

Amendment No#1

RFQ Reference: UNFPA/SYR/RFQ/GEN/10-24/13.	Date: 16/10/2024
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The venue/location of the meeting: Damascus, Syria
preferred hotel category: 4 and 5 stars' hotels

ANNEX 5: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it, and return it as part of their quotation along with Annex 3 – Accessibility Questionnaire and Annex 4 Quotation Submission Form in addition to any other document they consider relevant. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your companies' qualification, capacity and expertise that is relevant to the Terms of Reference.
- Menu options for the different meals.

Financial Offer

Can consist of a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	UOM	Quantity	U. Price	T.Price
1.	Meeting Room renting for 28 person (+2) from OCTOBER 27-31	Day	5		
2.	Meeting Room for 19 person (+2) from NOVEMBER 4-8	Day	5		
Total Price					

Breakdown of Fees

Personnel / other elements	UOM	Qty	No. of Days	Unit Price	Total Price
Personnel					
Other expenses					
Audio Visual Equipment Rental					
Other Costs: (please specify)					
Total					

Breakdown of Products included in the deliverables



First Training price breakdown

Item No	Description	UOM	Qty	No. of Days	Unit price	Total price
1.	Regular Coffee break includes coffee , tea ,patisserie, please explore the choices	Each	28	5		
2.	Deluxe Coffee break includes Coffee, tea , mini sandwiches	Each	28	5		
3	Lunch, please explore the choices	<i>Each</i>	28	5		
4	Small water bottle		28	5		
Total Price						
Insurance Price						
Other Charges (specify)						
Total Final and All-inclusive Price						

Second training price breakdown:

Item No	Description	UOM	Qty	Unit price	Total price
1.	Regular Coffee break includes coffee , tea ,patisserie, please explore the choices	Each	19		
2.	Coffee Break with mini sandwiches and drinks	Each	19		
3.	Small water bottle	<i>Each</i>	19		
4.	Other (Please specify)				
Total Price					
Insurance Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Address: Phone No.: Email Address:	Authorized Signature: _____ _____ Date: Name: Functional Title of Authorised Signatory: Email Address: