

Item	Description	(A) Weight Total of 100	Unit of Measurement	(B) Unit Price					(C) = (A) x (B) Total Price
1. Event and Organization Management									
1.1 five (5) stars hotels or Equivalent, the bidder shall provide list or proposed venues as 5 stars hotel or equivalent				(a) Southern Region (Damascus and Rural Damascus)	(b) Northern Region (Aleppo)	(c) Costal Region (Tartous and Latakia)	(d) Eastern Region (Alhasakeh and DerZour)	(e) Central Region (Hama and Homs)	(f)= (a) x 70% + (b) x 10% + (c) x 10% + (d) x 5% + (e) x 5% Calculated Unit Price
1.1.1 Rental of Conference Venue including Technical requirement in conference hall; projector and screen +laptop+sounds system + Internet connection									
1.1.1.1	Up to 25 PAX	12	per hall per day						0
1.1.1.2	Up to 50 PAX	4.5							0
1.1.1.3	Up to 100 PAX	1							0
1.1.1.4	more than 100 PAX	0.5							0
1.1.2 Buffet launces or dinner, the bidder shall provide the buffet content									
1.1.2.1	Up to 25 PAX	12	Per Pax per day						0
1.1.2.2	Up to 50 PAX	4.5							0
1.1.2.3	Up to 100 PAX	1							0
1.1.2.4	more than 100 PAX	0.5							0
1.1.3 Coffee break, the bidder shall provide the coffee break content									
1.1.3.1	Up to 25 PAX	12	Per Pax per day						0
1.1.3.2	Up to 50 PAX	4.5							0
1.1.3.3	Up to 100 PAX	1							0
1.1.3.4	more than 100 PAX	0.5							0
1.2 four (4) stars hotels or Equivalent, the bidder shall provide list or proposed venues as 4 stars hotel or equivalent - Weight 25%				(a) Southern Region (Damascus and Rural Damascus)	(b) Northern Region (Aleppo)	(c) Costal Region (Tartous and Latakia)	(d) Eastern Region (Alhasakeh and DerZour)	(e) Central Region (Hama and Homs)	(f)= (a) x 70% + (b) x 10% + (c) x 10% + (d) x 5% + (e) x 5% Calculated Unit Price
1.2.1 Rental of Conference Venue including Technical requirement in conference hall; projector and screen +laptop+sounds system + Internet connection									
1.2.1.1	Up to 25 PAX	5	per hall per day						0
1.2.1.2	Up to 50 PAX	2							0
1.2.1.3	Up to 100 PAX	1							0
1.2.1.4	more than 100 PAX	0.25							0
1.2.2 Buffet launces or dinner, the bidder shall provide the buffet content									
1.2.2.1	Up to 25 PAX	5	Per Pax per day						0
1.2.2.2	Up to 50 PAX	2							0
1.2.2.3	Up to 100 PAX	1							0
1.2.2.4	more than 100 PAX	0.25							0
1.2.3 Coffee break, the bidder shall provide the coffee break content									
1.2.3.1	Up to 25 PAX	5	Per Pax per day						0
1.2.3.2	Up to 50 PAX	2							0
1.2.3.3	Up to 100 PAX	1							0
1.2.3.4	more than 100 PAX	0.25							0
2. Hotel Accommodation									
2.1 five (5) stars hotels , the bidder shall provide list of proposed hotels				(a) Southern Region (Damascus and Rural Damascus)	(b) Northern Region (Aleppo)	(c) Costal Region (Tartous and Latakia)	(d) Eastern Region (Alhasakeh and DerZour)	(e) Central Region (Hama and Homs)	(f)= (a) x 70% + (b) x 10% + (c) x 10% + (d) x 5% + (e) x 5% Calculated Unit Price
2.1.1	Single Room BB	1	Per Night						0
2.1.2	Single Room Half Board	1							0
2.1.3	Single Room Full Board	1							0
2.2 four (4) stars hotels , the bidder shall provide list of proposed hotels				(a) Southern Region (Damascus and Rural Damascus)	(b) Northern Region (Aleppo)	(c) Costal Region (Tartous and Latakia)	(d) Eastern Region (Alhasakeh and DerZour)	(e) Central Region (Hama and Homs)	(f)= (a) x 70% + (b) x 10% + (c) x 10% + (d) x 5% + (e) x 5% Calculated Unit Price
2.2.1	Single Room BB	1	Per Night						0
2.2.2	Single Room Half Board	1							0
2.2.3	Single Room Full Board	1							0
3. Transportation									
3.1 Transportation based on estimated distance between two locations (from-to) in Km				(a) Less than 50 km	(b) 50-125 km	(c) 125-250 km	(d) 250-450 km	(e) more than 450 km	(f)= (a) x 60% + (b) x 20% + (c) x 10% + (d) x 5% + (e) x 5% Calculated Unit Price
3.1	Sedan (up to 4 persons)	2	Per Vehicle						0
3.2	Mini Bus (up to 10 Persons)	1.5							0
3.3	Small Bus (up to 20 Persons)	1							0
3.4	Large Bus (up to 50 Persons)	0.75							0
4. Other Services									
4.1 Interpretation Services				2	Day				0
4.2 Interpretation Equipment for up to 25 PAX including Booth, sound system and headphone (breakdown is needed, please provide is separate sheet)				2	Day				0
4.3 Photographer				2	Day				0
4.4 Videographer				2	Day				0
4.5 Receptionist / front desk secretariat				2	Day				0
4.6 Printers				1	EA				0
4.6 Others (please specify in separate sheet, if any)									
5. Compensation Payments for non-UNFPA Participants									
5.1 Compensation payment services fees				% of the total payments					
Grand Total (for evaluation purposes)									