**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.

**TABLE 1: List of Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Requirement/Description | Minimum Quantity / Order | Unit Price (IDR) | Total Price per Item (IDR) |
| 1. | Snack box package A | 20 pax |  |  |
| 2. | Snack box package B | 20 pax |  |  |
| 3. | Half day meeting package | 20 pax |  |  |
| 4. | Full day meeting package | 20 pax |  |  |
| 5. | Lunch or Dinner box | 20 pax |  |  |
| 6. | Additional Cost of Transportation if any or less than the minimum quantity / order |  |  |  |
| 7. | Additional: Other Charges (***please specify)*** |  |  |  |

**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*** |
| Accepting / Signing UNDP Long Term Agreement Contract |  |  |  |
| Comply to the requirement specified in Annex 1 |  |  |  |
| Submit all required qualification document |  |  |  |
| UNDP Terms of Payment |  |  |  |
| Validity of Quotation 90 days |  |  |  |
| 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)