**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. 511-2020-UNDP-UKR-RFQ-RPP:

**TABLE 1: BRIEF COMPANY PROFILE**

|  |  |
| --- | --- |
| **BRIEF COMPANY PROFILE**  The Supplier must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following: | |
| Full registration name |  |
| Year of foundation |  |
| Legal status | If Consortium, please provide written confirmation from each member |
| Legal address |  |
| Actual address |  |
| Bank information |  |
| VAT payer status |  |
| Contact person name |  |
| Contact person email |  |
| Contact person phone |  |
| Company’s core activities |  |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any); | Please indicate here |
| Business Licenses – Registration Papers, Tax Payment Certification, etc |  |
| Certificates and Accreditation | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 3 previous partners for reference | Please attach the signed reference letters |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. | Please confirm (Answers: Yes, we are in the list / No, we are not in the list) |

**TABLE 2: Conformity to the specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Product name and specification requirements** | **Q-ty** | **Proposed brand name, item product model, article number** | **Conformity to the Specification**  **(Yes/No)** |
| 1 | **Monitor**  Philips 243V7QDSB / 00 or analog  Screen diagonal-23.8 ''  Screen scan frequency - 60 Hz  Screen resolution-Full HD (1920x1080)  Backlight type-WLED  Viewing angle - 178 ° / 178 °  The number of screen colors is 16.7 million  Brightness-250 cd / m2  Contrast-1200: 1  Response time-5 ms  Aspect ratio-16: 9  Screen coating-Matte  Connectors:  DVI  HDMI  Features-Widescreen  Screen height adjustment-None | 20 |  |  |
| 2 | **Webcam**  Microsoft LifeCam HD-3000 Ret or analog  WEB-camera resolution  1280 x 720 (HD)  Focusing - autofocus  Type of fastening - a clothespin  USB 2.0 interface | 20 |  |  |
| 3 | **Headset**  [SVEN AP-520](https://hotline.ua/av-naushniki-garnitury/sven-ap-520/) or analog  Connection type - Wired  Cable - one-sided  Impedance, Ohm -32  Headphone frequency range 20 - 20,000  Hz  Acoustic design -Semi-closed  The sensitivity of the headphones is 106 dB  Microphone type - Dynamic  Microphone design-built into the headphone case  The direction of the microphone -directional | 20 |  |  |
| **Computer** | | | | |
| 4 | **Corps Power Supply connectors**  Frime FC-212B-U3-FPO400-12 or analog  400W together with the case  Front connectors: 1 x USB 3.0, 1 x USB 2.0, Audio (microphone / headphones)  Additional 1 x USB 3.0 on the back | 20 |  |  |
| **Processor**  AMD Ryzen 5 3400G (YD3400C5FHBOX) or analog  Type: Processor  Connector type: Socket AM4  Clock frequency, GHz: 3.7 (Turbo 4.2)  Third level cache capacity, MB: 4  Kernel name: Picasso  Number of cores: 4  Production technology, nm: 12 |  |  |
| **Memory**  Kingston 16 GB (2x8GB) DDR4 3200 MHz Fury Black (HX432C16FB3K2 / 16) or analog  Purpose: for desktop computers  Volume, GB: 16  Number of slats in the set: 2  Staff timings: CL16-18-18 |  |  |
| **Drive**  WD Blue WD10EZEX or analog  Type: Hard disk  HDD type: internal  Volume, GB: 1000  Connection interface: SATA rev. 3.0  Form factor, inch: 3.5  Purpose (for internal): for desktop computers  Spindle speed, rpm: 7200  Buffer, MB: 64  Type SSD 120GB Purpose (for internal): for desktop computers |  |  |
| 5 | **Software the software must be installed**  Windows 10 Professional / Capacity: 64-bit / Program language: English / License type: OEM version (for assemblers) / Purpose: For home and business / Can be installed on: 1 PC | 20 |  |  |
| 6 | **Keyboard and Mouse**  Wired / connection interface: USB / Format: Classic / Equipment: keyboard and mouse 20 | 20 |  |  |
| 7 | **Server**  Dell PowerEdge T30 (210-T30-PR-3Y) or analog  Type: Server  Chipset: Intel C236  Processor type: Intel Xeon E3-1225v5  Frequency, GHz: 3.3  Number of cores: 4  Number of processors set / maximum: 1/1  Number of free PCI-Express slots: 3  Network adapter: 1x Gigabit Ethernet  Chassis type: Tower | 1 |  |  |
| 8 | **Drive**  WD Red 6 TB (WD60EFAX) or analog  Type: Hard disk  HDD type: internal  Volume, GB: 6000  Connection interface: SATA rev. 3.0  Form factor, inch: 3.5  Purpose (for internal): for network storage (NAS)  Spindle speed, rpm: 5400  Buffer, MB: 256 | 4 |  |  |
| 9 | **Network card**  Intel EXPI9301CTBLK or analog  PCI Express interface  Data transfer rate 10/100/1000  Gigabit Ethernet standard  Type Internal  No wireless capabilities  RJ-45 port type  Number of ports 1 | 1 |  |  |
| 10 | **Uninterruptible power supply**  APC Back-UPS Pro 900VA CIS  (BR900G-RS) or analog  Number of sockets  5 (Schuko CEE 7 (Surge Protection) x2,  Schuko CEE 7 (Battery Backup) x3)  Output power 900 VA / 540 W.  Input voltage range during operation from  the network 176 - 294 V  Operating time in case of full load 5  minutes  Operating time in case of half load 16  minutes  Rechargeable battery Built-in  Pulse protection, J 613 J.  Data line protection Analog telephone line  for telephone / fax / modem / DSL (RJ-11  connector), Network line - 10/100 Base-T  Ethernet (RJ-45 connector)  The type of battery used  Maintenance-free sealed lead-acid battery  with thickened electrolyte: protection  against leaks  Architecture type Linear-interactive | 2 |  |  |
| 11 | **Commutator**  Mikrotik Cloud Smart Switch (CSS326  24G-2S + RM) or analog  The switch is controlled by 2 levels  Number of Fast Ethernet ports (10/100):  None  Number of Gigabit Ethernet ports  (10/100/1000): 24  Number of SFP + ports: 2  Other ports: 2x SFP +  Monitoring and configuration: Web  interface (SwOS)  Possibility of installation in a rack: 1U  Power supply: DC 8-30 V | 3 |  |  |
| 12 | **Access points**  TP-Link Deco M5 (3-pack) or analog  Type: Wi-Fi router + Repeater  Wireless communication  Standard: 802.11ac  Maximum connection speed, Mbit / s: up  to 1267  Ports: Connection interface (LAN port):  1xGigabit Ethernet (10/100/1000)  Input (WAN port): Gigabit Ethernet  Router  Firewall: Yes  DHCP server: yes  Reception / transmission  Antenna type (internal / external): internal  Number of antennas: 4  MU-MIMO / MIMO support: +/+  Monitoring and configuration  Dimensions, mm: 120 x 38 | 1 |  |  |
| 13 | **Routers**  ASUS RT-AC66U B1 or analog  Type: Wireless router (router) with AiMesh support  Standard: 802.11ac  Dual band operation: yes  Maximum connection speed, Mbit / s: 450 + 1300  Multiple SSID support: yes  Connection interface (LAN port): 4x 10/100/1000 Ethernet  Input (WAN port): 1x 10/100/1000 Ethernet  USB: 2 (1xUSB 3.0, 1xUSB 2.0)  USB connection (external drive / printer / 3G modem): drive / printer / modem  Firewall: Yes  NAT: yes  VPN (virtual network) support: yes  DHCP server: yes  Demilitarized zone (DMZ): yes  Antenna type (internal / external): external  Number of antennas: 3  MU-MIMO / MIMO support: - / +  Web interface: yes  Telnet: yes  Additionally  Advanced encryption modes:  64-bit WEP, 128-bit WEP, WPA2-PSK,  WPA-PSK, WPA-Enterprise, WPA2  Enterprise  Power supply (PoE / adapter): - / +  Built-in ftp-server: yes  Other:  AiMesh support (seamless roaming).  Modes: router, access point,  repeater,media bridge; AiCloud,  Download Master, VPN Server,  SmartQoS, Parental Control, AiPlayer | 2 |  |  |
| 14 | **Cable**  OK-Net CPV-VP (350) 4x2x0.50 or  analog  Type: Twisted pair cable  Cable type: UTP  Cable category: CAT5e  Connectors: no  Shell material: PVC | 2 |  |  |
| 15 | **Crimper for RJ45**  DataShark PT-70004 or analog  specialized chimper allows you to crimp  RJ45 WE / SS connectors on different types of  cable. The tool is equipped with blades for  cable trimming. | 1 |  |  |
| 16 | **RJ45 UTP 8P8C connector**  eServer | 200 |  |  |
| 17 | **RJ45 cap**  eServer | 200 |  |  |
| 18 | **Patch panel**  24 UTP port rack 19 ″, cat. 5E or analog  Height, U 1  UTP shielding  number of ports 24  Category cat. 5e  19 "design  Patch panel type Network RJ-45 | 3 |  |  |
| 19 | **RJ-45 sockets**  UTP CAT5e computer socket external  single port 1 \* RJ45 or analog  type of equipment - External socket  shielding -UTP  Category - cat. 5e  Connector type RJ-45 | 20 |  |  |
| 20 | **RJ-46 sockets**  UTP CAT5e computer socket external two ports 2 \* RJ45 or analog | 10 |  |  |
| 21 | **Block of sockets**  The block of sockets 8 sockets with the switch without a cable, 220B, 1U or analog | 1 |  |  |
| 22 | **Switch cabinet**  Case 9U, EServer 600х500х503 (Sh \* G \* V), econom, glass, gray or analog | 1 |  |  |
| 23 | **MFU** Canon SENSYS MF264dw (2925C016) or analog  Type: MFU  Device class: office  Printing technology and palette: laser black and white  Paper size: A4  Print resolution, dpi: 1200x1200  Black and white print speed, ppm: 28  Color print speed, ppm: None  Output of the first black-and-white page, sec: 5,2  Maximum print volume, pages / month: 30,000  Duplex: yes  Density of paper, g / m2: 60-163  Cartridge configuration: toner cartridge  Number of cartridges: 1  Black cartridge: 051, 051H  Scanner type: tablet  Resolution, dpi: 600x600  Black and white copy speed, pages / min: 28  Automatic document feeder / two-sided feed: yes  Scaling %: 25-400  Number of copies per cycle: 1-999  USB: yes  Printing from USB drives: no  Print from mobile devices:  + (Google Cloud Print, AirPrint, Canon PRINT Business, Mopria)  Printing from memory cards: no  Wi-Fi: yes  Bluetooth: no  Ethernet: yes  LCD display: no  Feed capacity, page: 250 + 35  Reception capacity, page: 50 |  |  |  |
| 24 | **Printer**  Canon SENSYS LBP6030B (8468B006)  or analog  Type: Printer  Device class: personal  Printing technology and palette: laser black and white  Paper size: A4  Print resolution, dpi: 600x600 / 2400x600  Black and white print speed, ppm: 18  Output of the first black and white page,  sec: 7.8  Maximum print volume, pages / month:  5000  Duplex: no  Density of paper, g / m2: 60-163  Cartridge configuration: toner cartridge  Number of cartridges: 1  Black cartridge: Canon 725 (3479B002)  Black cartridge life, p . :725/1600  USB: yes  Feed capacity, page: 150  Reception capacity, page: 100 | 3 |  |  |
| 25 | **Scanner**  Epson Perfection V19 (B11B231401) or  analog  Type: Tablet scanner  Device class: stationary  optical resolution: 4800x4800  Maximum external bit rate of color  scanning, bit: 24  Scanning element type: CIS  Maximum sheet scan speed / ppm (m /  min):  10.4 s (A4, 300 dpi)  Maximum scanning area, mm (format):  216x297 (A4)  PC connection: USB 2.0  USB power: yes | 1 |  |  |
| 26 | **Graphic tablet**  Wacom One Medium (CTL-672-N) or  analog  Type: Graphic tablet  The size of the working surface (WxH),  mm: 216x135  Work surface format: A5  Screen resolution, lpi: 254  Number of gradations of pressure, pressure levels: 2048  Maximum data rate, dps: 133  Gesture control / Multi-touch support: no  Interface: USB  Pen  Pen type (model): LP-190K  Eraser function: no  Pen weight, g: 9  General characteristics  Size, mm: 277 x 189 x 8.7  Feeding:  from the network  Additionally:  the pen does not require batteries |  |  |  |
| 27 | **Multimedia projector**  Epson EH-TW5650 (V11H852040) or analog  Type: Multimedia projector  Matrix type: LCD  Diagonal, inches: 3x0, 61  Image format: 16: 9  Basic resolution, pixels: 1920x1080  Maximum resolution, dots: 1920x1080  Light source type: incandescent lamp (UHE)  Lamp life in normal (economy) mode, h: 4500 (7500)  Power consumption, W: 200  Luminous flux in normal (economy) mode, ANSI lm: 2500 (1650)  Image contrast: 60000: 1  Projection diagonals, m: 0,76-7,62  Projection distances, m: 2.35-3.82  Vertical / horizon correction. trapezoid, degrees:  vertical ± 30 / horizontal ± 30  Projection ratio: 1.33 - 2.16: 1  Focal length, mm: 18.2-29.2  autofocus: - (manual focus)  Video interfaces:  HDMI, D-Sub, USB  Video / audio outputs: stereo mini jack  Video standards:  NTSC, PAL, SECAM  Network connection: Wi-Fi  additional equipment and capabilities  MHL function: yes  3D support: +  Speakers (number X power, W): + (1x10)  Remote control: yes  Volume, dB: 37 | 2 |  |  |
| 28 | **Interactive whiteboard**  Intboard UT-TBI80 or analog  Type: Interactive whiteboard  Sensor type: infrared  Diagonal, inches: 80  Aspect ratio: 4: 3  Resolution: 32768x32768  Workspace material:  ceramic, high-strength, wear-resistant, with the ability to write with erasable markers  The size of the working area, mm: 1666x1173  Multitouch support: yes  Power supply: USB  Size, mm:  1746х1255х32  Additionally:  The board has BYOD (Bring Your Own Device) functionality, which allows students and teachers to use their personal devices (smartphones and tablets) when working with the board. | 1 |  |  |
| 29 | **Presenter**  Logitech R800 presenter or analog  wireless presenter with laser pointer and  intuitive slide show control buttons | 2 |  |  |
| 30 | **Projection screen**  Elite Screens T100UWV1 on a tripod or analog  Diagonal, inches: 100  Aspect ratio: 4: 3  Dimensions of the projection surface, cm:  152x203  Projection type: straight  Presence of a black edging (frame) of a projection surface is  Mounting / installation type: on a tripod  Motorized cleaning: no | 1 |  |  |
| 31 | **Projection screen**  LUMI ESAA120 wall-mounted or analog  Diagonal, inches: 120  Aspect ratio: 16: 9  Dimensions of the projection surface, cm: 265x148  Projection type: straight  Properties of the projection surface: matte, white  The presence of black edging (frame) of the projection surface: yes  Mounting / installation type: wall / ceiling  Motorized cleaning: yes | 1 |  |  |
| 32 | **Magnetic marker board**  Magnetic marker board BUROMAX, alum. frame, 90x120cm or analog | 1 |  |  |
| 33 | **Laptop**  HP 15-db0000 [15-db1135ur] or analog  Operating System  Windows 10 installed  Laptop type -laptop  Dimensions (HxWxD) 22.5 x 376 x 246 mm  Housing material - plastic  Kensington Castle -yes  15.6 "screen diagonal  1920x1080 screen resolution (Full HD)  screen coating - matte  Touch screen - no  Pixel density-141 ppi  IPS screen type  refresh rate 60 Hz  processor AMD Ryzen 5 processor line  processor model 3500U  Processor frequency 2.1 - 3.7 GHz  Number of processor cores4  Zen + processor architecture  Cache L3 4Mb  8 GB of RAM  RAM frequency 2400 MHz  DDR4 RAM type  Number of slots for memory modules 2  The maximum memory size is 16 GB  The type of graphics accelerator is built-in  Model of the built-in video card AMD Radeon Vega 8  SSD drive configuration  256 GB SSD capacity  M.2 connector is  HDMI 1 pc.  LAN yes  USB 2 x 3.2 Gen 1 x 2.0  3.5 mm jack audio interfaces (microphone / audio)  Internet / data transfer  Support for additional types of data transfer  Bluetooth 4.2  Wireless internet access Wi-Fi  Wi-Fi Standard 1 (802.11b)  Wi-fi 3 (802.11g)  Wi-fi 4 (802.11n)  Type of network adapter (Ethernet) - built-in  Network adapter speed  1000 Mbps  Card reader - yes  Memory card support by card reader  SD  SDHC  SDXC  480p webcam  there is a built-in microphone  Li-Ion battery type  Battery capacity 41 W · h | 5 |  |  |
| 34 | **Surveillance camera**  WiFi IP camera ESCAM G01 or analog  Model ESCAM G01  Matrix 1/4 2MP Progressive CMOS sensor  H.264 compression format  Recording speed Main stream: 1280 \* 1080 @ 15fps; Streams: 640 \* 352 @ 25fps, 320 \* 176 @ 25fps  Minimum illumination 0.8Lux / F1.4 (Color mode), 0.4Lux / F1.4 (Black and white mode)  Lens / Viewing angle 3.6mm  Night mode 11 IR LEDs, backlight range 8m  IR control IR enabled: night vision mode enabled, infrared beam, automatic detection of DCR   IR off: night vision is off, infrared is off, RCD is in day mode  G.711A compression format  Login Built-in microphone  Output Built-in speaker  Rotation and tilt Rotation: 355 °, Tilt: 120 °  Ethernet RJ-45 (10 / 100Base-T)  Network functions TCP / IP, HTTP, SMTP, FTP, DHCP, DDNS, NTP, UPnP, RTSP, RTMP, etc.  Maximum number of users Support up to 5 users at a time  IP address Dynamic and static IP  WIFI WIFI 802.11 b / g / n  Onvif Onvif protocol support  There is a motion detector  There is a slot for an SD card, up to 128Gb  Installation type Internal  Power supply DC5 ± 0.3V  The total weight is 0.5 kg  Complete set IP camera \* 1, Power adapter \* 1, USB cable \* 1, Instruction \* 1, Bracket \* 1, Screw \* 1.  Windows XP / 7/8/10 system configuration; IOS and Android |  |  |  |
| 35 | **Software**  **The software must be pre-installed on items 4 and 33**  Microsoft Office 2019 [Ukrainian Medialess] / Capacity: 64-bit / Office version: Office for home and business / Interface language: Ukrainian / software package: Word, Excel, PowerPoint, OneNote, Outlook / License type: Permanent / Can be installed on : 1 PC(FPP – boxed version) (T5D-03278) | 25 |  |  |
| 36 | **Acoustic complex**  HH Electronics Laney AH210 speaker  system or analog  Active sound kit, power 400 W (2x200 W), 6-channel active mixer with Bluetooth, SD Card, USB, 2 speakers with speakers 10 "+1", microphone and cables included. | 1 |  |  |
| 37 | **Radio system with microphones**  Microphones SHURE LX88-III Bas  UHF 2 Radio microphones or analog  Type - microphones with base  Type Microphones | 1 |  |  |

**TABLE 3: Price offer Financial proposal for the supply of goods in accordance with the technical specification and requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Product name and specification requirements** | **Quantity of units of goods` components (pcs / pair)** | **Unit price, without VAT, currency** | **Total price, without VAT, currency** |
|  | Monitor (please indicate brand and model) | 20 |  |  |
|  | Webcam (please indicate brand and model) | 20 |  |  |
|  | Headset (please indicate brand and model) | 20 |  |  |
|  | Computer (please indicate brand and model) | 20 |  |  |
|  | Software Windows 10 Professional the software must be installed | 202 |  |  |
|  | Keyboard and Mouse (please indicate brand and model) | 20 |  |  |
|  | Server (please indicate brand and model) | 1 |  |  |
|  | Drive (please indicate brand and model) | 4 |  |  |
|  | Network card (please indicate brand and model) | 1 |  |  |
|  | Uninterruptible power supply (please indicate brand and model) | 2 |  |  |
|  | Сommutator (please indicate brand and model) | 3 |  |  |
|  | Access points (please indicate brand and model) | 1 |  |  |
|  | Routers (please indicate brand and model) | 2 |  |  |
|  | Cable (please indicate brand and model) | 2 |  |  |
|  | Crimper for RJ45 (please indicate brand and model) | 1 |  |  |
|  | RJ45 UTP 8P8C connector (please indicate brand and model) | 200 |  |  |
|  | RJ45 cap (please indicate brand and model) | 200 |  |  |
|  | Patch panel (please indicate brand and model) | 3 |  |  |
|  | RJ-45 sockets (please indicate brand and model) | 20 |  |  |
|  | RJ-46 sockets (please indicate brand and model) | 10 |  |  |
|  | Block of sockets (please indicate brand and model) | 1 |  |  |
|  | Switch cabinet (please indicate brand and model) | 1 |  |  |
|  | MFU (please indicate brand and model) | 3 |  |  |
|  | Printer (please indicate brand and model) | 3 |  |  |
|  | Scanner (please indicate brand and model) | 1 |  |  |
|  | Graphic tablet (please indicate brand and model) | **1** |  |  |
|  | Multimedia projector (please indicate brand and model) | **2** |  |  |
|  | Interactive whiteboard (please indicate brand and model) | **1** |  |  |
|  | Presenter (please indicate brand and model) | **2** |  |  |
|  | Projection screen 100” (please indicate brand and model) | **1** |  |  |
|  | Projection screen 120” (please indicate brand and model) | **1** |  |  |
|  | Magnetic marker board (please indicate brand and model) | **1** |  |  |
|  | Laptop (please indicate brand and model) | **5** |  |  |
|  | Surveillance camera (please indicate brand and model) | **3** |  |  |
|  | Software Microsoft Office 2019 [Ukrainian Medialess] (T5D-03278)  The software must be pre-installed on items 4 and 33 | **25** |  |  |
|  | Acoustic complex (please indicate brand and model) | **1** |  |  |
|  | Radio system with microphones (please indicate brand and model) | **1** |  |  |
| **Cost of transportation** | | | |  |
| **Total Final and All-Inclusive Price Quotation (indicate currency) excl.**  **VAT** | | | |  |

**TABLE 4: 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 alternative (counter) proposal*** |
| Delivery of equipment must be completed within 60 calendar days from contract signing date, which must be notified to UNDP within at least 2 weeks.) |  |  |  |
| Delivery must be accompanied by a mandatory warranty card. All necessary technical documentation must be provided by the supplier on the day of delivery. The warranty period for all equipment must be not less than 12 months. All equipment must have official warranty service in Ukraine.) |  |  |  |
| Delivery address:  The supplier should deliver all required equipment if quantity to the address, mentioned at Annex No. 1 to the Specification (Luhansk region, Sievierodonetsk, Central Avenue, 59A) |  |  |  |
| The product meets the required quality standards |  |  |  |
| Warranty and after sales requirement: |  |  |  |
| a) Warranty and After-Sales Requirements: Not less than 1 year of full official manufacturer warranty |  |  |  |
| b) Official warranty service in Ukraine |  |  |  |
| Availability of warranty certificates of the manufacturer |  |  |  |
| Validity of Quotation (min. 60 days) |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements (if appear) |  |  |  |

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)