**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 20/02066:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date****(no. of days)** | **Unit Price, USD****(VAT 0%)** | **Total Price per Item, USD****(VAT 0%)** |
| **Lot 1** |
| 1 | Server with virtualization solution | 1 pc. |  |  |  |
| **Lot 2** |
| 1 | Notebook | 18 pcs. |  |  |  |
| 2 | Desktop computers | 25 pcs. |  |  |  |
| 3 | Monitors  | 25 pcs. |  |  |  |
| **Lot 3** |
| 1 | LCD interactive system (Smart Board)  | 1 set  |  |  |  |
| 2 | Project screen | 5 pcs. |  |  |  |
| **Lot 4** |
| 1 | Uninterruptible power supply, UPS | 4 pcs. |  |  |  |
| 2 | Uninterruptible power supply, UPS | 6 pcs. |  |  |  |
| 3 | Voltage stabilizer | 4 pcs. |  |  |  |
| **Lot 5** |
| 1 | Switch I | 10 pcs. |  |  |  |
| 2 | Switch II | 8 pcs. |  |  |  |
| 3 | Modem SHDSL | 8 pcs. |  |  |  |
| **Lot 6** |
| 1 | Multifunctional Laser black and white Printer A4 (including 1 additional toner cartridge per set)  | 30 sets |  |  |  |
| 2 | Multifunctional Laser black and white Printer A3 (including 1 additional toner cartridge) | 8 sets |  |  |  |
| **Lot 7** |
| 1 | Color Inkjet A4 Printer MF (incorporated by manufacturer ink tank system) | 6 pcs. |  |  |  |
| 2 | Inkjet A3 Printer MF (incorporated ink tank system by the manufacturer) | 5 pcs. |  |  |  |
| **Lot 8** |
| 1 | „Color plotter 60’’ thermal inkjet printing technology | 1 pc. |  |  |  |
|  | **Total Prices of Goods8** |  |
|  | Add : Cost of Transportation |  |
|  | Add : Cost of Insurance |  |
|  | 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 up to 60 calendar days |  |  |  |
| Warranty period (as per Annex 1/ technical specifications)  |  |  |  |
| Authorized Service Center to be provided |  |  |  |
| Validity of Quotation 60 days |  |  |  |
| All Provisions of the UNDP General Termsand Conditions |  |  |  |

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)