

APPENDIX A – FEE PROPOSAL

Tenderers should list out the fee breakdown of the services specified in Sections 2 and 3 of the tender document.

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

Item	Amount (HK\$)	Remarks
2.1 Overall Planning, Reporting & Budget Management		
2.2 Scientific Content & Speakers Management		
2.3 Programme & Event Management		
2.4 Exhibition Management		
2.5 Sponsorship Management		
2.6 International Youth Competition		
Total:		

2. Detailed breakdown of tender fee - Section 3 "COMPLEMENTARY SERVICES"

Item	Amount	Remarks
3.1 Overall Marketing and Promotions	HK\$	
Discounted fee if awarded main contract for section 2:	(HK\$)	
3.2. Gala Dinner	HK\$	
Discounted fee if awarded main contract for section 2:	(HK\$)	
3.3 Exhibitors Recruitment	_____ % of booth sales	
3.4 Sponsorship Recruitment	_____ % of sponsorship	
3.5 Promotions for Entries Recruitment of International Youth Competition	HK\$	
Discounted fee if awarded main contract for section 2:	(HK\$)	
3.6 Others		
3.6.1	HK\$	

Item	Amount	Remarks
3.6.2	HK\$	
3.6.3	HK\$	
3.6.4	HK\$	
3.6.5	HK\$	

Name of Company : _____

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

Address : _____

Tel No. : _____ Fax No. : _____

Email : _____ Date : _____