**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))***

**QUOTATION SUBMISSION FORM AND SCHEDULE OF DELIVERY**

**PROCUREMENT AND SUPPLY OF 6 ATV ALL-TERRAIN VEHICLE – QUADRICYCLES WITH FULL HELMET AND FITTED ALUMINUM STORAGE BOX**

**Reference: UNDP/RFQ/FJI031/2020**

**To:** Imran Khan

Procurement & Supply Chain Analyst

UNDP Pacific Office in Fiji

Level 2, Kadavu House, Suva, Fiji Islands

Email: [imran.khan@undp.org](mailto:imran.khan@undp.org)

Phone: +679 331 2018

**SUPPLIER’S DECLARATION(S)**

In response to the Request for Quotation for the Procurement and supply of 6 ATV all-terrain vehicle – quadricycles with full Helmet and fitted Aluminum storage box (Reference: **UNDP/RFQ/FJI031/2020**), WE, the undersigned, hereby declare that:

1. All the information and statements made in this quotation are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We accept UNDP Purchase Order and General Terms and Conditions;
3. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
4. The price of our quotation is;

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| 1 | All-terrain vehicle (ATV) 4x4 - quadricycles | 6 | 50 days upon receipt of PO |  |  |
| 2 | Helmet for ATV | 6 |  |  |
| 3 | Aluminum storage Box for ATV | 6 |  |  |
|  | **Total Prices of Goods[[3]](#footnote-3)** | | | |  |
|  | 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*** |
| Supply and Delivery of All-terrain vehicle (ATV) 4x4 - quadricycles, Helmet and fitted Aluminum box in accordance with the specifications given in Annex 1 to Port Vila, Vanuatu |  |  |  |
| Delivery Lead Time (within 50 days of the issuance of the Purchases Order) |  |  |  |
| After-sales services, 2 years manufacturing defect on motors inclusive of brand-new parts and labor cost |  |  |  |
| Fuel efficient |  |  |  |
| Validity of Quotation (90 days) |  |  |  |
| All Provision of Specification and 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. *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. *Pricing of goods should be consistent with the* [*INCO Terms 2020*](https://www.kn-portal.com/incoterms_2020/) *indicated in the RFQ* [↑](#footnote-ref-3)