

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)

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/028/2017**

LOT 1 - GCF Meeting (26 – 29 April 2017)

No.	Description	Required Quantity			Price per Unit (IDR)	Total Price (IDR)	REMARKS
		Qty	UoM	No. of day or night			
1	Hotel Rooms						
1.a	<u>Hotel Room on Deluxe Category with internet connection</u> Check in: 25 April 2017 – Check out: 29 April 2017 (4 nights) No. of Room: 78 SINGLE Rooms with daily breakfast	78	SGL room	2			
1.b	<u>Hotel Room on Deluxe Category with internet connection</u> Check in: 27 April 2017 – Check out: 29 April 2017 (2 Nights) No. of Room: 32 SINGLE Rooms with daily breakfast	32	SGL room	5			
2	Meeting Package						
2.a	<u>Full day Meeting Package on 26 – 28 April 2017 (3 days)</u> Venue: Plenary Room, Qty: 1 Plenary Room Meeting room lay out: round table/café style (6 persons/table)	200	pax	3			

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	No. of participant: 200 persons <ul style="list-style-type: none"> ▪ Inclusions: 2X Coffee breaks, 1X Lunch <i>*lunch to be set up with round table</i> ▪ standard meeting kits, ▪ standard meeting equipments ▪ standard sound system ▪ on-site staff to attend to all meeting arrangements ▪ 2 wireless microphones ▪ Head Table for Committee with desk microphone for 2 persons ▪ Podium ▪ LCD & screen, Qty: 1 unit ▪ Free usage and Open WIFI in the meeting room ▪ Free of flipchart and its paper as well as with three different whiteboard markers ▪ Free banner in meeting room, Qty: 1 unit 							
3	Break out Room							
	<u>Break out rooms on 26 – 29 April 2017 (4 days)</u> Venue: Medium Meeting Room No. of Meeting Room: Three (3) Meeting room lay out: round table (6 persons/table) or one large square with participants facing each other (conference style) No. of participant: 60 persons for each break out room <ul style="list-style-type: none"> ▪ Standard meeting kits, ▪ standard meeting equipments ▪ standard sound system ▪ on-site staff to attend to all meeting arrangements ▪ Wireless microphones at each table ▪ Head Table for Committee with desk microphone for 2 persons ▪ LCD & screen (1 unit), Qty: 1 unit ▪ Free usage and Open WIFI in the meeting room ▪ Free of flipchart and its paper as well as with three different whiteboard marker 	3	room	4				

	<p><i>*the participant is from the existing 200 persons from Plenary Room</i></p> <p><u>** on 29 April 2017 is to book Full day meeting package (2X Coffee break + 1 Lunch) for 180 participants</u></p>							
4	Bilateral Meeting Room							
	<p><u>Bilateral Meeting Room with internet connection on 26 – 29 April 2017 (4 days)</u></p> <p>Venue: Small Meeting Room for 10 persons No. of Meeting Room: One (1) Room lay out: Board meeting</p>	1	Unit	4				
5	Secretariat Room							
	<p><u>Secretariat Room with internet connection on 25 – 29 April 2017 (5 days)</u></p> <p>Venue: Small Meeting Room No. of Meeting Room: One (1) Room lay out: Secretariat office, desk</p>	1	Unit	5				
6	Rental of Laptop							
	<p><u>Rental of Laptop</u></p> <p>-Laptop for presentation during meeting/Skype Conference in Plenary Meeting Room, 26 – 28 April 2017 (3days), Qty: 1 unit</p> <p>- Laptop for presentation during meeting/Skype conference in 3 break outs Meeting Room, 26 – 29 April 2017 (4 days), Qty: 4 units</p> <p>-Laptop for secretariat room, 25 – 29 April 2017 (5 days), Qty: 1 unit</p> <p><i>Specifications for laptop: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro (Licensed), Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14", Mouse Pad</i></p>	1	Unit	3				
		3	Unit	4				
		1	Unit	5				

7	Dedicated Internet Connection							
	<u>Dedicated Internet Connection</u> -20 Mbps for Plenary Meeting Room, 26-28 April 2017 (3 days) -5 Mbps for Skype conference in Plenary meeting room, 26-28 April 2017 (3 days) -10 Mbps for Break outs Meeting Room, 26-29 April 2017 (4 days)	1	Lot	3				
		1	Lot	3				
		1	Lot	4				
8	Welcome Reception							
	<u>Welcome Reception on 26 April OR 28 April 2017</u> No. of participant: 160 persons Menu: Finger foods & Free flow soft drinks	160	Pax	1				
TOTAL								

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Comply to meet the requirement stated in the RFQ document			
Comply to meet the requirement stated for the meeting packages			
Comply to meet all Provisions of the UNDP General Terms and Conditions			

LOT 2 – CTCN Meeting (25 – 28 April 2017)

No.	Description	Required Quantity			Price per Unit (IDR)	Total Price (IDR)	REMARKS
		Qty	UoM	No. of day or night			
1	Meeting Package						
	<u>Fullday Meeting Package</u> Day 1: 25 April 2017 -> No. of participant 80 persons Day 2 – 4: 26 – 28 April 2017 -> No. of participant 50 persons General requirement: <ul style="list-style-type: none"> ▪ Meeting room lay out: U-shape with 3 layers chairs ▪ 2X Coffee breaks, 1X Lunch ▪ standard meeting kits ▪ standard meeting equipments ▪ standard sound system ▪ on-site staff to attend to all meeting arrangements ▪ 2 wireless microphones ▪ Head Table for Committee with desk microphone for 2 persons ▪ Podium ▪ LCD & screen, Qty: 1 unit ▪ Free usage and Open WIFI in the meeting room ▪ Free of flipchart and its paper as well as with three different whiteboard markers ▪ Free Banner in meeting room, Qty: 1 unit 	80	Pax	1			
		50	pax	3			
2	Rental of Laptop						

	-Laptop for presentation during meeting/skype conference, 25-28 April 2017 (4 days), Qty: 1 unit <i>Specifications: Intel Processor I5 or Above, Memory 8 GB, Windows 7, Pro X64 (Licensed), MS Office 2013Pro(Licensed), Adobe Reader, Skype, Java Software, Adobe Flash Software, Sound card available, Network Card (LAN and Wifi), Monitor 14", Mouse Pad</i>	1	Unit	4				
3	Dedicated Internet Connection							
	<u>Dedicated Internet Connection on 25-28 April 2017 (4 days)</u> 10 Mbps for Meeting Room 5 Mbps for Skype Conference in meeting room	1 1	Lot Lot	4 4				
TOTAL								

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Comply to meet the requirement stated in the RFQ document			
Comply to meet the requirement stated for the meeting packages			
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/028/2017**

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]