**PRICE QUOTATION FORM**

| **Name of Bidder:** |  |
| --- | --- |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/MYS/RFQ/24/05 |
| **Currency of quotation:** | MYR (Malaysian Ringgit) |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* | |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

| Item | Description | Quotation |
| --- | --- | --- |
| 1. Professional Fees | | |
| 1 | Venue  -Auditorium Seating for 400 pax (maximum number)  -Registration + organisers tables & areas  -Room Usage from: 8.00am to 6.00pm  -Event setup (day before + rehearsals) |  |
| 3 | F&B Catering  To provide Non-Veg and Veg Optional Buffet  1. Welcome Breakfast (8am-9am)  2. Lunch (12.30pm-1.30pm)  3. Afternoon Tea Break (4pm-5pm)  4. Free flow coffee / tea + water throughout the meeting |  |
| 4 | Other Services  -To work with Event Management company on providing stage + any preferred seating layouts  -To work with Event management company to utilise or optimise in-house audio-visual necessities  -IT Technician to be on standby  -Internet and WiFi Connection  Parking |  |
|  |  |  |
| *Total Fees* | |  |
| ***Total Price*** | |  |



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MYS/RFQ/24/05 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.

|  | Click here to enter a date. |  |
| --- | --- | --- |
| Name and title | Date and place | |

**DECLARATION FROM**

The undersigned, being a duly authorized representative of the Company represents and declares that:

| 1. | The Company and its Management[[1]](#footnote-0) have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES | NO |
| --- | --- | --- | --- |
|  | 1. Fraud; | ☐ | ☐ |
|  | 1. Corruption; | ☐ | ☐ |
|  | 1. conduct related to a criminal organization; | ☐ | ☐ |
|  | 1. money laundering or terrorist financing; | ☐ | ☐ |
|  | 1. terrorist offences or offences linked to terrorist activities; | ☐ | ☐ |
|  | 1. sexual exploitation and abuse; | ☐ | ☐ |
|  | 1. child labour, forced labour, human trafficking; or | ☐ | ☐ |
|  | 1. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | ☐ | ☐ |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgement or a final administrative decision of grave professional misconduct. | ☐ | ☐ |
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | ☐ | ☐ |
| 4. | The Company and its Management have not been the subject of a final judgement or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. | ☐ | ☐ |
| 5. | The Company and its Management have not been the subject of a final judgement or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (*creating a shell company*). | ☐ | ☐ |
| 6. | The Company and its Management have not been the subject of a final judgement or a final administrative decision which found the Company was created with the intent referred to in point (5) (*being a shell company*). | ☐ | ☐ |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

| Signature: |  |
| --- | --- |
| Date: |  |
| Name and Title: |  |
| Name of the Company: |  |
| UNGM Nº: |  |
| Postal Address: |  |
| Email: |  |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders. [↑](#footnote-ref-0)