**Call for tenders – Conference room operator**

**Example cost calculation for a forum**

The UPU high-level forum on wider postal sector engagement will take place on 28 January 2025. The operator’s duties will begin at 8.00 and end at 19.00.

**Company name**:

|  |  |  |  |
| --- | --- | --- | --- |
| *Description* | *Unit cost (in CHF)* | *Quantity* | *Cost  (in CHF)* |
| Operator cost |  |  |  |
| Living expenses |  |  |  |
| Hotel cost |  |  |  |
| Transport cost |  |  |  |
| *Other costs (please specify)* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total (net)** | | |  |

*Reminder*: All costs are net of VAT and customs duty.