

Invitation for	<b>Provision of Services for the Launching Ceremony cum Symposium, Exhibition and Publicity for National Ecology Day 2026</b>
Dated	27 May 2026 (Wednesday)
Deadline of Proposal Submission on	17 June 2026 (Wednesday) at 12:00 noon
Invited by at Address	Environmental Campaign Committee Secretariat 5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

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## INSTRUCTIONS ON SUBMISSION OF PROPOSAL

1. In response to this invitation for proposals, the Bidder is required to submit the proposal in the manner set out in this Appendix. Failure to fully comply with the instructions and guidelines herein may render the proposal null and void.
2. The costs quoted by the Bidder shall cover all expenses that may be incurred for the purpose of meeting the objective and requirements specified in the Service Specifications (**Appendix 2**). Such expenses must include the full costs for planning, coordinating, liaising, implementing and executing the services and any other costs related to the fulfilment of the objective and requirements specified in the Service Specifications. The Bidder should read the Service Specifications carefully before submitting a proposal.
3. The proposal must be submitted in two separate parts, each of which shall be enclosed in its own **sealed** envelope. The contents, which must be provided on A4 double-sided recycled paper and not in digital formats, to be enclosed in each envelope are as follows:

### 3.1. Envelope A

Marked ‘**Price Proposal of Provision of Services for the Launching Ceremony cum Symposium, Exhibition and Publicity for National Ecology Day 2026**’ with the Name of Company clearly written on the envelope

- (i) **Schedule 4 – Price Proposal of Annex A** duly completed.

### 3.2. Envelope B

Marked ‘**Technical Proposal of Provision of Services for the Launching Ceremony cum Symposium, Exhibition and Publicity for National Ecology Day 2026**’ with the Name of Company clearly written on the envelope

- (i) **Schedule 1 – Experience of the Bidder of Annex A**, duly completed;
- (ii) **Schedule 2 – Information on the Key Personnel of Annex A**, duly completed;
- (iii) **Schedule 3 – Technical Proposal**, to be drawn up by the Bidder to give details on how the Bidder will go about strategising and executing the

Services required. It shall **NOT contain any cost information** and shall follow the outline sets out in **Schedule 3** of **Annex A** and in accordance with the service requirements sets out in **Appendix 2 – Service Specifications**:

- Operation Plan for the Services
  - Strategy and methodology
  - Key visuals
  - Preliminary design and ideas for the Exhibition (including overall theme, narrative flow, interactive elements and furniture set up)
  - Publicity and media approach
  - Implementation programme
- Resource and Supervision Plan
- Contingency Plan
- Pro-innovative / Environmental, Social and Governance (ESG) Proposals
- Experience of Bidder and Proposed Project team

(iv) **Annex B – Declaration of Compliance**, duly completed with the original company/ organisation chop and the authorised representative's signature;

(v) **Annex C – Non-collusive Tendering Certificate**, duly completed with the original company/ organisation chop and the authorised representative's signature to the effect that the Bidder understands and will abide by **Clause 11** below. Where the Bidder comprises two or more companies/ organisations acting in partnership, joint venture or otherwise, each of all such companies/ organisations must duly complete a Non-collusive Tendering Certificate for inclusion in the submission.

The authorised representative means the same person who is authorised to sign the contract if awarded by the ECC on the Bidder's behalf.

(vi) **Annex D – Offer to be Bound**; and

(vii) A copy of Articles of Association, the Certificate of Incorporation, valid Business Registration Certificate or other valid business document issued by a governmental or competent authority.

4. The two parts, i.e., the two envelopes, of the proposal shall reach the following address together by **12:00 noon on 17 June 2026**:

Environmental Campaign Committee Secretariat  
5/F, Southorn Centre,  
130 Hennessy Road,  
Wan Chai, Hong Kong

5. Any late submission will **NOT** be accepted. All the date and time mentioned in this invitation exercise refer to the Hong Kong Time.

6. In case a Black Rainstorm Warning or Tropical Cyclone Warning Signal No. 8 or "extreme conditions" announced by the Government above is/are in force during any time between 9:00 a.m. and 12:00 noon on the submission deadline, the closing time for submission will be

extended to 12:00 noon of the working day immediately following the cancellation of the aforesaid warning or signal. Saturdays, Sundays, Public and Statutory Holidays are not considered working days for the purpose of this Appendix. The ECC shall not have or accept any liability, obligation or responsibility whatsoever for any loss of, destruction of or damage to the Tender/Quotation submission submitted and/or deposited by Bidders in the Specified Tender Box if such loss, destruction or damage shall be caused by or directly or indirectly due to any outbreak of war, hostilities (whether war be declared or not), invasion, acts of foreign enemies, riot, civil commotion, rebellion, storm or other cause whatsoever beyond the reasonable control of the ECC. Following any event which results in such loss, destruction or damage, the ECC will announce any arrangements concerning Tender/Quotation submission as soon as practicable.

7. A tender briefing session will be held on 2 June 2026 at 4:30 p.m. via online meeting. Although attendance at the tender briefing session is not compulsory, prospective Bidders are encouraged to participate. A prospective Bidder who wishes to attend the tender briefing session is requested to complete the **Reply Slip at Annex E** and submit it via email to the Environmental Campaign Committee Secretariat at [ecc@eeb.gov.hk](mailto:ecc@eeb.gov.hk) on or before 5:00 p.m. on 29 May 2026.
  - 7.1. Questions for clarification at the tender briefing session may be submitted in writing to the Environmental Campaign Committee Secretariat by email at [ecc@eeb.gov.hk](mailto:ecc@eeb.gov.hk) on or before 5:00 p.m. on 29 May 2026.
  - 7.2. In case Tropical Cyclone Warning Signal No. 8 or above is hoisted or Black Rainstorm Warning Signal or “extreme conditions after super typhoons” announced by the Government is/are in force for any duration between 9:00 a.m. and 2:30 p.m. on 2 June 2026, the tender briefing scheduled for that day will be cancelled and the ECC Representative may notify prospective Bidders who have submitted the reply slip of the arrangements for the rescheduled tender briefing.
8. All qualified Bidders may be invited to present their technical proposals to the assessment panel tentatively in early June 2026. Details of the presentation, including the date, time and venue, will be confirmed through the invitation separately. This invitation will be issued to qualified Bidders not less than five (5) calendar days prior to the scheduled presentation date.
9. The Bidder should note the following before submitting a proposal:
  - 9.1. The proposal of the Bidder shall remain valid and open for acceptance on these terms for not less than 90 days after the tender closing date. If a proposal is withdrawn before the expiry of the agreed validity period, due notice will be taken of such withdrawal which may prejudice the Bidder’s future standing as a service provider or supplier to the ECC.
  - 9.2. In the preparation of the proposal, the Bidder should take into consideration the scope of service, terms and conditions governing the execution of Services in the **Service Specifications**. By virtue of the Bidder’s submission of a proposal, the Bidder is deemed to have accepted such scope, terms and conditions, irrespective of whether or not the Bidder has expressly given its agreement in writing.
  - 9.3. Should the ECC require any amendments, clarifications or adjustments to be made to

the Tender documents for the purpose of Tender exercise, the ECC will issue to every prospective Bidder, who has registered with the ECC when obtaining copies of the Tender documents, numbered addenda giving full details of such amendments. These addenda if comprising an amendment, clarification or adjustment to any provisions of the Contract, shall form a part of the Contract and shall take priority over the documents previously issued.

- 9.4. The Bidder's proposal submitted by joint venture will **NOT** be accepted.
- 9.5. In accordance with **Clause 30 of Appendix 3**, the Bidder's proposal must be presented in a gender-sensitive manner and the Bidder should ensure that the medium of promotion suggested by the Bidder will effectively reach people of both gender. The proposal should be submitted in compliance with the Green Management Requirements at **Clause 34 of Appendix 3**.
- 9.6. The cost of each and every Item or its subordinate Item on **Schedule 4 of Annex A – Price Proposal must be** quoted.
- 9.7. The Bidder should ensure that the proposal, in particular the costs quoted, is accurate in every respect before submission. Under no circumstances will the ECC Representative accept any request for cost adjustment on grounds that a mistake has been made in the **Schedule 4 of Annex A – Price Proposal**.
- 9.8. The costs quoted should be precise to the Hong Kong dollar only and the Bidder should not quote the cost in odd cents.
- 9.9. Clarifications, where necessary, may be carried out with individual Bidders if the proposal contains points of doubt. Replies from the Bidder, if acceptable to the ECC Representative, will be included as part of the Bidder's proposal.
- 9.10. Without prejudice to the generality of the above terms, the ECC may require a Bidder who in the opinion of the ECC has submitted an unreasonably low price to justify and demonstrate that such a Bidder is capable of carrying out and completing the Contract. The ECC may reject the Tender/Quotation if the Bidder fails to so justify and demonstrate to the ECC's satisfaction.
- 9.11. The provisions of **Sub-Clauses 9.9 and 9.10** are merely a means for the ECC Representative to obtain supplementary information from the Bidders to remove ambiguities in the proposal. The Bidder from whom clarification is sought does not have an advantage over the other Bidders from whom clarification is not required, and vice versa. Variations of offer by the Bidder during the course of a clarification are not acceptable.
- 9.12. The Bidders who do not receive an invitation for signing a contract within the proposal's validity period may assume that the proposal has not been successful. Documents of the unsuccessful proposal will be destroyed not less than three months after the date the Contract has been awarded and the agreement signed.
- 9.13. The ECC Representative reserves the right not to consider any proposal and is not under

any obligation to give a reason for so doing. A proposal need not be considered if it does not comply with the instructions and conditions set out in this invitation exercise, or if any information provided by the Bidder, whether in the proposal or not, is not sufficient for the ECC to carry out a tender/quotation evaluation.

- 9.14. The ECC Representative is not under any obligation to consider a proposal if a claim is received by the ECC Representative alleging, or the ECC Representative having grounds to believe, that the services, deliverables or products to be supplied by the Bidder in relation to the Services are infringing the copyrights or have otherwise infringed the intellectual property rights in the service, deliverables or product of a third party.
- 9.15. Each Bidder shall submit its quotation at its own cost and expense. The ECC shall not be liable for any costs and expenses whatsoever incurred by a Bidder in connection with the preparation or submission of its quotation and the doing of all acts required for the purpose of the invitation to quotation, including all costs and expenses relating to (a) communication or negotiations with or providing presentation or demonstration to the ECC, (b) site visits or surveys made by the Bidder, (c) presenting the Bidder's reference sites and equipment to the ECC representative during the site visits, and (d) provision of quotation samples, whether before or after the Tender Closing Date and time.
- 9.16. The Bidder should inform the ECC Representative in writing **within two calendar days with full explanation** for any change which occurs after the submission of a proposal and which might affect the proposal or the Bidder's ability to fully or partly provide the services as proposed. The ECC Representative reserves the right to re-evaluate the entire proposal in the light of the new information.
- 9.17. Upon request by the ECC Representative whilst the Bidder's proposal remains valid, the Bidder shall provide the latest audited accounts or unaudited accounts as appropriate for checking within 14 calendar days from the date of such request. Failure to provide the accounts within the stipulated time will render the proposal null and void.
- 9.18. If the Bidder is appointed to provide all or part of the services specified in the **Service Specifications**, the Bidder's subsequent performance in executing the services will be monitored and may be taken into consideration when the Bidder's future tenders, quotations, service proposals and the like are evaluated by the ECC.
- 9.19. The ECC reserves the right not to invite any of the Bidders to enter into a contract, written or otherwise, for the provision of all or any of the services specified in the **Service Specifications**.
- 9.20. All proposals, information and responses from the Bidder must be submitted in writing. The Tender/Quotation Documents and all proposals, information and responses submitted by the successful Bidder may be incorporated into and made a part of Contract between the ECC and such Bidder. Bidder should not submit any information or materials which it does not wish to be incorporated into the Contract. The ECC reserves the right to disqualify any Bidder who submits a proposal that directly or indirectly attempts to exclude or restrict the effect of this requirement.
- 9.21. Notwithstanding anything to the contrary in the Tender Documents, the ECC reserves the right to disqualify a Bidder on the grounds including any one of the following:

- (a) a petition is presented or a proceeding is commenced which has not been withdrawn any time prior to the Contract award or an order is made or a resolution is passed for the winding up or bankruptcy of the Bidder or a related person of the Bidder;
- (b) the Bidder has made or submitted a false, inaccurate or incomplete statement or representation or a forged document in the quotation or in any subsequent submission by the Bidder or communication between the ECC and the Bidder since submission of that quotation;
- (c) in the event of (i) a claim or an allegation by any person, or a ruling or judgment by a court, or decision by a competent tribunal or arbitration body that any thing(s), service(s) or material(s) to be supplied or recommended by the Bidder in its quotation infringes any Intellectual Property Rights or any other rights of any person (“IPR infringement”) (and in the case of any claim or allegation, it was made any time during a period of seven (7) years preceding the Tender Closing Date and up to the time of Contract award); or (ii) the ECC having grounds to believe there is or will be such IPR infringement; or (iii) an agreement has been entered into whether by the Bidder or any other person to settle or compromise any claim or allegation about IPR Infringement (regardless of whether on an admission basis or non-admission basis) which agreement is still valid and subsisting at any time during a period of seven (7) years preceding the Tender Closing Date and up to the time of Contract award;
- (d) any time during the thirty-six (36) months prior to the Tender Closing Date or between the Tender Closing Date and the award of the Contract, the Bidder or a related person of the Bidder (as defined in **Clauses 9.26 and 9.27** below and including those who were in such capacity any time within the same period, i.e., thirty-six (36) months prior to the Tender Closing Date or between the Tender Closing Date and the award of the Contract) has committed significant or persistent default(s) or deficiency(ies) in the performance of any requirement or obligation under any other ECC/Government contract regardless of the procurement department of such other ECC/Government contract, regardless of whether the default(s) or deficiency(ies) led to the actual termination of the relevant ECC/Government contract and regardless of whether such default(s) or deficiency(ies) occurs before or after the termination or expiry of the relevant ECC/Government contract, and in the case of the latter, provided that the default(s) or deficiency(ies) relates to any provisions which survive such termination or expiry, and regardless of whether such default(s) or deficiency(ies) has been remedied (“Contract Default(s)”); and the ECC Representative in its sole judgment is satisfied that such Contract Default(s) casts a reasonable doubt on the capability of the Bidder to perform the Contract to be awarded in this invitation to quotation;
- (e) (i) the Bidder; or (ii) a related person of the Bidder; or (iii) a director or management staff of the Bidder or those of the related person of the Bidder, has been convicted by the final judgment (i.e. judgment not subject to any appeal to a higher court prior to the Contract award) in respect of one or more serious offences including conviction of offences involving bribery, false accounting, corruption, dishonesty or employment handed down any time during a period of five (5) years preceding the

Tender Closing Date and thereafter up to the time of Contract award;

- (f) in the event of the professional misconduct or acts or omissions having been committed during a period of five (5) years preceding the Tender Closing Date and up to the time of Contract award that adversely reflect on the commercial integrity of the Bidder or a related person of the Bidder or a director or management staff of the Bidder or those of the related person of the Bidder; professional misconduct includes any breach of the Good Industry Practice; or
- (g) any failure of the Bidder to pay taxes to the Government during a period of five (5) years preceding the Tender Closing Date and up to the time of Contract award.

The grounds specified in **Clauses 9.21 (a) to (g)** above are separate and independent, and shall not be limited by reference to or inference from the other of them.

- 9.22. For the purposes of **Clause 9.21** above, each Bidder shall provide at the time of submission of its quotation (and thereafter up to the time of award in relation to any event occurring between the time of submission and the time of award) all information at least in relation to itself and those information in relation to its related person or its director or management staff (which it has knowledge and is reasonably relevant to facilitate the ECC's determination as to whether to exercise its right of disqualification), including but not limited to the following:

- (a) details of any petition or proceeding mentioned in **Clause 9.21(a)** above;
- (b) details of all infringement claims, allegations, rulings, judgments, decisions or settlement agreements as mentioned in **Clause 9.21(c)** above;
- (c) details of all Contract Defaults as mentioned in **Clause 9.21(d)** above;
- (d) details of conviction as mentioned in **Clause 9.21(e)** above in Hong Kong or any overseas jurisdiction;
- (e) details of any professional misconduct or act or omission as mentioned in **Clause 9.21(f)** above; and
- (f) details of any failure to pay taxes as mentioned in **Clause 9.21(g)** above.

In the case of Contract Default, the ECC will form an assessment as to whether or not such Contract Default has occurred.

- 9.23. In addition to the information mentioned in **Clause 9.22** above, the ECC reserves the right (but not obligation) to request from a Bidder or a related person of the Bidder or director or management staff of the Bidder or those of the related person of the Bidder or other independent sources, such other information that is reasonably relevant to facilitate the ECC's determination as to whether to exercise its right of disqualification under **Clause 9.21** above.
- 9.24. If the Bidder fails to comply with the request made by the ECC pursuant to **Clause 9.23** above within such time as required by the ECC, the ECC may disqualify the Bidder. If

the Bidder has submitted false, inaccurate or incomplete information, the ECC may disqualify the Bidder pursuant to **Clause 9.21(b)** above.

- 9.25. In providing the information required under **Clauses 9.22 and 9.23** above, the Bidder may show cause to satisfy the ECC that in relation to any of the events as mentioned in **Clause 9.21** above, even if it has occurred, it does not cast doubt on the fitness, propriety or capability of the Bidder to perform the Contract to be awarded in this invitation to quotation.
- 9.26. If the Bidder is a company, the expression “related person” of the Bidder includes any one of the following:
- (a) a shareholder (corporate or individual) which directly or indirectly beneficially owns fifty (50) percent or more of the issued share capital of the Bidder (“majority shareholder”);
  - (b) a holding company or a subsidiary of the Bidder;
  - (c) a holding company or a subsidiary of a majority shareholder (being a company) of the Bidder; or
  - (d) a company in which a majority shareholder (being an individual) of the Bidder directly or indirectly beneficially owns fifty (50) percent or more of its issued share capital or controls the composition of its board of directors.

The expressions “holding company” and “subsidiary” have the meanings given to them in the Companies Ordinance (Chapter 622 of the Laws of Hong Kong).

- 9.27. If the Bidder is a sole proprietor or partnership, the expression “related person” includes any one of the following:
- (a) any partner of the Bidder (if it is a partnership);
  - (b) the spouse, parent, child, brother or sister of the Bidder, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent, and a step child to be a child of both the natural parent and of any step parent; or
  - (c) a company in which the Bidder or any partner of the Bidder beneficially directly or indirectly owns fifty (50) percent or more of its issued share capital or controls the composition of its board of directors.
- 9.28. References to related persons of the Bidder, directors and management staff of the Bidder or those of a related person in any of the applicable Sub-clause of **Clause 9.21** above include persons who were in such capacity at such time of the event referred to in that Sub-clause.
- 9.29. Notwithstanding anything to the contrary in the quotation documents, the ECC reserves the right to disqualify a Bidder on the grounds that the Bidder has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or



otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

- 9.30. The offer of an advantage to any ECC representative with a view to influencing the award of the Contract, or as a reward for or otherwise on account of such award, is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong). Any such offence act committed by a Bidder or any of its officers (including, directors), employees or agents will render its Tender/Quotation null and void.
10. For the purposes of evaluating whether the Bidder will be capable of performing the Contract, the ECC may, at its own costs, conduct site visit(s) to any premises including the premises of the Bidder (including its registered office and warehouse) and/or the premises of the Bidder's sub-contractor, with or without prior notice, whether by the ECC Representative or any person appointed by the ECC. The Bidder shall make all necessary arrangements to facilitate such site visit(s) and shall complete the contact details including the address(es) of its office and/or sub-contractor's office (if any), facsimile number and email address in relevant Appendix. The making of any such site visit does not imply that the Bidder will be awarded the Contract.
11. The Bidder shall comply with the anti-collusion requirement and confirm that such has been complied with. Details of the anti-collusion requirement are as follows:
- 11.1. The Bidder shall not communicate to any person other than ECC Representative the amount of any tender/quotation, adjust the amount of any tender/quotation by arrangement with any other person, make any arrangement with any other person about whether or not the Bidder or that other person should or should not tender/quotation or otherwise collude with any other person in any manner whatsoever in the bidding process until the Bidder is notified by the ECC Representative of the outcome of the tender/quotation exercise. Any breach of or non-compliance with this Sub-clause by the Bidder shall, without affecting the Bidder's liability for such breach of rules and laws or non-compliance, invalidate the Bidder's submission or future standing as a ECC supplier or service provider.
- 11.2. **Sub-clause 11.1** shall have no application to the Bidder's communications in strict confidence with the Bidder's own insurers or brokers to obtain an insurance quotation for computation of service cost and communications in strict confidence with the Bidder's consultants/sub-contractors to solicit their assistance in the preparation of the submission of a proposal. The rights of the ECC under **Clause 11.1** are in addition to and without prejudice to any other rights or remedies available to it against the Bidder.
12. Without prejudice to the ECC's right to cancel the invitation, where there are changes of requirement after the closing date and time for operational or whatever reasons, the ECC is not bound to accept any conforming offer and reserves the right to cancel the invitation. The ECC also reserves the right not to engage any Bidder or to engage one or more Bidder(s) as its Contractor for the provision of the Services.
13. Each Bidder's proposal will be assessed and rated in the following manner:
- 13.1. The assessment will be done **separately** on the **Technical Proposal** and the **Price Proposal**.

- 13.2. For the purpose of this Clause, the Price Proposal refers to the “**Total Cost of all Mandatory Items**” that the Bidders provides on **Part (A) of Schedule 4 of Annex A**.
- 13.3. Bidders will be checked to ensure their compliance with the essential requirements as set out in **Clauses 5.1(A) of Appendix 2 Service Specifications**. A Bidder which fails to meet the essential requirements will not be considered further. Bidders which have passed this checking will proceed to technical assessment.
- 13.4. The assessment of the Technical Proposal will be further itemised into the following areas. For further details, please refer to the **Marking Scheme for Technical Assessment of this Appendix**.

Technical Assessment of this Appendix.

Assessment criteria			Maximum Score	Passing Score
Section A – Execution Plan				
1	Operation Plan – Strategy and methodology, key visuals, preliminary design and ideas for the Exhibition, publicity and media approach and implementation programme to deliver the Services		35	15
2	Resource and Supervision Plan - Deployment and supervision of manpower and resources for implementation		20	
3	Contingency Plan - Strategy to respond to emergency or contingency situations		5	
4	Innovative suggestions: Pro-innovation proposals		15	-
5	Innovative Suggestions – Proposals to improve environmental protection, sustainability (E) or governance (G) or social responsibility (S) – “ESG”		5	-
Section B – Experience				
6	Experience of Bidder		4	5
7	Experience of the Proposed Project team	Project Manager	5	
8		Creative Manager	5	
9		Stage Manager	3	
10		Public Relations Manager	3	

- 13.5. Any proposal that fails to meet any of the passing marks specified above will fail the technical assessment and will not be considered further.
- 13.6. Score weighting of Technical Proposal vs. total Price Proposal = 70% : 30%
- 13.7. Each Bidder’s Technical Proposal and the Price Proposal will be weighted and calculated with the following formulae:

$$\text{Technical Proposal (A)} = 70 \times \frac{\text{Score of the Bidder being assessed}}{\text{Highest score amongst the conforming Bidders}}$$

$$\text{Price Proposal (B)} = 30 \times \frac{\text{Lowest price amongst the conforming Bidders}}{\text{Price of the Bidder being assessed}}$$

- 13.8. The total score obtained by each Tenderer = (A) + (B)
- 13.9. Calculations should be rounded to the nearest two decimal places. In other words, figures with value at the third decimal place larger than or equal to 0.005 will be rounded up by adding 0.01 to the figures and curtailing the third decimal place onward, whereas figures with value at the third decimal place below 0.005 will be rounded down by curtailing the third decimal place onward without changing the value at the second decimal place.
- 13.10. Normally, the proposal that obtains the highest total score will be selected for acceptance. However, the ECC is not bound to accept any offer.
- 13.11. If two or more proposals obtain the same highest total score, the proposal which obtains the highest weighted technical score will be recommended for acceptance.
14. The ECC reserves the right to negotiate with any Bidder in relation to the Bidder's Tender and/or the Contract.
15. Bidder's Enquiries
- 15.1. Any enquiries concerning these Tender documents should be made in writing no later than three (3) working days before the Tender/Quotation Closing Date to-
- Mr Harris CHAN  
Tel.: (852) 2835 1020  
Email: harristfchan@eeb.gov.hk
- 15.2. After lodging a Tender with the ECC, the Bidder shall not attempt to initiate any further contact, whether direct or indirect, with the ECC on its Tender or the Tender Documents. The ECC shall have the sole right to initiate any such further contact and all such contacts and any replies of the Bidder thereto shall be in writing or formally documented in writing.
- 15.3. Unless otherwise expressly stated by the ECC in writing, any statement whether oral or written made in response to any enquiry made by the Bidder shall be for information only. No such statement constitutes a representation or warranty of whatsoever nature, express or implied, and no invitation is made by the ECC to any Bidder or prospective Bidder to rely on the accuracy or completeness of such statement. Unless in the context of an issued addendum to the Tender documents, the statement will not be deemed to form part of these Tender documents and it shall not alter, negate or waive any of the provisions set out in these Tender documents.

## **Marking Scheme for Technical Assessment**

Evaluation of the Bidders will be based on the combined score (total weighted Technical and Price Scores). The mark weighting ratio of Technical Score to Price Score is 70% to 30%.

The Technical Proposal will be assessed in accordance with the following aspects with a full mark of 100:

Assessment Criteria	Maximum Mark	Marking Guidelines
<b>Section A- Execution Plan</b>		
1. The Execution Plan refers to the submission of a Bidder that contains the approach to achieving the project objectives, understanding of project requirements, logical sequencing of tasks, and delivering the Services efficiently. The Plan should be practical, feasible, and aligned with the project's objectives.		
<b>(A1) Operation Plan</b>  The Bidder shall submit a comprehensive Operation Plan that provides sufficient information to enable the assessment of their understanding of the project requirements, proposed strategy, task sequencing, resource management, and approach to achieving project objectives. The Plan should clearly demonstrate how the Bidder intends to deliver the Services efficiently, allocate resources, and meet key milestones.	35	<ul style="list-style-type: none"> <li>• The proposed plan/proposal is exceptional, comprehensive, and well-substantiated demonstrating full understanding of project requirements, practical feasibility, logical sequencing of tasks, and effective strategy to achieve all objectives. (100%)</li> <li>• The proposed plan/proposal is excellent with significant supporting examples showing clear understanding, feasibility, and sufficiency to deliver the Services. (75%)</li> <li>• The proposed plan/proposal is of good quality with some relevant examples demonstrating general understanding and sufficiency to meet the project requirements. (50%)</li> <li>• The proposed plan/proposal is of basic quality meeting minimum requirements, with limited supporting evidence or explanation . (25%)</li> <li>• The proposed plan/proposal is of poor quality, impractical or without information on any of the required items. (0%)</li> </ul>
(i) <u>Strategy and methodology</u> The Bidder shall outline their 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.		
(ii) <u>Preliminary design and ideas for the Exhibition</u> The Bidder shall present their 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.		
(iii) <u>Publicity and media approach</u> The Bidder shall outline their strategy for promoting the project, including overall media planning, engagement with key opinion leaders (KOLs), and social media		

Assessment Criteria	Maximum Mark	Marking Guidelines
activities, demonstrating how the approach will achieve effective audience reach and engagement.		
<p><b>(A2) Resource and Supervision Plan</b></p> <p>The Bidder shall provide sufficient information to enable assessment of their proposed deployment and allocation of manpower and resources. The Plan should clearly demonstrate how the project team will be organised, supervised, and coordinated to ensure efficient, safe, and timely execution of all Services, for instance:</p> <ul style="list-style-type: none"> <li>(i) Provide a clear chart showing key personnel, roles, and reporting lines across the Launching Ceremony cum Symposium, Exhibition and Theatre Performance, and publicity activities.</li> <li>(ii) Detail staff and resource allocation for each event component, covering crowd management, technical support, VIP/media handling, and contingency arrangements.</li> <li>(iii) Outline staff preparation for key messages, interactive installations, ticketing, visitor engagement, and emergency or public enquiry protocols.</li> <li>(iv) Describe supervision structure, coordination mechanisms, task monitoring, and rapid response measures to ensure smooth and timely execution.</li> <li>(v) Optional proposals to enhance efficiency, safety, or quality, such as technology-assisted staff management or innovative operational practices</li> </ul>	20	<ul style="list-style-type: none"> <li>• The plan is comprehensive and well-structured, demonstrating optimal deployment and allocation of manpower and resources. Roles and responsibilities are clearly defined, supervision mechanisms are robust, and coordination ensures seamless implementation. Supporting evidence is thorough, showing strong capability to deliver the Services efficiently and on schedule. (100%)</li> <li>• The plan is well-organised with substantial supporting examples. Manpower and resources are appropriately allocated, roles are mostly clear, and supervision arrangements are sufficient for timely and effective execution. Minor gaps may exist but are unlikely to affect overall delivery. (75%)</li> <li>• The plan shows reasonable resource allocation and deployment, with some supporting evidence. Roles and responsibilities are generally clear, though minor inefficiencies or ambiguities may exist. Implementation is likely feasible, though some coordination or supervision challenges could arise. (50%)</li> <li>• The plan meets minimum requirements but provides limited supporting evidence. Manpower allocation, role clarity, or supervision mechanisms may be inadequate, posing potential risks to timely or effective delivery. (25%)</li> <li>• The plan is of poor quality or impractical in addressing any of the required items. (0%)</li> </ul>

Assessment Criteria	Maximum Mark	Marking Guidelines
<p><b>(A3) Contingency Plan</b></p> <p>The Bidder shall submit a Contingency Plan that clearly demonstrates how they will manage emergencies, unexpected events, or disruptions during the execution of the Services. The Plan should enable assessment of the Bidder's preparedness and ability to maintain continuity and minimize impact on project delivery. The submission should include:</p> <ul style="list-style-type: none"> <li>(i) 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).</li> <li>(ii) Describe measures to prevent or reduce the likelihood of each identified risk, including proactive planning, backup arrangements, and redundancy measures.</li> <li>(iii) Provide step-by-step procedures for addressing emergencies or disruptions, including roles and responsibilities, communication protocols, and escalation procedures.</li> <li>(iv) Demonstrate how the Bidder will ensure minimal disruption to the programme, maintain service quality, and meet scheduled milestones even under adverse circumstances.</li> </ul>	5	<ul style="list-style-type: none"> <li>• The plan is comprehensive and well-structured, clearly identifying potential risks, detailing mitigation strategies, and outlining effective response measures. Contingency resources and personnel are explicitly assigned. Supporting evidence is thorough, demonstrating a strong ability to handle emergencies and maintain uninterrupted project delivery. (100%)</li> <li>• The plan is well-organised with substantial supporting examples. Most significant risks are identified and addressed, with appropriate contingency measures and resource allocation. Minor gaps may exist, but the plan is likely to minimize disruption to service delivery. (75%)</li> <li>• The plan demonstrates general awareness of risks and provides some mitigation measures. Contingency strategies exist but may be limited in scope or level of detail, and certain risks may not be fully addressed. The plan is expected to manage moderate disruptions effectively. (50%)</li> <li>• The plan meets minimum requirements but offers limited supporting evidence. Risk identification and mitigation strategies are incomplete or vague, potentially compromising continuity and timely delivery of the Services. (25%)</li> <li>• The plan is impractical, fails to demonstrate sufficient contingency measures, or is not submitted. (0%)</li> </ul>

Assessment Criteria	Maximum Mark	Marking Guidelines
<p><b>(A4) Innovative Suggestions – Pro-innovation proposals</b></p> <p>Bidder is encouraged to make innovative suggestions in the (a) Operation Plan, (b) Resource and Supervision Plan and (c) Contingency Plan.</p> <p>Marks for innovation are assigned to pro-innovation proposals that are directly relevant to the services being procured and can enhance service delivery. Adoption of pro-innovation proposals are technological means / arrangements / work process / solutions / equipment that can enhance efficiency, effectiveness and productivity of the service outcome.</p> <p>Marks will be given to innovative suggestions that are considered effective and practicable, with their benefits / positive values to be reflected in terms of:</p> <ul style="list-style-type: none"> <li>• Use of innovative ideas and technologies to attract visitors to the Exhibition;</li> <li>• Better use of resources, e.g. electricity, paper, time, etc. ;</li> <li>• Saving of manpower resources;</li> <li>• Higher operational efficiency / performance reliability/ productivity;</li> <li>• Better service quality;</li> <li>• Boosting of user satisfaction/ service utilization; and</li> <li>• Any other benefits which are considered relevant to the tender requirements.</li> </ul> <p>What constitutes as one pro-innovation proposal to score marks shall be determined by the ECC Representative. All effective and practicable pro-innovation proposals submitted by the successful Bidder, if and to the extent accepted by the ECC Representative, shall form part of the Contract.</p>	15	<p>Marks may be given to effective and practicable pro-innovation proposals as follows:</p> <ul style="list-style-type: none"> <li>• The proposed plan contains 5 or more effective and practicable pro-innovation proposals. (100%)</li> <li>• The proposed plan contains 3 to 4 effective and practicable pro-innovation proposals. (66%)</li> <li>• The proposed plan contains 1 to 2 effective and practicable pro-innovation proposals. (33%)</li> <li>• The proposed plan does not contain any effective and practicable pro-innovation proposal. (0%)</li> </ul> <p>For assessment of an innovative suggestion, the following factors will be considered in comparison to the conventional mode of service delivery:</p> <ul style="list-style-type: none"> <li>• the effectiveness of the innovative suggestion in achieving any of the relevant benefits;</li> <li>• the feasibility and practicability of the suggestion;</li> <li>• the reliability/sustainability of the suggestions.</li> </ul>

Assessment Criteria	Maximum Mark	Marking Guidelines
<p><b>(A4) Innovative Suggestions – Proposals to improve environmental protection, sustainability (E) or governance (G) or social responsibility (S) – “ESG”</b></p> <p>Proposals of “ESG” measures may but need not be directly relevant to the services being procured, but which can bring about positive values/benefits to the Government, or public at large.</p> <p>Marks will be given to ESG proposals that are considered effective and practicable, with their benefits / positive values to be reflected in terms of:</p> <ul style="list-style-type: none"> <li>• Environmental protection</li> <li>• Social responsibility</li> <li>• Governance</li> </ul> <p>What constitutes as one ESG proposal to score marks shall be determined by the ECC Representative. All effective and practicable ESG proposals submitted by the successful Bidder, if and to the extent accepted by the ECC Representative, shall form part of the Contract.</p>	5	<p>Marks will be given on marking scale as follows:</p> <ul style="list-style-type: none"> <li>• The proposed plan contains 3 or more effective and practicable ESG proposals. (100%)</li> <li>• The proposed plan contains 2 effective and practicable ESG proposals. (66%)</li> <li>• The proposed plan contains 1 effective and practicable ESG proposals. (33%)</li> <li>• The proposed plan does not contain any effective and practicable ESG proposal. (0%)</li> </ul> <p>For assessment of an innovative suggestion, the following factors will be considered in comparison to the conventional mode of service delivery:</p> <ul style="list-style-type: none"> <li>• the effectiveness of the innovative suggestion in achieving any of the relevant benefits;</li> <li>• the feasibility and practicability of the suggestions;</li> <li>• the reliability/sustainability of the suggestions.</li> </ul>
<p><b>Section B – Experience</b></p> <p>Bidders shall submit evidence and supporting documents to substantiate their claimed experience. The ECC Representative shall have sole discretion to assess the validity, relevance, and sufficiency of the submitted evidence.</p>		
<p><b>(i) Experience of Bidder</b></p> <p>Evaluation shall be based on the number of multimedia and art-tech events the Bidder has planned, produced, and managed—such as exhibitions, symposia, seminars, 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:-</p>	4	<ul style="list-style-type: none"> <li>• Completed ≥15 relevant events (exhibitions, symposia, seminars, or conferences). (100%)</li> <li>• Completed 11–14 relevant events. (75%)</li> <li>• Completed 7–10 relevant events. (50%)</li> <li>• Completed 3–6 relevant events. (25%)</li> <li>• Completed &lt;3 relevant events. (0%)</li> </ul>



Assessment Criteria	Maximum Mark	Marking Guidelines
<b>(ii) Proposed Project Manager</b> Where the essential requirements have been met, evaluation shall be based on the number of the events including but not limited to exhibitions, symposia, seminars and/or conferences, completed by the candidate in public venue with a capacity not less than 100 participants, conducted in Hong Kong, Chinese Mainland, or overseas within the 20 years immediately preceding the Original Tender Closing Date.	5	<ul style="list-style-type: none"> <li>Completed <math>\geq 15</math> relevant events. (100%)</li> <li>Completed 11–14 relevant events. (75%)</li> <li>Completed 7–10 relevant events. (50%)</li> <li>Completed 3–6 relevant events. (25%)</li> <li>Completed <math>&lt; 3</math> relevant events. (0%)</li> </ul>
<b>(iii) Proposed Creative Manager</b> Where the essential requirements have been met, evaluation shall be based on the number of multimedia, exhibition, or art-tech projects completed by the candidate in public venue with a capacity not less than 100 participants, conducted in Hong Kong, Chinese Mainland, or overseas, involving design of interactive elements, key visuals, exhibition booths, signage, promotional materials, or digital interfaces, within the 10 years immediately preceding the Original Tender Closing Date.	5	<ul style="list-style-type: none"> <li>Completed <math>\geq 11</math> relevant project and won an award from a recognised Hong Kong, Chinese Mainland, or overseas bodies related to creative design and production or equivalent. (100%)</li> <li>Completed <math>\geq 11</math> relevant projects. (75%)</li> <li>Completed 7–10 relevant projects. (50%)</li> <li>Completed 3–6 relevant projects. (25%)</li> <li>Completed <math>&lt; 3</math> relevant projects. (0%)</li> </ul>
<b>(iv) Proposed Stage Manager</b> Evaluation shall be based on the number of performances or symposia for which the candidate has undertaken stage management within the 10 years immediately preceding the Original Tender Closing Date.	3	<ul style="list-style-type: none"> <li>Completed <math>\geq 15</math> performances or symposia. (100%)</li> <li>Completed 11–14 performances or symposia. (75%)</li> <li>Completed 7–10 performances or symposia. (50%)</li> <li>Completed 3–6 performances or symposia. (25%)</li> <li>Completed <math>&lt; 3</math> performances or symposia. (0%)</li> </ul>
<b>(v) Proposed Public Relations Manager</b> Evaluation shall be based on the number of event promotion (including media handling, media buy and related activities) completed by the candidate within the 10 years immediately preceding the Original Tender Closing Date.	3	<ul style="list-style-type: none"> <li>Completed <math>\geq 15</math> events. (100%)</li> <li>Completed 11–14 events. (75%)</li> <li>Completed 7–10 events. (50%)</li> <li>Completed 3–6 events. (25%)</li> <li>Completed <math>&lt; 3</math> events. (0%)</li> </ul>

<b>Assessment Criteria</b>	<b>Maximum Mark</b>	<b>Marking Guidelines</b>
<b>Grand Total:</b>	<b>100</b>	