

SCHEDULE 1 - EXPERIENCE OF THE BIDDER

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

Experience of the Bidder

The information provided in this Schedule and the documentary evidence ^(Note 1) to substantiate its claim of experience will be assessed in technical assessment. ^(Note 2)

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

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

*Please use additional sheet(s) if required.

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

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

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

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

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

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

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

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

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

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

SCHEDULE 2 – INFORMATION ON THE TEAM

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

Composition of the proposed Project Team and Qualification and Experience of Team Members

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

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

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

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

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

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

SCHEDULE 3 – TECHNICAL PROPOSAL

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

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

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

SCHEDULE 4 - PRICE PROPOSAL

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

| Description | Quantity | Unit Rate (HK\$) | Price (HK\$) |
|---|----------|-------------------|--------------|
| 1. Publicity activities to promote MEELS and 3rd upgrading of the MEELS (see Project 2.1 of Annex F) | | | |
| 1.1. Execution of Publicity Activities to Promote Energy Labelling Schemes for 24 months | 1 | | |
| 2. Technical Forum on Control and Practice of Cooling Towers and Buildings Energy Efficiency (see Project 2.2 of Annex F) | | | |
| 2.1. Technical Forum | 1 | per event session | |
| 2.2. New 10 minutes video clips for promotion of FWCT Scheme in the Technical Forum and social media | 3 | per clips | |
| 3. Public Seminars on Energy Efficiency and Conservation (see Project 2.3 of Annex F) | | | |
| 3.1. To provide services including but not limited to planning, organizing, liaising, coordinating, event set-ups, testing, rehearsals, technical support, hosting and overall managing the events for their smooth execution and completion in full compliance with the Specification. | 4 | per event session | |
| 3.2. To provide sufficient on-site labour (with at least 4 staff for each event) for operations, registration services, Master of Ceremony, feedback collection services, video taking and photography services. | 4 | per event session | |
| 3.3. To provide and conduct online live streaming and related services for one public seminar. | 2 | per event session | |
| 3.4. To provide miscellaneous and other necessary works, items and services for managing and executing the events to their successful completion in full compliance with the Specification. | 4 | per event session | |
| 3.5. Others in accordance with the Specification: (if any, to be filled by the Bidder) | | | |
| 4. Publicity activities to promote District Cooling System (DCS) and related initiatives (see Project 2.4 of Annex F) | | | |

| Description | Quantity | Unit Rate (HK\$) | Price (HK\$) |
|---|-------------------------------|---------------------|--------------|
| 4.1. Video clips | 3 | per clips | |
| 4.2. Booklets for DCS & DCS pamphlets | - | | |
| 4.3. Souvenirs | - | | |
| 4.4. Public Seminar | 2 | | |
| 4.5. Other seminars/events of DCS-related themes | 4 | | |
| 5. Festival greeting stickers to promote EE&C and RE (see Project 2.5 of Annex F) | | | |
| 5.1. To design, provide, test and launch different sets of animated stickers on instant messaging apps in Feb (for Chinese New Year), Sep (for Mid-Autumn Festival) and Dec (for Christmas) to promote EE&C and RE within the contract period of 2026-2027 in full compliance with the Service Specification. | 6 | per set of stickers | |
| 5.2. Others in accordance with the Specification: (if any, to be filled by the Bidder) | | | |
| 6. Other expenses (if any, with details) | | | |
| Total Amount of Mandatory Services: | <u>(Total Contract Price)</u> | | |