**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. 1905:

1. The Bidder is required to prepare the Quotation form as indicated below.

2. The Quotation form must provide the cost (Table 1) and discount (special bonus in %) breakdown (Table 2) for each item. Separate figures must be provided for each functional grouping or category, if any.

3. For any future order placed by the UN Agencies in Moldova, **the invoiced prices will be defined based on the panel unit prices on the date of placement of the order and applicable discount offered (special bonus). The discounts offered (special bonus) shall be valid for the duration of the LTA.**

4. The format shown on the following pages is suggested for use as a guide in preparing the Quotation form. The format uses a specific structure, which may or may not be required or applicable but are indicated to serve as examples. **Please use only light-grey fields for entering your information.**

**TABLE 1 : Price schedule Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **PETROL EN228 TYPE 1** | | **Price, MDL , VAT included** | | **Price, MDL , VAT excluded** | |
|  | Unit price displayed on city panels | |  | |  |
| **2** | **PETROL EN228 TYPE 2** | | **Price, MDL** | | **Price, MDL** | |
|  | Unit price displayed on city panels | |  | |  |
| **3** | **DIESEL EN590** | | **Price, MDL** | | **Price, MDL** | |
|  | Unit price displayed on city panels | |  | |  |

**TABLE 2 : Special discount (%)**

|  |  |
| --- | --- |
| **1** | **PETROL EN228 TYPE 1, (%)** |
|  |
| **2** | **PETROL EN228 TYPE 2, (%)** |
|  |
| **3** | **DIESEL EN590, (%)** |
|  |

**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*** |
| Availability of electronic card mechanism |  |  |  |
| Acceptability of payment terms and other terms and conditions as per RFQ requirements |  |  |  |
| 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)