**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. UNDP-RFQ-2020-024:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description of Services** | **No of Events** | **Price of Each Training in PKR** | **Total Price of 22 Trainings in PKR** | |
| 01 | Provision of conference facility/training hall for 24 -30 persons. ***NOTE: We do NOT require projector, stationery or microphone.***  Must include:   * Back-up generator, for electricity. * High standard of security throughout facility.   ((Guards around the premises throughout the training. Access control.))   * Limited public access. * Training hall with heating and cooling system | 22 trainings per year each training of Three (03) days |  |  | |
| 02 | Provision of the following additional training resources:   * Main training/conference room for 24 - 30 participants and 4 trainers. * Separate trainers working area. * Store room for training material, large enough to accommodate. (A space of 10 x 15 sq.-ft) * External (outdoor covered) area for seated training of 24 - 30 persons. * External areas for role players to include robbery scenario; hostage scenario; bomb blast scenario; active shooter scenario; military checkpoint scenario. ***Note: Two of these scenarios will be required to occur simultaneously.*** * Area for 5-6 vehicles to park and be used as training resources * Area for 2 vehicles to drive during scenario * Rest and relaxation area for participants * Lunch Area * Separate washrooms for both male and female * Separate pray area for both male and female * Parking space for 24 - 30 participants |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  | |

**TABLE 2 : Offer to Comply with the Requirements of TORs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot No.** | **Terms of Reference (TORs)** | **Your Responses** | | |
|  |  | ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| 1 | Provision of conference facility/training hall for 30 persons. ***NOTE: We do NOT require projector, stationery or microphone.***  Must include: |  |  |  |
| * Back-up generator, for electricity |  |  |  |
|  | * High standard of security throughout facility(Guards around the premises throughout the training. Access control.) |  |  |  |
|  | * Limited public access |  |  |  |
|  | * Training hall with heating and cooling system |  |  |  |
|  |  |  |  |  |
| 2 | Provision of the following additional training resources: |  |  |  |
| * Main training/conference room for 24 - 30 participants and 4 trainers |  |  |  |
| * Separate trainers working area within the hall |  |  |  |
| * Store room for training material, large enough to accommodate (A space of 10 x 15 sq.-ft) |  |  |  |
| * External (outdoor covered) area for seated training of 24 - 30 persons |  |  |  |
| * External areas for role plays to include robbery scenario; hostage scenario; bomb blast scenario; active shooter scenario; military checkpoint scenario. ***Note: Two of these scenarios will be required to occur simultaneously.*** |  |  |  |
| * Area for 5-6 vehicles to park and be used as training resources |  |  |  |
| * Area for 2 4x4 vehicles to drive during scenario |  |  |  |
| * Rest and relaxation area for participants |  |  |  |
|  | * Lunch Area |  |  |  |
|  | * Separate washrooms for both male and female |  |  |  |
|  | * Separate pray area for both male and female |  |  |  |
|  | * Parking space for 24 - 30 participants |  |  |  |

**TABLE 3 : 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*** |
| Validity of Quotation 90 days |  |  |  |
| Acceptance of all Provisions of the UNDP General Terms and Conditions |  |  |  |
| Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. |  |  |  |
| Other requirements [pls. specify] |  |  |  |

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)