**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. **RfQ18/01700**:

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Total Price per Item, (USD, VAT 0%)** |
| 1 | Air-conditioner, Type 1 | 1 |  |
| 2 | Air-conditioner, Type 2 | 1 |  |
| 3 | Air-conditioner, Type 3 | 4 |  |
| 4 | Air-conditioner, Type 4 | 7 |  |
|  | **Total Prices of Goods[[3]](#footnote-3)** | |  |
|  | Cleaning and maintenance cost twice per year during the warranty period (13 units x 2 times x 3 years = 78 services) | |  |
|  | Cost of Transportation | |  |
|  | Cost of Insurance | |  |
|  | Cost of Installation | |  |
|  | Other Charges (if any 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*** |
| Maximum delivery period not to exceed *30 calendar days* upon signature of the Purchase Order (PO) |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. 3 year warranty on both parts and labor |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| 1. Brand new replacement if Purchased Unit is Beyond repair |  |  |  |
| Cleaning and maintenance twice per year during the warranty period |  |  |  |
| 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]*

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)
3. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-3)