**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/UNDP/CTED/001/2020 – CTED: Regional meetings‎:

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **UOM** | **Period of engagement** | **UOM** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |  |  |  |
| **I** | **Professional Fee** |  |  |  |  |  |  |
| 1 | Team Leader | 1 | person | 5 | days |  |  |
| 2 | Runner | 1 | people | 5 | days |  |  |
| 3 | Photographer | 1 | person | 2 | days |  |  |
| 4 | Media/Indonesian Newspaper | 1 | LS | 2 | days |  |  |
| 5 | Media/Japanese ‎Newspaper | 1 | LS | 2 | days |  |  |
|  |  |  |  |  |  |  |  |
| **II** | **Additional Equipment Rental** |  |  |  |  |  |  |
| 1 | Rental of Laptop (Minimum Requirement: Microsoft Office to be connected to projector)  Date: 30-31 January 2020; 3-5 February 2020  Quantity: 2 Unit | 2 | Unit | 5 | days |  |  |
| 2 | Rental of Copy Machine  Minimum Requirement:  Date: 28 – 31 January 2020; 1-5 February 2020  Quantity: 1 Unit  200 pages | 1 | Unit | 9 | days |  |  |
| 3 | Rental of microphones  Date: 30-31 January 2020; 3-5 February 2020  Quantity: 25 Unit | 25 | Unit | 5 | days |  |  |
| 4 | Rental of Flipcharts complete with papers and marker (red, black, and blue)  Date: 30-31 January 2020; 3-5 February 2020  Quantity: 17 Set | 17 | Set | 5 | days |  |  |
| 5 | 8 Foot Flagpoles  Date: 30 – 31 January 2020; 3-5 February 2020  Quantity: 3 Units | 3 | Unit | 5 | days |  |  |
| 6 | Flags (Indonesia, Japan, and UN)  Date: 30-31 January 2020; 3-5 February 2020  Quantity: 3 Units | 3 | Unit | 5 | days |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **IV** | **Others** |  |  |  |  |  |  |
|  | **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** | | | |  |  |  |

**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*** |
| Validity of Quotation: 60 days |  |  |  |
| 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]*

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)