**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.** **18/01777**:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Q-ty** | **Latest Delivery Date** | **Unit Price,**  **USD**  **(VAT exclusive)** | **Total Price per Item,**  **USD**  **VAT exclusive** |
| P1 | Bookcase (Dulap pentru mape) | 1 |  |  |  |
| P2 | Desk 2 places (Masa de lucru 2L) | 4 |  |  |  |
| P3 | Desk 3 places (Masa de lucru 3L) | 4 |  |  |  |
| P4 | Manager Desk “D” type (Masa manager tip D) | 3 |  |  |  |
| P5 | Conference table (Masa Centru de Decizie) | 1 |  |  |  |
| P6 | Manager Desk “S” type (Masa manager tip S) | 2 |  |  |  |
| P7 | Archive storage (Dulap pentru arhiva) | 4 |  |  |  |
| P8 | Storage for paper (Dulap pentru hârtie) | 5 |  |  |  |
| P9 | Desk for the Coordination Center (Masa Centru de Coordonare) | 1 |  |  |  |
| P10 | File storage 4M (Dulap pentru mape 4M) | 4 |  |  |  |
| P11 | File storage (Dulap pentru mape) | 1 |  |  |  |
| P12 | Clothes storage (Dulap pentru haine) | 5 |  |  |  |
| P13 | Kitchen furniture (Mobilier sufragerie) | 1 |  |  |  |
| P14 | Sofa (Canapea) | 2 |  |  |  |
| P15 | Kitchen table (Masa de sufragerie) | 1 |  |  |  |
| P16 | Coffee table (Masuta de cafea) | 1 |  |  |  |
| P17 | Desk Monitoring “D” type (Masa Monitorizare D) | 1 |  |  |  |
| P18 | Desk Monitoring “S” type (Masa monitorizare S) | 1 |  |  |  |
| P19 | 4 Desks set (4 mese de lucru) | 1 |  |  |  |
| P20 | Office chair (Fotolii de lucru) | 47 |  |  |  |
| P21 | Executive chair (Fotolii “Consiliul de Decizie”) | 22 |  |  |  |
| P22 | Chair (Scaun) | 8 |  |  |  |
| P23 | Kitchen chair (Scaun sufragerie) | 8 |  |  |  |
| P 24 | Wall protection panels set (Panouri de protecție) | 1 |  |  |  |
|  | **Total Prices of Goods[[3]](#footnote-3)** | | | |  |
|  | Add : Cost of Transportation | | | |  |
|  | Add : Cost of Insurance | | | |  |
|  | Add : Other Charges (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*** |
| Delivery Lead Time |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum one (2) years warranty on both parts and labor |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| Validity of Quotation |  |  |  |
| 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)