**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/FJI/JPN/003/19:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods**  *(please provide specification details, brochure and catalogue of offered model)* | **Q-ty** | **Proposed Latest Delivery Date** | **Unit Price in USD** | **Total Price per Item in USD** |
| 1 | Wood chipper as per Technical Specifications in Annex 1 | 1 |  |  |  |
| 2 | Chainsaw 14 inch as per Technical Specifications in Annex 1 | 1 |  |  |  |
| 3 | Chainsaw 18 inch as per Technical Specifications in Annex 1 | 1 |  |  |  |
| 4 | Chainsaw 20 inch as per Technical Specifications in Annex 1 | 1 |  |  |  |
|  | **Total Prices of Goods[[3]](#footnote-3)** | | | |  |
|  | Add: Cost of Transportation | | | |  |
|  | Add: Cost of Insurance | | | |  |
|  | Add: Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation (please specify if CIP or DAP)** | | | |  |

**TABLE 2: Table of technical compliance of the offered goods**

|  |  |  |
| --- | --- | --- |
| **Parameters** | Description / Specifications of Goods (required) | Description / Specifications of Goods (offered)  ***Please indicate* *parameters of the offered goods, provide brochure, catalogue*** |
| Wood chipper | * Mid-range 12-inch disc-style chipper capacity * Disc-style chippers * 14-inch by 17-inch chipper throat opening * Diesel engine * From 74 to 142 horsepower * Rate speed: 2200rpm * Turbocharged (T) and Turbocharged Aftercooled (TA) * Gross Weight 7,640 lbs. (3,465.5 kg) * Transport Width 6′ 7-1/16″ (201 cm) * Transport Length 17′ 9-13/16″ (543 cm) * Transport Height 8′ 9-1/16″ (267 cm) * Hitch Pintle or 2-5/16″ Ball * Tongue Weight 740 lbs. (335.7kg) * Jack 7,000 lbs (3,175.2 kg) * Axle 7,000 lbs (3,175.2 kg) Torflex * Suspension Torsional * Brakes Electric * Tires 235/85R 16E * Fuel Capacity 40 gal (152 L) * Hydraulic Oil Capacity 25 gal (95 L) * Electrical 24V * Lights Clearance and Directional * Transmission PT Tech HPTO 8 * Chipping Capacity 12″ (30.5 cm) * Infeed Hopper Opening 40″ x 62″ (102 cm x 157 cm) * Throat Opening 12″ x 20″ (30 cm x 51 cm) * Disc Size 42″ (107 cm) dia. x 2″ (5 cm) * Disc Shaft Size 3-15/16″ (10cm) dia. * Feed System Hydraulic 2 Drum * Number of Knives 4, 2 slots * Size of Knives 4-1/2″ (11.5cm) x 7--- - 3/4″ (19.5cm) 3-bolt * Feed Wheel Adjustable Hydraulic and Spring Loaded Down Pressure System * Discharge System 360°, Hydraulic Rotation w/ Adjustable Chip Spout * Safety Features Breakaway Brake Switch, 2 E-Stop Switches, 2 Infeed Hopper Light Bars, Disc Hood * Closed Proximity Switch   Frame Size 3″ (7.6 cm) x 5″ (12.7 cm) x 1/4″ (0.64 cm) | Comply  No  If No, please provide details of offered solution: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Chainsaw 14 inch | * Minimum 30.1 cc displacement * Gasoline engine * Minimum engine power 1.3 kW/ 1.7 BHP * Maximum weight/ powerhead weight 8.6 lbs * Fuel capacity 8.5 oz. * Recommended guide bar length 12-16 inch * Chain oil capacity: 4.9 oz. * Antivibration system: shock absorption system, consisting of steel-spring elements, rubber and hard-foam buffers   Spare chain | Comply  No  If No, please provide details of offered solution: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Chainsaw 18 inch | * Minimum 45.4 cc displacement * Gasoline engine * Minimum engine power 2.2 BHP/ 3 kW * Maximum weight 10.1 lbs * Fuel capacity 15.9 oz. * Chain oil capacity: 6.8 oz. * Recommended guide bar length 18 inch * Antivibration system: shock absorption system, consisting of steel-spring elements, rubber and hard-foam buffers   Spare chain | Comply  No  If No, please provide details of offered solution: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Chainsaw 20 inch | * Minimum 50.2 cc displacement * Gasoline engine * Minimum engine power 3.0 kW/ 4.0 BHP * Maximum weight 10.8 lbs * Recommended bar length 20 inch * Fuel Capacity: 16.9 oz. * Chain oil capacity: 9.13 oz. * Antivibration system: shock absorption system, consisting of steel-spring elements, rubber and hard-foam buffers   Spare chain | Comply  No  If No, please provide details of offered solution: \_\_\_\_\_\_\_\_\_\_\_\_ |

**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*** |
| Delivery Lead Time |  |  |  |
| Installation Time (n/a) |  |  |  |
| Estimated weight/volume/dimension of the Consignment: |  |  |  |
| Country/ies Of Origin[[4]](#footnote-4): |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum one (1) year warranty on both parts and labor |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| 1. Others |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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]*

**Part 2: Declaration of Interest**

Dear Sir/Madam,

We/I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name and Title), as shareholder(s)/owner(s) of \_\_\_\_\_\_\_\_ Company, declare that:

1. Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of the beneficiary country that announced the RFQ; and do not have access to information about, or influence on the selection process for this RFQ
2. Have no common controlling partner, director, shareholder, legal representative for the purposes of this RFQ with any other entity submitting its Quotation under this RFQ; are not subcontracting or are subcontractors to other entities for the purposes of this RFQ; and that the experts proposed in the team do not participate in more than one Quotation for this RFQ
3. Are not involved in activities that could have an impact on the objectivity and independence of the Contractor’s team in carrying out its duties under the contract or can affect the image of the United Nations and the Government.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

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]*

**Part 3:Company Profile**

|  |  |  |
| --- | --- | --- |
| 1. Offeror’s Legal Name *[insert Bidder’s legal name]* | | |
| 2. In case of Joint Venture (JV), legal name of each party: *[insert legal name of each party in JV]* | | |
| 3. Actual or intended Country/ies of Registration/Operation: *[insert actual or intended Country of Registration]* | | |
| 4. Year of Registration in its Location: *[insert Bidder’s year of registration]* | | |
| 5. Countries of Operation | 6. No. of permanent staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation[[5]](#footnote-5): *[insert Bidder’s legal address in country of registration]* | | |
| 9. Value and Description of Top two (2) Biggest Contracts for the past three (3) years | | |
| 10. Latest Credit Rating (Score and Source, if any) | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 12. Offeror’s Authorized Representative Information  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s Address]*  Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]*  Email Address: *[insert Authorized Representative’s email address]* | | |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? ☐ YES or ☐ NO | | |

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Part 4: EXPERIENCE IN SIMILAR NATURE\***

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the good supplied | Delivery period  (month, year) | Amount of the contract | Client  (Name, contact person, telephone, email) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*** Contact details (email, telephone, website) of clients whom the bidder supplied goods of similar nature.

*[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)
4. If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract. [↑](#footnote-ref-4)
5. You must specify address of permanent office, landline telephone numbers [↑](#footnote-ref-5)