**RFQ/MUS/2020/013**

**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/MUS/2020/013**:

**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 lot** |
|  LOT 1 | **Laptop Computers** | 15 | 30th October 2020 |  |  |
|  | 1. Portable
2. Processor:

Intel Core i7 processor 8th generation or higher 1. Memory:

 8 GB RAM DDR 4 or Higher1. Internal Storage:

SSD 500GB or Higher 1. Display:

13.3 inch with HD resolution 1080P1. Operating Systems:

Windows 10 Pro 641. Additional:

 webcam, integrated microphone, network Card WIFI, USB port, Ethernet Port, HDMI ports1. Keyboard:

English type1. Warranty:

Minimum 2 years |
|  | **Make & Model** |  |
|  | **Country of Origin** |  |
| Lot 2 | **Display Monitor** | 15 | 30th October 2020 |  |  |
| HDMI Monitor 24 Inch or higher with HDMI and VGA connectors 1080 with minimum 2 years warranty |  |
| **Keyboard and Mouse** | 15 | 30th October 2020 |  |  |
| Wireless Keyboard and Mouse with nano receiver with minimum 2 years warranty |  |
| **Headset** | 15 | 30th October 2020 |  |  |
| USB Headset with microphone with minimum 1 year warranty |  |
| **Power Extension** | 15 | 30th October 2020 |  |  |
| 4 Ports Universal power extension of 3 meters supporting UK and French plugs (13Amp and 16Amp) |  |
| **Laptop Carry bag** | 15 | 30th October 2020 |  |  |
| Backpack |  |
|  |  |  |
| LOT 3 | **Projector** | 2 | 30th October 2020 |  |  |
|  | Technology: 3 LCDNative Resolution: at least 1920 \* 1080Contrast ratio: at least 14,000:1Zoom Lens Ratio: 1.30:1 or betterLamp life of 4500 hours or moreHDMI portWarranty of minimum 2 years |  |
| LOT 4 | **Printer** | 4 | 30th October 2020 |  |  |
|  | Heavy Duty Laser Color Printer A4/A3 laser multifunction printer/scanner/copier/USB A4\*1: 25 ppm     8 1/2" x 11"\*1: 24 ppmPrint securityUser Code4 Trays 2X A3 and 2X A4Warranty of minimum 2 years |  |
|  LOT 5 | **Laptop Computers** | 3 | 30th October 2020 |  |  |
| 1. Portable
2. Processor:

Intel Core i7 processor 9th generation or higher 1. Memory:
2. GB RAM DDR 4 or Higher
3. Internal Storage:

SSD 1 TB or Higher 1. Display:

12 to 13.3 inch Maximum1. Operating Systems:

Windows 10 Pro 641. Additional:

 webcam, integrated microphone, network Card WIFI, USB port, Ethernet Port, HDMI ports1. Keyboard:

English type1. Graphics card: 2GB Dedicated graphics or higher

Warranty: Minimum 2 years |  |  |  |  |
| **Monitor** | 3 |  |  |  |
| Display monitor 24 Inch IPS full HD with Built-in Audio Full HD Resolution  |  |  |  |  |
| **Keyboard Mouse** | 3 |  |  |  |
| Wireless Keyboard and mouse with battery saving option |  |  |  |  |
| **Carry Case** | 3 |  |  |  |
| Back pack carry case with Shockproof |  |  |  |  |
| **External Drive** | 3 |  |  |  |
| Slim external drive 2TBShock Proof |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |
|  | **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 : 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 Lot** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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 |  |  |  |
| Country/ies Of Origin[[4]](#footnote-4):  |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum two **(2) years** warranty on both parts and labor
 |  |  |  |
| 1. Technical support and maintenance for **three months**
 |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair
 |  |  |  |
| 1. Others
 |  |  |  |
| Full compliance to requirements as per Annex 1 |  |  |  |
| Validity of Quotation (90 Days) |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Submission of Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Product being supplied |  |  |  |
| Submission of Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List |  |  |  |

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 indicated in the RFQ* [↑](#footnote-ref-3)
4. *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.* [↑](#footnote-ref-4)