



**Request for Offer**  
**for one Training under the Glob@l Libraries – Bulgaria Program**

Dear Sir/Madam,

We hereby solicit your offer for the supply of accommodation, conference facilities and dining services for the organization of **one event in the period 2-6 July 2012 (4 nights – 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> of July)** for a project by UNDP and the Ministry of Culture, based on the following minimal conditions:

**1. Requirements**

**Conference hall:**

- one conference hall – 160 person capacity (in round table arrangement/ cabaret)
- eight conference halls – 25 person capacity (in U-shape arrangement)
- one conference hall – 10 person capacity
- suitable spaces for work in groups
- flexibility to re-arrange room layout (desks/tables/chairs)
- no visual obstructions within the hall (e.g. no columns in the conference halls)
- natural light and access to fresh air
- nearby restroom access
- limited noise distractions
- individually controlled air-conditioning of the conference halls
- high speed wireless Internet access provided free of charge
- Multimedia, screens, microphones, flipcharts

**Accommodation:** standard single and double room, breakfast included, early check-in, late check-out; free of charge Internet access

**Parking:** Parking space free of charge for participants and organizers

**Meals:** Lump sum prices should be offered for:

- Lunch and dinner: buffet

**Coffee breaks:** mineral water, coffee/tea, creamer, small pastry, fruit; price for additional supply of mineral water

**Event Coordinator:** The venue should provide a contact person who will handle all requests by the group during the event

**2. Specification**

<b>Meeting: 2-6 July 2012 (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> of July)</b>		
Accommodation	4 nights	Single/double rooms for 160 participants
Lunch	4 lunches	160 persons
Dinner	4 dinners	160 persons
Coffee breaks	7 coffee breaks	160 persons

Training halls	10 training halls as specified in the requirements up to 5 days
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The deadline to receive the offer is **9.05.2012, 5:00 p.m.** All prices should be quoted in BGN, excluding VAT in the following format:

Service offered	Single price in BGN, VAT excl.
Accommodation (single and double room)	BGN per night
Lunch (buffet)	BGN per person
Dinner (buffet)	BGN per person
Coffee break	BGN per person
Mineral water	BGN per 500 ml bottle
Training halls (as per the specification above)	BGN per day and per ½ day
Multimedia	BGN per day
Screen	BGN per day
Flipchart	BGN per day
Microphone	BGN per day

Offers that do not meet the minimum requirements fully will not be considered.

Conditions	
Service supply	Aller contract signing
Payment	100% after the end of the event and after the receipt of an original invoice for the actual expenses
Offer validity	Minimum 80 days


The supply of goods and services based on this request for offer should be exempt from VAT according to article 173 (1) of the VAT Law and the additional protocol to the Contract between the Government of the Republic of Bulgaria and UNDP (State Gazette No. 18, 2005).

Please provide the following data of your company:

Address  
 VAT number  
 Bank account, bank code and name  
 Contact person

The offers should be addressed to:  
 Ms. Natalia Zhivkova  
 Gloh@l Libraris - Bulgaria Program  
 2 Hristo Belchev Str., Sofia  
 Phone: 02 / 981 27 08  
 Mobile: 0878 / 269 008  
 Fax: 02 / 981 27 08

Sincerely yours,



Mariia Zlatareva  
 Head of Office