**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.

**RFQ/UNDP/UNV/015/2017**

**TABLE 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Required****Quantity** | **Unit Price** | **Total Price per Item** | **Remarks** |
| Qty | UoM |  |  |  |
| 1 | **Meeting Package 1-3 March 2017** |  |  |  |  |  |
|  | Full Day Meeting PackageInclusions: 2X Coffee break, 1X Lunch, meeting kits, standard meeting equipments, on-site staff to attend to all meeting arrangements | 25 | Person |  |  |  |
| a | A Meeting room with U-shape with at least 2 wireless microphones | 1 | ea |  |  |  |
| b | Head Table for Committee with desk microphone for 2 persons  | 1 | ea |  |  |  |
| c  | Podium | 1 | unit |  |  |  |
| d  | LCD & screen | 1 | unit |  |  |  |
| e | Free usage and Open WIFI in the meeting room | 1 | room |  |  |  |
| f | Standard Sound System | 1 | unit |  |  |  |
| g | Free of flipchart and its paper as well as with three different whiteboard marker  | 25 |  |  |  |  |
|  h | Free of Standard Stationary (Block note & pens/pencil, ice water and mints) – Seminar Kit | 25 | unit |  |  |  |
| i | Coffee breaks & Lunch at the foyer (infront of the meeting room) | 25 | unit |  |  |  |
| 2. | **Standard Single Room (28 Feb – 4 Mar 2017)**  |  |  |  |  | Early check-in arrangement for some participants |
|  |  |  |  |  |  |  |
|  | **Total Prices**  |  |
|  |  Add : Other Charges (pls. specify) |  |
|  | **Total Final and All-Inclusive Price Quotation** |  |

**TABLE 2**

|  |  |
| --- | --- |
| **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*** |
| Comply to meet the requirement stated in the RFQ document |  |  |  |
| Validity of Quotation: 60 days |  |  |  |
| Comply to meet all Provisions of the UNDP 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/UNDP/UNV/015/2017

*[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)