**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 09/ 2019:

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items #** | **Items Description** | **Unit Price (DAP)** | | | | | | | | |
| **(Technical Specification must be in line with the above technical proposal form)** | **LOT-1** | | | **LOT-2** | | | **LOT-3** | | |
| **(Equal to Dell Latitude)** | | | **(Equal to Microsoft Surface Pro)** | | | **(Equal to Lenovo X Series)** | | |
| **Quantity** | **Unit Price** | **Total Price per Item** | **Quantity** | **Unit Price** | **Total Price per Item** | **Quantity** | **Unit Price** | **Total Price per Item** |
| 1 | Laptop | 17 units |  |  | 2 units |  |  | 8 units |  |  |
| 2 (a) | External Keyboard (English) | 14 units |  |  | 2 units |  |  | 8 units |  |  |
| 2 (b) | External Keyboard (Thai-English) | 3 units |  |  | **N/A** |  |  | - |  |  |
| 3 (a) | Laptop Bag | 17 units |  |  | **N/A** |  |  | 8 units |  |  |
| 3 (b) | Sleeve | **N/A** | **N/A** | **N/A** | 2 units |  |  | **N/A** | **N/A** | **N/A** |
| 4 | Mouse (Optical) | 34 units |  |  | 4 units |  |  | 16 units |  |  |
| 5 (a) | Mini DisplayPort to HDMI Adaptor | 17 units |  |  | 2 units |  |  | **N/A** | **N/A** | **N/A** |
| 5 (b) | HDMI Cable | 17 units |  |  | 2 units |  |  | 8 units |  |  |
| 6 | Docking Station | 17 units |  |  | 2 units |  |  | 8 units |  |  |
| 7 | Monitor | 14 units |  |  | 2 units |  |  | 4 units |  |  |
| **Total Prices of Offers** | | | |  |  |  |  |  |  |  |

**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*** |
| Delivery Lead Time |  |  |  |
| Warranty- 4 years for laptop |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| After- sales services in country (onsite services in next business day) |  |  |  |

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)