

**APPENDIX III to the CALL FOR TENDER NO 4455/2017/64**

**ESTIMATED BUDGET**

Services: Event management services

Event 1: First Interactive Workshop on the Dynamic Security for Senior Prison Officers in Kharkiv, 10 August 2017 (10h00 - 16h00)

Event 2: Second Interactive Workshop on the Dynamic Security for Senior Prison Officers in Odesa, 15 August 2017 (10h00 - 16h00)

Event 3: Third Interactive Workshop on the Dynamic Security for Senior Prison Officers in Lviv, 18 August 2017 (10h00 - 16h00)

Event 4: Fourth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Dnipro, 21 August 2017 (10h00 - 16h00)

Event 5: Fifth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Bila Tserkva, in the Bila Tserkva In-Service Training Centre, 27 September 2017 (10h00 - 16h00)

Event 6: Sixth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Vinnytsia, 04 October 2017 (10h00 - 16h00)

Event 7: Visit to the pilot prison No 65 (Bozhkove town, 12 Parkova Str., Poltavaska Oblast) on 14 September 2017

Event 8: Visit to the pilot prison No 35 (Bila Tserkva, 16 Vasylia Symonenka Str.) on 15 September 2017

Event 9: Visit to the pilot prison No 81 (Stryzhavka, 30 Aleyi Str., Vinnytska Oblast) on 05 October 2017

Date and place 1: 10 August 2017, Kharkiv

Date and place 2: 15 August 2017, Odesa

Date and place 3: 18 August 2017, Lviv

Date and place 4: 21 August 2017, Dnipro

27 September 2017, Bila Tserkva, in the Bila Tserkva In-Service Training

Date and place 5: Centre

Date and place 6: 04 October 2017, Vinnytsia

Date and place 7: 14 September 2017, Bozhkove town, Poltavaska Oblast

Date and place 8: 15 September 2017, Bila Tserkva

Date and place 9: 05 October 2017, Stryzhavka, Vinnytska Oblast

Participants: 6 Workshops - 28 participants per each workshop

Services	Date due	Quantity	Unit prices	Number of participants/ days	Total
<b>Event 1. First Interactive Workshop on the Dynamic Security for Senior Prison Officers in Kharkiv, 10 August 2017 (10h00 - 16h00)</b>					
<b>1. Conference hall and technical equipment- Premier Hotel Aurora</b>					
1.1. Rent and set up of conference hall (setting open café - five separate round tables)	10.08.17			1	
1.2. Water for the participants	10.08.17	2		28	
1.3. Rent and set up of technical equipment					
1.3.1. Sound equipment: 3 radio microphones	10.08.17	1		1	
1.3.2. Laptop (with remote presentation control), projector and screen.	10.08.17	1		1	
1.3.3. Flipchart and set of markers	10.08.17	1		1	
<b>Subtotal Conference hall and technical equipment</b>					
<b>2. Meals/ Catering Services</b>					
2.1. Welcoming coffee break	10.08.17	1		28	
2.2. Extended coffee break	10.08.17	1		28	
2.3. Buffet lunch	10.08.17	1		28	
<b>Subtotal Meals</b>					
<b>3. Conference support</b>					
3.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants.	10.08.17	1			
3.2. Work of even manager (s) on site	10.08.17	2		1	
<b>Subtotal Conference support</b>					
<b>4. Travel and Transportation</b>					

4.1. Reimbursement of travel expenses for participants	10.08.17	1	35.00	26	910.00
4.2. Reimbursement company fee	10.08.17				
4.3. Procurement of tickets Intercity Kyiv-Kharkiv-Kyiv per 2 persons	09.08.17 10.08.17	1		2	
4.3.1. Transportation services railway station - Kharkiv hotel-railway station - car sedan	09.08.17 10.08.17	2		2	
<b>Subtotal Travel and Transportation</b>					
<b>5. Accommodation at the Hotel (3 or 4 star in the walking distance to the venue) - Premier Hotel Aurora Kharkiv</b>					
5.1. Single standard room, breakfast included 09.08 - 10.08	09.08.17	1		4	
5.2. Dinner at the hotel on 09.08	09.08.17	1		4	
5.3. Pre-book the hotel Premier Hotel Avrora for the CoE experts (they pay themselves) - for 2 people	09.08.17	1		2	
<b>Subtotal Accommodation</b>					
<b>6. Printing services</b>					
6.1. Print of materials: A4 format in colour, double sided, 100 pages per person.	10.08.17	100		28	
6.2. Name tags for the participants	10.08.17	1		28	
6.3. Badges	10.08.17			28	
<b>Subtotal printing services</b>					
<b>7. Other</b>					
7.1. Delivery of materials to the venue / from the venue to the CoE Office	10.08.17	2		1	
<b>Subtotal Other</b>					
<b>Total Event 1:</b>					
<b>Event 2. Second Interactive Workshop on the Dynamic Security for Senior Prison Officers in Odesa, 15 August 2017 (10h00 - 16h00)</b>					
<b>8. Conference hall and technical equipment at the Hotel Gagarin, in Odesa</b>					
8.1. Rent and set up of conference hall. Round table settings. Bottled water for participants included.	15.08.17	1		28	
8.2. Bottled water in hall for the participants	15.08.17	2		28	
8.3. Rent and set up of technical equipment	15.08.17				
8.3.1. Sound equipment: 1 radio microphones, 15 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment - 25 people.	15.08.17	1		1	
8.3.2. Laptop (with remote presentation control), projector and screen.	15.08.17	1		1	
8.3.3. Flipchart and a set of markers	15.08.17	1		1	
<b>Subtotal Conference hall and technical equipment</b>					
<b>9. Meals</b>					
9.1. Welcoming coffee break	15.08.17	1		28	
9.2. Extended coffee breaks catering	15.08.17	1		28	
9.3. Buffet lunch	15.08.17	1		28	
<b>Subtotal Meals</b>					
<b>10. Conference support</b>					
10.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants.	15.08.17	1		-	
10.2. Work of even manager (s) on site	15.08.17	2		-	
<b>Subtotal Conference support</b>					
<b>11. Travel and Transportation</b>					
11.1. Transfer Odesa airport - Hotel Odesa - Airport - car sedan	14.08.17 15.08.17	1		4	
11.2. Reimbursement of travel expenses for participants	15.08.17	1	35.00	26	910.00
11.3. Reimbursement company fee	15.08.17	-	-	-	
<b>Subtotal Travel and Transportation</b>					<b>910.00</b>

<b>12. Accommodation at the Hotel Gagarin</b>					
12.1. Single standard room, breakfast included 14.08 - 15.08	14.08.17	1		4	
12.2. Dinner at the hotel on 14.08	14.08.17	1		4	
12.3. Pre-book the hotel Gagarin for the CoE experts (they pay themselves)	14.08.17	1		2	
<b>Subtotal Accommodation</b>					
<b>13. Printing services</b>					
13.1. Print of materials: 150 pages A4, in colour (28 copies)	15.08.17	150		28	
13.2 Badges for participants	15.08.17			28	
13.3. Name tags for the participants	15.08.17	1		28	
<b>Subtotal printing services</b>					
<b>14. Organisational services</b>					
14.1. Delivery of materials to the venue / from the venue to the CoE Office	15.08.17	2		-	
<b>Subtotal organisational services</b>					
<b>TOTAL EVENT 2.</b>					
<b>Event 3.Third Interactive Workshop on the Dynamic Security for Senior Prison Officers in Lviv, 18 August 2017 (10h00 - 16h00)</b>					
<b>15. Conference hall and technical equipment at the Hotel Leopold, conference hall Karelia</b>					
15.1. Rent and set up of conference hall. Round table settings.	18.08.17	1		28	
15.2 Bottled water for participants	18.08.17	2		28	
15.3. Rent and set up of technical equipment					
15.3.1. Sound equipment: 3 radio microphones	18.08.17	1		1	
15.3.2. Laptop (with remote presentation control), projector and screen.	18.08.17	1		1	
15.3.3. Flipchart and a set of markers	18.08.17	1		1	
<b>Subtotal Conference hall and technical equipment</b>					
<b>16. Meals</b>					
16.1. Welcoming coffee break	18.08.17	1		28	
16.2. Extended coffee break catering	18.08.17	1		28	
16.3. Buffet lunch	18.08.17	1		28	
<b>Subtotal Meals</b>					
<b>17. Conference support</b>					
17.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants.	18.08.17	1		-	
17.2. Work of even manager (s) on site	18.08.17	2		-	
<b>Subtotal Conference support</b>					
<b>18. Travel and transportation</b>					
18.1. Procurement of train tickets Kyiv - Lviv- Kyiv (intercity)	17.08.17	1		2	
18.2. Transfer Lviv railway station - Hotel - Lviv railway station - car sedan	17.08.17 18.08.17	1		4	
18.4. Reimbursement of travel expenses for participants	18.08.17	1	35.00	26	910.00
18.5. Reimbursement company fee	18.08.17	-	-	-	
<b>Subtotal Travel and Transportation</b>					<b>910.00</b>
<b>19. Accommodation at the Hotel (3 or 4 star in the walking distance to the venue)</b>					
19.1. Single standard room, breakfast included 17.08 - 18.08	17.08.17	1		4	
19.2. Dinner at the hotel on 17.08	17.08.17	1		15	
19.3. Pre-book the Leopold hotel for the CoE experts (they pay themselves)	17.08.17	1		2	
<b>Subtotal Accommodation</b>					
<b>20. Printing services</b>					
20.1. Print of materials: 150 pages A4, in colour double-sided (28 copies)	18.08.17	150		28	
20.2 Badges for participants	18.08.17			28	

20.3. Name tags for the participants	18.08.17	1		28	
<b>Subtotal printing services</b>					
<b>21. Organisational services</b>					
21.1. Delivery of materials to the venue / from the venue to the CoE Office	18.08.17	2		-	
<b>Subtotal organisational services</b>					
<b>TOTAL EVENT 3.</b>					
<b>Event 4.Fourth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Dnipro, 21 August 2017 (10h00 - 16h00)</b>					
<b>22. Conference hall and technical equipment at the Hotel Reikarz, in Dnipro</b>					
22.1. Rent and set up of conference hall. Round table settings.	21.08.17	1		28	
22.2 Bottled water for participants	21.08.17	2		28	
22.3. Rent and set up of technical equipment					
22.3.1.Sound equipment: 3 radio microphones	21.08.17	1		1	
22.3.2. Laptop (with remote presentation control), projector and screen.	21.08.17	1		1	
22.3.3. Flipchart and a set of markers	21.08.17	1		1	
<b>Subtotal Conference hall and technical equipment</b>					
<b>23. Meals</b>					
23.1. Welcoming coffee break	21.08.17	1		28	
23.2. Extended coffee break catering	21.08.17	1		28	
23.3. Buffet lunch	21.08.17	1		28	
<b>Subtotal Meals</b>					
<b>24. Conference support</b>					
24.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants	21.08.17	1		-	
24.2. Work of even manager (s) on site	21.08.17	2		-	
<b>Subtotal Conference support</b>					
<b>25. Reimbursement of travel expenses</b>					
25.1. Transfer Dnipro airport - Hotel Raikarz Dnipro - Airport - car sedan	20.08.17 21.08.17	1		4	
25.2. Reimbursement of travel expenses for participants	21.08.17	1	35.00	26	910.00
25.3. Reimbursement company fee	21.08.17	-	-	-	
<b>Subtotal Reimbursement of travel expenses</b>					
<b>26. Accommodation at the Hotel Raikarz in Dnipro (3 or 4 star in the walking distance to the venue)</b>					
26.1. Single standard room, breakfast included 20.08 - 21.08	20.08.17	1		4	
26.2. Dinner at the hotel on 05.04	20.08.17	1		4	
26.3. Pre-book the hotel for the CoE experts (they pay themselves) - 3 persons	20.08.17	1		2	
<b>Subtotal Accommodation</b>					
<b>27. Printing services</b>					
27.1. Print of materials: 150 pages A4, in colour, double-sided (28 copies)	21.08.17	150		28	
27.2 Badges for participants	21.08.17			28	
27.3. Name tags for the participants	21.08.17	1		28	
<b>Subtotal printing services</b>					
<b>28. Organisational services</b>					
28.1. Delivery of materials to the venue / from the venue to the CoE Office	21.08.17	2		-	
<b>Subtotal organisational services</b>					
<b>TOTAL EVENT 4.</b>					
<b>Event 5.Fifth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Bila Tserkva, in the Bila Tserkva In-Service Training Centre, 27 September 2017 (10h00 - 16h00)</b>					
<b>29. Conference hall and technical equipment</b>					
29.1. Rent and set up of conference hall. Round table settings.	27.09.17	1		28	free of charge
29.2 Bottled water for participants	27.09.17	2		28	

29.3. Rent and set up of technical equipment					
29.3.1. Sound equipment: 3 radio microphones, 18 goose microphones, loudspeakers, mixer, amplifier and other necessary sound equipment - 25 people.	27.09.17	1		1	
29.3.2. Laptop (with remote presentation control), projector and screen.	27.09.17	1		1	
29.3.3. Flipchart and a set of markers	27.09.17	1		1	
<b>Subtotal Conference hall and technical equipment</b>					
<b>30. Meals (catering from Kyiv!)</b>					
30.1. Welcoming coffee break	27.09.17	1		28	
30.2. Extended coffee break catering	27.09.17	1		28	
30.3. Buffet lunch	27.09.17	1		28	
<b>Subtotal Meals</b>					
<b>31. Conference support</b>					
31.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants.	27.09.17	1		-	
31.2. Work of even manager (s) on site	27.09.17	2		-	
<b>Subtotal Conference support</b>					
<b>32. Travel and transportation</b>					
32.1. Transportation services <b>Kyiv - Bila Tserkva - Kyiv</b> (the driver should wait till 16h00) - minivan per 6 people	27.09.17	1		6	
32.2. Reimbursement of travel expenses for participants	27.09.17	1	35.00	26	910.00
32.3. Reimbursement company fee	27.09.17	-	-	-	
<b>Subtotal Travel and Transportation</b>					
<b>33. Printing services</b>					
33.1. Print of materials: 150 pages A4, in colour double-sided, (28 copies)	27.09.17	50		28	
33.2 Badges for participants	27.09.17	1		28	
33.3. Name tags for the participants	27.09.17	1		28	
<b>Subtotal printing services</b>					
<b>34. Organisational services</b>					
34.1. Delivery of materials to the venue / from the venue to the CoE Office	27.09.17	2		-	
<b>Subtotal organisational services</b>					
<b>TOTAL EVENT 5.</b>					
<b>Event 6. Sixth Interactive Workshop on the Dynamic Security for Senior Prison Officers in Vinnytsia, 04 October 2017 (10h00 - 16h00)</b>					
<b>35. Conference hall and technical equipment at the Hotel (tbc) to be suggested by the service provider</b>					
35.1. Rent and set up of conference hall. Round table settings.	04.10.17	1		28	
35.2. Bottled water for participants	04.10.17	2		28	
35.3. Rent and set up of technical equipment	04.10.17				
35.3.1 Sound equipment: 3 radio microphones	04.10.17	1		1	
35.3.2. Laptop (with remote presentation control), projector and screen.	04.10.17	1		1	
35.3.3. Flipchart and a set of markers	04.10.17	1		1	
<b>Subtotal Conference hall and technical equipment</b>					
<b>36. Meals</b>					
36.1. Welcoming coffee break	04.10.17	1		28	
36.2. Extended coffee break catering	04.10.17	1		28	
36.3. Buffet lunch	04.10.17	1		28	
<b>Subtotal Meals</b>					
<b>37. Conference support</b>					
37.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants.	04.10.17	1		-	
37.2. Work of even manager (s) on site	04.10.17	2		-	
<b>Subtotal Conference support</b>					
<b>38. Travel and transportation</b>					
38.1. Procurement of train tickets <b>Kyiv - Vinnytsia-Kyiv (intercity)</b>	03.10.17	1		2	

38.2. Transfer Vinnytsia railway station - Hotel Reikarz - Railway station	03.10.17 04.10.17	1		4	
38.3. Reimbursement of travel expenses for participants	04.10.17	1	35.00	26	910.00
38.4. Reimbursement company fee	04.10.17	-	-	-	
<b>Subtotal Travel and Transportation</b>					<b>910.00</b>
<b>39. Accommodation at the Hotel of 3 or 4 star - to be suggested by the Service Provider</b>					
39.1. Single standard room, breakfast included 03.10.-04.10.17	03.10.17	1		4	
39.2. Dinner at the hotel on 03.10	03.10.17	1		4	
39.3. Pre-book the Vinnytsia hotel for the CoE experts (they pay themselves)	03.10.17	1		2	
<b>Subtotal Accommodation</b>					
<b>40. Printing services</b>					
40.1. Print of materials: 150 pages A4, in colour, double sided (28 copies)	04.10.17	50		28	
40.2 Badges for participants	04.10.17			28	
40.3. Name tags for the participants	04.10.17	1		28	
<b>Subtotal printing services</b>					
<b>41. Organisational services</b>					
41.1. Delivery of materials to the venue / from the venue to the CoE Office	04.10.17	2		-	
<b>Subtotal organisational services</b>					
<b>TOTAL EVENT 6.</b>					
<b>Event 7. Visit to the pilot prison No 65 (Bozhkove town, Poltavaska Oblast) on 14 September 2017</b>					
<b>42. Travel and Transportation</b>					
42.1. Procurement of train tickets intercity <b>Kyiv-Poltava-Kyiv</b> - per 2 persons. Return to Kyiv last train on 14.09.17	13.09.17	1		2	
42.2. Transportation service <b>railway station Poltava - Hotel Poltava</b> - car sedan per 2 people	13.09.17	1		2	
42.3. Transportation services <b>Hotel Poltava - Prison No 65 in Bozhkove - Hotel Poltava</b> - car sedan (the driver per 2 people should wait till 16h30)	14.09.17	1		1	
42.4. Water in the car during all travels	14.09.17	2		2	
42.5. Reimbursement of travel expenses of participants	14.09.17	1	35.00	2	70.00
<b>Subtotal Travel and Transportation</b>					
<b>43. Accommodation Premier Hotel Palazzo, Poltava</b>					
43.1. Single standart room with breakfasts 13.09.17 - 14.09.17	13.09.17	1		2	
43. 2 Dinner at the hotel	13.09.17	1		2	
43.3 Pre-book 2 standart rooms for the CoE	13.09.17	2		2	0.00
<b>Subtotal Accommodation</b>					
<b>Total Event 7:</b>					
<b>Event 8. Visit to the pilot prison No 35 (Bila Tserkva) on 15 September 2017</b>					
<b>44. Travel and Transportation</b>					
44.1. Transportation services <b>Kyiv - Bila Tserkva - Kyiv</b> - car sedan per 2 persons ( the driver should wait till 16h30)	15.09.15	1		2	
44.2. Reimbursement of travel expenses	15.09.15	1	35.00	1	35.00
44.3. Water in the car during all travels	15.09.15	2		2	
<b>Subtotal Travel and Transportation</b>					
<b>45. Other</b>					
45.1. Flipchart and set of markers	15.09.15	2		1	
<b>Subtotal Other</b>					
<b>Total Event 8:</b>					
<b>Event 9. Visit to the polot prison No 81 (Stryzhavka, Vinnytska Oblast) on 05 October 2017</b>					
<b>46. Travel and Transportation</b>					

46.1. Transportation service <b>Vinnytsia-Prison No 81 - Vinnytsia</b> per 2 persons, car sedan (the driver should wait till 16h30).	05.10.17	1		1	
46.2. Water in the car during all travels	05.10.17	2		2	
46.3 Reimbursement of travel expenses	05.10.17	1	35.00	1	35.00
<b>Subtotal Travel and Transportation</b>					
<b>47. Other</b>					
47.1. Flipchart and set of markers	05.10.17	1		1	
<b>Subtotal Other</b>					
				<b>Total Event 9:</b>	
				<b>TOTAL:</b>	
				VAT incl	

Service Provider (Company's name)

Responsible Person