

Appendix A – Lot 1 (Price List/Financial Proposal)

	Items	
	A. Facilities	
a)	single (or double for single use) room for accommodation at 5-star level	Price per room per night
b)	meeting room for 200 seats in theatre layout	Price per room per day
c)	renting of meeting room equipment for the main meeting room for 200 seats (i.e. projector, screen and sound system, speakers table, flipcharts, portable and lapel microphone); possibility to connect personal laptops; technician support	Price per day
d)	meeting rooms for working groups (approximately 50 seats each)	Price per room per day
e)	renting of meeting room equipment for the meeting room for working groups (i.e. projector, screen and flipchart); possibility to connect personal laptops; technician support	Price per day
f)	small meeting room for secretariat support: no need for IT or sound equipment, tables and chairs; printer to be available at the secretariat room)	Price per room per day
g)	wi-fi in all the rooms and surrounding area	If at cost
h)	reception/welcome desk next to the small room for secretariat support	Price per day (if at cost)
i)	flowers on the speakers table (to last the 1.5 meeting days)	If at cost
	Total price A (Facilities) = $(70 \times a) + b + c + (3 \times d) + (3 \times e) + f + g + h + i$	
	B. Catering	
a)	ice-breaker cocktail on the 27 th April 2020 (afternoon)	Price per person

b)	welcome coffee on 28 th & 29 th April 2020 (morning)	Price per person
c)	coffee-breaks: morning and afternoon on the 28 th April 2020, morning of the 29 th April 2020	Price per person
d)	water on the tables: speakers table and breakout rooms (morning and afternoon on the 28 th April 2020, morning of the 29 th April 2020)	Price per person (if at separate cost)
e)	lunch buffet: 2 services (28 th April 2020 & 29 th April 2020)	Price per person
f)	VIP lunch service for a small group on a private area	Price per person
g)	dinner (VIP dinner) on the 28 th April 2020	Price per person
	Total price B (Catering) = (100*a)+(200*b)+(200*c)+(200*d)+(300*e)+(20*f)+(200*g)	
	Total price of the bid for evaluation purposes = Total price A (Facilities) + Total price B (Catering)	