

APPENDIX A – FEE PROPOSAL

Tenderers should list out the fee breakdown of the services specified in Sections 2 of the tender document. Descriptive items which do not require a quotation are excluded from the lists in this appendix. The item numbers correspond to the numbering in Section 2.

1. Detailed breakdown of tender fee - Section 2 “SERVICES REQUIRED”

Item	Qty	Amount (HK\$)	Remarks
2.1 Overall Requirements			
Includes all tasks as listed under Section 2.1 from time of appointment to conclusion of conference			
2.2 Conference Setup Design and Production			
2.2.1 Specifications of Conference Production			
a) Convention Hall			
<u>i. Conference Backdrop with Sufficient Lighting</u>			
<i>Design 1</i> Material(s): Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage with Carpet</u> Material: Size:			
<u>iii. Platforms for Stadium Seating</u> Material: Size:			
<u>iv. Speaker podium</u>			
<i>Design 1</i> Material(s): Size:			

Item	Qty	Amount (HK\$)	Remarks
<i>Design 2</i> Material: Size:			
b) Theatre 1			
<u>i. Conference Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Speaker podium</u>			
<i>Design 1</i> Material(s): Size:			
<i>Design 2</i> Material: Size:			
c) Theatre 2			
<u>i. Conference Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Speaker podium</u>			
<i>Design 1</i> Material(s): Size:			

Item	Qty	Amount (HK\$)	Remarks
Design 2 Material: Size:			
d) S220 & S420 Series Meeting Rooms (Parallel Sessions) Please give best estimation according to the specifications of respective rooms.			
<u>Branding foam board for podium for all the rooms</u>			
Design 1 Material(s): Size:			
Design 2 Material: Size:			
1) S221			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Conference Stage</u>			
Material: Size:			
2) S222			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
ii. Conference Stage Material: Size:			
3) S223			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
ii. Conference Stage Material: Size:			
4) S224 & 225			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
ii. Conference Stage Material: Size:			
5) S226 & 227			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
6) S228			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
7) S421			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
8) S423			
<u>i. Backdrop with sufficient lighting</u>			

Item	Qty	Amount (HK\$)	Remarks
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
9) S424			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
10) S424			
<u>i. Backdrop with sufficient lighting</u>			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
11) S425			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
12) S426			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Conference Stage</u> Material: Size:			
13) S427			
<u>i. Backdrop with sufficient lighting</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
ii. Conference Stage Material: Size:			
14) S428			
i. Backdrop with sufficient lighting			
Design 1 Material: Size:			
Design 2 Material: Size:			
ii. Conference Stage Material: Size:			
e) S220 & S420 Series Meeting Rooms – Speaker Rooms / Media Centre / Secretariat Office <i>Please quote unit price as the number of items is subject to change.</i>			
i. Speaker room 1 (S230)			
1) Workstations with local network and internet connectivity			
2) Printers			
i. Speaker room 2 (S430)			
1) Workstations with local network and internet connectivity			
2) Printers			
ii. Media Centre (S229)			
1) Workstations with internet connectivity			
2) Printers			
iii. Secretariat Office (S429)			
1) Workstations with local network and internet connectivity			

Item	Qty	Amount (HK\$)	Remarks
2) Printers			
f) Open Area			
<u>i. Registration Counter</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>ii. Photo Backdrop</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>iii. Event Programme</u>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>iv. Conference Signage</u>			
Format 1 Material: Size:			
Format 2 Material: Size:			
Format 3 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
Other Suggested Items for Conference (if any)			
Item 1: Material: Size:			
Item 2: Material: Size:			
Item 3: Material: Size:			
Item 4: Material: Size:			
Item 5: Material: Size:			
2.3 Exhibition Planning, Production and Management			
<u>2.3.1 Overall Planning, Management & Reporting</u>			
<u>2.3.2 Exhibitors Management</u>			
<u>2.3.3 Overall Exhibition Design</u>			
Exhibition Signage (at foyer and inside Exhibition Hall)			
Format 1 Material: Size:			
Format 2 Material: Size:			
Format 3 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
2.3.4 Organisers' Exhibition Content Design and Production			
Carpet (except for gangway)			
Material: Size:			
a) Standard Booths			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
d) Poster Display Area			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
e) Seminar Room			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			
f) Zone for International Youth Competition			
<i>Design 1</i> Material: Size:			
<i>Design 2</i> Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
g) Business Lounge			
<i>(Please quote separately for design & construction and equipment rental as listed)</i>			
Design 1 Material: Size:			
Design 2 Material: Size:			
<u>i. Workstations with computers</u>			
<u>ii. Printing / copying machines</u>			
<u>iii. Charging station</u>			
h) InstaGreen & Green Building Activities Zone			
Design 1 Material: Size:			
Design 2 Material: Size:			
j) Resting area			
Design 1 Material: Size:			
Design 2 Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
l) Charging stations			
Design 1 Material: Size:			
Design 2 Material: Size:			
m) Storage Area (no need to provide design layout)			
Material: Size:			
n) Exhibitor's Directory			
Design 1 Material: Size:			
Design 2 Material: Size:			
Other Suggested Items for Exhibition (if any)			
<u>Item 1:</u> Material: Size:			
<u>Item 2:</u> Material: Size:			
<u>Item 3:</u> Material: Size:			
<u>Item 4:</u> Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
Item 5: Material: Size:			
2.3.5 CIC & HKGBC Booth			
Design 1			
a) Overall booth design and decoration			
b) Butterfly Art Piece			
i. Main Structure Material: Size:			
ii. Component Pieces Material: Size:			
c) Interactive Panels			
i. Panels Style / Model: Size:			
ii. Wrapping / Support materials Materials: Size:			
Design 2			
a) Overall booth design and decoration			
b) Butterfly Art Piece			
i. Main Structure Material: Size:			
ii. Component Pieces Material: Size:			

Item	Qty	Amount (HK\$)	Remarks
c) Interactive Panels			
<u>i. Panels</u> Style / Model: Size:			
<u>ii. Wrapping / Support materials</u> Materials: Size:			
Other Suggested Items for CIC & HKGBC Booth			
<u>Item 1:</u> Material: Size:			
<u>Item 2:</u> Material: Size:			
<u>Item 3:</u> Material: Size:			

2. Others – any additional items suggested by the Tenderer

Item	Qty	Amount (HK\$)	Remarks
<u>Item 1:</u>			
<u>Item 2:</u>			
<u>Item 3:</u>			

Name of Company: _____

Signature of Person Authorised to Sign for
the Proposal:
(with company chop)

Address: _____

Tel No.: _____ Fax No.: _____

Email: _____ Date: _____