

UNICEF Montenegro ITBS 2025 9198509 Event management: Hotel Catering and Accommodation services with Conference rooms Rental: Montenegro (outside of Podgorica): Option 1: 20 days duration				
Hotel	TBC		Montenegro	
Item	Description	Price per unit W/O VAT	Number/Quantity	Total price W/O VAT
Participants	Total number of participants		80	
Duration	20 days			
Accommodation Food & Beverage	Accommodation for 80 participants on Full Board basis in single bedrooms for following time frame options (for 20 days in total): 19 days accommodation + meals for last day of workshop.			
	1. September 22 - October 11		1520	
	2. September 29 - October 18		1520	
	3. October 1 - October 20		1520	
	Additional lunch for last day of training for 80 participants		80	
	Coffee breaks (coffee, tea) 2 coffee breaks per day per participant		3,200	
Conference room & equipment	Large Conference room with capacity up to 100 people daylight and/or ventilation for cabaret setting		20	
	Smaller/auxiliary Conference room with capacity up to 100 people daylight and/or ventilation		20	
	Screen and projector		0	
	Lap top			
	Clicker-pointer for presentation			
	Mobile microphones if necessary		3	
	Mobile microphones if necessary		2	
	Flip-chart with markers + paper per need		3	
Note:	Tap water should be served in conference room and during coffee breaks			
GRAND TOTAL W/O VAT				

Separate sheets should be prepared for each option offered. Name of a hotel/venue should be clearly indicated.
 Podgorica SHOULD NOT be included in bids.