**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 Services Compliant with Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Specification** | **Word count** | **Unit Price (IDR)** | **Total Price (IDR)** |
| **1** | **Gender Module 1** 2018\_12\_BM\_Gender\_Module 1\_Faciliators Handbook\_ENG.docx |  |  |  |
| **2** | **Gender Module 2**  2018\_12\_BM\_Gender\_Module 2\_Facilitators Handbook\_ENG.docx |  |  |  |
| **3** | **Gender Module 3**  2018\_12\_BM\_Gender\_Module 3\_ Facilitators Handbook ENG.docx |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Total Prices of Services[[3]](#footnote-3)** |  |
|  | Add : Other Charges (pls. specify) |  |
|  | **Total Final and All-Inclusive Price Quotation** |  |

**TABLE 2 : Offer to Supply Services Compliant with 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 (IF YOU CAN NOT COMPLY, YOU WILL BE AUTOMATICALLY REJECTED).*** |
|  |  |  |  |
| DELIVERY TIME **Maximum One (1) month** from the issuance of the Purchase Order (PO) is mandatory |  |  |  |
| Validity of Quotation: 60 days |  |  |  |
| CV of the translator with background in translating gender and law enforcement |  |  |  |
| Payment terms 100% upon complete delivery of services |  |  |  |
| Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; |  |  |  |
| General Terms and Conditions for de minimis contracts (services only, less than $50,000). Applicable Terms and Conditions are available at  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |  |  | ***.*** |

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. [↑](#footnote-ref-3)