**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. **RfQ-20/02084**:

**TABLE 1 : Offer to Supply Services Compliant with Terms of Reference**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable**  **No.** | **Description/Deliverable** | **Quantity** | **Latest Delivery Date** | **Unit Price, USD, excl. VAT** | **Total Price per Item, USD, excl. VAT** |
| Implementation of the Anti-Bribery Management System ISO 37001:2016 for the NAC of the Republic of Moldova | a. Report on the results of the diagnostic of the Anti-Bribery Management System key processes at the NAC and their compliance with the ISO 37001:2016 requirements drafted and submitted for approval; | 1 |  |  |  |
| b. Anti-Bribery Management Policy for NAC based on ISO 37001:2016 requirements developed and submitted for approval; | 1 |  |  |  |
| c. Trainings for NAC staff (70 staff members); | 1 |  |  |  |
| d. Regulation on NAC Anti-Bribery Management System; | 1 |  |  |  |
| e. ABMS and their documentation drafted and submitted for approval; | 1 |  |  |  |
| g. Final Report on the services delivered and future recommendations | 1 |  |  |  |
|  | **Total Prices of Deliverables** | | | |  |
|  | Add : Cost of Transportation  Note: The Costs of Transportation shall be disbursed depending on the effective travel and the duty travel restrictions due to Covid19 pandemics. | | | |  |
|  | 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 as per point 4. Deliverables and Timeframe of Annex 1 – Terms of Reference |  |  |  |
| Validity of Quotation – *60 calendar days* |  |  |  |
| All Provisions of the UNDP General Terms and Conditions (see Annex 3) |  |  |  |

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)