**Appendix 1 – Travel**

**(as described under section B of the Tender File)**

**Please complete all cells framed in red**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TRAVEL (Domestic or in foreign country per request)** | **Unit** | **Price Per Unit** | **Price Per Unit** | **Service Fee** | **Handling Fee** |
| Return plane/rail/boat/bus tickets | N/A | N/A | N/A | N/A |  |
| **RESIDENCE/DUTY STATION/VENUE TO/FROM AIRPORT/BUS/RAIL TERMINAL TRANSFERS** |
| ***Ljubljana and other places in the country*** | **Unit** | **Price Per Unit****VAT exclusive▼** | **Price Per Unit****VAT inclusive▼** | **Service Fee** | **Handling Fee ▼**Please indicate in % of the actual cost of service |
| 1-4 People (Car) | Per Km |  |   | N/A |  |
| 5-7 people (Minivan) | Per Km |  |   | N/A |   |
| 8-15 People (Minibus) | Per Km |  |   | N/A |   |
| **TRANSPORTATION OF PARTICIPANTS FOR ACTIVITIES INVOLVING MULTIPLE VISITS**  |
| **UP TO 6 HOURS (HALF DAY) CAR RENTAL FEE (WITH DRIVER) – Belgium** | **Price 0-50 Km****VAT exc. ▼** | **Price 0-50 Km****VAT inc. ▼** | **Price****50-100 Km VAT exc. ▼** | **Price****50-100 Km VAT inc. ▼** | **Price****100+ Km VAT exc. ▼** | **Price****100+ Km VAT inc. ▼** | **Handling Fee▼**Please indicate in % of the actual cost of service |
| 1-4 People (Car) |  |  |  |  |   |   |   |
| 5-7 people (Minivan) |   |  |  |  |   |   |   |
| 8-15 People (Minibus) |   |  |  |  |   |   |   |
| **UP TO 12 HOURS (FULL DAY) CAR RENTAL FEE (WITH DRIVER) –Belgium** | **Price0-50 Km****VAT exc. ▼** | **Price0-50 Km****VAT inc. ▼** | **Price****50-100 Km VAT exc. ▼** | **Price****50-100 Km VAT inc. ▼** | **Price****100+ Km VAT exc. ▼** | **Price****100+ Km VAT inc. ▼** | **Handling Fee▼**Please indicate in % of the actual cost of service |
| 1-4 People (Car) |   |  |  |  |   |   |   |
| 5-7 people (Minivan) |   |  |  |  |   |   |   |
| 8-15 People (Minibus) |   |  |  |  |   |   |   |
| **ADDITIONAL HOURS (OVER 12 HOURS) CAR RENTAL FEE (WITH DRIVER) – Belgium** | **Price0-50 Km****VAT exc. ▼** | **Price0-50 Km****VAT inc. ▼** | **Price****50-100 Km VAT exc. ▼** | **Price****50-100 Km VAT inc. ▼** | **Price****100+ Km VAT exc. ▼** | **Price****100+ Km VAT inc. ▼** | **Handling Fee▼**Please indicate in % of the actual cost of service |
| 1-4 People (Car) |   |  |  |  |   |   |   |
| 5-7 people (Minivan) |   |  |  |  |   |   |   |
| 8-15 People (Minibus) |   |  |  |  |   |   |   |
| **TRANSPORTATION OF PARTICIPANTS FOR ACTIVITIES (ONE WAY OR INVOLVING BACK-TO-BACK) ON THE NEXT OR ANY OTHER DAY**  |
| **CAR RENTAL FEE – Belgium** | **Price0-50 Km****VAT exc. ▼** | **Price0-50 Km****VAT inc. ▼** | **Price****50-100 Km VAT exc. ▼** | **Price****50-100 Km VAT inc. ▼** | **Price****100+ Km VAT exc. ▼** | **Price****100+ Km VAT inc. ▼** | **Handling Fee▼**Please indicate in % of the actual cost of service |
| 1-4 People (Car) |  |  |  |  |   |   |   |
| 5-7 people (Minivan) |   |  |  |  |   |   |   |
| 8-15 People (Minibus) |   |  |  |  |   |   |   |
| **OVERNIGHT PER DIEM FEE FOR DRIVERS – Belgium** | **Handling Fee▼**Please indicate in % of the actual cost of service |
| 1-4 People (Car) |  |   |
| 5-7 people (Minivan) |  |   |
| 8-15 People (Minibus) |  |   |