**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

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. **RFQ 075/18**

Date: *[insert date (as day, month and year] of Bid Submission*]

RFQ No.: *[insert number of bidding process]*

**Table 1: General information**

|  |
| --- |
| 1. Bidder’s Legal Name *[insert Bidder’s legal name]* |
| 2. In case of Joint Venture (JV), legal name of each party: *[insert legal name of each party in JV]* |
| 3. Actual or intended Country/ies of Registration/Operation: *[insert actual or intended Country of Registration]* |
| 4. Year of Registration in its Location: *[insert Bidder’s year of registration]* |
| 5. Legal Address/es in Country/ies of Registration/Operation: *[insert Bidder’s legal address in country of registration]* |
| 6. Banking details: |
| 7. Value and Description of Top three (3) Biggest Contract for the past three (3) years |
| 8.List available licenses and their validity: |
| 9. List contact details of at least 3 business partners/clients that can provide references on similar nature works. |
| 10. Bidder’s Authorized Representative Information  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s Address]*  Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]*  Email Address: *[insert Authorized Representative’s email address]* |
| 11. Are you in the UNPD List 1267.1989 or UN Ineligibility List? ☐ YES or ☐ NO |
| 12. Attached are copies of original documents of:  ☐ All eligibility document requirements listed in the Data Sheet |

**Table 2: Similar construction works within past 3 years**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Table 3: Personnel \***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Name** | **Position** | **Qualification** | **Work experience, years** | **Status: permanent/temporary** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**CVs should be attached.**

**Table 4. Current liabilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Brief contract description (type of work, volumes)** | **% of performed works on the date of bid submission** | **Name of the involved personnel (please indicate the personnel which to be involved in this assignment)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **…** |  |  |  |
| **N** |  |  |  |

**Table 5: Schedule of works:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Work type** | **Duration** | **Start date** | **End date** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **…** |  |  |  |  |
| **N** |  |  |  |  |

**Table 6: Financial offer**

|  |  |  |
| --- | --- | --- |
| No. | Deliverables | Price (currency) VAT exclusive |
| 1 | Re-construction of the House of Culture in Chinchin Village of Berd Community of Tavush Marz |  |
| 2 | Total |  |
|  |  |  |

**Table 7: Bill of Quantities**

**The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based Attached Bill of Quantities (BoQ\_Chinchin\_eng.xls). Quotation with NO completed Bill of Quantities will be disqualified.**

**Table 8: Other information related to this RFQ**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other information related to this RFQ** | **Your answers еты** | | |
| ***Yes, we accept*** | ***No, we cannot accept*** | ***If you cannot accept, please suggest your conditions*** |
| Works performance duration: 60 days. |  |  |  |
| Minimum 3 similar projects taken over the last 3 years. |  |  |  |
| Acceptance of payment conditions |  |  |  |
| Period of Validity of Quotes (min 90 days) |  |  |  |
| Full acceptability of UNDP General provisions and conditions |  |  |  |
| Availability of Company’s state registration certificate |  |  |  |
| Availability of relevant equipment/tools, staff and machinery |  |  |  |
| Availability of appropriate licenses |  |  |  |
| Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |  |  |  |

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]*