**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. 1726:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Printer type** | **Monthly fixed rent, USD, per device** | **Condition of proposed equipment (new or used)** | **Price per printed b&w page, USD** | **Price per printed color page, USD** |
| 1 | Laser Color Multifunctional Printer |  |  |  |  |
| 2 | Laser Black and White Multifunctional Printer – Regular |  |  |  | n/a |
| 3 | Laser Black and White Multifunctional Printer – Advanced |  |  |  | n/a |

**Terms and Conditions:**

* Rent price and price per page shall be fixed and valid for the entire period of LTA;
* Proposed rent monthly price shall include maintenance services, parts, toner supplies and other expenses as may be incurred by the bidder (all except for paper).

There might be situations were some printing equipment could be needed for a short period rent, up to 1 (one) month, as a short-term replacement for a UNDP owned printer which can be out of service for repair works. In case the proposed rent costs are different for a short-term rent (up to one month), please fill in Table 2 with proposed costs:

**TABLE 2: Costs for short-term rent of printing equipment (up to one month)–if not applicable, indicate “N/A”**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Printer type** | **Short-term fixed rent, USD, per device** |
| 1 | Laser Color Multifunctional Printer |  |
| 2 | Laser Black and White Multifunctional Printer – Regular |  |
| 3 | Laser Black and White Multifunctional Printer – Advanced |  |

The following formula shall be considered when carrying out the price evaluation. The quoted monthly rent price per device shall be added to the price of printed pages (quoted price per page multiplied by estimated amount) per each type of device:

**TABLE 3: Formula to be used for evaluation of received quotes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Printer type** | **Quoted fixed rent** | **Price per printed b&w page** | **Price per printed color page, USD** | **Short-term rent, USD** | **Total figure** |
| 1 | Laser Color Multifunctional Printer | A | B | C | D | (A + 2000B+500C + D)\* 12 months |
| 2 | Laser Black and White Multifunctional Printer – Regular | A | B | n/a | D | (A + 2000B + D)\* 12 months |
| 3 | Laser Black and White Multifunctional Printer – Advanced | A | B | n/a | D | (A + 2000B + D)\* 12 months |
|  | **Total** | | | | | Calculated amount |

**TABLE 4: 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 |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Response ability within 4 (four) hours |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |
| Other requirements *[pls. specify]* |  |  |  |

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)