

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)

The Bidder has organized _____ (in number) relevant **publicity events** ^(Note 3) within five (5) years immediately preceding the Original Tender Closing Date. Please provide details in the table below.

No.	Contract Period (Day/Month/Year)		No. of months/ years	Original Total Contract Value (HK\$) (Note 4)	Name of Client and Contact Information (Note 5)	Project Information (e.g. Short brief of major contents, targeted audience, the Bidder's major works / services provided, etc.)
	From	To				
1.						
2.						
3.						
4.						

*Please use additional sheet(s) if required.

Note 1: Documentary evidence such as acceptance letter(s), works orders, etc. to substantiate the claim of experience shall be submitted with the Technical Proposal. Otherwise, the relevant claimed experience will not be considered.

ECC/ ECC Representative may also disregard any experience and contract which, in his opinion and full discretion, is not fully substantiated by the Bidder with adequate and credible evidence, or the information as to the contract's existence, the scope of services that the Bidder provided, or the awarded contract sum, etc. so supplied is conflicting or not convincing.

Note 2: Technical Assessment on the Bidder's past experience will solely base on the information provided by the Bidder in Schedule 1 of Annex A and the associated documentary evidence submitted on or before the Tender Closing Date.

Note 3: Only publicity events which fit the following criteria will be considered:

- i. an event / activity open to / targeted at general public in Hong Kong;
- ii. contents of the publicity relevant to policies and/or initiatives of the HKSAR

- government, such as energy saving or environmental protection.
- iii. organized, managed, hosted and conducted by the Bidder;
- iv. conducted locally in Hong Kong;
- v. conducted within 5 years (excluding any variation or extension) preceding the tender closing date;
- vi. original total contract value (i.e. the original contract sum at the time of contract award) of HK\$1million or above (excluding any variation or extension);
- vii. same in ECC/ECC Representative's opinion and full discretion or highly similar event/activity which were conducted recurrently in different years will be counted once only.

The following kinds of experience are considered irrelevant and will NOT be considered:

- i. an event / activity in the nature of commercial advertising, product launch or sales;
- ii. an event / activity in which the Bidder's major work was to provide technical services and/or support, such as but not limited to provision of audio and visual services, video filming, photo taking, venue setup, etc.
- iii. an event / activity / project in which the Bidder's major works was media production, such as but not limited to television / radio commercials, advertisements through transports (railways, buses, mini buses, taxis, etc.), online media, graphics/posters/leaflets/booklets/newsletter design and editing, etc.
- iv. experience where the Bidder was in the capacity of a sub-contractor or in novated contracts after the date on which the tender notice was firstly published;
- v. experience of any associated company of the Bidder;

Note 4: Original Total Contract Value means the original contract sum at the time of contract award excluding any variation and/or extension of the contract.

Note 5: The Bidder shall provide the contact information (e.g. name, address, telephone no., email address, etc.) with the consent of the parties/persons who are in the appropriate capacity to justify the Bidder's claimed experience. The Bidder is deemed to have given consent for ECC and/or ECC Representative to contact those responsible parties/persons for the purpose of verifying the contract experience claimed by Bidder.

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 of the Campaign Manager** (Notes 1, 2 & 3)

Name of the proposed Campaign Manager	
Current Post and Company	
Academic qualifications	

Note 1: **Documentary evidence such as academic certificate(s) and employer letter of the current post to substantiate the claim of qualifications and current employment shall be submitted in the Technical Proposal. Otherwise, the relevant claimed qualification will not be considered.**

ECC/ ECC Representative may disregard any claimed academic qualifications and current employment of the proposed Campaign Manager which, in his opinion and full discretion, are not fully substantiated by the Bidder with adequate and credible evidence, or the information so supplied is conflicting or not convincing.

Note 2: For avoidance of doubt, a “to be appointed” entry or the like will be treated as a blank entry and therefore will be awarded zero mark for that proposed Campaign Manager. If more than one staff member is proposed for the post, marks will only be given to the first appeared person.

Note 3: Refer to clause 10 of the Service Specifications and Annex F for the detailed requirements of the Campaign Manager and other project team members.

SCHEDULE 3 – TECHNICAL PROPOSAL

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

The Bidder shall prepare the Technical Proposal which shall include the following:

- 1. Proposed Implementation Plan;**
- 2. Proposed Resource Plan**
- 3. Proposed Publicity Plan;**
- 4. Proposed Innovative Suggestions: Pro-innovation;**
- 5. Proposed Innovative Suggestions: Improvement to Environmental Protection, Sustainability or Governance or Social Responsibility**

SCHEDULE 4 - PRICE PROPOSAL

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

Description of Services		Unit Rate (HK\$) (a)	Quantity (b)	Sub-total (HK\$) (a) X (b)
Project 1.1 – Outreach Programme and Publicity Event Services				
1.	Set up and Preparation – To propose, design, develop and produce talk and activity materials, and to set up and prepare the outreach services.	_____ (One lump sum)	1 lot	
2	Services for Outreach Visits – To prepare, invite, schedule, coordinate and implement outreach visits (talks and activities).	_____ per visit	12 visits x 23 months = 276 visits (Provisional)	
3.	Services for Themed Exhibition – To plan, invite, schedule, coordinate and supervise themed panel exhibitions.	_____ per exhibition	5 exhibitions x 23 months = 115 exhibitions (Provisional)	
4.	Services for Roadshows – To plan, invite, schedule, coordinate and supervise interactive kiosk roadshows.	_____ per roadshow	5 roadshows x 23 months = 115 roadshows (Provisional)	
5.	Printing Services – To coordinate, print and deliver hardcopies of the 2 nos. of Education Picture Books designed in Project 1.3 for distribution at the Outreach Programme.	_____ per copy	1,000 copies x 2 books = 2,000 copies (Provisional)	
6.	Other Publicity Services – To attend, assist, support, coordinate and liaise in other miscellaneous publicity tasks and events to promote EE&C.	_____ (One lump sum)	1 lot	
Project 1.2 – Energy Saving Competition for Students 2026				
1.	Provision of management and secretarial support services – Refer to clause 1.2.1, 1.2.2, 1.2.3 (A), 1.2.3 (D), 1.2.4, 1.2.5 and 1.2.6 of Annex F (Project Details).	_____ (One lump sum)	1 lot	
2.	Provision of visit/ meeting for promotional services to interested parties of “Competition for Students” – Refer to clause 1.2.3 (B) of Annex F (Project Details).	_____ per session	10 sessions	
3.	Provision of supporting services to the launching ceremony of the student competition – Refer to clause 1.2.3 (C) of Annex F (Project Details).	_____ (One lump sum)	1 lot	

Description of Services		Unit Rate (HK\$) (a)	Quantity (b)	Sub-total (HK\$) (a) X (b)
4.	Provision of supporting services to the award presentation ceremony of the student competition – Refer to clause 1.2.3 (E) of Annex F (Project Details).	_____ (One lump sum)	1 lot	
5.	Provision of articles on the winners' highlight –Refer to clause 1.2.3 (H) of Annex F (Project Details).	_____ (One lump sum)	1 lot	
6.	Provision of assessment services – Refer to clause 1.2.3 (C) and 1.2.3 (F) of Annex F (Project Details).	_____ (One lump sum)	1 lot	
7.	Provision of physical organizing seminar for experience sharing session and exhibition, and post-event promotional materials and follow up action – Refer to clause 1.2.3 (G) of Annex F (Project Details).	_____ per session	1 session	
Project 1.3 – Educational Picture Books to promote Energy Efficiency & Conservation (EE&C) and Renewable Energy (RE)				
1.	Design and Production of Educational Picture Books – To design, produce and prepare print files 2 nos. of educational picture books.	_____ per book	2 books	
2	Promotion and Launch of Educational Picture Books –To propose, plan and implement the promotion and launch of the 2 nos. of educational picture books online.	_____ (One lump sum)	1 lot	
Project 1.4 – Design, Production and Logistics Services for Exhibitions and Roadshows of Energy Efficiency and Conservation				
1.	Design and Production of Exhibition Boards – To design, produce and deliver 2 sets of 12-panel single sided exhibition boards.	_____ per panel	12 panels x 2 sets = 24 panels (Provisional)	
2	Design and Production of Roadshow Kiosks – To design, produce and deliver 4 sets of interactive roadshow kiosks with embedded tablet computers.	_____ per kiosk	4 sets (Provisional)	
3.	Services for Roadshows – To provide services with sufficient manpower, materials and tools for the transportation, installation, manning and dismantling of roadshow kiosks, mobile tablets therein and all other associated and necessary materials and equipment.	_____ per venue	115 venues (Provisional)	

Description of Services		Unit Rate (HK\$) (a)	Quantity (b)	Sub-total (HK\$) (a) X (b)
4.	Services for Exhibitions – To provide services with sufficient manpower, materials and tools for the transportation, installation and dismantling of exhibition panels and all other associated and necessary materials and equipment.	_____	115 venues (Provisional)	
		per venue		
5.	Services for Storage, Maintenance & Repair – To provide indoor storage, maintenance, repair and parts replacements for all the exhibition panels, roadshow equipment and materials (including but not limited to the wooden kiosks, mobile tablets, chargers, power cords, batteries, etc.)	_____	23 months (Provisional)	
		per month		
6.	Services for Disposal – To transport and properly dispose of the 2 sets of exhibition panels and 4 sets of roadshow kiosks in accordance with the local statutory requirements about disposal of large items if and when requested by EMSD.	_____	1 lot (Provisional)	
		(One lump sum)		
Project 1.5 – Online e-Learning Platform for Publicity Works				
1.	Designs of visual mock-up – To provide designs of visual mock-up of the website (including graphics, icons, user interface and screen flow) in full compliance with the Service Specifications.	_____	3 designs	
		per design		
2	Website full development – To develop the website with full functions ready for UAT in full compliance with the Service Specifications.	_____	1 lot	
		(One lump sum)		
3.	Testing – To provide test plan, test cases, test results and follow-up on the reported problems according to SRAA reports, Web Accessibility Assessment Report and users' feedback	_____	1 lot	
		(One lump sum)		
4.	Migration and Nursing – To provide migration and production launch of website and system nursing and tuning (for 2 months)	_____	1 lot	
		(One lump sum)		
5.	Documentation – To provide documentation on setup or installation in full compliance with the Service Specifications	_____	1 lot	
		(One lump sum)		

Description of Services		Unit Rate (HK\$) (a)	Quantity (b)	Sub-total (HK\$) (a) X (b)
6.	Ethnic Minority Language Versions – To provide no more than 20 webpages each with their EM language versions, including Bahasa Indonesia, Tagalog, Urdu, Hindi, Punjabi, Nepali, Thai and Vietnamese, or other EM languages, if necessary	_____ per webpage	20 webpages	
7.	SRAA – To provide Security Risk Assessment & Audit Services (“SRAA”) for the new website.	_____ (One lump sum)	1 lot	
Other Services, if any				
1.	Other expenses (if any, with details)			
Total Contract Price in HK\$:				