**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. **REFERENCE: RFQ/UNODC/054/2018 –** Provision of Hotel Rooms and Meeting Package in Jakarta.

**TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **No. of days** | **Unit Price** | **Total Price per Item** | **Remarks** |
|  | **Accommodation** |  |  |  |  |  |
| 1. | **Single Rooms Accomodation include Breakfast**  Check in 19th August 2018, Check out 22nd August 2018 | 25 rooms | 3 nights |  |  |  |
| 2. | **Full day meeting package**  **(Include: 2 coffee breaks, 1 lunch)**  Date: 20th August -21st August 2018 | 30 pax | 2 days |  |  |  |
| 3. | **Additional:**  **Dinner Packages for 25 Pax**  Date: 19th August & 21st August 2018 | 25 pax | 2 days |  |  |  |
| 4. | **Additional:**  **Airport Pick Up and Drop Off for 25 pax**  Date: Pick up: 19th August 2018  Drop Off: 22nd August 2018 | 25 pax | 2 days |  |  |  |
| 5. | **Additional:**  **Dinner/VIP Receptions (include Room, Round Table Set and Buffet Dinner Set) for 30 pax**  Date: 20th August 2018 | 30 pax | 1 day |  |  |  |
|  | **Requirement of the full board accommodation and full day meeting package (residential) should include:**  Room Accommodation  1 time breakfast on Batch 1  2 times coffee break on Batch 1  1 times lunch on Batch 1  1 meeting room should be able to hold 30 persons (Layout: banquet style) and 6 round tables with 5 chairs; 1 long table for 5 person at the back of the meeting room ; a secretariat table for 3 people in front of the room 1 transit room for the resource persons (or separate corner with sofa and coffee table)  6 sets Flipcharts include papers and board markers (black,blue,red)  1 unit LCD Projector plus screen  1 podium in meeting room as well as other meeting equiments stipulated on the price sheet | | | | | |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |  |

**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*** |
| The price of meeting package for Full Board (Residential) and Full Day Meeting Package (Non-Residential) should include all items mentioned in the requirement. |  |  |  |
| 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.

*[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)