**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. \_\_\_\_\_\_\_:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of services** |  | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| 1 | **Renovation Works** |  |  |  |  |
| 2 | **Airconditioning Works** |  |  |  |  |
| 3 | **Electrical Works** |  |  |  |  |
| 4 | **Plumbing Works** |  |  |  |  |
| 5 | **Supply and Installation of Furnitures and Fixtures and Accessories (Curtains, carpets etc.)** |  |  |  |  |
|  | **Total Prices of Goods and Works[[3]](#footnote-3)** | | | |  |
|  | Add: Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

**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/Completion |  |  |  |
| Delivery as per specification |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Warranty on Parts and Labor for minimum period of 1 year and a retention period of 3 months after completion |  |  |  |
| 1. Technical Support |  |  |  |
| 1. Provision of Service Unit when pulled out for maintenance/ repair |  |  |  |
| 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]*

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)