

ANNEX C

RFP-2023-003 Event management Services

Case Study: UN event in Borovets

For the purpose of the Financial Evaluation, the bidders are requested to provide an offer for UN event in a 4-star hotel in Borovets with the following parameters:

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|---------------------------------------|--|
| Number of participants | 20 |
| Number of overnights | 1 (check in: day 1; check-out: day 2) |
| Type of accommodation | 10 persons in single rooms, and 10 persons in double rooms, breakfast included in the price of the room |
| Conference room (day 2) | From 9 am to 3 pm on day 2, room with natural light, conference equipment not required |
| Coffee break (day 2) | 1 coffee break, economic type – coffee, tea, mineral water, small biscuits |
| Dinner on the day of arrival (day 1) | Dinner – a vegetable salad, main course with chicken, small desert, mineral water, alcohol drinks not included |
| Lunch on the day of departure (day 2) | Lunch – vegetable soup, salad, main course with chicken, small desert |
| Transportation | Suitable mini/bus for 20 people to be provided for Sofia-Borovets on day 1 and back - Borovets-Sofia on day 2 |

Notes:

- The participants will arrive around 6 pm on the day 1 and shall have dinner at 8 pm.
- The event will take place on day 2, starting at 9 am in the conference hall.
- The coffee break shall be served in the conference room from 11.00 to 11.30 am.
- The lunch shall be served in the hotel's restaurant from 1.00 pm to 1.45 pm.