**Annex 2**

FORM FOR SUBMITTING SUPPLIER’S QUOTATION

***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)***

*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. RfQ20/02093:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Format of Goods** | **Unit Price, USD** | **Total Price per Item, USD** |
| **1.** | Development of LOGO and Public and Internal versions of the LOGO usage guidelines \* | CD/DVD/Online data storage with designs in electronic form, in 2 copies |  |  |
| **2.** | Development of Public and Internal versions of the Visual Identity Guidelines (Brand book) \*\* | CD/DVD/Online data storage with designs in electronic form, in 2 copies |  |  |
| **Total Prices of Goods** | | | |  |
| Add: Other Charges (pls. specify) | | | |  |
| **Total Final and All-Inclusive Price Quotation** | | | |  |

**Note: \****The institutions which will undergo the process of logo development shall be identified following discussions with the institution’s management as part of the inception phase of the assignment. At the time of the ToR elaboration, all three institutions expressed the intention of undergoing review of the existing logos, however, in absence of professional guidance the extent could not be assessed.*

*\*\*Each of the above listed deliverables shall be provided to every national forensic institution, as follows: NCJE; PFC and CLM.*

**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*** |
| Delivery Lead Time as indicated in the delivery schedule (Annex 1) |  |  |  |
| Validity of Quotation: 120 calendar 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]*