before the Tender Closing Time.

**3. Qualification and Experience of the Creative Designer** <sup>(Note 1)</sup>

The information provided in this Schedule and the documentary evidence <sup>(Note 2)</sup> to substantiate his/her claim of experience will be assessed in the technical assessment. <sup>(Note 3)</sup>

The proposed Creative Designer has an aggregate of \_\_\_\_ (in number) years of full-time working experience in designing key visual, exhibition booths and other promotion materials for exhibitions and events immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

|   |                |                      |        |
|---|----------------|----------------------|--------|
| Name of the proposed Creative Designer                                  |                |                      |        |
| 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.

Note 1: The Project Team shall include at least one Project Manager, one Stage Manager, one Creative Designer and one Public Relations Manager, and comprise of other members with professional experience as set out in Clause 10.2 of Appendix 2 Service Specifications.

Note 2: 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 requested by the ECC. Otherwise, the relevant claimed qualification or experience will not be taken into account.

Note 3: Technical Assessment will be solely based on information of the Creative Designer's past experience as stated by the Tenderer in Schedule 2 of its Tender submitted on or before the Tender Closing Time.

**4. Qualification and Experience of the Public Relations Manager** <sup>(Note 1)</sup>

The information provided in this Schedule and the documentary evidence <sup>(Note 2)</sup> to substantiate his/her claim of experience will be assessed in the technical assessment. <sup>(Note 3)</sup>

The proposed Public Relations Manager has an aggregate of \_\_\_\_ (in number) years of full-time working experience in event promotion, media handling, media buy and related activities immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

|   |                |                      |        |
|---|----------------|----------------------|--------|
| Name of the proposed Public Relations 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.

Note 1: The Project Team shall include at least one Project Manager, one Stage Manager, one Creative Designer and one Public Relations Manager, and comprise of other members with professional experience as set out in Clause 10.2 of Appendix 2 Service Specifications.

Note 2: 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 requested by the ECC. Otherwise, the relevant claimed qualification or experience will not be taken into account.

Note 3: Technical Assessment will be solely based on information of the Public Relations Manager's past experience as stated by the Tenderer in Schedule 2 of its Tender submitted on or before the Tender Closing Time.

**SCHEDULE 3 – INFORMATION ON THE PERFORMANCE UNITS**

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

**1. Experience of the proposed A Cappella Group** <sup>(Note 1)</sup>

|                                       |  |
|---------------------------------------|--|
| Name of the proposed A Cappella Group |  |
|---------------------------------------|--|

The information provided in this Schedule and the documentary evidence <sup>(Note 2)</sup> to substantiate its claim of experience will be assessed in the technical assessment. <sup>(Notes 3 & 4)</sup>

Please provide details in the table below.

| No. | Date<br>(Day/Month/Year) | Organisation | Event<br>Name | Performance Venue |
|-----|--------------------------|--------------|---------------|-------------------|
| 1.  |                          |              |               |                   |
| 2.  |                          |              |               |                   |
| 3.  |                          |              |               |                   |
| 4.  |                          |              |               |                   |
| 5.  |                          |              |               |                   |
| 6.  |                          |              |               |                   |
| 7.  |                          |              |               |                   |
| 8.  |                          |              |               |                   |
| 9.  |                          |              |               |                   |
| 10. |                          |              |               |                   |

\*Please use additional sheet(s) if required.

Note 1: The Tenderer shall propose the performance units as set out in Clauses 5.4.9.2 and 5.4.10 of Appendix 2 Service Specifications.

Note 2: Documentary evidence such as event photos, employment letter(s) or reference letter(s) to substantiate the claim of experience shall be submitted upon requested by the ECC. Otherwise, the relevant claimed qualification or experience will not be taken into account.

Note 3: Technical Assessment will be solely based on information of the Performance Units' past experience as stated by the Tenderer in Schedule 3 of its Tender submitted on or before the Tender Closing Time.

Note 4: Only events 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.

**2. Experience of the Proposed Children's Martial Arts Dancing Team** <sup>(Note 1)</sup>

|   |  |
|---|--|
| Name of the Proposed Children's Martial Arts Dancing Team |  |
|---|--|

The information provided in this Schedule and the documentary evidence <sup>(Note 2)</sup> to substantiate its claim of experience will be assessed in the technical assessment. <sup>(Notes 3 & 4)</sup>

Please provide details in the table below.

| No. | Date<br>(Day/Month/Year) | Organisation | Event<br>Name | Performance Venue |
|-----|--------------------------|--------------|---------------|-------------------|
| 1.  |                          |              |               |                   |
| 2.  |                          |              |               |                   |
| 3.  |                          |              |               |                   |
| 4.  |                          |              |               |                   |
| 5.  |                          |              |               |                   |
| 6.  |                          |              |               |                   |
| 7.  |                          |              |               |                   |
| 8.  |                          |              |               |                   |
| 9.  |                          |              |               |                   |
| 10. |                          |              |               |                   |
| 11. |                          |              |               |                   |

\*Please use additional sheet(s) if required.

Note 1: The Tenderer shall propose the performance units as set out in Clauses 5.4.9.2 and 5.4.10 of Appendix 2 Service Specifications.

Note 2: Documentary evidence such as event photos, employment letter(s) or reference letter(s) to substantiate the claim of experience shall be submitted upon requested by the ECC. Otherwise, the relevant claimed qualification or experience will not be taken into account.

Note 3: Technical Assessment will be solely based on information of the Performance Units' past experience as stated by the Tenderer in Schedule 3 of its Tender submitted on or before the Tender Closing Time.

Note 4: Only events 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.

**3. Experience of the Proposed Local Singer** <sup>(Note 1)</sup>

|                                   |  |
|-----------------------------------|--|
| Name of the Proposed Local Singer |  |
|-----------------------------------|--|

The Local Singer has released \_\_\_\_\_ (in number) of singles.

For the performance experience, please provide details in the table below.

| No. | Date<br>(Day/Month/Year) | Organisation | Event<br>Name | Performance Venue |
|-----|--------------------------|--------------|---------------|-------------------|
| 1.  |                          |              |               |                   |
| 2.  |                          |              |               |                   |
| 3.  |                          |              |               |                   |
| 4.  |                          |              |               |                   |
| 5.  |                          |              |               |                   |
| 6.  |                          |              |               |                   |
| 7.  |                          |              |               |                   |
| 8.  |                          |              |               |                   |
| 9.  |                          |              |               |                   |
| 10. |                          |              |               |                   |
| 11. |                          |              |               |                   |

\*Please use additional sheet(s) if required.

Note 1: The Tenderer shall propose the performance units as set out in Clauses 5.4.9.2 and 5.4.10 of Appendix 2 Service Specifications.



**4. Experience of the Proposed Cheer Dance Team** <sup>(Note 1)</sup>

|                                       |  |
|---------------------------------------|--|
| Name of the Proposed Cheer Dance Team |  |
|---------------------------------------|--|

The information provided in this Schedule and the documentary evidence <sup>(Note 2)</sup> to substantiate its claim of experience will be assessed in the technical assessment. <sup>(Notes 3 & 4)</sup>

Please provide details in the table below.

| No. | Date<br>(Day/Month/Year) | Organisation | Event<br>Name | Performance Venue |
|-----|--------------------------|--------------|---------------|-------------------|
| 1.  |                          |              |               |                   |
| 2.  |                          |              |               |                   |
| 3.  |                          |              |               |                   |
| 4.  |                          |              |               |                   |
| 5.  |                          |              |               |                   |
| 6.  |                          |              |               |                   |
| 7.  |                          |              |               |                   |
| 8.  |                          |              |               |                   |
| 9.  |                          |              |               |                   |

\*Please use additional sheet(s) if required.

Note 1: The Tenderer shall propose the performance units as set out in Clauses 5.4.9.2 and 5.4.10 of Appendix 2 Service Specifications.

Note 2: Documentary evidence such as event photos, employment letter(s) or reference letter(s) to substantiate the claim of experience shall be submitted upon requested by the ECC. Otherwise, the relevant claimed qualification or experience will not be taken into account.

Note 3: Technical Assessment will be solely based on information of the Performance Units' past experience as stated by the Tenderer in Schedule 3 of its Tender submitted on or before the Tender Closing Time.

Note 4: Only events 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 4 – TECHNICAL PROPOSAL**

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

The Tenderer shall prepare proposals for Launching Ceremony cum Symposium, Exhibition and Publicity for National Ecology Day 2025 which shall include the following:

- Experience of Tenderer, Key Personnel and Proposed Performance Units
- Operation Plan of the Launching Ceremony cum Symposium, Exhibition and Publicity. In particular it should include:
  - Proposed Key Visuals Designs for the Launching Ceremony cum Symposium and Exhibition;
  - Proposed Design, Floor Plan and 3D visualisation of the Exhibition; and
  - Proposed List of Workshops and Respective Instructors for the Exhibition
- Manpower Plan
- Quality Assurance Plan

**SCHEDULE 5 - PRICE PROPOSAL**(To be submitted in the envelope containing the **Price Proposal**)

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

**Part A – Mandatory Items**

| <b>Item</b> | <b>Description of Services</b>                                     | <b>Quoted Price (HK\$)</b> |
|-------------|--|----------------------------|
| A1          | Launching Ceremony cum Symposium<br>(see clause 5.3 of Appendix 2) | _____                      |
| A2          | Exhibition<br>(see clause 5.4 of Appendix 2)                       | _____                      |
| A3          | Publicity<br>(see clause 5.5 of Appendix 2)                        | _____                      |
|             | <b>Total Cost of all Mandatory Items:</b>                          | _____<br>[A1 + A2 + A3]    |

**Part B – Optional Item** (Notes 1 and 2)

| <b>Item</b> | <b>Description of Services</b>   | <b>Quoted Price (HK\$)</b> |
|-------------|--|----------------------------|
| B1          | Local Singer for Stage Performance<br>(see Clauses 5.4.9.2 and 5.4.10 of Appendix 2) | _____                      |

Note 1: The Optional Item will only be required on the instruction of the ECC Representative(s) 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 quoted price to the Optional Item listed in the Price Proposal accepted by the ECC Representative(s).