

**ANNEX B: FINANCIAL OFFER FORM - Accomodation - RFP 2022 015**

Hotel name:	.....
Star classification:	.....
Address:	.....
Currency:	USD

Item Description	Individual Rate (Bed Only)		Individual Rate (Bed & Breakfast)		Long Stay Rate (15 days & above)		Group rate (more than 10 rooms)	
	GUEST ROOM RATES		GUEST ROOM RATES		GUEST ROOM RATES incl. breakfast		GUEST ROOM RATES incl. breakfast	
	High Season**	Low Season**	High Season**	Low Season**	High Season**	Low Season**	High Season**	Low Season**
Room types (please use same room types as Annex A)	Price excl. VAT USD	Price excl. VAT USD	Price excl. VAT USD	Price excl. VAT USD	Price excl. VAT USD	Price excl. VAT USD	Price excl. VAT USD	Price excl. VAT USD
Standard Single Room								
Standard Double Room								
Executive Single Room								
Executive Double Room								
Junior Suite Single								
Junior Suite Double								
Executive Suite Single								
Executive Suite Double								

\*\*Please indicate the high and low season months:

High season months:	.....	.....	.....
Low season months:	.....	.....	.....

<b>Local tourist tax (if applicable)</b>		
Applicable for following services:		
	<b>Price/USD</b>	<b>Unit of measure/per person</b>
Please indicate Breakfast price per day		
<b>Check-in/out</b>		
Early check in (To be indicated if not complimentary)		
Late check out ((To be indicated if not complimentary)		

Hotel name:				
Star classification:				
Address:				
Currency:	USD			
<b>CONFERENCE FACILITIES</b>				
	<b>Non-residential workshop</b>		<b>Residential workshop</b>	
	<b>Price excl. VAT USD</b>	<b>Price excl. VAT USD</b>	<b>Price excl. VAT USD</b>	<b>Unit of measure ( per day/per person)</b>
Room Rental Fees / Half-day Meeting Only fully equipped conference room				
Room Rental Fees / Full-day Meeting Only fully equipped conference room				
Welcome Coffee & Tea Station				
Continuous Coffee & Tea Station				
Welcome Coffee & Tea Station Cookies & Seasonal Fruits Water				
Continuous Coffee & Tea Station Cookies & Seasonal Fruits Water				
Half-day Meeting Package including: Welcome Coffee & Tea One Coffee Break ( <b>AM or PM</b> ) Fully equipped conference room				

Half-day Meeting Package including: Continuous Coffee & Tea One Coffee Break <b>(AM or PM)</b> Fully equipped conference room				
Half-day Meeting Package including: Welcome Coffee & Tea One Coffee Break <b>(AM or PM)</b> Lunch or Dinner <b>(Buffet or Seated)</b> Fully equipped conference room				
Half-day Meeting Package including: Continuous Coffee & Tea One Coffee Break <b>(AM or PM)</b> Lunch or Dinner <b>(Buffet or Seated)</b> Fully equipped conference room				
Half-day Meeting Package including: Continuous Coffee & Tea Lunch or Dinner <b>(Buffet or Seated)</b> Fully equipped conference room				
Full-day Meeting Package including: Welcome Coffee & Tea Two Coffee Breaks <b>(AM &amp; PM)</b> Fully equipped conference room				
Full-day Meeting Package including: Continuous Coffee & Tea Two Coffee Breaks <b>(AM &amp; PM)</b> Fully equipped conference room				
Full-day Meeting Package including: Welcome Coffee & Tea Two Coffee Breaks <b>(AM &amp; PM)</b> Lunch or Dinner <b>(Buffet or Seated)</b> Fully equipped conference room				

Full-day Meeting Package including: Continuous Coffee & Tea Two Coffee Breaks ( <b>AM &amp; PM</b> ) Lunch or Dinner ( <b>Buffet or Seated</b> ) Fully equipped conference room				
Buffet Lunch or Dinner				
3 Course Set Menu				
Lunch Box				
Sandwich with Soft Drink				
Sandwich (cold)				
Sandwich (hot)				
Large Bottle of Water (1 Litre)				
Small Bottle of Water (500 ml)				
<b>Reception or cocktail events</b> Option 1 : Finger foods, canapes and appetizers (Min 3- 5 different types of each). - Cold beverages (Min 3-5 different types). - Dessert (Min 3 different types).				
<b>Reception or cocktail events</b> Option 2: Finger foods, canapes and appetizers (Min 6-8 different types of each). - Full Bar. - Dessert (Min 6-8 different types).				
<b>Any complimentary good/services should be indicated</b>				

Other (if more services please specify):	Price excl. VAT USD	Unit of measure
Parking fees per ( more then 24 hours)		per car/ per night
Parking fees per (less than 24 hour)		per car/ per day
Transfer airport to hotel (or vice versa)		
Rent of laptop per day		
Rent of laptop/half a day		
Rent of Espresso machine per day		
Rent of Flip Chart		
Rent of Projector and screen		
Rent of extra microphone		
High Speed internet 2Mbps/sec		
High Speed internet 4Mbps/sec		
High Speed internet 8Mbps/sec		
High Speed internet 16Mbps/sec		
High Speed internet 20Mbps/sec		
High Speed internet 25Mbps/sec		
Printing A4 paper (colored)		per paper
Printing A4 paper (black & white)		per paper
Printing A3 paper		per paper
Early check-in ( supposed to be complimentary)		Per room
Late check out ( suppose to be complimentary)		Per room

**ly equipped conference room means:** mineral water on the conference tables in. 2 bottles per participants per day), meeting room, LCD projector, sound tem and microphones ,2 laptops, projector screen, 1 notepad and 1 pen/pencil r participant, 2 flipcharts with markers per day , free wifi to all participants, cess to photocopy, printer and scanner

- 1. PRICE MUST BE PROVIDED WITHOUT VAT.**
- 2. Financial Offer must cover all the services (price "all inclusive").**
- 3. This offer is valid for 120 days from the deadline of submission.**

**Company Seal and Signature:** \_\_\_\_\_

**ANNEX B: FINANCIAL OFFER FORM - Cancellation fees - RFP 2022 015**

Hotel name:	
Star classification:	
Address:	
Currency:	USD

<b>Cancellation policy</b>		
	<b>Within 24 Hours from event date</b>	<b>Before 24 hours from event date</b>
<b>Conference</b>		
<b>Accommodation</b>		

- 1. PRICE MUST BE PROVIDED WITHOUT VAT.***
- 2. Financial Offer must cover all the services (price "all inclusive").***
- 3. This offer is valid for 120 days from the deadline of submission.***

Company Seal and Signature: \_\_\_\_\_