**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 - 17/01486:

**Offer to Supply Goods Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** | **Total Price per Item** |
| 1 | Platform Stair Lift | 1 |  |  |  |
|  | **Total Prices of Goods[[3]](#footnote-3)** |  | | |  |
|  | Add: Cost of Installation |  | | |  |
|  | Add : Cost of Insurance |  | | |  |
|  | Add : Cost of Transportation |  | | |  |
|  | Add: Other Charges (pls. specify) |  | | |  |
|  | **Total Final and All-Inclusive Price Quotation** |  | | |  |

**Estimated Operating Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Consumable Item/s** *(Include fast moving parts, if any)* | **Estimated Average Consumption** | **Unit of Measure** | **Unit Price** | **Total Price per Item** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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: **60 calendar days** from the issuance of the Purchase Order (PO) |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Training on Operations and Maintenance |  |  |  |
| 1. 2 year warranty on both parts and labor |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair |  |  |  |
| Validity of Quotation |  |  |  |
| 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)