**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 for **Printers and Photocopiers (Reference No. B-190801):**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Warranty Period (years)** | **Quantity** | **Delivery Date** | **Unit Price****VND** | **Total Price per Item** |  |
| 1 | Printer: HP LaserJet Pro - M227fdw |  | 26 | 30 Oct’ 19 |  |  |  |
| 2 | Photocopier: TOSHIBA e-Studio 2309A - full set |  | 13 | 30 Oct’ 19 |  |  |  |
| 3 | Packing and delivery services to Hanoi |  |  |  |  |  |  |
| 4 | Installation and training on operation |  |  |  |  |  |  |
| 5 | Other (if any) |  |  |  |  |  |  |
|  | **VAT** |  |  |  |  |  |  |
|  |  | **Total Prices of Goods[[3]](#footnote-3)** |  |

**TABLE 2 : 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*** |
| Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); |  |  |  |
| Delivery Lead Time: 30 October 2019 |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance
 |  |  |  |
| 1. Warranty on both parts and labor as per manufacturer standards
 |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair
 |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair
 |  |  |  |
| 1. Validity of Quotation (90 days)
 |  |  |  |
| 1. All Provisions of the UNDP General Terms and Conditions
 |  |  |  |

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)