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

Services: Event management services

First Interactive Workshop on the Dynamic Security for Senior Prison

Event 1: 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)

Fourth Interactive Workshop on the Dynamic Security for Senior Prison

Event 4: Officers in Dnipro, 21 August 2017 (10h00 - 16h00)

Fifth Interactive Workshop on the Dynamic Security for Senior Prison

Event 5: Officers in Bila Tserkva, in the Bila Tserkva In-Service Training Centre, 27 September 2017 (10h00 - 16h00)

Sixth Interactive Workshop on the Dynamic Security for Senior Prison

Event 6: Officers in Vinnytsia, 04 October 2017 (10h00 - 16h00)

Event 7: Visit to the pilot prison No 65 (Bozhkove town, 12 Parkova Str., Poltavska 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 polot 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, Poltavska 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

T urrespuntor	· · · · · · · · · · · · · · · · · · ·	ps 20 participants per each workshop			
Services	Date due	Quantity	Unit prices	Number of participants/ days	Total
Event 1. First Interactive Workshop on the Dynamic Se	curity for Senio	or Prison Offi	cers in Kharki	v, 10 August 20.	17 (10h00 - 16h00)
1. Conference hall and technical equipment- Premier	Hotel Aurora				
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	
Subtotal Conference hall and technical equipment					
2. Meals/ Catering Services					
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	
Subtotal Meals					
3. Conference support					
3.1. Set up of registration desks, proper directions to					
the conference room; conduct registration of	10.08.17	1			
participants.					
3.2. Work of even manager (s) on site	10.08.17	2		1	
Subtotal Conference support					
4. Travel and Transportation					

4.1. Reimbursement of travel expenses for	40.00.47		25.00	26	010.00
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	09.08.17	1		2	
per 2 persons	10.08.17				
4.3.1. Transportation services railway station - Kharkiv	09.08.17	2		2	
hotel-railway station - car sedan	10.08.17			_	
Subtotal Travel and Transportation					
5. Accommodation at the Hotel (3 or 4 star in the wal	•				
to the venue) - Premier Hotel Aurora Kharl 5.1. Single standard room, breakfast included 09.08 -	CIV				
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	
Subtotal Accommodation					
6. Printing services					
6.1. Print of materials: A4 format in colour, double	10.08.17	100		28	
sided, 100 pages per person. 6.2. Name tags for the participants	10.08.17	1		28	
6.3. Badges	10.08.17			28	
Subtotal printing services	10.00.17				
7. Other				1	
7.1. Delivery of materials to the venue / from the	10.00.17	_			
venue to the CoE Office	10.08.17	2		1	
Subtotal Other					
				Total Event 1:	
Event 2.Second Interactive Workshop on the Dynar	nic Security for	r Senior Priso	n Officers in (Odesa 15 Augus	+ 2017 (10h00 -
Event 2.5econd interactive workshop on the Dynar	16h00)	Sellioi Filso	ii Ojjicers iii C	Juesu, 15 Augus	1 2017 (10/100 -
	101100)				
9. Conference hall and technical agricument at the Hat	al Casavin in				
8. Conference hall and technical equipment at the Hot Odesa	ei Gagariii, iii				
ouesa e					
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	15.08.17	1		1	
and other necessary sound equipment - 25 people.					
8.3.2. Laptop (with remote presentation control),	45.00.47	4		4	
projector and screen.	15.08.17	1		1	
8.3.3. Flipchart and a set of markers	15.08.17	1		1	
Subtotal Conference hall and technical equipment					
9. Meals					
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	
Subtotal Meals	1				
10. Conference support					
10.1. Set up of registration desks, proper directions to					
the conference room; conduct registration of	15.08.17	1		-	
participants.					
10.2. Work of even manager (s) on site	15.08.17	2			
Subtotal Conference support					
11. Travel and Transportation					
11.1. Transfer Odesa airport - Hotel Odesa - Airport -	14.08.17	1		4	
car sedan	15.08.17				
11.2. Reimbursement of travel expenses for	15.08.17	1	35.00	26	910.00
participants					
11.3. Reimbursement company fee	15.08.17	-	-	-	
Subtotal Travel and Transportation	l			 	910.00

12. Accommodation at the Hotel Gagarin	1				
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	11100127	_			
(they pay themselves)	14.08.17	1		2	
Subtotal Accommodation					
13. Printing services					
13.1. Print of materials: 150 pages A4, in colour (28	45.00.47	450		20	
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	
Subtotal printing services					
14. Organisational services					
14.1. Delivery of materials to the venue / from the venue to the CoE Office	15.08.17	2		-	
Subtotal organisational services					
			7	OTAL EVENT 2.	
Event 3.Third Interactive Workshop on the Dynamic	Socurity for So	nior Prison O	fficars in Luiu	18 August 2017	(10h00 - 16h00)
Event 3. Inita interactive workshop on the Dynamic	security jor se	ilioi Prisoli O	jjicers ili Eviv,	16 August 2017	(101100 - 161100)
15. Conference hall and technical equipment at the Ho	tel Leonolis				
conference hall Karelia	itei Leopolis,				
454.0					
15.1. Rent and set up of conference hall. Round table	18.08.17	1		28	
settings. 15.2 Bottled water for participants	18.08.17	2		28	
15.3. Rent and set up of technical equipment	10100117				
15.3.1. Sound equipment: 3 radio microphones	18.08.17	1		1	
15.3.2. Laptop (with remote presentation control),	18.08.17	1		1	
projector and screen.		1		1	
15.3.3. Flipchart and a set of markers	18.08.17	1		1	
Subtotal Conference hall and technical equipment					
16. Meals 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	
Subtotal Meals					
17. Conference support					
17.1. Set up of registration desks, proper directions to					
the conference room; conduct registration of	18.08.17	1		-	
participants. 17.2. Work of even manager (s) on site	18.08.17	2			
Subtotal Conference support	16.06.17			-	
18. Travel and transportation					
18.1. Procurement of train tickets Kyiv - Lviv- Kyiv	47.00.47	4		_	
(intercity)	17.08.17	1		2	
18.2. Transfer Lviv railway station - Hotel - Lviv railway	17.08.17	1		4	
station - car sedan	18.08.17				
18.4. Reimbursement of travel expenses for	18.08.17	1	35.00	26	910.00
participants					
18.5. Reimbursement company fee	18.08.17	-	-	-	
Subtotal Travel and Transportation					910.00
19. Accommodation at the Hotel (3 or 4 star in the walking distance to the venue)					
55 the 15hms,	lking distance				
19.1. Single standard room, breakfast included 17.08 -	17.08.17	1		4	
		1		4 15	
19.1. Single standard room, breakfast included 17.08 - 18.08	17.08.17 17.08.17	1		15	
19.1. Single standard room, breakfast included 17.08 - 18.08 19.2. Dinner at the hotel on 17.08 19.3. Pre-book the Leopolis hotel for the CoE experts (they pay themselves)	17.08.17				
19.1. Single standard room, breakfast included 17.08 - 18.08 19.2. Dinner at the hotel on 17.08 19.3. Pre-book the Leopolis hotel for the CoE experts (they pay themselves) Subtotal Accommodation	17.08.17 17.08.17	1		15	
19.1. Single standard room, breakfast included 17.08 - 18.08 19.2. Dinner at the hotel on 17.08 19.3. Pre-book the Leopolis hotel for the CoE experts (they pay themselves) Subtotal Accommodation 20. Printing services	17.08.17 17.08.17	1		15	
19.1. Single standard room, breakfast included 17.08 - 18.08 19.2. Dinner at the hotel on 17.08 19.3. Pre-book the Leopolis hotel for the CoE experts (they pay themselves) Subtotal Accommodation 20. Printing services 20.1. Print of materials: 150 pages A4, in colour	17.08.17 17.08.17	1		15	
19.1. Single standard room, breakfast included 17.08 - 18.08 19.2. Dinner at the hotel on 17.08 19.3. Pre-book the Leopolis hotel for the CoE experts (they pay themselves) Subtotal Accommodation 20. Printing services	17.08.17 17.08.17 17.08.17	1 1		15 2	

20.3. Name tags for the participants	18.08.17	1		28	
Subtotal printing services					
21. Organisational services					
21.1. Delivery of materials to the venue / from the venue to the CoE Office	18.08.17	2		-	
Subtotal organisational services					
				TOTAL EVENT 3.	
Event 4.Fourth Interactive Workshop on the Dynan	nic Security for 16h00)	Senior Priso	n Officers in L	Onipro, 21 Augus	t 2017 (10h00 -
		T		T	
22. Conference hall and technical equipment at the Ho	tel Reikarz, in				
Dnipro					
22.1. Rent and set up of conference hall. Round table	21.08.17	1		28	
settings. 22.2 Bottled water for participants	21.08.17	2		28	
22.3. Rent and set up of technical equipment	21.08.17			20	
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	
Subtotal Conference hall and technical equipment					
23. Meals					
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	
Subtotal Meals 24. Conference support					
24.1. Set up of registration desks, proper directions to					
the conference room; conduct registration of	21.08.17	1		_	
participants					
24.2. Work of even manager (s) on site	21.08.17	2		-	
Subtotal Conference support					
25. Reimbursement of travel expenses					
25.1. Transfer Dnipro airport - Hotel Raikarz Dnipro -	20.08.17	1		4	
Airport - car sedan	21.08.17				
25.2. Reimbursement of travel expenses for participants	21.08.17	1	35.00	26	910.00
<u> </u>	21.08.17				
25.3. Reimbursement company fee	21.06.17	-	-	-	
Subtotal Reimbursement of travel expenses					910.00
26. Accommodation at the Hotel Raikarz in Dnipro (3 of walking distance to the venue)	or 4 star in the				
26.1. Single standard room, breakfast included 20.08 -	20.00.4=				
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	20.08.17	1		2	
themselves) - 3 persons		_		_	
Subtotal Accommodation					
27. Print of materials 150 pages A4 in calculations					
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	
Subtotal printing services					
28. Organisational services					
28.1. Delivery of materials to the venue / from the	21.08.17	2			
venue to the CoE Office	21.06.17			_	
Subtotal organisational services					
				TOTAL EVENT 4.	
Event 5.Fifth Interactive Workshop on the Dynamic Service Training Cer					Bila Tserkva In-
29. Conference hall and technical equipment					
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	
			-		

23.3.1. Sound equipment: 3 radio microphones, 18 goode microphones, Joudspeakers, mixer, amplifier and other necessary sound equipment: 27 people. 23.3.2. Laptop (with remote presentation control), projector and screen. 23.3.3. Finite phart and a set of markers 23.3.3. Finite phart and a set of markers 30. Mesis (catering from Kykvi) 30.1. Welcoming coffee break 30.2. Extended coffee break catering 30.3. Buffet Lunch 30.3. Buffet Lunch 30.3. Buffet Lunch 30.3. Buffet Lunch 31.1. Set up of registration desks, proper directions to the conference room; conduct registration of best participants. 31.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants. 31.1. Set of even manager (s) on site 32.1. Transportation services Kykv- Bill Tserkva- Kyk the driver should wait till 1600) - minvan per 6 people. 32.2. Reimbursement of travel expenses for participants and Transportation 32.2. Reimbursement company fee 32.2. Reimbursement company fee 32.2. Reimbursement company fee 33.1. Print of materials: 150 pages Al, in colour 33.2. Propagas and Transportation 33.3. Sander submissional services 34.1. Delivery on microficials to the venue / from the suggested by the service provider 35.3. Rent and set up of conference hall. Round table caterials: 35. Rent and services 36.1. Delivery on microphase services 36.2. Bottled water for participants and transportation and transportation as services 36.3. Buffet lunch and transportation as services 36.3. Print of materials to the venue / from the suggested by the service provider 36.3. Rent and set up of conference hall and technical equipment and in microphones of the Conference hall and technical equipment and in microphones of the Conference hall and technical equipment of the Conference hall and		1				
2005 2007 1 1 1 1 1 1 1 1 1	29.3.Rent and set up of technical equipment					
and other necessary sound equipment - 25 people.						
23.3.1. A proportion of the process		27.09.17	1		1	
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27,09,17 1 1 1 1 1 1 1 1 1	29.3.2. Laptop (with remote presentation control),	27.00.17	1		1	
Subtotal Conference hall and technical equipment	projector and screen.	27.09.17	1		1	
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 30.3. Extended coffee break catering 27,09.17 1 28 31. Set up of registration desks, proper directions to the conference room; conduct registration of participants 31. Set up of registration of participants 31. Wellow the conference support 31. Set up of registration of participants 31. Wellow the conference support 32. Transportation 27,09.17 1 1 - participants 32. Transportation 29. Set up of registration services Kylv - Blia Tserkva - Kylv (the driver should wait till 16:b00) - minimap per 6 people 27,09.17 1 35.00 26 910.00 21. Transportation 29. Set up of registration of participants 32. Reimbursement company fee 27,09.17 Subtotal Organisation 33. Printing services 33. Printing services 33. Printing services 33. Set up of registration services A (a copies) 32. Set up of registration services 34. Delivery of materials to the venue / from the venue / the Colfree Subtotal organisational services 34. Delivery of materials to the venue / from the venue / the Colfree Subtotal organisational services 35. Rent and set up of conference hall. Round table suggested by the service provider 35.1. Rent and set up of conference hall. Round table suggested by the service provider 35.3. Round and set up of technical equipment at the Hotel (tbc) to be suggested by the service provider 35.3. Extended coffee break 20. August 27. Set up of registration desks, proper directions to the conference comps. Conference support 37. Set up of registration desks, proper directions to the conference comps. Conference support 37. Set up of registration desks, proper directions to the conference comps. Conference support 37. Set up of registration of soil to subtotal Conference support	29.3.3. Flipchart and a set of markers	27.09.17	1		1	
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30.2 Extended coffee break catering 27,09.17 1 28 33.3 Buffet Inche 27,09.17 1 28 33.3 Buffet Inche 27,09.17 1 28 33.5 28 34.1 28		27 09 17	1		28	
30.3 Buffet lunch 27.09.17 1 28						
Subtotal Meals						
3.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants. 3.1. Work of even manager (s) on site 27.09.17 1 - Subtoal Conference support 2.1. Transportation services Kylv - Bila Tserkva - Kylv (the driver should wait till 16h00) - minivan per 6 people 32. Reimbursement of travel expenses for participants 3.2. Travel and transportation = 27.09.17 1 6 people 3.2. Reimbursement of travel expenses for participants 3.2. Travel and Transportation = 27.09.17 1 35.00 26 910.00 27.09.17 1 35.00 26 910.00 27.09.17 1 35.00 26 910.00 27.09.17 1 35.00 26 910.00 27.09.17 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		27.03.17			20	
31.1 Set up of registration desks, proper directions to the conference room; conduct registration of participants. 27.09.17 1 -						
the conference room; conduct registration of participants 31.2. Work of even manager (s) on site 27.09.17 2	• •	I				
Darticipants 2			_			
31.2 Work of even manager (s) on site 27.09.17 2		27.09.17	1		-	
Subtotal Conference support 32. Transportation services Kyiv - Bila Tserkva - Kyiv (the driver should wait till 16h00) - minivan per 6 people 32.2. Reimbursement of travel expenses for 27.09.17 1 35.00 26 910.00 26. 27.09.17 1 35.00 26 910.00 27.09.17 1 35.00 26 910.00 26. 27.09.17 1 35.00 26 910.00 27.09.17 1 35.00 26 910.00 27.09.17 1 35.00 26 910.00 27.09.17 1 35.00 26 910.00 27.09.17 5 28 28 27.09.17 5 28 28 27.09.17 1 29 28 28 29.09.19 29.09 29.						
32.1 Travel and transportation 32.1 Travel and transportation 32.1 Transportation services Kyiv Bill Tserkiva - Kyiv 27.09.17 1 6 27.09.17 1 6 27.09.17 1 35.00 26 910.00 910.00 26 910.00 910.00 26 910.00 910.00 27.09.17 1 35.00 26 910.00 910.00 27.09.17 1 35.00 26 910.00 910.00 32.2 Reimbursement company fee 27.09.17 28 28.2		27.09.17	2		-	
32.1. Transportation services Kylv - Bila Tserkva - Kylv (the driver should wait till 16h00) - minivan per 6 people 32.2. Reimbursement of travel expenses for participants 27.09.17 1 35.00 26 910.00 26 910.00 27.09.17 1 35.00 26 910.00 27.09.17	• • • • • • • • • • • • • • • • • • • •					
Total Event	32. Travel and transportation					
27.09.17 1 35.00 26 910.00	32.1. Transportation services Kyiv - Bila Tserkva - Kyiv					
32.2. Reimbursement of travel expenses for participants 27.09.17 1 35.00 26 910.00	(the driver should wait till 16h00) - minivan per 6	27.09.17	1		6	
32.2. Reimbursement of travel expenses for participants 27.09.17 1 35.00 26 910.00	people					
Darticipants 27.09.17 1 55.00 26 910.00						
32.3. Reimbursement company fee 27.09.17	1	27.09.17	1	35.00	26	910.00
Subtotal Travel and Transportation 33. Printing services 33.1. Print of materials: 150 pages A4, in colour double-sided, (28 copies) 33.2. Badges for participants 27.09.17						
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38. Travel and transportation 38.1. Procurement of train tickets Kyiv - Vinnytsia- 03.10.17 1 2	34.1. Delivery of materials to the venue / from the venue to the CoE Office Subtotal organisational services Event 6.Sixth Interactive Workshop on the Dynamic 35. Conference hall and technical equipment at the Hosuggested by the service provider 35.1. Rent and set up of conference hall. Round table settings. 35.2. Bottled water for participants 35.3.Rent and set up of technical equipment 35.3.1 Sound equipment: 3 radio microphones 35.3.2. Laptop (with remote presentation control), projector and screen. 35.3.3. Flipchart and a set of markers Subtotal Conference hall and technical equipment 36. Meals 36.1. Welcoming coffee break 36.2. Extended coffee break catering 36.3. Buffet lunch Subtotal Meals 37. Conference support 37.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants.	Security for Se 16h00) otel (tbc) to be 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17	1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		28 28 1 1 1 28 28 28 28	er 2017 (10h00 -
38.1. Procurement of train tickets Kyiv - Vinnytsia- 03.10.17 1 2	34.1. Delivery of materials to the venue / from the venue to the CoE Office Subtotal organisational services Event 6.Sixth Interactive Workshop on the Dynamic 35. Conference hall and technical equipment at the Hosuggested by the service provider 35.1. Rent and set up of conference hall. Round table settings. 35.2. Bottled water for participants 35.3.Rent and set up of technical equipment 35.3.1 Sound equipment: 3 radio microphones 35.3.2. Laptop (with remote presentation control), projector and screen. 35.3.3. Flipchart and a set of markers Subtotal Conference hall and technical equipment 36.1. Welcoming coffee break 36.2. Extended coffee break catering 36.3. Buffet lunch Subtotal Meals 37. Conference support 37.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants. 37.2. Work of even manager (s) on site	Security for Se 16h00) otel (tbc) to be 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17	1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		28 28 1 1 1 28 28 28 28	er 2017 (10h00 -
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[Kyiv (intercity)	34.1. Delivery of materials to the venue / from the venue to the CoE Office Subtotal organisational services Event 6.Sixth Interactive Workshop on the Dynamic 35. Conference hall and technical equipment at the Hosugested by the service provider 35.1. Rent and set up of conference hall. Round table settings. 35.2. Bottled water for participants 35.3.Rent and set up of technical equipment 35.3.1 Sound equipment: 3 radio microphones 35.3.2. Laptop (with remote presentation control), projector and screen. 35.3.3. Flipchart and a set of markers Subtotal Conference hall and technical equipment 36.1. Welcoming coffee break 36.2. Extended coffee break catering 36.3. Buffet lunch Subtotal Meals 37. Conference support 37.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants. 37.2. Work of even manager (s) on site Subtotal Conference support 38. Travel and transportation	Security for Se 16h00) otel (tbc) to be 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17 04.10.17	1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		28 28 1 1 1 28 28 28 28	er 2017 (10h00 -
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38.2. Transfer Vinnytsia railway station - Hotel Reikarz	03.10.17	1		4	
- Railway station	04.10.17			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	-	-	-	
Subtotal Travel and Transportation					910.00
39. Accommodation at the Hotel of 3 or 4 star - to be	suggested by				
39.1. Single standard room, breakfast included 03.10	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	03.10.17	1		2	
(they pay themselves) Subtotal Accommodation					
40. Printing services					
40.1. Print of materials: 150 pages A4, in colour,	044047	F0		20	
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	
Subtotal printing services				 	
41. Organisational services				 	
41.1. Delivery of materials to the venue / from the venue to the CoE Office	04.10.17	2		-	
Subtotal organisational services					
			-	TOTAL EVENT 6.	
					_
Event 7. Visit to the pilot prison No 65	(Bozhkove tov	vn, Poltavska I	a Oblast) on 1	4 September 20:	17
42. Travel and Transportation					
42.1.Procurement of train tickets intercity Kyiv- Poltava-Kyiv - per 2 persons. Return to Kyiv last train on 14.09.17	13.09.17	1		2	
42.2.Transportation service railway station Poltava - Hotel Poltava - car sedan per 2 people	13.09.17	1		2	
42.3. Transportation services Hotel Poltava - Prison	14.09.17	1		1	
No 65 in Bozhkove - Hotel Poltava - car sedan (the driver per 2 people should wait till 16h30)					
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
Subtotal Travel and Transportation					
43. Accommodation Premier Hotel Palazzo, Po	ltava				
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
Subtotal Accommodation					
				Total Event 7:	
Event 8. Visit to the pilot pr	ison No 35 (Bil	a Tserkva) o	n 15 Septemb	er 2017	
44. Travel and Transportation					
44.1. Transportation services Kyiv - Bila Tserkva - Kyiv - 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	
Subtotal Travel and Transportation					
45. Other					
45.1. Flipchart and set of markers	15.09.15	2		1	
Subtotal Other				Total Event 8:	
Francis Michael III	01/61		Oblett		
Event 9. Visit to the polot prison No	o 81 (Stryzhavl	ka, Vinnytska I	Oblast) on 0	5 October 2017	
46. Travel and Transportation		<u> </u>	L		

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

Service Provider (Company's name) Responsible Person