

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 the technical assessment. ^(Note 2) The Bidder shall also submit a company profile, organisation chart and relevant portfolios as supporting documents to substantiate its claim of experience in event management listed below.

The Bidder has completed _____ (in number) number of multimedia and art-tech events including but not limited to exhibitions, symposia, seminars and/or conferences in public venue with a capacity not less than 100 participants, conducted in Hong Kong, Chinese Mainland, or overseas, within the 10 years immediately preceding the Original Tender Closing Date .

Please provide details in the table below.

No.	Event Name	Event Nature	Event Venue	Venue Capacity	Contract Period (Month/Year)	
					From	To
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

*Please use additional sheet(s) if required.

Note 1: Documentary evidence such as acceptance letter(s) to substantiate the claim of experience shall be submitted upon requested by the Government. Otherwise, the relevant claimed experience will not be taken into account.

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

SCHEDULE 2 – INFORMATION ON THE KEY PERSONNEL
 (To be submitted in the envelope containing the **Technical Proposal**)

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

1. Qualification and Experience of the Project Manager ^(Note 1)

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

The proposed Project Manager has completed _____(in number) number of events in public venue with a capacity not less than 100 participants including but not limited to exhibitions, symposia, seminars and/or conferences within the 20 years immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

Name of the proposed Project Manager			
Academic qualification			
Relevant post-qualification working experience (in chronological order)			
Company/Organisation	Title/Position	Role/Job Description	Period

No.	Event Name	Event Nature	Contract Period (Month/Year)		Event Venue	Venue Capacity
			From	To		
1.						
2.						
3.						

4.						
5.						
6.						
7.						
8.						

*Please use additional sheet(s) if required.

Note 1: The Project Team shall include at least one Project Manager, one Creative Manager, one Stage Manager and one Public Relations Manager, and comprise of other members with professional experience as set out in Clause 5.1 of Appendix 2 Service Specifications.

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

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

2. Qualification and Experience of the Creative Manager ^(Note 1)

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

The proposed Creative Manager has completed ____ (in number) number of multimedia, exhibition, or art-tech projects involving design of interactive elements, key visuals, exhibition booths, signage, promotional materials, or digital interfaces in public venue with a capacity not less than 100 participants within the 10 years immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

Name of the proposed Creative Manager			
Academic qualification			
Relevant post-qualification working experience (in chronological order)			
Company/Organisation	Title/Position	Role/Job Description	Period

No.	Project Name	Project Nature	Contract Period (Month/Year)		Project Venue	Venue Capacity
			From	To		
1.						
2.						
3.						
4.						
5.						

6.						
7.						
8.						

	Award	Awarding Organisation
1.		
2.		

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

Note 1: The Project Team shall include at least one Project Manager, one Creative Manager, one Stage Manager, and one Public Relations Manager, and comprise of other members with professional experience as set out in Clause 5.1 of Appendix 2 Service Specifications.

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

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

3. Qualification and Experience of the Stage Manager ^(Note 1)

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

The proposed Stage Manager has completed _____(in number) number of performances or symposia for which he/she has undertaken stage management within the 10 years immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

Name of the proposed Stage Manager			
Academic qualification			
Relevant post-qualification working experience (in chronological order)			
Company/Organisation	Title/Position	Role/Job Description	Period

No.	Event Name	Event Nature	Contract Period (Month/Year)	
			From	To
1.				
2.				
3.				
4.				
5.				
6.				

7.				
8.				

*Please use additional sheet(s) if required.

Note 1: The Project Team shall include at least one Project Manager, one Creative Manager, one Stage Manager, and one Public Relations Manager, and comprise of other members with professional experience as set out in Clause 5.1 of Appendix 2 Service Specifications.

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

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

4. Qualification and Experience of the Public Relations Manager ^(Note 1)

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

The proposed Public Relations Manager has completed ____ (in number) number of event promotion (including media handling, media buy and related activities) within the 10 years immediately preceding the Original Tender Closing Date.

Please provide details in the table below.

Name of the proposed Public Relations Manager			
Academic qualification			
Relevant post-qualification working experience (in chronological order)			
Company/Organisation	Title/Position	Role/Job Description	Period

No.	Event Name	Event Nature	Contract Period (Month/Year)	
			From	To
1.				
2.				
3.				
4.				
5.				
6.				

7.				
8.				

*Please use additional sheet(s) if required.

Note 1: The Project Team shall include at least one Project Manager, one Creative Manager, one Stage Manager, and one Public Relations Manager, and comprise of other members with professional experience as set out in Clause 5.1 of Appendix 2 Service Specifications.

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

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

SCHEDULE 3 – TECHNICAL PROPOSAL

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

The Bidder shall prepare proposals for Launching Ceremony cum Symposium, Exhibition and Publicity for National Ecology Day 2026 which shall include the following:

1. Experience of Bidder and Key Personnel

- The key personnel engaged by the Bidder, namely the Project Manager, Creative Manager, Stage Manager, and Public Relations Manager must meet the requirements specified in clause 5.1 of the Service Specifications
- Provide relevant job references completed within the past ten (10) years prior to the Original Tender Closing Date

2. Operation Plan

- Strategy and methodology
Outline the approach to delivering the Services, including the overall implementation programme, venue setup, exhibition layout, selection of performers and speakers, and proposed MCs, supported by any rationale or resource considerations to demonstrate feasibility and effective execution.
- Preliminary design and ideas for the Exhibition
Present preliminary design and ideas for the Exhibition, including key visuals, thematic concepts, and the overall design, highlighting any interactive or multimedia elements to demonstrate engagement and alignment with project objectives, and furniture set up.
- Publicity and media approach
Outline the strategy for promoting the project, including overall media planning, engagement with key opinion leaders (KOLs), and social media activities, demonstrating how the approach will achieve effective audience reach and engagement.

3. Resource and Supervision Plan

- Provide a clear chart showing key personnel, roles, and reporting lines across the Launching Ceremony cum Symposium, Exhibition and Theatre Performance, and publicity activities.
- Detail staff and resource allocation for each event component, covering crowd management, technical support, VIP/media handling, and contingency arrangements.
- Outline staff preparation for key messages, interactive installations, ticketing, visitor engagement, and emergency or public enquiry protocols.
- Describe supervision structure, coordination mechanisms, task monitoring, and rapid response measures to ensure smooth and timely execution.
- Optional proposals to enhance efficiency, safety, or quality, such as technology-assisted staff management or innovative operational practices

4. Contingency Plan

- Outline potential risks or unforeseen events relevant to each component of the Services

(e.g., weather, technical failures, equipment malfunction, staffing shortages, health and safety incidents).

- Describe measures to prevent or reduce the likelihood of each identified risk, including proactive planning, backup arrangements, and redundancy measures.
- Provide step-by-step procedures for addressing emergencies or disruptions, including roles and responsibilities, communication protocols, and escalation procedures.
- Demonstrate how the Bidder will ensure minimal disruption to the programme, maintain service quality, and meet scheduled milestones even under adverse circumstances.

5. Innovative suggestions: Pro-innovation proposals

- Bidder shall provide details of its Innovative Suggestions¹ in the following tables. If there is not enough space, please use supplementary sheets if necessary.

Item No	Pro-innovation Proposals²	Brief description of the improvements/benefits/positive values to be brought about³	Implementation Details	Supporting documents (if any)

¹ The Innovative Suggestion, whether it be a Pro-innovation Proposal or an ESG Proposal, shall not just repeat, or be inconsistent with, the requirements of the Tender Documents.

² Please identify the technological means or arrangements or work process or solutions or equipment covered by the Pro-innovation Proposal that can enhance efficiency, effectiveness and productivity of the Services. If not clearly stated, it shall be assumed that the Pro-innovation Proposal shall apply to all Services.

³ If the Marking Scheme stipulates a list of improvements and/or benefits and/or positive values which Innovative Suggestion must bring about, in order to score marks, the Innovative Suggestion must bring about any one or more such improvements and/or benefits and/or positive values as found in the list.

6. Innovative Suggestions – Proposals to improve environmental protection, sustainability or governance or social responsibility

Item No	ESG Proposals⁴ (E) for environmental protection or sustainability (S) for social responsibility (G) for governance	Brief description of the improvements/benefits/positive values to be brought about⁵	Implementation Details	Supporting documents (if any)

⁴ Please identify whether the ESG Proposal is for environmental protection or sustainability OR for social responsibility OR for governance by filling in (E) or (S) or (G) as the case may be. Unless otherwise expressly specified, it shall be assumed that the ESG Proposal shall apply to all Service.

⁵ Please see footnote 3 above.

SCHEDULE 4 - PRICE PROPOSAL

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

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

Part A – Mandatory Items

Item	Description of Services	Quoted Price (HK\$)
A1	Launching Ceremony cum Symposium (see clause 3.20 of Appendix 2)	_____
A2	Exhibition and Theatre Performance (see clause 3.21 of Appendix 2)	_____
A3	Publicity (see clause 3.22 of Appendix 2)	_____
	Total Cost of all Mandatory Items:	_____ [A1 + A2 + A3]