

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		70,729.13
Hospitality		29,210.87
Photo		6,000.00
Total Net		130,890.00
VAT (6%) **		7,853.40
Gross Total		138,743.40

* 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 BMW.

报价专用章

¥130,830

No.	Item	Unit	Quantity	Days	Unit price	Sum	Detailed work load/ Comments / Deliverables
I	Agency Fees						
A	Agency Fees (Preparation)					¥5,800	
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)					¥2,400	
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)					¥3,000	
1	Account Manager	person	1	3	¥3,000.00	¥3,000.00	
D	Site Check					¥5,650	
1	Flights for site check (Economy class)	Round trip	2	1	¥5,000.00	¥5,000.00	
2	Agency Staff Site Check Accomodation	Round trip	1	1	¥450.00	¥450.00	
3	Site check local transportation	Units	1	1	¥200.00	¥200.00	
E	Onsite Event:					¥8,100	
1	Agency Staff	person	2	3	¥6,000.00	¥6,000.00	
2	Agency Staff Accomodation	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	Unit	Quantity	Days	Unit price	Sum	Details / Comments
1	Venue Rental 场租	day	1	1	¥25,250	¥25,250	
2	会议设备租借及搭建 (LED 屏幕)	day	15	1	¥350.00	¥5,250.00	全天会议
B	Material					¥40,099	LED 3M*5M, 音响使用酒店自带音响。
1	Flower of rostrum会议桌花	each	8	1	¥300.00	¥2,400.00	鱼骨式摆台
2	会议桌面MINI氛围物	each	8	1	¥1,600.00	¥12,800.00	双面相机摆放MINI照片, MINI杂志和MINI相册等。
3	指示立牌	set	2	1	¥900.00	¥1,800.00	根据方案具体展开, 请注明材质和尺寸。
4	户外背景板	set	1	1	¥8,000.00	¥8,000.00	户外防水背景板3M*5M 双面配置
5	MINI CONNER 结构	set	1	1	¥3,500.00	¥3,500.00	木结构高清写真双面背景板
6	MINI CONNER 制作物	set	1	1	¥2,000.00	¥2,000.00	洞洞板, 异形镂空雪弗板带钢架支撑, 亚克力立体装饰
7	MINI CONNER 装饰物	set	1	1	¥999.13	¥999.13	MINI精品, 装饰物料
8	会议物料	set	1	1	¥999.13	¥999.13	话筒套, 手卡, 讲台贴, 抬头纸, 签字笔
10	拍照手举牌	each	10	1	¥180.00	¥1,800.00	异形双面覆膜雪弗板手举牌
C	RSVP					¥380	
1	RSVP	person	38	1	¥10.00	¥380.00	会议RSVP
D	Logistics					¥5,000	
1	运输费用	set	1	1	¥5,000.00	¥5,000.00	54座大巴车往返接驳
II	Total Set-up & Operations					¥70,729	

报价专用章

¥130,890							
No.	Item	Unit	Quantity	Days	Unit Price	Sum	Detailed Work load/ Comments / Deliverables
III Hospitality							
	Item	Unit	Quantity	Days	Unit Price	Sum	
A	Catering					Sum	Details / Comments
1	Tea break	pax	1	1	¥4,236.87	¥4,236.87	酒店茶饮
2	Buffet Lunch 午餐	pax	38	1	¥300.00	¥11,400.00	酒店自助午餐
3	Gala Dinner-Hotel	pax	33	1	¥218.00	¥7,194.00	露天BBQ
4	酒水软饮	table	2	1	¥4,000.00	¥8,000.00	酒水软饮
B	Manpower					¥2,000	
2	onsite helper	person	2	1	¥2,000.00	¥2,000.00	会议当日全天的helper
III	Total Hospitality					¥29,211	
IV Photo							
	Item	Unit	Quantity	Days	Unit Price	Sum	
	摄影摄像	pax	1	1	¥4,500	¥4,500	8小时内拍摄, 本地摄影北京国际会议展览有限公司
	云相册	pax	1	1	¥1,500	¥1,500	8小时内直传在线相册
IV	Total Photo					¥6,000	

报价专用章

北京国际会议展览有限公司