**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 **RFQ-2020-074** dated November 27, 2020.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Product Description / Specification** | **Quantity** | **Deadline of delivery** | **Price per unit** | **Total price** |
| 1 | Satellite transmitter with detachable mechanism, including  | 6 |  |  |  |
| 2 | Accompanying equipment: cable, flash drive. | 1 |  |  |  |
| 3 | Download program for collars | 1 |  |  |  |
| 4 | Iridium Activation | 6 |  |  |  |
| 5 | Account activation and monthly subscription for 2 years | 6 |  |  |  |
|  | **Total Prices of Goods[[3]](#footnote-3)** |  |
|  | Transportation costs |  |
|  | Other charges (specify) |  |
|  | VAT (if applicable) - specify the amount |  |
|  | **Total Final and All-Inclusive Price Quotation** |  |

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

|  |  |
| --- | --- |
| **Other information relating to our Offer:** | **Your answer** |
| ***Comply*** | ***Not comply*** | ***If you are unable to comply, give a counteroffer*** |
| Terms of delivery: CIP (Carriage and Insurance Paid to the Nur-Sultan Airport) - the seller delivers the goods to the named carrier. |  |  |  |
| Customs clearance, if necessary, will be performed by UNDP |  |  |  |
| Delivery deadline: not more than 60 calendar days after signing the Purchase Order / contract. |   |  |  |
| Place of delivery: Republic of Kazakhstan, Airport of Nur-Sultan city |  |  |  |
| Packaging Requirements: Packaging must ensure the safety of the product |  |  |  |
| Delivery schedule provided |  |  |  |
| The quotation must be inclusive of VAT and other applicable indirect taxes |  |  |  |
| Payment terms: 100% payment after delivery of goods  |  |  |  |
| Liquidated damage: 0.5% of the contract amount for each day of delay up to 1 calendar month. After that, the contract may be terminated |  |  |  |
| Special Conditions of Contract: Cancellation of PO/Contract if the delivery/completion is delayed by 30 days |  |  |  |
| Period of Validity of Quotes starting the Submission Date - 90 days |  |  |  |
| Acceptance of UNDP General Terms and Conditions |  |  |  |
| Equipment warranty for at least 12 months (letter of confirmation of warranty) |  |  |  |
| A brief description of the company's operations is presented (not more than 15 pages) |  |  |  |
| A statement as to whether import or export licenses are required for the goods purchased, including restrictions on the country of origin, the nature of the use/double use of goods or services, including for distribution to end users |  |  |  |
| Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected |  |  |  |
| Certificates of quality (ISO, etc.) - if applicable |  |  |  |
| Authorization of the manufacturer to act as a dealer (if the Supplier is not a manufacturer) |  |  |  |
| Certificate of exclusive distributor in the country (if applicable, and if the Supplier is not a manufacturer) |  |  |  |
| -Environmental Safety Certificates/ Certifications ("Green Standards") of the Company or the product supplied - if applicable |  |  |  |
| Supplier's experience in sales of the relevant equipment for at least 3 years with the provision of a list of similar supplies, confirmed by relevant documents (certificates of work performed, copies of contracts, etc.); |  |  |  |
| Recommendation letters from previous customers provided - at least 2 letters |  |  |  |
| Latest Business Registration Certificate is provided |  |  |  |
| The financial report for 2019-2020 is presented (profit and loss statement, balance sheet) |  |  |  |
| The certificate on absence of debts in tax authorities at the moment is presented |  |  |  |
| The full set of documentation, information about the supplied goods, including photo is presented |  |  |  |
| The certificate of origin of the satellite transmitter from the manufacturer is presented. |  |  |  |
| Submitted written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List |  |  |  |
| Confirmation that the product will be new in its original packaging, previously unused. |  |  |  |

All other information not provided by us in this Request automatically implies full compliance with the requirements, terms and conditions of the Request for Quotation.

*[Name and signature of authorized person]*

*[Position]*

*[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)