

ANNEX C: FINANCIAL OFFER FORM - LOT C1 - Hotel Accomodation Facility Services

Hotel name:	
Star classification:	
Address:	

Name of the hotel	Short Stay (< 7 days)	Long Stay (> 7 days)	Individual rate 1 Person	Group rate (> 10 persons)
	GUEST ROOM RATES incl.	GUEST ROOMRATES	GUEST ROOM RATES	GUEST ROOM RATES incl. breakfast
Room types (please use same room types as Annex A)	Cost excl. VAT NGN	Cost excl. VAT NGN	Cost excl. VAT NGN	Cost excl. VAT NGN
Example 1.: Standard Room				
Example 2.: Deluxe Room				

**Please indicate the high and low season months:

High season months:	
Low season months:	

Local tourist tax (if applicable)	
Applicable for following services:	
Space for comments:	
<u>Accommodation Cancellation policy:</u> (see ITB point 2.9) Please confirm or propose.	

ANNEX C: FINANCIAL OFFER FORM - LOT C2 - Conference Facilities Service

Hotel name:	
Star classification:	
Address:	

	CONFERENCE FACILITIES			
	Non-residential workshop		Residential workshop*	
	Cost excl. VAT NGN	Unit of measure	Cost excl. VAT NGN	Unit of measure
Conference package 1: Hall for 20 People. including: Meeting room + LCD projector + laptop + projector screen + free Wifi + 2 flipcharts per hall and 2 markers for each flipchart.		per meeting/ per day		per meeting/ per day
Conference package 2: Hall for 50 People. including: Meeting room + LCD projector + laptop + projector screen + free Wifi + 2 flipcharts per hall and 2 markers for each flipchart.		per meeting/ per day		per meeting/ per day
Conference package 3: Hall for 100 People. including: Meeting room + LCD projector + laptop + projector screen + free Wifi + 2 flipcharts per hall and 2 markers for each flipchart.		per meeting/ per day		per meeting/ per day
Conference package 4. including: 1 coffee break (AM or PM) , buffet lunch, mineral water on the conference tables (min. (2) two 50cl bottles per participants per day)		Per day / Per Participant		Per day / Per Participant
Mandatory Conference package . including: 1 notepad and 1 pen/pencil per participant		per meeting/ per participant		per meeting/ per participant
Other (if more services are included please specify):				

*For Residential workshops: at least 50% of participants stay overnight at hotel

Space for comments:	
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Other (if more services please specify):	Cost excl. VAT NGN	Unit of measure
Parking		per car/ per day
Transfer airport to hotel (or vice versa)		

Space for comments:	
Conference Room Cancellation policy: (see ITB point 2.9) Please confirm or propose.	

ANNEX C: FINANCIAL OFFER FORM - Lot C3 - Catering service

Hotel name:	
Star classification:	
Address:	

Catering Service Question:	Yes	No	Comments
Do you have the capacity to Provide Catering Services			
Are you interested in Providing Outdoor Catering Serives			

CATERING FOR MEETINGS				
	In-House Catering at Hotel		Outdoor Catering at UNHCR office	
	Cost excl. VAT (NGN)	Unit of measure	Cost excl. VAT (NGN)	Unit of measure
Coffee break, incl. coffee or tea, mineral water, juice, soft drinks, sweet- and salty biscuits, fresh fruits (per person)		per break/ per person		per break/ per person
Buffet lunch, mineral water and a soft drink (per person)		per person (incl. 2 drinks - Water + Soda)		per person (incl. 2 drinks - Water + Soda)
Diner (buffet) (per person)		per person (incl. 2 drinks - Water + Soda)		per person (incl. 2 drinks - Water + Soda)
Space for comments:				

Catering services pre notification policy: