|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Appendix 3 – Meeting Packages**  **(as described under section B of the Tender File)**  **Please complete all cells framed in red** | | | | |
| **MEETING ROOM PACKAGES – (PRICES IN EUROS)** | | | | |
|  | | | | |
| **Meeting room packages** | **Price excluding VAT ▼**  *(Per Half Day)* | **Price**  **Including VAT▼**  *(Per Half Day)* | **Price**  **excluding VAT▼**  *(Per Whole Day)* | **Price**  **Including**  **VAT▼**  *(Per Whole Day)* |
| **Meeting room up to 10 persons** |  |  |  |  |
| **Meeting room 10-20 persons** |  |  |  |  |
| **Event supervisor (per person)** |  |  |  |  |
| **Photographer with high quality professional camera and lighting, if needed (per person)** |  |  |  |  |
| **Conference technician (per person)** |  |  |  |  |
| **Desktop Computer Rental (per item)** |  |  |  |  |
| **Printer Rental (per item)** |  |  |  |  |
| **Projector / Beamer (per item)** |  |  |  |  |
| **Lap-top (per item)** |  |  |  |  |
| **Microphone / Amplifier (per item)** |  |  |  |  |
| **Event Host / Hostess (per person / per hour** |  |  |  |  |
| **Other technical / logistical services**  **(provide examples – not compulsory):** |  |  |  |  |

The selected Provider shall ensure that quality health, safety, hygiene Council of Europe and national standards are in place at the event site, including the health standards and requirements in light of Covid-19 pandemic.

|  |  |
| --- | --- |
| **Item** | **Price per Item (without and with VAT) ▼** |
| Handling fee |  |