

Dear Sir, Madam

I would like to submit quotations for supplementary services to accompanying meetings at the OSCE Human Dimension Implementation Meeting to be held from 29 September to 10 October, 2008 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	€400,00
2. Consecutive interpreting EN(RU)-PL per block of up to 4 hours	€270,00
3. Simultaneous interpreting RU(FR)-EN per block of up to 4 hours	€800,00
4. Simultaneous interpreting EN(RU)-PL per block of up to 4 hours	€540,00
5. Simultaneous interpretation system for 50 people	€340,00
6. Simultaneous interpretation system for 100 people	€610,00
7. Sound system with 2 microphones	€180,00
8. Sound system with 3 microphones	€230,00
9. Sound system with delegates' microphones for 50 people	€230,00
10. Sound system with delegates' microphones for 100 people	€430,00
11. Screen and multimedia projector	€270,00
12. Screen, multimedia projector and computer	€370,00
13. TV monitor with multi-system video cassette player	€110,00
14. Overhead projector	€60,00
15. Sound tape recording, original version	€50,00
16. Sound audio CD-ROM recording, original version	€70,00
17. Video cassette player	€30,00
18. DVD player	€40,00
19. Screen 2 x 2 [m]	€60,00

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