

**Provision of Publicity and Event Management Services for
Energy Efficiency and Conservation Publicity Campaign
Sub-theme 1 - Energy Efficiency Life Style**

Project Details

Sub-theme 1: Energy Efficiency Life Style (惜電生活)

Project No.	1.1
Project Title	Outreach Programme and Publicity Event Services
Time Frame	Feb 2026 – Dec 2027
Target audience	Students, Members of the Public, Ethnic Minority Groups in Hong Kong
Aims / Messages	To promote Energy Efficiency & Conservation (EE&C) and Renewable Energy (RE)
Requirements and Details	<p>1.1.1 To provide sufficient manpower and resources to implement outreach programme and publicity events to schools, elderly centres and general public, including talks and activities, exhibitions, roadshows and supports to miscellaneous publicity events, etc. for 23 months.</p> <p>1.1.2 Reference of the existing outreach programme can be found at: https://www.emsd.gov.hk/en/energy_efficiency/school_outreach_programme/index.html</p> <p><u>Scope of services</u></p> <p>1.1.3 To prepare, plan, coordinate and implement outreach and publicity activities about EE&C and RE, including outreach visits (talks and activities), arrangement of themed panel exhibitions and interactive kiosk road shows to various venues (e.g. kindergartens, primary schools, secondary schools, youth/community centres, elderly centres, social service organizations, non-government organizations and other venues/organizations as requested by the Electrical and Mechanical Services Department (EMSD)). Publicity activities may need to be conducted weekdays, weekends and/or public holidays.</p> <p><u>Outreach Visits (Talks and Activities) on EE&C</u></p> <p>1.1.4 To prepare, schedule, coordinate and implement outreach visits (talks and activities) to various venues (e.g. kindergartens, primary schools, secondary schools, youth centres, elderly centres and other venues as requested by the Electrical and Mechanical Services Department (EMSD)). Around 144 nos. of outreach visits with about 15,000</p>

	<p><u>participants</u> should be arranged for <u>every 12 months (i.e. around 12 nos. of outreach visits per month)</u> during the course of this project. Each outreach visit shall comprise <u>a talk and associated activities</u>, and shall last for 45 – 60 mins as a whole.</p> <p>1.1.5 To propose, design, develop, produce and periodically review the presentation materials for the talk and the contents & format of the activities to be conducted during the talk in each outreach visit. The activities shall be supplementary to the talk in an interactive and interesting way (such as a real time online quiz game during the talk), making the entire outreach visit more attractive and effective in delivering the messages about EE&C to the participants.</p> <p>1.1.6 To prepare and issue invitation letters and emails to kindergartens, primary schools, secondary schools, youth/community centres, elderly centres, social service organizations, non-government organizations and other venues/organizations as requested by the Electrical and Mechanical Services Department (EMSD) for the outreach visits to attain the required quantity.</p> <p>1.1.7 To coordinate and address replies, applications, enquiries, etc. from participating bodies, and liaise with them regarding the details and arrangement of the outreach visits.</p> <p>1.1.8 To conduct the outreach visits (in Cantonese /English /Putonghua) at various venues, or upon request from the participating bodies by electronic means (online). All traffic expenses and equipment/tool costs and provisions shall be at the Contractor's own costs.</p> <p>1.1.9 To develop and prepare assessment tools e.g. questionnaire or survey etc. in regard to the outreach visits for evaluation purpose.</p> <p>1.1.10 To consolidate and analyze feedback, opinions and results on questionnaires, and to compile corresponding monthly progress reports and a final statistical report.</p> <p>1.1.11 To record details of each outreach visit delivered (such as email correspondence and photos taken on site) and submit in monthly progress reports for payment purpose.</p> <p>1.1.12 To assist in the procurement, stock taking and management of publicity souvenirs for the outreach visits (the procurement is at the cost of EMSD)</p> <p>1.1.13 To carry out all other works in relation to the outreach visits.</p> <p><u>Presentation Materials for Talks on EE&C</u></p> <p>1.1.14 To provide and produce attractive design (including photos, illustrations, cartoon characters, drawings, diagrams, charts, graphics, and all necessary artworks to complete the design work) for presentation materials to be used in the EE&C outreach talks.</p> <p>1.1.15 To provide design of presentation materials in ppt or pptx format to EMSD for review during the design phase, and to address and incorporate all comments from EMSD in the revisions of the design to the satisfaction of EMSD.</p> <p>1.1.16 To provide presentation scripts (in doc or docx format) in both English and Chinese for EMSD to vet and comment.</p> <p>1.1.17 To periodically review and update the presentation materials and scripts with EMSD and/or upon requests from</p>
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	<p>EMSD.</p> <p>1.1.18 All costs and expenses incurred by the design services (e.g. charges or administrative cost to obtain copyright of artworks created by others) shall be at own cost of the Contractor.</p> <p>1.1.19 Detailed specifications for presentation slides is as follows:</p> <ul style="list-style-type: none"> ● Size : slides in length to height ratio 4:3 ● Quantity: at least one set of presentation slides for each level, e.g. kindergarten, primary school, secondary school, elderly centre, etc. ● No. of slides per set: suited for the outreach talks ● Language : Bilingual (Traditional Chinese and English) ● Soft copy in ppt or pptx format ● The presentation slides shall comply with the following requirements: <ul style="list-style-type: none"> - The materials should be suitable and easily understood by audience in corresponding levels e.g. kindergartens, primary schools, secondary schools, elderly, etc. - The design provided shall be to the satisfaction of EMSD, and will be subject to rounds of comments from EMSD before finalization - The design and contents shall be revised and updated from time to time as necessary to include the latest development and information about EE&C, and per request of EMSD during the project period - The graphics, photos and other materials used in the presentation materials shall come with appropriate copyright permission (the Contractor shall be responsible to settle all copyright issues or infringement at his own cost, if any) <p>1.1.20 All presentation slides shall comply with EMSD's Corporate Graphic Identity requirements or any requirements as specified by EMSD.</p> <p><u>Themed Panel Exhibitions & Interactive Kiosk Roadshows on EE&C</u></p> <p>1.1.21 To plan and schedule on-site exhibitions and interactive kiosks roadshows (roadshows) at various venues (e.g. kindergartens, primary schools, secondary schools, youth centres, elderly centres and other venues as requested by EMSD). Around <u>60 nos. of exhibitions and 60 nos. of roadshows</u> should be arranged for <u>every 12 months</u> during the course of this project (i.e. <u>around 5 nos. of exhibitions and 5 nos. of roadshows per month</u>).</p> <p>1.1.22 To assist in the procurement and management of exhibition panels, interactive kiosks and the display contents & materials (the procurement is at the cost of EMSD).</p> <p>1.1.23 To manage, supervise and coordinate with a separate contractor of logistic services for the exhibitions and roadshows engaged in Project 1.4 of this Contract.</p> <p>1.1.24 To prepare and issue invitation letters and emails to kindergartens, primary schools, secondary schools and other bodies for the exhibitions and roadshows to attain the required quantity.</p>
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	1.1.25	To coordinate and address replies, applications, enquiries, etc. from participating bodies, and liaise with them regarding the details and arrangement of the exhibitions and roadshows.		
	1.1.26	To develop and prepare assessment tools e.g. questionnaire or survey etc. in regard to the exhibitions and roadshows for evaluation purpose.		
	1.1.27	To consolidate and analyze feedback, opinions and results on questionnaires, and to compile corresponding monthly progress reports and a final statistical report.		
	1.1.28	To record details of each exhibition and roadshow conducted (such as email correspondence and photos taken on site) and submit in monthly progress reports for payment purpose.		
	1.1.29	To distribute publicity materials and souvenirs (provided by EMSD) if any during the exhibitions and roadshows.		
	1.1.30	To carry out all other work in relation to the exhibitions.		
	<u>Other Publicity Services for EE&C</u>			
	1.1.31	To attend and provide assistance and supporting services in other miscellaneous publicity events to promote EE&C (e.g. carnivals, fun fairs, open days and other events organized by EMSD and/or outside parties) as requested EMSD.		
	1.1.32	To provide planning, assistance, supporting services, liaison and coordination within EMSD and with outside parties in relation to EE&C publicity activities.		
	1.1.33	To provide script and article writing services.		
	1.1.34	To produce and edit publicity materials such as leaflets, pamphlets, booklets, posters, etc. by using professional editing software, e.g. Adobe Illustrator and InDesign.		
	1.1.35	To assist in the procurement, stock taking and management of publicity souvenirs for publicity activities (the procurement is at the cost of EMSD).		
	1.1.36	To coordinate, print and deliver hardcopies to EMSD Headquarters the 2 nos. of education picture books of different levels (1 for kindergarten K1–K3 students, 1 for primary school P1–P6 students) designed in Project 1.3 (Educational Picture Books to promote Energy Efficiency and Conservation) of this Contract for distribution at the Outreach Programme:		
		<ul style="list-style-type: none">● The design files and print files shall be coordinated with and obtained from Project 1.3 of this Contract.● The notional hardcopy printing quantity for tendering purpose is 1,000 hardcopies for EACH of the 2 educational picture books, i.e. 2,000 copies in total.● The printing quantities of the picture books are provisional and will be subject to the final discretion of EMSD, i.e. the final actual printing quantities required will be confirmed by EMSD in due course of the Contract.● Printing requirements:		
		Size	:	A4 in book form, binded
		Printing Quantity (Provisional)	:	2,000 (1,000 for each picture book)

Material	:	Recycled paper of international quality standards or equivalent, at least 140gm in weight
Colours	:	Full colours, 4C+4C or above, CMYK
Resolution	:	300dpi or above

● The Contractor shall submit printing samples to EMSD for approval before mass production of the printing. The Contractor shall provide full coordination with Project 1.3 of this Contract to achieve and complete the printing and final product delivery.

Publicity Project Team

1.1.37 To set up a project team to provide the services of this project. The project team shall have solid experience in organizing, managing and conducting activities in publicity, communications, public relation, education and shall bear knowledge of energy efficiency & conservation.

1.1.38 The project team shall consist of **ONE Project Manager** and **THREE Communication Officers**.

1.1.39 The Project Manager shall supervise and provide guidance to the Communication Officers. The Communication Officers shall deliver outreach talks and activities, and provide supporting services to publicity events as requested by EMSD. The project team is required to work on weekdays and occasionally on weekends, public holidays and outside business hours when necessary as instructed by EMSD.

1.1.40 **ONE** of the three Communication Officers **shall station and work in full time at EMSD office** to provide daily publicity support services during the whole project period except during the times when this Communication Officer conducts outreach visits and/or provides supporting services at publicity events at venues outside the EMSD Headquarters as instructed by EMSD.

1.1.41 The **Project Manager** shall possess a **higher diploma or above**, with **8 years or more of relevant working and management experience** in publicity, management of campaigns or events, enrolment of students' participation of competition scheme related to energy saving, and award presentation organization & implementation. The Project Manager shall possess good communication, interpersonal and supervisory skills, strong in planning and supporting events, fluent in Cantonese and English and good in Putonghua.

1.1.42 The **Communication Officers** shall possess a **higher diploma or above** and **2 years or more of related working experience in public communications, publicity activities organization, coordination and administration**. The Communication Officers shall be fluent in Cantonese and English and good in Putonghua for delivering outreach talks and activities, exhibitions and roadshows to different target audience.

1.1.43 The Contractor shall be responsible for the transport of the project team members to/ from the outreach visit venues at his own costs.

	1.1.44 For avoidance of doubt, the Contractor shall be the employer of the project team members and be responsible for fulfilling all legal obligations of the employment, e.g. labour insurance, the Mandatory Provident Fund Scheme, statutory minimum wage and severance payment, etc.
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Project No.	1.2
Project Title	Energy Saving Competition for Students 2026
Time Frame	Jan 2026 – 2027 Q3
Target audience	Students (primary schools and secondary schools)
Aims / Messages	To encourage young people to unleash their creativity and imagination to implement energy saving measures and the wider adoption of renewable and clean energy.
Requirements and Details	<p>This project includes:</p> <ul style="list-style-type: none"> A) Provision of management and secretarial support services, and promotional activities; B) Provision of visits/ meetings/ promotional services to the schools, school associations and interested parties; C) Provision of supporting services to the launching ceremony of the student competition 2026; D) Provision of supporting services to the briefing session of the student competition 2026; E) Provision of supporting services to the award presentation ceremony of the student competition; F) Provision of assessment services to the students' submission; G) Organizing physical seminar for experience sharing session and exhibition; H) Provision of articles on the winners' highlight. <p>To provide competent staff and sufficient manpower resources to implement Energy Saving Competition for Students 2026 from Jan 2026 to Aug 2027 (for 20 months) tentatively.</p> <p><u>1.2.1 Introduction of Scheme</u></p> <p>The competition scheme (thereafter “Scheme”) is an annual energy saving and conservation competition which was first launched in 2016. The Scheme is one of the major events under the “Energy Saving and Decarbonisation for All Campaign” which is jointly organized by the EEB and the EMSD. It aims to encourage the concerted efforts of the Government and the community in promoting a healthy, livable and sustainable environment in Hong Kong.</p> <p>As the community plays an indispensable role when it comes to energy conservation, for this year, the Government would like to appeal for supports from schools and students by participating in the Scheme. The Scheme is listed below :-</p>

Competition for Students (Student Competition)

It aims to **inspire the creativity of young people in energy saving and the application of renewable energy, and clean energy** (tentative), which is subject to the change and further confirmation by EMSD. There is no limitation on number of participating teams from each school. The competition for students comprises two sub-categories as listed below:-

- Primary School category; and
- Secondary School category

The tentative rule of the Student Competition can make reference to the rule used in the recent event websites viz Energy Saving Championship Scheme 2022, 2023 and 2025 by visiting the event websites <https://www.energysaving.gov.hk/eschampion2022/en/rules/index.html>; <https://www.energysaving.gov.hk/eschampion2023/en/rules/index.html>; and <https://www.energysaving.gov.hk/eschampion2025/en/rules/index.html>

respectively for reference. The Contractor requires to follow the above tentative rule as far as practical, and the Contractor's suggestion(s) is/ are welcome.

Award winners of secondary school category will be invited as role models to share experience to help promoting energy saving and/ or renewable energy and/ or clean energy through physical seminar of experience sharing session and exhibition and videos recording, which will be uploaded on the event website.

1.2.2 Project team

A) The **Project Manager** shall be the same as for Project 1.1. Refer to clause 1.1.41 of this Annex F for the requirements of the Project Manager's qualifications and experience.

B) The **Communication Officer(s)** shall have following qualifications and experience:

- Completion of Secondary 5, equivalent or above;
- Preferably at least two (2) years of relevant experience in management of campaigns or events, and enrolment of students' participation of competition scheme related to energy saving, and award presentation;
- Good command of Chinese and English;
- Familiar with Chinese and English computer operations;
- Good at using MS Word with Chinese input and MS Excel spreadsheet operations; and
- Good telephone skills and manners.

[Remark:- The Contractor shall provide adequate manpower especially the peak load period to carry out the invitation and registration work. Tentative man-day from December 2026 to July 2027 is about 200, while there is an award presentation

	<p>ceremony to be held in late June or early July 2027. Besides, the Contractor shall provide communication officer(s) to provide daily support for secretariat services in EMSD HQs e.g. to check emails, and to handle enquiries from participants (schools/ students) and potential participants (schools/ students) etc as and when necessary, once upon requests by EMSD. The actual need and the period of daily support by the communication officer(s) in EMSD HQs shall be subject to the direction and confirmation by EMSD].</p> <p>C) The Contractor shall provide an assessment team in relation to the assessment services for the student competition, which includes at least one competent technical assessor from university/ tertiary education institute with qualification of Degree or above in relevant disciplines to assess the technical concept/ aspect on energy efficiency & conservation and renewable energy/ clean energy technologies. While the Contractor shall provide at least one competent assessment team member to assess aesthetic attribute, painting skill/ use of colour/ model making technique of students' submissions etc.</p> <p><u>1.2.3 Scope of major works</u></p> <p>The scope of major works are as follows for execution by the Contractor:</p> <p>A) Provision of management and secretarial support services, and promotional activities</p> <ul style="list-style-type: none"> i) To provide all planning, organization, coordination and liaison work for the Student Competition <u>with an aim to achieving target of not less than 550 numbers of application</u>. The Contractor requires to follow the promotional strategy stated in the tender specification, or alternatively the Contractor requires to submit its own promotional strategy for comment/ approval by EMSD; ii) To liaise and coordinate with Judging Panel (JP) and its Sub-committee, supporting organizations, assessors, participants and other relevant parties for completion of the Scheme; iii) To arrange the interview of Stage 2 assessment for the Scheme including but not limited to communicating with the Judging Panel and finalists on interview date and venue, administrative support for interview and finalizing the results; iv) To develop the application procedure and assessment mechanism of the awards with necessary forms and templates; v) To communicate and follow up with potential participants after the dissemination of invitations and target to recruit over 550 applications for the student competition; vi) To prepare, produce and disseminate invitation letters/ emails to potential participants including but not limited to the participants of Energy Saving Championship Scheme 2022, 2023 and 2025 (Competition for Students) and schools (including primary and secondary schools), etc, to join the Student Competition. The cost for disseminating the invitation letters/ application forms/ promotional leaflets including postal, printing charges, envelopes, delivery, and labels will be responsible and paid by the Contractor. Please also refers to the para 1.2.3 B) iv); vii) To regularly upkeep and consolidate the lists of participants of the Student Competition in Excel spreadsheets; viii) To handle enquiries from the general public and participants;
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	<p>ix) To arrange and coordinate for all meetings and prepare for all meeting materials and minutes;</p> <p>x) To design, prepare and produce “Participation Certificates”, “Award Certificates” and “Appreciation Certificates” for all the awards of Student Competition; and</p> <p>xi) To provide a finalized list of participants of the Student Competition and send them the “Participation Certificates” after completion of all assessment processes. The cost for disseminating the “Participation Certificates” including postal, printing charges, delivery, envelopes, and labels will be paid by the Contractor. Please also refers to the para 1.2.3 F) viii).</p> <p>xii) To provide a finalized list of awardees of the Student Competition and design/ prepare/ produce and present them the “Award Certificates” at the award presentation ceremony, which is scheduled in late Jun 2027. The cost for disseminating the “Award Certificates” including printing charges, delivery, and any other administrative costs will be paid by the Contractor. Please also refers to the para 1.2.3 E) v).</p> <p>xiii) The design of leaflets/ flyers, participation certificates, award certificates, trophies, appreciation certificates, and video(s) shall be submitted by the Contractor for comment/ approval by EMSD.</p> <p>B) Provision of visits/ meetings/ promotional services to the schools, school associations and interested parties</p> <p>i) Liaise and attend at least 10 introductory visits/ meetings with Principals/ teaching staff/ students for promotion and introduction of the Student Competition to interested parties of “Competition for Students” before and during the application period with an aim to achieving <u>target of over 550 numbers</u> of application.</p> <p>ii) To follow-up enquiries and applications with the schools/ school associations/ visited parties to facilitate them to apply for the Student Competition before and during the application period; and</p> <p>iii) To arrange the printings of promotional leaflets, invitation letters, and application forms for attending the visit/ meeting, and promotion via postal, emails and tele-conversation. The cost for disseminating the invitation letters/ application forms/ promotional leaflets including postal, printing charges, envelopes, delivery, and labels will be responsible and paid by the Contractor.</p> <p>iv) The material schedule of printing hard copy is summarized as follows, and the printing charges will be responsible and paid by the Contractor.</p> <p>- Production of promotional leaflets: A4 (297mm x 210mm) 4C+0 Paper: 128 gsm Matt Art Paper Quantity: 2,000 Finishing: Half-Fold</p>
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	<ul style="list-style-type: none"> - Primary School category - Production of application forms (2 pages): A4 (297mm x 210mm) 4C+0 Paper: 128gsm Matt Art Paper Quantity: 1,000 Finishing: Half-Fold - Primary School category - Production of invitation letters (2 pages): A4 (297mm x 210mm) 4C+4C Paper: 100 gsm Woodfree Paper Quantity: 1,000 Finishing: Half-Fold - Secondary School category - Production of application forms (3 pages): A4 (297mm x 210mm) 4C+4C Paper: 100 gsm Woodfree Paper Quantity: 1,000 Finishing: Half-Fold - Secondary School category - Production of invitation letters (2 pages): A4 (297mm x 210mm) 4C+4C Paper: 100 gsm Woodfree Paper Quantity: 1,000 Finishing: Half-Fold <p>[Remark: The Contractor can allow budget in the Schedule of Prices. The Contractor under this contract shall cope with the actual quantity required for the leaflets/ invitation letters/ application forms without additional costs or claims with an aim to achieving the target of at least 550 number of participants].</p> <p>C) Provision of supporting services to the launching ceremony of the student competition 2026</p>
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	<p>The launching ceremony of Student Competition is one of the major activities at the Launching Ceremony, which is scheduled to be held on 23 June 2026. The Contractor requires to provide all necessary and sufficient supporting services for planning, arrangement and execution relating to the Student Competition. And the Contractor requires to invite/ arrange at least 70 students and schools' representatives to join the launching ceremony for the student competition.</p> <ul style="list-style-type: none"> i) To prepare, invite and manage a list of participating representatives and guests for the launching ceremony which will be held by other event management Contractor; ii) To provide all supports in guest logistic arrangement with the participating representatives and guests their attendance before launching ceremony; and iii) To provide advice and assistance to the event manager of the launching ceremony on the preparation of program rundown, seating plans of guest, photo plans, greeting participating representatives and guests at the reception on the day of launching ceremony. iv) The Contractor shall provide suggestion(s) to enrich the launching ceremony. The suggestion(s) shall be feasible/ practical to be arranged and carried out at the launching ceremony by the Contractor; and v) The Contractor requires to coordinate with the judging panel (JP) chairperson to deliver a speech at the launching ceremony for encouraging students to inspire creativity and imagination of young people in energy efficiency & conversation through application of energy saving, renewable and clean energy technologies, and join the Student Competition 2026 as well. <p>D) Provision of supporting services to the briefing session of the student competition 2026</p> <p>The briefing session for the student competition is scheduled to be held on 8 July 2026 or any other weekday in the first/ second week of July 2026. The Contractor requires to provide supporting services upon request by the EMSD, if needed e.g. coordination with schools and enrollment of participants to join the briefing session.</p> <p>E) Provision of supporting services to the award presentation ceremony of the student competition</p> <p>The award presentation ceremony is scheduled to be held in the last week of June 2027 tentatively in conjunction with another event, which is held by another event management consultant. The award presentation ceremony is one of the major activities of the above event, and the Contractor shall provide all supporting services to EMSD and the relevant event management consultant. And the Contractor requires to invite/ arrange at least 100 students and schools' representatives to join the award presentation ceremony for the student competition.</p> <ul style="list-style-type: none"> i) To prepare, invite and manage a list of participating representatives and guests for the award presentation ceremony; ii) To provide all supports in guest logistic arrangement with the participating representatives and guests their attendance before the award presentation ceremony;
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- iii) To provide advice and assistance to the event manager of the award presentation ceremony on the preparation of program rundown, seating plan of guest, greeting participating representatives and guests at the reception on the day of award presentation ceremony;
- iv) The Contractor shall provide suggestion(s) to enrich the award presentation ceremony. The suggestion(s) shall be feasible and practical to be carried out at the award presentation ceremony by the Contractor; and
- v) The Contractor shall prepare/ produce and deliver trophies, award certificates, electrical appliance vouchers and/ or book vouchers etc. to the awardees of competition scheme at the award presentation ceremony or any other means. Also, the Contractor shall prepare/ produce and deliver appreciation certificates to the outstanding participation schools (one for primary school, and one for secondary school). The material cost for disseminating the award certificates will be responsible and paid by the Contractor.

- Production of Award Certificates

A4 (297mm x 210mm)

4C+0

Paper: 300gsm Coated Art Paper

Quantity: not less than 38 numbers. And the Participation Certificates will be disseminated to all awardees by the Contractor.

Moreover, the cost for producing/ delivering/ disseminating the tentative awards (in the form of trophies, electrical appliances vouchers or book vouchers below), and any other administrative costs will be paid by the Contractor. The Contractor may have alternative suggestions on the prizes for consideration and decision making by the judging panel and EMSD.

Primary School Category

Hanson Grand Award	1 winner	Vouchers (HK\$3,000) & Certificate, and trophy
Hanson Outstanding Awards	up to 4 winners	Vouchers (HK\$1,500) & Certificate
Hanson Merit Awards	up to 10 winners	Vouchers (HK\$500) & Certificate
Outstanding Participation School Award	at least 1 winner	Certificate only

Secondary School Category

Hanson Grand Award	1 winner	Vouchers (HK\$3,000) & Certificate, and trophy
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Hanson Outstanding Awards	up to 4 winners	Vouchers (HK\$1,500) & Certificate
Hanson Merit Awards	up to 10 winners	Vouchers (HK\$500) & Certificate
Best Presentation Award	1 winner	Vouchers (HK\$1,000) & Certificate
Outstanding Participation School Award	at least 1 winner	Certificate only

Each trophy required is 38 mm high, and the outer colour is gold in appearance as follows. The award words will be marked on aluminum paper on each trophy:



[Remark: The awards shall be subject to the decision making by the judging panel and EMSD. The Contractor can allow budget in the Schedule of Prices. The Contractor under this contract shall cope with the actual quantity required for the awards, award certificates and trophies without additional costs or claims.]

F) Provision of assessment services to the students' submission

- i) To screen all the applications of the Student Competition in order to provide the shortlisted potential applications for both Stage 1 and Stage 2 assessment;
- ii) To provide technical assessment services on the shortlisted applications with weighting based on the assessment criteria;
- iii) The technical assessment team for carrying out the assessment shall include at least one competent assessor with artistic training/ background and proven experience in drawing or similar competition assessment for schools;
- iv) At least one competent technical assessor from university/ education institute with qualification of Degree or above in relevant disciplines to assess the technical concept/ aspect on energy efficiency & conservation and renewable energy/ clean energy technologies;

	<p>v) The technical assessment team shall attend meetings with EMSD, Sub-committee, Judging Panel and other relevant parties; and</p> <p>vi) To provide technical advices and respond to queries regarding assessment on the applications.</p> <p>vii) To provide IT facilities services, audio & video services, and necessary equipment to support the interview of student(s) by judging panel on the day of interview in case the short-listed student(s) is/ not in Hong Kong; and</p> <p>viii) To provide a finalized list of participants of the Student Competition and send them the “Participation Certificates” after completion of all assessment processes. The cost for disseminating the “Participation Certificates” including postal, printing of invitation letters, envelopes, delivery, and labels will be paid by the Contractor:</p> <p>- Production of Participation Certificates: A4 (297mm x 210mm) 4C+0 Paper: 300gsm Coated Art Paper Quantity: not less than 550. And the Participation Certificates will be disseminated to <u>all</u> participants by the Contractor.</p> <p>[Remark: The Contractor can allow budget in the Schedule of Prices. The Contractor under this contract shall cope with the actual quantity required for the participation certificates without additional costs or claims.]</p> <p>G) Organizing physical seminar for experience sharing session and exhibition The Contractor requires to invite/ arrange at least 100 students and schools' representatives to join the physical seminar of sharing session.</p> <p>i) The physical seminar for experience sharing and exhibition is tentatively to be held from 2:30 pm to 4:30 pm (about 2 hours) on 5 or 9 July 2027 or any other weekday in the first/ second week of July 2027 in 7/F Lecture Theatre of EMSD Headquarters. [Remark: The exact date and exact venue will be confirmed later. The Contractor can allow budget in the Schedule of Prices while the Contractor under this contract shall cope with the change of venue location without additional costs or claims.]</p> <p>ii) To provide all organization, coordination and liaison work for the seminar;</p> <p>iii) To liaise and coordinate with the venue managers, supporting organizations, winners of the Scheme, guests and other relevant parties for completion of the seminar.</p> <p>iv) To design, prepare, arrange and produce all the promotion/ publicity materials including posters, flyers and leaflets etc;</p> <p>v) To manage the provision of all name badges, refreshment and souvenirs etc., including processes such as design development, work coordination, proof-reading and delivery;</p> <p>vi) To handle enquiries, distribution and collection of enrolment forms, sending confirmations and reminders, and collection of feedback questionnaires;</p>
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	<p>vii) To provide attendance for the seminar and compile email list for future promotional activities;</p> <p>viii) To manage logistic and on-site arrangements for the seminar, including setting up venue, providing labour for on-site support, registration and receiving participants etc.;</p> <p>ix) To provide Master of Ceremony (MC) services for the activities; and</p> <p>x) To provide a photographer and video services and necessary equipment for taking digital photos and video.</p> <p>xi) The Contractor shall formulate a contingency plan (e.g. in cases of adverse inclement weather, accidents, or social distance restrictions related to the Covid pandemic or any other kinds of epidemic disease) and execute it if necessary. Any cost required for execution of the contingency plan shall be borne by the Contractor.</p> <p>xii) To carry out registration for the participants at the venue entrance.</p> <p>xiii) To provide a finalized list of awardees of the Student Competition (Secondary school category) who will deliver sharing at the physical seminar for experience sharing and exhibition, which is scheduled on 5 or 9 July 2027. The Contractor shall prepare/ produce and present them the “Award Certificates” at the award presentation ceremony. The cost for disseminating the “Appreciation Certificates” including printing charges, delivery, and any other administrative costs, which will be paid by the Contractor.</p> <p>- Production of Appreciation Certificates A4 (297mm x 210mm) 4C+0 Paper: 300gsm Coated Art Paper Quantity: not less than 35 numbers. And the Participation Certificates will be disseminated to <u>all</u> awardees by the Contractor.</p> <p>xiv) To manage post-event publicity materials including video shooting/ production services, and necessary follow up action. Award winners of secondary school category will be invited as role models to share experience to help promoting energy saving and/ or renewable energy and/ or clean energy through seminar of experience sharing session and exhibition, and videos recording which will be uploaded on the EMSD’s event website and Energy Saving For All website. The Contractor requires to check the videos uploaded on EMSD’s websites.</p> <p>The Contractor shall provide a storyboard for the 3-minute event highlight video production for prior approval by EMSD. The 3-minute video production for event highlight video shall include voice talent, and at least 10 scripts for key activities and at least 5 sub-titles for officiating guests & VIP guests e.g. officiating guests of EEB & EMSD, and judging panel chairman, if any etc. The event highlight video shall make reference to the event highlight videos of Energy Saving Championship Scheme 2022, and 2023 which can be found in the event websites https://www.energysaving.gov.hk/eschampion2022/en/events/index.html, and</p>
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<https://www.energysaving.gov.hk/eschampion2023/en/events/index.html> respectively. While the event highlight videos of Energy Saving Championship Scheme 2025 can be found in the event website <https://www.energysaving.gov.hk/eschampion2025/en/events/index.html> in due course (which will be uploaded by August 2026 in due course) for reference.

H) Provision of articles on the winners' highlight

- i) To coordinate with awardees and provide 8 nos. of winner's highlight articles (for the Grand Award winner and Outstanding Awards) of about 300 words each in bilingual version, if applicable for Secondary school category; and
- ii) The articles shall address the key attributes of the project/ submission regarding their ideas on energy efficiency and conservation/ renewable energy/ clean energy initiatives or technologies.
- iii) The Contractor requires to coordinate and collaborate with the event website contractor to upload the winner's highlight on the EMSD's event website.

1.2.4 Programme schedule

The whole student competition scheme is scheduled to be completed on or before August 2027 tentatively. The tentative program for the entire event cycle is appended below for taking action by the Contractor:-

Period (tentative)	Working Programme
Jan 2026 to March 2026	Preparation, planning and design works.
March 2026	Invitation and formation of JP
April/ early May 2026	Meeting with JP to finalize the proposed rules and proposed awards
23 June 2026	Launching of competition scheme by JP Chairperson (award presentation ceremony for Energy Saving Competition for Students 2025 《慳神節能挑戰盃2025》 will be arranged on the same day)
8 July 2026 (tentative)	Briefing session for the competition scheme to some students in EMSD HQs (It will be after the Sharing Session of Energy Saving Competition for Students 2025 《慳神節能挑戰盃2025》, which will be arranged on the same day by another event management consultant)
1 Oct to Dec 2026 or Jan 2027	Registration period and submission by applicants
Jan to Feb 2027	Stage 1 Assessment – preliminary assessment of all applications (assisted and

		collaborated by the Contractor)	
	Feb to March 2027	Stage 2 Assessment – Interview by Judging Panels for Secondary schools category (No interview for applicants of primary schools category) (assisted and collaborated by the Contractor)	
	March to April 2027	Judging Panel to select winners	
	May 2027	Preparation of awards, award certificates and trophies to the awardees	
	Late June 2027 (tentative)	Announcement and presentation of awards	
	5 or 9 July 2027 (tentative)	Sharing session and exhibition, in which awardees will deliver their experience sharing via a physical seminar.	
	August 2027 (tentative)	Completion of post-event video production with the required scripts and sub-titles, and winners’ highlight articles, any other post-event publicities as well as checking on the relevant EMSD’s event websites.	
	<p><u>1.2.5 Personal Data Privacy</u></p> <p>i) The Contractor shall obtain consent from the relevant participants and guests, whose personal data will be appeared in any kinds of post-event publicity services for this Assignment.</p> <p>ii) The personal data of charter participants and guests shall <u>not</u> be allowed to be stored in the public cloud storage and mail system for this Assignment. The Contractor shall try the best to maintain and secure personal data privacy of charter participants, potential participants, judging panel and general public, and avoid disclosing these personal data to public in the entire event management services for this Assignment and in future.</p> <p><u>1.2.6 Confidentiality</u></p> <p>i) All materials and data furnished by or on behalf of EMSD in connection with the Assignment and the terms and conditions of the Assignment shall be treated as confidential information. The Contractor shall not, during the continuance of the Assignment or at any time thereafter, disclose to any person (including any associates or associated persons, directors, officers, employees or agents of the Contractor) any confidential information. However, such restrictions on disclosure shall not apply to:</p> <p>a. the disclosure of any information to any members of the Contractor in circumstances where such disclosure is necessary for the performance of the Contractor’s duties and obligations under the Assignment;</p> <p>b. the disclosure of any information already known to the recipient other than as a result of disclosure by a breach of the confidentiality obligation of the Contractor, any of its associates or associated persons, directors, officers, employees, agents or any member of the Contractor or any of its sub-agents (including professional advisers);</p>		

	<p>c. the disclosure of any information which is or becomes public knowledge other than as a result of disclosure by a breach of the confidentiality obligation of the Contractor, any of its associates or associated persons, directors, officers, employees, agents, or any member of the Contractor or any of its sub-agents (including professional advisers);</p> <p>d. the disclosure of any information in circumstances where such disclosure is required pursuant to any law, regulation, rule of any relevant stock exchange, or order of a court or arbitral authority of competent jurisdiction;</p> <p>e. the disclosure of any information to the Contractor's sub-agents, professional advisers, directors, officers, employees or agents where such disclosure is necessary for the performance of the Contractor's duties and obligations under the Assignment; or</p> <p>f. the disclosure of any information with the prior written consent of EMSD.</p> <p>EMSD shall have the right to determine in good faith at any time whether any information is within that described in b, c or e above and the Contractor shall comply with that determination.</p> <p>ii) Any disclosure permitted under paragraph 1.2.6 i) shall be in strict confidence and shall extend only as far as may be necessary for the purpose specified in that clause. The Contractor shall ensure the confidentiality of such disclosure by taking all appropriate action to restrain or restrict any further disclosure.</p> <p>iii) The Contractor shall not make use of or reproduce any confidential information (including any contact information of participants, information, report, chart, document, plan, drawing, specifications, software, data or other particulars or information whatsoever relating to the Assignment) furnished by or on behalf of EMSD other than in the performance of its obligations under the Assignment and shall not make use of the materials or computer models produced or created in relation to the performance of its obligations under the Assignment other than in the proper performance of its obligations under the Assignment or with the prior written consent of EMSD.</p> <p>iv) Without prejudice to paragraph 1.2.6 i), the Contractor shall not without the prior written consent of EMSD publish, either alone or in conjunction with any other person, in any newspaper, magazine, periodical, film, video, or other medium, any confidential information (including the advice provided by it or the duties undertaken by it under the Assignment).</p> <p>v) The Contractor shall inform every person to whom any confidential information (including any information, report, chart, document, plan, software, data or other particulars or information whatsoever relating to the Assignment) is disclosed pursuant to the Assignment of the restrictions on reproduction and disclosure attaching to such information and the Contractor shall require such a person to notify the same restrictions to any other person to whom it makes any such disclosure. The Contractor shall ensure that this clause is repeated in any subsequent reproduction or disclosure of such confidential information.</p> <p>vi) The Contractor shall return and deliver and shall procure each member of the Contractor and its permitted sub-agents to return and deliver to EMSD any and all materials and deliverables (including drafts and uncompleted versions)</p>
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	<p>containing or embodying any confidential information (and any copies thereof not needed to be retained by the Contractor to comply with minimum requirements prescribed by law or by the regulatory rules of the relevant professional body) upon EMSD's request, the completion or the termination or expiration of the Assignment.</p> <p>vii) The Contractor shall procure each member and its permitted sub-agents to execute a legally binding written undertaking in favour of the Contractor and EMSD jointly and severally in a form prescribed by EMSD agreeing not to disclose any such confidential information. The Contractor shall provide the original or certified true copies of all such undertakings to EMSD as and when required by EMSD. The Contractor further agrees that, if so required by EMSD, it shall take all such steps as are lawful and necessary to enforce such undertakings or to co-operate with EMSD in their enforcement.</p> <p>viii) The provisions of this Section shall survive the expiry or termination of the Assignment and shall continue in full force and effect notwithstanding such expiry or termination.</p> <p><u>1.2.7 Ownership, Copyright and other Intellectual Property Rights</u></p> <p>i) All deliverables, materials and any other documents or things prepared, produced, procured or created by the Contractor in relation to the Assignment and recorded or stored by whatever means and in whatever form or media (collectively, "Materials") shall be the exclusive property of EMSD. All intellectual property rights (including without limitation, copyrights, patents, trademarks, service marks, design rights, database rights, rights in know-how) in any such Materials shall vest in and belong to EMSD absolutely immediately upon creation.</p> <p>ii) In the event and to the extent that any of intellectual property rights in the Materials is deemed for any reason not to vest in EMSD, then, upon request by EMSD, the Contractor shall forthwith, free of charge to EMSD, assign or otherwise transfer or cause to be assigned or otherwise transferred the same to EMSD free of any encumbrance or compensation to the Contractor.</p> <p>iii) Upon request by EMSD, and in the event of the expiration or termination of the Assignment, the Contractor shall promptly deliver to EMSD all the Materials and all copies of the Materials then in the Contractor's custody, control or possession.</p> <p>iv) The Contractor shall ensure that no intellectual property rights of any third parties have been or will be infringed as a result of the consultancy service provided for the Assignment and shall indemnify EMSD against any loss or damage which EMSD may sustain or incur as a result of any allegation of or claim for infringement of the intellectual property rights of any party arising from or in any way related to the Assignment or the use or possession at any time whether before or after the execution of the Assignment of the Materials by EMSD.</p> <p>v) At the request of EMSD, the Contractor shall, free of charge to EMSD, do all such things and sign all such documents and instruments or procure another party to do all such things and sign all such documents as may be reasonably necessary in the opinion of EMSD to enable EMSD to obtain, defend and enforce its rights in the Materials.</p> <p>vi) The provisions of this Section shall survive the expiration or early termination of the Assignment.</p>
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Project No.	1.3
Project Title	Educational Picture Books to promote Energy Efficiency & Conservation (EE&C) and Renewable Energy (RE)
Time Frame	2026 Q1 – 2027 Q1
Target audience	Kindergarten students, Primary school students
Aims / Messages	To promote Energy Efficiency & Conservation (EE&C) and Renewable Energy (RE)
Requirements and Details	<p>1.3.1 To design, produce, prepare print files, launch and promote 2 nos. of educational picture books of different levels (1 for kindergarten K1–K3 students, 1 for primary school P1–P6 students).</p> <p>1.3.2 Reference can be made to the Electrical and Mechanical Services Department (EMSD)’s existing education kit for the general public: https://www.emsd.gov.hk/energyland/en/EduKit/home/index.html</p> <p><u>Scope of Services</u></p> <p>1.3.3 To propose and carry out artworks, layout and typesetting designs of the above-mentioned 2 nos. of educational picture books.</p> <p>1.3.4 The design works include but are not limited to ideas and concepts proposal and development, texts, artworks, illustrations, graphics, photography, layouts, typesetting, proof-reading, etc. of the picture books. The picture books shall be in A4 size, binded, bilingual (English and Traditional Chinese), in full colours and high resolutions.</p> <p>1.3.5 Each picture book shall be designed with the tentative themes of Energy Efficiency Overview, Renewable Energy, and Energy Efficient Buildings, or any other theme(s) as may be determined by EMSD in due course of the Project. The textual contents of the picture books will be referenced from EMSD’s existing education kit for the general public, and will be provided by EMSD to the Contractor for incorporation into the designs.</p> <p>1.3.6 To proof-read contents of the picture books for error-free, including but not limited to covers, content pages, inner texts, graphics, titles, hyperlinks, etc.</p> <p>1.3.7 To produce print files in appropriate format (e.g. .ai or other suitable formats) to facilitate the hardcopy printing of the educational picture books in Project 1.1 (Outreach Programme) of this Contract. The Contractor shall make necessary editing in the typesetting, colours, dimensions, etc. of the printing materials in the print files, and submit print-out samples to EMSD for approval before mass production of the printing. The print files shall be configured to be suitable for printing on recycled paper of international quality standards or equivalent. The Contractor shall provide full coordination with Project 1.1 of this Contract to achieve and complete the printing.</p> <p>1.3.8 To provide the following deliverables in softcopies unless otherwise specified:</p> <ul style="list-style-type: none"> (i) Adobe Portable Document Files (PDF) for the picture books; (ii) Adobe InDesign editable files for the picture books editing and printing; (iii) Adobe Illustrator editable files for all artworks, graphics and illustration designs;

	<p>(iv) Joint Photographic Experts Group (JPEG) files for all artworks, graphics, illustrations, photographs, etc. in high resolutions;</p> <p>(v) Microsoft Word editable files for all textual contents of the picture books.</p> <p>1.3.9 To propose, plan, arrange and implement the launch and promotion of the picture books online (e.g. via online ads with promotional electronic banners of various sizes and resolutions to suit) at times designated by EMSD.</p> <p>1.3.10 To supply adequate workforce, resources, tools and materials to meet the work schedule, and to complete individual tasks as well as the entire services on time. The Contractor shall duly and fully incorporate comments and latest information from EMSD into the designs, and promptly resubmit for EMSD's approval.</p> <p>1.3.11 The picture books will also be launched on, promoted at and downloadable from EMSD website(s) and other channels such as social media to be designated by EMSD. The Contractor shall appoint appropriate person(s)-in-charge to provide full supports and liaisons to other third parties such as website contractors to be designated by EMSD to complete the launch and promotion to the satisfaction of EMSD.</p> <p>1.3.12 All final products, design files, raw materials, artworks, illustrations, graphics, photography, animations, layouts, designs, etc. shall originate from and be self-created by the Contractor, the ownership, copyrights, intellectual properties, etc. of which shall all belong to EMSD. The designs shall also incorporate EMSD's Mascots, the graphics of which will be provided by EMSD after the Contract commences.</p> <p><u>Ownership, Copyrights and other Intellectual Property Rights</u></p> <p>1.3.13 All deliverables, materials, designs and any other documents or things prepared, produced, procured or created by the Contractor in relation to the picture books and recorded or stored by whatever means and in whatever form or media (collectively, "the Materials" hereinafter) shall be the exclusive property of EMSD. All intellectual property rights (including without limitation, copyrights, patents, trademarks, service marks, design rights, database rights, rights in know-how) in any such Materials shall vest in and belong to EMSD absolutely and immediately upon creation and in perpetuity.</p> <p>1.3.14 Upon request by EMSD, and/or in the event of the completion, expiration or termination of this project of the Contract, the Contractor shall promptly deliver to EMSD all the Materials and all copies of the Materials once in the Contractor's custody, control or possession by then. Unless there is prior written consent from EMSD, the Contractor shall not reuse, replicate, disclose or deliver to any third parties any of the Materials for any purpose other than this Contract.</p> <p>1.3.15 The Contractor shall ensure that all the deliverables fully comply with all the requirements of the prevailing Copyright Ordinance. The Contractor shall ensure that no copyrights and/or intellectual property rights of any third parties have been or will be infringed as provided for the Contract and shall indemnify the Employer, the Employer's representatives and EMSD against any loss or damage which the Employer, the Employer's representatives and</p>
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	<p>EMSD may sustain or incur as a result of any allegation of or claim for infringement of the copyrights and/or intellectual property rights of any party arising from or in any way related to the Contract or the use or possession at any time whether before or after the execution of the Contract of the Materials by the Employer, the Employer's representatives and EMSD.</p> <p>1.3.16 All information, materials and things that the Contractor obtain from the Employer, the Employer's representatives and/or EMSD in carrying out the services specified in this project of the Contract shall only be used for this project but not for any other purposes. No part or whole of the aforesaid information, materials and things may be reproduced, delivered or transmitted in any form and by any means, including but not limited to printing, photocopying, emailing, sharing, recording or storing in any storage device and retrieval system, to any third party without the prior permission in writing of the Employer, the Employer's representatives and/or EMSD.</p> <p>1.3.17 No artworks, illustrations, graphics, photography, etc. and any other design elements and materials whether or not specifically mentioned in this Specification for this project of the Contract shall be purchased or imported from any third party unless prior consent from EMSD has been obtained.</p> <p>1.3.18 The Contractor shall, in five (5) working days after commencement of this project of the Contract, submit a declaration letter to EMSD confirming:</p> <ul style="list-style-type: none"> (i) that all final products, design files, raw materials, artworks, illustrations, graphics, photography, layouts, designs, etc. in relation to this project of the Contract will originate from and be self-created by the Contractor; (ii) that the Contractor fully complies with relevant clauses of this Specification for this project of the Contract regarding the ownership, copyrights and other intellectual property rights of the designs and materials in relation to this project of the Contract.
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Project No.	1.4
Project Title	Design, Production and Logistics Services for Exhibitions and Roadshows of Energy Efficiency and Conservation
Time Frame	Feb 2026 – Dec 2027
Target audience	Students, Members of the Public
Aims / Messages	To promote Energy Efficiency & Conservation (EE&C) and Renewable Energy (RE)
Requirements and Details	<p>1.4.1 To design and produce 2 sets of 12-panel single sided exhibition boards and 4 sets of interactive roadshow kiosks with embedded tablet computers for promotion of EE&C and RE.</p> <p>1.4.2 To provide sufficient manpower, resources, logistic services and transportation for the delivery, installation, dismantling, storage, maintenance, repair and parts replacements of exhibition and roadshow materials and equipment to be conducted at different venues, tentatively from Feb 2026 – Dec 2027 (about 23 months).</p> <p>1.4.3 Reference of the existing outreach programme can be found at: https://www.emsd.gov.hk/en/energy_efficiency/school_outreach_programme/index.html</p>

	<p><u>Scope of services</u></p> <p><u>Design and Production</u></p> <p>1.4.1 To design, produce and deliver 2 sets of 12-panel single sided exhibition boards and 4 sets of interactive roadshow kiosks with embedded tablet computers for promotion of EE&C and RE. For detailed specification of the exhibition panels and roadshow kiosks, refer to Annex F-1.</p> <p>1.4.2 The design works include but are not limited to ideas and concepts proposal and development, texts, artworks, illustrations, graphics, photography, layouts, typesetting, proof-reading, etc. of the exhibition panels and roadshow kiosks. Bilingual textual contents of the exhibition panels will be provided by EMSD.</p> <p>1.4.3 To supply adequate workforce, resources, tools and materials to meet the design and production schedule on time. The Contractor shall duly and fully incorporate all comments and latest information from EMSD into the designs, and promptly resubmit for EMSD's approval.</p> <p>1.4.4 To produce print files in appropriate format (e.g. .ai or other suitable formats) to facilitate the printing and production of the exhibition panels and roadshow kiosks. The Contractor shall submit print-out samples to EMSD for approval before production of the exhibition panels and roadshow kiosks.</p> <p>1.4.5 To provide the following deliverables in softcopies unless otherwise specified:</p> <ul style="list-style-type: none"> (i) Adobe Portable Document Files (PDF) for the design works; (ii) Adobe InDesign editable files for the design works editing and printing; (iii) Adobe Illustrator editable files for all artworks, graphics and illustration designs; (iv) Joint Photographic Experts Group (JPEG) files for all artworks, graphics, illustrations, photographs, etc. in high resolutions; (v) Microsoft Word editable files for all textual contents of the design works. <p>1.4.6 All final products, design files, raw materials, artworks, illustrations, graphics, photography, animations, layouts, designs, etc. shall originate from and be self-created by the Contractor, the ownership, copyrights, intellectual properties, etc. of which shall all belong to EMSD. The designs shall also incorporate EMSD's Mascots, the graphics of which will be provided by EMSD after the Contract commences.</p> <p>1.4.7 All deliverables, materials, designs and any other documents or things prepared, produced, procured or created by the Contractor in relation to the picture books and recorded or stored by whatever means and in whatever form or media (collectively, "the Materials" hereinafter) shall be the exclusive property of EMSD. All intellectual property rights (including without limitation, copyrights, patents, trademarks, service marks, design rights, database rights, rights in know-how) in any such Materials shall vest in and belong to EMSD absolutely and immediately upon creation and in perpetuity.</p>
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	<p>1.4.8 Upon request by EMSD, and/or in the event of the completion, expiration or termination of this project of the Contract, the Contractor shall promptly deliver to EMSD all the Materials and all copies of the Materials once in the Contractor's custody, control or possession by then. Unless there is prior written consent from EMSD, the Contractor shall not reuse, replicate, disclose or deliver to any third parties any of the Materials for any purpose other than this Contract.</p> <p>1.4.9 The Contractor shall ensure that all the deliverables fully comply with all the requirements of the prevailing Copyright Ordinance. The Contractor shall ensure that no copyrights and/or intellectual property rights of any third parties have been or will be infringed as provided for the Contract and shall indemnify the Employer, the Employer's representatives and EMSD against any loss or damage which the Employer, the Employer's representatives and EMSD may sustain or incur as a result of any allegation of or claim for infringement of the copyrights and/or intellectual property rights of any party arising from or in any way related to the Contract or the use or possession at any time whether before or after the execution of the Contract of the Materials by the Employer, the Employer's representatives and EMSD.</p> <p>1.4.10 All information, materials and things that the Contractor obtain from the Employer, the Employer's representatives and/or EMSD in carrying out the services specified in this project of the Contract shall only be used for this project but not for any other purposes. No part or whole of the aforesaid information, materials and things may be reproduced, delivered or transmitted in any form and by any means, including but not limited to printing, photocopying, emailing, sharing, recording or storing in any storage device and retrieval system, to any third party without the prior permission in writing of the Employer, the Employer's representatives and/or EMSD.</p> <p>1.4.11 No artworks, illustrations, graphics, photography, etc. and any other design elements and materials whether or not specifically mentioned in this Specification for this project of the Contract shall be purchased or imported from any third party unless prior consent from EMSD has been obtained.</p> <p>1.4.12 The Contractor shall, in five (5) working days after commencement of this project of the Contract, submit a declaration letter to EMSD confirming:</p> <ul style="list-style-type: none"> (i) that all final products, design files, raw materials, artworks, illustrations, graphics, photography, layouts, designs, etc. in relation to this project of the Contract will originate from and be self-created by the Contractor; (ii) that the Contractor fully complies with relevant clauses of this Specification for this project of the Contract regarding the ownership, copyrights and other intellectual property rights of the designs and materials in relation to this project of the Contract. <p><u>Exhibitions</u></p> <p>1.4.13 To provide services with sufficient manpower, materials, tools and transportation for the delivery, installation, dismantling, storage, maintenance, repair and parts replacements of all the exhibition materials and equipment to be</p>
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	<p>conducted at different venues (e.g. kindergartens, primary schools, secondary schools, shopping malls, community centres, etc.) in accordance with the requirements stipulated in this Specification. Around <u>115 nos.</u> of exhibition venues shall be reached for <u>23 months</u> during the course of this project. The actual no. of venues will be subject to applications from outside bodies during the project period.</p> <p>1.4.14 To check to ensure the exhibition panels are rigid and safe to use before setting them up at each exhibition venue.</p> <p>1.4.15 To ensure the exhibition panels are installed properly and securely at an exhibition venue so as to avoid causing injury to people and damage to property at that venue. The Contractor shall provide and use appropriate and sufficient installation tools and materials (e.g. sandbags) for a secure panel installation if and when necessary. The Contractor shall also carry out a thorough check on the installation conditions of the exhibition panels right after the installation before leaving the venue.</p> <p>1.4.16 During the installation and the subsequent disassembling process of the exhibition panels, the Contractor shall exercise due attention and necessary precautionary measures so as not to cause any injury to people or damage of property at the exhibition venue.</p> <p><u>Roadshow</u></p> <p>1.4.17 To provide services with sufficient manpower, materials, tools and transportation for the delivery, installation, dismantling, storage, maintenance, repair and parts replacements of all the roadshow interactive kiosks, materials and equipment to be conducted at different venues (e.g. kindergartens, primary schools, secondary schools, shopping malls, community centres, etc.) in accordance with the requirements stipulated in this Specification. Around <u>115 nos.</u> of roadshow venues shall be reached for <u>23 months</u> during the course of this project. The actual no. of venues will be subject to applications from outside bodies during the project period.</p> <p>1.4.18 To provide AC power supply extension cords which are of appropriate ratings and in full compliance with the local statutory requirements and specifications, spare batteries and mobile internet services for enabling the mobile tablets in the roadshow kiosks to run and access the internet independently during the roadshows. The Contractor shall fully charge up the built-in batteries and spare batteries of the tablets before each roadshow.</p> <p>1.4.19 To provide at least 1 personnel to station at each roadshow venue to liaise with the venue owner, to oversee the conduct of the roadshow throughout the entire roadshow period at that venue, and to resolve any potential technical problem of the mobile tablets and kiosks if arisen. The personnel shall be fluent in spoken Cantonese.</p> <p>1.4.20 To ensure the roadshow kiosks and the mobile tablets inside are installed properly and securely at a roadshow venue so as to avoid causing injury to people and damage to property at that venue. The Contractor shall ensure that any electrical power connection to the mobile tablets is safe and secure to avoid any electrical hazards. The Contractor shall also carry out a thorough check on the installation conditions of the roadshow kiosks and the mobile tablets inside right after the installation before leaving the venue.</p> <p>1.4.21 During the installation and the subsequent disassembling process of the roadshow kiosks, to exercise due attention</p>
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	<p>and necessary precautionary measures so as not to cause any physical injury and/or electrical hazards to people or damage of property at the roadshow venue.</p> <p><u>Miscellaneous Works</u></p> <p>1.4.22 To provide, including but not limited to, the following for a smooth execution of the services to the satisfaction of EMSD:</p> <ul style="list-style-type: none"> (i) an adequate supply of workforce and materials in time for meeting the work schedule; (ii) attendance to meetings at EMSD's office and liaison with relevant parties for smooth execution of the services if and when requested; (iii) provision of original and authentic spare parts to be approved by EMSD for replacement of damaged, malfunctioning and/or defective parts of the mobile tablets, roadshow kiosks, exhibition panels and all associated materials and equipment. <p>1.4.23 To timely submit photos within 1 week of each completed installation of the roadshows and exhibition panels at each venue to EMSD and/or any party(ies) designated by EMSD for record and subsequent payment applications & approvals.</p> <p>1.4.24 To provide safe, secure and proper indoor storage and custody for all the roadshow materials (including but not limited to the wooden kiosks, mobile tablets, power extension cords, chargers, batteries, etc.) and the exhibition panels for the entire project period.</p> <p>1.4.25 To exercise appropriate and sufficient measures to protect and take good care of all exhibition panels and roadshow equipment and materials during the transportation, setting up, dismantling and storage of those equipment and materials throughout the entire project period</p> <p>1.4.26 The details of the roadshow venues and exhibition venues will be provided from Project 1.1 of this Contract and/or by EMSD or any party(ies) designated by EMSD from time to time throughout the project period. The Contractor shall closely coordinate with the team from Project 1.1 and shall strictly follow the dates and times scheduled by Project 1.1 and/or by EMSD and/or per the requests of the venue owners for the installation and disassembling of roadshow and exhibition equipment and materials for the venues. No counter proposal of alternative dates and times by the Contractor will be accepted without approval of EMSD.</p> <p>1.4.27 The Contractor may be requested to transport, set up and/or dismantle the roadshow and/or exhibition equipment and materials at various venues outside normal office hour (e.g. before or after normal school hours), on weekdays, weekends and/ or public holidays, etc. to suit the requests and/or operation schedules of those particular venues. All costs so induced if any shall be borne by the Contractor.</p> <p>1.4.28 Upon instruction by EMSD, to handover all roadshow and exhibition equipment and/or materials back to EMSD or</p>
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	<p>to any other body designated by EMSD at the end of the project period. The Contractor shall provide all the necessary transportation, manpower, tools, equipment and materials to complete the handover to the satisfaction of EMSD at a location to be designated by EMSD.</p> <p>1.4.29 If requested and instructed by EMSD, to properly dispose of all roadshow and/or exhibition equipment and materials at the end of the project period in full compliance with the relevant local statutory requirements about disposal of large objects. The Contractor shall provide all the necessary fees, transportation, manpower, tools, equipment & materials to complete the disposal to the satisfaction of EMSD at a location to be designated by EMSD.</p>
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Project No.	1.5
Project Title	Online e-Learning Platform for Publicity Works
Time Frame	2026 Q1 - 2026 Q3
Target audience	Students, Members of the Public
Aims / Messages	To promote Energy Efficiency & Conservation (EE&C) and Renewable Energy (RE)
Requirements and Details	<p><u>Background</u></p> <p>The EnergyLand (https://www.emsd.gov.hk/energyland) website is administered by the Energy Efficiency Office (EEO) of EMSD. The website is hosted on a server of the Digital Policy Office (DPO) who provides information technology services and support within the Government. High level system administration and technical services of the website is handled by Common Services Infrastructure (“CSI”) Support Team of DPO.</p> <p>The Website was firstly launched in 2003. The Website was lastly revamped in 2021 to replace the legacy Flash contents and adopt responsive web design.</p> <p>The Website consists of a total of 543 HTML pages in English, Traditional Chinese and Simplified Chinese. EEB/EMSD plan to establish a new e-Learning platform to provide one-stop information hub for energy efficiency and conservation, as well as new and renewable energies to public, especially to students.</p> <p><u>Project Objectives</u></p> <p>The purpose of the project is to provide the Website Development Services (“WDS”) for review, design and provision of a new e-learning platform for students and also the general public.</p> <p>The new online e-Learning Platform (the Platform) shall be designed for use in the classroom both by teachers and students. It shall provide a main function to supplement the school outreach programme with useful and interesting information to let student have a better understanding on the concept in depth and the importance of EE&C so as to promote them proactively and establish their EE&C values.</p>

	<p>The Platform shall help users understand the key elements related to energy in a easy-to-understand manner and the contents shall be suitable for primary and secondary school students. It shall cover the basic energy principles, the influences on nature and mankind, as well as the ongoing development of various energy technologies. The similar contents should be referred to the education kits published by EMSD (reference website: https://www.emsd.gov.hk/energyland/en/EduKit/home/index.html)</p> <p>The Platform shall encompass news extracts and provide a wide range of information and topics, such as climate change, EE&C knowledge, renewable energies, energy efficient equipment, energy saving tips, educational kits, corner for specific initiatives implemented by EMSD and EEB including, but not limited to, the followings: -</p> <ul style="list-style-type: none"> - Hong Kong's Climate Action Plan 2050 (CAP 2050); - Mandatory Energy Efficiency Labelling Scheme (MEELS); - Voluntary Energy Efficiency Labelling Scheme (VEELS); - Building Energy Efficiency Ordinance (BEEO); - Retro-commissioning (RCx); - Green Innovative Technologies; - District Cooling System (DCS); and - Renewable Energy (RE). - Waste-to Energy <p>The high-level website content structure of the current e-Learning platform “EnergyLand” was shown at Clause 5 of Annex F-2 for reference. The Contractor shall review and propose a new structure to facilitate the new design of the Platform.</p> <p>The Contractor shall hire external sub-contractor(s) to provide Security Risk Assessment & Audit Services (“SRAA”) for the Platform that is newly developed before production.</p> <p>The objectives of the WDS are:</p> <ol style="list-style-type: none"> a. to investigate and understand the operation of the existing e-Learning platform “i.e. EnergyLand Website”; b. to improve the aesthetic appearance and to design a fresh look for the new e-Learning Platform, conforming to the latest guidelines on “mobile friendly” and “Common Look and Feel” (“CLF”) promulgated by the DPO; c. to provide at least three (3) mockup designs of the Platform webpages for CLF and W3C WCAG assessment by EMSD; d. to provide all essential resources and support for hosting the new website in the Web Content Hosting (WCH) service of DPO; and e. to conform to the W3C WCAG 2.2 Level AA standard or above.
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	<p>At the end of the WDS, the proposed new e-Learning Platform (including the hardware, software and procedures documentation) shall be ready for use by EMSD and the general public.</p> <p>The objectives of the SRAA are:</p> <ol style="list-style-type: none"> to evaluate the security risks of the new website related to the use of information technology; to identify and recommend safeguards with the aim of strengthening the security controls of the system and data to an acceptable level; to review and update the new e-Learning Platform's IT security documents, related guidelines and procedures which should be well balanced among security risks, cost, business needs and practicality as well as adhering to all the prevailing Government regulations, guidelines and standards and making reference to industry best practices in information security management; to evaluate the compliance with required security requirements and the effectiveness of security controls being implemented; and to carry out a verification check to review the security status of information system(s) and the related data to ensure that all identified risks have been mitigated or reduced to an acceptable level. <p><u>Project team</u></p> <ul style="list-style-type: none"> ● To be responsible for the total project management and act as a single contact point to EMSD regarding all related activities of the project. ● To take the lead in coordinating with various parties within and outside the Government including but not limited to DPO and various Government bulk contractors for the smooth implementation of the project. ● To resolve conflicts and crisis during the entire project life cycle. ● To oversee and monitor the progress of various activities during the project life cycle to ensure that these activities are completed according to the implementation schedule and meeting the project requirements. ● To plan and schedule meetings at appropriate time during the project life cycle, prepare meeting agenda, chair and take notes for all the meetings with various parties. ● To report progress, follow up all outstanding issues with all related parties, suggest solutions and resolve difficulties throughout the project. ● To carry out any other activities which are necessary for the satisfactory completion of the project. ● The Contractor shall provide professional web design team for the WDS, which has well experience on designing and creating webpages with multi-media and interactive contents. For details, please refer to the Clause 1.1 of Annex F-2. ● The Contractor shall hire a sub-contractor to form a professional security team as detailed in Clause 1.2 of Annex F-2 for SRAA.
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- The Bidder shall submit a website design profile of the Web Designer in the submitted Technical Proposal to demonstrate his/her capability of website design and creativity.

Scope of services

1.5.1 Current Environment Description

- The URL of the existing EnergyLand Website is <https://www.emsd.gov.hk/energyland>.
- The existing EnergyLand website is hosted under DPO's WCH service. Information on the website is posted in 3 language versions of English, Traditional Chinese and Simplified Chinese. Some webpages also support ethnic minority ("EM") languages, including Bahasa Indonesia, Tagalog, Urdu, Hindi, Punjabi, Nepali, Thai and Vietnamese, or other EM languages, if necessary. The webpages with EM language versions could be found under "Energy Saving Tips For Home" of the website.
- Responsive design and mobile friendly design have been adopted for the website. The webpages of the website would be automatically scaled and adjusted to fit for web browsers at desktop, tablet and mobile phone.
- The website currently conforms to the Web Content Accessibility Guidelines ("WCAG") 2.2 Level AA web accessibility standard and the Government's Common Look and Feel ("CLF") Design Specifications.
- The website is developed using, but not limited to, the HTML, JavaScript and Cascading Style Sheet ("CSS").
- Documents are mainly posted in Portable Document Format ("PDF"). Other formats are also posted as appropriate.
- The website supports prevailing versions of contemporary web browsers, including but not limited to Microsoft Internet Explorer, Microsoft Edge, Mozilla Firefox, Safari and Google Chrome.
- In the required WDS, the targeted hosting platform for the new website would be under the WCH environment. A staging environment is provisioned in the WCH for the Contractor to upload web content for user's preview and confirmation before uploading to the production website. Security tokens (or soft tokens) will be provided to the Contractor for accessing the staging environment.
- Tenderers are recommended to refer to the existing EnergyLand Website for estimating the technical skill sets and knowledge required for the project.

1.5.2 Service Requirements

The Contractor is required to develop a new online e-Learning Platform with reference to the existing website of the EnergyLand (www.emsd.gov.hk/energyland) under non-resident arrangement for professional staff. The assignment team shall be employees in Hong Kong. The Contractor's duties in each implementation stage shall include the following and any other activities which are necessary for the satisfactory completion of the project:

	<p>a. Website Design</p> <ul style="list-style-type: none"> i. propose, plan and develop the overall website structure and grouping, including the directory naming, convention of files, etc. with reference to Clause 5 of Annex F-2 and hierarchy of EMSD's Energy Efficiency Education Kit (https://www.emsd.gov.hk/energyland/filemanager/kit/education/Energy_Efficiency_Overview_2024_EN.pdf, https://www.emsd.gov.hk/energyland/filemanager/kit/education/Renewable_Energy_2024_EN.pdf and https://www.emsd.gov.hk/energyland/filemanager/kit/education/Energy_Efficient_Buildings_2024_EN.pdf); ii. adopt a vibrant, energetic, and cheerful aesthetic in the typesetting and color selection with a wider adoption of EMSD's mascot design with reference to EMSD's Energy Efficiency Education Kit as detailed at Clause 1.5.2 (a)(i). iii. adopt the Government's Common Look and Feel ("CLF") Design Specifications, Guidelines on Dissemination of Information through Government Websites and Technical Notes on Website Development and Maintenance (please refer to Clause 2.1 of Annex F-2 for details) in designing and developing the new website; iv. ensure that the new website conforms to World Wide Web Consortium ("W3C") HTML5 Standard to better support modern browsers or mobile devices, i.e. a responsive web design; v. ensure that the new website conforms to W3C Web Content Accessibility Guidelines ("WCAG") v2.2 Level AA Standard (please refer to the W3C website and corresponding information about web accessibility provided by DPO as listed in Clause 2.1 of this Annex F-2 for details) to facilitate access by people with disabilities; vi. migrate all data kept in the existing EnergyLand website to the new website with responsive web design subject to the final decision of EMSD; vii. plan the appearance/presentation of the new website in English, Traditional Chinese and Simplified Chinese with two versions each for EMSD's selection, namely, HTML and Mobile/ Accessible versions with international coding standard, namely, ISO/IEC 10646, shall be adopted; viii. also cater for 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; ix. ensure that the web page of each version should be able to swap directly with hot swap function to other versions with the same content; x. plan, develop and test the web pages including associated artwork, graphics, documents and image files/photos, with clearance of relevant copyright requirements at the Contractor's own cost; xi. ensure that materials to be contained in the new website are ready for uploading to the server farm which is operated by the WCH service of the DPO after testing in the test site; xii. ensure that the web design should be able to fit into the WCH service and/or other system(s) operated/to be operated by the DPO for uploading/updating the web content; xiii. deliver static and dynamic web pages for the new website; xiv. update the new website with reference to the latest amendment on the existing EnergyLand website before
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	<p>uploading to the production environment;</p> <p>xv. provide and update the site map for the new website;</p> <p>xvi. ensure that the contents of the new website are synchronized among different versions (such as Chinese/English/Mobile/Accessible), and the contents of the webpages of different versions of the EM languages are also synchronized;</p> <p>xvii. provide a function for readers to select different font sizes quickly at any time on any pages (please refer to www.gov.hk for reference);</p> <p>xviii. ensure that the website will be displayed responsively according to the font size settings on different browsers, without the need of scrolling and without losing any contents after font re-sizing (please refer to www.gov.hk for reference);</p> <p>xix. design the new website in the way that no distortion will be shown when using supported versions of the browsers in both English and Chinese latest versions at display screen size / resolution suitable for browsers on different devices including, but not limited to, Microsoft Edge, Google Chrome, Safari and Mozilla Firefox;</p> <p>xx. prepare visual mock-up of the new website for design review by EMSD before finalising the design for production. The following websites being provided with similar nature or with the Government's CLF design should be used as reference: https://www.opark.gov.hk/en/index.php https://www.aqhi.gov.hk/tc/index.html https://www.digitalpolicy.gov.hk/en/index.html</p> <p>xxi. cater for future growth of the new website so that minimal changes will be required for the anticipated growth;</p> <p>xxii. install and configure any necessary software, including corresponding license, to run in the web server, if required;</p> <p>xxiii. register keywords in the new website and website contents to search engines, such as Yahoo, Google and Bing, etc., to help web users find the website;</p> <p>xxiv. propose an effective mechanism to record and respond to the web pages update request; and</p> <p>xxv. implement and ensure the new e-Learning Platform to support video streaming or playing video files on the new e-Learning Platform.</p> <p>xxvi. design and implement not more than 10 educational games support modem browsers or mobile devices, with reference to the existing website games. (https://www.emsd.gov.hk/energyland/en/funzone/kids_game.html and https://www.emsd.gov.hk/energyland/en/funzone/grown_ups.html).</p> <p>xxvii. design and implement online quiz competition feature with a variable questions pool, alongside automated analysis of knowledge strength for each user based on quiz results.</p> <p>xxviii. design and implement no more than 20 webpages in English, Traditional Chinese and Simplified Chinese for promoting Outreach programme, new energy and energy related topics.</p>
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	<p>b. Homepage and Content Page Template Design</p> <ul style="list-style-type: none"> i. organise co-design sessions with key stakeholders to generate ideas on addressing users' needs and expectation, and derive design concept from the ideas aligned with co-design activities with created visualisations, sketches or wireframe; ii. propose and provide three different sets of Homepage and Content Page template design. The Homepage and Content Page design should include appropriate graphic design to make the webpages more attractive and user-friendly to people with disabilities and the public. Iterative revisions of the template design selected in response to comments by EMSD are required until finalizing the design for production; iii. reproduce the banners and icons on the homepage and header images on content pages if applicable; iv. perform artwork, graphics, images design, develop and test the Homepage and Content pages including associated artwork and graphics; and v. prepare visual mock-up of Homepage and Content pages for design review by EMSD before finalizing the design for production. <p>c. The Contractor should carry out SRAA as detailed in Clause 6 of Annex F-2.</p> <p>d. The Contractor should set up/develop the following functions, where applicable, and evaluate and/or recommend the additional hardware/ software required:</p> <ul style="list-style-type: none"> i. Print-friendly Function Implement a "print-friendly" function for the surfers to print any pages of the new website. ii. Search Function Implement a "search" function to facilitate surfers to locate the relevant information on the new website. <p>e. The Contractor shall follow, but not limited to, W3C WCAG v2.2 Level AA Standard, the Government's CLF Design Specifications, Guidelines on Dissemination of Information through Government Websites, Technical Notes on Website Development and Maintenance, in the website design and implementation as well as other guidelines shown in Clause 2.1 of Annex F-2.</p> <p>f. To ensure that the new website can comply with W3C WCAG 2.2 Level AA Standard, an automated compliance check (applying tool such as A Checker or Sortsite) should be performed before the new website is accessible by the public. The Contractor shall use validation tools and techniques (including code scanning, visual review, manual testing with screen readers, etc.) to validate the conformance of the website with the W3C WCAG 2.2 Level AA Standard and a result report should be provided after the check. If any non-compliant items are found, the Contractor is required to rectify them before the website is accessible by the public. After completion of the rectification work, an updated result report shall be provided.</p> <p>g. A logo of W3C WCAG 2.2 Level AA compliance should be added on each compliant page of the new website. For details about the conformance logo, please refer to the guidelines and standards in relation to W3C website as mentioned in Clause 2.1 of Annex F-2.</p>
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	<p>h. The Contractor is required to conduct a content and code scanning, and also assist the sub-contractor for the Security Risk Assessment and Audit (“SRAA”) services in conducting the same to ensure that no vulnerabilities are embedded into the new website. If any vulnerability is found, the Contractor is required to fix it before the new website is accessible by the public. A result report should be provided after the scanning and rectification work.</p> <p>i. The Contractor, if necessary, is required to provide a testing environment similar to that of the WCH service to test the new functions before implementing the changes on the testing environment for acceptance of EMSD.</p> <p>j. A user acceptance test (“UAT”) plan and report shall be provided. The report shall cover the requirements as stated in this project and to ensure that all related items as stated in the Guidelines on Dissemination of Information through Government Homepages and Technical Notes on Website Development and Maintenance have been adopted on the new website.</p> <p>k. The Contractor is required to provide the source code of all programs and graphics upon the successful completion of the nursing period after the new website is launched. Besides, the source codes for all artwork, graphics and images design/photos shall be provided in original source format to EMSD before project closure for on-going editing.</p> <p>l. The Contractor is required to provide documentation on the new website structure, source code and script, directory and file naming conversion, change control procedure, specification of section banners including file format and size, etc. to EMSD before project closure for subsequent maintenance purpose.</p> <p>m. Upon request by EMSD, the Contractor is required to provide a half-day training for the maintenance team (for both technical (if applicable) and end-users) to facilitate the continuous update and operation of the new website, especially to ensure that the maintenance team can follow corresponding guidelines to continue the maintenance work, such as the Guidelines on Dissemination of Information through Government Websites, Technical Notes on Website Development and Maintenance and W3C WCAG v2.2 Level AA Standard, so that the new website can always comply with those guidelines.</p> <p>n. The Contractor shall provide a nursing period of 2 months after the production launch of the new website. During the period, the Contractor shall provide content update service for the new website.</p> <p>o. The Contractor shall deploy the GovHK Search Service, customise the design of the search and use customized search result template according to the User Reference for GovHK Search Service.</p> <p>p. The Contractor shall cater for future growth / modification of the website so that minimal changes will be required for the anticipated growth / modification.</p> <p>q. The Contractor shall follow the IT security guidelines provided by EMSD. The Contractor shall also:</p> <ol style="list-style-type: none"> i. Assist and provide all necessary materials for SRAA of the website to be carried out by another contractor. SRAA will be conducted before production launch of the website; and ii. Implement recommendations in response to the risk findings identified from the SRAA exercise. <p>r. The Contractor shall be responsible for clearance of copyright issues, if any, with the appropriate and relevant organisations for any photos or materials used. The copyright on the finished production and all materials created in</p>
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	<p>connection with the production of the finished production shall vest in and belong to EMSD.</p> <p>1.5.3 Project Deliverables, Milestones & Implementation Schedule The Contractor shall provide a complete set of WDS Deliverables for this project. The major deliverables, milestones and implementation schedule are listed in Clause 3 of Annex F-2.</p> <p>1.5.4 Acceptance Criteria The acceptance criteria of this project are listed in Clause 4 of Annex F-2.</p>
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