|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Appendix 2– Meeting Packages**  **(as described under section B of the Tender File)**  **Please complete all cells framed in red** | | | | |
| **MEETING ROOM PACKAGES – (PRICES IN EUROS)** | | | | |
| **SOFIA** | | | | |
| **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 30 persons** |  |  |  |  |
| **Meeting room up to 60 persons** |  |  |  |  |
| **Meeting room up to 100 persons** |  |  |  |  |
| **Event supervisor (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)** |  |  |  |  |
| **Other technical / logistical services**  **(provide examples – not compulsory):** |  |  |  |  |
| **Handling fee for meeting packages :** |  |  |  |  |
| **Technical equipment related to Hybrid meetings/events (online connection, live broadcast)** |  |  |  |  |
| **Large LCD display for events (450 cm / 250 cm, per day)** |  |  |  |  |
| **Large banner/roll-up for events (200 cm / 250 cm, per unit)** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEETING ROOM PACKAGES – (PRICES IN EUROS)** | | | | |
| **OTHER PLACES** | | | | |
| **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 30 persons** |  |  |  |  |
| **Meeting room up to 60 persons** |  |  |  |  |
| **Meeting room up to 100 persons** |  |  |  |  |
| **Event supervisor (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)** |  |  |  |  |
| **Other technical / logistical services**  **(provide examples – not compulsory):** |  |  |  |  |
| **Handling fee for meeting packages (other places):** |  |  |  |  |
| **Technical equipment related to Hybrid meetings/events (online connection, live broadcast)** |  |  |  |  |
| **Large LCD display for events (450 cm / 250 cm, per day)** |  |  |  |  |
| **Large banner/roll-up for events (200 cm / 250 cm, per unit)** |  |  |  |  |