

Dear Sir,

I would like to submit quotations for supplementary services for Side Event meetings at the OSCE Human Dimension Implementation Meeting to be held on 24 September - 05 October, 2007 at Sofitel Victoria Hotel in Warsaw. Please note that the services should be ordered at least two days in advance.

1. Consecutive interpreting RU(FR)-EN per block of up to 4 hours	€300,00	+22% VAT
2. Consecutive interpreting EN(RU)-PL per block of up to 4 hours	€200,00	+22% VAT
3. Simultaneous interpreting RU(FR)-EN per block of up to 4 hours	€600,00	+22% VAT
4. Simultaneous interpreting EN(RU)-PL per block of up to 4 hours	€400,00	+22% VAT
5. Simultaneous interpretation system for 50 persons	€250,00	+22% VAT
6. Simultaneous interpretation system for 100 persons	€460,00	+22% VAT
7. Sound system with 2 microphones	€130,00	+22% VAT
8. Sound system with 3 microphones	€170,00	+22% VAT
9. Sound system with delegates' microphones for 50 persons	€170,00	+22% VAT
10. Screen and multimedia projector	€200,00	+22% VAT
11. Screen, multimedia projector and computer	€270,00	+22% VAT
12. TV monitor with multi-system video cassette player	€80,00	+22% VAT
13. Overhead projector	€45,00	+22% VAT
14. Sound tape recording, original version	€40,00	+22% VAT
15. Sound audio CD-ROM recording, original version	€55,00	+22% VAT
16. Video cassette player	€20,00	+22% VAT
17. DVD player	€30,00	+22% VAT
18. Screen 2 x 2 [m]	€55,00	+22% VAT

Payment method:

Payment for the services provided shall be made against purchase document.

There are two forms of purchase document:

- a simplified bill (a single amount, without separate VAT item)
- VAT invoice.

The following information is required for us to make out a VAT invoice:

1. Full name of the Institution or Organization
2. Detailed address of the registered office
3. Fiscal Code (NIP) - if assigned to the Institution or Organization
4. Full name of the person authorized to sign and accept the invoice

Payment can be made:

1. in cash - the following currencies are accepted: zł (Polish Zloty), € (Euro), \$ (US Dollars)
2. by payment or credit card
3. by wire transfer within 14 days from date of the purchase document