|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Appendix 2: Financial offer** |  |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
| **Name of company:**  |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |
| **No** | **Location (Town /City)** | **Item** | **Description** | **Qty** | **Unit** | **Unit rate** | Applicable Tax |  Total |
| 1 |  | Accommodation self-contained room  | single bed only for one person | 1 | Day |   |  |   |
|  2 |   |  Accommodation self-contained room  |  (double/Deluxe bed only) for one person  |  1 |  Day |   |  |   |
| 3 |  | Accommodation self-contained room  | (single bed and breakfast) for one person | 1 | Day |  |  |  |
| 4 |  | Accommodation self-contained room  | (double/deluxe bed and breakfast) for one person  | 1 | Day |  |  |  |
| 5 |  | Full Board Accommodation for one person in self-contained room single room and meals | Bed, breakfast, Break Tea, Lunch and Dinner | 1 | Day |  |  |  |
| 6 |  | Full Board Accommodation for one person in self-contained room Double/Deluxe Room with meals | Bed, breakfast, Break Tea, Lunch and Dinner | 1 | Day |  |  |  |
| **7** | Conference/Hall & Catering | Hall Hire 30-50 people | Stationery, notebooks with pens, Flip Charts, marker pens, Projector and Sweets /Candy /Chocolate/Chewing Gum | 1 | Day |  |  |  |
| **2** |  | Hall Hire 50-100 | Stationery, notebooks with pens, Flip Charts, marker pens, Projector and Sweets /Candy /Chocolate/Chewing Gum  | 1 | Day |  |  |  |
| **3** |  | Hall hire above 100 people | Stationery, notebooks with pens, Flip Charts, marker pens, Projector and Sweets /Candy /Chocolate/Chewing Gum | 1 | Day |  |  |  |
| **4** |  | Break Tea with bites | Per person | 1 | Pax |  |  |  |
| **5** |  | Session waters (2) | 300ml bottle | 2 | Btls |  |  |  |
| **6** |  | Lunch Buffet with a soft drink | Soda/juice/Water per person | 1 | Pax  |  |  |   |
| **7** |  | Lunch - Alcarte with any one meat item | Per person | 1 | Pax  |  |  |   |
| **8** |  | Evening Tea with bites | Person | 1 | Pax |  |  |  |
| **9** |  | Dinner Buffet with soft drink | Per person | 1 | Pax |  |  |  |
| **10** |  | Dinner Alcarte with any one meat item | Person | 1 | Pax |  |  |  |
| **11** |  | Room Service Charges |  |   |  |  |  |   |
| **12** |  | Availability of laundry services & charge (if any) |  |  |  |  |  |
| **13** |  | Provision of Taxi cab services & fees |  |  |  |  |  |  |
| **14** |  | Availability of health facilities e.g Swimming Pool, Sauna, Gym e.t.c) List others |  |  |  |  |  |  |
|  |  |  |  |  |  |   |
| **NOTE** | **Please Note the Following:**• All Items should be quoted as per Unit Price @ pax.• Indicate all applicable taxes such as VAT, etc.• Indicate all other applicable service fees.• Clearly state all items provided at No cost along with hotel accommodation services. |  |  |   |

Approved by

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_