

TECHNICAL SPECIFICATION FORM

Romania – Ministry of National Education and Research – Externally Financed
Projects Management UnitQuotation: **NCS 3/3-3**Quotation Name: **Non consulting services for the
Facilitators Training Session**

Provider Name:

	TARGET SPECIFICATIONS	PROVIDER'S SPECIFICATIONS
1.	Accommodation at 3-star structure, single rooms, 17-19.07.2016, for 79 persons, in Sinaia	
1.1	Accommodation at 3-star structure	
1.2	Single room	
1.3	Breakfast included	
2.	Lunch on July 18th and 19th, 2016 for 79 persons	
2.1	Organized at the workshop premises, as buffet with:	
2.2	Min. ten choices 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 July 17th and 18th, 2016 for 79 persons	
3.1	Organized at the workshop premises, as buffet with:	
3.2	Min. ten choices 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 July 17th, 18th and 19th, 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 July 17th - 19th, 2016	
5.1	Conference room with a capacity of 80 people	
5.2	Video projector and projection screen	
5.3	Audio system with at least 3 fixed microphones and 1 mobile microphone included	

Date:

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Signature:

	TARGET SPECIFICATIONS	PROVIDER'S SPECIFICATIONS
6.	Rental of conference rooms with a capacity of 20 people on July 18th and 19th, 2016	
6.1	Conference room with a capacity of 20 people	
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: