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

|  |  |  |
| --- | --- | --- |
| 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 TAIEX event organised by DG Neighbourhood and Enlargement Negotiations of the European Commission, please return the attached form duly completed with your best rates to the email or fax number below and grant us an option for the date(s) in question.

Please submit your offer at your earliest convenience and in any case no later than 2 calendar days from receipt.

We thank you in advance for your kind co-operation and are at your disposal for any additional information you may require.

Best regards,

**Damla Oztan**

Event Organiser

IBF International Consulting sa

TAIEX Logistics Services

Avenue Louise 209a

B-1050 Brussels (Belgium)

Email: **oztan@ibf.be**

Phone number: **+32 2 237 09 21**

Fax number: **+32 2 644 35 94**

**Accommodation / Catering / Event Rooms / Technical Equipment Option Return Form**

|  |  |  |
| --- | --- | --- |
| 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 |

**Validity date of option** (at least 7 calendar days prior to check-in date):

|  |
| --- |
|  |

***Whenever possible, please insert prices in Euro since all payments will be made in Euro.***

**Accommodation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Check-In Date | Check-Out Date | **No of rooms** | **Room rate per person per day** | **Total Cost** | **Ref.** | **Comment** |
| 16/10/2018 | 18/10/2018 | 3 |  |  |  |  |
| **Total** |  |  |  |  |  |  |

**Catering**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **No of days** | **No of breaks** | **Quantity** | **Unit Cost** | **Total Cost** | **Comment** |
| Coffee | 1.0 | 1 | 42 |  |  | 18.October - morning |
| Coffee | 1.0 | 1 | 42 |  |  | 17.October - afternoon |
| Coffee | 1.0 | 1 | 40 |  |  | 17.October - morning |
| Lunch | 1.0 | 1 | 40 |  |  | 17.October |
| Water | 2.0 | 1 | 42 |  |  | 17/18.October |
| **Total** |  |  |  |  |  |  |

Please provide detailed lunch and coffee break menu proposals.

**Event Room**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **No of days** | **No of units** | **Price per unit per day**  without VAT  **€ / Local currency**  Exchange rate: | **VAT (%)** | **Price per unit per day**  with VAT  **€ / Local currency**  Exchange rate: | **Total price**  without VAT  **€ / Local currency**  Exchange rate: |
| Event Room for 37 people   * with front table for 4 speakers * set-up | 2.0 | 1 |  |  |  |  |
| **Total** |  |  |  |  |  |  |

In replying to this offer the service provider declares that the event room is dedicated only to meeting purposes.

**Technical Equipment *(Please only quote unit prices, we are not allowed to accept package prices)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **No of days** | **No of units** | **Unit Cost** | **Total Cost** | **Comment** |
| Flipchart | 2.0 | 1 |  |  | additional room - free of charge |
| Flipchart | 2.0 | 1 |  |  | main room - free of charge |
| Wireless micro | 2.0 | 2 |  |  | additional room |
| Wireless micro | 2.0 | 2 |  |  | main room |
| Fixed micro | 2.0 | 2 |  |  | additional room |
| Fixed micro | 2.0 | 4 |  |  | main room |
| Head phones | 2.0 | 37 |  |  |  |
| Interpretation booth | 2.0 | 1 |  |  | additional room |
| Interpretation booth | 2.0 | 1 |  |  | main room |
| LCD projector | 2.0 | 1 |  |  | additional room - free of charge |
| LCD projector | 2.0 | 1 |  |  | main room - free of charge |
| Computer | 2.0 | 1 |  |  | additional room |
| Computer | 2.0 | 1 |  |  | main room |
| Sound System | 2.0 | 1 |  |  | additional room |
| Sound System | 2.0 | 1 |  |  | main room |
| Screen | 2.0 | 1 |  |  | additional room - free of charge |
| Screen | 2.0 | 1 |  |  | main room - free of charge |
| Internet connection | 2.0 | 1 |  |  | additional room - free of charge |
| Internet connection | 2.0 | 1 |  |  | main room - free of charge |
| **Total** |  |  |  |  |  |

In replying to this offer the service provider declares that the event room is dedicated only to meeting purposes.

In reply to this offer the above supplier declares that the technical equipment offered is tested and working and offers IEC 60914 standards for Conference systems, electrical and audio requirements and ISO 4043 or ISO 2603 standards for the interpretation booth. For more information, see <http://www.iec.ch> and <http://www.aiic.net>.

In case other equipment is necessary for the full functioning of the interpretation equipment, please specify:

|  |
| --- |
|  |

**Technical Assistance**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **N° of days** | **N° of units** | **Price per unit per day**  without VAT  **€ / Local currency**  Exchange rate: | **VAT (%)** | **Price per unit per day**  with VAT  **€ / Local currency**  Exchange rate: | **Total price**  without VAT  **€ / Local currency**  Exchange rate: |
| Technician | 2.0 | 1 |  |  |  |  |

**Cancellation conditions** (if applicable):

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|  |

No quote means that you do not impose any cancellation conditions / penalties.

No cancellation fee applies in case of termination for non-performance.

**Pre-payment** (if applicable):

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| --- |
|  |

No quote means that you do not require any pre-payment. If you require a pre-payment, not more than 25% is acceptable.

The following conditions form a fixed part of your offer:

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 using the conversion rate mentioned above and 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 current request for option has been 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. The VAT percentage (%) and amount have to be shown separately on the offer as well as 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 the offer, which are all-inclusive rates.
6. The following information has to be shown on the 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. There are two options how to send the invoice, either within 72 hours from the conclusion of the event or 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 to the responsible event organiser at IBF.
3. 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 current request for option from IBF.
4. 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.
5. 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. Please also note that the participants of the TAIEX events are not IBF employees but government officials and experts for whom IBF does the necessary logistics arrangements on behalf and under instruction of the European Commission.

**Offer submitted and conditions accepted by (authorised representative):**

**Direct phone number:**

**Direct phone and fax number:**

**Date, stamp, name and signature:**

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