**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. RfQ17/01534:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Facilities for the Staff Retreat for the National Institute of Justice, 15-20 July 2017** | | | | | |
| **Item** | **Generic Description** | **Units** | **Quantity** | **Unit price,**  **USD** | **Subtotal,**  **USD** |
| 1. | Accommodation 4\* Hotel (**25 standard single rooms**) | **5 nights (July 15-19)** | 25 persons |  |  |
| 2. | Conference room for 25 persons satisfying the following conditions:  - equipped with several tables suitable for 6 persons each, placed separately one from the other;  - air conditioning;  - high-speed wireless internet min speed 250 kbps;  - screen and projector;  - microphone and acoustic systems/speakers connected | **5 days**  July 16 – one working session (1.5 hour in the afternoon)  July 16-19 – full days) | 1 conference room |  |  |
| 3. | Flipchart (with paper or white/ magnetic boards with suitable markers) | **5 days**  (July 15- 1.5 hours in the afternoon)  July 16-19 – full days) | 1 set per day |  |  |
| 4. | Breakfast (standard continental)  \*if not included in the accommodation price | **5 days (July 16-20)** | 25 persons |  |  |
| 5. | Buffet Lunch (including vegetarian option) | **4 days (July 16-19)** | 25 persons |  |  |
| 6. | Dinner (including vegetarian option) | **5 days (July 15-19)** | 25 persons |  |  |
| 7. | Coffee breaks (2 per day) min. incl.:   * croissants, muffins or cookies * non-sweet pies or sandwiches * natural coffee and tea * fruit juice | **4 days (July 16-19)** | 8 coffee breaks for 25 persons |  |  |
| 8. | Still/sparkling water in 0.5l bottles in the conference room | **2 bottles** per person per day **(July 15-19)** | 225 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:  **15-20 July 2017** |  |  |  |
| Validity of Quotation: **60 days** |  |  |  |
| 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]*