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**Annex II**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in **Table 1& 2** in conformity with the specification and requirements of UNDP as per RFQ Reference **RFQ-UNDP-OHR-2020-005 “Subscription for Digital Library of Bite-sized Knowledge Summaries”**

**TABLE 1: Price table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Enterprise Subscription** | **Subscription Fee (USD)****Year 1** | **Subscription Fee (USD)****Year 2** | **Subscription Fee (USD)****Year 3** | **Comments** |
| 1 | Up to 750 users |  |  |  |  |
| 2 | 750-2000 users |  |  |  |  |
| 3 | 2001- 5000 users  |  |  |  |  |
| 4 | Up to 18000 users |  |  |  |  |
|  | **Additional Charges (USD) , Please explain** |  |  |  |  |
|  |  |  |  |  |  |

**Vendors are encouraged to provide discount provision**

**TABLE 2: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |
| --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Mandatory/ Optional**  | **Your Responses** |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***Bidders Comment***  |
| Legal registered entity  | Mandatory |   |  |  |
| Minimum of 5 years of work experience in the field of digital, and on-demand learning platform  | Mandatory |  |  |  |
| Technical responsiveness/Full compliance to requirements (PLEASE SUBMIT A TECHNICAL PROPOSAL AND PROVIDE A DEMO ACCOUNT TO VERIFY THE ADEQUACY OF THE PROPOSED SERVICES WITH RESPECT TO UNDP REQUIREMENTS) | Mandatory |  |  |  |
| An online digital library of compressed/summarized knowledge from books, webcasts, articles, whitepapers etc. approved by publishers/authors | Mandatory |  |  |  |
| The platform should be accessible and aligned with the UN Convention on the Rights of Persons with Disabilities. | Mandatory |  |  |  |
| The platform can be accessed via different browsers and platforms including a variety of mobile devices, laptops, and desktops. | Mandatory |  |  |  |
| Ability to add custom categories, channels or streams with UNDP branding. | Mandatory |  |  |  |
| Ability for Single Sign-on (SSO) integration. | Mandatory |  |  |  |
| Dedicated client success manager. | Mandatory |  |  |  |
| Validity of Quotation, 90 days. | Mandatory |  |  |  |
| The vendor is not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List. | Mandatory |  |  |  |
| Full acceptance of the Contract General Terms and Conditions.  | Mandatory |  |  |  |

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]*