**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[1]](#footnote-1))***

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 **“Canteen chairs and meeting room chairs for Green One UN House (GOUNH)”**:

**TABLE 1 : Offer to Supply 3 Samples Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Proposed Material** | **Latest Delivery Date**  *(production time not exceeding 20 days, including Saturdays and Sundays)* | **Total Price per Item**  *(including cost of production, transportation, installation, tax)* |
|  | Sample 1 | 01 |  |  |  |
|  | Sample 2 | 01 |  |  |  |
|  | Sample 3 | 01 |  |  |  |
|  | **Total Final and All-Inclusive Price Quotation for 3 Samples** | | | |  |

**TABLE 2 : Offer to Supply All Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Warranty period** | **Latest Delivery Date**  *(production time not exceeding 50 days, including Saturdays and Sundays)* | **Total Price per Item**  *(including cost of production, transportation, installation, tax and 12-month warranty)* |
|  | Sample 1 | 100 |  |  |  |
|  | Sample 2 | 100 |  |  |  |
|  | Sample 3 | 100 |  |  |  |
|  | **Total Final and All-Inclusive Price Quotation for All Goods** | | | |  |

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows :** | **Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery and installation Lead Time (by January 2020 as the latest for all orders) |  |  |  |
| Inform about the production progress at least every 2 weeks and provide photos if needed to the UN representative |  |  |  |
| Warranty and After-Sales Requirements:  Minimum one (1) year warranty on both parts and labor |  |  |  |
| Validity of Quotation (90 days) |  |  |  |
| 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.

Please find attached detailed specification and catalogue of the offered product.

We confirm that we are not in the Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.

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

*[Designation]*

*[Date]*

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)