**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 Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Warranty****On site or other option** | **Latest Delivery Date to 5 provinces** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Total Prices of Goods[[3]](#footnote-3)** |  |
|  |  |  Add : Cost of Transportation  |  |
|  |  | VAT |  |
|  |  |  |  |
|  |  | **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*** |
| Delivery Lead Time **to 5 provinces as in annex 2** |  |  |  |
| Warranty and After-Sales Requirements: **as manufacturer’s policy** |  |  |  |
| Validity of Quotation: 60 days |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Payment terms: 100% contract value to be paid upon receiving the official invoice, satisfactory completion of the delivery and acceptance report of the ordered items certified by authorized person. |  |  |  |
| Other requirements: **exact required specifications as per Annex 1** |  |  |  |

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)