

ANNEX C – FINANCIAL PROPOSAL FORM

Bidder Information:

Complete Legal Name of the Company	
Name of Hotel	
Address	
City	
Province	
Postal Code	
Contact Person	
Position/Title	
Email address	
Telephone Number	

Item	Cost
SOW 2.1 – Hotel Rooms	
Rate per room	
SOW 2.2 – Restaurant/Bar area	
Cost per meal for Tuesday September 14, 2021	
Cost per meal for Thursday September 16, 2021	
SOW 2.3 – Conference Rooms	
Item 1 – Small Size Conference Room for Support Staff	
Item 2 – Medium Size Conference Room for Group Discussions	
Item 3 – Medium Size Conference Room for Group Discussions	
Item 4 – Large Size Conference Room for the Main Conference	
SOW 2.4 – Additional requirements	
2.4.1 – Small Fridge Present	
2.4.2 – Microwave Oven Present	
SOW 2.5 – Wired Internet Access	
Cost for wired internet access in Conference room #4	
SOW 2.6 – Wi-Fi Internet Access	
Cost for Wi-Fi internet access in all conference rooms	
SOW 2.7 – Stage	
2.7.1 – Cost for stage in conference room #4	
2.7.2 – Cost for four (4) armchairs in conference room #4	
SOW 2.8 – Audio/Video	
Audio/Video (AV) Requirements	
Simultaneous Interpretation (SI) Requirements	
SOW 2.8.1 Audio/SI technician (Optional)	
Hourly Rate	
Daily Rate	
Event Rate (Total of 55 Hours)	
Other costs	
Specify The Additional Cost:	
Signature of Authorised Representative of Bidder	
Name	Signature