**Annex 2**

**Check-list for submission**

|  |  |  |
| --- | --- | --- |
| **Sr No.** | **Description** | **Submission of document**  **Yes/No**  **( NA if not applicable )** |
| 1 | 1. In accordance with the list of requirements in Annex 1; |  |
| 1. Duly Accomplished Form as provided in Annex 2 |  |
| 1. Acceptance of the General Terms & Condition |  |
| 2 | Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer). |  |
| If the supplier is the manufacturer provide registration of manufacturer. |  |
| 3 | Delivery Schedule in accordance with the below delivery terms and time.  Delivery terms: DAP at Loilen, Hopong, Ywar Ngan , Mong Poung & Pinlon  Delivery Time : Friday, May 05, 2017 |  |

Suppliers who do not submit the above documents shall be rejected and not considered in the evaluation.

**Supplier’s Authorized Person**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[1]](#footnote-1))***

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. 2017/PROC/UNDP-MMR/RFQ/012:

**Offer to Supply Goods Compliant with Specifications and Requirements**

**Lot-1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No | Description/Specification of Goods | Delivery Lead Time | Country/ies of Origin | Quantity | Unit Price | Total Amount |
| 1 | Mixed Coffee Fertilizer  (N: 20%, P2O5: 7%, K2O: 20%, Mg (MgO) 3%, S 4% ) (50Kg/Bag) |  |  | 1,435 Bags |  |  |
|  | **Total Prices of Goods** | | | | |  |
|  | Add : Cost of Transportation | | | | |  |
|  | Add : Cost of Insurance | | | | |  |
|  | Add : Other Charges (please specify) | | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | | |  |

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

Supplier’s Authorized Person

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3**

**Lot-2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No | Description/Specification of Goods | Delivery Lead Time | Country/ies of Origin | Quantity | Unit Price | Total Amount |
| 1 | NPK Fertilizer  15:15:15 Compound Fertilizer (Silveroak) (50Kg/Bag) |  |  | 517 Bags |  |  |
|  | **Total Prices of Goods** | | | | |  |
|  | Add : Cost of Transportation | | | | |  |
|  | Add : Cost of Insurance | | | | |  |
|  | Add : Other Charges (please specify) | | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | | |  |

**Lot-3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No | Description/Specification of Goods | Delivery Lead Time | Country/ies of Origin | Quantity | Unit Price | Total Amount |
| 1 | T-Super Phosphate Fertilizer  (Basal for Silver Oak & Rubber) (50Kg/Bag) |  |  | 107 Bags |  |  |
|  | **Total Prices of Goods** | | | | |  |
|  | Add : Cost of Transportation | | | | |  |
|  | Add : Cost of Insurance | | | | |  |
|  | Add : Other Charges (please specify) | | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | | |  |

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

Supplier’s Authorized Person

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)