

Description	Unit	Quantity	Price (Unit x Quantity) without VAT	Total Price (Unit x Quantity) with VAT
Different banners and rollups for both events, with event slogan and logo	piece	5		
Outdoor flags (EU, TCT and CEFTA)	piece	6		
Design and production of photo background size 2,30 m x 5, montage and distribution for both events	Piece	1		
Appropriate stage for accommodating up to 15 panelists sitting on the stage in the panel format and accommodating signing ceremony on 16.05	Package	2		
LED screen in line with the length of the stage as well as accompanying equipment and activities (video realization, spy monitors, assembling and disassembling, transport of the equipment etc.)	Package	2		
Side screens for the main stage in line with LED screen	Piece	2		
55-inch TV screens (below stage for first row participants, in line with the stage length)	Package	2		
Full stage setup: lectern / speech desk, armchairs, small-club tables for the main stage and signing ceremony set-up (all items branded except chairs)	Package	2		
Audio and visual system with microphones (fixed micros for the small tables) inside of the room for the conference	service	2 days		
Audio and visual system with microphones for the short press statements of approximately 5 people (microphones, standpoint, camera with cameraman, lectern and press multi-box)	service	2 days		
Equipment and software/platform (Zoom/WebEx for online participants) for live streaming and technical support for directing zoom, creation of tailopes for announcing beginning of the conference/panels/breaks on online platform	service	2 days		
Hybrid simultaneous translation system with Zoom link (or similar) - Albanian, Macedonian, Serbian languages to English and vice versa	Service for up to 150 participants	2 days		

PS/SRV/EDP/003/2023 Annex A Financial Offer

Translation equipment and appropriate technical support in the meeting room	Package	2		
Headsets and accompanying equipment (option, translation to be done online)	Piece	150		
HD cameras and cameraman for adequate recording and video transmission of events	service	2 days		
Management of the registration of participants such as distribution of invitations, online registration (platform included), reporting on online registration	service	1 day		
Physical registration of participants (at the venue entrance) registration desks, personalized lanyard, signature lists, etc.	Service	2 days		
Participants branding and production of badges, table names, name tags, name indicators, info signs etc.	service	2 days		
Lighting system of the venue (if needed, depends on the existing light in the conference room) for hotel events	service	2 days		
Branding of lectern (one to be used for both events) and tables for the events in hotel	Package	1		
Flower arrangement for stage at the main event on 16 May	service	1		
Human support				
Technicians on the spot for all activities (interpretation, Zoom, cameras, audio-visual etc.) for both events	service	2 days		
Logistic support for registration/management of guests for both events including 3 protocol assistants	service	2 days		
Photographer for both events	persons	1		
Gifts Proposals for VIPs – design development and production of adequate gifts for VIP guest and other panelists:				
Design and production to be agreed with Contracting Authority upon presenting 3 proposals	Pieces	50		
Gift Proposals for all participants				
Backpacks or bags supplied with pens, notebooks, umbrellas, key chains, foam truck toy model and conference materials (agenda, folders with copy of accompanying conference materials) all branded with Summit and individual logos.	Package	150		

PS/SRV/EDP/003/2023 Annex A Financial Offer

<i>Propose the package with above stated or similar items applicable for the event</i>				
Visual Identity of the Summit and the Agency production costs				
Visual identity of the Summit and event in Bijelo Polje– creating logo, key visuals, backgrounds, slogan and various main design modification and application of the same on event materials	Service	1		
Production of the Summit after event video (3 min)	Service	1		
Production of the Bijelo polje event video (2 min)	Service	1		
Events realization and Agency coordination	Service	1		
Other				
Red ribbon and scissor post (5 sets approximately)	service	1		
Refreshments for the participants for event in Bijelo Polje	package	1		
TOTAL				

Note: It is up to the tenderer to estimate the human resources (number of persons) needed to complete the listed tasks in adequate manner, where already not indicated.

Name of the legal representative of the tenderer:

Signature:

Date: