**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery[[1]](#footnote-1))***

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. RfQ19/01930:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Specification of Products** | **Q-ty** | **Latest Delivery Date** | **Unit Price USD** | **Total Price per Item USD** |
|  | **Deliverable:** Media Needs Assessment Report | 1 | 31 w.d. after signing the contract |  |  |
|  | **Total Prices of Deliverable** | | | |  |
|  | Add: Other Charges (pls. specify) | | | |  |
|  | **Total Final and All-Inclusive Price Quotation (VAT 0%)** | | | |  |

**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 *31 working days* upon signature of Contract by both parties |  |  |  |
| Validity of Quotation *60 calendar days* |  |  |  |
| 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. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)