## ANNEX 5 to the Tender Specifications

## PRICE QUOTATION

* Price must be quoted in EUR and exclude VAT
* Price shall be all-inclusive (i.e. the entire service provider’s costs including, postage, management and administrative costs etc...))

|  |  |  |
| --- | --- | --- |
| **Services** | **Price (EUR)** | **Weighting** |
| Fee for request for quotation specified as separate fees below **(excl. CO2 fee)\*:** |  |  |
| P1 | Pre-paid ticketing advice fees\* |  | 28% |
| P2 | Accommodation reservation fees\* |  | 25% |
| P3 | Car reservation fees\* |  | 2% |
| P4 | Fees for the use of the travel agency’s corporate credit card\* |  | 5% |
| P5 | Fees per participant for arranging travel and accommodation |  | 18% |
| P6 | Fees for arranging booking of meeting room/facilities and catering |  | 2% |
| P7 | Fee charged for the off-setting of CO2 per full booking **(excl. booking fee)** |  | 20% |

**\*= excl. CO2 fee**

***All fields are compulsory, non-compliance will lead to exclusion***.