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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_