**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. 19/01994:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No****.** | **Description/Specification of Goods** | **U.M.** | **Quantity**  | **Unit Price, USD** | **Total****Price, USD** |
| 1 | 2 | 3 | 4 | 5 | 6=4\*5 |
|   | ***1. Reception room and corridor*** |  |  |  |  |
| 1 | **Desk** for hall monitor (h) 750х1500х600 | pcs | 1 |  |  |
| 2 | Floor cabinet at the reception (h) 600x1500x450 | pcs | 1 |  |  |
| 3 | Soft **pouffe** (h) 450х400х400 | pcs | 40 |  |  |
| 4 | Soft **panel** for columns, walls (h) 300, δ=25 (20m) | pcs | 1 |  |  |
| 5 | Rack for magazines/booklets/leaflets (h) 1500-1600 | pcs | 3 |  |  |
|  |  **Total 1** |  |  |  |
|  | ***2. Mediation room, working with the unemployed*** |  |  |  |  |
| 1 | Corner office desk (h)750х1200х1200 with annex 1m | pcs | 1 |  |  |
| 2 | Desk for working with the unemployed (h) 750х1000х600 | pcs | 13 |  |  |
| 3 | Desk for working with the unemployed: 1000х600 adjustable height | pcs | 1 |  |  |
| 4 | Ergonomic office chair (h) 400х400х500 | pcs | 15 |  |  |
| 5 | Standard cabinet for documents (h) 1800х1000х350 | pcs | 6 |  |  |
| 6 | Closet for clothes (h) 1800х1000х600 | pcs | 3 |  |  |
| 7 | Wooden bookcase with 4 shelves (h) 2000х1000х450 | pcs | 1 |  |  |
| 8 | Playpen - soft carpet for children (h) 20x1000х2000 | pcs | 1 |  |  |
| 9 | Table set with 4 chairs for children (h) 550; chair (h) 300 | set | 1 |  |  |
| 10 | Blinds/vertical sliding/for windows(h) 2100х2500 | pcs | 7 |  |  |
|  |  **Total 2** |  |  |  |
|  | ***3. Guidance room*** |  |  |  |  |
| 1 | Computer desk(h) 750х1000х600 | pcs | 9 |  |  |
| 2 | Computer desk: adjustable height x1000х600 | pcs | 1 |  |  |
| 3 | Chair for training rooms (h) 450х400х400 | pcs | 10 |  |  |
| 4 | Closet for clothes, (h) 1800х1000х600 | pcs | 1 |  |  |
| 5 | Standard cabinet for documents(h) 1800х1000х350 | pcs | 2 |  |  |
| 6 | Metal coat rack (h) 1700-1800 | pcs | 1 |  |  |
| 7 | Horizontal window blinds (h) 2100х2500 | pcs | 1 |  |  |
|  |  **Total 3** |  |  |  |
|  | ***4. Conference and training room*** |  |  |  |  |
| 1 | Writing desk (conference room) (h) 750х1000х600 | pcs | 18 |  |  |
| 2 | Writing desk (conference room) adjustable height of 1000х600 | pcs | 2 |  |  |
| 3 | Chair for training rooms (h) 450х400х400 | pcs | 70 |  |  |
| 4 | Metal coat rack(h) 1700-1800 | pcs | 9 |  |  |
| 5 | Horizontal window blinds(h) 2100х2500 | pcs | 8 |  |  |
|  |  **Total 4** |  |  |  |
|  | ***5. Administrative offices*** |  |  |  |  |
| 1 | Corner office desk, (h) 750х1200х1200, 1m annex | pcs | 2 |  |  |
| 2 | Corner office desk, (h) 750х1200х1200, without annex | pcs | 13 |  |  |
| 3 | Ergonomic office chair (h) 400х400х500 | pcs | 16 |  |  |
| 4 | Chair for visitors(h) 400х400х500 | pcs | 20 |  |  |
| 5 | Closet for clothes(h) 1800х1000х600 | pcs | 5 |  |  |
| 6 | Standard cabinet for documents(h) 1800х1000х350 | pcs | 7 |  |  |
| 7 | Metal coat rack(h) 1700-1800 | pcs | 4 |  |  |
| 8 | Blinds/vertical sliding/for windows(h) 2100х2500 | pcs | 8 |  |  |
|  | **Total 5** |  |  |  |
|  | ***6. Kitchen and auxiliary rooms*** |  |  |  |  |
| 1 | Kitchen wall cabinet(h) 800х400х350 | pcs | 4 |  |  |
| 2 | Floor cabinet for the kitchen(h) 730х800х600 | pcs | 4 |  |  |
| 3 | Blinds/vertical sliding/for windows(h) 2100х2500 | pcs | 2 |  |  |
| 4 | Standard galvanized metal staircase - 1м | pcs | 1 |  |  |
| 5 | 5-shelf metal shelving unit, h.350mm(h) 1950х400х1000 | pcs | 13 |  |  |
|  | **Total 6** |  |  |  |
|  | **7 Other expenses** |  |  |  |  |
| 1 | Delivery and assembling of the furniture on the site  | set | 1 |  |  |
|  | **Total 7** |  |  |  |  |
|  | **Total Prices of Goods** |  |  |  |
|  |  Cost of Transportation  |  |  |  |
|  |  Cost of Insurance |  |  |  |
|  |  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*** |
| Maximum delivery period not to exceed *90 calendar days* upon signature of PO Contractor by both parties  |  |  |  |
| Warranty and After-Sales Requirements |   |  |  |
| 1. Minimum one (1) year warranty on both parts and labor
 |  |  |  |
| 1. Service Unit to be Provided when the Purchase Unit is Under Repair
 |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair
 |  |  |  |
| 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)