**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-20/02086**:

**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 Information Security Management System in accordance with ISO/CEI 27001:2013 at the National Anticorruption Centre of Moldova | a. Audit Report on the Information Security Management System produced;  | 1 |  |  |  |
| b. Informational Security Policy developed; | 1 |  |  |  |
| c. Information Security Standards developed;  | 1 |  |  |  |
| d. Training programs for NAC staff delivered; | 1 |  |  |  |
| e. Regulation on information security management developed;  | 1 |  |  |  |
| f. Set of documents for analysis of security risks developed; | 1 |  |  |  |
| g. Plan for the Continuity and Restoration of the NAC Informational System developed; | 1 |  |  |  |
| i. 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)