**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

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. RfQ17/01532.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event facilities, catering and transportation services for the “Mid-year Staff Retreat for UNDP Moldova staff”**  **Location:** Moldova, outside Chisinau area, up to 40 km from Chisinau, with good road access to the locality and venue (should there be more options (localities/venues), please provide)  **Participants:** 110 persons, number pf participants may slightly vary  **Period:** July 7, 2017 (one day, 09:00-21:00) | | | | | |
| **Item** | **Generic Description** | **Unit** | **Quantity** | **Unit price,**  **USD** | **Subtotal,**  **USD** |
| 1. | Conference room for 110 persons equipped with suitable tables for 8-10 persons each, air conditioner and high-speed wireless internet min speed 250 kbps, wireless microphone and speakers. | 1 day | 1 conference room |  |  |
| 2. | Flipchart | 1 day | 5 flipcharts |  |  |
| 3. | Projector | 1 day | 1 projector |  |  |
| 4. | Lunch should include minimum of: first course (soup), second course – meat/ fish, garnish, salad meal, water.  Vegetarian meals may be requested. | 1 day | 110 persons |  |  |
| 5. | Dinner type Fourchette/Buffet should include minimum of: meat, fish, garnish (at least 3 types), salad meal (at least 3 types), desert, water/juice. | 1 day | 110 persons |  |  |
| 6. | Coffee breaks should include minimum of: tea, coffee, milk, cream, cookies, salty pastries, sweet pastries, season fruits. | 2 coffee breaks | 110 persons |  |  |
| 7. | Still/sparkling water in 0.5l bottles | - | 220 bottles |  |  |
| 8. | Round trip transportation Chisinau-Venue  (3)\*\*\* category buses (capacity 57-63 places) |  | 1 round trip |  |  |

**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:  **7 July 2017** |  |  |  |
| Validity of Quotation: **7 August 2017** |  |  |  |
| All Provisions of the UNDP General Terms and Conditions: Please see the **Annex 3** |  |  |  |

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]*