**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

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 18/01681**:

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

|  |
| --- |
| **Strategic Planning Retreat for Gagauz People’s Assembly** |
| **Item** | **Generic Description** | **No. of days / nights** | **Quantity** | **Unit price, USD** | **Subtotal, USD** |
| **1.** | Accommodation (28 single rooms) 4\* Hotel standard\**number of participants may slightly vary*  | 3 nights | 28 persons |  |  |
| **2.** | Conference room for 28 persons equipped with suitable tables for 5 – 6 persons each, air conditioner and high-speed wireless internet min speed 250 kbps  | **4 days**1st day – half day2nd day – full day3rd day – full day 4th day – half day  | 1 conference room |  |  |
| **3.**  | Flipchart Support and paper  | 3 days | 1  |  |  |
| **4.**  | Projector  | 3 days | 1 projector |  |  |
| **5.** | Breakfast (standard continental)*\*if not included in the accommodation price*  | 3 days | 28 persons |  |  |
| **6.**  | Buffet Lunch  | 3 days | 28 persons |  |  |
| **7.** | Buffet Dinner | 3 days  | 28 persons |  |  |
| **8.** | Coffee breaks (2 per day) min. incl.:* Croissants, muffins or cookies;
* Non-sweet pies and sandwiches
* Coffee and tea
* Fruit juice
 | 5 coffee breaks | 28 persons |  |  |
| **9.** | Still/ sparkling water in 0,5 l bottles | -------------------- | 140 bottles |  |  |
|  **TOTAL, USD**  |  |

**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*** |
| Delivery Lead Time:  |  |  |  |
| Validity of Quotation:  |  |  |  |
| All Provisions of the UNDP General Terms and Conditions: *Please see the* ***Annex 3*** |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)