**Budget Bidding Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Expenditure** | **Quantity**  | **Days** | **Notes**  | **Amount****(CNY)** |
| **Transportation** | Airport transportation （23, 27 and 28 or 29 Feb） | - | 3 | * Pick-ups including pick up signs on 23 Feb
* See off on either 28 or 29 Feb
 |  |
| Local Transportation * Beijing 24 Feb
* Suzhou: 25 Feb
* Suzhou to Shanghai: 26 Feb evening
* Shanghai: 27 Feb
* Beijing: 27 Feb (one-way-airport pick up)
* Beijing: 28 Feb
 | 1 | 6 | * Bus for delegates
* Car for VIPs (To be confirmed number)
 |  |
| **Accommodation and Meals** | Accommodation in Beijing, Suzhou and Shanghai | 20 | 6 |  |  |
| Meals start from 23 Feb evening and finished on 28 Feb evening | 30 | 6 | Buffets for 20 people on 23 Feb evening.Buffets for delegates, meeting meals and beverages for 60 people for date on 24 and 28 Feb in Beijing;Meeting meals and beverages for 30 people for date on 25 to 27 Feb |  |
| **Conference related fee in Beijing** | Conference Venue including tea breaks | 4 | 2 | Beijing \*2 times (24 Feb and 28 Feb)Conference room for 60 people |  |
| Meeting rooms for side meetings | 4 | 2 | Side meeting room for 5-10 people |  |
| Settings in the venue - (24 and 28 Feb) | 2 | 2 | Stage, lighting and sound equipment, electricity, flower, screen projector, printer, design cost, LED screen, black and white printer |  |
| Conference Materials | 2 | 2 | Name tags, printing material, nameplate,Materials for 60 people  |  |
| Booth and equipment for Interpretation (24 and 28 Feb) | 2 | 2 | French and English  |  |
| **Honorarium Fee for the delegation** | Approx. CNY 400 per person per day | 20 | 6 | Pay in Chinese Yuan |  |
| **Consultancy** | Photographer  | 1 | 5 |  |  |
| Interpreters | 4 | 5 | Simultaneous interpreter for French and English |  |
| Consultancy/rapptour | 1 | 10 |  |  |
| Travel package for consultancy  | 6 | 2 | Including: * 1 train ticket from Beijing to Suzhou
* 1 flight from Shanghai to Beijing
* 2 nights accommodation (Suzhou and Shanghai)
 |  |
| **Event Management fee** | Service fee |  |  |  |  |
| Tax |  |  |  |  |
| Airport pick-up staff | 1 | 2 |  |  |
| Conference supporting staff | 1 | 5 |  |  |