**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**[[1]](#footnote-2)

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery****[[2]](#footnote-3)****)***

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. RfQ18/01765:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Lot No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price, USD** | **Total Price per Item, USD** |
| 1 | Book Scanner (please specify brand model) | 1 |  |  |  |
|  | **Total Prices of Goods**[[3]](#footnote-4) |  |
|  |  Add: Cost of Transportation  |  |
|  |  Add: Cost of Insurance |  |
|  |  Add: Other Charges (pls. specify) |  |
|  | **Total Final and All-Inclusive Price Quotation, USD** |  |

**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 *45 calendar days* upon signature of PO Contractor by both parties |  |  |  |
| Warranty on goods for a minimum period of *3 years*  |  |  |  |
| Validity of Quotation *60 calendar days* |  |  |  |
| User Training in Romanian or Russian for end-user personnel  |  |  |  |
| 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]*

**Annex 4**

**Technical Compliance Table**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description/Minimum specifications** | **Provide details of the offered features** |
|  | **Book scanner** |  |
| **1** | Color overhead scanner for formats up to A3+ |  |
| Scan Speed Color @ 300 dpi <3s |  |
| Image formats: Color, grayscale, black & white  |  |
| Output formats: Multipage PDF, JPEG, others |  |
| V-shaped adjustable book cradle, 120-180 degrees |  |
| V-shaped glass plate  |  |
| Scanner Resolution 400+ dpi |  |
| USB Port 3.0 or 1 GBit Fast Ethernet |  |
| Special capturing software: Optical Character Recognition (OCR), book fold correction, automatic finger and thumb removal, automatic crop  |  |
| LED lamps, IR/UV free |  |
| Foot Switch |  |
| Power supply: 210-240V |  |
| Warranty 3 years |  |
| Training of end-user (in Romanian or Russian) |  |
| Minimum technical requirements for the hardware (computer) necessary to operate the book scanner |  |

1. *This serves as a guide to the Supplier in preparing the quotation and price schedule.*  [↑](#footnote-ref-2)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-3)
3. *Pricing of goods should be consistent with the INCO Terms indicated in the RFQ* [↑](#footnote-ref-4)