

APPENDIX II to the CALL FOR TENDER NO 4455/2017/80

Price Proposal

Services: Event management services

Event 1: Project CC Meeting, Radisson Blu Hotel, 16 November 2017, 14h00 - 15h30, 25 participants

Event 2: Project Summary Conference, Radisson Blu Hotel, 16 November 2017, 15h45-18h00, 60 participants

Service: Delivery of Catalogue of 12 social and life skills courses to the addresses of Pilot Prisons and 6 Inter-regional administrations of the penitentiary service (13 addresses in total) - deadline by 30 November 2017

Services	Date due	Quantity	Unit prices in UAH	Unit prices in EUR	Number of participants/ days	Total in UAH	Total in EUR
Event 1.Final Project CC Meeting, Radisson Blu Hotel, 16 Nov 2017, 14h00 - 15h30, 25 participants							
1. Conference hall and technical equipment							
1.1. Rent and set up of conference hall	16.11.2017	1			25		
1.2. Bottled water for participants		1			25		
1.3. Rent and set up of technical equipment	16.11.2017						
1.3.1. Sound equipment:1 radio microphone, 13 'goose' microphones for participants, speakers, amplifier and mixer	16.11.2017	1			-		
1.3.2. Laptop (with remote presentation controller), screen and projector	16.11.2017	1			1		
Subtotal Conference hall and technical equipment							
2. Conference support							
2.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants.	16.11.2017	1			-		
2.2. Work of event manager (s) on site	16.11.2017	1			-		
Subtotal Conference support							
3. Printing services							
3.1. Print of materials: 50 pages A4, in colour, double-sided (25 copies)	16.11.2017	50			25		
3.2. Name tags for the table	16.11.2017	1			25		
Subtotal printing services							
4. Other							
4.1. Delivery of materials to the venue / from the venue to the CoF Office	16.11.2017	2			-		
Subtotal other							
TOTAL EVENT 1							
Event 2: Project Final Conference, Radisson Blu Hotel, 16 November 2017, 15h45-18h00, 60 participants							
5. Conference hall and technical equipment at Radisson Blu Hotel, 22 Yaroslaviv Val St., Kyiv							
5.1. Rent and set up of conference hall Embassy Suite 1-5. Theatre settings. Bottled water for participants included in the price. 2 Coffee breaks and dinner included.	16.11.17	1			60		
5.2 Rent and set up of technical equipment							
5.2.1. Sound equipment: 8 radio microphones, 5 goose microphones for the presidium, loudspeakers, mixer, amplifier and other necessary sound equipment	16.11.17	1			1		
5.2.2. Laptop (with remote presentation control), projector and screen.	16.11.17	1			1		
5.2.3. Rent of white stage 500 * 200 sm	16.11.17	1			1		
5.2.4. Rent of armchairs	16.11.17	4			1		
5.2.5. Rent of a big presidium table that can accommodate 4 persons	16.11.17	1			1		
5.2.6. Construction for the banner (already printed) wall size 500*200	16.11.17	1			1		
5.2.7. Tribune for speakers (with table microphone)	16.11.17	1			1		
Subtotal Conference hall and technical equipment							
6. Accommodation (Hotel Ibis)							

6.1. Single standard room, breakfast included (15.11 - 16.11.17)	15.11.17	1			28		
6.2. Dinner at the Ibis Hotel on 15.11.2017	15.11.17	1			28		
Subtotal Accommodation							
7. Meals							
7.1. Coffee break at 15h30	16.11.17	1			60		
7.2. Coffee break at 16h30	16.11.17	1			60		
7.3 Dinner (incl wine) at 18h30	16.11.17	1			60		
Subtotal Meals							
8. Printing							
8.1. Printing of 150 pages in colour, A4 format (plastic comb binding), double-sided	16.11.17	150			60		
8.2. Badges for participants	16.11.17	1			60		
8.3. Name tags on the table	16.11.17	1			10		
8.4. Printing of the project leaflets	16.11.17	1			60		
8.5. Printing of 50 pages in black and white (agenda, presentations etc), double sided	16.11.17	50			60		
Subtotal printing services							
9. Reimbursement of travel expenses							
9. 1 Reimbursement of travel	16.11.17	1		35.00	28		980.00
9.2. Company fee	16.11.17						
Subtotal Reimbursement of travel expenses							
10. Conference support							
10.1. Set up of registration desks, proper directions to the conference room; conduct registration of participants.	11.10.17	1			-		
10.2. Work of event manager (s) on site	11.10.17	6			-		
Subtotal Conference support							
11. OTHER							
11.1. Delivery of materials to the venue / from the venue to the CoE Office	16.11.17	2			-		
11.2 To provide the ballpoint pens (automatic, blue ink, white plastic frame) without any logo	16.11.17	1			65		
11.3 To produce the block notes (A5 format, clear block, 50 pages, offset printing, 4+0+lamination, offset paper 100 gram, cover: coated, matt 300 gram, metal spring binding).	16.11.17	1			100		
Subtotal other							
TOTAL EVENT 2:							
Service: Delivery of Catalogue of 12 social and life skills courses to the addresses of Pilot Prisons and 6 Inter-regional administrations of the penitentiary service (7 addresses in total)							
12. Delivery (up to 30 kg per one address)							
12.1 Delivery to the Pilot prison No 35 in Bila Tserkva (16 Vasylya Symonenka St., Bila Tserkva, Kyivska oblast, Ukraine, 09100)	30.11.2017	1					
12.2 Delivery to the Pilot Prison No 44 in Chernihiv (Chernihiv, 38 Promyslova St., 14014)	30.11.2017	1					
12.3 Delivery to the Pilot Prison No 81 in Stryzhavka (Stryzhavka town, Vinnytska Oblast, Vinnytskyi district, 30 Aleyi St.)	30.11.2017	1					
12.4 Delivery to the Pryluky Juvenile Prison (Pryluky, Chernihivska Oblast, 234 Kyivska St., 17500)	30.11.2017	1					
12.5 Delivery to Kremenchuk Juvenile Prison (Kremenchuk, Poltavaska Oblast, 10/30 Bohaievskoho St., 39600)	30.11.2017	1					
12.6 Delivery to the Pilot Prison No 65 in Bozhkivske (Bozhkivske village, Poltavaska Oblast, 12 Parkova St., 38741)	30.11.2017	1					
12. 7 Delivery to the Bila Tserkva In-Service Training Centre (Bila Tserkva, 333 Ivana Kozheduba St., 09100)	30.11.2017	1					
12. 8 Delivery to the Western Inter-regional administration of the penitentiary service (Lviv, 1 Arkhytenka St., 79005 Ukraine)	30.11.2017	1					
12.9 Delivery to the Southern Inter-regional administration of the penitentiary service (Odesa, 9 Liustdorfska Road, 65017 Ukraine)	30.11.2017	1					
12.10 Delivery to the Southeastern Inter-regional administration of the penitentiary service (Dnipro, 4 Korolenka St., 49070)	30.11.2017	1					

12.11 Delivery to the Northeastern Inter-regional administration of the penitentiary service (Kharkiv, 14 Netichenska St., 61010)	30.11.2017	1					
12.12 Delivery to the Central Inter-regional administration of the penitentiary service (Kyiv, 2 Vozdvyzhenska St., 04071)	30.11.2017	1					
12.13 Delivery to the Central-western Inter-regional administration of the penitentiary service (Vinnytsia, 2A Ostrovskeho St., 21100)	30.11.2017	1					
Subtotal Delivery							
TOTAL Service:							
GRAND TOTAL							
VAT							