

Annex 1

Financial Offer Template: Simulated Case (*Bidders are authorized to add to budget lines for each scenarios*)

Event Name: Pause and Reflection – Great Forests of Mesoamerica Project

Event Date: July 28, from 8:30 a.m. to 5:00 p.m.

Regional Event – 35 international participants

Host Country: Costa Rica

Required Services: flights, accommodation, meals, event venue, transfers, and per diem payments.

General Quotation Considerations:

The offer must be submitted in USD, broken down by expense category, indicating:

- Unit rates
- Quantities
- Subtotals
- Agency fees/commissions
- Taxes (if applicable)
- Grand total

The assumptions used must be specified (number of nights, estimated flight routes, room type, included meals, etc.).

Required Cost Breakdown:

A. Airfare (Round Trip)

The agency must quote the estimated average fare from each country of origin to Costa Rica.

Country of Origin	No. of Participants	Average Fare (\$USD)	Subtotal
Mexico	2		
Belize	2		
Honduras	3		
Guatemala	4		
Nicaragua	2		
Costa Rica (Round-trip ground transport for 2 participants at 30 km, 2 participants at 100 km, 2 participants at 180 km, 2 participants at 300 km)	8		
El Salvador	8		
Panama	6		

Total	35		
% Agency Management Fee for Airfare Issuance			

Airfare subtotal: \$USD _____

*** The following must be included: Travel insurance / traveler assistance covering medical expenses for accident or illness, health and/or funeral repatriation, and flight delay or cancellation.

* Checked baggage allowance (1 personal item such as a backpack or handbag; 1 carry-on bag, minimum 22 lbs)

* The final fare presented to Expertise France S.A.S. for each ticket must reflect the total all-inclusive cost (airfare + taxes + fees + insurance + baggage + management fees).

B. Airport – Hotel – Airport Transfers (Shuttle)

Concept	No. of Participants	Unit Price \$USD	Subtotal
Airport – hotel – airport transfer (per person)	27		
Local transfer (hotel – event venue or other program activities per group if different)	35		
% Management fee for ground transfer services			
Total			

Transfers subtotal: _____

C. Participant Accommodation and Meals

Number of nights (2 nights).

Concept	No. of Participants	Unit Price per Night	Nights	Subtotal
Single room with breakfast	35		2	
% Management Service Fee – Accommodation & Meals*				
Total	35		2	

Accommodation subtotal: _____

* The agency must consider meals for participants on arrival and departure days; if these are not provided by the hotel, per-diem amounts should be included in the section below.

D. Event Venue Rental and Logistics.

Venue and Setup: A room for 35 participants is required.

- Round tables for working groups of 5 to 6 people
- Tables for lunch
- Registration tables outside the room with 3 chairs

Catering for the event day, as follows:

Double A.M. coffee break service (savory and sweet) – served

Full served lunch (starter, main course with 2 side dishes, dessert, and non-alcoholic beverage)

Double P.M. coffee break service (savory and sweet) – served

Beverages for the event day:

Include permanent water, coffee, and tea station (from 8:30 a.m. to 5:00 p.m.).

Internet and Audiovisual Services

- Internet services
- 1 projector
- 3 x 2 projection screen
- Speakers
- 4 wireless handheld microphones
- Computer for presentations, with audio output to speakers
- 4 flip charts
- Technical support on event day

Note: Please provide power strips, cables, and extension cords needed for setup. The setup must be ready before 8:30 a.m.

Concept	Quantity	Price	Subtotal
A.M. double coffee break service (savory and sweet)	35		
Full served lunch	35		
P.M. double coffee break service (savory and sweet)	35		
Internet and audiovisual services as required			
% Management Fee for Venue Rental, Audiovisuals and Event Catering			

Total			
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Venue and event catering subtotal: _____

E. Per Diem Payments

The agency must clearly describe the operational, administrative, and financial mechanism by which per diem amounts will be delivered to participants.

The proposal must include at minimum:

- Delivery method (cash, bank transfer, prepaid cards, Mobile money or other mechanism).
- Identity verification and delivery registration procedure.
- Delivery timeline (before travel, upon arrival, or during the event).
- Handling of undelivered or remaining funds.
- Control and traceability procedures.
- Post-event financial report (signed lists, receipts, settlement).
- Security measures for fund management.
- Administrative costs associated with the management (if applicable).

***** 17.5% of the per diem rate per day (**per Annex 2 country rates**) is granted for **Dinner**, and 17.5% of the per diem rate per day for **Lunch**.

Concept	Quantity	Amount	Subtotal
Per-diem amount for meals (lunch and dinner)	35		
% Per diem/expense delivery management service			
Total			

General Offer Summary:

Category	Total
A. Airfare + Management Fee	
B. Airport – hotel – airport transfers (shuttle), Ground Transfers + Management Fee	
C. Participant Accommodation + Management Fee	
D. Venue Rental and Logistics + Management Fee	
E. Per Diem Payments + Management Fee	
Other to be specified	
Total	

Additional Required Information

The offer must include:

- Quotation validity period
- Airfare assumptions
- Change and cancellation conditions
- Response time for reservations
- Billing and payment method