**ANNEX 2**

# QUOTATION SUBMISSION FORMS

**STATEMENT OF CONFIRMATION**

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

To: *[insert UN Women* Date: *[insert date of Quotation Submission]*

*Address, City, Country]*

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 **RfQ17/01449** the following **Logistic and organisational support during the high-level consultation** 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 :**

**LOT 1 – Accommodation services and reimbursement of transportation costs for the participants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UNIT PRICES (Indicate the Price & Currency of Quotation):** | | | | | |
| ITEM | DESCRIPTION | QTY. | UNIT OF MEASURE | CURRENCY (please specify): | |
| UNIT PRICE,  MDL | TOTAL PRICE,  MDL |
| 1. | **Accommodation for participants**, in a 3 star, overall accessible hotel in Chisinau, upon agreement with UN Women.  - At least 5 rooms shall have accessibility for persons with special needs.  - This shall include booking the rooms (Twin with separate beds) and all associated facilities.  - Payment will be done on actual number of participants that required accommodation. | Up to 50 persons | Price per person per night |  |  |
| 2. | **Reimbursement of transportation costs for participants** round trip to Chisinau from localities of Moldova, as per agreed list and public transportation tariff.  - Payment will be done on actual number of participants that required reimbursement. | Up to 100 persons | Indicate:  Yes/No |  | |

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

**TABLE 2 :**

**LOT 2 – Provision of Photography, Layout, Design services, Video and Moderator**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UNIT PRICES (Indicate the Price & Currency of Quotation):** | | | | | |
| ITEM | DESCRIPTION | QTY. | UNIT OF MEASURE | CURRENCY (please specify): | |
| UNIT PRICE,  MDL | TOTAL PRICE,  MDL |
| 1. | **Provision of photographer services:**  - Provision of one photographer to take pictures during the entire event.  - The photographer shall provide at least 50 high quality and edited photos and provide the rest of the photos from the whole event. | 1 | Photographer |  |  |
| 2. | **Layout and design of event photo album:**  - Layout, design of a photo album in close coordination and approval by UN Women.  - The electronic album with photos from the event shall have up to 25 pages, Landscape format. | 1 | Electronic photo album |  |  |
| 3. | **Produce two high quality videos documentary on the event:**  - Provision of audio-video services during the whole event.  - Provision of two audio-video production of high quality documentary summarizing video from the event with subtitles in three languages (English, Russian and Romania):  - up to 2 minutes (short version)  - up to 7 minutes (long version)  - Script and flow of the documentary should be approved by UN Women before final production. | 1 | Indicate price for all services |  |  |
| 4. | **Contract a moderator for the entire event**  - Contracting 1 female moderator for the event, after approval by UN Women.  Previous experience with UN Women is an asset. | 1 | Indicate price per person |  |  |

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

**TABLE 3 :**

**LOT 3 – Venue and Catering services for the high-level consultation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **UNIT PRICES (Indicate the Price & Currency of Quotation):** | | | | | | |
| ITEM | DESCRIPTION | QTY. | UNIT OF MEASURE | CURRENCY (please specify): | | |
| UNIT PRICE,  MDL | | TOTAL PRICE,  MDL |
| 1. | **Venue for participants of the event and required IT equipment:**  - Conference hall for up to 250 persons, equipped with air conditioner, and comfy chairs, suitable area for catering.  - Venue shall have overall accessibility for persons with disabilities.  - Venue shall have simultaneous translation equipment with up to 70 earphones.  - Additional electronic and audio-visual equipment installed and fully functional, to include: 3 screens and projectors, LCD, pointers, 3 notebooks/laptops connected to screens, desktop, 1 printer, sound system with at least 5 wireless microphones, lightning, cable extension, etc.) | Up to 5 hours | Indicate price per event |  | |  |
| 2. | **Catering services**  **1st Coffee break (up to 250 persons), min. incl.:**   * Croissants or muffins * Portioned cake or cookies * Fruits * Non-sweet pies/pastry or sandwiches * Coffee & tea * Sliced lemon * Cream * Juice | 250 | Indicate price per person |  | |  |
| 3. | **Catering services**  **2nd Coffee break (up to 250 persons), min incl.:**   * Croissants, muffins and mini-cakes * Non-sweet pies and sandwiches * 3 different types of canapés (both vegetarian and meat options) * cheese plate * Coffee & tea * Sliced lemon * Cream * Fresh fruit plates * Juice | 250 | Indicate price per person |  | |  |
| 4. | **Water during the event:**   * 100 bottles (70 still, 30 sparkling) – 1st coffee break * 100 bottles (70 still, 30 sparkling) – 2nd coffee break * 100 bottles (70 still, 30 sparkling) – in the conference room during the event | 300 | Indicate price per bottle |  | |  |
| 5. | **Decorating the venue and ensure logistical assistance during the event:**  Organize sitting arrangements as per provided format for the groups based on the number of participants and groups with detachable separators with name of the group in 3 languages (Ro, Ru and Eng.)  **Up to 10 separators shall be approximately 2×4m, similar to sample provided in the Annex 7.** | 1 | Indicate price for all services |  |  | |

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

**TABLE 4: Estimated Operating Costs (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Consumable Item/s**  *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**TABLE 5: Compliance Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 Delivery Schedule (Annex 1) |  |  |  |
| Validity Period of Quotation: **90 day** |  |  |  |
| 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.