**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. RfQ-17/01564:**

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

|  |
| --- |
| **Event facilities, catering, accommodation and transportation services for ‘’Open Data School 2017’’****Location:** Leisure area outside Chisinau, within 80 km surrounding distance from Chisinau**Date:** 13 – 17 September 2017**Duration:** 5 days, 4 nights of accommodation for 32 participants **Participants**: 32 (number pf participants may slightly vary) |
| **No.** | **Description of Services** | **Unit** | **Quantity** | **Unit price, MDL** | **Subtotal, MDL** |
| **1** | **Accommodation**: 1 and/or 2 per room (minimum 3\*), including breakfast. The room should include the following: * Bathroom (including toilet paper, bathtub or shower, WC, free toiletries, hairdryer);
* Bedroom.
 | 8 SNG rooms  | 4 nights |  |  |
| 12 Double rooms**OR** 24 SNG rooms | 4 nights |  |  |
| **2** | **Conference room**: with comfortable seats and tables to accommodate max. 40 persons, equipped with air-condition system, wireless internet connection. The conference room should include the following:  | 1 room | 5 days |  |  |
| **2.1** | **Video projector, screen and laptop** | 1 set | 5 days |  |  |
| **2.2** | **Flipchart** (with paper or white/ magnetic boards with suitable markers) | 1 unit | 5 days |  |  |
| **2.3** | **Wireless microphone** | 2 units | 5 days |  |  |
| **3** | **Still/sparkling water** in bottles of 0.5 l in the conference room  | 2 bottles per person per day | 32 people |  |  |
| **4** | **Coffee breaks** should include minimum of: tea, coffee, cream, cookies, salty pastries, sweet pastries, season fruits. | 2 coffee breaks per day | 32 people |  |  |
| **5** | **Lunch** should include minimum of: first course (soup); second course – meat, fish, garnish; salad meal; desert; mineral water; juice**.** | 1 lunch per day | 32 people |  |  |
| **6** | **Dinner** type Fourchette/BuffetDinner should include minimum of: meat, fish, garnish (at least 2 types), salad meal (at least 2 types), desert, water/juice | 1 dinner per day | 32 people |  |  |
| **7** | **Round trip** transportation Chisinau-Venue(3)\*\*\* category buses (capacity 35-45 places) | - | 1 round trip  |  |  |
| **8** | **English-Romanian interpretation** (2 translators) for all 5 days of school | 2 per day | 5 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*** |
| Technical responsiveness / Full compliance to requirements and lowest price; |  |  |  |
| Delivery Lead Time: **17 September 2017** |  |  |  |
| Validity of Quotation: **19 October 2017**  |  |  |  |
| 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]*