APPENDIX III to the CALL FOR TENDER NO 4455/2016/46 ESTIMATED BUDGET

Services: Event management services

Event 1: Visit to the colony in Bozhkivske - Naderzhynshchynska Colony No 65 Event 2: Project Steering Committee Meeting

Event 3: Two-day two parallet workshops on prison management and

rehabilitation of inmates Event 4: Round table on prison management for prison governors

Event 5: Visit of the Stryzhavska colony No 81

Date 1: 10 January 2017

Date 2: 31 January 2017, 14h00 to 17h30

Date 3: 1-2 January 2017, 9h30 to 17h00

Date 4: 3 January 2017, 9h00 to 14h00

Date 5: 3 January 2017, 9h00 to 18h00

10.01.17 (2 persons); 31.01.17 (35 persons); 1-2.02.17(1 group - 35 persons; 2 group - 25 persons); 3.02.17 (20 persons); 3.02.17 (Stryzhavka - 2

| Services Date due Quantity Unit prices Number of participants/ days Event 1.Visit to the colony in Bozhkivske 1.Travel and Transportation 1.1.Transportation service Kyiv-Bozhkivske-Kyiv 10 January 10.01.17 1 2 2017 for 2 persons (car) 10.01.17 1 2 Subtotal Travel and Transportation 2. Meals 1 2 2.1. Lunch box for two participants 10.01.17 1 2 2.3. Cooler bag for lunchboxes 10.01.17 1 2 2.3. Cooler bag for lunchboxes 10.01.17 1 2 3. Other 1 1 2 3.1. Printing of materials (black and white, 30 pages per person) 10.01.17 30 10 3.2. Set of markers and flipchart paper 10.01.17 1 1 Event 2. Project Steering Committee Meeting TOTAL EVENT 1: Conference hall and technical equipment 4.1. Rent and set up of conference hall San Francisco Martine way for the participacity for | |
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| Event 2. Project Steering Committee Meeting 4. Conference hall and technical equipment 4.1. Rent and set up of conference hall San Francisco | |
| 4. Conference hall and technical equipment | |
| 4.1. Rent and set up of conference hall San Francisco | |
| | |
| Meeting room, U-shape, Hilton Hotel, Kyiv. Bottled water for participants included. (Coffee breaks are included into the price of the venue rent) 31.01.17 1 35 | |
| 4.2. Rent and set up of technical equipment | |
| 4.2.1. Sound equipment: 3 radio microphones, 3 'goose' microphones for speakers in presidium, 15 'goose' 31.01.17 microphones for participants, speakers, amplifier and mixer - | |
| 4.2.2. Laptop (with remote presentation control), projector 31.01.17 1 - | |
| 4.2.3. Flipchart and a set of markers 31.01.17 1 - | |
| Subtotal Conference hall and technical equipment | |
| 5. Meals | |
| 5.1. Welcoming Coffee break catering (at 14h00) 31.01.17 1 35 | |
| 5.2. Extended coffee break (at 17h00) 31.01.17 1 35 | |
| Subtotal Meals | |
| 6. Conference support 6.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants. 31.01.17 1 - | |
| 6.2. Work of even manager (s) on site 31.01.17 3 - | |
| Subtotal Conference support | |
| 7. Printing services | |
| 7.1. Print of materials: 100 pages A4, in colour (40 copies) 31.01.17 100 35 | |
| 7.2. Name tags for the table 31.01.17 40 | |
| Subtotal printing services | |
| 8. Organisational services | |
| the CoE Office Shorts 2 Shorts | |
| materials Subtotal organisational services | |
| Subtotal organisational services TOTAL EVENT 2 | |
| Event 3.Two-day two parallel workshops on prison management and rehabilitation of inmates | |
| 9. Conference hall and technical equipment at Hilton Hotel, 30 Tarasa Shevchenka Blvd. Kviv | |
| 50 Tarisis snevnema biva, kylv 90.1. Rent and set up of conference hall San Francisco 9.1. Rent and se | |
| Meeting room. Open café settings. Bottled water for participants included. | |
| | |
| Participants included. 9.1.1 Rent and set up of technical equipment 1-2.02.17 | |
| | |

| 9.1.3. Laptop (with remote presentation control), projector | | | | | |
|---|---|---|--------------|---|---------|
| and screen. | 1-2.02.17 | 1 | | 2 | |
| 9.1.4. Flipchart and a set of markers | 1-2.02.17 | 1 | | 2 | |
| 9.2. Rent and set up of conference hall New York meeting | 1 2 02 17 | 2 | | 25 | |
| room. U-shape. Bottled water for participants included. | 1-2.02.17 | 2 | | 25 | |
| 9.2.1 Rent and set up of technical equipment - Group 2/ | 1-2.02.17 | | | | |
| Room 2 | 1-2.02.17 | | | | |
| 9.2.2. Sound equipment: 2 radio microphone,13 goose | 1 2 02 17 | 1 | | 2 | |
| microphones, loudspeakers, mixer, amplifier and other necessary sound equipment. | 1-2.02.17 | 1 | | 2 | |
| 9.2.3. Laptop (with remote presentation control), projector | 4 2 02 47 | | | | |
| and screen. | 1-2.02.17 | 1 | | 2 | |
| 9.2.4. Flipchart and a set of markers | 1-2.02.17 | 1 | | 2 | |
| Subtotal Conference hall and technical equipment 10. Meals | | | | | |
| 10.1. Welcoming coffee break (for 2 gropus) | 1-2.02.17 | 2 | | | |
| 10.2. Coffee break catering (for 2 groups) | 1-2.02.17 | 4 | | 60 | |
| 10.3. Lunch (for 2 groups) | 1-2.02.17 | 2 | | 60 | |
| 10.4. Dinner (for 2 groups) | 1-2.02.17 | 2 | | 60 | |
| Subtotal Meals 11. Conference support | | | | | |
| | | 1 1 | | | |
| 11.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants. | 1-2.02.17 | 1 | | - | |
| · · · · · · | | | | | |
| 11.2. Work of even manager (s) on site | 1-2.02.17 | 5 | | - | |
| Subtotal Conference support 12. Reimbursement of travel expenses | <u> </u> | | | | |
| 12.1. Reimbursement of travel expenses for participants | 1-2.02.17 | 1 | 35,00 | 60 | 2100,00 |
| | 1-2.02.17 | | 33,00 | | 2100,00 |
| 12.2. Reimbursement company fee | 1-2.02.17 | | | | |
| Subtotal Reimbursement of travel expenses | | | | <u> </u> | 2100,00 |
| 13. Accommodation at Ibis Kyiv City Centre Hotel | | | | | |
| 13.1. Single standard room, breakfast included (31.01 - | 1-2.02.17 | 2 | | 55 | |
| 02.02.17) 13.2. Dinner at the hotel 31.01.2017 | 31.01.17 | 1 | | 55 | |
| Subtotal Accommodation | 31.01.17 | 1 | | 55 | |
| 14. Printing services | | | | | |
| 14.1. Print of materials: 100 pages A4, in colour (60 copies) | 1-2.02.17 | 100 | | 60 | |
| | | | | | |
| Subtotal printing services 15. Organisational services | | 1 | | | |
| 15.1. Delivery of materials to the venue / from the venue to | | | | | |
| the CoE Office | 1-2.02.17 | 2 | | - | |
| 15.2. Preparation of project branded folders and hand out | 1-2.02.17 | 1 | | - | |
| materials Subtotal organisational services | | | | | |
| | | | | | |
| 16. Other | | 1 | | | |
| 16. Other 16.1. Badges for participants; name tags on the table. | 1-2.02.17 | 60 | | - | |
| | 1-2.02.17 | 60 | | | |
| 16.1. Badges for participants; name tags on the table. Subtotal Other | | | nrison manag | TOTAL EVENT 3. | |
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| Subtotal Meals | | | | | | |
|--|----------|----|--|----|--|--|
| 23. Other | | | | | | |
| 23.1. Printing of materials | 03.02.17 | 30 | | 10 | | |
| 23.2. Set of markers and flipchart paper | 03.02.17 | 1 | | 1 | | |
| Subtotal Other | | | | | | |
| TOTAL EVENT 5: | | | | | | |
| GRAND TOTAL | | | | | | |