|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No:** | **Description of services** | **Unit description** | **Unit quantity** | **Total**  **price per item,**  **VAT exclusive** | **Location** |
|  | Lunch | person | 1 |  | Baku |
|  | Lunch | person | 1 |  | Ganja |
|  | Lunch | person | 1 |  | Sheki |
|  | Lunch | person | 1 |  | Jalilabad |
|  | Lunch | person | 1 |  | Ismayilli |
|  | Lunch | person | 1 |  | Masalli |
|  | Lunch | person | 1 |  | Gabala |
|  | Lunch | person | 1 |  | Lankaran |
|  | Lunch | person | 1 |  | Gakh |
|  | Lunch | person | 1 |  | Lerik |
|  | Lunch | person | 1 |  | Yardimli |
|  | Lunch | person | 1 |  | Astara |
|  | Dinner | person | 1 |  | Baku |
|  | Dinner | person | 1 |  | Ganja |
|  | Dinner | person | 1 |  | Sheki |
|  | Dinner | person | 1 |  | Jalilabad |
|  | Dinner | person | 1 |  | Ismayilli |
|  | Dinner | person | 1 |  | Masalli |
|  | Dinner | person | 1 |  | Gabala |
|  | Dinner | person | 1 |  | Lankaran |
|  | Dinner | person | 1 |  | Gakh |
|  | Dinner | person | 1 |  | Lerik |
|  | Dinner | person | 1 |  | Yardimli |
|  | Dinner | person | 1 |  | Astara |
|  | Coffee break | person | 1 |  | Baku |
|  | Coffee break | person | 1 |  | Ganja |
|  | Coffee break | person | 1 |  | Sheki |
|  | Coffee break | person | 1 |  | Jalilabad |
|  | Coffee break | person | 1 |  | Shamakhi |
|  | Coffee break | person | 1 |  | Ismayilli |
|  | Coffee break | person | 1 |  | Masalli |
|  | Coffee break | person | 1 |  | Gabala |
|  | Coffee break | person | 1 |  | Lankaran |
|  | Coffee break | person | 1 |  | Gakh |
|  | Coffee break | person | 1 |  | Lerik |
|  | Coffee break | person | 1 |  | Yardimli |
|  | Coffee break | person | 1 |  | Astara |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Baku |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Lankaran |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 30 people at least in 3 star hotel | day | 1 |  | Astara |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Baku |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Lankaran |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 30 people 4 star hotel | day | 1 |  | Astara |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Baku |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Lankaran |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 30 people 5 star hotel | day | 1 |  | Astara |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Baku |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Zagatala |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Lakaran |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 50 people at least in 3 star hotel | day | 1 |  | Astara |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Baku |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Lankaran |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 50 people 4 star hotel | day | 1 |  | Astara |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Baku |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Shamakhi |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Lakaran |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 50 people 5 star hotel | day | 1 |  | Astara |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Baku |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Shamakhi |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Lankaran |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 100 people at least in 3 star hotel | day | 1 |  | Astara |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Baku |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Lankaran |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 100 people at 4 star hotel | day | 1 |  | Astara |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Baku |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Ganja |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Sheki |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Jalilabad |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Shamakhi |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Ismayilli |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Masalli |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Gabala |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Lankaran |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Gakh |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Lerik |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Yardimli |
|  | Conference hall for 100 people at 5 star hotel | day | 1 |  | Astara |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku-Ganja or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku- Sheki or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku- Jalilabad or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku- Masalli or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku- Gabala or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku- Ismayilli or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku- Lankaran or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku-Gakh or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku-Lerik or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku-Yardimli or vice versa |
|  | Transportation | Comfort busses for 25 person | 1 |  | Baku-Astara or vice versa |
|  | In city transportation | Comfort busses for 25 person | 1 |  | in Baku |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Baku |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Ganja |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Sheki |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Ismayilli |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Masalli |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Gabala |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Lankaran |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Jalilabad |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Gakh |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Lerik |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Yardimli |
|  | Accommodation at least 3 star hotel | Person/night | 1 |  | Astara |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Baku |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Ganja |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Sheki |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Shamakhi |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Ismayilli |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Masalli |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Gabala |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Lankaran |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Jalilabad |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Gakh |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Lerik |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Yardimli |
|  | Accommodation at 4 star hotel | Person/night | 1 |  | Astara |
|  | Online events | Per half day event/through the WEBEX/ZOOM/MS TEAMS using all possible features | 1 |  | Online |
|  | Online events | Per full day event/through the WEBEX/ZOOM/MS TEAMS using all possible features | 1 |  | Online |
|  | Photo coverage of the event (1 photographer), including all services, editing, burning to CD/DVD/USB flash drive | day | 1 |  | Baku |
|  | Photo coverage of the event (1 photographer), including all services, editing, burning to CD/DVD/USB flash drive  (price should include travel cost for photographer as well) | day | 1 |  | Regions, as indicated in the RFP |
|  | Video shooting of the event | day | 1 |  | Baku |
|  | Video shooting of the event (price should include travel cost for photographer as well) | day | 1 |  | Regions, as indicated in the RFP |
|  | Simulation translation equipment with microphones for 30 people | day | 1 |  | Baku |
|  | Simulation translation equipment with microphones for 30 people (travel and other costs included) | day | 1 |  | Regions, as indicated in the RFP |
|  | Simulation translation equipment with microphones for 50 people | day | 1 |  | Baku |
|  | Simulation translation equipment with microphones for 50 people | day | 1 |  | Regions, as indicated in the RFP |
|  | Simulation translation equipment with microphones for 100 people | day | 1 |  | Baku |
|  | Simulation translation equipment with microphones for 100 people | day | 1 |  | Regions, as indicated in the RFP |
|  | Interpretation: English- Azerbaijan and vice versa | day | 1 |  | Baku |
|  | Interpretation: English- Azerbaijan and vice versa | day | 1 |  | Regions, as indicated in the RFP |
|  | Written translation: : English- Azerbaijan and vice versa | word | 1 |  | N/A |
|  | Secretarial support: registration and personnel (two persons per event) | day | 1 |  | Baku |
|  | Secretarial support: registration and personnel (two persons per event) | day | 1 |  | Regions, as indicated in the RFP |
|  | Banner (color) | Per sq/m | 1 |  | N/A |
|  | Brochures (A5) | Per page | 1 |  | N/A |
|  | Booklets (standard A4) | Standard A4 | 1 |  | N/A |
|  | Pen with logo | Per unit | 1 |  | N/A |
|  | Spiral notebooks with logo (70 pages) | Per unit, A5 format | 1 |  | N/A |
|  | Folders with logo for event materials | Per unit, A4 format, 150 gr paper weight | 1 |  | N/A |
|  | Printing of event materials (color) | per page, A4 format | 1 |  | N/A |
|  | Printing of event materials (black and white) | per page, A4 format | 1 |  |  |
|  | T-shirts for participants (standard cotton T-shirt (POLO) with logo, different sizes i.e., S, M, L, XL, XXL) | Per unit | 1 |  | N/A |
|  | Caps with logo | Per unit | 1 |  | N/A |

Note: if required services are not available (accommodation and etc.) in the regions indicated in the RFP, the proposer should request alternatives in the closer distance.