**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’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. RBAS-RFQ-041/2019:

**TABLE 1 : Price Schedule for the Provision of Printing Services for OHCHR Regional Office -Doha, Qatar**.

**Cost Breakdown per Deliverable:**

| # | **Publication Title** | **Publication size in cm** | **Publication color** | **Paper quality** | **Total number of pages** | **Binding** | **Quantity** | **UOM** | **Unit Price in QAR**  **(DDP)** | **Total Price in QAR**  **(DDP)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | General Comments of the Committee on the Rights of the Child | 17X24 | Cover: full color  Inner pages: two colors (Black/Blue) | Cover Page 300 GSM With Lamination  Inner Page 80 GSM Wood Free | 716 | Perfect binding | 1000 | Publication |  |  |
|  | General Comments of the Human Rights Committee | 17X24 | Cover: full color  Inner pages: two colors (Black/Blue) | Cover Page 300 GSM With Lamination  Inner Page 80 GSM Wood Free | 296 | Perfect binding | 1000 | Publication |  |  |
|  | General comments of the Committee on the Protection of the Rights of All Migrant Workers and their families members | 17X24 | Cover: full color  Inner pages: two colors (Black/Blue) | Cover Page 300 GSM With Lamination  Inner Page 80 GSM Wood Free | 160 | Perfect binding | 1000 | Publication |  |  |
|  | General comments of the Committee on Economic, Social and Cultural Rights | 17X24 | Cover: full color  Inner pages: two colors (Black/Blue) | Cover Page 300 GSM With Lamination  Inner Page 80 GSM Wood Free | 432 | Perfect binding | 1000 | Publication |  |  |
|  | Training Manual “The role of the judiciary in prohibiting advocacy of hatred that constitutes incitement to discrimination, hostility or violence while ensuring freedom of opinion and expression” | 17X24 | Cover: full color  Inner pages: full color | Cover Page 300 GSM With Lamination  Inner Page 80 GSM Wood Free | 172 | Perfect binding | 1000 | Publication |  |  |
|  | Faith for Rights | A4 | Cover: full color  Inner pages: full color | Cover Page 300 GSM With Lamination  Inner Page 80 GSM Wood Free | 104 | Perfect binding | 1000 | Publication |  |  |
|  | Guidelines for States on the effective implementation of the right to participate in public affairs | A4 | Cover: full color  Inner pages: full color | Cover Page 300 GSM With Lamination  Inner Page 80 GSM Wood Free | 24 | Perfect binding | 1000 | Publication |  |  |
|  | Principles relating to human rights and protection of workers from exposure to toxic substances | 14.5x21 | Cover: full color  Inner pages: one color (black) | Cover Page 200 GSM With Lamination  Inner Page 80 GSM Wood Free | 40 | Perfect binding | 1000 | Publication |  |  |
|  | United Nations Declaration on the Rights of Peasants and Other Rural Workers | 14.5x21 | Cover: full color  Inner pages: one color (black) | Cover Page 200 GSM With Lamination  Inner Page 80 GSM Wood Free | 28 | Perfect binding | 1000 | Publication |  |  |
|  | Guidelines on assessing the impact of economic reforms on human rights | 14.5x21 | Cover: full color  Inner pages: one color (black) | Cover Page 200 GSM With Lamination  Inner Page 80 GSM Wood Free | 44 | Perfect binding | 1000 | Publication |  |  |
| **Grand Total (DDP OHCHR Office , Doha , Qatar)** | | | | | | | | | |  |

\*Note: Number of inner pages of the publications subject to +/- 10%.

**TABLE 2 : Estimated Operating Costs (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**TABLE 3 : 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*** |
| **1) Meeting the following minimum Technical Specifications of all publications ( 1-10) as described in Annex 1-Terms of Reference.** |  |  |  |
| **2) Delivery Lead Time: End of December 2019** |  |  |  |
| **3) Validity of Quotation :120 days** |  |  |  |
| **4) All Provisions of the UNDP General Terms and Conditions** |  |  |  |
| **5) Provide all required mandatory documents** |  |  |  |
| **6) Submit samples of similar quality of printed publications** |  |  |  |
| **7) Minimum three years of experience in printing services** |  |  |  |

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 Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider’s 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)