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

***(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 **PROCUREMENT Reference No.:** **UNDP.GHA.2020.106.RFQ**

**Title of Procurement: CIRCUIT BOARD**

| **No.** | **Item/ Description of Minimum Specification** | **Unit of Measure** | **Quantity** | **Unit**  **Price**  **(GHS)** | **Total Price**  **(GHS)** |
| --- | --- | --- | --- | --- | --- |
| **1** | **Circuit Board** | **Pieces** | **1** |  |  |
|  | 1. **Total Price** |  |  |  |  |
|  | 1. **Add: Cost of Transportation (if applicable)** |  |  |  |  |
|  | 1. **Add: Cost of Insurance (if applicable)** |  |  |  |  |
|  | 1. **Other Charges [pls. specify]** |  |  |  |  |
|  | 1. **VAT/NHIL :** |  |  |  |  |
| **Final and All-Inclusive Price Quotation [ a+ b + c + d + e]** | |  |  |  |  |

**Amount in Words: [**Insert the total amount in words**]**

**Latest Delivery date: [**Insert the latest delivery date here**]**

**Name of Signatory:**

**Designation:**

**TABLE 2 : Estimated Operating Costs (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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*** |
| Delivery Lead Time |  |  |  |
| Defect Liability Period for 90 days |  |  |  |
| Validity of Quotation |  |  |  |
| Comply with 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.

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

*[Designation]*

*[Date]*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)