**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

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 18/01829:

**TABLE 1 : Offer to Supply Services Compliant with Specifications of Services Required**

|  |
| --- |
| **Study tour services for Chisinau Municipality and Green City Lab** |
| Purpose: provision of logistical support to organize a five-day working visit for a mixed delegation of 9 representatives from Chisinau Municipality, UNDP Green City Lab and one national consultant in order to learn from their experience in SUMP and street redesign.  Dates: tentatively 18–24 November 2018  Location: several cities from Czech Republic (e.g. Plzeň/Pilsen, Ostrava, Brno, and Prague)  Participants: 9 persons |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Generic Description** | **Unit** | **Quantity** | **Unit Price** | **Subtotal Price** |
| 1 | Development of the study tour program incl. the study goals and expected results, i.e. Preliminary report to study tour, incl. detailed agenda and logistic note. | n/a | 1 |  |  |
| **RESERVATION OF ACCOMODATION**  **Organization and facilitation of the tour logistics in the Czech Republic incl. hotel arrangements, meals, assistance with visa procedures (invitation letters), interpretation, etc.** | | | | | | |
| 2 | Accommodation in a minimum 3-star hotel in Prague, Plzeň/Pilsen, Ostrava, Brno ect. in the downtown/city centre with good transport connection (fixed budget line in the budget template, 100.0 USD per night is allocated) | Room/night | 7 single rooms/7 nights |  |  |
| **FOOD/CATERING** | | | | | |
| 3 | Full board for 5 days (fixed budget line, contractors should be able to find suitable venues with appropriate standard of services) | persons | 7 |  |  |
| 4 | Dinner on the arrival day | persons | 7 |  |  |
| 5 | Breakfast on the departure day | persons | 7 |  |  |
| **MEETING PLACES** | | | | | |
| 6 | Renting meeting space and refreshments (approx. 2 coffee breaks per working day, depending on the program) | day | 5 |  |  |
| 7 | All materials prepared for the participants (handouts, information package, etc.) | persons | 7 |  |  |
| 8 | Organization costs (please specify what is included) | As applicable |  |  |  |
| 9 | Cost of Romanian interpretation/translation service | As applicable |  |  |  |
| 10 | Pocket money (fixed budget line in the budget template, a 20% UNDP SDANDART DSA /day/per participant should be applied) | persons | 7 |  |  |
| 11 | Other costs, if applicable (please specify in the budget) | As applicable |  |  |  |
| **TRANSPORT** | | | | | |
| 12 | Transport from/to the airport plus other local transport costs (preferably public transport, cars/taxis only in the case of need) | persons | 7 |  |  |

**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*** |
| Maximum period for performance of all services |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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]*

1. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes* [↑](#footnote-ref-2)