**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[1]](#footnote-1))***

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. **“RfQ17/01433: Office equipment and accessories”**:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LOT No.** | **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price****USD** | **Total Price per Item** **(VAT 0%)** |
| **1** |  1. | Inkjet Color Printer (type 1) + installation services | 1 |  |  |  |
|  2. | Inkjet Color Printer (type 2) + installation services | 1 |  |  |  |
|  3. | Inkjet Color Printer (type 3) + installation services | 3 |  |  |  |
|  4. | Scanner + installation services | 1 |  |  |  |
| **2** | 1. | Laser Color Multifunctional Printer (Workcenter) + installation services Consumable Toner | 1 |  |  |  |
| **3** | 1. | Integrated Interactive Whiteboard + installation services | 1 |  |  |  |
| Projector compatible with Whiteboard+ installation services | 1 |  |  |  |
| **4** | 1. | External HDD  | 3 |  |  |  |
| 2. | Webcamera (type 1) | 1 |  |  |  |
| 3. | Webcamera (type 2) | 1 |  |  |  |
| 4. | Loud Speakers (type 1) | 1 |  |  |  |
| 5. | Loud Speakers (type 2) | 7 |  |  |  |
| 6. | Headphones (type 1) | 1 |  |  |  |
| 7. | Headphones (type 2) | 7 |  |  |  |
|  |  | **Total Prices of Goods[[2]](#footnote-2)** |  |
|  |  |  Add: Cost of Transportation  |  |
|  |  |  Add: Cost of Insurance |  |
|  |  |  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 schedule ***30 calendar days upon signature of contract*** |  |  |  |
| Warranty and After-Sales Requirements |   |  |  |
| 1. 2-year (Scanner, Inkjet and Workcenter Printer, Smart board and External HDD) and warranty on both parts and labor;

12-month warranty for Webcams, Loud speakers, Headphones |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair
 |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair
 |  |  |  |
| 1. Installation of the equipment in the Beneficiary’s premises
 |  |  |  |
| Validity of Quotation |  |  |  |
| 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]*

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)
2. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-2)