**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION[[1]](#footnote-1)**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[2]](#footnote-2))***

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. **RFQ17/01626**:

**TABLE 1 : Offer to render services in accordance with the Terms of Reference and requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Unit Price** | **Total Price per Item** |
| 1 | Design of biomass heating system | 9 |  |  |
| 2 | Design of biomass heating system in conjunction with solar collectors | 4 |  |  |
| 3 | Design of solar installation for domestic hot water | 4 |  |  |
|  | **Total Prices of Services** | | |  |

**Table 2: List of qualified key personnel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Name | Education | Work experience | Role in contract implementation |
| 1 |  |  |  | Project Manager  Electrical engineers |
| 2 |  |  |  | Thermotechnics engineers |
| 3 |  |  |  | Automation engineers |
| 4 |  |  |  | HVAC engineers |
| 5 |  |  |  | Civil Engineers |
| 6 |  |  |  | Architects |
| 7 |  |  |  | Electrical engineers |
| 8 |  |  |  | Cost engineers/estimators (quantity surveyors) |

**TABLE 3 : Track Record and Experiences:** Provide the following information regarding corporate experience within the last three (3) years which are related or relevant to those required for this Contract

|  |  |  |
| --- | --- | --- |
| Starting  Month /  Year | Ending  Month /  Year | Contract Identification  ***Duplicate the template provided below for each design project completed*** |
| *[indicate month/ year]* | *[indicate month/ year]* | Role of the Applicant/Consortium Member:  Main Contractor  Subcontractor  Consortium member  Other (*Please specify*)  Detailed Description of the design works performed by the Applicant/Consortium Member:  boiler plant design  solar collectors for DHW design  solar collectors for DHW design in complex with boiler plant design  *[describe works performed as detailed as possible, in case not complete boiler plant/heating system was designed but some subsystems of it, then describe those subsystems/components]*  Boiler plant capacity: *[insert capacity here]* kW  Design has passed independent verification:  YES  NO  Heating system has been installed and commissioned:  YES  NO  Amount of contract/subcontract: *[insert amount in USD]*  Name of Employer: *[indicate full name]*  Name of Main Contractor (if work was performed as Subcontractor): *[indicate full name of Main Contractor]:*  Address of the boiler plant site: *[indicate street/number/town/ city and country]:*  Contact Person of the Main Contractor (if work was performed as Subcontractor): *[Indicate full name of the contact person, his phone number including area and city codes and E-mail. Please ensure that phone number and E-mail are operational].*  Contact Person of the Employer**:** *[Indicate full name of the contact person, his phone number including area and city codes and E-mail. Please ensure that phone number and E-mail are operational]* |
|  |  |  |

**TABLE 4 : 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 performance of all services |  |  |  |
| Validity of Quotation |  |  |  |
| Project supervision / author’s supervision |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)