**RFP 22-4718**

# Part 5: PROPOSAL SUBMISSION FORMS

# Annex 1: BIDDER’S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

* SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
* The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
* The Request for Proposal documents are a summary only of SPC’s requirements and is not intended to be a comprehensive description of them;
* Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
* Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

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| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the Bidder’s representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

# Annex 2: CONFLICT OF INTEREST DECLARATION

##### **INSTRUCTIONS TO BIDDERS**

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

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##### **DECLARATION**

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

|  |
| --- |
|[ ]  To my knowledge, I am not in a conflict-of-interest situation  |
|[ ]  There is a potential conflict of interest with regard to my *[Choose an item]*. relationship with *[name of the person concerned]* in his or her capacity as [*position/role/personal or family link with the person concerned]*, although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process  |
|[ ]  I may be in a conflict of interest with regard to my *[Choose an item]* relationship with *[name of the person concerned]* in his or her capacity as [*position/role/personal or family link with the person concerned]*, as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process  |
| [ ]  | To my knowledge, there is another situation that could potentially constitute a conflict of interest: *[Describe the situation that may constitute a conflict of interest]* |

In addition, I undertake to:

* declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
* not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
* to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP** *[SPC Reference]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

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| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

**RFP** ***[SPC Reference number]***

# Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

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| VENDOR INFORMATION |
| **Are you already registered as an SPC vendor?** | [ ]  Yes | [ ]  No |
| 1. **Please provide information related to your entity.**
 |
| **Company name** | *[Enter company name]* | **Address** | *[Enter address]* |
| **Director/CEO** | *[Enter name of the executive person]* | **Position** | *[Enter position of the executive person]* |
| **Business Registration/License number** | *[Enter company registration/license number (or tax number)]* |
| **Date of business registration** | *[Enter date of business registration]* |
| **Country of business registration** | *[Enter country of business registration]* |
| **Status of the entity:** [ ]  For-profit entity (company), [ ]  NGO, [ ]  International organisation, [ ]  Government body,[ ]  University, [ ]  Association, [ ]  Research Institute, [ ]  Other: *[insert details]* |
| 1. **Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:**
 |
| [ ]  Delegation of authority or power of attorney document[ ]  Certificate of business registration/license[ ]  Memorandum, Articles or Statutes of Association[ ]  Telephone, water, or electricity bill in the name of the entity[ ]  Bank account details bearing the name of the entity |
| 1. **How many employees does your company and its subsidiaries have?**
 | *[provide answer]* |
| 1. **Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?**
 | [ ]  Yes | [ ]  No |
| *If ‘No’, what type of business insurance do you have?* | *[provide answer]* |
| 1. **Are you up to date with your tax and social security payment obligations?**
 | [ ]  Yes | [ ]  No |
| *If ‘No’, please explain the situation:* | *[Provide details]* |
| 1. **Is your entity regulated by a national authority?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please specify the name:* | *[Insert name of the national regulation authority]* |
| 1. **Is your entity a publicly held company?**
 | [ ]  Yes | [ ]  No |
| 1. **Does your entity have a publicly available annual report?**
 | [ ]  Yes | [ ]  No |
| *Please send SPC your audited financial statement from the last 3 financial years if available* |

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| DUE DILIGENCE |
| 1. **Does your entity have foreign branches and/or subsidiaries?**
 | [ ]  Yes | [ ]  No |
| *If you answered ‘yes’ to the previous question, please confirm the branches:* |
| * Head Office & domestic branches
 | [ ]  Yes | [ ]  No |
| * Domestic subsidiaries
 | [ ]  Yes | [ ]  No |
| * Overseas branches
 | [ ]  Yes | [ ]  No |
| * Overseas subsidiaries
 | [ ]  Yes | [ ]  No |
| 1. **Does your entity provide financial services to customers determined to be high risk including but not limited to:**
 |
| Foreign Financial Institutions  | [ ]  Yes | [ ]  No | Casinos | [ ]  Yes | [ ]  No |
| Cash Intensive Businesses | [ ]  Yes | [ ]  No | Foreign Government Entities | [ ]  Yes | [ ]  No |
| Non-Resident Individuals | [ ]  Yes | [ ]  No | Money Service Businesses | [ ]  Yes | [ ]  No |
| [ ]  Other, *please provide details:* | *[Provide details]* |
| 1. **If you answered ‘yes’ to any of the boxes in question 10, does your entity’s policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please explain how:* | *[Provide explanation]* |
| 1. **Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please send SPC your policy in English.* |
| *If ‘No’, what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?* | *[provide answer]* |
| 1. **Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please state that officer’s contact details:* | *[Insert name and contact details]* |
| 1. **Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please provide details:* | *[Provide details]* |
| 1. **Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please provide details:* | *[Provide details]* |

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| SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER) |
| 1. **Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please send SPC your policy in English.* |
| *If ‘No’, what process does your entity have in place to ensure your social and environmental responsibility?* | *[provide answer]* |
| **Does your Policy or Process cover the followings?**[ ]  Child protection [ ]  Human rights [ ]  Gender equality [ ]  Social inclusion[ ]  Sexual harassment, abuse or exploitation [ ]  Environmental responsibility |
| *Please, outline the major actions you have undertaken in these areas:* | *[provide answer]* |
| 1. **Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?**
 | [ ]  Yes | [ ]  No |
| *If ‘Yes’, please state that officer’s contact details:* | *[Insert name and contact details]* |

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| SUPPORTING DOCUMENTS (where relevant) |
| * Business registration/license proof
 | [ ]  |
| * Bank account details document
 | [ ]  |
| * Address of the entity and Authority of officer proofs
 | [ ]  |
| * Audited financial statement from the last 3 financial years
 | [ ]  |
| * Fraud, corruption, anti-money laundering and counter terrorist financing Policy
 | [ ]  |
| * SER Policy
 | [ ]  |

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](http://purl.org/spc/digilib/doc/fbire), and the [Guidelines for handling personal information of bidders and grantees](http://purl.org/spc/digilib/doc/qiy7x).

|  |
| --- |
| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

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# Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

1. **ORGANISATIONAL AND OPERATIONAL BACKGROUND**

|  |  |
| --- | --- |
|  | **Bidder’s Response** |
| **Registered Name of Company:** |  |
| **Physical Address:** |  |
| **P.O. Box and Mailing Address:** |  |
| **Telephone Contact:** |  |
| **Email Address:** |  |
| **Website:** |  |
| **Year company established - attach business registration certificates:** |  |
| **Financial Standing – attach last 3 years audited financial statements:** |  |
| **List and provide copies of any hotel awards, certificates, star ratings:** |  |
| **Attach the hotel’s cancellation policy:** |  |
| **Number of management staff and service staff employed at the hotel:** | Number of management staff:Number of service staff: |
| **Briefly describe hotel’s arrangements for: Health and safety, security, environmental considerations, attach policies if available** | Health and safety arrangements:Security:Environmental considerations: |

**2. ORGANISATIONAL EXPERIENCE: Details of hosting 3 meetings of similar size to this one or larger**

**Example 1**

|  | **Bidder’s Response** |
| --- | --- |
| **Title of meeting:** |  |
| **Date of meeting:** |  |
| **Brief description of meeting, number of participants:** | Description of meeting:Number of participants: |
| **Name of company/organisation responsible for the meeting:** |  |
| **Name of contact person from company/organisation:** |  |
| **Physical address of contact person:** |  |
| **Telephone number of contact person:** |  |
| **Email address of contact person:**  |  |

**Example 2**

|  |  |
| --- | --- |
|  | **Bidder’s Response** |
| **Title of meeting:** |  |
| **Date of meeting:** |  |
| **Brief description of meeting, number of participants:** | Description of meeting:Number of participants: |
| **Name of company/organisation responsible for the meeting:** |  |
| **Name of contact person from company/organisation:** |  |
| **Physical address of contact person:** |  |
| **Telephone number of contact person:** |  |
| **Email address of contact person:**  |  |

**Example 3**

|  |  |
| --- | --- |
|  | **Bidder’s Response** |
| **Title of meeting:** |  |
| **Date of meeting:** |  |
| **Brief description of meeting, number of participants:** | Description of meeting:Number of participants: |
| **Name of company/organisation responsible for the meeting:** |  |
| **Name of contact person from company/organisation:** |  |
| **Physical address of contact person:** |  |
| **Telephone number of contact person:** |  |
| **Email address of contact person:**  |  |

 **3. Technical Capacity for Provision of this Service**

|  |
| --- |
| **3.1 Provision of Small Meeting room from 06.03.23 to 10.03.23** |
| 3.1.1 | Provision of one small meeting room, set up in square style, for up to 20 persons for 5 days over the period 06.03.23 to 10.03.23: | Floor area of meeting room:Attach photos: |
| 3.1.2 | Provision of water: | Yes/No |
| 3.1.3 | Provision of one projector and screen: | Yes/No |
| 3.1.4 | Provision of wireless internet:  | Yes/No |
| **3.2. Provision of large meeting room, 13.03.23 to 17.03.23** |
| 3.2.1 | Provision of one large meeting room capable of seating up to 70 persons in a configuration of small round tables with up to 6 persons per table, for 5 days over the period 13.03.23 to 17.03 23. | Floor area of meeting room:Length of meeting room:Width of meeting room:**Attach** photographs: |
| 3.2.2 **EITHER (option19option 2)** | Provision of a space for display items (approx. 100m2) with 10 small tables in the large meeting room for 5 days over the period 13.03.23 to 17.03 23. | Yes/No:**Attach** photos |
| 3.2.2 **or**  | Provision of a space for display items (approx. 100m2) with 10 small tables in a nearby smaller room for 5 days over the period 13.03.23 to 17.03 23. | Yes/No:**Attach** photos |
| 3.2.3 | Availability of communications equipment in the main meeting room: wireless internet, 2 projectors and 2 screens, 2 laptops, podium, sound system, 5 wireless microphones, white boards, flip charts. | Wireless internet: Yes/No2 projectors and 2 screens: Yes/No2 laptops: Yes/NoPodium: Yes/NoSound system: Yes/No5 wireless microphones: Yes/NoWhite board: Yes/NoFlip charts: Yes/No How many: |
| 3.2.4 | Provision of water | Yes/No |
| **3.3** **Catering for up to 20 persons, for 5 days between 06.03.23 to 10.03.23** |
| 3.3.1 | Provision of morning break and afternoon break for up to 20 persons for 5 days between 06.03.23 to 10.03.23, to include, tea, coffee, sugar, milk, at least 2 soft drinks, and 4 snacks – 1 fresh fruit, 1 savoury, 1 sweet, and the 4th to be either sweet/savoury/fresh fruit or raw vegetable. | Yes/No |
| 3.3.2 | Provision of lunch for up to 20 persons for 5 days between 06.03.23 to 10.03.23, to include an appetizer, one hot meat dish, one hot fish dish, one vegetable dish, one rice/pasta dish, one salad dish, tea, coffee and one soft drink.  | Yes/No |
| 3.3.3 | Availability to cater to special dietary needs e.g. vegetarian, gluten-free, halal. | Yes/No |
| **3.4. Catering for up to 70 persons, for 4 days between 13.03.23 to 17.03.23** |
| 3.4.1 | Provision of morning break and afternoon break for up to 70 persons for 4 days between 13.03.23 to 17.03.23, to include, tea, coffee, sugar, milk, at least 2 soft drinks, and 4 snacks – 1 fresh fruit, 1 savoury, 1 sweet, and the 4th to be either sweet/savoury/fresh fruit or raw vegetable. | Yes/No |
| 3.4.2 | Provision of lunch for up to 70 persons for 4 days between 13.03.23 to 17.03.23, to include an appetizer, one hot meat dish, one hot fish dish, one vegetable dish, one rice/pasta dish, one salad dish, tea, coffee and one soft drink.  | Yes/No |
| 3.4.3 | Availability to cater to special dietary needs e.g. vegetarian, gluten-free, halal. | Yes/No |
| **3.5 Accommodation** |
| 3.5.1 | Provision of 29 standard rooms with separate bathrooms for 7 nights arriving 11.03.23 and departing 18.03.28;Provision of 8 standard rooms with separate bathrooms for 7 nights arriving 08.03.23 and departing 18.03.28;Provision of 10 standard rooms with separate bathrooms for 12 nights arriving 06.03.23 and departing 18.03.28. | Noting that 29 people require rooms for 7 nights, 8 people require rooms for 10 nights, and 10 people require rooms for 12 nights,

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of rooms** | **No. of nights** | **Arrival**  | **Departure** |
| 29 | 7 | 11.03.23 | 18.03.23 |
| 8 | 10 | 08.03.23 | 18.03.23 |
| 10 | 12 | 06.03.23 | 18.03.23 |
|  |  |  |  |

Do you have sufficient standard rooms: Yes/NoIf you assign de luxe or other rooms, will they be the same price: Yes/No |
| 3.5.2 | Wireless internet available in rooms | Yes/No |
| 3.5.3 | Airport pick-ups and drop-offs 04.03.23 to 06.03.23; 07.03.23 to 10.03.23 and 18.03.23 | Yes/No |

**4.** **BIDDER’S Management of Required Service**

|  |  |  |
| --- | --- | --- |
|  |  | **Bidder’s Response** |
|  | Provide a short description and outline schedule of how the Provider will plan and prepare for the meetings. | Attach description and outline schedule: |
|  | Provide the position and CV of the person responsible for liaising with SPC for the services specified in this RFP. (If more than one person, please provide details for both/all) | Position:Attach CV |
|  |  |  |

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| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |

**RFP** **22-4718**

# Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

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| **Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM**  |
| **3.1.Provision of Small Meeting room from 06.03.23 to 10.03.23** |
| **Item Number** | **Description of item** | **Cost/day** | **Total cost** | **Total cost Item 3.1** |
| 3.1.1 | Provision of one small meeting room with water, set up in square style, for up to 20 persons, for 5 days over the period 06.03.23 to 10.03.23 |   |   |   |
| 3.1.2 | Provision of water |   |   |   |
| 3.1.3 | Provision of one projector and screen |   |   |   |
| 3.1.4 | Provision of wireless internet |   |   |   |
|   | **Total cost Item 1** |   |   |   |
|   |   |   |   |   |
| **3.2. Provision of large meeting room, 13.03.23 to 17.03.23** |
| **Item Number** | **Description of item** | **Cost/day** | **Total cost** | **Total cost Item 3.2** |
| 3.2.1 | Provision of one large meeting room capable of seating up to 70 persons in a configuration of small round tables with up to 6 persons per table, for 5 days over the period 13.03.23 to 17.03 23. |   |   |   |
| 3.2.2 EITHER | Provision of a space for display items (approx. 100m2) with 10 small tables in the large meeting room for 5 days over the period 13.03.23 to 17.03 23. |   |   |   |
| 3.2.2 or | Provision of a space for display items (approx. 100m2) with 10 small tables in a nearby smaller room for 5 days over the period 13.03.23 to 17.03 23. |   |   |   |
| 3.2.3 | Availability of communications equipment in the main meeting room: wireless internet, 2 projectors and 2 screens, 2 laptops, podium, sound system, 5 wireless microphones, white boards, flip charts. |   |   |   |
| 3.2.4 | Provision of water |   |   |   |
|   | **Total cost Item 2** |   |   |   |
|   |   |   |   |   |
| **3.3** **Catering for up to 20 persons, for 5 days between 06.03.23 to 10.03.23** |
| **Item Number** | **Description of item** | **Cost/person** | **Total cost** | **Total cost Item 3.3** |
| 3.3.1 | Provision of morning break and afternoon break for up to 20 persons for 5 days between 06.03.23 to 10.03.23, to include, tea, coffee, sugar, milk, at least 2 soft drinks, and 4 snacks – 1 fresh fruit, 1 savoury, 1 sweet, and the 4th to be either sweet/savoury/fresh fruit or raw vegetable. |   |   |   |
| 3.3.2 | Provision of lunch for up to 20 persons for 5 days between 06.03.23 to 10.03.23, to include an appetizer, one hot meat dish, one hot fish dish, one vegetable dish, one rice/pasta dish, one salad dish, tea, coffee and one soft drink.  |   |   |   |
|   | **Total cost item 3** |   |   |   |
| **3.4.** **Catering for up to 70 persons, for 4 days between 13.03.23 to 17.03.23** |
| **Item Number** | **Description of item** | **Cost/person** | **Total cost** | **Total cost Item 3.4** |
| 3.4.1 | Provision of morning break and afternoon break for up to 70 persons for 4 days between 13.03.23 to 17.03.23, to include, tea, coffee, sugar, milk, at least 2 soft drinks, and 4 snacks – 1 fresh fruit, 1 savoury, 1 sweet, and the 4th to be either sweet/savoury/fresh fruit or raw vegetable. |   |   |   |
| 3.4.2 | Provision of lunch for up to 70 persons for 4 days between 13.03.23 to 17.03.23, to include an appetizer, one hot meat dish, one hot fish dish, one vegetable dish, one rice/pasta dish, one salad dish, tea, coffee and one soft drink.  |   |   |   |
|   | **Total cost item 4** |   |   |   |
|   |   |   |   |   |
| **3.5. Accommodation** |
| **Item Number** | **Description of item** | **Cost/person room night** | **Total cost** | **Total cost Item 3.5** |
| 3.5.1 | Provision of 29 standard rooms with separate bathrooms for 7 nights arriving 11.03.23 and departing 18.03.28; |   |   |   |
| Provision of 8 standard rooms with separate bathrooms for 7 nights arriving 08.03.23 and departing 18.03.28; |   |
| Provision of 10 standard rooms with separate bathrooms for 12 nights arriving 06.03.23 and departing 18.03.28. All rooms to have wireless internet.  |   |
| 3.5.2 | Airport pick-ups and drop-offs over the period 05.03.23 to 19.03.23 |   |   |   |
|   | **Total Cost Item 5** |   |   |   |
|   |   |   |   |   |

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| **For the Bidder:** *[insert name of the company]* |
| Signature:Name of the representative: *[insert name of the representative]*Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |