**Confirmation for Accommodation / Catering / Event Rooms /Technical Equipment**

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| --- | --- | --- |
| Brussels, 03/04/2020 | | |
| To: | Hotel Queens Astoria\*\*\*\*   Belgrade, Serbia  Telephone:  Fax: E-mail: | |
| For: | TAIEX Event ID  Event date | AGR - 67400  17/10/2018 - 18/10/2018 |

Dear Madam/Sir,

Referring to the above mentioned event, please see below the confirmed booking details.

**Accommodation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname | First Name | **Check-In Date** | **Check-Out Date** | Unit Cost | Total Cost | **Comment** |
| Feldgen | Klaus Peter | 16/10/2018 | 18/10/2018 | 47.00 | 94.00 |  |
| Horjak | Spela | 16/10/2018 | 18/10/2018 | 47.00 | 94.00 |  |
| den Hoedt | Erik Johan | 16/10/2018 | 18/10/2018 | 47.00 | 94.00 |  |
| **Total** |  |  |  |  | **282.00** |  |

**Catering**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **N of Days** | **N of Breaks** | **N of People** | **Unit Cost** | **Total Cost** |
| Coffee 17.October - afternoon | 1.0 | 1 | 42.0 | 4.30 | 180.60 |
| Coffee 17.October - morning | 1.0 | 1 | 40.0 | 4.30 | 172.00 |
| Coffee 18.October - morning | 1.0 | 1 | 42.0 | 4.30 | 180.60 |
| Lunch 17.October | 1.0 | 1 | 40.0 | 12.00 | 480.00 |
| Water 17/18.October | 2.0 | 1 | 42.0 | 2.00 | 168.00 |
| **Total** |  |  |  |  | **1,181.20** |

**Event Room, Technical Equipment and Assistance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **N of Days** | **Quantity** | **Unit Cost** | **Total Cost** |
| Computer (additional room) | 2.0 | 1.0 | 30.00 | 60.00 |
| Computer (main room) | 2.0 | 1.0 | 30.00 | 60.00 |
| Conference room (additional room - Anastasia) | 2.0 | 1.0 | 50.00 | 100.00 |
| Conference room (main room - Victoria) | 2.0 | 1.0 | 100.00 | 200.00 |
| Fixed micro (additional room) | 2.0 | 2.0 | 10.00 | 40.00 |
| Fixed micro (main room) | 2.0 | 4.0 | 10.00 | 80.00 |
| Flipchart (additional room - free of charge) | 2.0 | 1.0 | 0.00 | 0.00 |
| Flipchart (main room - free of charge) | 2.0 | 1.0 | 0.00 | 0.00 |
| Head phones | 2.0 | 37.0 | 3.50 | 259.00 |
| Internet connection (additional room - free of charge) | 2.0 | 1.0 | 0.00 | 0.00 |
| Internet connection (main room - free of charge) | 2.0 | 1.0 | 0.00 | 0.00 |
| Interpretation booth (additional room) | 2.0 | 1.0 | 60.00 | 120.00 |
| Interpretation booth (main room) | 2.0 | 1.0 | 60.00 | 120.00 |
| LCD projector (additional room - free of charge) | 2.0 | 1.0 | 0.00 | 0.00 |
| LCD projector (main room - free of charge) | 2.0 | 1.0 | 0.00 | 0.00 |
| Screen (additional room - free of charge) | 2.0 | 1.0 | 0.00 | 0.00 |
| Screen (main room - free of charge) | 2.0 | 1.0 | 0.00 | 0.00 |
| Sound System (additional room) | 2.0 | 1.0 | 80.00 | 160.00 |
| Sound System (main room) | 2.0 | 1.0 | 80.00 | 160.00 |
| Technician | 2.0 | 1.0 | 60.00 | 120.00 |
| Wireless micro (additional room) | 2.0 | 2.0 | 15.00 | 60.00 |
| Wireless micro (main room ) | 2.0 | 2.0 | 15.00 | 60.00 |
| **Total** |  |  |  | **1,599.00** |

**Other**

The following conditions need to form a fixed part of your invoice or pro-forma invoice:

1. The language to be used is English.
2. Invoice and pro-forma invoice shall be in Euro. The rates expressed in a local currency shall be converted into Euro at the rate published by the European Commission (EC) on the Infor-Euro website[[1]](#footnote-1) on the first working day of the month in which the request for option was sent out.
3. IBF International Consulting is a private company with a valid VAT number for intra-community services (BE 0417 827 795) and therefore it is subjected to the VAT laws that apply in the country of the Service Provider, even though the Contracting Authority is acting on behalf of the European Commission.
4. According to your offer, the VAT percentage (%) and amount have to be shown separately on the invoice or pro-forma invoice (net price + VAT percentage and amount = gross/brut amount).
5. No additional fees / charges (such as, amongst others, city tax or tourist tax) can be added to the rates specified in your offer, which are all-inclusive rates.
6. The following information has to be shown on the invoice and pro-forma invoice:

* Invoice issue date
* Service provider's full name, contact person, full registered address, phone and fax numbers, VAT number and registration number
* Event reference (event ID, event name, event date, event location)
* Services and/or items supplied
* Complete bank references: name, full address, fax, phone, bank account number, IBAN code, SWIFT or BIC code
* VAT number of IBF (BE 0417 827 795)

1. The rooming list must be attached to the invoice.
2. The rates of services and/or items supplied should be detailed as follows:

* Accommodation: room rate per person per day including breakfast; all extra costs not included in this confirmation (e.g. phone, minibar etc.) are to be invoiced separately to the guest who incurred these costs and will not be paid by IBF.
* Catering: detailed breakdown of service rates per person day.
* Event Room, Technical Equipment and Assistance: detailed breakdown of service rates per unit per day.
* Other: detailed breakdown of service rates per unit per day; the provisional budget for phone, fax and copies is a maximum amount and your invoice has to be accompanied with a delivery proof of the quantities (delivery proof is a delivery statement signed by the chairman, local co-organiser or IBF);to invoice more than foreseen is only possible if you have received an additional order for the exceeding quantities/amounts from IBF in writing.
* Items without proof of utilisation will not be paid.

1. There are two options how to send the invoice, (a) within 72 hours from the conclusion of the event or (b) after the departure of the last guest (event attendant). The invoice needs to be sent as an original hard copy by post to the address below and secondly as an email attachment (PDF format) to the responsible event organiser at IBF:

IBF International Consulting sa

TAIEX Accounts Team

Avenue Louise 209A

B-1050 Brussels (Belgium)

VAT N: BE 0417.827.795

1. The payments shall be made in Euro and shall be executed only after receipt of the original invoice and approval of delivered services as specified in the request/option form from IBF.
2. The payments shall be carried out at the latest within 30 calendar days from the end of the month in which the invoice has been issued.
3. If not specified otherwise in your offer, no cancellation conditions/penalties apply.
4. Please note that we organise the event for the TAIEX (Technical Assistance and Information Exchange Instrument) project of the Directorate-General Neighbourhood and Enlargement Negotiations of the European Commission. The visibility of the European Commission is therefore essential and will be ensured by the IBF / LVS representative.

In any case and as a minimum requirement, the service provider needs to ensure that the label at the venue entrance is 'European Commission - TAIEX event' (and not IBF) and that the first page of the event agenda / the poster (attached to this confirmation) is visible at the entrance to the venue.

1. Confidentiality

14.1. The Service Provider will assure that confidentiality about all operations and communications taking place in relation to the provided service is guaranteed at any time. The Contractor shall abstain from any local or international media contacts.

14.2. The Service Provider shall treat all documents and information received in relation with the service contract as private and confidential and shall not save, in so far as may be necessary for the purposes of the performance thereof, publish or disclose any details of the contract without the prior consent in writing of the Contracting Authority (IBF). If any disagreement arises as to the necessity for any publication or disclosure for the purpose of the Contract, the decision of IBF shall be final.

14.3. It is understood and agreed that all the information (written and oral) related to the event will be kept confidential. Moreover all written information should be thrown away or given to the Event Organiser/Local Venue Support (LVS) or Local Co-Organiser (LCO) at the event and cannot be taken away.

03/04/2020

**If there is no signature date, the contract is considered signed on the contract date.**

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| **Signatures**  **Hotel Queens Astoria\*\*\*\*** | **Veronique Poot**  IBF Logistics Manager | **Damla Oztan**  IBF Event Organiser |

1. http://ec.europa.eu/budget/contracts\_grants/info\_contracts/inforeuro/inforeuro\_en.cfm [↑](#footnote-ref-1)