**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. **RfQ17/01526 Office furniture for the Bureau of Migration and Asylum in Balti (MIA Project) and UNDP Moldova Country Office:**

**Offer to Supply Goods Compliant with Technical Specifications and Requirements**

**LOT 2 – Office furniture for UNDP Moldova Country Office**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description / Minimum technical requirements** | **Quantity** | **Unit price, MDL, VAT included** | **Total price, MDL, VAT included** |
| 1 | Office desk and Storage cabinet | 33 |  |  |
| 2 | Shelves | 21 |  |  |
| 3 | Wardrobe | 17 |  |  |
| 4 | Meeting table | 18 |  |  |
| 5 | Guest chairs (cubes) | 65 |  |  |
| 6 | Shelves with inserted cubes | 1 |  |  |
| 7 | Meeting table | 1 |  |  |
| 8 | Printer table | 1 |  |  |
| 9 | Wardrobe | 1 |  |  |
| 10 | Storage for documents (Finance) | 1 |  |  |
| 11 | Storage for IT | 1 |  |  |
| 12 | Storage for IT | 1 |  |  |
| 13 | Storage for documents | 1 |  |  |
| 14 | Wardrobe for decorations | 1 |  |  |
| 15 | Wardrobe | 1 |  |  |
| 17 | Wardrobe | 1 |  |  |
| 18 | Adjustable shelves | 1 |  |  |
| 19 | Office and meeting desk | 1 |  |  |
| 20 | Bearing (lobby waiting area) | 1 |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Total Prices of Goods[[1]](#footnote-1)** |  |
|  | Add: Cost of Transportation |  |
|  | Add: Cost of Assembling and Installation |  |
|  | Add: Other Charges (pls. specify) |  |
|  | **Total Final and All-Inclusive Price Quotation USD** |  |

**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: **By 31 July 2017** |  |  |  |
| Warranty and After-Sales Requirements: |  |  |  |
| Minimum two (2) years warranty on both parts and labor |  |  |  |
| 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. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-1)