

Tender Addendum No. 1

Item No.	Tender Document Ref.	Description
1.	RFP	<b>6.1 Marking Scheme</b> Replace with the revised marking scheme as per attached.

## 6.1 Marking Scheme

Assessment Criteria		Maximum Marks
<b>Technical Score</b>		<b>100</b> <b>(passing mark: 60)</b> <b>(40% weighting)</b>
<b>TS1</b>	<p>Relevant job experiences &amp; proven track record of quality deliverables</p> <ul style="list-style-type: none"> <li>a) Past experience in handling large-scale business/professional conferences involving VIPs (including high-level government officials and business leaders) and speakers</li> <li>b) Past experience in organising *large-scale/multi-track virtual/hybrid and physical events e.g. B2B/G2G/G2B conferences, webinars, virtual business matching, virtual fairs etc. (* at least 300 audiences or above)</li> </ul>	<p>20</p> <p>20</p>
<b>TS2</b>	<p>Present outstanding capability, competence and resource flexibility in delivering high quality of services</p> <ul style="list-style-type: none"> <li>a) Capability in curating and delivering high standard, world-class and seamless proceedings and presentations, which should include excellent ambience and AV setting, impressive opening gimmicks ideas and production, gimmicks for other sessions/intermission and onsite experience as appropriate, good control in ushering guests on/off stage incl. securing precise and smooth guests line-up for major group photos, etc.</li> <li>b) Demonstrate good creativity and design sense (e.g. onsite design or additional event souvenirs that can strengthen Cyberport branding)</li> <li>c) Provide good proof points for risk management and handling ad-hoc issues, efficiency under tight timeline, switching between physical to virtual/hybrid events etc.</li> <li>d) Value-adding feasible recommendations, such as adding digital elements in conferences</li> <li>e) Recommendation of cost-saving, eco-friendly or reusable materials for onsite items</li> </ul>	<p>10</p> <p>10</p> <p>10</p> <p>5</p> <p>5</p>
<b>TS3</b>	<p>Company profile &amp; proposed project team structure/qualifications for the event</p> <ul style="list-style-type: none"> <li>a) Proposed project team size for the event and temp staff deployment</li> <li>b) Qualifications/experience of project managers/key account managers</li> <li>c) Company profile and size</li> </ul>	<p>10</p> <p>5</p> <p>5</p>
<b>Fee Score</b>		<b>60% weighting</b>
<b>Total Maximum Score</b>		<b>100</b>