

# **FORM for financial offer**

**3rd Clean Pacific Roundtable – Request for tenders to provide services to convert a face-to-face conference to a virtual event**

**PART 1: SERVICES FOR THE STANDARD SCENARIO**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Services to be provided (group of activity)** | **Total cost (USD)** | **Total turnaround time (working days)** |
| 1 | Development and maintenance of an easy to navigate event website/web-based platform, which includes a digital conference area for certain participants, and to facilitate virtual networking/meetings between participants | USD | DAYS |
| 2 | Provision and management of live streaming event sessions including simultaneous streaming of parallel sessions, a large number of virtual meeting rooms | USD | DAYS |
| 3 | Develop and roll-out communication, promotion, and engagement activities related to the event | USD | DAYS |
| 4 | Audio and video production of event related content including promotional teasers | USD | DAYS |
| 5 | General support related to the management of the event | USD | DAYS |
|  | **TOTAL** | **USD** | **DAYS** |

**Notes:**

1. **Kindly provide a detailed breakdown per group of activity in a template of your liking.**
2. **Prices must be quoted including all duties, taxes, and other charges, including VAT.**

**PART 2: SERVICES FOR THE TECHNICALLY MORE ADVANCED SCENARIO**

|  |  |  |
| --- | --- | --- |
|  | **Additional Services to be provided (group of activity)** | **Estimated UNIT cost** |
| **1** | **Development and maintenance of an easy to navigate event website/web-based platform, which includes a digital conference area for certain participants, and to facilitate virtual networking/meetings between participants** |  |
|  | Additional service/product 1: *Describe* | USD |
|  | Additional service/product 2: *Describe* | USD |
|  | … |  |
| **2** | **Provision and management of live streaming event sessions including simultaneous streaming of parallel sessions, a large number of virtual meeting rooms** |  |
|  | Additional service/product 1: *Describe* | USD |
|  | Additional service/product 2: *Describe* | USD |
|  | … |  |
| **3** | **Develop and roll-out communication, promotion, and engagement activities related to the event** |  |
|  | Additional service/product 1: *Describe* | USD |
|  | Additional service/product 2: *Describe* | USD |
|  | … |  |
| **4** | **Audio and video production of event related content including promotional teasers** |  |
|  | Additional service/product 1: *Describe* | USD |
|  | Additional service/product 2: *Describe* | USD |
|  |  |  |
| **5** | **General support related to the management of the event** |  |
|  | Additional service/product 1: *Describe* | USD |
|  | Additional service/product 2: *Describe* | USD |
|  |  |  |

**Notes:**

1. **You are welcome to provide a separate supplementary price list for any other related services your company can provide. These extra services and their costs might also be included in the contract.**
2. **Prices must be quoted including all duties, taxes, and other charges, including VAT.**