Appendix

**Price Table**

**Service Provider for EuroPosgrados Mexico**

Name of the tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Only **net prices** in Mexican Pesos as well as in Euros are to be indicated.

As a general rule, all **travel and ancillary costs** must be included in the prices indicated for all items of the Price Table – further costs for handling the order beyond the Price Table cannot be covered separately by the DAAD and the organizing committee. The total prices indicated in the column on the right are generally fixed prices but there is a yearly increase in line with the Mexican inflation rate, beginning in 2026. The prices are binding for the entire term of the contract (including any renewals).

Please complete the table in full. Incomplete price information may lead to exclusion. Avoid modifications to the Price Table, such as deleting services or entering additional services, as this usually leads to the exclusion of the tenderer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Service  (see Terms of Reference ToR) | Individual rate (net) | Number of service items (over the maximum 4-year term) | Total price (net) |
| **1.** | **- selecting the hotels in Mexico City (with the exception of 2025, which is already determined)**  **- selecting the location of the additional city, including the hotel all in cooperation with the DAAD and the booking of the venues**  **- insurances, safety, and security services, required event authorizations and licenses**  **- exhibition booth sales, promotion of the event among European higher education institutions (except the ones of the organizer committee countries)**  **- a financial model to allot the quota of the organizing committee members**  **- management of online-registration services for exhibitors**  **- management of registration for visitors (online and on the spot)**  **- coordination of conference program**  **- coordination of fair logistics including booth design and construction**  **- audio and internet services**  **- design works (print products, online), exhibitor catalogue**  **- promotion and advertising campaign for the event, marketing with a contemporary target group approach**  **- hiring of booth assistants**  **- providing information on freight forwarder and accommodation for the exhibitors**  **- financial responsibility for the event**  **- design and maintenance of the websites of higher education fairs**  **- financial management**  **- provide local knowledge**  **- participate in monthly organizing committee meetings**  **- written evaluation of every event** | ... (MXN / EUR)/year | 4 years | ... MXN / EUR |
| **2.** | **TOTAL PRICE over the contractual term of 4 years in MXN and EUR (net) = total of items** | | | … MXN / EUR |

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Place, date Company/name of the declarant (natural person)