**Quotation Form**

**Name of Bidder:**

**Date of Bid:**

**Request for Quotation No:**

**Currency of Bid price:**

**Delivery time** *(from receipt of order till dispatch):*

**Expiration of Validity of Quotation** *(The quotation shall be valid for a period of at least 90 days* *after the Closing date.)*

**Price Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ Service:**  | **Qty:** | **Unit price (Insert Currency)** | **Total price (Insert Currency)** | **Delivery schedule** |
| Hotel Accommodation |  |  |  | (days) |
| Venue Rent Services: Conference Room & Rent of Equipment |  |  |  | (days) |
| Event Materials and Printing Services |  |  |  | (days) |
| Event related Photo Services & Participants Registration  |  |  |  | (days) |
| Catering Services 1st day |  |  |  | (days) |
| Catering Services 2nd day |  |  |  | (days) |
| Administrative and Logistics Services Support  |  |  |  | (days) |
| **Total:** |  |  |  | (days) |

**In your offer, please include:**

1. Company registration documents
2. Client list
3. Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;

*Vendor’s Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA (**<http://www.unfpa.org/resources/unfpa-general-conditions-contract> **) and we will abide by this quotation until it expires.**

**Name and title Date and Place**