**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No.054:

**TABLE 1 : Format of the offer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Consultant** | **Type of Charge** | **Quantity** | **Net Salary amount to be paid/month** |
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| **Total :** | | |  |
| **Management Fee (%)** | | |  |
| **Grand Total:** | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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*** |
| Validity of Quotation; 60 Days |  |  |  |
| Full acceptance of the Long Term Agreement, PO/Contract General Terms and Conditions |  |  |  |
| Payment will be conducted upon the service commpleted and accepted by UNDP |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements: the company will need to have the ability to pre-finance the consultant fee as the part of the management fee |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)