

REQUIREMENT FOR WOMEN, PEACE AND SECURITY WORKSHOP IN NHA TRANG 12 - 14 MARCH 2013

# DESCRIPTION	DATE	QTY	UNIT COST	PRICE
1 Sleeping room (details per attached requirement)	3/6 - 3/16		255	
2 Meeting package including lunch (50 persons x 3 days)	3/12 - 3/14		150	
3 Secretariat room	3/10 - 3/14		5	
4 Small group section (4 rooms x 3 days)	3/12 - 3/14		12	
5 Plenary Section room	3/11 - 3/14		4	
6 LCD projector and screen rental: 2ea (for meeting room & lunch area)	3/12 - 3/14		3	
8 Copier rental	3/10 - 3/14		5	
9 Printer rental How many?	3/10 - 3/14		?	
10 IDD line	3/10 - 3/14		1	
11 Banner/ Backdrop? Size. Quote per square meter	3/12 - 3/14			
12 Microphone rental (25 ea/ day)	3/12 - 3/14		3	

Other space which should be included in the venue rental:

- Refreshment break area
- Group photo taken area
- Lunch area
- Internet wifi

BILLETING

<u># UNITS</u>	<u>RATE</u>	<u>TOTAL</u>
255 room nights (Run of House)		
	+ _____ % tax	\$ _____ -
	TOTAL BILLETING	\$ _____ -

ADMINISTRATIVE EQUIPMENT

<u>ITEM</u>	<u>COST</u>
- Rental of Copier Machine w/collater capability (10-14 Mar 13)	
	+ _____ % tax
	\$ _____ -
	TOTAL
	\$ _____ -

ADDITIONAL REQUIREMENTS

<u>ITEM</u>	<u>COST</u>
Photographer for group shot	—————>
Photo processing w/Overlay	
Full Size Print of Group Shot	X 50 prints
Communication Useage	Not to exceed \$500 USD
Business Center Useage	Not to exceed \$500 USD
	+ _____ % tax
	\$ _____ -
	TOTAL
	\$ _____ -

<i>Sub-Total Billeting</i>	\$ _____ -
<i>Sub-Total Administrative Equipment</i>	\$ _____ -
<i>Sub-Total Additional Requirements</i>	
TOTALS	\$ _____ -