**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RfQ16/01417:

**TABLE 1: Offer to Provide Services Compliant with Technical Specifications and Requirements**

|  |
| --- |
| **Staff retreat facilities for UNDP Moldova CO, 25-27 January 2017** |
| **Item** | **Generic Description** | **No. of days/nights** | **Quantity** | **Unit price,****USD** | **Subtotal,****USD** |
|  | Accommodation (preferably **40** **single** rooms) 4\* Hotel standard | 2 nights |  120 persons |  |  |
|  | Accommodation (**40** **double** rooms) 4\* Hotel standard\*number of participants and types of rooms may slightly vary |  |  |
|  | Conference room for 120 persons equipped with suitable tables for 8-10 persons each, air conditioner and high-speed wireless internet min speed 250 kbps | **3 days**1stday – half day2ndday – full day3rdday – half day | 1 conference room |  |  |
|  | Conference room for 50 persons equipped with air conditioner and high-speed wireless internet min speed 250 kbps | 2nd day – half day  |  1 conference room |  |  |
|  | Flipchart Support and paper | 2 days (2nd day and 3rd day) | 5 sets  |  |  |
|  | Projector | 3 days  | 1 projector |  |  |
|  | Breakfast (standard continental)\*if not included in the accommodation price | 2 days | 120 persons |  |  |
|  | Buffet Lunch | 3 days |  120 persons |  |  |
|  | Festive Reception dinner (including drinks and Dj) | 1 day | 120 persons |  |  |
|  | Coffee breaks (2 per day) min. incl.: * croissants, muffins or cookies;
* non-sweet pies or sandwiches
* coffee and tea
* fruit juice
 | 4 coffee-breaks  | 120 persons |  |  |
|  | Still/sparkling water in 0.5l bottles | - | 400 bottles |  |  |
|  | Stationery – pens, notebooks | - | 120 pcs each |  |  |
|  | Round trip transportation Chisinau-Venue-Chisinau (**Open Door type**, meaning that the group component can differ from one trip to another)(3)\*\*\* category buses (capacity 57-63 places)  |  | 1 round trip by bus |  |  |

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

|  |  |
| --- | --- |
| **Other Information pertaining to our Quotation are as follows :** | **Your Responses** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time:  **27 January 2017** |  |  |  |
| Validity of Quotation: **28 March 2017** |  |  |  |
| All Provisions of the UNDP General Terms and Conditions: Please see the **Annex 3** |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*