**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. **RFQ-2021-CB-003**

**TABLE 1: Quotation per service milestone**

|  |  |
| --- | --- |
| **Milestone (please refer to TOR for the details)** | **Total Lumpsum (USD)** |
| Highlights brochure | **USD …** |
| Additional pdf document | **USD …** |
| Microsite | **USD …** |
| Banner  | **USD …** |
| Monthly Maintenance and Updates | **USD …** |
| **TOTAL** | **USD …** |

**TABLE 2: Payment table**

|  |  |  |
| --- | --- | --- |
| **Milestone**  | **% Of payment** | **Total payment amount** |
| Highlights brochure | 20 | USD … |
| Additional pdf document | 0 | 0 |
| Microsite | 60 | USD **…** |
| Banner  | 20 | USD … |
| Monthly Maintenance and Updates  | 0 | 0 |
| TOTAL | - | USD **…** |

**TABLE 2: Professional fees**

|  |  |  |  |
| --- | --- | --- | --- |
| **List of Personnel** | **Unit Price (professional hourly rate/professional daily rate)**  | **Number of hours/days of involvement throughout project** | **Total Price**  |
| Team Leader |  | Milestone 1:Milestone 2:Milestone 3:Milestone 4:Milestone 5: |  |
| Team Member 1 |  | Milestone 1:Milestone 2:Milestone 3:Milestone 4:Milestone 5: |  |
| Team Member 2 |  | Milestone 1:Milestone 2:Milestone 3:Milestone 4:Milestone 5: |  |
| … |  |  |  |
| …. |  |  |  |

**TABLE 3: 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 |  |  |  |
| Compliance to all minimum technical requirements listed in the TOR |  |  |  |
| Validity of Quotation (90 days) |  |  |  |
| Acceptance of Provisions of the UNDP General Terms and Conditions |  |  |  |
| Confirmation that monthly maintenance and updates of the microsite are included in the all-inclusive lumpsum. |  |  |  |

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)