**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

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. 17/01421:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Unit Price** | **Total Price per Item** |
|  | **A. Office Room (towards the street)** |  | | |
| 1 | **Wardrobe (M1)** | **1** |  |  |
| 2 | **Storage cabinet (M2)** | **1** |  |  |
| 3 | **Storage cabinet (M3)** | **1** |  |  |
| 4 | **Drawers unit (M4)** | **6** |  |  |
| 5 | **Office desk (M5)** | **6** |  |  |
| 6 | **Meeting table (M6)** | **1** |  |  |
| 7 | **Cupboard (M7)** | **2** |  |  |
| 8 | **Cupboard (M8)** | **1** |  |  |
| 9 | **Office chairs for meetings (S2)** | **9** |  |  |
| 10 | **Office armchairs (S1)** | **6** |  |  |
|  | **B. Office Room (towards the backyard)** |  | | |
| 1 | **Storage cabinet (M9)** | **3** |  |  |
| 2 | **Storage cabinet (M10)** | **1** |  |  |
| 3 | **Storage cabinet (M11)** | **1** |  |  |
| 4 | **Wardrobe (M12)** | **1** |  |  |
| 5 | **Office desk (M13)** | **12** |  |  |
| 6 | **Drawers unit (M14)** | **12** |  |  |
| 7 | **Office armchairs (S1)** | **12** |  |  |
|  | **Total Prices of Goods** | | |  |
|  | Add: Cost of Transportation | | |  |
|  | Add: Cost of Installation | | |  |
|  | Add: Other Charges (pls. specify) | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | |  |

**TABLE 2: 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: 25 calendar days upon PO issuance |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum two (2) years warranty on both parts and labor |  |  |  |
| Validity of Quotation: 60 calendar days |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

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]*