**Annex A: Quotation Form**

**RFQ 3200023949**– **Production of two promotional videos for UN-Habitat**

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| --- | --- | --- | --- | --- | --- |
| **#** | **Item Description (as provided in the TOR)** | **Unit** | **Qty** | **Unit Price (USD)** | **Total Price**  **(USD)** |
| 1 | Production of one promotional video of 5 minutes to highlight the rehabilitation of houses by UN-Habitat in Erbil, Dohuk, Sumel, Mosul and Sinjar. | 5 Mins Video | 1 |  |  |
| 2 | Production of one promotional video of 5 minutes to highlight the rehabilitation of water community infrastructure components implemented under the project in Erbil, Dohuk, Sumel, Mosul and Sinjar. | 5 Mins Video | 1 |  |  |
| 3 | Administration Fees | Lump Sum | 1 |  |  |
| **Total All Inclusive Cost** | | | | |  |

We, the undermentioned, hereby agree to abide by the terms and conditions of this Request for Quotation and to supply the above-mentioned goods in accordance to the terms/specifications provided therein.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **UN-Habitat** | **Supplier *(please specify)*** |
| Delivery of First Draft | 15 Days Upon PO Signature | ……..Days Upon PO Signature |
| Delivery of Second Draft | 22 Days Upon PO Signature | ……..Days Upon PO Signature |
| Delivery of Final Version | 37 Days Upon PO Signature | ……..Days Upon PO Signature |
| Validity of quotation | 90 calendar days | ……….. Calendar Days |
| Payment Terms | 30 Days, EFT | |

Authorized Signatory: …………………………………………… Date: …………………............................

Title & Name: ……………………………………………………………………………………………………………………………..

Email Address: ………………………………………………………. Tel. Number:……………..…………………….

Company Name:……………………………………………………. Stamp: ……………………………………………