

TECHNICAL SPECIFICATION FORM

**Romania – Ministry of National Education and Research – Externally Financed
Projects Management Unit**

Quotation: NCS 3/3-4

**Quotation Name: Non consulting services for the 2nd
Facilitators Training Session**

Provider Name:

	TARGET SPECIFICATIONS	PROVIDER'S SPECIFICATIONS
1.	Accommodation at 3-star structure, single rooms, 01-03.09.2016, for 80 persons	
1.1	Accommodation at 3-star structure	
1.2	Single room	
1.3	Breakfast included	
2.	Lunch on September 2nd and 3rd, 2016 for 80 persons	
2.1	Organized at the workshop premises, as buffet with:	
2.2	Min. ten choices of starters of which three choices of salad	
2.3	Main course (min. three choices)	
2.4	Side dish (min. three choices)	
2.5	Bread	
2.6	Dessert (min. three choices)	
2.7	Nonalcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda)	
2.8	Coffee including sugar and milk	
2.9	Still and sparkling water	
2.10	Napkins and glasses	
3.	Dinner on September 1st and 2nd, 2016 for 80 persons	
3.1	Organized at the workshop premises, as buffet with:	
3.2	Min. ten choices of starters of which three choices of salad	
3.3	Main course (min. three choices)	
3.4	Side dish (min. three choices)	
3.5	Bread	
3.6	Dessert (min. three choices)	
3.7	Nonalcoholic drinks (soda drinks 2 x 1/4 liter per person – Coca Cola or Pepsi Cola and Fanta or Mirinda)	
3.8	Coffee including sugar and milk	
3.9	Still and sparkling water	
3.10	Napkins and glasses	
4.	4 Coffee breaks on September 1st, 2nd and 3rd, 2016 for 79 persons	
4.1	Coffee	
4.2	Water	
4.3	Still and sparkling water	
4.4	Tea	
4.5	Pastry products (sweet, salty)	
4.6	Milk for coffee	
4.7	Sugar	
4.8	Napkins	
4.9	Glasses	
5.	Rental of conference room with a capacity of 80 people on September 1st, 2nd and 3rd, 2016	
5.1	Conference room with a capacity of 80 people with the possibility to organize smaller groups (4 x 20 people)	
5.2	Video projector and projection screen	
5.3	Audio system with at least 3 fixed microphones and 1	

Date:

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Signature:

	TARGET SPECIFICATIONS	PROVIDER'S SPECIFICATIONS
	mobile microphone included	
7	Set-up and personnel	
7.1	At least four persons for the entire workshop, of which one as project manager	
7.2	Tables for buffet and coffee station	
7.3	Cocktail type tall tables for coffee breaks	
7.4	Ceramic crockery and stainless steel cutlery	

Date:
Signature: