**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

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. RFQ17/01251:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Catering services/Lunches for trainings on Human Rights** | | | | | | | |
| **Location:** Chisinau, in a radius of 1200 m from the National Institute of Justice (1 Serghei Lazo Street)  **Special requirements to the venue:** Venue to be accessible to persons with disability. The access to the premises should not have stairs or in case of stairs, a ramp or an elevator should be provided. In case of a ramp inside or outside the building, it should be positioned in an angle of at most 15 degrees height. In case of entrances, the width should be at least 90 cm. The access to the premises should not have barriers higher than 4 cm. In case of WC, the distance between the toilet and the door should be at least 1 m  **Period:** June 2017- June 2018/ 45 training days | | | | | | | |
| **Dates:** 13 - 16 June 2017;  19 – 20 June 2017;  05 – 08 September 2017;  11 – 12 September 2017;  03 – 06 October 2017;  09 – 10 October 2017;  31 October – 03 November 2017; | | 06 – 07 November 2017;  28 November – 01 December 2017;  04 – 05 December 2017;  29 January – 02 February 2018;  12 – 16 February 2018;  19 – 23 February 2018  (dates to be confirmed for 2018); | | | | |
| **Quantity:** 1 lunch per day  **Participants:** 25 persons (number might slightly vary) | | | | | | |
| **Description / Specifications of Goods Quantity** | **Unit** | | **Quantity** | **Number of days** | **Unit Price, USD** | **Subtotal, USD** | |
| **Lunch** served in a venue near the NIJ building. Venue to fit up to 25 persons seated, providing necessary equipment and tableware to comfortably serve meals. Should include minimum of: first course (soup), second course – meat/or fish and a vegetarian choice, garnish, salad meal, bread, juice, mineral water. | 1 lunch per day per person | | **25 persons** | 45 training days |  |  | |

**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 |  |  |  |
| 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. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)