**ANNEX 2**

# QUOTATION SUBMISSION FORMS

**STATEMENT OF CONFIRMATION**

***[The supplier shall fill in this form with no alterations or substitutions to its format and content]***

To: **UN Women in Moldova** Date: *[insert date of Quotation Submission]*

**131, 31 August 1989 Street,**

**MD-2012 Chisinau, Republic of Moldova**

We, the undersigned, declare that:

1. We (representatives of this company, inclusive of any associated legal representatives) have examined the minimum requirements, terms and clauses and have no reservations to the RFQ including all annexes*;*
2. We agree to abide by this RFQ and in accordance with the UN Women General Conditions of Contract (Annex IV) and will not request any changes to the existing terms, conditions and clauses;
3. We offer to supply in conformity with the **RFQ17/01639**, for **Production, supply and installation of office furniture (UN Women)** and undertake, if our offer is accepted, to commence and complete delivery of all goods specified in the contract within the time frame stipulated;
4. We offer to supply for the sum as may be ascertained in accordance with the Quotation submitted and with the instructions under the Quotation Instruction Sheet;
5. Our offer shall be valid for a period of **60** days from the date fixed for opening the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. We understand that UN Women is not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

|  |  |
| --- | --- |
| **SIGNATURE AND CONFIRMATION OF THE RFQ** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE QUOTATION VALIDITY PERIOD** **STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. THE UNDERSIGNED HEREBY SIGNS IN CONFIRMATION THAT THEY HAVE REVIEWED THE RFQ AND AGREE TO UN WOMEN CONTRACT MODEL AND THE GENERAL CONDITIONS OF CONTRACT. | |
| *Exact name and address of company*  COMPANY NAME:  ADDRESS:    PHONE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NAME: (TYPE OR PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FUNCTIONAL TITLE OF AUTHORIZED SIGNATORY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This quotation submission form MUST be duly completed and returned with the QUOTATION, along with confirmation that the products are in accordance with specifications and requirements of UN Women. The quotation “MUST” be submitted in the vendor’s business letterhead stationery. Failure to do so may result in disqualification of your QUOTATION.** | |

**Quotation Format**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **UNIT PRICES (Indicate the Price & Currency of Quotation):** | | | | | | |
| ITEM | DESCRIPTION | QTY | UNIT OF MEASURE | | CURRENCY (please specify): | |
| UNIT PRICE & indicate whether DAP, FCA, CIP, CPT, and/or other (please specify) | TOTAL PRICE, (inclusive of shipping) |
| **Items to be supplied** | **Description / Specifications of Goods (As per Annex 6 herewith)** | **Q-ty** |  | |  |  |
| Item 8 | столик журнальный *(см. Лист АI-16)* | 1 | Pc. | |  |  |
| Item 9 | стул для заседаний | 14 | Pc. | |  |  |
| Item 10 | стол для заседаний (*см. Лист АI-14)* | 1 | Pc. | |  |  |
| Item 14 | стол рабочий (*см.* *прилаг. докум.)* | 7 | Pc. | |  |  |
| Item 14 | стол рабочий h=710 (*см. Лист АI-34)* | 1 | Pc. | |  |  |
| Item 16 | тумбочка перекатная (*см.* *прилаг. докум.))* | 10 | Pc. | |  |  |
| Item 19 | кресло офисное | 8 | Pc. | |  |  |
| Item 20 | стул офисный | 23 | Pc. | |  |  |
| Item 22 | стол кухонный (*см. Лист АI-31)* | 2 | Pc. | |  |  |
| Item 23 | кухня мебель (*см. Лист AI-29-30)* | 1 | Pc. | |  |  |
| Item 26 | шкаф большой для одежды (*см. Лист АI-32)* | 1 | Pc. | |  |  |
| Item 27 | шкаф у колонны в осях "2"-"С" (*см. Лист АI-33)* | 1 | Pc. | |  |  |
| Item 28 | перегородка по оси "2" в осях "С" и "D" (*см. Лист АI-28)* | 2 | Pc. | |  |  |
| Item 29 | тумба приоконная 3-х секционная (*см. Лист АI-35-36)* | 6 | Pc. | |  |  |
| Item 30 | тумба приоконная 2-х секционная (*см. Лист АI-35-36)* | 2 | Pc. | |  |  |
| Item 31 | тумба приоконная односекционная (*см. Лист АI-35-36)* | 4 | Pc. | |  |  |
| **TOTAL PRICES (Indicate the Price & Currency of Quotation)** | | | | | | |
| TOTAL DAP, FCA, CIP, CPT, other *[please specify]* PRICE: | | | |  | | |
| FREIGHT /INSURANCE/HANDLING COSTS: | | | |  | | |
| TOTAL COST: | | | |  | | |

**TABLE 2: Compliance Requirements**

| **Compliance Requirements :** | **Your Responses** | | |
| --- | --- | --- | --- |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***Provide reasons for non-compliance*** |
| Payment terms 30 days upon receipt of invoice |  |  |  |
| Delivery Lead Time: 30 calendar days from Contract Signature |  |  |  |
| Validity Period of Quotation: 60 calendar days |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Warranty for repair and maintenance at site for 18 months from the date of supply and delivery of furniture |  |  |  |
| 1. Fixing/assembling of furniture in office premises |  |  |  |
| All Provisions of the UN Women 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.

*UN Women will not be charged for any samples as separate line items and expects the vendor to be able to provide at least 1 sample per request for any changes requested within scope. UN Women expects any provision of samples to be part of the vendor’s business cost and inclusive of the pricing offered above. If samples are to be returned, please provide a self-addressed and stamped envelope.*