**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. **“RfQ17/01556: Production of a videographic spot for the Central Electoral Commission**:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Latest Delivery Date** | **Unit Price****USD** | **Total Price per Item****(VAT 0%)** |
| **1** | **Concept and script developed and approved by the beneficiary and Project** | **By 15 August, 2017** |  |  |
| **2** | **Storyboard and sketches to visualize the results developed and presented** |  |  |
| **3** | **Video-graphic in required languages, lengths and formats developed** | **By 15 September, 2017** |  |  |
|  | **Total** |  |  |  |

**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*** |
| Maximum period for delivery  |  |  |  |
| CD/DVD with MP4 format and Full HD resolution, including other appropriate formats for further its broadcasting on the relevant communication gateways (social media, TV, website) |  |  |  |
| 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)