**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. \_\_\_\_\_\_\_:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| 1 | **Weighting machine with non-automatic operation (static scales for vehicles)** | 1 |  |  |  |
| 2 | **Electronic scales for vehicles with the possibility to determine the load while moving (dynamic scales for vehicles)** | 2 |  |  |  |
|  | **Total Prices of Goods[[3]](#footnote-3)** | | | |  |
|  | Add: Cost of Installation | | | |  |
|  | Add : Cost of Transportation | | | |  |
|  | Add : Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation** | | | |  |

**Table 1.1: Break-down per item of cost**

|  |  |
| --- | --- |
| **Item description** | **cost, per unit** |
| **Weighting machine with non-automatic operation** | |
| Weighting platform made of reinforced concrete |  |
| Electronic measuring device |  |
| Additional indicator device |  |
| PC (completely equipped) |  |
| Software |  |
| System for weighting process automation and monitoring |  |
| **Electronic scales for vehicles with the possibility to determine the load while moving** | |
| Weighting platform (b min metal board=10mm) |  |
| Electronic measuring device |  |
| Additional indicator device |  |
| PC (completely equipped) |  |
| Software |  |
| System for weighting process automation and monitoring |  |

**TABLE 2 : Estimated Operating Costs (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**TABLE 3 : 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: **90 calendar days** from the signing of the Contract |  |  |  |
| Country/ies Of Origin[[4]](#footnote-4): |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance |  |  |  |
| 1. Minimum 3 (three) 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 |  |  |  |
| 1. Maximum 8 hours needed for urgent repair actions |  |  |  |
| Validity of Quotation |  |  |  |
| 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)
3. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-3)
4. *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.* [↑](#footnote-ref-4)