**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[1]](#footnote-1))***

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. RfQ17/01458:**

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |
| --- |
| **Location:** Leisure area of Vadul lui Voda city, nearby Nistru river**Date:** 24 June – 1 July, 2017 *(the period may slightly vary)***Duration:** 7 full days, 8 nights of accommodation **Participants:** 35 persons *(the number may slightly vary)* |
| **Item #** | **Description of Services** | **Unit** | **Quantity** | **Unit price, MDL** | **Subtotal, MDL** |
| 1 | **Accommodation** in single standard rooms (minimum 3 stars), including breakfast  | 20 DBL rooms | 8 nights |  |  |
| 5 SNG rooms | 8 nights |  |  |
| 2 | **Conference room** with comfortable seats and tables sat in U-shape to accommodate 35 persons, equipped with air-condition system, wireless internet connection minimum speed 250 Kbps/ per person. The conference room should not have prominent physical barriers (pillars). The room should include the following:  | 1 room  | 7 days |  |  |
| 2.1 | **Video projector, screen and laptop** | 1 set  | 7 days |  |  |
| 2.2 | **Flipchart** (with paper or white/ magnetic boards with suitable markers) | 2 units  | 7 days |  |  |
| 2.3 | **Wireless microphone** | 1 unit  | 7 days |  |  |
| 3 | **Conference room** with comfortable seats and tables sat in U-shape to accommodate 20 persons, equipped with air-condition system, wireless internet connection minimum speed 250 Kbps/ per person and possibility to project on the wall. The conference room should not have prominent physical barriers (pillars).  | 1 room  | 6 days |  |  |
| 4 | **Still/sparkling water** in bottles of 0.5 l in the conference room | 2 bottles per person per day | 35 persons |  |  |
| 5 | **Coffee breaks** in the same venue with conference hall, in adequate space to comfortably serving coffee for up to 35 persons. Coffee breaks should include minimum of: tea, coffee, cream, cookies, salty pastries (2 types), sweet pastries (3-4 types)  | 14 breaks/ 2 per day | 35 persons |  |  |
| 6 | **Lunch** in the same building with conference hall, in a separate room. Lunch should include minimum of: first course (soup), second course – meat, fish, garnish, salad meal, fruit juice, mineral water | 7 lunches/ 1 per day | 35 persons |  |  |
| 7 | **Dinner** **type Fourchette/Buffet** in the same building with conference hall, in a separate room. Dinner should include minimum of: meat, fish, garnish (at least 2 types), salad meal (at least 2 types), desert, water/juice | 8 dinners/ 1 per day | 35 persons |  |  |
| 8 | **Transportation** for 35 persons from 2 different pick-up points (one from Chisinau, another - from Tiraspol): * on the 1st day from Chisinau and Tiraspol to the venue,
* on the last day from the venue to Chisinau and Tiraspol
 | 2 transport means fitting 18-20 persons each | 4 one way trips |  |  |
|  | **TOTAL (MDL)** |  |  |  |  |

**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*** |
| Availability of a functioning Medical Cabinet on the 1 km surrounding distance (optional) |  |  |  |
| Delivery Lead Time |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

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]*

*[Date]*

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)