

Basic information and cost overview

Project	2023 Q3 South Region MINI Agent Sales Manager & Marketing Manager Workshop	
Company	康辉集团北京国际会议展览有限公司 China Comfort Travel (CCT) Group Beijing International Convention and Exhibition Co., LTD	
Quotation Date	2023.7.6	
Quotation Version	final	
Contact		
Name	Marco	
Surname	Ma	
Position	Account Director	
Mobile	158 0177 8313	
Fixed line	-	
Email	make@cct.cn	

Cost Breakdown for event operation		
Agency fees		24,950.00
Set-up & Operation		72,659.13
Hospitality		28,830.87
Photo		6,000.00
Total Net		132,440.00
VAT (6%) **		7,946.40
Gross Total		140,386.40

* Please state surcharges (i.e. Business Tax) clearly and indicate which modules are affected
** Please note that 3rd party invoices are paid net by BMW since VAT is claimed back by

报价专用章

¥132,440						
No.	Item	Unit	Quantity	Days	Unit price	Sum
I Agency Fees						
A Agency Fees (Preparation)						
1	Account Director	person	1	2	¥800.00	¥1,600.00
2	Account Manager	person	1	2	¥800.00	¥1,600.00
3	Creative Director	person	1	2	¥800.00	¥1,600.00
4	DTP / 2D / 3D Designer	person	1	1	¥1,000.00	¥1,000.00
B Agency Fees (On site)						
1	Account Director	person	1	1	¥800.00	¥800.00
2	Account Manager	person	1	1	¥800.00	¥800.00
3	Staff (please define in comment)	person	1	1	¥800.00	¥800.00
C Agency Fees (Post event)						
1	Account Manager	person	1	3	¥3,000.00	¥3,000.00
D Site Check						
1	Flights for site check (Economy class)	Round trip	2	1	¥5,000.00	¥5,000.00
2	Agency Staff Site Check Accommodation	Round trip	1	1	¥450.00	¥450.00
3	Site check local transportation	Units	1	1	¥200.00	¥200.00
E Onsite Event:						
1	Agency Staff	person	2	3	¥6,000.00	¥6,000.00
2	Agency Staff Accommodation	room/night	1	2	¥450.00	¥900.00
3	Agency Staff working car rental	car/day	1	2	¥1,200.00	¥1,200.00
I Total Agency Fees						
¥24,950						
II Set-up & Operation						
A Venue Fees						
1	Venue Rental 场租	day	1	1	¥25,250.00	¥25,250.00
2	会议设备租借及搭建 (LED 屏幕)	day	15	1	¥5,250.00	¥5,250.00
B Material						
1	Flower of rostrum 会议桌花	each	8	1	¥300.00	¥2,400.00
2	会议桌面MINI氛围物	each	8	1	¥200.00	¥1,600.00
3	指示立牌	set	2	1	¥1,800.00	¥1,800.00
4	户外背景板	set	1	1	¥8,000.00	¥8,000.00
5	MINI CONNER 结构	set	1	1	¥4,500.00	¥4,500.00
6	MINI CONNER 制作物	set	1	1	¥2,000.00	¥2,000.00
7	MINI CONNER 装饰物	set	1	1	¥1,929.13	¥1,929.13
8	会议物料	set	1	1	¥1,800.00	¥1,800.00
10	拍照手举牌	each	10	1	¥380.00	¥3,800.00
C RSVP						
1	RSVP	person	38	1	¥5,000.00	¥5,000.00
D Logistics						
1	运输费用	set	1	1	¥5,000.00	¥5,000.00
II Total Set-up & Operations						
¥72,659						
Detailed Work load/ Comments / Deliverables						
全天会议						
鱼骨式舞台						
双面相框摆放MINI照片、MINI杂志和MINI相册等。						
根据方案具体展开，请注明材质和尺寸。						
户外防水背板3M*5M 双面配置						
木结构高请写真双面背景板						
霓虹灯管写真双面背景板						
MINI精品、装饰物料						
异形镂空雪弗板管架支撑，亚克力立体装饰						
异形双面覆膜雪弗板手举牌						
会议RSVP						
54座大巴往返接驳						



¥132,440						
No.	Item	Unit	Quantity	Days	Unit price	Sum
Detailed Work load/ Comments / Deliverables						
III Hospitality						
	Item	Unit	Quantity	Days	Unit price	Sum
A Catering						
1 Tea break	pax	1	1	1	¥4,236.87	¥4,236.87
2 Buffet Lunch 午餐	pax	38	1	1	¥300.00	¥11,400.00
3 Gala Dinner-Hotel	pax	33	1	1	¥218.00	¥7,194.00
4 酒水敬收	table	2	1	1	¥4,000.00	¥8,000.00
B Manpower						
2 onsite helper	person	2	1	1	¥2,000.00	¥4,000.00
III Total Hospitality						¥28,831
IV Photo						
	Item	Unit	Quantity	Days	Unit price	Sum
摄影摄像	pax	1	1	1	¥4,500	¥4,500
云相册	pax	1	1	1	¥1,500	¥1,500
IV Total Photo						¥6,000.00

