**ANNEX 3**

# QUOTATION SUBMISSION FORMS

**STATEMENT OF CONFIRMATION**

***[The supplier shall fill in this form with no alterations or substitutions to its format and content]***

To: *UN Women,*

*131, 31 August 1989,* Date: *[insert date of Quotation Submission]*

*Chisinau, Moldova*

We, the undersigned, declare that:

1. We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the **RFQ17/01596**, the following **logistic support for a series of workshops, retreats and public events organized by UN Women in Moldova in the period September – December 2017**, and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
4. We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of **90 days** from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

|  |  |
| --- | --- |
| **SIGNATURE AND CONFIRMATION OF THE RFQ** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT. | |
| *Exact name and address of company*  COMPANY NAME:  ADDRESS:    PHONE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.** | |

**Quotation Format**

**TABLE 1: Offer Compliant with Technical Specifications and Requirements**

**UNIT PRICES (Indicate the Price & Currency of Quotation):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CHISINAU** | | | | | | | |
| 1. **Logistics services for the workshop (1 day) with probation services on engaging men who are former aggressors in EVAW activities to be** **organized in Chisinau on tentative dates 20 – 30 September** | | | | | | | |
| **Item** | | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | | Coffee break type 3 (light) | 2 | Up to 25 | 1 |  |  |
| 2 | | Lunch type 2 (business lunch) | 1 | Up to 25 | 1 |  |  |
| 3 | | Rental of conference room | 1 day | Up to 25 | 1 |  |  |
| 1. **Logistics services for workshops (0.5 days) on simulation models and other organized in Chisinau in the period September - December** | | | | | | | |
| **Item** | | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | | Coffee break type 1 (extensive) | 1 | Up to 25 | 4 |  |  |
| 2 | | Lunch type 2 (business lunch) | 1 | Up to 25 | 4 |  |  |
| 3 | | Rental of conference room | 1 day | Up to 25 | 4 |  |  |
| 1. **Logistics services for the first partner meeting of NGO's Network, training on positive deviance and the development of partnerships (2 days) in the context of HIV, Gender, and Domestic violence to be** **organized in Chisinau in the period 13-14 October** | | | | | | | |
| **Item** | **Type of service** | | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break type 1 (extensive) | | 1 | Up to 30 | 1 |  |  |
| 2 | Coffee break type 3 (light) | | 3 | Up to 30 | 1 |  |  |
| 3 | Lunch type 2 (business lunch) | | 2 | Up to 30 | 1 |  |  |
| 4 | Breakfast | | 1 | Up to 30 | 1 |  |  |
| 5 | Dinner portion | | 1 | Up to 30 | 1 |  |  |
| 6 | Rental of conference room | | 2 days | Up to 30 | 1 |  |  |
| 7 | Accommodation type 1 (single room) | | Up to 10 rooms | Up to 10 | 1 |  |  |
| 8 | Accommodation type 2 (TWIN room - 2 separate beds) | | Up to 10 rooms | Up to 20 | 1 |  |  |
| 1. **Logistics services for media clubs round tables (0.5 day)** **to be** **organized in Chisinau in the period October - November** | | | | | | | |
| **Item** | **Type of service** | | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break | | 2 | Up to 20 | 1 |  |  |
| 2 | Lunch type 1 Lunch (fourchette style) | | 1 | Up to 20 | 1 |  |  |
| 3 | Rental of conference room | | 1 | Up to 20 | 1 |  |  |
| 1. **Logistics services for the joint workshop (1 day) with members of multidisciplinary teams and probation services to be** **organized in Chisinau in the period 15 – 30 November** | | | | | | | |
| **Item** | **Type of service** | | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break type 1 (extensive) | | 1 | Up to 60 | 1 |  |  |
| 2 | Coffee break type 3 (light) | | 1 | Up to 60 | 1 |  |  |
| 3 | Lunch type 2 (business lunch) | | 1 | Up to 60 | 1 |  |  |
| 4 | Rental of conference room | | 1 day | Up to 60 | 1 |  |  |
| 1. **Logistics services for the Second Partner Meeting (2 days) of NGO's Network to be** **organized in Chisinau in the period 17 - 18 November** | | | | | | | |
| **Item** | **Type of service** | | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break type 1 (extensive) | | 1 | Up to 30 | 1 |  |  |
| 2 | Coffee break type 3 (light) | | 3 | Up to 30 | 1 |  |  |
| 3 | Lunch type 2 (business lunch) | | 2 | Up to 30 | 1 |  |  |
| 4 | Breakfast | | 1 | Up to 30 | 1 |  |  |
| 5 | Dinner portion | | 1 | Up to 30 | 1 |  |  |
| 6 | Rental of conference room | | 2 days | Up to 30 | 1 |  |  |
| 7 | Accommodation type 1 (single room) | | 5 rooms | Up to 5 | 1 |  |  |
| 8 | Accommodation type 2 (TWIN room - 2 separate beds) | | 5 rooms | Up to 10 | 1 |  |  |
| 1. **Logistics services for the 16 days’ campaign of activism against violence event (0.5 day)** **to be** **organized in Chisinau in the period 25 November - 10 December** | | | | | | | |
| **Item** | **Type of service** | | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break type 1 (extensive) | | 1 | Up to 100 | 1 |  |  |
| 2 | Lunch type 1 Lunch (fourchette style) | | 1 | Up to 100 | 1 |  |  |
| 3 | Rental of simultaneous translations equipment (4 channels) with up to 50 headphones and 4 wireless microphones | | 1 set | Up to 50 | 1 | price per set |  |

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| **VADUL LUI VODA** | | | | | | | |
| 1. **Logistics services for multidisciplinary team’s workshops (1.5 days) to be organized in Vadul lui Voda in the period September - November** | | | | | | | |
| **Item** | | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | | Coffee break type 1 (extensive) | 1 | Up to 25 | 4 |  |  |
| 2 | | Coffee break type 3 (light) | 2 | Up to 25 | 4 |  |  |
| 3 | | Lunch type 2 (business lunch) | 1 | Up to 25 | 4 |  |  |
| 4 | | Breakfast | 1 | Up to 25 | 4 |  |  |
| 5 | | Dinner portion | 1 | Up to 25 | 4 |  |  |
| 6 | | Rental of conference room | 1.5 days | Up to 25 | 4 |  |  |
| 7 | | Accommodation type 1 (single room) | Up to 5 rooms | Up to 5 | 4 |  |  |
| 8 | | Accommodation type 2 (TWIN room - 2 separate beds) | Up to 10 rooms | Up to 20 | 4 |  |  |
| 1. **Logistics services for workshops on workshop (2 days) on User - Journey of HIV Positive champions to be** **organized in Vadul lui Voda on tentative dates 22-23 September** | | | | | | | |
| **Item** | | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | | Coffee break type 1 (extensive) | 1 | Up to 25 | 1 |  |  |
| 2 | | Coffee break type 3 (light) | 3 | Up to 25 | 1 |  |  |
| 3 | | Lunch type 2 (business lunch) | 2 | Up to 25 | 1 |  |  |
| 4 | | Breakfast | 1 | Up to 25 | 1 |  |  |
| 5 | | Dinner portion | 1 | Up to 25 | 1 |  |  |
| 6 | | Rental of conference room | 2 days | Up to 25 | 1 |  |  |
| 7 | | Accommodation type 1 (single room) | Up to 5 rooms | Up to 5 | 1 |  |  |
| 8 | | Accommodation type 2 (TWIN room - 2 separate beds) | Up to 10 rooms | Up to 20 | 1 |  |  |
| 1. **Logistics services for the retreat (2 days) with EVAW partners to be** **organized in Vadul lui Voda in the period October - November** | | | | | | | |
| **Item** | **Type of service** | | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break type 1 (extensive) | | 1 | Up to 40 | 1 |  |  |
| 2 | Coffee break type 3 (light) | | 3 | Up to 40 | 1 |  |  |
| 3 | Lunch type 2 (business lunch) | | 2 | Up to 40 | 1 |  |  |
| 4 | Breakfast | | 1 | Up to 40 | 1 |  |  |
| 5 | Dinner portion | | 1 | Up to 40 | 1 |  |  |
| 6 | Rental of conference room | | 2 days | Up to 40 | 1 |  |  |
| 7 | Accommodation type 1 (single room) | | Up to 10 rooms | Up to 10 | 1 |  |  |
| 8 | Accommodation type 2 (TWIN room - 2 separate beds) | | Up to 15 rooms | Up to 30 | 1 |  |  |

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| **DROCHIA** | | | | | | |
| 1. **Logistics services for the workshop on economic relationships with public authorities, local traders, self-employed and individuals (1 day) to be** **organized in Drochia in the period 1-30 November** | | | | | | |
| **Item** | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break type 1 (extensive) | 1 | Up to 40 | 1 |  |  |
| 2 | Coffee break type 3 (light) | 1 | Up to 40 | 1 |  |  |
| 3 | Lunch type 2 (business lunch) | 1 | Up to 40 | 1 |  |  |

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| **BALTI** | | | | | | |
| 1. **Logistics services for consultation (0.5 days) with probation services organized in Balti in the period October – December** | | | | | | |
| **Item** | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break type 1 (extensive) | 1 | Up to 12 | 3 |  |  |

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| **REZINA** | | | | | | |
| 1. **Logistics services for workshops retreat (2 days) with JISB service providers to be** **organized in Rezina districts in the period October** | | | | | | |
| **Item** | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| 1 | Coffee break type 1 (extensive) | 1 | Up to 40 | 1 |  |  |
| 2 | Coffee break type 3 (light) | 3 | Up to 40 | 1 |  |  |
| 3 | Lunch type 2 (business lunch) | 2 | Up to 40 | 1 |  |  |
| 4 | Breakfast | 1 | Up to 40 | 1 |  |  |
| 5 | Dinner portion | 1 | Up to 40 | 1 |  |  |
| 6 | Rental of conference room | 2 days | Up to 40 | 1 |  |  |
| 7 | Accommodation type 1 (single room) | Up to 10 rooms | Up to 10 | 1 |  |  |
| 8 | Accommodation type 2 (TWIN room - 2 separate beds) | Up to 15 rooms | Up to 30 | 1 |  |  |

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| **HINCESTI, CAHUL, COMRAT, TARACLIA** | | | | | | |
| 1. **Logistics services for consultations (0.5 days) with probation services organized in Hincesti, Cahul, Comrat and Taraclia during October – December** | | | | | | |
| **Item** | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| **1** | Coffee break type 1 (extensive) | 4 | Up to 12 | 12 |  |  |
| **Hincesti, Cahul, Causeni, Chisinau** | | | | | | |
| 1. **Logistics services for consultation (0.5) with women organized in Hincesti, Cahul, Causeni, Chisinau in the period October - November** | | | | | | |
| **Item** | **Type of service** | **Unit** | **No. of participants** | **No. of events** | **Unit price per person, MDL** | **Total,**  **MDL** |
| **1** | Coffee break (only delivery) | 1 | Up to 25 | 6 |  |  |

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| **IItem** | **Type of service** | **Maximum amount for all events (MDL)** | **Availability to provide reimbursement (Yes/No)** |
| **1** | **Reimbursement of transportation expenses** to participants according to tariffs for interurban public transportation | Up to 10,000 MDL |  |

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| **TOTAL PRICES (Indicate the Price & Currency of Quotation)** | |
| TOTAL DAPPRICE: |  |
| FREIGHT /INSURANCE/HANDLING COSTS: |  |
| TOTAL COST: |  |

**TABLE 2: Compliance Requirements**

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| --- | --- | --- | --- |
| **Compliance Requirements :** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***Provide reasons for non-compliance*** |
| Payment terms: *30 days upon receipt of invoice* |  |  |  |
| Delivery Lead Time: *as per* *tentative schedule provided* |  |  |  |
| Validity Period of Quotation: *90 days* |  |  |  |
| All Provisions of the UN Women 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.