

**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 parallel 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

Participants: persons)

Services	Date due	Quantity	Unit prices	Number of participants/ days	Total
Event 1. Visit to the colony in Bozhkivske					
1. Travel and Transportation					
1.1. Transportation service Kyiv-Bozhkivske-Kyiv 10 January 2017 for 2 persons (car)	10.01.17	1		2	
Subtotal Travel and Transportation					
2. Meals					
2.1. Lunch box for two participants	10.01.17	1		2	
2.2. Mineral water in a car	10.01.17	5		2	
2.3. Cooler bag for lunchboxes	10.01.17	1		2	
Subtotal Meals					
3. Other					
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	
Subtotal Other					
TOTAL EVENT 1:					
Event 2. Project Steering Committee Meeting					
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' microphones for participants, speakers, amplifier and mixer	31.01.17	1		-	
4.2.2. Laptop (with remote presentation control), projector and screen.	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					
8.1. Delivery of materials to the venue / from the venue to the CoE Office	31.01.17	2		-	
8.2. Preparation of project branded folders and hand out materials	31.01.17	1		-	
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, Kyiv					
9.1. Rent and set up of conference hall San Francisco Meeting room. Open café settings. Bottled water for participants included.	1-2.02.17	2		35	
9.1.1 Rent and set up of technical equipment	1-2.02.17				
9.1.2. Sound equipment: 3 radio microphones, 18 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment - 35 people.	1-2.02.17	1		2	

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 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/ Room 2	1-2.02.17				
9.2.2. Sound equipment: 2 radio microphone, 13 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment.	1-2.02.17	1		2	
9.2.3. Laptop (with remote presentation control), projector 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 groups)	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					
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					
12.1. Reimbursement of travel expenses for participants	1-2.02.17	1	35,00	60	2100,00
12.2. Reimbursement company fee	1-2.02.17				
	1-2.02.17				
Subtotal Reimbursement of travel expenses					2100,00
13. Accommodation at Ibis Kyiv City Centre Hotel					
13.1. Single standard room, breakfast included (31.01 - 02.02.17)	1-2.02.17	2		55	
13.2. Dinner at the hotel 31.01.2017	31.01.17	1		55	
Subtotal Accommodation					
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					
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 materials	1-2.02.17	1		-	
Subtotal organisational services					
16. Other					
16.1. Badges for participants; name tags on the table.	1-2.02.17	60		-	
Subtotal Other					
TOTAL EVENT 3.					
Event 4: Round table on Project Management Manual for prison managers					
17. Conference hall and technical equipment at Hilton Hotel, 30 Tarasa Shevchenka Blvd, Kyiv					
17.1. Rent and set up of conference hall New York Meeting Room. U-shape. Bottled water for participants included. - 0,5 days from 9h00 to 11h00	3.02.17	1		20	
17.1.1 Rent and set up of technical equipment	3.02.17				
17.1.2. Sound equipment: 3 radio microphones, 11 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment.	3.02.17	1		2	
17.1.3. Laptop (with remote presentation control), projector and screen.	3.02.17	1		2	
17.1.4. Flipchart and a set of markers	3.02.17	1		2	
Subtotal Conference hall and technical equipment					
18. Accommodation (Hotel Ibis)					
18.1. Single standard room, breakfast included (02.02 - 03.02.17)	02.02.17	1		20	
Subtotal Accommodation					
19. Meals					
19.1. Coffee break catering	03.02.17	1		20	
19.2. Lunch	03.02.17	1		20	
Subtotal Meals					
20. Printing					
20.1. Printing of 100 pages in colour with plastic binder	03.02.17	100		20	
20.2. Badges for participants	03.02.17	1		20	
Subtotal printing services					
TOTAL EVENT 4					
Event 5: Visit of Stryzhavska colony No 81					
21. Travel and Transportation					
21.1. Transportation service Kyiv-Vinnitsia-Kyiv 03 January 2017 for 2 persons - Intercity	03.02.17	1		2	
21.2. Transportation service Vinnitsia-Stryzhavka 03 January 2017 for 2 persons (car)	03.02.17	1		2	
Subtotal Travel and Transportation					
22. Meals					
22.1. Lunch box for two participants	03.02.17	1		2	
22.2. Mineral water in a car	03.02.17	5		2	
22.3. Cooler bag for lunchboxes	03.02.17	1		2	

<i>Subtotal Meals</i>					
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	
<i>Subtotal Other</i>					
				TOTAL EVENT 5:	
GRAND TOTAL					