**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-17/01580: Event facilities for organization of the Regional conference for Eastern Europe and Central Asia.**

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

**Purpose: Event facilities for the Regional conference for Eastern Europe and Central Asia “Parliamentarians for gender equality and women’s empowerment”**

**Location:** Chisinau, Republic of Moldova

**Conference venue:** Radisson Blu Hotel

**Participants:** 100 persons, number of participants may slightly vary

**Period:** 03 – 04 October, 2017 (2 days)

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

| **Organization of the Regional Conference, 03 – 04 October, 2017, Chisinau** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Generic Description** | **Units** | **Quantity** | **Unit price,**  **USD** | **Subtotal,**  **USD** |
|  | Conference room for up 100 persons (no pillars in the room, air conditioner and high-speed wireless internet min speed 250 kbps, two electronic projector screens and projectors). | 2 days | 1 conference room |  |  |
|  | Accommodation (at least 4 stars) for up to 50 persons in single rooms in the same venue or in close proximity to the conference venue | 3 nights | 50 single rooms |  |  |
|  | Translation equipment (80 headphones, 3 channels, 3 booths for translators, 5 wireless microphones) | 2 days | 1 translation equipment |  |  |
|  | Small conference rooms for 15-20 persons, for 04 October | 1 days | 2 conference rooms |  |  |
|  | Flipcharts | 2 days | 6 flipcharts |  |  |
|  | Lunch minimum including:  1. First course (soup)  2. Second course (meat/ fish, vegetarian and garnish)  3. Salad;  4. Fruit juice  5. Still/sparkling water | 2 days | 100 persons |  |  |
|  | Coffee breaks (2 per day) min. incl:   * croissants, muffins or cookies (3 types); * non-sweet pies or sandwiches (2 types) * natural coffee and tea * fresh & dry fruits (4 types) * fruit juice | 4 coffee-  breaks | 100 persons |  |  |
|  | Still/sparkling water in 0.5l bottles (2 bottles per day, per person) | 4 bottles | 100 persons |  |  |
|  | Transportation from the Conference facility to the Parliament (within Chisinau) – 2 buses for 70 participants and 1 bus back to the Conference facility | 2 buses | 40 pers./bus |  |  |
|  | Airport pick up and drop-off of meeting participants (in groups, as feasible):   * From/To International Airport Chisinau to the venues (central area of the city) - groups up to 5 persons per vehicle. Preferably minibus of 20 seats. | 8round trips | Per trip |  |  |
|  | Design and printing of stationary sets for participants with event branding:   * *cotton canvass bag*, natural color, 1 side color printed (up to 5 color or any other custom color possible),   size - 38 cm width x 40 cm height (without handles), long handles (up to 50 cm) between 140 - 150 grams.   * *eco pens* * *name badges* with agenda printed on the reverse: plastic, up to 11 cm in width x15 cm in height, with long fabric strap * *nameplates* for speakers | 1 set | 100 copies  Up to 30(nameplates only) |  |  |
|  | Design and printing of an *event branded booklet* which will contain agenda, concept note and note pages with following technical specifications:   * Size: A4, colored, up to 40 pages in total * Cover pages (2), weight- 180 gr/m2 , glossy * Inside pages: colored, weight -100 gr/m2, matte * Thermo-glued | 1 booklet | 100 copies |  |  |
|  | Printing of the brochure “Strengthening women’s political participation”: 16 pages (8 double sided), B5 size, 5 colors, matte, 2 staples, 135 gr paper) | 1 brochure | 100 copies |  |  |
|  | Printing other related workshop materials (black and white) | 1 | 500 pages |  |  |
|  | Design and printing *of event branded banners*:   * 1 event banner for the speakers’ table, approx..6x4m * 1 main photo wall approx. 5x3m * 1 event roll-up, approx.1,5x2,5m; | 1 event | 1 package |  |  |
|  | Design of 1 event electronic banner | 1 event | 1 banner |  |  |
|  | Professional photo services  (photos will be taken during the 2 days; all raw materials) | 2 days | 50 edited pictures/per d |  |  |
|  | Logistic assistants:  2 persons per day will be responsible for meeting the guests, registration of participants, obtaining confirmations of local participants etc. | 2 days | 2 persons |  |  |
|  | Company services fee | 1 event | 1 event |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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: **31 October 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]*

*[Date]*