**Template for financial proposals**

**Supporting organisation of the 2023 EITI Global Conference**

**Please outline the costs for your team’s time**

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| --- | --- | --- | --- |
| **Item** | **Cost** | **Quantity** | **Total**  |
| *Example:**Consultancy fee* | *50 USD/day* | *40 days* | *2000 USD* |
|  |  |  |  |
|  |  |  |  |
| Total inclusive of any applicable taxes |  |  |  |

**If available, please fill in the following table with indicative costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Size or specification used**  | **Cost per item (in USD)** | **Price of installation and dismantling (if applicable)** |
| Headsets for interpretation |  |  |  |
| Microphones |  |  |  |
| Screens  |  |  |  |
| Exhibition booth furniture – desk/booth/chairs/stools/signs/etc |  |  |  |
| Exhibition booth technical equipment - screen(s)/electricity/laptop(s) |  |  |  |
| Staging for pitch corner |  |  |  |
| Chairs |  |  |  |
| Desks |  |  |  |
| Backdrop(s) behind panellists in plenary |  |  |  |
| Roll-ups in rooms (800 x 2010mm) |  |  |  |
| Screens for displaying programme and venue signage  |  |  |  |
| Banners  |  |  |  |
| Flower arrangements and/or other decorations |  |  |  |
| Marquee (e.g. for area close to restaurant) |  |  |  |
| Other items not included above |  |  |  |

**Please outline your process for procuring additional suppliers and services as needed. (**300 words max)

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**If applicable, please indicate costs for managing hotel bookings and private transportation from selected hotels in Dakar city centre to the conference venue for 300 people.**

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| **Activity** | **Cost** | **Additional comments** |
| Management of hotel bookings |  |  |
| Private transportation |  |  |
| Coordination of private transportation |  |  |
|  |  |  |

**If applicable, please outline any other costs that may be associated with contracting your company (for example: service fees, overtime hours, etc). (**300 words max)

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