**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. RfQ-17/01530:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location:** Leisure area within the area of 50 km surrounding distance from Chisinau  **Date:** 23 – 24 June 2017  **Duration:** 1.5 days, 1 night of accommodation for 50 participants *(the number may slightly vary)*  **Participants:** 130 persons *(the number may slightly vary)* | | | | | |
| **No.** | **Description of Services** | **Unit** | **Quantity** | **Unit price, MDL** | **Subtotal, MDL** |
| 1 | **Accommodation** 1 person per room (minimum 4\*), including breakfast | 50 SNG rooms | 1 night |  |  |
| 2 | **Conference room** with comfortable seats and tables to accommodate 130 persons, equipped with air-condition system, wireless internet connection.  The room should include the following: | 1 room | 1.5 days |  |  |
| 2.1 | **Video projector, screen and laptop** | 1 set | 1.5 days |  |  |
| 2.2 | **Flipchart** (with paper or white/ magnetic boards with suitable markers) | 1 unit | 1.5 days |  |  |
| 2.3 | **Wireless microphone** | 1 unit | 1.5 days |  |  |
| 3 | **Still/sparkling water** in bottles of 0.5 l in the conference room | 2 bottles per person per day | 130 persons |  |  |
| 4 | **Coffee breaks** in the same venue with conference hall, in adequate space to comfortably serving coffee for up to 130 persons.  Coffee breaks should include minimum of: tea, coffee, cream, cookies, salty pastries, sweet pastries | 3 breaks:  2 breaks in the 1st day  1 break in the 2nd day | 130 persons |  |  |
| 5 | **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, mineral water | 2 lunches / 1 per day | 130 persons |  |  |
| 6 | **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 | 1 dinner in the 1st evening | 130 persons |  |  |

**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*** |
| Technical responsiveness / Full compliance to requirements and lowest price; |  |  |  |
| 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)