**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-2)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-3))***

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. UNDPIRH-202005-RFQ-10:

**TABLE 1: Offer to Specifications and Requirements**

**Please refer to Excel File – Annex 2 –** Bidders are requested to provide with a breakdown of all the costs that may occur relevant to this service in the excel file provided under Annex 2a.

**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*** |
| Ability to provide all services specified in Annex 1 |  |  |  |
| Compliance with and acceptance of Annex 2 |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions (Annex 3) |  |  |  |
| Written Self Declaration Annex 4 |  |  |  |
| Work Plan of Deliverables |  |  |  |

**TABLE 3: List of Previous assignment similar to the scope of Terms of Reference**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nr.** | **Date of Commence** | **Date of Completion** | **Project name** | **Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Contractor Role (JV/Consortium/Sole)** | **Types of activities undertaken** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)