**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 RFQ20/02113:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description/Specification of Goods** | **Quantity (books)** | **Latest Delivery Date** | **Total Price per Item (USD)** |
| 1 | Books for the **Police Forensic Centre** *(as per Sheet 1 of Excel file)* |  |  |  |
| 2 | Books for **the Centre for Legal Medicine** *(as per Sheet 2 of Excel file)* |  |  |  |
| 3 | Books for the **National Centre for Judicial Expertise** *(as per Sheet 3 of Excel file)* |  |  |  |
| **Note:** Please submit your quotation (Annex 2) along with the dully filled file in Excel format *(based on the availability of requested items).* | | | | |
|  | **Total Price 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** | | |  |

**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: up to 60 calendar days upon signature of contract |  |  |  |
| Validity of Quotation: 90 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]*

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)