

CORRIGENDUM NO 2 TO FRAMEWORK CONTRACT

NO CEFTA 2017-02

TRAVEL AND EVENT ORGANISATION

ANNEX I TERMS OF REFERENCE CEFTA 2017-02

ANNEX 1: QUOTATION FORM FOR PRICE

Tenderers are required to quote a flat rate for all of the following tasks

		Number of participants 1 to 15	Number of participants 16 to 50	Average
A	Booking, purchasing, modification and cancellation of travel tickets, including the dispatch to sponsored participants and speakers and CEFTA staff			
B	Assistance with obtaining visas			
C	Event coordinator			
D	Preparing name badges and conference/press kits and distributing them to participants			
E	Insurance			
F	Hotel reservations and accommodation			
G	Local assistance			
H	Local transport			
I	Booking and hiring of an appropriate conference/meeting room			
J	Additional premises			
K	Hire of appropriate conference equipment			
L	Provision of interpreters			
M	Lunches/dinners/cocktails/snacks/drinks for participants			
N	Selecting and recruiting moderators' services			
O	List of participants and speakers for registration purposes			
P, Q and S	Submission of a list of sponsored and non-sponsored participants and speakers			
R	Contents of the event			
T	Advertising requirements			
U	Communication activities			
V	Assessment			

The flat rate should cover all the Contractor's honoraria in order to manage the contract as well as the Contractor's commercial margin. Therefore, it covers inter alia the management team and supporting staff costs, all administrative costs (offices, communications, etc.), but it does not include the costs of the services rendered to the Contractor by third parties in order to enable him to deliver the outputs required under order or specific contracts.

The flat rate proposed by the tenderers is the maximum amount that may be charged in each individual assignment.

The maximum costs of the services rendered to the Contractor by third parties in order to enable him to deliver the outputs required under the order or specific contracts shall be specified in the financial estimate drawn up by the Contractor in reply to the request for services. Once approved by the Contracting Authority, these costs shall be included in the lump sum to be paid to the Contractor under each order or specific contract.