**Appendix 1: Quotation template**

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| **Budget headings** | **Unit** | **Number of units** | **Unit cost** | **Total cost in € excludingtax** | **Cost in €, including tax (\*)** |
| ***Organisation of 7 events, average duration 2 days, average 15 participants*** | | | | | |
| 1. Rental of a conference room equipped with data-show, paper board, chairs, tables, internet connection and video-conferencing material, 20 people capacity on average | Day | 8 |  |  |  |
| 2. English/Arabic or French/Arabic translation of documents | Flat rate | 8 |  |  |  |
| 3. Supplies and printing fees (notepads, paper, pens, printing and photocopies) | Flat rate | 8 |  |  |  |
| 4. Coffee break | Nb | 435 |  |  |  |
| 5. Full lunch | Nb | 335 |  |  |  |
| 6. Car rental (4 seats) | Day | 3 |  |  |  |
| 7. Bus rental (2 field visit - 50 seats/ 1 field visit 30 seats) | Nb | 3 |  |  |  |
| 8 Organisation of a market event for 100 pers (rental stand, little packaging, transportation of products, advertising and promotion in local medias, lunch and coffee break…) | Flat rate |  |  |  |  |
| 9. Miscellaneous (participant parking fees, etc.) | Day | 8 |  |  |  |
| **TOTAL I workshops (1+2+ 3+4+5+6+7+8+9)** |  |  |  |  |  |
| **(\*) exchange rate to be applied: https://www.reuters.com/markets/currencies** | | | |  |  |