**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:* **UN Women Moldova**  131, 31 August 1989 Street,  MD-2012 Chisinau,  Republic of Moldova  **Attention: Registry Office/Procurement** | Date: *[insert date of Proposal Submission]* |

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 RFQ17/01494, the following provision of logistical support for organization of 8 (eight) training sessions aimed at provision of capacity development support to women mayors at their first mandate 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 **60** 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 to Supply Goods Compliant with Technical Specifications and Requirements**

| **#** | **Generic Description** | **Estimated Q-ty** | **Price Quote** | **Unit Price (in MDL)** | **Total Price (in MDL)** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Accommodation:** in standard double rooms (two beds), minimum 3 stars or equivalent); within Chisinau area,including breakfast (up to 20 people per training) | 10 rooms (20 participants accommodated in double rooms) X 2 nights per training X 8 trainings | Per night/ per room |  |  |
| 2 | **Conference hall** to fit up to 25 persons, equipped with air conditioner, wireless internet minimum speed 250 Kpbs.  It is highly desirable that conference room has no prominent physical barriers (pillars, furniture, walls, etc.). The room should include the following: | 2,5 days X 8 trainings | Per day |  |  |
| **Laptop, video projector and screen** | 1 set | Per day |  |  |
| **Flipchart** (with paper or white/magnetic boards with suitable markers) | 1 unit | Per day |  |  |
| 3 | **Still/sparkling water** in bottles of 0.5 l in the conference room (for up to 25 persons per training). | 25 people X 2 bottles per day X 2.5 days X 8 trainings | Per unit/ per person |  |  |
| 4 | **Coffee breaks** in the same building with conference hall, in adequate space to comfortably serving coffee (for up to 25 persons per event).  Coffee breaks should include minimum of: tea, natural coffee, cream, cookies, salty pastries (2 types), sweet pastries (2 types); (2 breaks per person per day). | 25 people X 2 coffee breaks per day X 2,5 days X 8 trainings | Per unit/ per person |  |  |
| 5 | **3- course business lunch** in the same building with conference hall, in a separate room or terrace (for up to 25 persons per training).  Lunch should include juice and/ or water as well. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests. | 25 people X 3 lunches per training X 8 trainings | Per unit/ per person |  |  |
| 6 | **Dinner** in the same building with conference hall, in a separate room or terrace or in very close proximity with conference hall (for up to 25 persons per training).  Dinner should include, at minimum: main course: meat or fish; pasta, potatoes with vegetables or other side dish; salad bar or assorted vegetables, fruit juice, mineral water, coffee and tea. Vegetarian option (with fish) or vegan option (no animal products) should also be available to willing guests | 25 people X 2 dinners per training X 8 trainings | Per unit/ per person |  |  |

**TABLE 3: 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 |  |  |  |
| Validity Period of Quotation: ***60 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.