**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 **RfQ17/01549** the following **Logistic support for the organization of UN Women Staff Retreat in July 2017** 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: Staff Retreat facilities for UN Women Moldova, 25-28 July 2017** | | | | | | |
| ITEM | DESCRIPTION | Unit of measure | No. of  days/nights/persons | Q-ty | CURRENCY (please specify): | |
| UNIT PRICE,  USD | TOTAL PRICE,  USD |
| 1 | **Accommodation** (preferably **20 single** rooms**)** 4\* overall accessible hotel | Person | 3 nights | Up to 30 persons |  |  |
| 2 | **Accommodation** (**10 double** rooms) in 4\* overall accessible hotel  \*number of participants and types of rooms may slightly vary |  |  |
| 3 | **Conference room with capacity for up to 30 persons** (enough space to arrange tables for work in groups), equipped with suitable tables and chairs, air conditioner abd high-speed wireless internet min speed 250 kbps.  Support service in the conference room to be availalbe | Conference room | 1st day – half day  2nd day – full day  3rd day – full day  4th day – half day | 1 |  |  |
| 4 | **Projector and screen** in conference room | set | 1st day – half day  2nd day – full day  3rd day – full day  4th day – half day | 1 set |  |  |
| 5 | **Flipcharts**, paper and markers in conference room | set | 1st day – half day  2nd day – full day  3rd day – full day  4th day – half day | 3 sets |  |  |
| 6 | **Still/sparkling water** in 0.5L bottles, in the conference room | bottle |  | Up to  200 bottles |  |  |
| 7 | **Breakfast** (standard continental)  \*if not included in the accommodation price | Person | 3 days for 30 persons | Up to 90 persons |  |  |
| 8 | **Buffet lunch** (including vegetarian option) to include:  - 2 types of salad  - 2 types of appetizers (tartles, canape, etc.)  - 2 types of soup for choice  - 2 types of meat/fish as main course (small pieces for easy serving)  - 2 types of garnish (pasta, rice or vegetables)  - 2 types of specialty mini-cakes  - fruit assortment (e.g. apple, banana, orange, or other seasonal)  - water still/sparkling  - juice assortment  - tea and brewed coffee, milk, sugar, lemon | person | 4 days for 30 persons | Up to 120 persons |  |  |
| 9 | **Buffet dinner** (including vegetarian option) to include:  - 2 types of salad  - 2 types of appetizers (tartles, canape, etc.)  - 2 types of meat/fish as main course (small pieces for easy serving)  - 2 types of garnish (pasta, rice or vegetables)  - 2 types of specialty mini-cakes  - fruit assortment (e.g. apple, banana, orange, or other seasonal)  - water still/sparkling  - juice assortment  - tea and brewed coffee, milk, sugar, lemon | person | 3 days for 30 persons | Up to 90 persons |  |  |
| 10 | **Coffee breaks**  (1 per day on 25 and 28 July,  2 per day on 26 and 27 July), to include:  - tea, brewed coffee, lemon, sugar, milk,  - non-sweet pies or sandwiches  - sweet pies, muffins, or mini-cakes  - fruit assortment (e.g. apple, banana, orange, or other seasonal)  - fruit juice | person | 6 coffee breaks for 30 persons | Up to 180 persons |  |  |
| 11 | **Stationery – pens, notebooks** | Pcs |  | Up to 30 each |  |  |
| 12 | Round trip transportation Chisinau-Venue-Chisinau (**Open Door type**, meaning that the group component can differ from one trip to another)  (3)\*\*\* category buses (capacity 25 places) | Round trip |  | 2 round trips |  |  |
| **Total price, USD:** | | | | |  | |

**TABLE 2: 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: **60 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.