**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. 19/01901:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price, USD** | **Total Price per Item (USD, VAT 0%)** |
| 1.  | Crew Van | 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 : Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 100,000 km)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List of Consumable Item/s**  | **Mileage when service is required, km** | **List of replacement parts required** | **Cost of replacement parts, USD (VAT 0%)** | **Cost of related maintenance services, USD (VAT 0%)** | **Total Price per Item, USD (VAT 0%)** |
| Motor oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox oil |  |  |  |  |  |
| Timing belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Cost** |  |

The estimated operating costs shall be quoted based on current prices at a local authorized service center and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage.

**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*** |
| Maximum delivery period not to exceed *120 calendar days* upon signature of PO/contract by both parties |  |  |  |
| Warranty for a minimum period of 3 years or 100,000 km, whoever occurs first, which shall be active in case the following retrofitting works are done on the proposed Crew Van: 1. Works on the van body;
2. Works to lead to weight increase of up to 1 tone;
3. Installation of additional electrical/electronic equipment (including air conditioner inside the van, electrical peripheral equipment inside the van, optical and acoustical devices on the outside of the van etc.)
 |   |  |  |
| Country/ies Of Origin[[4]](#footnote-4):  |  |  |  |
| Availability of certificates of quality and origin for the offered Crew Van |  |  |  |
| Availability of authorized service in Moldova and comprehensiveness of after-sales services |  |  |  |
| Validity of Quotation *90 calendar days* |  |  |  |
| Delivery on site shall be the responsibility of Supplier |  |  |  |
| 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)
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)