**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. **RFQ 089/18**:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price currency** | **Total Price per Item, currency** |
| **1** | * **Supply of laboratory equipment for lighting laboratory** | 1 | 60 days |  |  |
|  | **Prices of Goods[[3]](#footnote-3)** |  |  |  |  |
|  | * Add : Cost of Transportation |  |  |  |  |
|  | * Add : Cost of Insurance |  |  |  |  |
|  | * Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Prices of Goods** | | | | |
| 2 | * **Supervision of installation on transportation unit (to be provided by the customer) and commissioning of the equipment** | 1 | 60 days |  |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

**Additional Requirements**

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Availability (Yes/No)** |
| 1 | Technical responsiveness/Full compliance to requirements |  |
| 2 | Manufacturer/suppliers must have at least 5 years of experience in manufacturing/supply of required goods or similar products. |  |
| 3 | Warranty on required equipment as per Annex 1. |  |
| 4 | Full acceptance of the PO/Contract General Terms and Conditions |  |
| 5 | Detailed technical specifications |  |
| 6 | 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]*

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)
3. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-3)