

Basic information and cost overview

Project	
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	2021.07.22
Quotation Version	The Fifth version
Contact	
Name	Marco
Surname	Ma
Position	Account Director
Mobile	158 0177 8313
Fixed line	
Email	make@cct.cn
Cost overview by session	
Quotation	114,820.00
Total Net	114,820.00

Cost Breakdown for event operation/agency fee	
Agency fee	18,600.00
Logistics & Operations	34,410.00
Hospitality	45,440.00
Setup / Construction	11,370.00
Photo & Video	5,000.00
Total Net	114,820.00

VAT (6%) **	6,889.20
Gross Total	121,709.20

* 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 your company.



¥114,820							
No.	Item	Unit	Quantity	Days	Unit price	Sum	Detailed Work load/ Comments / Deliverables
Agency Fees							
Agency Fees (Preparation)						¥10,200	
IA 1	Project Manager	pax/day	1	3	¥1,100	¥3,300	负责日常执行准备并落实相关工作事宜
IA 2	Creative Director	pax/day	1	3	¥1,800	¥5,400	开发、发起和分析营销策略和项目概念，创造原创内容和活动
IA 3	DTP / 2D / 3D Designer	pax/day	1	1	¥1,500	¥1,500	前期平面/3D创意设计工作执行
Agency Fees (On site)						¥8,400	
IB 1	Account Manager	pax/day	1	2	¥1,200	¥2,400	客户团队管理，并与运营团队同步客户需求信息
IB 2	Project Manager	pax/day	1	2	¥1,000	¥2,000	负责现场执行
IB 3	Account Executive	pax/day	2	2	¥1,000	¥4,000	活动项目现场执行及跟进
I	Total Agency Fees					¥18,600	
II Logistics & Operations							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
Venue Fees						¥25,000	
II A 1	Workshop Venue rental	item	1	1	¥25,000	¥25,000	会议场地租赁费用
Insurance & Emergency 保险及应急设施						¥700	
II B 1	群英活动意外险	unit	70	1	¥10	¥700	活动当天保险
Materials						¥8,710	
III C 1	Welcome package 欢迎礼包	unit	70	1	¥53	¥3,710	区域会提供口罩等防疫物资，Agency需要准备结合M2d特色的成都当地伴手礼+防疫消毒湿巾各一份
III C 2	主持人手卡	package	50	1	¥2	¥100	会议现场手卡，有M2d Logo
III C 3	签到桌花及小桌花	unit	1	1	¥3,400	¥3,400	会议桌花 30份
III C 4	合影手牌	unit	10	1	¥50	¥500	定制M2d合影手牌1套，建议10个
III C 5	晚宴互动环节物料	package	10	1	¥100	¥1,000	互动小奖品，建议10套
III	Total Logistics & Operation					¥34,410	
Hospitality							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
Catering						¥45,440	
IV A 1	Welcome Dinner	pax	10	1	¥250	¥2,500	邀约南区卓越经销商晚宴
IV A 2	Lunch	person	70	1	¥200	¥14,000	午餐，特色川菜，距离会议现场距离远
IV A 3	Tea break	person	30	1	¥88	¥2,640	茶歇
IV A 4	Dinner	person	70	1	¥250	¥17,500	具有当地特色的晚餐
IV A 7	Helper 兼职	day/person	3	1	¥400	¥1,200	现场兼职人员
IV A 8	Helper uniform	unit	3	1	¥0	¥0	区域会提供兼职人员衣服
IV A 9	MC	day/person	1	1	¥2,000	¥2,000	晚宴主持人
IV A 10	晚宴表演	unit	1	1	¥2,000	¥2,000	晚宴前建议准备3个节目+2个互动游戏
IV A 11	摆渡车	day	2	1	¥1,800	¥3,600	40或45座大巴两辆，用于活动当天摆渡
IV	Total Hospitality					¥45,440	
Setup / Construction							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
Conference area						¥11,370	
VA 1	立体指示牌	set	2	1	¥300	¥600	一个经销商入住酒店门口，一个会议场地入口
VA 2	KT指示牌	set	3	1	¥300	¥900	设置在一楼至二楼会议场地指示入口，一个位于会议签到区，一个位于讲台区旁
VA 3	M2d照片墙	set	8	1	¥100	¥800	会议现场墙装饰M2d照片，素材由区域提供
VA 4	M2d立体字	set	1	1	¥2,000	¥2,000	会议讲台前设置，1.8*0.6m泡沫字
VA 5	签到背景板	set	1	1	¥2,250	¥2,250	5*2.2m
VA 6	会议主屏幕	set	1	1	¥0	¥0	120寸，6000流明，酒店设备
VA 7	会议副屏幕	set	2	1	¥900	¥1,800	中间和后排宾客各放置一个
VA 8	物料运输	pax	1	1	¥1,500	¥1,500	物料运输
VA 9	物料搭建人工	pax	4	2	¥150	¥1,200	会议搭建及会议拆卸
V	Total Setup / Construction					¥11,370	
Photo & Video							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
Photo & Video						¥5,000	
VIII A 1	Photo crew	pax	1	1	¥2,000	¥2,000	活动全天拍摄
VIII A 2	Video crew	pax	1	1	¥2,000	¥2,000	活动全天拍摄
VIII A 3	Aerial photo	pax	1	1	¥1,000	¥1,000	即时照片/云相册
VI	Total Photo & Video					¥5,000	



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Project	
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	2021.09.18
Quotation Version	
Contact	
Name	Marco
Surname	Ma
Position	Account Director
Mobile	158 0177 8313
Fixed line	
Email	make@cct.cn
Cost overview by session	
Quotation	116,503.00
Total Net	116,503.00
最终优惠价	114,820.00

Cost Breakdown for event operation/agency fee	
Agency fee	18,600.00
Logistics & Operations	35,380.00
Hospitality	43,953.00
Setup / Construction	13,770.00
Photo & Video	4,800.00
Total Net	116,503.00
VAT (6%) **	6,889.20
Gross Total	121,709.20

* 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 your company



¥116,503							
No.	Item	Unit	Quantity	Days	Unit price	Sum	Detailed Work load/ Comments / Deliverables
Agency Fees							
Agency Fees (Preparation)						¥10,200	
IA 1	Project Manager	pax/day	1	3	¥1,100	¥3,300	负责日常执行准备并落实相关工作事宜
IA 2	Creative Director	pax/day	1	3	¥1,800	¥5,400	开发、发起和分析营销策略和项目概念，创造创意活动和活动
IA 3	DTP / 2D / 3D Designer	pax/day	1	1	¥1,500	¥1,500	前期平面/3D创意设计工作执行
Agency Fees (On site)						¥8,400	
IB 1	Account Manager	pax/day	1	2	¥1,200	¥2,400	客户团队管理，并与运营团队同步客户需求信息
IB 2	Project Manager	pax/day	1	2	¥1,000	¥2,000	负责现场执行
IB 3	Account Executive	pax/day	2	2	¥1,000	¥4,000	活动项目现场执行及推进
I	Total Agency Fees					¥18,600	
Logistics & Operations							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
Venue Fees						¥25,000	
II A 1	Workshop Venue rental	Item	1	1	¥25,000	¥25,000	会议场地租赁费用
Insurance & Emergency 保险及应急设施						¥670	
II B 1	嘉宾活动意外险	unit	67	1	¥10	¥670	活动当天保险
Materials						¥9,710	
II C 1	Welcome package 欢迎礼包	unit	70	1	¥33	¥3,710	区域会提供口罩等防疫物资，Agency需要准备结合MQD特色的成都当地伴手礼+防疫消毒湿巾各一份
II C 2	主持人手卡	package	50	1	¥2	¥100	会议现场手卡，有MQD Logo
II C 3	签到桌花及小桌花	unit	1	1	¥3,400	¥3,400	会议桌花 30份
II C 4	合影手举牌	unit	10	1	¥50	¥500	定制MQD合影手举牌1套，建议10个
II C 5	晚宴互动环节物料	package	10	1	¥200	¥2,000	互动小奖品，建议10套
III	Total Logistics & Operation					¥35,380	
Hospitality							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
Catering						¥43,953	
IV A 1	Welcome Dinner	pax	10	1	¥250	¥1,013	通约南区卓越经销商晚宴
IV A 2	Lunch	person	70	1	¥200	¥15,200	午餐，特色川菜，距离会议现场距离近
IV A 3	Tea break	person	30	1	¥88	¥2,640	茶歇
IV A 4	Dinner	person	70	1	¥250	¥16,000	具有当地特色的晚餐
IV A 7	Helper 兼职	day/person	3	1	¥400	¥1,200	现场兼职人员
IV A 8	Helper uniform	unit	3	1	¥0	¥0	区域会提供兼职人员衣服
IV A 9	MC	day/person	1	1	¥2,000	¥2,000	晚宴主持人
IV A 10	晚宴表演	unit	1	1	¥2,000	¥2,000	晚宴需准备3个节目+2个互动游戏
IV A 11	摆渡车	day	2	1	¥1,800	¥3,600	40或45座大巴两辆，用于活动当天摆渡
IV	Total Hospitality					¥43,953	
Setup / Construction							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
Conference area						¥13,770	
VA 1	立体指示牌	set	2	1	¥300	¥600	一个经销商入住酒店门口，一个会议场地入口
VA 2	KT指示牌	set	3	1	¥300	¥900	放置在一楼至二楼会议场地指示入口，一个位于会议签到区，一个位于讲台区旁
VA 3	MQD照片墙	set	8	1	¥100	¥800	会议现场墙装饰MQD照片，素材由区域提供
VA 4	MQD立体字	set	1	1	¥2,000	¥2,000	会议讲台前放置，18*0.6m泡沫字
VA 5	签到背景板	set	1	1	¥2,250	¥2,250	5*2.2m
VA 6	LED	pax	15	1	¥180.00	¥2,700	3*5.3LED屏幕
VA 7	支撑舞台	pax	5	1	¥60.00	¥300	
VA 9	会议主屏幕	set	1	1	¥0	¥0	120寸，6000流明，酒店设备
VA 10	会议副屏幕	set	2	1	¥900	¥1,800	中间和后排宾客各放置一个
VA 11	物料运输	pax	1	1	¥1,500	¥1,500	物料运输
VA 12	物料搭建人工	pax	4	2	¥190	¥1,520	会议搭建及会议拆卸
V	Total Setup / Construction					¥13,770	
Photo & Video							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
Photo & Video						¥4,800	
VI A 1	Photo crew	pax	1	1	¥2,000	¥2,000	活动全天拍摄
VI A 2	Video crew	pax	1	1	¥2,000	¥2,000	活动全天拍摄
VI A 3	Aerial photo	pax	1	1	¥800	¥800	即时照片/云相册
VI	Total Photo & Video					¥4,800	

