**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation* Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | **RFQ/UNDP/SP4N- LAPOR!/118979/064/2020 –**  **Designing, lay outing, printing and packaging book of SP4N Roadmap** | Date: Click or tap to enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation:** Click or tap here to enter text.  **INCOTERMS: DAP** | | | | | |
| **Item No** | **Description** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Book printing :  “Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 46 Tahun 2020 tentang Road Map Sistem Pengelolaan Pengaduan Pelayanan Publik Nasional Tahun 2020-2024” |  |  |  |  |
| 1.1 | Cover design, layout and mock up Color of cover : 4/4 | Packa ge | 1 |  |  |

|  |  |
| --- | --- |
| Size | : 23 x 15 cm (portrait) |
| Content | : 125 pages (inclusive  cover 2 pages) |
| Color | : 4/4 (Cover), Color (20 pages of contain) and Black and White (103  pages of Content) |
| Material | : Art Carton 310 gram (cover), Book Paper 80  gram (content) |
| Finishing | : Laminated dove (cover), book binding |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.2 | Book printing :  “Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 46 Tahun 2020 tentang Road Map Sistem Pengelolaan Pengaduan Pelayanan Publik Nasional Tahun 2020-2024”  Price quotation should include content EDITING, LAY-OUTING, PRODUCTION for  3 (three) dummies | copie s | 6500 |  |  |
| 1.3 | 3 (three) dummies production |  |  |  |  |
| 1.4 | Delivery 3 dummies to 3 addresses for approval before printing (please provide detail cost for each location):   1. Mr. Rosikin, Address: Kedeputian Pelayanan Publik, KemenPAN-RB Jl. Jendral Sudirman Kav. 69 Jakarta Selatan 12190 2. Fatahillah, NPM LAPOR! Project, Address: Pesona Depok Estate Blok AL NO. 2, Mekarjaya, Sukmajaya, Depok, 16411 Jawa Barat 3. Nasokah, Technical Officer of LAPOR Project. Address: Jl. Jogokaryan MJ 3 No. 769 C Mantrijeron, Kota Yogyakarta 55143 | packa ge | 1 |  |  |
| 2 | Packaging book of “Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 46 Tahun 2020 tentang Road Map Sistem Pengelolaan Pengaduan Pelayanan Publik Nasional Tahun 2020-2024”  Each package will be containing 10 (ten) copies of book. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2.1 | Packing material:  Cartoon Box : 28 x 20 x 10 cm; | piece s | 650 |  |  |
| 2.2 | Waterproof material (for covering the book  before it is inserted to the box in order to protect the book from water and any other damages) | piece s | 650 |  |  |
| 2.3 | To label package with name and address of recipient (please refer to attachment I) | packa ge | 548 |  |  |
|  |  |  |  |  |  |
| Total Price | | | | |  |
| Transportation Price | | | | |  |
| Insurance Price | | | | |  |
| Installation Price | | | | | N/A |
| Training Price | | | | | N/A |
| Other Charges (specify) | | | | |  |
| **Total Final and All-inclusive Price** | | | | |  |

# Compliance with Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications | ☐ | ☐ | Click or tap here to enter text. |
| Delivery Term (DAP) | ☐ | ☐ | Click or tap here to enter text. |
| Delivery Lead Time (60 Calendar days) | ☐ | ☐ | Click or tap here to enter text. |
| Validity of Quotation for 90 days | ☐ | ☐ | Click or tap here to enter text. |
| Payment terms | ☐ | ☐ | Click or tap here to enter text. |
| Other requirements *[pls. specify]* | ☐ | ☐ | Click or tap here to enter text. |

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

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| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that  the quotation is accepted. | |
| *Exact name and address of company* Company NameClick or tap here to enter text. Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.:Click or tap here to enter text. | Authorized Signature:  Date:Click or tap here to enter text.  Name:Click or tap here to enter text.  Functional Title of Authorised Signatory:Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

Email Address:Click or tap here to enter text.