**PRICE QUOTATION FORM**

|  |  |
| --- | --- |
| **Name of Bidder:** | [insert name of company] |
| **Date of the quotation:****Request for quotation Nº:** | [insert quotation date]UNFPA/IDN/RFQ/23/001 |
| **Currency of quotation:** | IDR |
| **Validity of quotation:** | Until 28 February 2023 |

* The bidder is expected to submit realistic and competitive cost.
* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

**TABLE 1: Price Quote/Offer:**

**Accommodation and meeting package in Bali:**

Dinner need is yet to be confirmed, therefore bidder to provide 2 offers:

1. Include dinner
2. Not include dinner

Upon bidder selection, one of the offer will be decided and informed to the selected bidder.

**Offer 1 (include dinner)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item Description | UOM | Qty | Day/Night | Unit Cost (IDR) | Total Cost (IDR) |
| Pick-up at the airport | pax | 45 | 1 | [insert unit cost] | [insert total cost] |
| Accommodation/room:- 4 rooms (single occupancy)Check-in 12 February 2023; check-out 17 February 2023 | rooms | 4 | 5 | [insert unit cost] | [insert total cost] |
| Accommodation/room:- 22 rooms (double occupancy)Check-in 12 February 2023; check-out 17 February 2023 | rooms | 22 | 5 | [insert unit cost] | [insert total cost] |
| Full-day meeting package:Lunch, 2 times coffee breaks13-16 February 2023 | pax | 45 | 4 | [insert unit cost] | [insert total cost] |
| Dinner | pax | 45 | 1 | [insert unit cost] | [insert total cost] |
| Drop off at the airport | pax | 45 | 1 | [insert unit cost] | [insert total cost] |
| *Total Costs* | [insert total cost] |

**Offer 2 (NOT include dinner)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item Description | UOM | Qty | Day/Night | Unit Cost (IDR) | Total Cost (IDR) |
| Pick-up at the airport | pax | 45 | 1 | [insert unit cost] | [insert total cost] |
| Accommodation/room:- 4 rooms (single occupancy)Check-in 12 February 2023; check-out 17 February 2023 | rooms | 4 | 5 | [insert unit cost] | [insert total cost] |
| Accommodation/room:- 22 rooms (double occupancy)Check-in 12 February 2023; check-out 17 February 2023 | rooms | 22 | 5 | [insert unit cost] | [insert total cost] |
| Full-day meeting package:Lunch, 2 times coffee breaks13-16 February 2023 | pax | 45 | 4 | [insert unit cost] | [insert total cost] |
| Drop off at the airport | pax | 45 | 1 | [insert unit cost] | [insert total cost] |
| *Total Costs* | [insert total cost] |

**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*** |
| Validity of Quotation until 28 February 2023 | [insert answer] | [insert answer] |
| Comply to meet all Provisions of the UNFPA’s General Conditions of Contract: De Minimis Contracts | [insert answer] | [insert answer] |
| After the closing date (RFQ submission deadline), if required, the bidder(s) will be contacted to provide document(s) and clarification(s) related to the submission | [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/23/001 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 |