

**ANNEX V  
GLOBAL FINANCIAL OFFER**

**CORRECTED VERSION**

**EUROPEAID/119860/C/SV/multi  
LOT 5: Conferences**

Unit flat rates (per participant) which may not differ from the initial offer						
		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' 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 prices given in Euro in the table below cannot be modified during the initial duration of the framework contract (2 years).

**The prices constitute the tenderer's final offer in response to this invitation to tender.**

3. In order to proceed with the payments related to each specific contract arising from this Framework contract, the successful tenderer will be required at a later stage (see Instructions to tenderers pt. 14.1.2) to mention a bank established in the country of his head office (in the case of a consortium, the team leader's head office).

4. 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.