

**ANNEX V**  
**GLOBAL FINANCIAL OFFER**  
**REVISED**

**Framework contract Beneficiary**  
**EUROPEAID/119860/C/SV/multi**  
**LOT 5: Conferences**

Unit flat rates (per participant)						
		1-15 participants	16-50 participants	51-100 participants	101-200 participants	> 200 participants
A	Booking, purchase, changing, cancellation, delivery of travel					
B	Assistance with obtaining visas					
C	Producing and Sending out of invitations					
D	Management and payment of the daily allowance to participants					
E	Preparing named badges and conference kits and distributing					

Flat rates not depending on number of participants	
F	Insurance
G	Hotel reservations
H	Local assistance by a team of hostesses/stewards
I	Local transport
J	Booking and hiring of an appropriate conference room
K	Additional premises
L	Hiring of appropriate conference equipment
M	Selecting and recruiting interpreters
N	Lunches/dinners/cocktails/snacks/ drinks for participants
O	Selecting and recruiting moderators and/or an additional event co-ordinator' services
P	Taking note, drafting and sending out of approved summary records, proceedings and/or press releases

Comments:

1. The Framework contractor's remuneration is composed by:

- the Flat rates corresponding to the costs to carry out the assignment (administrative costs, personnel costs, audit, commercial margin etc.). The Flat rates given in the Global financial

offer are maximum amounts not to be exceeded at the level of an offer for an individual assignment.

- the Reimbursable items.

2. The Reimbursable items are described in the Global Terms of Reference.

With the exception of 10% contingency for the flights cost, no other contingency can be included in an offer for an individual assignment.

No equipment can be supplied via the Framework contract.

**For the Framework Contractor**

Name:

Title:

Name of the firm:

Signature:

Date: