**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS**

RFQ-23-014\_Hotel Services in North Macedonia

1. PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES’ project as described in this solicitation. Bidders must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in Macedonian Denars (MKD). The proposed cost should not include VAT (IFES is VAT exempt) Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

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| --- | --- | --- | --- | --- |
| **item** | **Services** | **Unit** | **Unit Cost (MKD)** | |
| **no VAT** | |
| 1. | **Double room** –with breakfast | Per room |  |
| 2. | **Single room** –with breakfast | Per room |  |
| 3. | **Lunch** –Please provide menu options | Per Person |  |
| 4. | **Dinner** –Please provide menu options | Per Person |  |
| 5. | **Coffee Break Service** (Tea/coffee, non-alcoholic beverages) | Per Person |  |
| 6. | **Superior Coffee Service** (Tea/Coffee, Cookies, non-alcoholic beverages light snack) Please provide details. | Per Person |  |
| 7. | **Large hall (up to 150-person capacity) The hall should include sound system and microphones. \*** | Hall Per Day |  |
| 8. | **Large hall (up to 150-person capacity) The hall should include sound system and microphones. \*** | Hall Per Hour |  |
| 9. | **Medium hall (up to 75-person capacity) The hall should include sound system and microphones. \*** | Hall Per Day |  |
| 10. | **Medium hall (up to 75-person capacity) The hall should include sound system and microphones. \*** | Hall Per Hour |  |
| 11. | **Small hall (up to 30-person capacity) The hall should include sound system and microphones. \*** | Hall Per Day |  |
| 13. | **Small hall (up to 30-person capacity) The hall should include sound system and microphones. \*** | Hall Per Hour |  |
| 14. | **Bottled mineral water** (0.5 ltr. Bottle) | each |  |
| 15. | **Printing/Photocopying/Scanning services** | Unit |  |
| 17. | **Any other costs:** add details in separate line items and be specific with the unit cost. | Unit |  |

**\* *Be specific*** as to what is supplied with Hall including whether the hall has facilities for simultaneous translation.

**Notes:**

* Lodging prices quoted, excluding VAT, but includes other applicable taxes.
* Please indicate the number of accessible rooms for persons with disabilities and confirm if the price quoted above is applicable.
* Bidders need to state check-in and check-out times and the availability of late check-out and early check-in. Bidders also need to specify associated costs, if any.
* If lodging rates are seasonal, please include a breakdown of the rates for rooms during high and low seasons or dry and rainy seasons.