



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM: Office of Human Resources, UNDP/OHR/Recruitment One United Nations Plaza, New York, NY 10017 USA	DATE: 2 December, 2013
	REFERENCE: RFQ/OHR/02/13

Dear Sir / Madam:


You are kindly requested to submit your quotation for Accommodation and Meeting space for the following items before close of business on 16 December 2013

Item	Generic Description [incl. Technical specifications, quality & safety standards, special features required]	Quantity
01	Meeting space to conduct an Assessment. Kindly provide the availability of your venue for the following optional dates for us to choose one or two of the weeks: PLEASE SEE ATTACHED ANNEX 1 FOR DAYS/DATES OF THE EVENT Meeting requirements: For full details of meeting room and other requirements during the event, please refer to attached Annex II for submission of price quotations <u>Way of Submission:</u> All Offers needs to be submitted to e-mail address: procurement.ohr@undp.org Please note that offers sent directly to the below mentioned focal point will be rejected.	
02		
03		

CONDITIONS	
	PLACE New York and Tri-state area (within 50 miles of Midtown, Manhattan, NYC
Payment Terms	
Validity of Quotation	30 DAYS X 90 DAYS
Preliminary Examination - Completeness of quotation.	Partial bids permitted. X Partial bids not permitted

UNDP General Terms and Conditions for professional services contracts		
Please state (procurement officials should cancel the lines which are not applicable)		
Quantity discount and early payment discount	Shipping weight (kg) and volume (m ³)	
Separate quote for estimated transportation & insurance charges	Availability of local service in country of final destination	
Details on any warranty/guarantee conditions:		

REQUIREMENTS
<u>Language</u> : All documentation, including installation and operating manuals shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
Electricity: Volt: Hz: phase AC:

NAME, FUNCTIONAL TITLE: Ali Tahsin Jumah, Operations Advisor, OHR/UNDP
Signature:  DATE: <u>2 Dec. 13</u>
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