

Conditions of Tender for Event Management Services

6 May 2025

© Accounting and Financial Reporting Council

The contents of this document remain the property of, and may not be reproduced in whole or in part without the express permission of, the Accounting and Financial Reporting Council.

1 INTRODUCTION

- 1.1 The Accounting and Financial Reporting Council (“**AFRC**”) is an independent body established under the Accounting and Financial Reporting Council Ordinance (Cap. 588). The AFRC is the independent regulator of the accounting profession in Hong Kong.
- 1.2 The AFRC intends to engage a service provider to provide event management services for the AFRC Regional Regulatory Forum 2025 (“**Project**”).
- 1.3 The AFRC intends to seek tender proposals to implement the Project (“**Tender**”). The terms of the Tender are set out in these Conditions of Tender. The details and requirements of the Project are set out in the accompanying Service Specifications document.

2 REQUEST FOR TENDERS

- 2.1 The AFRC invites a tender proposal for the Project (“**Proposal**”) from service providers (“**Vendors**”) with the skills, background and experience to deliver the Project in line with the stated scope of work. Any Proposal which does not follow the Conditions of Tender is deemed to be incomplete and may be disqualified.

3 SCOPE OF THE PROJECT

- 3.1 The scope of the Project is set out in the Service Specifications document.

4 SUBMISSION OF TENDER

- 4.1 To submit a Tender, Vendors are required to complete the forms / tasks set out in Schedules 1 to 7 of Appendix A of the Conditions of Tender.
- 4.2 With respect to the Financial Proposal in Schedule 4 of Appendix A of the Conditions of Tender:
 - a) The Vendor must specify the Project fee proposed in Hong Kong Dollars. Any Financial Proposal using other currencies will not be considered.
 - b) The Vendor shall ensure that the fee basis and any fee quoted are accurate before submitting the Financial Proposal. The AFRC will not accept any request for price adjustment on the ground that a mistake has been made under any circumstances.
 - c) The AFRC may reject a Financial Proposal which is so low in price that it may, in the AFRC’s opinion, adversely affect the Vendor’s ability to carry out and complete the Project to the standard of the Service Specifications.
- 4.3 Vendors shall submit the **Technical Proposal** including Statement of Independent Tender, Declaration of Interests and Confidentiality

Acknowledgement (Schedules 1, 2, 3, 5, 6 and 7 of Appendix A of the Conditions of Tender) and the **Financial Proposal** (Schedule 4 of Appendix A of the Conditions of Tender) in both physical and electronic form. One hardcopy of each proposal must be provided, together with a softcopy on a USB flash drive (email or other media are not accepted).

- 4.4 The Technical Proposal and the Financial Proposal must be submitted in **two separate USB flash drives** (i.e one USB flash drive for the Technical Proposal and the other for the Financial Proposal, each identified accordingly) and in **two separate plain envelopes** (i.e. one envelope for the Technical Proposal and the other for the Financial Proposal, each identified accordingly).
- 4.5 The envelopes shall be marked clearly with the following:
- a) “Tender for the Event Management Services of the Accounting and Financial Reporting Council”; and
 - b) the Vendor’s company name.
- 4.6 Vendors shall send **two sealed envelopes** to the following address:

**Finance and Administration Department
Accounting and Financial Reporting Council
10/F, Two Taikoo Place
979 King’s Road, Quarry Bay
Hong Kong**

to reach the AFRC by the Tender Closing Time as determined in accordance with clause 4.7 below.

- 4.7 The Tender Closing Time shall be **12:00 noon on 19 May 2025**. If a typhoon signal No. 8 or above or a black rainstorm warning (“**Inclement Weather Signal**”) is hoisted within 3 hours before 12:00 noon on **19 May 2025**, the Tender Closing Time will be postponed to 12:00 noon of the first working day thereafter (excluding Saturdays) on which no Inclement Weather Signal has been hoisted any time within three hours prior to 12:00 noon on such working day.
- 4.8 Proposals received after the Tender Closing Time or incomplete Proposals will not be considered.
- 4.9 If a Vendor wishes to sub-contract any part (or all) of its obligations under its Proposal, this must be clearly specified in the Proposal. The Proposal must clearly specify the person(s) to whom the Vendor wishes to sub-contract, and the precise services or obligations intended by the Vendor to be subject to such sub-contract. Sub-contracting of services will not normally be permitted. The AFRC reserves the right to either accept or reject the subcontracting of services.
- 4.10 Any Proposal submitted by the successful Vendor (“**Contractor**”), to the AFRC may form part of the Contract (as defined in clause 7.1) made between the AFRC and the Contractor.

- 4.11 Every representation by the Contractor (whether of fact or performance, and whether set out in the Proposal or otherwise) will be incorporated as warranties in the Contract between the AFRC and the Contractor. The AFRC preserves the right to seek for an indemnity should the Contractor fails to keep these warranties. Therefore, any statement of fact or performance that the Vendor does not wish to be treated as a warranty should be clearly indicated.
- 4.12 The proposal submitted by the Contractor will be subject to such terms and conditions referred to in Section 5 of the Service Specifications. In the event a Vendor proposes to vary or remove any of the Specified Terms, or would like to propose any additional terms (such as any of the Vendor's standard terms and conditions or standard agreements) for the contract if awarded, the Vendor must include such proposed variations, removals or additional terms in their technical proposal, as part of their tender submission. Any waiver, cancellation, alteration or amendment of or to any of the provisions of the Specified Terms must be agreed to by both parties and effected in writing by the Vendor and the AFRC.
- 4.13 No revision of Tender submitted by the Vendors shall be permitted after the Tender Closing Time. Each Vendor shall be responsible for ensuring that its Tender is complete before submission. However, this does not prevent the Vendors from providing additional information or clarifications in response to requests from the AFRC during the evaluation process.
- 4.14 The AFRC shall not be responsible for the reimbursement of any cost incurred by the Vendors for the preparation and submission of the Proposals.
- 4.15 This is an invitation to submit Tenders only. The AFRC reserves the right not to invite any of the Vendors who have submitted Tenders for a presentation.
- 4.16 Vendors will be invited to indicate their Expression of Interest to tender by filling in Annex III via the tender@afrc.org.hk.

5 VENDOR COMMITMENTS

- 5.1 All Tenders, information and responses must be submitted in writing.
- 5.2 The AFRC reserves the right to disqualify any Vendor who submits a Tender that directly or indirectly attempts to preclude or limit the effect of the requirements set out in the Service Specifications.
- 5.3 Notwithstanding anything to the contrary in this document, the AFRC reserves the right to disqualify any Vendor if, in the sole opinion of the AFRC, awarding the contract to the Vendor would be contrary to the public interest.
- 5.4 Tenders shall remain valid and open for acceptance for a period of NOT less than one hundred and eighty (180) calendar days ("**Agreed Validity Period**") after the Tender Closing Time. If a Vendor withdraws its Proposal before the expiry of the Agreed Validity Period, the AFRC reserves the

right not to invite this Vendor to participate in its future services.

5.5 Warning against Bribery

5.5.1 All Vendors are hereby notified and reminded that the AFRC is a “public body”, and all AFRC members, committee members and employees of the AFRC are “public servants”, for the purpose of the Prevention of Bribery Ordinance (Cap. 201).

5.5.2 A Vendor shall not, and shall procure that its officers (including directors), employees, agents and sub-contractors who are involved in this Tender shall not, offer, solicit or accept an advantage as defined in the Prevention of Bribery Ordinance in connection with this or the execution of any contract made pursuant to this Tender.

5.5.3 Failure to so procure or any act of offering, soliciting or accepting advantage referred to in clause 5.5.2 above committed by the Vendor or by an officer (including director), employee, agent or sub-contractor of the Vendor shall, without affecting the Vendor’s liability for such failure and act, result in its Proposal or any contract made with the Vendor pursuant to this Tender being invalidated.

5.5.4 The offer of an advantage to any AFRC officer or staff with a view to influencing the award of contract is an offence under the Prevention of Bribery Ordinance. Any such offence committed by a Vendor or any of its officers (including directors), employees, agents or sub-contractors will render its Proposal null and void.

5.6 Warranty against Collusion

5.6.1 The Vendor shall not communicate to any person other than the AFRC the amount of any Tender, adjust the amount of any Tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender, or otherwise collude with any other person in any manner whatsoever in the tendering process until the Vendor is notified by the AFRC of the outcome of the Tender. Any breach of or non-compliance with this sub-clause by the Vendor shall, without affecting the Vendor’s liability for such breach or non-compliance, invalidate his Tender.

5.6.2 Any breach of or non-compliance with this by the Vendor shall, without affecting the Vendor’s liability for such breach or non-compliance, invalidate its Tender. The Vendor shall submit to the AFRC a duly signed Statement of Independent Tender contained in Schedule 5 of Appendix A of the Conditions of Tender. The Statement of Independent Tender shall be signed by a person authorised to sign the contract on the Vendor’s behalf.

5.6.3 This shall have no application to the Vendor’s communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of Tender price and communications in strict confidence with its consultants / subcontractors to solicit their assistance

in preparation of Tender submission.

5.7 Conflict of Interests

5.7.1 To avoid possible allegations of conflict of interest or favouritism, the AFRC requires the Vendor or the Vendor's authorised representative to declare any relationships which may or may be perceived to create a situation of conflict of interest or favouritism, in the Declaration of Interest form in Schedule 6 of Appendix A of the Conditions of Tender.

5.7.2 Vendors are reminded that any such relationships or conflicts of interests must be declared when submitting the Proposal. If the declaration is found to be false or incomplete, the AFRC may, in its absolute discretion, reject the Proposal, withdraw any acceptance of it, or terminate any contract made pursuant thereto.

5.7.3 Vendors and their proposed sub-contractor(s) shall not make any public announcement in connection with this invitation to submit Proposals, whether in the form of press release, advertising or promotion materials or public communications without prior written approval from the AFRC.

5.8 Confidentiality

5.8.1 All information presented in or as a result of this Tender, including information disclosed by the AFRC during the selection process, is to be considered strictly confidential. Information must not be released to external parties without the express written consent of the AFRC.

5.8.2 All responses and other materials submitted in response to this Tender will become the property of the AFRC. The AFRC assumes no obligation and shall incur no liability regarding the confidentiality of all or any portion of a response or any other material submitted in response to this Tender unless expressly agreed in writing to protect specifically identified information.

5.9 If the AFRC determines that a clarification of a Tender is necessary, the AFRC will advise the Vendor in writing, indicating whether the Vendor shall supplement its Tender in writing or through oral commentary. The Vendor shall thereafter have such period, as is specified in the request for clarification or as is determined by the AFRC, to submit the supplement in the form requested. Any clarification made shall be at the Vendor's own cost and expense.

6 EVALUATION OF TENDERS

6.1 A marking scheme will be used for evaluating the Tenders submitted. For details of the marking scheme, please refer to Appendix B.

6.2 This is an invitation to submit tenders only. The AFRC reserves the right not to appoint any of the Vendors who have submitted Tenders. The AFRC is not bound to accept the lowest price Tender.

- 6.3 The AFRC reserves the right to negotiate with any or all Vendor(s) about the terms of the Tender.
- 6.4 The AFRC is under no obligation to discuss the Tender assessment result with any Vendors.
- 6.5 Documents submitted as part of a Tender will not be returned to the Vendor.

7 ACCEPTANCE

- 7.1 The successful Vendor, i.e. the Contractor, shall receive as an indication of acceptance a letter of acceptance from the AFRC. The letter of acceptance, together with these Conditions of Tender, the Service Specifications, and all the documents comprising the Proposal shall constitute a binding contract, i.e. the Contract. Vendors who do not receive any notification within the Agreed Validity Period shall assume that their Proposals have not been accepted.
- 7.2 The Contract shall commence on the date of the AFRC's letter of acceptance or such date as may be specified by the AFRC. The Contract shall continue until the AFRC confirms in writing that the Contractor has completed all the services required under the Contract to the satisfaction of the AFRC.
- 7.3 The AFRC reserves the right to amend or withdraw the Service Specifications before the acceptance of a Tender.

8 PERSONAL DATA

- 8.1 All personal data as defined in the Personal Data (Privacy) Ordinance (Cap. 486) ("**personal data**") provided in a Tender will be used for Tender evaluation and contract award purposes. If insufficient and inaccurate information is provided, the Proposal may not be considered.
- 8.2 By submitting a Tender, a Vendor is regarded to have agreed to, and to have obtained from each individual whose personal data is provided in the Proposal, his / her consent for the disclosure, use and further disclosure by the AFRC of the personal data for the purposes set out in clause 8.1 above.
- 8.3 An individual to whom personal data relates and a person authorised by him / her in writing has the right of access and correction with respect to personal data provided in sections 18 and 22, and Principle 6 of Schedule 1, of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of the individual's personal data provided in the Proposal.
- 8.4 Enquiries concerning the personal data collected from any Tender, including the making of access and correction requests, shall be addressed to the AFRC's contact persons set out in clause 9 below.

9 ENQUIRIES

9.1 Enquiries and/or requests can be raised with the following persons:

Ms Jill Tan
Director, Corporate and Public Affairs
Email: tender@afrc.org.hk
Tel: (852) 2236 6025
Fax: (852) 2810 6320

Ms Samantha Pang
Director, Finance and Administration
Email: tender@afrc.org.hk
Tel: (852) 3586 7898
Fax: (852) 2810 6320

APPENDIX A – CONTRACT SCHEDULES

Schedule 1 – Proposed Timeline for the Project

Schedule 2 – Company Background and Relevant Experience

Schedule 3 – Technical Proposal

Schedule 4 – Financial Proposal

Schedule 5 – Statement of Independent Tender

Schedule 6 – Declaration of Interests

Schedule 7 – Confidentiality Acknowledgement

APPENDIX B – MARKING SCHEME

Schedule 1 – Proposed Timeline for the Project

1. With reference to section 3 of the Service Specifications, please set out the expected plan and timeline for the Project.

Schedule 2 – Company Background and Relevant Experience
--

Company Background

Name of company:	
Company address:	
Year of establishment:	
Hong Kong Business Registration Number: (Please enclose a copy of the Business Registration Certificate.)	
Place of Incorporation: (Please enclose a copy of the Certificate of Incorporation.)	
Shareholder:	
Ultimate Beneficial Owner:	
Ownership structure:	
Annual audited report for last 3 years:	
Company description: (in about 100 English words) <i>* Company profile can be attached for reference.</i>	
Total number of staff in Hong Kong as of 30 April 2025 :	

Relevant Experience (Please provide two or more completed projects of similar scale and nature for recent two years as reference.)

Project title 1:	
Name of client:	
Contact person and telephone:	
Project duration and manpower:	
Contract value:	
Project description:	

Project title 2:	
Name of client:	
Contact person and telephone:	
Project duration and manpower:	
Contract value:	
Project description:	

Schedule 3 – Technical Proposal
--

In order to gain a better understanding of your company and your ability to successfully fulfil the requirements, please provide responses to the following questions as part of your proposal submission.

1. A clear plan for coordinating digital asset development (websites and email campaigns) with production elements.
2. Proposed solutions for the integrated registration system and real-time attendance reporting.
3. Resource allocation details, including on-site staffing, photography, and videography.
4. Size, names, years of experience and profiles of key personnel to be assigned to the project team.

You are welcome to provide supplementary and/or alternative ideas to improve the RFF experience .

Schedule 4 – Financial Proposal
--

Please set out your financial proposal for the Project in the following table.

All fees should be properly itemised and explained. For each fee element, provide a total amount and details of the basis of the fees provided (how it was calculated, and all assumptions made) and the basis on which any variation from the fees provided would be calculated.

Remark: Please specify the payment terms in accordance with milestones / achievements or deliverables.

Item	Description	Quantity/ manpower	Cost (please specify the nature and basis of estimate) (HK\$)
1			
2			
3			
4			
5			
6			
7			
8			
Total			

Schedule 5 – Statement of Independent Tender

To: The Accounting and Financial Reporting Council

I / We⁽¹⁾, confirm that as at the time of submission of this Proposal and other than the Excepted Communications referred to in the paragraph below, I / we⁽¹⁾ had not communicated to any person other than the AFRC the amount of any Tender, adjusted the amount of any Tender by arrangement with any other person, made any arrangement with any other person about whether or not I / we⁽¹⁾ or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the IDC Project until I am / we are⁽¹⁾ notified by the AFRC of the outcome of the Tender exercise and other than the Excepted Communications, I / we⁽¹⁾ will not communicate to any person other than the AFRC the amount of any Tender, adjust the amount of any Tender by arrangement with any other person, make any arrangement with any other person about whether or not I / we⁽¹⁾ or that other person should tender, or otherwise collude with any other person in any manner whatsoever.

The expression “Excepted Communications” means our communications in strict confidence with our own insurers or brokers to obtain an insurance quotation for computation of Tender price and communications in strict confidence with our consultants or sub-contractors to solicit their assistance in preparation of Tender submission.

1. Delete as appropriate.

For and on behalf of:

Name of Vendor: _____

Full Name: _____

Title: _____

Signature: _____

Date: _____

Schedule 6 – Declaration of Interests

An individual, partnership or company invited to submit a Proposal in this Request for Tenders may have a relationship of a personal, pecuniary, professional, business or other nature with the AFRC, its Board members, committee members, employees, or persons involved in the evaluation of the Proposals. To avoid possible allegations of conflict of interest or favouritism, the AFRC requires the Vendor or the Vendor's authorised representative to declare any such relationships which may or may be perceived to create a situation of conflict of interest or favouritism.

Declaration

Please put a ✓ in the appropriate box.

1. I, the undersigned, in submitting this Proposal to the AFRC for the "IDC Project" on behalf of the Vendor, do hereby make the following Declaration:
2. I am fully authorised by the Vendor to make this Declaration, and to submit this Proposal, on behalf of the Vendor. I hereby declare, on behalf of the Vendor, as follows:

☐ The Vendor, its group companies, the Vendor's directors, officers and employees, the Vendor's subcontractors and agents involved in this Proposal and the Associated Persons of the aforesaid persons do not have any relationships of a personal, pecuniary, professional, business or other nature with the AFRC, its Board members, committee members, employees, or persons involved in the evaluation of the Proposals in this Request for Tenders which may or may be perceived to create a situation of conflict of interest or favouritism.

☐ One or more of the following persons, i.e. the Vendor, its group companies, the Vendor's directors, officers and employees, the Vendor's subcontractors and agents involved in this Proposal and the Associated Persons of the aforesaid persons, have relationships of a personal, pecuniary, professional, business or other nature with the AFRC, its Board members, committee members, employees, or persons involved in the evaluation of the Proposals in this Request for Tenders which may or may be perceived to create a situation of conflict of interest or favouritism. The particulars of such relationships or conflict of interest are stated below:

Particulars of relationships which may or may be perceived to create a situation of conflict of interest or favouritism, including (1) the parties involved in the relationship and (2) a brief description of the relationship and the interest involved. (For example, a director of the Vendor is a relative of an employee of the AFRC; or a subcontractor has business dealings with a Board member of the AFRC.)

“associated person” of a person means:

- a) a relative or partner of that person; or
- b) a company one or more of whose directors is in common with one or more of the directors of that person; or
- c) any person who has control, directly or indirectly over that person; or
- d) any person who is controlled, directly or indirectly, by that person; or
- e) any person who is controlled by, or has control over, the person mentioned in (c) or (d) above.

“control” over another person means the power of a person to secure:

- a) by means of the holding of shares or interests or the possession of voting power in or in relation to that person under control or any other person; or
- b) by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that person under

- control or any other person; or
- c) by virtue of holding office as a director in that person under control or any other person;
- that the affairs of the first-mentioned person are conducted in accordance with the wishes of that other person.

“director” means any person occupying the position of a director by whatever name called and includes a de facto or shadow director; and

“relative” means the spouse, parent, child, brother or sister of the relevant person, 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 stepchild to be a child of both the natural parents and the stepparent.

3. I understand and accept that if this Declaration is found to be false or incomplete, the AFRC may in its absolute discretion reject the Proposal, withdraw any acceptance of it, or terminate any contract made pursuant thereto.

For and on behalf of

Name of Vendor: _____

Full Name: _____

Title: _____

Signature: _____

Date: _____

Schedule 7 – Confidentiality Acknowledgement

Acknowledgment in relation to the preservation of secrecy pursuant to section 51 of the Accounting and Financial Reporting Council Ordinance (Cap. 588 of the Laws of Hong Kong) ("**AFRCO**").

Terms in this acknowledgement shall have the same meaning as defined in the AFRCO, unless otherwise defined herein.

Section 51 of the AFRCO binds you and in particular subsection (1) of that section provides as follows:

- (1) Except in the performance of any function under this Ordinance or for carrying into effect the provisions of this Ordinance, a specified person:
 - (a) must not suffer or permit any person to have access to any matter relating to the affairs of any person that comes to the specified person's knowledge in the performance of any function under this Ordinance; and
 - (b) must not communicate any such matter to any person other than the person to whom such matter relates.

TAKE NOTICE THAT IF YOU CONTRAVENE SECTION 51(1) OF THE AFRCO YOU COMMIT AN OFFENCE UNDER SECTION 51(9) OF THE AFRCO. ANY PERSON WHO COMMITS AN OFFENCE UNDER SECTION 51(9) IS LIABLE:

- (a) on conviction on indictment to a fine of \$1,000,000 and to imprisonment for 2 years; or
- (b) on summary conviction to a fine of HK\$100,000 and to imprisonment for 6 months.

The term "specified person" is defined in section 51(13) of the AFRCO and means:

- (a) the AFRC;
- (b) a CPA inspector, CPA investigator, FR inspector or FR investigator; or
- (c) any person who:
 - (i) is or has been:
 - (A) a member of the AFRC, the Investigation Board, a Review Committee or a committee established by the AFRC;
 - (B) a person employed by the AFRC or appointed as a consultant, agent or adviser of the AFRC under section 10 of the AFRCO ("**related person**"); or
 - (C) a person employed by or assisting a related person of the AFRC; and
 - (ii) performs or has performed any function under the AFRCO.

The term "person" has the meaning attributed to it in section 3 of the Interpretation and General Clauses Ordinance (Cap. 1) which provides that "person" includes any public body and any body of persons, corporate or

unincorporate, and this definition shall apply notwithstanding that the word “person” occurs in a provision creating or relating to an offence or for the recovery of any fine or compensation.

I / We⁽¹⁾ acknowledge that I / we⁽¹⁾ have read carefully section 51 of the Accounting and Financial Reporting Council Ordinance (Cap. 588), and understand that these sections (in particular, section 51(1)) impose statutory obligations on me / us⁽¹⁾. I / We⁽¹⁾ further confirm that I / we⁽¹⁾ understand and agree to be bound by the provisions of section 51 of the Accounting and Financial Reporting Council Ordinance (Cap. 588).

1. Delete as appropriate.

For and on behalf of:

Name of Vendor: _____

Full Name: _____

Title: _____

Signature: _____

Date: _____

Marking Scheme

Weighting

The pre-determined weighting for technical and fee evaluations are 70% and 30% respectively.

I. Technical Evaluation (70%)

The technical score for each Vendor will be calculated as:

$$70\% \times (\text{total technical marks of the Vendor}) / (\text{total technical marks of the Vendor with the highest total technical marks})$$

The assessment criteria for the Technical Proposal are as follows:

Item	Evaluation Criteria	Maximum Marks
1	<u>Company Background</u> <ul style="list-style-type: none"> Size and relevant experience of project team Relevant project management experience Clients, awards and accolades 	20
2	<u>Quality of proposed concepts and creativity</u> <ul style="list-style-type: none"> Demonstrates good understanding of the AFRC and the project requirements, and alignment to objectives Event theme and branding elements Practicality and feasibility of ideas Potential attractiveness to participants Innovative and freshness of ideas 	40
3	<u>Strength of execution</u> <ul style="list-style-type: none"> Clear and organised project timeline with milestones Resource allocation Quality control Client communication Performance analysis Risk mitigation and management 	40
	Total:	100

II. Financial Proposal (30%)

The financial score for each vendor will be calculated as:

$$30\% \times (\text{total fees of the Vendor with the lowest total fees}) / (\text{total fees of the Vendor})$$

The evaluation criteria for the Financial Proposal are as follows:

Item	Evaluation Criteria	HK\$
1	Cost <ul style="list-style-type: none">a. Event management service feeb. Staging production-related costs e.g. set build, A/V, lighting, LED/projection, etc.c. Creative, tech, hospitality e.g. video, webpage, production, ceremony gimmicks, etc.d. Other third-part costs e.g. gifts	
2	Optional items (if any)	
	Total (Sum of 1 and 2):	

III. Total Score

The total score for each Vendor will be the sum of the technical score and the financial score for the Vendor.