**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 UKR/2018/24:

**TABLE 1 : BRIEF COMPANY PROFILE**

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following : | |
| Full registration name |  |
| Year of foundation |  |
| Legal status | If Consortium, please provide written confirmation from each member |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); | Please indicate here |
| Business Licenses – Registration Papers, Tax Payment Certification, etc | EDRPOU, ID tax number  Copies of State registration and Tax registration should be attached |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 3 previous partners for reference | Please attach the signed reference letters (if any). |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Please confirm (Answers: Yes, we are in the list/No, we are not in the list) |

**TABLE 2 : Technical proposal**

* Drawing of the proposed building design;
* Description of materials;
* List of services and works.

**TABLE 3 : Price offer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price,**  ***Currency* (excl. VAT)** | **Total Price per Item, *Currency* (excl. VAT)** |
| 1 | Module construction | 1 |  |  |  |
| 2 | Installation |  |  |  |  |
| 3 | Different (with description) |  |  |  |  |
|  | Add : Cost of Transportation/other (DAP, address as indicated above) | | | |  |
|  | **Total Prices of Goods excl. VAT** | | | |  |
|  | **VAT (if applicable)** | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

**TABLE 4 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **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*** |
| Manufacturing and installation not later than in 90 days from the moment of the contract signature. |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Warranty period - not less than 2 years |  |  |  |
| 1. Provision of after-sales service in case repairs are needed. |  |  |  |
| Quantity of rooms and their sizes correspond to the requirements of TOR |  |  |  |
| Validity of Quotation (min. 60 days) |  |  |  |
| All Provisions of the UNDP General Terms and Conditions. <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |  |  |  |

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)