PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** | [insert bidder name] |
| **Date of the quotation:** | [insert quotation date] |
| **Currency of quotation:** | IDR |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the RFQ submission deadline)* | [insert quotation validity] |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
* The format provided shall be used in preparing the Price Quotation.
* In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

**TABLE 1: Price:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Product Name and Description\* | UOM | Number of Units | Unit Price (IDR) | Total (IDR) |
| 1 | T-Shirt (details of the specification described in Annex II) | pcs | 1,000 | [insert unit price] | [insert total price] |
| 2 | Goodie bag Canvas (details of the specification described in Annex II) | pcs | 1,000 | [insert unit price] | [insert total price] |
| 3 | Bucket Hat (details of the specification described in Annex II) | pcs | 1,000 | [insert unit price] | [insert total price] |
| ***T o t a l*** | | | | | [insert total price] |
| **Delivery schedule (in calendar days)\*** | | | | | [insert delivery schedule] |

\*Delivery lead time calculated from date of UNFPA confirmation until goods finish for production.

**TABLE 2: Specification details of goods quoted**

|  |  |  |
| --- | --- | --- |
| Item | Product Name | Description of specification details |
| 1 | T-Shirt/Baju Kaos | [insert specification details] |
| 2 | Goodiebag Canvas/Tas Canvas | [insert specification details] |
| 3 | Bucket Hat/Topi Rimba | [insert specification details] |

**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*** |
| After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted for clarification or further communication. | [insert answer] | [insert answer] | [insert answer] |
| Delivery Lead Time as per the quoted in Table 1, with maximum delay two calendar days | [insert answer] | [insert answer] | [insert answer] |
| Validity of Quotation is at least 3 months after the RFQ submission deadline | [insert answer] | [insert answer] | [insert answer] |
| All Provisions of the UNFPA General Terms and Conditions | [insert answer] | [insert answer] | [insert answer] |

*Vendor’s Comments:*

[insert comments if any]

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/21/017 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |
| --- | --- |
| [insert name, title, signature and company’s seal/stamp] | [insert date and place] |
| Name and title | Date and place |