**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/058/2018 – Provision of Hotel Services for UNODC Regional Workshop 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 Occupancy Rooms Accommodation include Breakfast**  Check in: 8 October 2018  Check out: 12 October 2018 | 13 rooms | 4 nights |  |  |  |
|  | **Meeting Package** |  |  |  |  |  |
| 2. | **Dinner Package –** 8 October 2018 | 30 pax | 1 day |  |  |  |
| 3. | **Full board meeting package** – 9 – 11 October 2018  2x Coffee Break, 1x Lunch, and 1x Dinner  Include:  • Meeting room capacity 30 pax layout U-shape and available for backdrop installation (size: 4m x 2.5m)  • LCD screen and projector 1 unit  • Wireless microphones 2 units  • Flipchart 1 unit  • Standard meeting stationeries and amenities | 30 pax | 3 days |  |  |  |
| 4. | **Additional:**  **Breakout Room** – 9 – 11 October 2018  Rectangular meeting room style (center table with chairs around it  Capacity of each room is 10 person  Include:  • Wireless microphones 2 units  • Flipchart 1 unit  • Standard meeting stationeries and amenities | 2 rooms | 3 days |  |  |  |
| **Total Price of Goods** | | | | |  |  |
| Add: Cost of Transportation | | | | |  |  |
| Add: Cost of Insurance | | | | |  |  |
| Add: Other Charges (pls. specify) | | | | |  |  |
| **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*** |
| 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)