



REQUEST FOR QUOTATION (RFQ)

To: All Interested 4-star hotel in Sentul, West Java	DATE: October 27, 2020 REFERENCE: RFQ/UNDP/DGPRU-HGI/00119509/058/2020 – Accommodation and Meeting Package for the Financial Management Information System End User Training of Ministry of Health
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Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ/UNDP/DGPRU-HGI/00119509/058/2020 – Accommodation and Meeting Package for the Financial Management Information System End User Training of Ministry of Health**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before November 02, 2020 at 13.00 hours (Jakarta Local Time) via ✉e-mail to the address below:

United Nations Development Programme
Email address: *bids.id@undp.org*
 Attn: Procurement Unit
 7th floor Menara Thamrin Building, Jl. MH. Thamrin Kav 3, Jakarta 10250 - INDONESIA
 Phone: (6221) 29802300

Quotations submitted by email must be limited to a maximum of 8 MB. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: Submitting Quotation after the deadline for submission of quotation will invalidate it.

Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> Please refer to Annex 1
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency: IDR
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	Monday, November 02, 2020 at 13.00 hours (Jakarta Local Time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ³	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in ANNEX 2, and in accordance with the list of requirements in ANNEX 1; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (ANNEX 3)
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ⁴	<input checked="" type="checkbox"/> 100% upon complete delivery of goods and/or services
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Others Please refer to Annex 1

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ First 2 items in this list are mandatory for the supply of imported goods

⁴ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

⁵ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by beyond the agreed date <input checked="" type="checkbox"/> Others The issued PO will be cancelled if the selected supplier does not meet the requirement of this RFQ.
Conditions for Release of Payment	<input checked="" type="checkbox"/> submission of original invoice
Annexes to this RFQ ⁶	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. (Annex 3) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁷	Armada Eras Pratama Armada.pratama@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Martin Kurnia
Procurement Analyst
October 27, 2020

Annex 1

Specification and Criteria of Services

No	Item	Description
1	General requirement	<ul style="list-style-type: none"> Location: Sentul, Bogor District, West Java; Requirement: 4 star hotel with conference rooms and preferably with connecting outdoor area; Duration: 9 – 21 November 2020. Good security system: the hotel security management must have good relationship with the closest police station; have 24 hours reception and security guard on duty; COVID-19 Compliance: the hotel management must have proper Covid-19 protocol and measures both for guests and its employees, as well as coordination with the closest medical/hospital.
2	Special requirement	<ul style="list-style-type: none"> Provide meeting room package (full board and full day) with strict adherence to the Covid-19 protocol for all participants. The meeting room will be used with starting hour at 8.00hrs Jakarta local time and completed at 18.00hrs Jakarta local time, inclusive with 2x coffee breaks and 1x lunch; The meeting room should have access to open air circulation, marked with special signage for physical distancing and availability of hand-sanitizer; The hotel should be able to provide 31 standard rooms with single occupancy (double bed) during the whole duration of event. Standard room refer as the most economical room available in the hotel. Hotel room type must be informed in the quotation; The hotel should be able to provide meeting rooms with 50% capacity occupancy setting for conducting meeting during Covid-19 pandemic; The hotel should assign sufficient technical staff on lighting, sound and IT to provide support on technical issues during the events organized by UNDP. <i>Note: Interested hotel should provide quotation in full stay, full board and full day package which inclusive all requirements mentioned in the RFQ document. If there are item that could not be included in the package, a unit price for those items should be provided in details. All prices should be in Nett price as UNDP has tax exempt facility</i>
3	Items/ Specification/ Description	<ul style="list-style-type: none"> Full board meeting package with 2 meetings rooms on 50% capacity occupancy and U-shape layout for 5 days, including standard hotel room (details of packages as per Annex 2: Form For Submitting Supplier's Quotation); Full day meeting package for 5 pax/day for 10 days, provided for the Interpreter, no meeting room required (details of packages as per Annex 2: Form For Submitting Supplier's

		<p>Quotation).</p> <ul style="list-style-type: none">• Standard room for all participants as per Annex 2: Form For Submitting Supplier’s Quotation).• Dedicated internet access with 10Mbps bandwidth for 10 days training for all participants;• Two (2) registration desk to be placed inside the conference room with two (2) chairs;• Two (2) interpreter desk to be placed inside each the conference room with two (2) chairs;• Availability of sufficient cable extension for minimum 20 participants/class;• Two (2) free of wireless microphones for each two-parallel classes;• One (1) LCD projector with 5000 Ansi Lumens and one (1) large screen size 2mx3m in each meeting room;• Proper sound system;• One (1) IP Camera in each meeting room for 2 parallel class including with supporting peripheral to broadcast via zoom;• Free of two (2) flipchart, including papers & markers;• Free of standard stationary (block note and pen/pencil, water bottle and mints);• Safety and Covid-19 protocol briefing to all participants;• Coffee breaks and lunch in personal package for all participants.• Personal protection equipment for participants (1 personal face shield, 1 personal packages of 6 pcs Sensi duckbill face mask 3 ply, and 1 personal hand sanitizer)																																			
4.	Schedule of reservation	<table><tr><th>Packages</th><th>Sun 08- Nov</th><th>Mon 09- Nov</th><th>Tue 10- Nov</th><th>Wed 11- Nov</th><th>Thu 12- Nov</th><th>Fri 13- Nov</th></tr><tr><td>Full board meeting package - Finance (1 meeting room, inclusive standard hotel room/person, meals)</td><td></td><td>20</td><td>20</td><td>20</td><td>20</td><td>20</td></tr><tr><td>Full board meeting package - Logistics (1 meeting room, inclusive standard hotel room/person, meals)</td><td></td><td>11</td><td>11</td><td>11</td><td></td><td></td></tr><tr><td>Full board meeting - package IT (1 meeting room, inclusive standard hotel room/person, meals)</td><td></td><td></td><td></td><td></td><td>8</td><td>8</td></tr><tr><td>Room Accommodation – Finance, Logistic, IT, UNDP (H-1 only prior the event, standard room hotel room/person)</td><td>31</td><td></td><td></td><td>5</td><td></td><td></td></tr></table>	Packages	Sun 08- Nov	Mon 09- Nov	Tue 10- Nov	Wed 11- Nov	Thu 12- Nov	Fri 13- Nov	Full board meeting package - Finance (1 meeting room, inclusive standard hotel room/person, meals)		20	20	20	20	20	Full board meeting package - Logistics (1 meeting room, inclusive standard hotel room/person, meals)		11	11	11			Full board meeting - package IT (1 meeting room, inclusive standard hotel room/person, meals)					8	8	Room Accommodation – Finance, Logistic, IT, UNDP (H-1 only prior the event, standard room hotel room/person)	31			5		
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		Full day meeting package participant – Interpreter only	5	5	5	5	5																																																	
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5.	Meals arrangement	<p>There will be no food buffet for coffee breaks and lunch during all event as well as for breakfast and dinner and it will be provided in personal package set to each participant. The arrangement and menu for meals during the event as follows:</p> <ul style="list-style-type: none">• breakfast – room service delivery as per available breakfast menu in restaurant (non a la carte);• coffee breaks – 2 pcs salted snack, 2 pcs sweet snacks, fruits, coffee/tea in disposable environment friendly container;• lunch - 2 starters, 1 main courses + sides, 2 desserts, fruits, fresh juice in disposable environment friendly container;• providing mineral water with no plastic bottle• dinner - room service delivery as per available menu (non a la carte);• hotel must provide information of the breakfast and dinner selection upon participant’s check-in.																																																						
6.	Other Covid-19 Measurement	<ul style="list-style-type: none">• The hotel must provide a self declaration statement of Covid-19 measurement both for the guests and hotel staff;																																																						

		<ul style="list-style-type: none">• The proposed conference venues must be maintained clean, disinfected prior and after the event and in good operating condition at all times;• The hotel should advise the personal measures on Covid-19 within and in surrounding areas to all participants.
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Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁸**(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁹)**

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. **RFQ/UNDP/DGPRU-HGI/00119509/058/2020 –Accommodation and Meeting Package for the Financial Management Information System End User Training of Ministry of Health:**

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

Item No.	Description/Specification of Goods	Quantity	No of day(s)	Unit Price	Total Price per Item	Remarks
1	Meeting packages					
a.	Full-board meeting package Finance Training Batch 1 Date: 9- 13 Nov 2020 (5 days) Quantity: 20 pax Start: 8 AM - finish <i>* 1 meeting room U-shape layout with max 50% capacity occupancy,</i> <i>* inclusive standard room/pax (single occupancy)</i> <i>* other requirement and arrangement as per Annex 1: Specification and Criteria of Services</i> <i>*meals: breakfast, lunch, dinner, and 2x coffee break during meeting</i>	20 pax	5 days			
b.	Full-board meeting package Logistics Training Batch 1 Date: 9 - 11 Nov 2020 (3 days) Quantity: 11 pax Start: 8 AM - finish <i>* 1 meeting room U-shape layout with max 50% capacity occupancy,</i> <i>* inclusive standard room/pax (single occupancy)</i> <i>* other requirement and arrangement as per Annex 1:</i>	11 pax	3 days			

⁸ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<i>Specification and Criteria of Services</i> <i>*meals: breakfast, lunch, dinner, and 2x coffee break during meeting</i>					
c.	Full-board meeting package IT Training Date: 12 - 13 Nov 2020 (2 days) Quantity: 8 pax Start: 8AM – finish <i>* 1 meeting room U-shape layout with max 50% capacity occupancy,</i> <i>* inclusive standard room/pax (single occupancy).</i> <i>* other requirement and arrangement as per Annex 1: Specification and Criteria of Services.</i> <i>*meals: breakfast, lunch, dinner, and 2x coffee break during meeting</i>	8 pax	2 days			
d.	Full-board meeting package Finance Training Batch 2 Date: 16 - 20 Nov 2020 (5 days) Quantity: 20 pax Start: 8AM – finish <i>* 1 meeting room U-shape layout with max 50% capacity occupancy,</i> <i>* inclusive standard room/pax (single occupancy).</i> <i>* other requirement and arrangement as per Annex 1: Specification and Criteria of Services</i> <i>*meals: breakfast, lunch, dinner, and 2x coffee break during meeting</i>	20 pax	5 days			
e.	Full-board meeting package Logistics Training Batch 2 Date: 16 - 18 Nov 2020 (3 days) Quantity: 10 pax Start: 8 AM - finish <i>* 1 meeting room U-shape layout with max 50% capacity occupancy,</i> <i>* inclusive standard room/pax (single occupancy).</i> <i>* other requirement and arrangement as per Annex 1: Specification and Criteria of Services</i> <i>*meals: breakfast, lunch, dinner, and 2x coffee break during meeting</i>	10 pax	3 days			
f.	Full-board meeting package	11 pax	2 days			

	HR Training Date: 19 - 20 Nov 2020 (2 days) Quantity: 11 pax Start: 8 AM - finish <i>* 1 meeting room U-shape layout with max 50% capacity occupancy,</i> <i>* inclusive standard room/pax (single occupancy).</i> <i>* other requirement and arrangement as per Annex 1: Specification and Criteria of Services</i> <i>*meals: breakfast, lunch, dinner, and 2x coffee break during meeting</i>					
g.	Full-day meeting package Interpreter only Date: 9 - 13 Nov 2020 Quantity: 5 pax <i>* meals only (2x coffee breaks & lunch), no meeting room, 2 interpreter desks in each participants meeting rooms.</i> <i>* other requirement and arrangement as per Annex 1: Specification and Criteria of Services</i> <i>*meals: lunch and 2x coffee break during meeting</i>	5 pax	5 days			
h.	Full-day meeting package Interpreter only Date: 16 - 20 Nov 2020 Quantity: 5 pax <i>* meals only (2x coffee breaks & lunch), no meeting room, 2 interpreter desks in each participants meeting rooms.</i> <i>* meeting room amenities and meals arrangement as per Annex 1: Specification and Criteria of Services</i> <i>*meals: lunch and 2x coffee break during meeting</i>	5 pax	5 days			
2	Additional (H-1) Room Accommodation for Participants Only					
a.	Standard room Finance, Logistics & UNDP SURGE Check-in 8 Nov 2020 Standard room (single occupancy) <i>* inclusive lunch & dinner</i>	31 rooms	1 night			
b.	Standard room IT	5 rooms	1 night			

	Check-in 8 Nov 2020 Standard room (single occupancy) <i>* inclusive lunch & dinner</i>					
c.	Standard room Finance, Logistics & UNDP SURGE Check-in 15 Nov 2020 Standard room (single occupancy) <i>* inclusive lunch & dinner</i>	30 rooms	1 night			
d.	Standard room IT Check-in 18 Nov 2020 Standard room (single occupancy) <i>* inclusive lunch & dinner</i>	8 rooms	1 night			
3.	Other requirement					
a.	Additional dedicated internet connection - 10Mbps dedicated internet for 10 days (9 th – 13 th Nov 2020 and 16 th – 20 th Nov 2020) <i>* The dedicated internet will be shared to 2 parallel class for all participants conducted/day.</i>	10 Mbps	10 days			
b.	IP Camera - One (1) IP Camera in each meeting room for 2 parallel classes for 10 days (9 th – 13 th Nov 2020 and 16 th – 20 th Nov 2020)	2 unit	10 days			
c.	Personal protection equipment for participants (1 personal face shield, 1 personal packages of 6 pcs Sensi duckbill face mask 3 ply, and 1 personal hand sanitizer)	77 packages	n/a			
	Total Prices of Goods¹⁰					
	Total Final and All-Inclusive Price Quotation					

¹⁰ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Comply to meet the requirement stated in the RFQ document			
Validity of Quotation: 30 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]

Annex 3

(This should be written in the Letterhead of the Bidder)

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for (insert: title of services required as per RFQ).

We hereby declare that:

We are currently not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

[Please mark this letter with your corporate seal, if available]
