**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. **“RfQ17/01514: Digitization of the archive of the Parliament of the Republic of Moldova”:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description/Specification of Services** | **Latest Delivery Date** | **Total Price per Item, USD (VAT 0%)** |
| **1** | Inception Report, providing details for the requirements from Annex 1, developed | 3 days from contract signature |  |
| **2** | Report on demo project resulting in digitizing 10 000 pages (A4), including approved guidelines and workflows for post-processing, annotation with metadata, and ingestion into IR system. | 1 month from contract signature |  |
| **3** | About 660.000 PRM pages (A4) are scanned, metadata entered, quality acceptance passed and ingested into IR system.  \****It is important to highlight that this is the number of scanned, processed and stored pages and not the number of scanned acts or dossiers (each dossier contains 200-300 pages).*** | 5 months from contract signature |  |
| Scanned images are processed and saved in compressed PDF/A for each document image; metadata annotated. |
| Daily report on number of acts ready for quality assurance process by the Beneficiary. |
| **4** | **Final report** | 10 working days after completion of the assignment. |  |
|  | **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 period for performance of digitization services of the archive of the Parliament of the Republic of Moldova |  |  |  |
| Validity of Quotation 90 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)