REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **Supply and Printing of Bulletin Boards**	Date: 10 June 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Vladimir Malkaj

Title: Officer in Charge

Date: 10 June 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ. UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.
Deadline for the Submission of Quotation	**27 June 2022 at 14:00 hrs. Tirana Time** If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/. For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
Method of Submission	Quotations must be submitted as follows: ☒ **E-tendering** ☐ Dedicated Email Address ☐ Courier / Hand delivery ☐ Other Click or tap here to enter text. Bid submission address: e-Tendering ▪ File Format: PDF Format ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 35 MB ▪ Mandatory subject of email: N/A ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. [For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information] • ALB 10 and Event ID: 0000012646 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders
Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement

	process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and investigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: ☒ **General Terms and Conditions / Special Conditions for Contract.** ☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000) ☐ General Terms and Conditions for Works Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	☒ **Cancellation of PO/Contract if the delivery/completion is delayed by [30 days]** ☐ Others [pls. specify]
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in Albanian Local Currency (ALL)
Joint Venture, Consortium	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the

or Association	legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: ☒ **be inclusive of VAT and other applicable indirect taxes** ☐ be exclusive of VAT and other applicable indirect taxes
Language of quotation	**English** Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ **Annex 2: Quotation Submission Form duly completed and signed** ☒ **Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1** ☒ **Company Profile.** ☒ **Registration certificate;** ☒ **List and value of projects performed for the last 3 (three) years plus client's contact details who may be contacted for further information on those contracts;** ☐ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; ☒ **Statement of satisfactory Performance (Certificates) and/or contracts/final invoices/delivery reports, etc from 3 (three) clients in terms of Contract value in similar field;** ☐ Completed and signed CVs for the proposed key Personnel; ☐ Other.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	☒ **Not permitted** ☐ **Permitted** Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes

<table>
<tr><td>Alternative Quotes</td><td>☒ Not permitted
☐ Permitted
If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</td></tr>
<tr><td>Payment Terms</td><td>☐ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
☒Other Payment will be done as per the delivery schedule below:
<table><tr><td>Payments Instalments</td><td>Condition for Payment Release</td></tr><tr><td>Based upon actual delivery and installation of the goods in educational facilities, as per the delivery schedule presented in the delivery requirement section below</td><td>Within thirty (30) days from the date of meeting the following conditions:
a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and
b) Receipt of invoice from the Service Provider.</td></tr></table></td></tr>
<tr><td>Conditions for Release of Payment</td><td>☒ Passing Inspection by UNDP and Complete Installation
☐ Passing all Testing [specify standard, if possible]
☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible
☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
☐ Others [pls. specify]</td></tr>
<tr><td>Contact Person for correspondence, notifications and clarifications</td><td>E-mail address: procurement.al@undp.org
Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.
Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</td></tr>
<tr><td>Clarifications</td><td>Requests for clarification from bidders will not be accepted any later than 5 (five) days before the submission deadline. Responses to request for clarification will be communicated via email by 09 June 2022</td></tr>
<tr><td>Evaluation method</td><td>☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
☐ Other Click or tap here to enter text.</td></tr>
<tr><td>Evaluation criteria</td><td>☒Full compliance with all requirements as specified in Annex 1
☒Full acceptance of the General Conditions of Contract
☐Comprehensiveness of after-sales services
☐Earliest Delivery /shortest lead time
☐Others Click or tap here to enter text.</td></tr>
<tr><td>Right not to accept any quotation</td><td>UNDP is not bound to accept any quotation, nor award a contract or Purchase Order</td></tr>
<tr><td>Right to vary requirement at time of award</td><td>At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</td></tr>
</table>

Type of Contract to be awarded	☐ Purchase Order ☒**Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)** ☐ Contract for Works ☐ Other Type/s of Contract [pls. specify]
Expected date for contract award.	**11 July 2022**
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org. The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Context of the requirement:

The 6.3 magnitude earthquake that hit Albania on 26 November 2019, has left 51 people dead and injured at least 913 others. Eleven municipalities situated in three prefectures (Tirana, Durrës and Lezha), have suffered to varying degrees from the earthquake with 202,291 people affected directly or indirectly. As indicated by the Post Disaster Need Assessment (PDNA), the education sector is one of the most affected by the November 26, 2019 earthquake. Damages were reported to 321 educational institutions (all types including dormitories) in the 11 affected municipalities, representing 24% of all educational establishments.

In this context, UNDP in collaboration with the Albanian Government are implemented the following programmes, as financial commitment during the International Donor's Conference, organized in Brussels on February 17, 2020. These programmes aim to accelerate the recovery process after the earthquake in 11 affected municipalities through repair/ reconstruction of education facilities/community infrastructure damaged by the earthquake.

These Programmes are as follows:

- The "EU4Schools" is an initiative funded by European Union (EU) to accelerate the recovery process in the education sector, after the earthquake of November 26th, 2019, in Albania. "EU4Schools" is targeting educational facilities, including creches, pre-schools, primary education, secondary schools – including VET schools and respective dormitories in municipalities affected by the earthquake, such as: (i) Lezha, (ii) Tirana, (iii) Rrogozhina, (iv) Mirdita (v) Vora, (vi) Shijak, (vii) Durres, (viii) Kruja, (ix) Kurbin, (x) Kamza and (xi) Kavaja.
- "Community Infrastructure Support" (CIS) Project is funded by the Government of Denmark and the Government of the United Kingdom for the repair/ reconstruction of three educational facilities including kindergartens and schools, located in the Municipality of Durres.
- "Croatia Education Recovery Support" (CERS), is an initiative funded by the Government of Croatia that addresses education sector recovery process after the earthquake of November 26th, 2019 in Albania. It aims to support Albanian citizens in the municipality of Kruje to improve their education outcomes. The project is implemented by the UNDP, in cooperation with the Albanian Government.

They aim to further support local and national governments in reducing social and economic losses, and to accelerate the recovery process through repairs and reconstruction of the targeted educational facilities.

Through this procurement process, UNDP Albania aims at obtaining offers for supply, printing and on-site installation of 580 boards for 44 educational facilities and award the contract to the Bidder with the lowest price substantially compliant offer.

Technical Specifications for Goods:

Item No	Item Description	Unit	Minimum technical requirements	Quantity
Model 1	Model 1 - Before and After Table	Model 1 - Before and After Table.pdf	"Before & After" table, forex 5mm (dimensions 1.7x1.7 m)	44
Model 2	Model 2 - Plexiglass table at the entrance	Model 2 - Plexiglass table at the entranc	Plexiglass Table, forex 5mm (dimensions 80x60 cm)	36

Model 3	Model 3 - Plexiglass table at the entrance	 Model 3 - Plexiglass table at the entranc	Plexiglass Table, forex 5mm (dimensions 60x40 cm)	20
Model 4	Model 4 - National Anthem Table	 Model 4 - National Anthem Table.pdf	National Anthem table, forex 5mm (dimensions 60x80 cm)	56
Model 5	Model 5 - What to do in case of Earthquake	 Model 5 - What to do in case of Earthq	"Earthquake" table, forex 5 mm (dimensions 68x48 cm)	88
Model 6	Model 6 - Table with A4 and A3 pocket	 Model 6 - Table with A4 and A3 pocl	Table with A4 & A3 plexiglass pockets (dimensions 1.5x1 m)	177
Model 7	Model 7 - Hardware and Software Tabl	 Model 7 - Hardware and Software Table.	"Hardware & Software" table, forex 5mm (dimensions 80x60 cm)	30
Model 8	Model 8 - Computer Networks Table	 Model 8 - Computer Networks	"Computer Networks" table, forex 5 mm (dimensions 80x60 cm)	30
Model 9	Model 9 - Marie Curie Table	 Model 9 - Marie Curie Table.pdf	"Marie Curie" table, forex 5 mm (dimensions 80x60 cm)	30
Model 10	Model 10 - Mendeleev Table	 Model 10 - Mendeleev Table.pd	"Mendeleev" table, forex 5mm, (dimensions 80x60 cm)	30
Model 11	Model 11 - EU4Schools Forex Letters	 Model 11 - EU4Schools Forex Le	"EU4Schools" table with letters, Forex 8 mm (dimensions 2.5x0.37 m)	39

Delivery Requirements

Delivery Requirements	
Delivery date and time	**Bidder shall deliver the goods as per attached delivery schedule.** Details of Schools Bulletin Board.xlsx
Delivery Terms (INCOTERMS 2020)	**DELIVERED AT PLACE (DAP)**
Customs clearance (must be linked to INCOTERM)	☐ Not applicable Shall be done by: ☐ Name of organisation (where applicable) ☒ **Supplier/bidder** ☐ Freight Forwarder
Exact Address(es) of Delivery Location(s)	**Multiple locations as per delivery schedule above.**
Distribution of shipping documents (if using freight forwarder)	**N/A**
Packing Requirements	**N/A**
Training on Operations and Maintenance	**N/A**
Warranty Period	**N/A**
After-sales service and local service support requirements	- **Service Provider should ensure the delivery to each educational facility.** - **Service Provider should cover full Installation of the goods in each educational facility.**
Preferred Mode of Transport	**Land**

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. 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:	Click or tap here to enter text.	**Date:** Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	☐ Yes ☐ No **If yes,** insert UNGM Vendor Number
Quality Assurance Certification (e.g., ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	☐ Yes ☐ No
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	☐ Yes ☐ No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)*	☐ Yes ☐ No

Is your company a member of the UN Global Compact	☐ Yes ☐ No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.

List and value of projects performed for the last 3 (three) years plus client's contact details who may be contacted for further information on those contracts;

Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
☐	☐	**Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
☐	☐	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
☐	☐	**Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
☐	☐	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
☐	☐	**Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	**Prohibitions, Sanctions:** I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
☐	☐	**Bankruptcy**: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
☐	☐	**Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

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:	Click or tap here to enter text.	**Date:** Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text. **INCOTERMS:** Click or tap here to enter text.					
Item No	**Description**	**UOM**	**Qty**	**Unit price**	**Total price**
1.					
2.					
3.					
4.					
5					
6.					
7.					
8.					
9.					
10.					
11.					
				Total Price	
				Transportation Price	
				Installation Price	
				Value Added Tax (VAT)	
				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 (INCOTERMS)	☐	☐	Click or tap here to enter text.

Delivery Lead Time	☐	☐	Click or tap here to enter text.
Warranty and After-Sales Requirements	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	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.

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. Email Address: 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.