

**ANNEX A - FINANCIAL PROPOSAL MATRIX**

**Project Name:** Supporting Sudan’s Democratic Transition(SDN)

**Assignment Name:**  Hospitality, Venue, and Event services in Sudan

Please use the following matrix to indicate your fee rates for the listed services. The rates should be indicated in USD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Rates should be quoted in USD.** |  |  |  |
| 1. **PRIMARY SERVICES** | | | | |
|  | | | | |
| 1. | Accommodation – Standard single room |  |  |  |
| 2. | Venue including conference facilities that accommodates up to 50 participants |  |  |  |
| 3. | Venue including conference facilities that accommodates 51 - 100 participants |  |  |  |
| 4. | Venue including conference facilities that accommodates more than 100 participants |  |  |  |
| 5. | Catering services – Lunch/Per Plate |  |  |  |
| 6. | Catering services – Coffee/Tea break (morning and afternoon) Per person per day, |  |  |  |
| 7. | Catering services - Water/ beverages/Bottle |  |  |  |
| 1. **OTHER SERVICES (**Please indicate below other services which you provide and the related charges). | | | | |
| 8. | **Transport -** Car rental, |  |  |  |
| 9 |  |  |  |  |

**Notes:**

1. **Insert additional lines under Section A and/or B if required.**
2. **If the description of the fee items indicated above, do not align with your descriptions please modify accordingly or provide a list of your services and pricing.**
3. **Indicate a zero if there is no related transaction cost.**
4. **If service not offered/available put N/A**
5. **Please include in your financial proposal all applicable taxes.**
6. **The Bidder shall be responsible for their own tax obligation as per the laws of Sudan/respective country.**