

APPENDIX A – FEE PROPOSAL

Tenderers should list out the fee breakdown of the services specified in Section 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.

Item	Amount (HK\$)	Remarks
2.1 PR Consultancy		
2.2 Media Relations and Generations of Media Coverage		
2.3 Implementation of PR Activities		
2.4 Post conference Follow-up and Reporting		
<i>Optional Item(s):</i> The fees quoted for Optional Item(s) will not affect the scores in the fee proposal		
Suggestion of media engagement activity in addition to those in Session 2.3.3 i.		
Deliverables and KPIs in addition to those in Session 2.5		
Total:		

Name of Company : _____

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

Address : _____

Tel No. : _____

Email : _____

Fax No. : _____

Date : _____

Organisers



International Co-owners

