**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 **151/20**:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price currency** | **Total Price per Item, currency** |
| **1** | **Refrigeration equipment**  | **4** | **45 days** |  |  |
|  | **Total:** |  |  |  |  |
|  | **Total Prices of Goods[[3]](#footnote-3)** |  |
|  |  Add : Cost of Transportation Cost of Transportation  |  |
|  |  Add : Cost of Insurance |  |
|  |  Add : Other Charges (pls. specify) |  |
|  | **Total Final and All-Inclusive Price Quotation** |  |

**Additional Requirements**

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Availability (Yes/No)** |
| 1 | Technical responsiveness/Full compliance to requirements  |  |
| 2 | Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods or similar products. |  |
| 3 | Warranty and post-warranty local service on required equipment as per Annex 1.  |  |
| 4 | Full acceptance of the PO/Contract General Terms and Conditions |  |
| 5 | Detailed technical specifications |  |
| 6 | Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List |  |
| 7 | Delivery in 45 days |  |

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)