**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. RfQ17/01656:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location:** on the both banks of the Nistru river, Republic of Moldova  **Duration of services:** January-December, 2018 *(the period may slightly vary)* | | | | | |
| **Item #** | **Description of Services** | **Unit** | **Quantity \*\*** | **Unit price, MDL** | **Subtotal, MDL** |
|  | Transportation services (on both right and left banks of Nistru river) | km | Up to 20,000 |  |  |
|  | Catering services (coffee-breaks, lunches, fourchettes) |  |  |  |  |
|  | **Coffee breaks**, in adequate space to comfortably serving coffee.  Coffee breaks should include minimum of: tea, coffee, cream, cookies, salty pastries (2 types), sweet pastries (3-4 types) | times | Up to 60 (30 persons each) |  |  |
|  | **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, fruit juice, mineral water | times | Up to 30 (30 persons each) |  |  |
|  | **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 | times | Up to 30 (30 persons each) |  |  |
|  | **Still/sparkling water** in bottles of 0.5 l in the conference room | bottles | 2000 |  |  |
|  | Conferences hall rent services (capacity min. 30 persons) | event | Up to 20 events |  |  |
|  | Conferences hall rent services (capacity min. 200 persons) | event | 1 event |  |  |
|  | Translation equipment (for simultaneous translation), incl. wirelessmicrophone audio system | event | Up to 20 events |  |  |
|  | Conference equipment (video projector, screen and notebook, flip-chart with markers and paper sheets) | event | Up to 20 events |  |  |
|  | Remuneration of moderators | event | Up to 1 person per event (up to 15 1-day events) |  |  |
| **TOTAL (MDL)** | | | |  |  |

**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*** |
| Response to queries from UNDP maximum within 1 day |  |  |  |
| Validity of Quotation minimum 60 days |  |  |  |
| 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)