|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Addendum 1 to RFQ No.UNFPA/UKR/RFQ/20/07** | | | | | | |
|  | Venue of the event |  | **Kyiv / TBC (President, Dnipro will not be considered)** | | | |
| **#** | **List of required services** | **Comments / additional notes** | **Unit Price (UAH)** | **Quantity, units/rooms** | **Quantity, units, days…** | **Total (UAH)** |
|
|
| **1** | **Conference room** | Such as Depo, Hilton, Park Avenue |  | 1 | 1 | 0.00 |
|  | - Located in the citycentre; |  |  |  |  |  |
|  | - good Wi-Fi connection |  |  |  |  |  |
|  | - availability of daylight will be an asset |  |  |  |  |  |
|  | - seating arrangement: theatre |  |  |  |  |  |
|  | - at least 200 m2 |  |  |  |  |  |
|  | - possibility to arrange an exhibition within the hall (apporx. 30-35 pictures A3-A2 format on tripods) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2** | **Equipment** |  |  | 1 | 1 | 0.00 |
|  | - Led/plazma screen connected with 2 screens with projecors |  |  |  |  |  |
|  | - laptop |  |  |  |  |  |
|  | - 2 microphones and sound system |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Furniture** |  |  | 1 | 1 | 0.00 |
|  | - tables: 2 for registration; 1 for promo materials |  |  |  |  |  |
|  | - Tribune |  |  |  |  |  |
|  | - Podium 5\*3m |  |  |  |  |  |
|  | - 4 armchairs and a coffee table for speakers on the podium |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Accomodation** |  |  |  |  |  |
|  | Standard single bed room (10 participants) | at a nearby hotel, 4 stars, breakfast incl. |  | 10 | 1 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Meals** |  |  |  |  |  |
|  | Mineral water (0,5 l) still/sparkling - 50/50 |  |  | 100 | 3 | 0.00 |
|  | Coffee break | Reinforced. Less pastry more healthy food (fruits, granola, yogurt etc.) |  | 100 | 2 | 0.00 |
|  | Lunch | "Swedish line" format, vegetarian dishes must be incl. |  | 100 | 1 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Transfer** |  |  |  |  |  |
|  | Railway/bus tickets reimbursment | roundtrip per person UAH 1500 |  | 10 | 2 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Printing materials** |  |  |  |  |  |
|  | 160 g/m2, A4, matt, black&white |  |  | 100 | 50 | 0.00 |
|  | 160 g/m2, A4, gloss, color |  |  | 100 | 50 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Branded materials** |  |  |  |  |  |
|  | Notebooks with UNFPA and donor logos on cover page and on each page inside |  |  | 110 | 1 | 0.00 |
|  | Eco-pen with UNFPA and donor logo |  |  | 110 | 1 | 0.00 |
|  | SDG pins (metal, round, d=2.5 cm, on magnet, with full colour drawing) | **tech.specification is on the next sheet** |  | 110 | 1 | 0.00 |
|  | Bedge (on glue) |  |  | 110 | 1 | 0.00 |
|  | Eco bags 40\*35 cm, lenth of a handle - 60 cm, color - wet asphalt | **photo is on the next sheet; contacts of a producer's representative:  063 400 34 72 Maryna Poltavets** |  | 100 | 1 | 0.00 |
|  | Banner 5\*3 m |  |  | 1 | 1 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Photograph's services** | all day long |  | 1 | 1 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Services on simultaneous translation** |  |  | 1 | 1 | 0.00 |
|  | incl. equipment (both, earphones, etc.) |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Moderator's services** | remuneration UAH 20 000 |  | 1 | 1 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Event manager support** |  |  | 1 | 1 | 0.00 |
|  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  | - |
|  | **Service fee** |  |  |  |  |  |
|  | ***Total net of VAT:*** |  |  |  |  | - |