**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. RfQ18/01809:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Indicate parameters of the offered goods** | **Quantity** | **Latest Delivery Date** | **Unit Price** (w/o VAT) | **Total Price per Item**(w/o VAT) |
| 1. | REFRIGERANTS RECYCLING AND RECOVERY UNIT  | Model: Manufacturer: Country of origin: Documents confirming quality of the offered goods (type, number, validity of relevant certificate, etc.) | 2 |  |  |  |
| 2. | SPARES KITS FOR REFRIGERANT RECOVERY UNIT |  | 2 |  |  |  |
| 3. | PORTABLE CHARGING STATION (HC) |  | 2 |  |  |  |
| 4. | SPARE KITS FOR PORTABLE CHARGING STATION (HC) |  | 2 |  |  |  |
| 5. | PORTABLE RECOVERY STATION |  | 2 |  |  |  |
| 6. | SPARE KITS FOR PORTABLE RECOVERY STATION |  | 2 |  |  |  |
| 7. | HEAT PUMP CO2 |  | 1 |  |  |  |
| 8. | MULTI-REFRIGERANT ANALYZER  |  | 4 |  |  |  |
| 9. | SPARE KITS FOR MULTI-REFRIGERANT ANALYZER  |  | 4 |  |  |  |
| 10. | PORTABLE SOLDERING UNIT |  | 2 |  |  |  |
| 11. | PORTABLE ELECTRONIC WEIGHING SCALES |  | 2 |  |  |  |
| 12. | DIGITAL VACUUM GAUGE |  | 2 |  |  |  |
| 13. | INFRARED REFRIGERANT LEAK DETECTOR |  | 2 |  |  |  |
| 14. | ELECTRONIC LEAK DETECTOR |  | 8 |  |  |  |
| 15 | AMMONIA LEAK DETECTOR |  | 2 |  |  |  |
| 16. | LEAK DETECTOR OF METHANE AND PROPANE |  | 2 |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Total Prices of Goods[[3]](#footnote-3)** |  |
|  |  |  Add : Cost of Transportation  |  |
|  |  |  Add : Cost of Insurance |  |
|  |  |  Add : Other Charges (pls. specify) |  |
|  |  | **Total Final and All-Inclusive Price Quotation (DAP Chisinau, Republic of Moldova)** |  |

**TABLE 2 : Estimated Operating Costs (if applicable)**

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

**TABLE 3 : 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 *(not later than 60 days from the date of sighing of the contract)* |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum 2 (two) year warranty on both parts and labor
 |  |  |  |
| 1. Service Unit to be Provided when the Purchased Unit is Under Repair
 |  |  |  |
| 1. Brand new replacement if Purchased Unit is beyond repair
 |  |  |  |
|  |  |  |  |
| Validity of Quotation *(not less than 90 days starting from the Submission Date)* |  |  |  |
| Payment terms *(100% upon complete delivery and acceptance of goods for each shipment of goods)* |  |  |  |
| All Provisions of the UNDP General Terms and Conditions *(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]*

**Annex 3**

**Company Background Information
*Each legal entity or individual enterpriser submitting the quotation shall complete the form:***

|  |  |  |
| --- | --- | --- |
| ***1*** | ***Name of Offeror:*** |  |
| ***2*** | ***Address:*** |  |
| ***3*** | ***Telephone Number:***  | ***E-mail:*** |
| ***4*** | ***Fax Number:***  | ***Contact Person:*** |
| ***5*** | ***Country of Registration:***  | ***Registration Year:*** |
| ***6*** | ***Name of Body Issuing Business Registration Certificate:*** |
| ***7*** | ***Name and Position of the Head of Company/Organization:*** |
| ***8*** | ***Contact Person under the Offer:*** |
| ***9*** | ***Bank Details:*** |

*[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)