

Financial Offer for Request for Offer: EASME-2019-OP-0021-044-ECHO-IN
 Title of Project: European Humanitarian Forum 2024 (EHF24)

Code	Description of services	Unit	Cost/Unit	Quantity	Total Cost (EUR)
Unit Prices & Fixed Prices					421.235,16
Task 1: Project Management, Overall Coordination and Event Concept					83.507,00
D.1.1: Coordination Staff					62.715,00
1.1.	Project director	Person/day	791,00	3,00	2.373,00
1.2.	Project Manager (Team Leader)	Person/day	734,50	25,00	18.362,50
1.2.	Project Manager (Logistics coordination)	Person/day	734,50	17,00	12.486,50
1.2.	Project Manager (Communications)	Person/day	734,50	24,00	17.628,00
1.3.	Junior project manager (Events)	Person/day	395,50	20,00	7.910,00
1.3.	Junior project manager (Communications)	Person/day	395,50	10,00	3.955,00
D.1.2: Overall Coordination					10.170,00
10.2.	Overall Coordination - large	Flat rate	10.170,00	1,00	10.170,00
D.1.3: Event concept					10.622,00
9.2.	Event Concept - large	Flat rate	2.712,00	1,00	2.712,00
8.1.	Senior events consultant	Person/day	791,00	10,00	7.910,00
Task 2: Communication Plan					144.670,90
D.2.1 Communication plan					12.723,80
4.1.	Graphic designer	Person/day	316,40	20,00	6.328,00
4.7.	Art director	Person/day	452,00	3,00	1.356,00
4.2.	Junior graphic designer	Person/day	259,90	10,00	2.599,00
3.1.	Editor / copywriter / journalist	Person/day	361,60	5,00	1.808,00
3.2.	Proof reader	Person/day	316,40	2,00	632,80
D.2.2 Press					23.730,00
2.1.	Senior communication consultant	Person/day	621,50	28,00	17.402,00
2.6.	Media experts (planning and monitoring)	Person/day	452,00	10,00	4.520,00
2.7.	Analyst (gathering, analysing and compiling information)	Person/day	361,60	5,00	1.808,00
D.2.3: Social Media					12.294,40
3.1.	Editor / copywriter / journalist	Person/day	361,60	8,00	2.892,80
2.2.	Social media / Community manager	Person/day	361,60	20,00	7.232,00
2.7.	Analyst (gathering, analysing and compiling information)	Person/day	361,60	6,00	2.169,60
D.2.4: Website - outside the Europa domain					14.407,50
13.1.	Creation and hosting of a standard event website (5 sub-pages)	Flat rate	2.825,00	1,00	2.825,00
5.2.	Production manager	Person/day	508,50	3,00	1.525,50
6.6.	User Interface/experience (UI/UX) expert	Person/day	452,00	4,00	1.808,00
6.1.	Senior web consultant	Person/day	452,00	6,00	2.712,00
6.4.	IT/Web developer	Person/day	316,40	17,50	5.537,00
D.2.5: Webstreaming					54.466,00
5.2.	Production manager	Person/day	508,50	20,00	10.170,00
5.3.	Production assistant	Person/day	406,80	32,00	13.017,60
5.7.	Video cameraman	Person/day	406,80	4,00	1.627,20
5.13.	Electrician / Technician	Person/day	361,60	8,00	2.892,80
5.14.	Sound engineer	Person/day	395,50	12,00	4.746,00
5.15.	Sound operator	Person/day	293,80	16,00	4.700,80
5.16.	Video engineer	Person/day	282,50	16,00	4.520,00
5.17.	Assistant video engineer	Person/day	282,50	16,00	4.520,00
5.18.	Lighting engineer	Person/day	406,80	12,00	4.881,60
5.19.	Lighting technician	Person/day	282,50	12,00	3.390,00
D.2.6: Video products (video editing)					10.000,00
5.20.	Video editor	Person/day	406,80	24,58	10.000,00
D.2.7: Photo coverage					3.073,20
4.5.	Photographer	Person/day	565,00	4,00	2.260,00
5.20.	Photo editor	Person/day	406,60	2,00	813,20
D.2.8: Print-based outputs and e-publication					13.976,00
4.1.	Graphic designer	Person/day	316,40	40,00	12.656,00
18.1.	2 page document, 135 gsm – quadri	Per Unit	1,32	1000,00	1.320,00
Task 3: Participants Management					123.652,50
D.3.1: Pre-event management					34.171,20
11.3.	Pre-event participation management	Per 50 participants	1.139,04	30,00	34.171,20
D.3.2: Registration platform					2.260,00
11.1.	Online registration form	Flat rate	2.260,00	1,00	2.260,00
D.3.3: On-site management					87.221,30
11.4.	On-site participant management	Per 50 participants	3.457,80	24,00	82.987,20
8.3.	Hostesses, stewards, reception staff	Person/day	395,50	10,00	3.955,00
21.12.	Renting of standard reception desk	Piece/day	67,57	2,00	135,14
21.13.	Renting of standard reception seating	Piece/day	35,99	4,00	143,96
Task 4: Venue rental and AV equipment					18.875,52
D.4.1: Venue rental					569,52
14.1.	Searching for events venues, negotiation of options/tariffs, booking and coordination with the venue, organisation of catering (lunch, dinner, drinks, coffee breaks), organisation of floral decoration. Coordination and administrative work included.	Flat rate	569,52	1,00	569,52
D.4.3: AV equipment					18.306,00
8.2.	IT and audio-visual technician (onsite)	Person/day	508,50	16,00	8.136,00
16.1.	Rental of interpretation booth (at least 2.40 m wide, 1.60 m deep and 2.00 m high (plus at least 20 cm for ventilation) on a platform) including technical installation for simultaneous interpretation, in line with DG Interpretation (SCIC)	Per day	565,00	18,00	10.170,00
Task 6: Travel and accommodation					31.357,50
D.6.1: Travel and accommodation arrangements					31.357,50
1.3.	Junior project manager (Communication, Events, IT)	Person/day	395,50	4,00	1.582,00
12.2.	Organisation of participants' travel and accommodation	Per participant	175,15	85,00	14.887,75
12.3.	Management of participants' reimbursements and allowances	Per participant	175,15	85,00	14.887,75
Task 7: Protocol and security					6.612,94
D.7.1: Protocol coordination					680,44
18.8.	24 pages A4, 135 gsm-quadi	Per 100	850,55	0,80	680,44
D.7.2: Security coordination					5.932,50

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8.4.	Security staff	Person/day	395.50	15,00	5.932,50
	Other Costs				12.558,80
	Cost of managing services purchased from Third Parties not included in the Price List (Maximum 5%)	% of the total amount of the estimate	627.940,00	0,02	12.558,80
	Reimbursable expenses				627.940,00
	Task 2: Communication Plan				70.170,00
	D.2.2: Media buying and Press trip				14.560,00
	Travel costs x 5 journalists	Market price	10.000,00	1,00	10.000,00
	Daily allowances (per diems) x 5 journalists	Market price	113,00	10,00	1.130,00
	Accommodation allowances x 5 journalists	Market price	168,00	10,00	1.680,00
	Visa costs	Market price	1.250,00	1,00	1.250,00
	Local transport	Market price	500,00	1,00	500,00
	D.2.3: Social Media				16.500,00
2.9.	The cost of online and offline advertising (e.g. in the printed press, online media, audio-visual media and social media)	Market price	1,00	15000,00	15.000,00
	Photo booth	Market price	1.500,00	1,00	1.500,00
	D.2.5: Webstreaming				37.110,00
13.9.	The cost of digital event solutions	Market price	37.110,00	1,00	37.110,00
	D.2.9: Print-based outputs and e-publication				2.000,00
6.10.	The cost of software, online services and licences;	Market price	1,00	2000,00	2.000,00
	Task 4: Venue rental and AV equipment				145.000,00
	D.4.1: Venue rental				70.000,00
	Venue rental	Market price	70.000,00	1,00	70.000,00
	D.4.2: Signposting				5.000,00
	Signposting provision	Market price	5.000,00	1,00	5.000,00
	D.4.3: AV equipment				70.000,00
	AV equipment	Market price	70.000,00	1,00	70.000,00
	Task 5: Catering				130.000,00
	D.5.1: Catering services				130.000,00
	Catering services	Market price	130.000,00	1,00	130.000,00
	Task 6: Travel and accommodation				141.270,00
	D.6.1: Travel and accommodation arrangements				141.270,00
	Travel costs	Market price	85.000,00	1,00	85.000,00
	Daily allowances (per diems)	Market price	113,00	170,00	19.210,00
	Accommodation allowances	Market price	168,00	170,00	28.560,00
	Visa costs	Market price	3.500,00	1,00	3.500,00
	Local transport	Market price	5.000,00	1,00	5.000,00
	Task 7: Protocol and security				66.500,00
	D.7.1: Protocol coordination				56.500,00
	Protocol coordinator (Head of Protocol)	Market price	28.350,00	1,00	28.350,00
	4 Liaison officers	Market price	18.150,00	1,00	18.150,00
	VIP decoration and production of materials	Market price	10.000,00	1,00	10.000,00
	D.7.2: Security coordination				10.000,00
	Security coordinator	Market price	10.000,00	1,00	10.000,00
	Task 8: Hiring of moderators				70.000,00
	D.8.1: Moderators' fees				70.000,00
	7 moderators fees	Market price	65.000,00	1,00	65.000,00
	Artistic fee	Market price	5.000,00	1,00	5.000,00
	Task 9: Carbon offset				5.000,00
	D.8.1: Carbon offset scheme				5.000,00
	Carbon offset scheme	Market price	5.000,00	1,00	5.000,00
	Contingencies				46.824,84
	Contingencies	Flat rate	46.824,84	1,00	46.824,84
	GRAND TOTAL				€ 1.096.000,00

Alexandros-Stergios MANOS
 Chief Executive Officer

Grigorios PETROPOULOS
 Director